Neenah
WISCONSIN®

2017

Operating and Capital Improvements Budget

Neenah
WISCONSIN
Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: dkaufert@ci.neenah.wi.us
DEAN R. KAUFERT
Mayor

October 20, 2016

Members of the Common Council and Community
City of Neenah
Neenah, Wisconsin

Dear President Stevenson, Honorable Council Members and Citizens,

It is my pleasure to present to you the 2017 Operating and Capital Budget. My third budget, once again proved challenging due to limits imposed by the state, expenditure restraint formula changes, and commitments towards employee contracts. The document is financially prudent and continues to prioritize spending in a way that provides citizens with assurances that services will be maintained at a high level within our community. After a careful line by line review and productive meetings with department heads I'm very proud to provide a document that will provide outstanding quality services to our residents.

This budget will continue to provide a path to maintain our fiscal discipline, while providing a great quality of living for our residents. Our previous budgets worked hard to make sound decisions with spending decisions while laying the groundwork for economic development within our community. One just has to look around the community to see the investments going on creating new tax base and more jobs for our citizens. I have often said that our ability to increase revenues is dependent on growing our value so we can further invest in programs and initiatives that will help our tax base. This year our equalized value growth as determined by the state was 3.03 %.

The guiding principles for this budget continue to be important as I crafted this document:

1. Continue to utilize our excellent staff and Council to improve our quality service.
2. Keeping the property tax levy for city purposes below the amount allowed by the state limit.
3. Set rates for municipal fees at or below their current level whenever possible.
4. Continue to provide quality services to the citizens of Neenah with a similar number of city employees.
5. Evaluate the city's current array of services and focus on how those services can be enhanced while staying within the revenue and expenditure goals of this budget.

As in previous budgets my goals were to stay within the levy limits, keep expenditure increases within range to qualify for expenditure rate program, continue the tradition of paying off more than we borrow, improve our infrastructure, and look for ways to enhance economic development

opportunities to grow our tax base. I hope to continue the quality of life we enjoy here in Neenah while making sure we stay within the taxpayer's ability to pay.

Regarding the operating budget, our department heads identified needs of just over $24,439,020 million for 2017. I am recommending a reduction from the requests of almost $365,090 leaving a final expenditure budget of $24,074,020 which is supported by a tax levy of $13,222,390. Including debt service, the proposed levy (subject to levy limit) is just over $16.6 million dollars, an increase of just over $400,000 or 2.50%.

Based on new growth, our allowable levy limit increase for 2017 was 1.49% which equates to $241,240. Unlike years where we were able to use less than the allowable limit, our total other funding sources dictate the use of all of the levy limit to support 2017 city operations.

My goal for 2017 was to maintain a tax rate that is basically flat for our taxpayers. As proposed, the final estimated assessed tax rate (pending final assessed value numbers) for property owners will go down by .30 %. That translates to a decrease in property taxes for city purposes of .03 per $1,000 of assessed valuation. This means the owner of a home assessed at $150,000 will see a decrease of their taxes for city purposes of $4.50. Keep in mind that changes to the estimated final assessed value numbers could change these amounts slightly either up or down. .

Our financial picture continues to improve while following the strict levy limit requirements from the state and total revenue from the state, with Shared revenue, Expenditure Restraint Program, Computer Exemption Aid and Transportation dollars remaining flat again this year.

One area we received positive news was the cost of health insurance for 2017. Our provider, Network Health, was able to offer our employees' options that kept the employees and city's cost fairly flat. Our claims experience continues to improve and we are taking steps to provide wellness coaching and a health care clinic for employees that will reap benefits down the road. Our HR Director has done an excellent job in controlling these costs.

We have tried to keep fees unchanged but caution we need to continue to monitor so that we are being price competitive but making sure our costs are covered. Revenues from permits and fines continue to be flat, state shared revenue is constant and interest income is minimal. While the economy and job opportunities are improving, keeping taxes and fee increases to a minimum in this environment needs to continue.

Our downtown continues to be the envy of neighboring communities. With the new Gateway Office Tower scheduled to be completed in 2017 our commitment to provide adequate parking will be a priority. We expect our new parking enforcement program to be in place and the implementation of other parking changes will help manage our parking needs to balance employees and visitors that shop our downtown.

Our Community Development Department works hard at delivering new projects and retaining our valued businesses. In 2017 I have asked for additional dollars to help acquire strategic locations

at two locations in the city in the area of TIF 10 ($900,000) and also in the southern end of the community adjacent to the industrial park ($700,000) to reduce blight along I-41 corridor. As we formulate the Arrowhead Park plans we will look to the community to help us decide what direction we will take in developing the area. I believe it is imperative and would help our image to act on these land acquisitions. I also have included the dollars necessary for new signage along I-41 to promote Neenah.

I have also asked for a new position to be created for a full time Code Enforcement officer who will also perform the duties of the vacant weights and measures position. The volume of work to be done keeping our community desirable for neighbors and visitors necessitates this position.

We take pride in our public safety departments, notably Police and Fire services. When our citizens need emergency services they can be sure that our employees are professional and committed to protecting property and saving lives. I have concurred with the department's request to hire an additional Police Officer bringing our force to 41. I'm hopeful this will occur in April of next year. Our community is expanding and calls for service continue to increase. I believe response times to answer those critical calls is of the highest priority and the pressures facing the department to respond to peoples need for service has increased, justifying this request. This will also have a positive impact on stabilizing the ever increasing overtime budget in the department. The budget also provides dollars to continue training that is critical to ensuring the highest qualified personnel are in these positions.

Neenah takes pride in our recreation facilities and special events that are held around the community. In this budget we create two new neighborhood parks for our residents. In addition, I have included the first phase of the Washington Park Master Plan. Our Parks personnel understand the need for continued management of our terrific parks and trail system that are important as people look for areas to move to or bring companies to our area. The "Loop the Lake Trestle Project" is beginning and is expected to be completed in 2017. This will lead to an exciting and unique experience for our area residents and visitors. This also has the potential to be a destination attraction that will bring folks in from outside the area for the day where they will spend dollars within the community.

One of our most important and necessary departments is our Public Works Department. While I still support us changing to automated collection of refuse in our community I will defer this to future years when replacement of our sanitation trucks is necessary.

As I drive throughout the city I see a lot of road work that needs to be done. We will continue to be aggressive in our road reconstruction and have identified more than nine street projects. I have deferred Elm St. until 2018 and also have split the Cecil St. project into two years to smooth out the work and the borrowing for the upcoming years. Eliminating peaks and valleys in the program spending provides greater budget stability.

This decision has also helped us continue our efforts to pay off more than we borrow by $106,490 dollars. We are also using $400,000 of unspent funds from the 2016 borrowing instead of

transferring it to the reserve fund. The Infrastructure Reserve fund balance is estimated to be a very healthy $3,550,000.

The council also has discussed changing the way we assess these type of projects to homeowners and will be looking into possible alternatives in the near future.

Technology and IS services continually need upgrading to improve our capabilities to better serve the users and the taxpayers. I have also asked staff to prioritize and find ways to allow residents to use the on-line systems to access their account, pay bills without high fees charged by third party systems or apply for permits from home. Our goal of improving the system to allow easier access to doing business with government is what people have been asking for.

This past year our staff has really grabbed onto the LEAN concept to find ways to be more efficient in processes throughout our work areas. This will continue in 2017 with small groups taking a look at many of the tasks we do daily to find ways to improve providing services. The goal is to have more employees participate in this valuable training.

The budget provides for a 2% wage increase, however stipulates that 1% will be paid on January 1 and 1% on July 1 thus saving some dollars in 2017. We also continue our efforts to provide some resources for mid-point adjustments, merit pay and exemplary performance awards that were started last year.

This budget is a collection of my priorities as our elected leader. It is by no means a perfect document and I welcome your suggestions and ideas to make it even better. I tried to listen to the staff's rationale and weigh that against all the priorities in the budget. This is a document that will have us continue to move forward and meet many of the needs of our community so that we do not fall behind. I applaud our department heads for carefully scrutinizing their requests, keeping the taxpayers in mind. My purpose was to prioritize and determine the best solution. In many cases there are different ways to achieve similar outcomes. I welcome your input and ideas to enhance this document.

I want to thank Mike Easker and his staff in the Finance Department for helping me put together this budget. It is transparent and user friendly. I look forward to working with the Council and interested citizens to improve this document in the coming weeks.

Respectfully Submitted,

Dean R. Kaufert

Dean R. Kaufert
Mayor

City of Neenah
Wisconsin

2017
Operating Budget
and Capital Improvements Budget

Compiled by Department of Finance
Michael K. Easker, CPA, Director

Submitted by
Dean R. Kaufert, Mayor

CITY OF NEENAH
2017 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

TABLE OF CONTENTS

MAYOR'S TRANSMITTAL MESSAGE

INTRODUCTION
Budget Development and Management Process 1
Directory of Officials 3
Organizational Chart 4

MAYOR'S RECOMMENDATION AND SUMMARY
2017 Executive Budget As Recommended 5
2017 General Fund Budget 6
Levy Funded City Operations - Variable Cost Options 7
Calculation of Tax Levy Limit 18
Tax Levy, Tax Rates and Property Values..... 19
Total Annual Tax Levy Graph 20
Comparison of Assessed and Equalized Tax Rates Graph 21
Comparison of Assessed and Equalized Property Values Graph 22
$100,000 Assessed Value Property Tax Bill Graph. 23
Schedule of All State Aid Payments 24
Schedule of All State Aid Payments Graph..... 25
All Funds Summary..... 26
Total Tax Levy Funded Operating Budget 27
Graphical Presentation of Expenditures/Revenues. 28
Summary of City Op. by Type of Expenditures..... 29
2017 Budget Summary 30
Summary of General Fund by Object Code..... 34
2017 Budget Permanent Positions..... 38
Projected 2016 Year End Budget Variances 39
History of General Fund Balances..... 40
History of General Fund Balances Graph 41
General Fund - Undesignated Fund Balance as Percentage of Operating Budget Graph..... 42
Fund Balances by Fund 43

GENERAL FUND

RESOURCES
Revenue Sources..... 44
Revenue Summary 48
Revenue Detail..... 49
2016 Fee Schedule 55

GENERAL GOVERNMENT
City Council 66
Mayor's Office..... 69
City Publication..... 74
Finance Department ..... .78
Financial Audit..... 81
Risk Management 81
Property Damage 81
Purchasing/P-Card..... 81
Central Services 82
Utility Billing..... 82
Water Utility..... 83
City Attorney 86
City Clerk 87
External Legal Service 88
Cable Television 88
Elections 89
Board of Review 90
Human Resources and Safety 92
Municipal Building Operations 96

PUBLIC SAFETY
Police Department Operations..... 101
Police Firing Range 113
School Liaison Program 114
Police Crossing Guards 115
Community Service/Animal Control 116
K-9 Program 117
Fire Department Operations..... 121
Regional Special Operations Team 129
Water Rescue Services..... 130
Emergency Government 137
Police Commission..... 140
Public Safety Pension 140

PUBLIC WORKS
Public Works..... 141
Engineering..... 149, 156
Municipal Garage 150, 157
Cecil Street Garage..... 150, 158
Refuse Garbage Collection..... 150, 158
Storm Sewers 155
Sanitary Sewers/Lift Stations 151, 159
TV Sewer Inspections and Sealing..... 152, 159
Repair of Streets/Alleys..... 152, 160
Removal of Snow & Ice 152, 160
Weed Cutting..... 153, 161
Traffic Control 153, 161
Street Lighting..... 154, 161
Capital Outlay - Equipment 154, 152
Machinery Repair/Fleet Division 154

COMMUNITY DEVELOPMENT AND HUMAN SERVICES
Community Development..... 163
Inspections..... 169
Weights and Measures 169
Assessor 170
Neenah Historical Society 173
Landmarks Commission..... 174

Sustainable Neenah 175
Community Development Authority 176
Y-Senior Friends 176
Committee on Aging 176
Mass Transit (Bus Subsidy) 177
Dial-A-Ride 178

CULTURE AND RECREATION
Library 181
Harbor Committee 188
Bergstrom-Mahler Museum 190
Independent Recreation Programs 194, 201
Municipal Pool 194, 201
Parks and Recreation Administration 199
Adult Recreation Programs 199
Youth Recreation Programs 199
Playground Programs 197
Other Parks and Recreation Activities 200
Riverside Players 200
Parks Operations 200
Parks and Recreation Program Revenues 202
Cost Recovery Report 204
Celebrations/Commemorations 206

MISCELLANEOUS
Oak Hill Cemetery 208
City-Wide Forestry Program 212
Tax Refunds Reserve 217
Special Reserves and Escrows 217

SPECIAL REVENUE FUNDS
All TIF Funds Summary 220
TIF #5 Funds 221
TIF #6 Funds 222
TIF #7 Funds 223
TIF #8 Funds 224
TIF #9 Funds 225
TIF #10 Funds 226
Community Development Block Grant Fund 227
Housing Fund 228
Economic Development Fund 229
Industrial Development Fund 230
Recycling Fund 232
Health Grants 237
Miscellaneous Funds 238

DEBT SERVICE FUND
Debt Service Fund 240
Summary of Outstanding Long-Term Debt 245
Future Total Annual Debt Service Pymts Sched 246
Future Total Debt Service Payments Graph 247
Annual Debt Service Tax Levy 248
Annual Debt Service Tax Levy Graph 249

CAPITAL PROJECT FUNDS
2017 Executive Budget, CIP General Summary 250
Distribution of General Obligation Capital Borrowing Among Program Types 252
Annual G.O. Capital Borrowing 2008-2017 253
Annual Capital Borrowing 2008-2017 Graph 254
2017 Capital Improvements Program in Brief 255

Streets, Pedestrian Routes, Traffic Control Program
Summary of Funding and Expenditures 256
Public Infrastructure Fund 257
Streets 258
Pedestrian Routes 260
Traffic Control 260

Tax Incremental Financing Districts Program
Summary of Funding and Expenditures 261
TIF District #5 Fund 262
TIF District #6 Fund 264
TIF District #7 Fund 266
TIF District #8 Fund 270
TIF District #9 Fund 272
TIF District #10 Fund 275
TIF District #11 Fund 278
Redevelopment Fund Program 280

Facilities Program
Summary of Funding and Expenditures 282
Public Facilities Fund 283
Administration Building 284
Police 284
City Facilities 284
Bergstrom-Mahler Museum 284
Library 285
Parks and Recreation 285
Oak Hill Cemetery 285

Capital Equipment Program
Summary of Funding and Expenditures 286
Capital Equipment Fund 287
Information Systems 288
Police 289
Fire 289
Public Works 291
Communit5y Development 291
Library 292
Parks and Recreation 292
Oak Hill Cemetery 292

Utility Program
Summary of Funding and Exp. – Sanitary Sewer 293
Sanitary Sewer 294
Summary of Funding and Exp. – Storm Water 295
Storm Water 296
Summary of Funding and Expenditures – Water 297
Distribution System - Replacements 298
Distribution System - Mainline Extensions 298
Distribution System – Service Expansion Area 298
Plant, Metering and Equipment 299
Status Report of Non-Lapsing Project Funds 300

ENTERPRISE FUNDS
Parking Utility Fund 302
Sewer Utility Fund 310
Storm Water Management Utility 311
Water Utility 320

INTERNAL SERVICE/TRUST/AGENCY FUNDS
Information Systems Internal Service Fund 326
Fleet Maintenance 334
Liability Insurance Fund 337
Benefit Accrual Fund 338
Expendable Trust Funds 339

Business Improvement District 340
Joint Municipal Court Fund 341
Neenah-Menasha Fire-Rescue (“NMFR”)..... 344
NMFR Cost Distribution Formula..... 358

CITY OF NEENAH
2017 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET
REFERENCE TABLE OF CONTENTS BY DEPARTMENT & FUNCTION

Operating/Resources **Page**

Bergstrom-Mahler Museum 190//284

Common Council 66-68

Community Development/CDA/Y-Friends/Aging
Grant/Loan Programs
Landmarks/Sustainable Neenah
Mass Transit/Dial-a-Ride/B.I.D/TIF (Capital)/
Redevelopment Fund 49-50, 164-180, 238, 340, 261, 280

Debt Service 240-250

Finance/Risk Management/Special Reserves and Escrow/TIF (Non-Capital)
Liability Ins/Benefit Accrual 43-65, 77-84, 217-219, 220-226, 337-338

Fire/Rescue/Emergency Government 121-136, 137-138, 289-291, 344-358

Human Resources/Safety 92-95

Information Systems 49, 288-289, 326-329

Legal & Administrative Services 85-91

Library 181-187, 239, 285

Mayor 69-76

Municipal Court 341-343

Parks and Recreation
Celebrations/Commemorations/Cemetery/Forestry (Parks)
Harbor Committee 49-54, 191-216, 238, 285, 292

Police/Other Public Safety/Parking 50-52, 101-120, 139-140, 237, 289, 302-309

Public Works/Administration Building/Fleet Maintenance/Forestry
Recycling/Sanitary Sewer Utility/Storm Water Utility
Parking 50-52, 96-100, 141-162, 212-216, 231-236, 255-260, 284, 291, 293-296, 302-318, 334-336

Water Utility 319-325

City of Neenah

Budget Development and Management Process

The budget is a financial and operating plan that matches planned revenues and expenditures with the services provided City residents, businesses and industries based on established budgetary policies. It expresses in dollar amounts the City's work programs for the upcoming fiscal year. When adopted, it becomes a major guidance document for department managers for the operation of their various responsibilities, functions and activities. Strong efforts have been made to provide as complete information as practicable for budget analysis by the Common Council; to provide clear direction through budget detail to operating managers; and, to allow effective administrative overview and monitoring of activity expenditures.

The City's budget year coincides with the calendar year. By Statute, the Budget must include revenues and expenditures in a three-year comparison plus information on debt service, fund balances and other information deemed appropriate.

The budget document begins with a transmittal letter from the Mayor. This letter capsulizes the contents of the budget and major issues addressed during the budget development process. The Introductory and Summary Sections describe the budget process, give an overview of the City's organizational structure and present a summary of budget revenues and expenditures. All other sections include standard formatted details of specific resources, operations and special programs.

The City follows these procedures in developing, adopting, controlling and updating its annual budget for each fiscal calendar year:

Development/Adoption

1. The Mayor establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions and Council and taxpayer expectations.

2. Each operating manager submits preliminary budget requests to the Mayor based on those guidelines, including expenditures, applicable revenues and goals and plans for the ensuing year. Requests are reviewed, amended and updated throughout the development process.

3. With staff input, the Mayor submits a total proposed budget to the Council which includes final department requests, Mayor's recommended expenditures and the means of financing them and required tax levy.

4. Copies of the proposed budget are made available for public review in the Neenah Public Library and by request from the Finance Department.

5. The Council schedules "open to the public" budget workshops with the Mayor and City staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing, all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.

6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

Control/Updating

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue, Capital Projects and other funds as appropriate.

2. General (operating) Fund appropriations are made at the following major expenditure program levels:

   General Government
   Public Safety
   Public Works
   Community Development and Human Services
   Culture and Recreation
   Miscellaneous Other Uses

   All other funds are appropriated at the total expenditure level. Expenditures cannot exceed appropriations without approval of two-thirds of the Council and publication of a Class 1 Public Notice.

3. Internal City policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from Salaries/Wages, Capital Outlay, between "departments" and major cost center accounts and from the Special Reserve and Escrows account require approval of the Finance and Personnel Committee and a two-thirds vote of the Council.

4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.

5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits quarterly reports in writing to the Finance and Personnel Committee and Council and makes analyses of the fiscal condition of the City's various funds and appropriations and recommendations related thereto.

6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for reappropriation in the succeeding fiscal year.

7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

CITY OF NEENAH
DIRECTORY OF OFFICIALS
2016 – 2017

MAYOR
Dean R. Kaufert

PRESIDENT OF THE COUNCIL
Todd Stevenson

COUNCIL MEMBERS

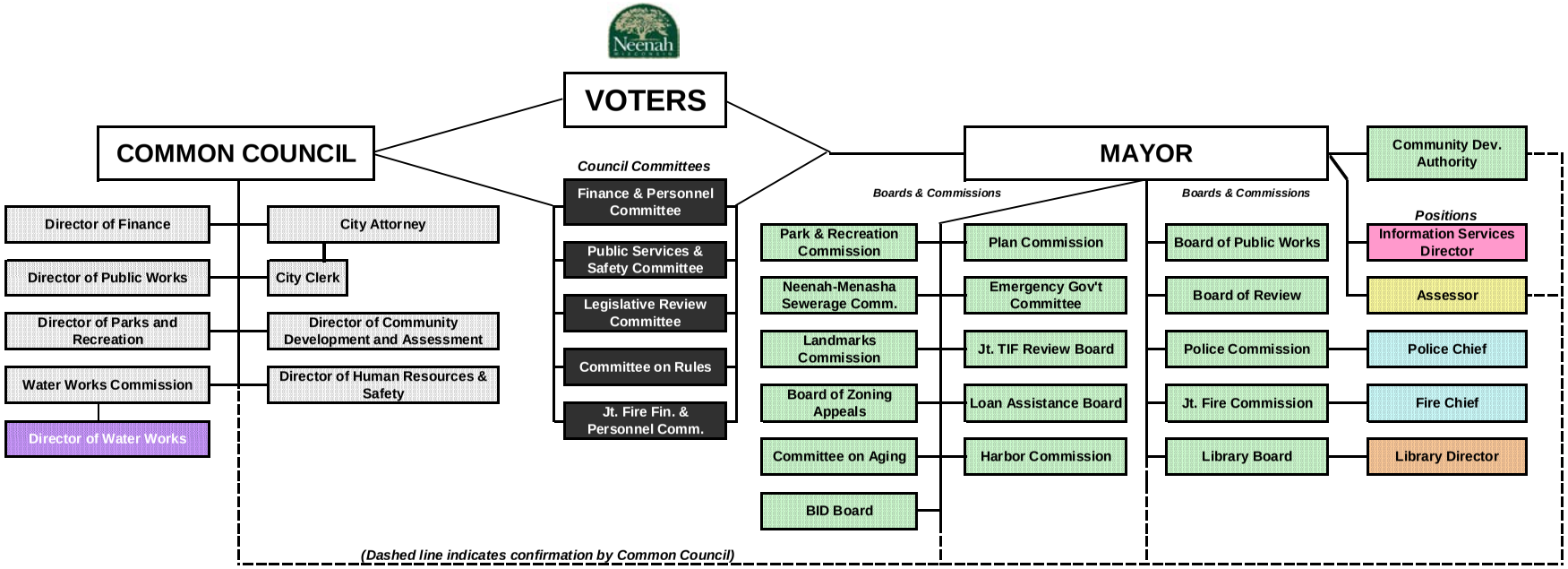
Aldermanic District 1:	Cari Lendrum
Aldermanic District 1:	William Pollnow, Jr.
Aldermanic District 1:	Kathie Boyette
Aldermanic District 2:	Marge Bates
Aldermanic District 2:	Tami Erickson
Aldermanic District 2:	Christopher Kunz
Aldermanic District 3:	Todd Stevenson
Aldermanic District 3:	Lee Hillstrom
Aldermanic District 3:	Jane Lang

OFFICERS

Director of Finance	Michael K. Easker
City Attorney	James G. Godlewski
City Clerk	Patricia A. Sturn
Director of Human Resources and Safety	Heather C. Barber
Police Chief	Kevin Wilkinson
Fire Chief	Kevin Kloehn
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment	Chris A. Haese
Director of Library	Gretchen Raab
Director of Parks and Recreation	Michael Kading
Director of Information Systems	Joseph Wenninger
Director of Water Utility	Kent Taylor

STANDING FINANCE AND PERSONNEL COMMITTEE
Alderperson William Pollnow, Jr. (Chairman)
Alderperson Tami Erickson (Vice Chairman)
Alderperson Kathie Boyette
Alderperson Christopher Kunz
Alderperson Todd Stevenson

STANDING PUBLIC SERVICES AND SAFETY COMMITTEE
Alderperson Lee Hillstrom (Chairman)
Alderperson Marge Bates (Vice Chairman)
Alderperson Jane Lang
Alderperson Cari Lendrum
Alderperson Todd Stevenson



= Appointed by Council

= Appointed by Mayor, confirmed by Council

= Appointed by Mayor

= Appointed by Mayor, 2/3 confirmation by Council

= Appointed by Police or Jt. Fire Commission

= Appointed by Library Board

= Appointed by the Water Works Commission

CITY OF NEENAH
2017 EXECUTIVE BUDGET
MAYOR RECOMMENDED

FUND	2016 Tax Levy Adopted	2017 Tax Levy Requested	% Increase (Decrease)	2017 Tax Levy Recommended	% Increase (Decrease)
General Fund Tax Levy	$12,981,140	$13,936,470	7.36%	$ 13,222,390	1.86%
Recycling Fund Tax Levy	0	0	0.00%	0	0.00%
Parking Utility Tax Levy	0	0	0.00%	0	0.00%
Operating Tax Levy	**$12,981,140**	**$13,936,470**	**7.36%**	**13,222,390**	**1.86%**
Debt Service Fund Tax Levy (2015)	3,210,000	3,210,000	n/a	3,210,000	n/a
Tax Levy Subject To Levy Limit Before Debt Adjustments	**$16,191,140**	**$17,146,470**	5.90%	**$16,432,390**	**1.49%**
Debt Service Fund - 2016 Tax Levy Increase	75,000	75,000	n/a	75,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	**$16,266,140**	**$17,221,470**	5.87%	**$16,507,390**	**1.48%**
Debt Service Fund - 2017 Tax Levy Increase	0	0	n/a	165,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	**$16,266,140**	**$17,221,470**	5.87%	**$16,672,390**	**2.50%**
City Property Assessed Value (est)	1,937,527,000	1,991,660,100	2.79%	1,991,660,100	2.79%
Assessed Tax Rate (Before TIF)	**$8.3953**	**$8.6468**	3.00%	**$8.3711**	**-0.29%**
City Property Equalized Value	1,933,055,000	1,991,660,100	3.03%	1,991,660,100	3.03%
Equalized Tax Rate (Before TIF)	**$8.4147**	**$8.6468**	2.76%	**$8.3711**	**-0.52%**
T.I.F. Districts Tax Levy	1,587,088	1,625,078	2.39%	1,625,078	2.39%
Total Tax Levy (After TIF)	**$ 17,853,228**	**$ 18,846,548**	5.56%	**$ 18,297,468**	**2.49%**
Assessed Tax Rate (After TIF)	**$9.2144**	**$9.4627**	2.69%	**$9.1870**	**-0.30%**
Equalized Tax Rate (After TIF)	**$9.2358**	**$9.4627**	2.46%	**$9.1870**	**-0.53%**

NOTE: * Budget Year 2017 Levy is proposed to be reduced by the application of $205,600 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of $170,600 used to reduce the 2016 Budget Year Levy.

*** Tax Levy amount includes a Prior Year Levy Limit Carry Forward of $0.**

*** Tax Levy for Debt Service totals $3,450,000.**

2017 GENERAL FUND BUDGET

Requested Expenditures	$24,439,020
Requested Revenue - includes previous year's tax levy amount.	23,483,700
Deficit based upon Requests	**955,320**
Expenditures	
Recommended Expenditure Decreases	365,000
Deficit after ERP Reductions	**590,320**

Expenditure Restraint Program (ERP)	
2016 G/F Adopted	$23,625,560
ERP Limit (1.90%)	1.019
2017 G/F Limit	24,074,446
Requested Exp.	24,439,020
Reductions Needed	**$364,574**

See Variable Cost Option Report.

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Revenue

Revenue	*Amount*	*Description*
Increase Tax Levy Per Levy Limi	241,240	Use full amount available.
General Fund Reserves	205,600	Pending Transit Aids/ERP Final %.
State Transportation Aids	8,480	Updated estimates.
Transfer from I/S	65,000	Approximately 100% of estimated 2017 surplus.
Transfer from Fleet Managemen	10,000	Approximately 100% of estimated 2017 surplus.
Room Tax Collections-City Share	5,000	Based upon recent trends.
Investment Income	25,000	Based upon recent trends.
Fire/Rescue 2016 Surplus	25,000	Based upon current estimates.
Delinquent P P Tax Collections - Interes	5,000	Collections exceeding initial estimates.
Total Revenue Increases	590,320	
Remaining Deficit	**0**	

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

GENERAL FUND

GENERAL GOVERNMENT

ELECTED OFFICIALS

COMMON COUNCIL	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	$1,727	$2,250	$2,500	$2,500	Request justified.
Outside Services	0	200	200	200	Maintain 2016 level.
Outside Services-Televise Meetings	4,290	3,000	4,000	4,000	Necessary costs.
Small Program Packages	0	7,600	7,600	7,600	Accela charges.
Computer Hardware Outlay	0	4,900	0	0	Council i-Pads 2016.
MAYOR					
Schools/Training/Conferences/Meetings	970	1,350	1,350	1,350	Request justified.
Outside Services	152	150	130	130	Maintain 2016 level.
Public Relations	91	600	600	600	Maintain 2016 level.
Community Contributions	0	0	5,850	5,850	New item/will work with council.
City Newsletter	22,880	19,500	20,000	19,500	Maintain 2016 level.
LEAN Training Initiative	0	11,450	11,450	11,450	Continue LEAN initiative.

FINANCE DEPARTMENT

FINANCE OPERATIONS					
Temporary Wages	4,612	2,500	2,000	2,000	Maintain 2016 level.
Schools/Training/Conferences/Meetings	4,135	3,150	3,200	3,200	Request justified.
Outside Services	4,160	0	0	0	Temp services not needed.
Small Equipment	181	500	500	500	Maintain 2016 level.
Small Computer Hardware	106	500	500	500	Maintain 2016 level.
ANNUAL AUDIT/GASB REQUIREMENTS					
Temporary Wages	1,000	1,000	1,000	1,000	Maintain 2016 level.
Audit Services	45,811	50,500	52,000	52,000	Per contract.
Professional Services	0	6,000	3,000	3,000	Fund bi-annual OPEB report.
RISK MANAGEMENT					
Schools/Training/Conferences/Meetings	312	270	200	200	Maintain 2016 level.
Outside Services	3,600	3,600	3,600	3,600	Maintain 2016 level.
Self-Insured Direct Liability Costs	60,000	70,000	70,000	70,000	To fund increased claims.
PROPERTY DAMAGE					
City Share - Deductible	0	20,000	20,000	20,000	Maintain 2016 level.
PURCHASING/P-CARD					
Temporary Wages	0	750	1,500	1,500	Manage P-Card processing.
CENTRAL SERVICES					
Small Equipment	0	200	200	200	Maintain 2016 level.
UTILITY BILLING					
Schools/Training/Conferences/Meetings	213	450	500	500	Request justified.
Outside Services	4,377	3,600	3,800	3,600	Maintain 2016 level.
WATER UTILITY					
Temporary Wages	1,500	1,500	1,500	1,500	Maintain 2016 level.
Schools/Training/Conferences/Meetings	209	450	500	500	Request justified.
Outside Services	0	0	200	200	Request justified.
CAPITAL EQUIPMENT					
Replace Mailing Machine	0	6,667	0	0	One-time expenditure.
New Folding/Inserting Machine	0	4,623	0	0	One-time expenditure.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

DEPT OF LEGAL AND ADMIN SERVICE

CITY ATTORNEY OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	3,980	4,180	4,800	4,800	Request justified.
Outside Services	30	250	250	150	Small reduction-recent trends.
Small Program Packages	150	150	150	150	Maintain 2016 level.
Small Equipment	0	100	100	100	Maintain 2016 level.
Small Computer Hardware	0	150	100	100	Maintain 2016 level.
EXTERNAL LEGAL SERVICES					
All Outside Services	14,220	14,500	14,800	14,800	Small increase justified.
Professional Services	0	1,500	1,500	1,000	Small reduction-recent trends.
CABLE TELEVISION					
Outside Services - Franchise Renewal	0	250	250	250	Maintain 2016 level.
CITY CLERK					
Schools/Training/Conferences/Meetings	2,884	3,150	3,500	3,500	Request justified.
Outside Services	3,928	6,500	6,500	5,850	Reduce by 10%
Small Program Packages	60	400	300	200	Small reduction-recent trends.
Small Equipment	0	1,800	1,800	1,200	Small reduction-recent trends.
Small Computer Hardware	0	60	60	60	Maintain 2016 level.
ELECTIONS					
Temporary Wages	5,480	45,000	15,000	13,500	Two elections in 2017.
Schools/Training/Conferences/Meetings	946	520	550	550	Request justified.
Outside Services	2,241	15,000	4,000	4,000	Two elections in 2017.
Building Rental	560	2,400	1,200	1,200	Two elections in 2017.
Small Equipment	0	500	200	200	Two elections in 2017.
BOARD OF REVIEW					
Temporary Wages	350	1,400	1,400	1,000	Small reduction-recent trends.
Outside Services	0	1,000	1,000	500	Small reduction-recent trends.

DEPT OF HUMAN RESOURCES AND SAFETY

HUMAN RESOURCES/SAFETY					
Temporary Wages	7,660	9,020	1,500	1,500	Request justified.
Schools/Training/Conferences/Meetings	1,717	2,700	2,700	2,700	Request justified.
Advertising & Publication	7,133	7,500	7,500	7,500	Maintain 2016 level.
Outside Services - EAP/HR Hotline	5,500	5,500	5,500	5,500	Maintain 2016 level.
Outside Serv - Non-Rep Salary Plan	2,042	2,500	2,500	2,500	Maintain 2016 level.
Small Program Packages	0	2,760	1,760	1,760	Neo-Gov system.
Small Computer Hardware	8	100	150	150	Maintain 2016 level.

CITY ADMINISTRATIVE BUILDING

BUILDING OPERATIONS					
Outside Services	40,828	40,000	46,000	42,000	5% increase justified.
Small Equipment	1,921	1,500	1,500	1,500	Maintain 2016 level.
Small Computer Hardware	121	250	0	0	Not needed in 2017.
Office Furniture/Equipment	11,392	3,500	4,000	3,000	Budget constraints.
Other Equipment	2,070	3,500	3,000	3,000	Maintain 2016 level.
Outside Services-Training Ctr./Fire 31	0	0	500	500	Request justified.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

PUBLIC SAFETY

POLICE DEPARTMENT

POLICE OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Additional Police Officer w/Fringes	0	0	83,630	62,730	New officer effective 4/1/17.
New Evidence Room Clerk w/Fringes	0	0	25,800	0	Manage w/current staff.
Temporary Wages	1,283	2,000	2,000	1,000	Closer to 2016 actual.
Regular Overtime	379,796	310,000	320,000	304,000	New officer will lower costs.
Regular Overtime - Fringes (26.5%)	100,650	82,150	84,800	80,560	New officer will lower costs.
Grant Overtime (Grant Funded)	9,916	24,000	10,000	10,000	Grant justifies service.
Grant Overtime - Fringes (Levy Funded)	2,130	5,090	2,200	2,200	Grant justifies service.
Schools/Training/Conferences/Meetings	25,553	39,395	46,500	44,000	10% increase for more training.
Employee Schooling Reimbursement	1,500	1,200	1,500	1,500	Encourage continuing education.
Protective Vest Replacement Fund	4,928	8,000	6,400	6,400	Request justified.
Care of Prisoners	8,579	9,000	9,000	9,000	Request justified.
Outside Software Services	16,300	8,610	19,860	17,860	New training program.
Outside Services	15,196	18,900	20,300	20,300	Increase justified.
Public Relations/Services	4,074	3,600	3,600	3,600	Maintain 2016 level.
Small Program Packages	846	3,500	1,600	1,600	Reduction justified.
Small Equipment	33,156	9,000	17,500	15,500	Increase-battery replacement.
Small Computer Hardware	14,645	12,000	20,000	20,000	I/S projections.
POLICE FIRING RANGE					
Schools/Training/Conferences/Meetings	95	360	360	360	Request justified.
Targets & Ammunition	12,825	18,000	18,000	18,000	Maintain 2016 level.
SCHOOL LIAISON PROGRAM					
Overtime	26,910	25,000	25,500	25,500	Maintain 2016 level.
Overtime - Fringes (26.5%)	7,130	6,620	6,760	6,760	Maintain 2016 level.
Schools/Training/Conferences/Meetings	1,155	1,890	1,890	1,890	Request justified.
Outside Services	0	50	0	0	Reduction justified.
CROSSING GUARDS					
Temporary Wages	58,952	64,400	64,400	64,400	Maintain 2016 level.
CSO/ANIMAL CONTROL					
Temporary Wages	27,351	30,350	36,000	31,000	New code enforce-Comm. Dev.
Outside Services	12,761	15,000	15,000	15,000	Maintain 2016 level.
Professional Services	0	500	500	500	Maintain 2016 level.
K-9 PROJECT					
Professional Services	364	500	500	500	Maintain 2016 level.
All Other Equipment	227	2,000	2,000	1,500	Small reduction-recent trends.
Kennel Facility	13	1,300	1,000	1,000	Donor funding also.
CAPITAL EQUIPMENT					
Office Furniture and Equipment	0	2,000	3,000	2,000	Maintain 2016 level.
Computer Software	0	7,500	0	0	Not needed in 2017.
Computer Hardware	3,960	9,150	9,150	9,150	I/S replacement schedule.
Communication Equipment	4,050	0	0	0	Not needed in 2017.
Automated External Defibrillators (2)	0	4,000	4,000	3,500	Closer to actual.
Table Top Recruiting Display	0	0	3,500	0	Budget constraints.
Canon 80D Camera	0	0	1,350	1,350	Request justified.
Cellebrite Cell Phone Data Extractor	0	0	5,000	5,000	Technology driven.
Decibel Reader	0	0	0	800	Needed equipment.
POLICE COMMISSION					
Outside Services	10,926	7,000	7,500	7,000	Maintain 2016 level.
Advertising & Publication	0	400	400	400	Maintain 2016 level.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

FIRE DEPARTMENT

OPERATIONS (Neenah/Menasha Fire Rescue Budget)	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
	60.55%	*60.01%*	*59.29%*	*59.29%*	
Regular Overtime	91,300	72,010	99,000	81,230	Work to improve utilization.
Regular Overtime - Fringes (27%)	24,650	19,440	26,730	21,930	Work to improve utilization.
Schools/Training/Conferences/Meetings	9,620	9,370	9,260	9,260	Request justified.
Testing/Certification	0	0	3,560	2,960	Budget constraints.
Maintenance of Motor Vehicles	34,380	24,010	23,720	20,750	Newer engines.
Maintenance of Buildings	1,880	3,000	2,370	1,780	Small reduction-recent trends.
Maintenance of Operating Equipment	2,060	3,720	3,560	3,560	Small reduction-recent trends.
Outside Services	11,460	9,600	7,230	7,230	Reduction justified.
Professional Services	10,710	10,000	6,520	6,520	Reduction justified.
Tree Planting & Landscaping	330	1,320	1,300	710	Budget constraints.
Public Relations	1,790	2,520	3,550	3,000	Still includes 20% increase.
Safety Supplies	1,880	1,080	3,560	1,780	Small reduction-recent trends.
Small Equipment	1,940	4,270	4,150	3,660	Budget constraints.
Small Computer Hardware	370	360	350	350	Request justified.
Personal Protective Equipment	20,320	24,000	23,720	21,600	Budget constraints.
Training Supplies	620	1,200	1,180	1,180	Maintain 2016 level.
Office Furniture/Equipment (4 Stations)	1,030	1,500	1,480	1,480	Necessary upkeep.
Portable Radio Maintenance	3,430	2,400	4,150	3,600	Still includes 50% increase.
Computer Software	450	2,700	1,190	1,190	Request justified.
Computer Hardware	1,960	5,710	5,640	5,000	Budget constraints.
Firefighting Equipment/Hoses/Nozzles	10,060	12,000	11,860	11,860	Maintain equipment.
Household Purchases	2,840	3,000	2,960	2,960	Request justified.
Offsetting Revenues	0	0	0	(9,130)	Reduces net budget impact.
BUILDINGS (100% City of Neenah Cost)					
Maintenance of Buildings	30,473	28,500	28,500	26,000	Budget constraints.
SPECIAL OPERATIONS RESPONSE TEAM					
Overtime	9,280	5460	7,110	6,600	Budget constraints.
Small Tools	90	300	300	300	Request justified.
Personal Protective Equipment	0	150	2,370	1,800	Budget constraints.
All Other Equipment	310	600	300	300	Request justified.
DIVING RESCUE PROGRAM					
Overtime	8,480	3,000	5,930	4,800	Budget constraints.
Schools/Training/Conferences/Meetings	580	890	2,370	2,370	Request justified.
All Other Equipment	260	990	980	980	Maintain 2016 level.
JOINT FIRE COMMISSION					
Advertising & Publication	1,510	1,500	1,480	1,480	Maintain 2016 level.
Outside Services	1,060	2,280	2,960	2,960	Maintain 2016 level.
EMERGENCY GOVERNMENT (100% City of Neenah Cost)					
Schools/Training/Conferences/Meetings	0	450	450	450	Request justified.
Outside Services	971	750	750	750	Maintain 2016 level.
Small Equipment	0	50	50	50	Maintain 2016 level.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages (2% 1/1/17)	0	6,670	4,440	3,330	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	1,520	1,110	830	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	26,160	26,160	For potential changes in employee plan choices.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

PUBLIC WORKS

DEPT OF PUBLIC WORKS

ADMINISTRATION/ENGINEERING	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	13,399	15,200	10,800	10,800	Maintain 2016 level.
Schools/Training/Conferences/Meetings	1,967	1,350	500	500	Reduction justified.
Outside Services	0	200	200	200	Maintain 2016 level.
Professional Services	250	1,000	1,000	500	Small reduction-recent trends.
Small Program Packages	0	500	500	250	Small reduction-recent trends.
Small Computer Hardware	93	100	200	200	Increase justified.
Office Furniture & Equipment	0	100	100	100	Maintain 2016 level.
Computer Software Outlay	0	500	500	300	Small reduction-recent trends.
Computer Hardware Outlay	0	500	500	300	Small reduction-recent trends.
Other Equipment	0	100	100	100	Maintain 2016 level.

OPERATIONS

Overtime	63,911	69,000	73,900	70,000	Budget constraints.
Temporary Wages	6,551	6,600	8,700	8,700	Maintain 2016 level.
Schools/Training/Conferences/Meetings	781	600	600	600	Request justified.
Outside Services - Tullar Garage	4,857	3,500	5,000	4,500	Budget constraints.
Outside Services - Cecil St. Garage	1,594	200	200	200	Reduction justified.
Outside Services - Refuse Collection	6,585	1,300	1,300	1,300	Maintain 2016 level.
Tipping Fees - Refuse Collection	262,644	266,000	273,000	273,000	$1 per ton increase.
Commercial Dumpsters - Refuse Coll.	80,106	60,000	67,000	67,000	Per contract.
Large Item Dumpster Pulls - Refuse Col	40,783	36,000	36,000	36,000	Maintain 2016 level.
Outside Serv.-San. Sewers/Lift Stations	32,650	36,000	30,000	30,000	Reduction justified.
Prof. Services-San. Sewers/Lift Stations	190	2,000	2,000	1,500	Budget constraints.
Equip. Rental-San. Sewers/Lift Stations	0	4,000	2,000	1,500	Budget constraints.
Outside Services - TV San. Sewer Insp.	46,420	45,000	45,000	45,000	Maintain 2016 level.
Prof. Services - TV San. Sewer Insp.	0	1,000	1,000	1,000	Maintain 2016 level.
Equip. Rental - TV San. Sewer Insp.	0	2,000	2,000	1,500	Budget constraints.
Outside Services - Street Maintenance	45,477	45,000	60,000	55,000	Still includes 20% increase.
Outside Services - Snow & Ice Remova	2,309	3,500	3,500	3,500	Maintain 2016 level.
Outside Services - Traffic Control	37,329	45,000	50,000	45,000	Maintain 2016 level.
Electricity-Street Lights/2016=est actual	593,037	568,400	569,000	569,000	Based on current usage.
Outside Services - Street Lighting	1,987	5,000	4,000	4,000	Maintain 2016 level.
Small Equipment	2,922	1,750	1,750	1,750	Maintain 2016 level.
Office Furniture & Equipment	0	350	350	350	Maintain 2016 level.
Communication Equipment	100	1,500	1,000	750	Small reduction-recent trends.
Maintenance Equipment	2,275	3,500	3,500	3,000	Small reduction-recent trends.
All Other Equipment	406	1,500	1,500	1,100	Small reduction-recent trends.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

CULTURE & RECREATION

PARK/RECREATION

OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Overtime	14,699	12,770	12,970	11,970	Budget constraints.
Temporary Wages	282,012	289,680	295,590	295,590	Includes wage adjustment.
Schools/Training/Conferences/Meetings	4,905	3,400	4,860	4,860	Request justified.
Outside Services - Muni Pool	11,803	11,590	11,600	11,600	Maintain 2016 level.
Other Services - Sports Clinics	16,033	12,000	10,000	10,000	Maintain 2016 level.
Other Services - Programs	51,032	52,500	46,020	46,020	Maintain 2016 level.
Professional Services	1,295	1,100	1,000	1,000	Maintain 2016 level.
Small Equipment	4,146	4,200	4,200	4,000	Budget constraints.
Small Computer Hardware	403	500	6,550	5,500	Small reduction-recent trends.

CELEBRATIONS/COMMEMORATIONS

4TH OF JULY/COMMUNITYFEST

Overtime	5,219	4,570	970	970	Reduction justified.
Temporary Wages	816	800	800	800	Maintain 2016 level.
Outside Services - Fireworks	30,000	30,000	30,000	30,000	Maintain 2016 level.

OTHER CELEBRATIONS/COMMEMORATIONS

Overtime	1,393	1,500	500	500	Maintain 2016 level.
Outside Services - Concerts	7,606	7,300	7,300	7,300	Maintain 2016 level.

PUBLIC LIBRARY

OPERATIONS

Temporary Wages	47,404	48,000	58,000	58,000	Offset by lower wage budget.
Schools/Training/Conferences/Meetings	5,316	4,050	4,600	4,600	Request justified.
Credit/Debit Card Charges	1,107	1,000	1,000	1,000	Maintain 2016 level.
Outside Services	17,244	23,000	23,000	20,000	Small reduction-recent trends.
Collection Services	3,061	3,800	3,800	3,800	Maintain 2016 level.
Library Books and Materials	291,045	286,000	290,000	283,000	More use of electronic materials.
Electronic Materials	0	9,000	20,000	21,340	Based upon actual billing.
Small Program Packages	777	1,000	1,000	1,000	Maintain 2016 level.
Small Equipment	2,722	2,500	2,500	2,500	Maintain 2016 level.

WALS/WINNEFOX

WALS Service Fee	126,325	132,860	142,320	142,320	Increasing/re-evaluate in 2018.
Winnefox Technology Reserve Fund	6,825	24,143	26,680	26,680	Increasing/re-evaluate in 2018.
Other Services	1,029	1,300	1,300	1,300	Increasing/re-evaluate in 2018.

SPECIAL RESERVES & ESCROW

Non-Rep Wages (2% 1/1/17)	0	0	18,630	13,970	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	2,980	2,240	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	9,500	0	Current funding level sufficient.

CAPITAL EQUIPMENT

Conference Room Chairs	0	0	5,600	0	Use carryforward funds in 2017.
Glass Whiteboards	0	0	10,000	0	Use carryforward funds in 2017.
Portable Tables/Cart	0	0	3,800	0	Use carryforward funds in 2017.

FUNDS CARRIED FORWARD

Outside Services	9,076	10,000	0	0	Not requested for 2017.
Library Books and Materials	17,960	0	0	0	Not requested for 2017.
Electronic Materials	0	9,000	0	0	Not requested for 2017.
All Other Equipment	4,016	4,400	0	0	Not requested for 2017.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT

OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	4,321	6,000	6,000	6,000	Request justified-work volume.
Schools/Training/Conferences/Meetings	641	200	200	200	Maintain 2016 level.
Outside Services	0	0	9,500	9,500	Finish Comprehensive Plan.
Small Program Packages	829	1,000	100	100	Reduction justified.
Small Equipment	400	550	500	500	Maintain 2016 level.
Small Computer Hardware	344	200	300	300	Maintain 2016 level.
INSPECTIONS					
Temporary Wages	5,569	6,000	0	0	New Code Enforcement position
Schools/Training/Conferences/Meetings	914	1,080	1,080	1,080	Request justified.
WEIGHTS AND MEASURES/CODE ENFORCEMENT					
Full-Time Employee w/Fringes (net)	0	0	65,340	49,000	New position effective 4/1/17.
Schools/Training/Conferences/Meetings	0	450	3,000	3,000	Request justified.
Outside Services	184	350	350	350	Maintain 2016 level.
Professional Services	0	50	50	50	Maintain 2016 level.
Small Equipment	0	200	200	200	Necessary expenditure.
Small Computer Hardware	0	100	100	100	Necessary expenditure.
ASSESSOR					
Temporary Wages	378	800	800	800	Meet staffing needs.
Schools/Training/Conferences/Meetings	555	1,260	1,250	1,250	Request justified.
Outside Services - Statutory Assessor	47,935	33,500	34,000	34,000	Department fully staffed.
HISTORICAL SOCIETY					
City Subsidy	0	0	0	1,500	Invest in historic preservation.
LANDMARK OPERATIONS					
Schools/Training/Conferences/Meetings	555	340	400	400	Request justified.
Outside Services	767	600	500	500	Reduction justified.
SUSTAINABLE NEENAH					
All Other Supplies	80	1,500	1,500	1,000	Small reduction-recent trends.
COMMUNITY DEVELOPMENT AUTHORITY					
Schools/Training/Conferences/Meetings	0	90	100	100	Maintain 2016 level.
Outside Services	1,231	100	100	100	Maintain 2016 level.
Facility Maintenance - Gateway Plaza	162	5,000	5,000	4,000	Small reduction-recent trends.
DIAL-A-RIDE					
City Subsidy to Valley Transit	12,000	12,000	12,000	12,000	Valuable service to residents.
MASS TRANSIT					
City Subsidy to Valley Transit	84,805	81,960	98,630	98,630	Increase per Valley Transit.
YMCA SENIOR FRIENDS PROGRAM					
City Subsidy to YMCA	13,950	14,230	14,530	14,530	Continue support level.

CITY OF NEENAH
2017 EXECUTIVE BUDGET
LEVY FUNDED CITY OPERATIONS
VARIABLE COST OPTIONS

SPECIAL OPERATIONS

HARBOR COMMITTEE	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Overtime	0	100	100	100	Maintain 2016 level.
Outside Services	5,100	5,000	5,000	5,000	Maintain 2016 level.
OAK HILL CEMETERY					
Temporary Wages	23,324	26,500	28,800	28,000	Slight increase justified.
Overtime	4,961	3,100	3,100	3,100	Maintain 2016 level.
Outside Services	34	100	100	100	Maintain 2016 level.
Small Equipment	0	750	750	750	Maintain 2016 level.
CITY-WIDE FORESTRY					
Overtime	477	1,200	900	650	Budget constraints.
Temporary Wages	214	1,000	1,000	750	Budget constraints.
Schools/Training/Conferences/Meetings	210	500	500	500	Request justified.
Tree Planting & Landscape/R.O.W.	11,933	12,000	12,000	12,000	Legacy/Tree City/Emerald Ash.
Tree Planting & Landscape/Parks	3,370	3,000	3,000	3,000	Legacy/Tree City/Emerald Ash.
Outside Services	159	500	500	500	Maintain 2016 level.
Small Equipment	220	930	930	700	Budget constraints.
INVASIVE SPECIES CONTROL					
Overtime	0	0	200	0	Overtime unnecessary.
Temporary Wages	100	100	1,000	750	Increase justified.
TAX REFUNDS					
Funding for Property Tax Refunds	9,075	7,500	10,000	10,000	Increase to fund recent claims.
SPECIAL RESERVES AND ESCROW/MULTI-DEPARTMENTAL					
Non-Rep Wages (2% 1/1/17)	0	0	101,730	81,460	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	19,690	14,770	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	100,680	0	Current funding level sufficient.
Non-Rep Wage-Mid-Point Adj (10/1/17)	0	0	17,500	17,500	$70,000 annualized.
Non-Rep Fringe-Mid-Point Adj (10/1/17)	0	0	3,500	3,500	$14,000 annualized.
Police Union Wages (2% 1/1/17)	0	0	52,190	52,190	Pending labor negotiations.
Police Union Fringes (2% 1/1/17)	0	0	11,740	11,740	Pending labor negotiations.
City-Wide Internal I/S Services	636,390	660,490	671,510	664,000	Reflects I/S reductions.
City-Wide Internal Motor Pool Services	240,207	246,830	258,880	252,360	Reflects Motor Pool reductions.
City-Wide Electricity/2016 is Est. Actual	326,922	336,100	330,970	330,970	Based upon current estimates.
City-Wide Nat. Gas/2016 is Est. Actual	71,944	92,880	90,080	90,080	Based upon current estimates.
City-Wide Gas/Oil/2016 is Est. Actual	182,140	240,660	217,870	217,870	Based upon current estimates.
					General Fund Reductions
TOTAL GENERAL FUND	**$5,253,204**	**$5,430,698**	**$6,078,270**	**$5,713,270**	**$365,000**
				For ERP	**$365,000**

CITY OF NEENAH
2017 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

INFORMATION SYSTEMS INTERNAL SERVICE FUND

I/S OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Temporary Wages	8,000	0	0	0	Request justified.
Schools/Training/Conferences/Meetings	6,606	7,840	8,900	8,900	Request justified.
Outside Services	1,280	500	1,540	1,540	Request justified.
Outside Software Services	9,016	14,830	15,000	15,000	Maintain 2016 level.
Small Program Packages	519	1,250	1,000	1,000	Maintain 2016 level.
Small Computer Hardware	2,035	1,500	1,350	1,300	Slight reduction.
GEOGRAPHIC INFORMATION SYSTEMS					
Schools/Training/Conferences/Meetings	0	1,530	1,700	1,700	Request justified.
Outside Services	0	4,033	500	500	Request justified.
Small Program Packages	0	250	500	500	Request justified.
Small Computer Hardware	474	250	250	250	Maintain 2016 level.
TRAINING/REDUNDANT DATA CENTER					
Electricity	1986	4080	3,580	3,580	Based upon current estimates.
Natural Gas	497	480	2,020	2,020	Based upon current estimates.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages (2% 1/1/17)	0	0	7,750	5,810	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	1,440	1,080	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	5,160	0	Current funding level sufficient.
CAPITAL OUTLAY					
Computer Software Outlay	15,582	10,000	10,500	10,500	Request justified.
Computer Hardware Outlay	4,763	18,901	10,000	10,000	Anticipated reduction.
					I/S Fund Reductions
TOTAL I/S FUND-OPTIONS	**$50,758**	**$65,444**	**$71,190**	**$63,680**	**$7,510**

MOTOR POOL INTERNAL SERVICE FUND

OPERATIONS	2015 ACTUAL	2016 BUDGET	2017 REQUEST	MAYOR PROPOSED	MAYOR'S COMMENTS
Schools/Training/Conferences/Meetings	341	320	300	300	Request justified.
Outside Services	1,632	1,000	1,200	1,200	Request justified.
Small Equipment	267	300	300	300	Maintain 2016 level.
Gasoline & Oil	1,951	2,540	2,500	2,500	Based upon current estimates.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages (2% 1/1/17)	0	0	5,830	4,370	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	1,310	980	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	4,730	0	Current funding level sufficient.
					Motor Pool Fund Reductions
TOTAL MOTOR POOL-OPTIONS	**$4,191**	**$4,160**	**$16,170**	**$9,650**	**$6,520**

CITY OF NEENAH
2017 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

RECYCLING SPECIAL REVENUE FUND

CURBSIDE COLLECTION

Overtime	319	150	150	150	Maintain 2016 level.
Outside Services	6,432	1,000	1,000	1,000	Maintain 2016 level.
Gasoline & Oil	29,208	31,020	27,000	27,000	Based upon current estimates.

DROP-OFF SITE

Temporary Wages	11,758	14,000	16,000	15,500	Slight reduction.
Outside Services	113	300	300	300	Maintain 2016 level.
Gasoline & Oil	553	470	1,000	1,000	Based upon current estimates.

ADMIN & PUBLIC INFORMATION

Schools/Training/Conferences/Meetings	0	100	100	100	Maintain 2016 level.
Outside Services	0	30	30	30	Maintain 2016 level.

YARD WASTE

Overtime	324	300	300	300	Maintain 2016 level.
Outside Services	2,712	300	300	300	Maintain 2016 level.

SPECIAL RESERVES & ESCROW

Non-Rep Wages (2% 1/1/17)	0	0	3,380	2,540	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	770	580	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	3,060	0	Current funding level sufficient.

					Recycling Fund Reductions
TOTAL RECYCLING FUND-OPTIONS	**$51,419**	**$47,670**	**$53,390**	**$48,800**	**$4,590**

PARKING UTILITY FUND

PARKING ENFORCE/METERS/LOTS	**2015 ACTUAL**	**2016 BUDGET**	**2017 REQUEST**	**MAYOR PROPOSED**	**MAYOR'S COMMENTS**
Outside Services-Enforcement	2,017	3,000	0	0	Request justified.
Gasoline & Oil - Enforcement	1,227	1,410	1,410	2,000	Expect enforcement increase.
Outside Services - Parking Meters	0	250	0	0	Eliminate all meters.
Overtime - Parking Lots	5,597	5,000	6,000	5,500	Slight reduction.
Outside Services - Parking Lots	2,008	4,000	3,000	3,000	Request justified.
Rental - Parking Lots	27,538	24,700	24,700	24,700	Maintain 2016 level.
Gasoline & Oil - Parking Lots	2,534	2,820	2,500	2,500	Based upon current estimates.
Outside Services - Canal Ramp	19,195	20,000	23,000	23,000	Needed ramp maintenance.
Professional Services - Canal Ramp	0	250	250	250	Maintain 2016 level.
Small Equipment - Canal Ramp	0	500	500	500	Maintain 2016 level.

SPECIAL RESERVES & ESCROW

Non-Rep Wages (2% 1/1/17)	0	0	380	300	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	90	80	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	480	0	Current funding level sufficient.

					Parking Fund Reductions
TOTAL PARKING UTILITY-OPTIONS	**$ 60,116**	**$ 61,930**	**$ 62,310**	**$ 61,830**	**$480**

CITY OF NEENAH
2017 EXECUTIVE BUDGET
NON-GENERAL FUND CITY OPERATIONS
VARIABLE COST OPTIONS

STORM WATER UTILITY FUND

STORM WATER OPERATIONS

Overtime	12,471	25,600	30,200	28,200	10% increase.
Training/Conferences/Meetings	731	1,070	1,300	1,300	Maintain 2016 level.
Outside Services - Sewer Operation	14,998	10,000	10,000	10,000	Maintain 2016 level.
Prof. Services - Sewer Operation	4,073	5,000	5,000	5,000	Maintain 2016 level.
Outside Services - TV Storm Sewers	5,200	10,000	10,000	10,000	Continue outside review.
Prof. Services - TV Storm Sewers	0	500	500	500	Maintain 2016 level.
Outside Services - Slough Control	0	500	500	500	Maintain 2016 level.
Outside Services - Street Cleaning	1,543	1,000	1,000	1,000	Important maintenance
Outside Services - Snow Hauling	0	1,500	1,500	1,500	Dependant upon weather
Outside Services - Erosion Control Insp	0	500	500	500	When need arises.
Outside Services - Detention Ponds	31,655	40,000	40,000	37,500	Small reduction-recent trends.
Professional Services - Detention Pond	25,361	20,000	20,000	20,000	Maintain 2016 level.
Outside Services - Leaf Collection	678	1,000	1,000	1,000	Maintain 2016 level.
Gasoline & Oil	21,032	33,180	33,180	33,180	Based upon current estimates.
Small Equipment	0	100	100	100	Maintain 2016 level.

SPECIAL RESERVES & ESCROW

Non-Rep Wages (2% 1/1/17)	0	0	5,560	4,170	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	1,400	1,050	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	5,410	0	Current funding level sufficient.

					Storm Water Reductions
TOTAL STORM WATER-OPTIONS	**$117,742**	**$149,950**	**$167,150**	**$155,500**	**$11,650**

					Total Cost Reductions
TOTAL OPERATING-OPTIONS	**$5,537,430**	**$5,759,852**	**$6,448,480**	**$6,052,730**	**$395,750**

CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2008-2017

Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2008	15,036,654		8.14		8.06	
2009	15,654,515	4.11%	8.39	3.07%	8.11	0.62%
2010	16,064,696	2.62%	8.47	0.95%	8.11	0.00%
2011	16,391,111	2.03%	8.52	0.59%	8.54	5.30%
2012	16,644,846	1.55%	8.97	5.28%	8.68	1.64%
2013	16,936,628	1.75%	9.09	1.34%	9.20	5.99%
2014	17,179,057	1.43%	9.04	-0.55%	9.27	0.76%
2015	17,626,503	2.60%	9.19	1.66%	9.19	-0.86%
2016	17,853,228	1.29%	9.21	0.22%	9.24	0.54%
2017 (est)	18,297,458	2.49%	9.19	-0.22%	9.19	-0.54%
Average		2.21%		1.37%		1.49%

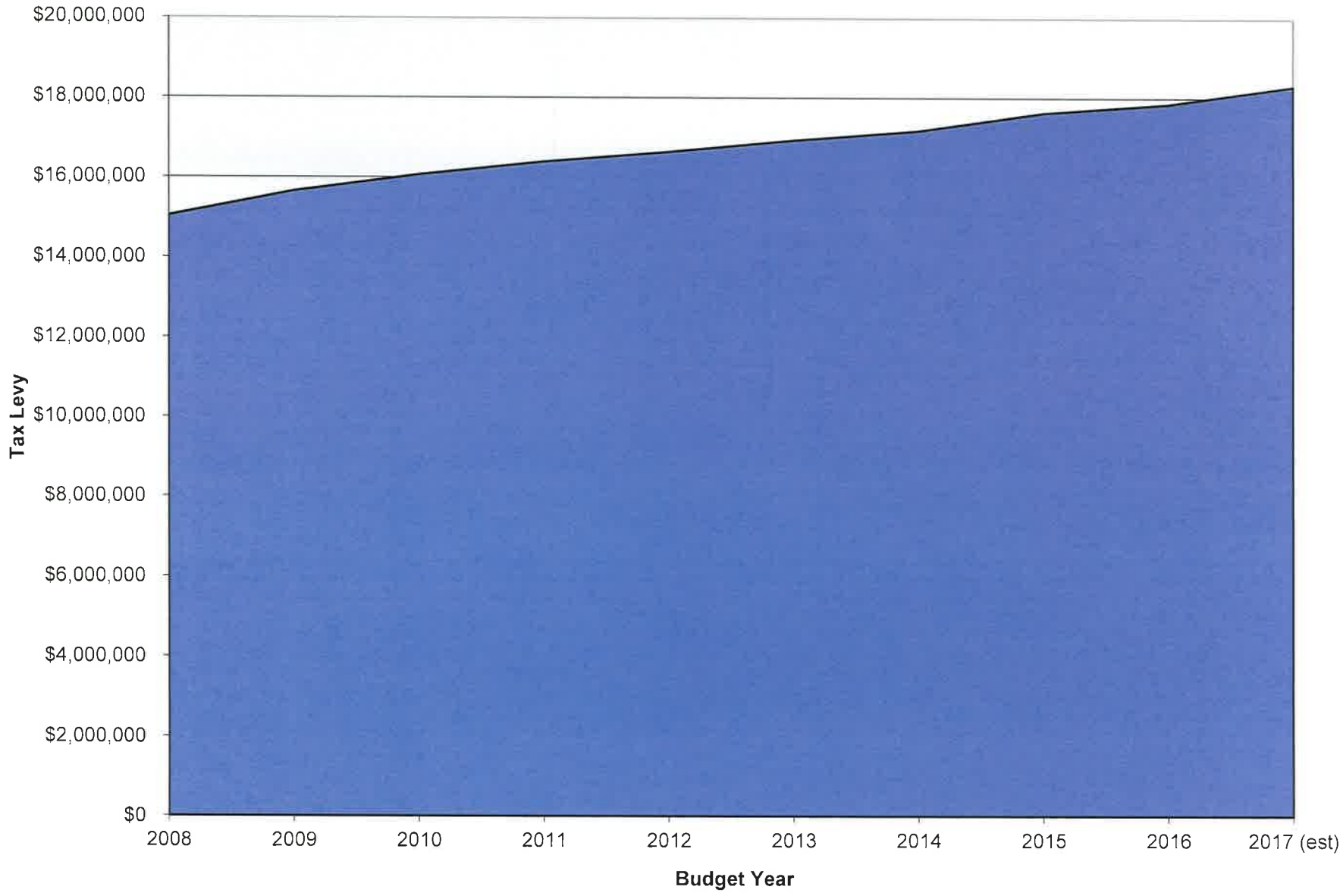
Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2008	1,847,538,770		1,864,942,000		99.07%
2009	1,866,357,890	1.02%	1,931,434,600	3.57%	96.63%
2010	1,896,663,157	1.62%	1,981,348,900	2.58%	95.73%
2011	1,922,974,901	1.39%	1,918,845,500	-3.15%	100.22%
2012	1,854,865,912	-3.54%	1,916,768,500	-0.11%	96.77%
2013	1,863,894,145	0.49%	1,840,562,900	-3.98%	101.27%
2014	1,899,744,900	1.92%	1,852,907,500	0.67%	102.53%
2015	1,918,933,800	1.01%	1,918,342,400	3.53%	100.03%
2016	1,937,527,000	0.97%	1,933,055,000	0.77%	100.23%
2017 (est)	1,991,660,100	2.79%	1,991,660,100	3.03%	100.00%
Average		0.85%		0.77%	

CITY OF NEENAH
2017 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT

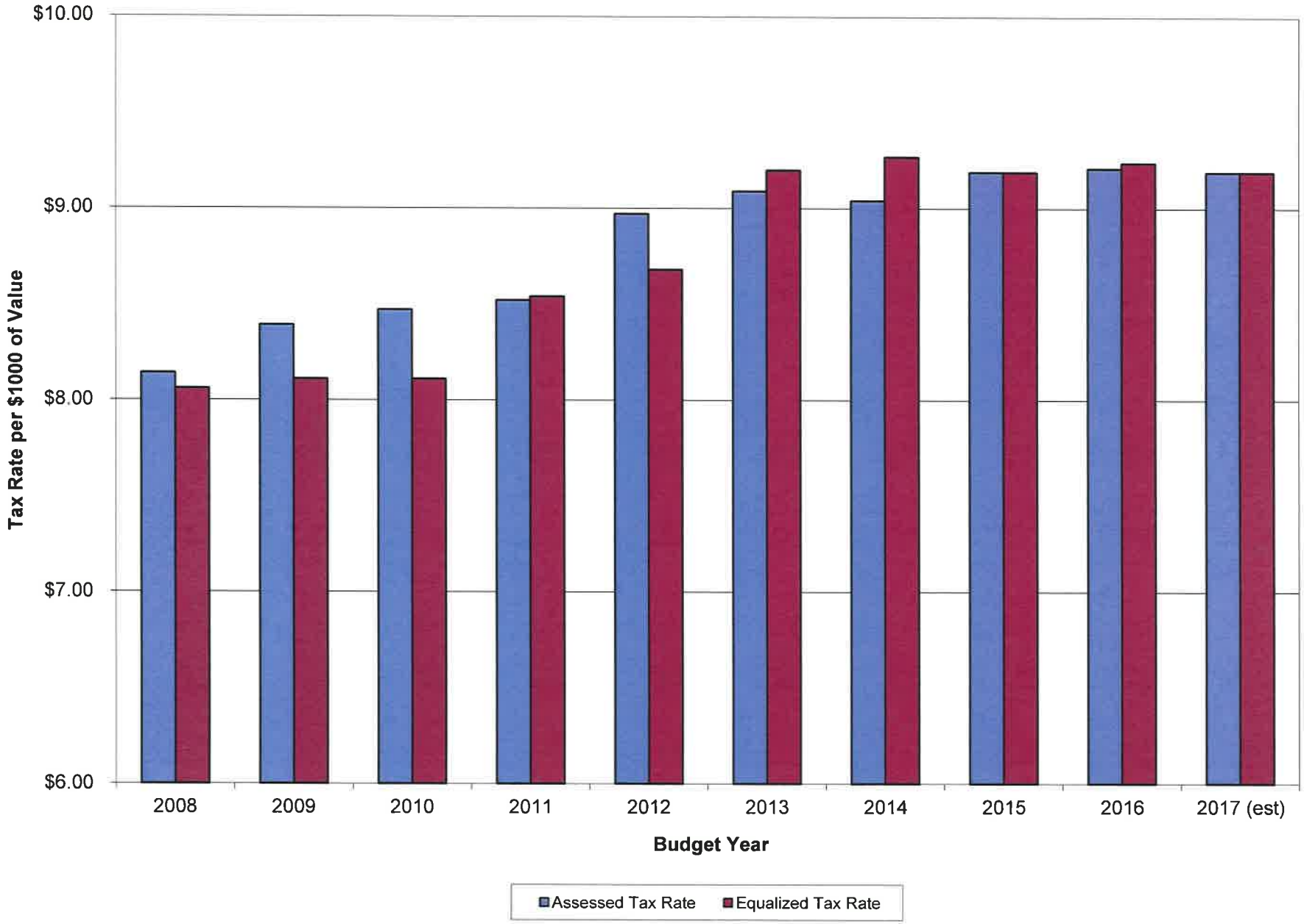
Operating Budget Levy Limit Calculation		**Tax Levy**	**%**
2017 Budget Operating Levy Subject to Levy Limit			
2015 payable 2016 allowable levy (excluding 2016 unused capacity)	$16,266,132		
Less: 2016 Budget Levy - Debt Service on debt authorized after 7/1/05	(75,000)		
Total 2016 Budget Operating Levy Subject to Levy Limit	16,191,132	$16,191,132	
Allowable Budget Levy % Increase for 2017	1.493%		
2017 Budget Operating Levy Increase Allowed Under Levy Limit	241,734	241,734	
2017 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,432,866	1.49%
* Amount Used from Previous Year's Unused Levy Limit		0	
2017 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,432,866	1.49%
2017 Budget Total Operating Levy - Mayor Recommended (Before Adjustments)		16,432,390	1.49%
2017 Budget Total Operating Levy Recommended Below Levy Limit (Before Adjustments)		476	
Adjustments to Levy Limit - Current Year			
2017 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)		16,432,866	
Adjustments			
Cumulative Net Levy Increase for Debt Service for Debt Authorized After July 1, 2005.		240,000	
2017 Budget Total Operating Levy Allowed Under Levy Limit (After Adjustments)		$16,672,866	

* **Previous Year's Unused Levy Limit Adjustment**				
Previous Year's Allowable Levy				$16,270,145
Previous Year's Actual Levy				16,266,132
Previous Year's Unused Levy Limit				4,013
Previous Year's Actual Levy	16,266,132	x	1.50%	243,992
Allowable Operating Levy Limit Unused Levy (lesser of lines above)				4,013
Mayor's Recommended Use of Unused Levy Limit				0
Allowable Previous Year Unused Levy Limit Still Availabl				$4,013

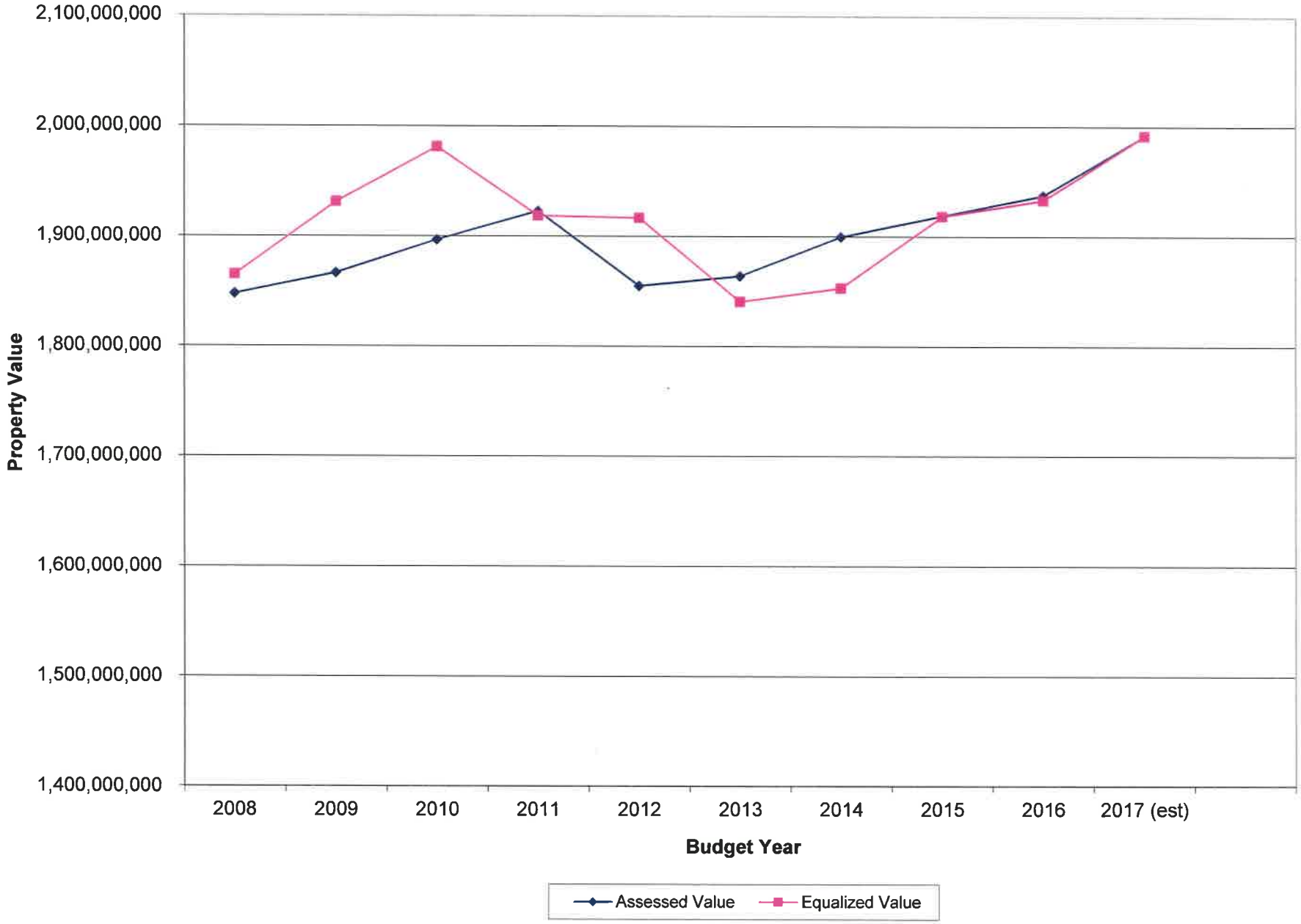
CITY OF NEENAH
Total Annual Tax Levy
Budget Years 2008-2017



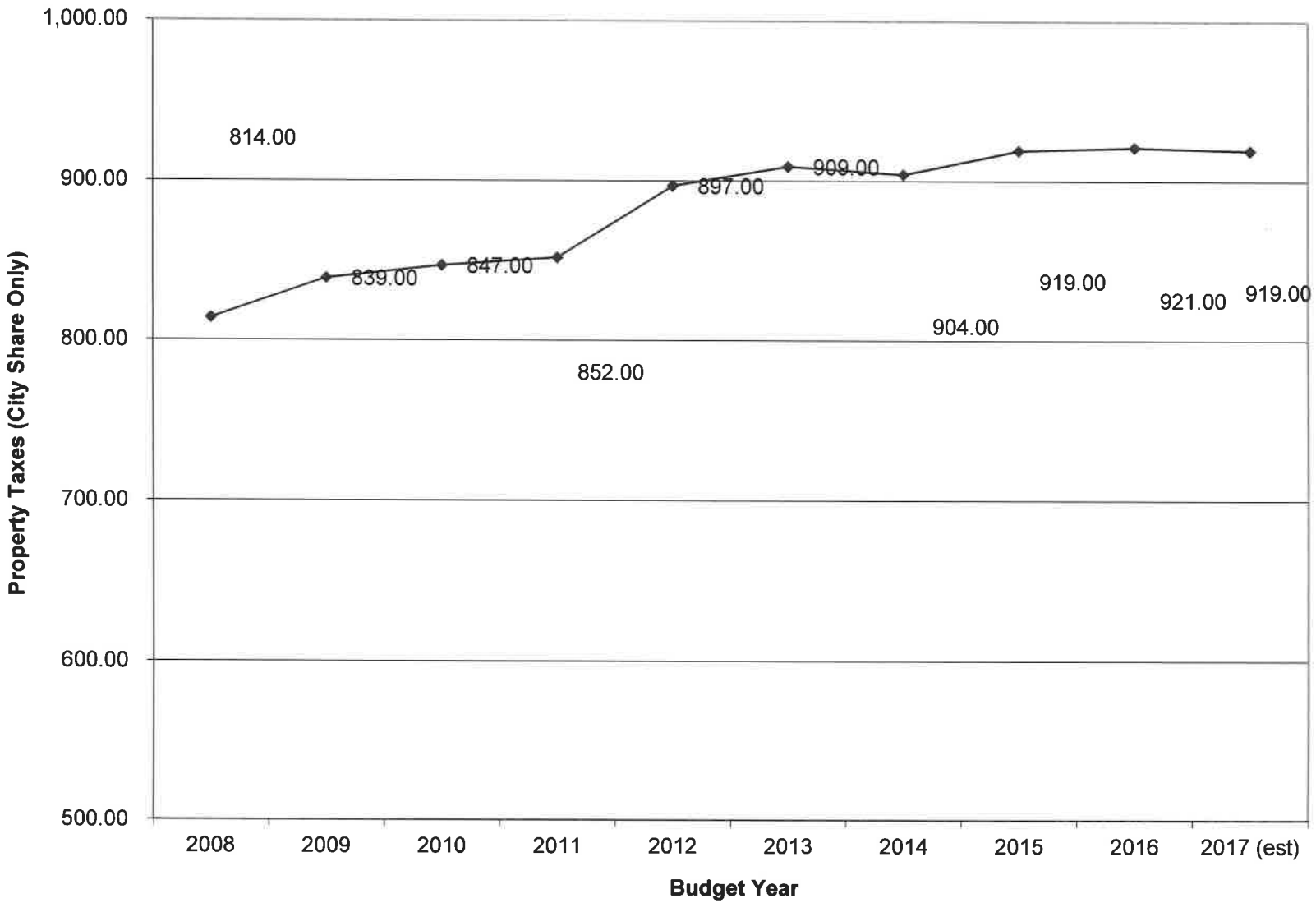
CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2008-2017



CITY OF NEENAH
Comparison of Assessed and Equalized Values
Budget Years 2008-2017



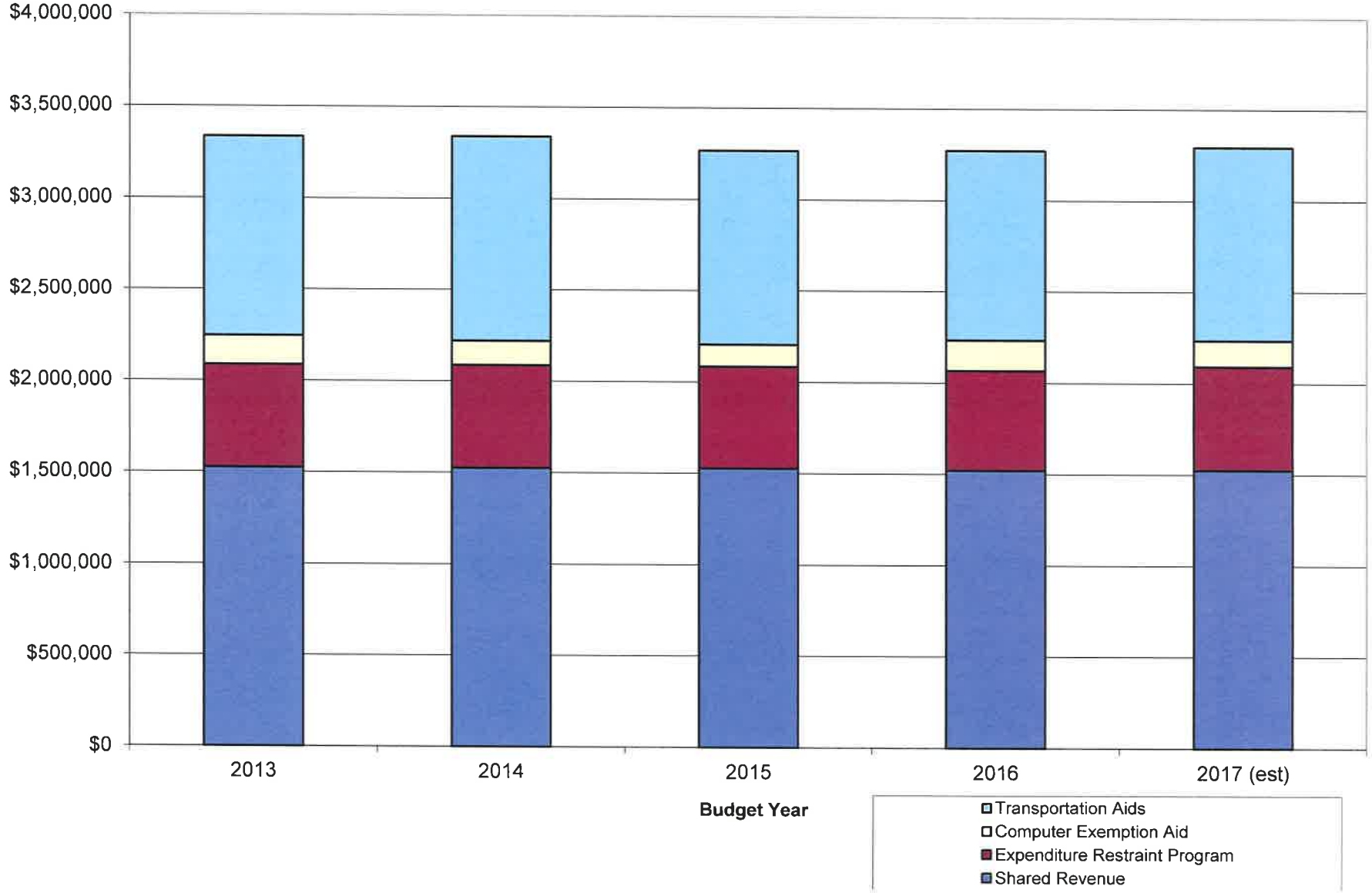
CITY OF NEENAH
Property Taxes on $100,000 of Assessed Value (City Share Only)
Budget Years 2008-2017



CITY OF NEENAH
SCHEDULE OF ALL STATE AID PAYMENTS
2013-2017

	2013	2014	2015	2016	2017 (est)	Five-Year $ Increase (Decrease)	Five-Year % Increase (Decrease)
State Shared Revenue	$ 1,524,920	$ 1,524,930	$ 1,526,830	$ 1,520,500	$ 1,524,360	(560)	-0.04%
Expenditure Restraint Program	561,070	561,740	556,250	544,830	566,880	5,810	1.04%
Computer Exemption Aid	157,950	131,850	120,280	167,110	143,000	(14,950)	-9.47%
Transportation Aids	1,091,800	1,119,500	1,062,870	1,038,930	1,058,480	(33,320)	-3.05%
Total State Aid Payments	**$ 3,335,740**	**$ 3,338,020**	**$ 3,266,230**	**$ 3,271,370**	**$ 3,292,720**	**$ (43,020)**	-1.29%

CITY OF NEENAH
Schedule of All State Aid Payments
2013-2017



CITY OF NEENAH
2017 RECOMMENDED BUDGET
ALL FUNDS SUMMARY

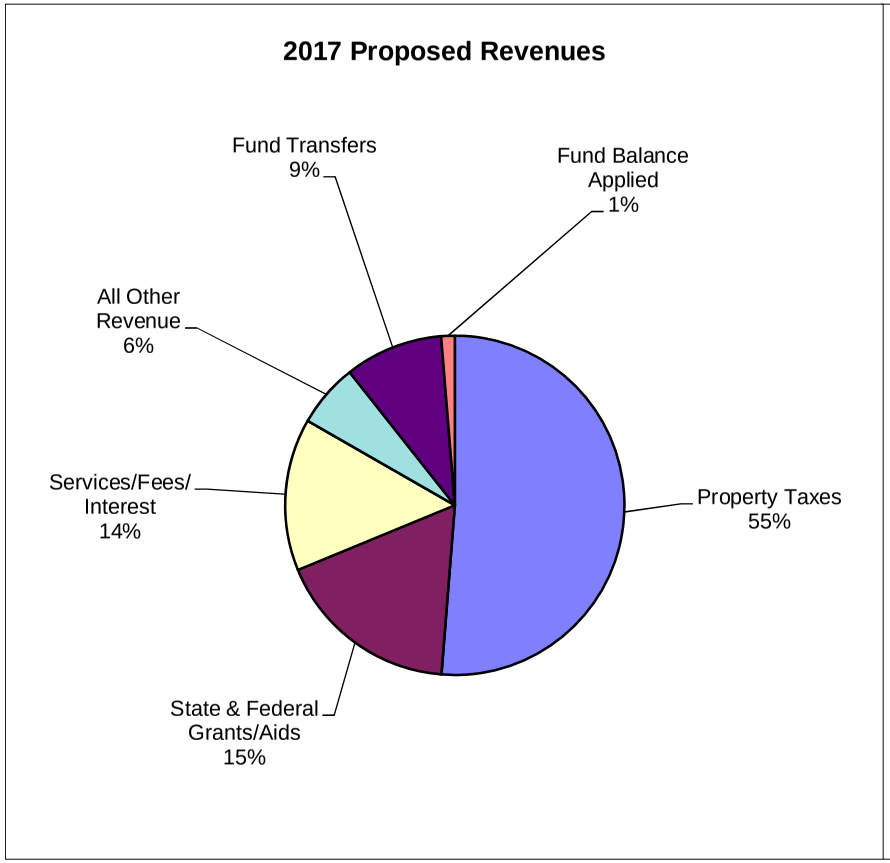
OPERATIONS/UTILITIES

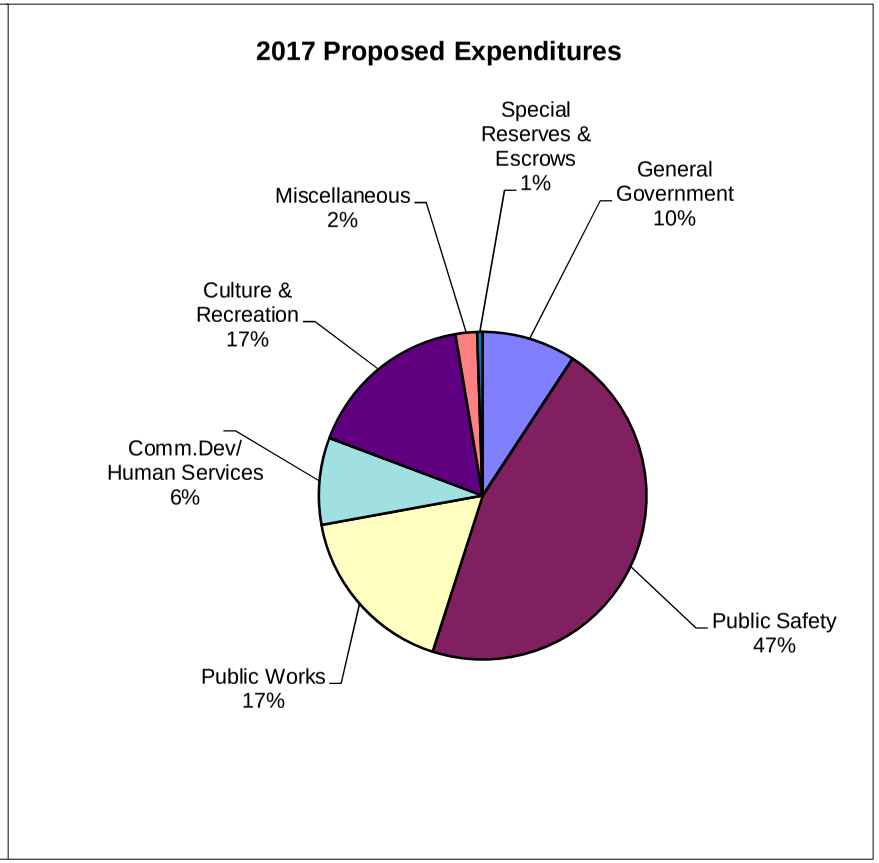
Funds	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed	Budget Change
General Fund						
Total Expenditures	$ 22,881,974	$ 23,670,617	$ 23,411,430	$ 24,439,020	$ 24,074,020	1.70%
Special Revenue Funds (Excluding TIF Special Revenue)						
Total Expenditures	1,008,334	1,042,720	971,210	1,054,920	1,050,330	0.73%
Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)						
Total Expenditures	7,104,397	8,651,381	8,651,381	9,549,739	9,549,739	10.38%
Capital Project Funds (Excluding Utilites and Internal Transfers)						
Total Expenditures	4,116,222	5,013,410	5,013,410	7,534,240	6,586,800	31.38%
Enterprise Funds (Including Capital/Depreciation - Excluding Sanitary/Storm Debt Service)						
Total Expenses	14,082,041	15,444,333	15,609,987	17,242,666	15,973,836	3.43%
Trust Funds						
Total Expenditures	13,168	23,500	18,400	18,500	18,500	-21.28%
All Operations/Utilities						
Total Expenditures	**$ 49,206,136**	**$ 53,845,961**	**$ 53,675,818**	**$ 59,839,085**	**$ 57,253,225**	**6.33%**

CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2017 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED

Budget Account	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed	Budget Change	% of Total
EXPENDITURES							
General Fund							
General Government	$ 2,177,810	$ 2,434,510	$ 2,369,130	$ 2,400,130	$ 2,390,080	-1.83%	9.93%
Public Safety	10,868,505	11,240,839	11,064,670	11,516,570	11,383,250	1.27%	47.27%
Public Works	3,961,347	4,041,980	3,972,320	4,016,300	3,998,100	-1.09%	16.61%
Comm. Dev./Human Services	1,350,743	1,429,818	1,407,260	1,511,440	1,495,100	4.57%	6.21%
Culture and Recreation	4,024,817	4,084,200	4,125,760	4,147,570	4,102,360	0.44%	17.04%
Miscellaneous	498,752	522,320	559,260	539,930	538,000	3.00%	2.23%
Special Reserves & Escrows	0	(83,050)	(86,970)	307,080	167,130	NA	0.69%
TOTAL EXPENDITURES	**$ 22,881,974**	**$ 23,670,617**	**$ 23,411,430**	**$ 24,439,020**	**$ 24,074,020**	**1.70%**	**100%**
REVENUES							
General Fund							
State & Fed. Grants & Aids	$ 3,605,520	$ 3,638,060	$ 3,638,120	$ 3,647,940	$ 3,656,420	0.50%	15.20%
Services, Fees, Interest	3,198,806	3,206,920	3,260,721	3,313,970	3,343,970	4.27%	13.89%
All Other Revenues	1,597,906	1,664,970	1,522,620	1,527,830	1,532,830	-7.94%	6.37%
Transfers From Other Funds	1,871,745	1,940,470	1,929,080	2,012,810	2,112,810	8.88%	8.78%
Applied Fund Balance	92,545	239,057	239,060	0	205,600	-14.00%	0.85%
Sub-Total	$ 10,366,522	$ 10,689,477	$ 10,589,601	$ 10,502,550	$ 10,851,630	1.52%	45.09%
Tax Levy	12,810,661	12,981,140	12,984,180	13,936,470	13,222,390	1.86%	54.92%
TOTAL REVENUES	**$ 23,177,183**	**$ 23,670,617**	**$ 23,573,781**	**$ 24,439,020**	**$ 24,074,020**	**1.70%**	**100%**
				2017 $ Increase over 2016 Levy	**$403,403**		
Debt Service Fund							
Expenditures	$ 7,104,397	$ 8,651,381	$ 8,651,381	$ 9,549,739	$ 9,549,739	10.38%	N/A
Fund Revenue	$ 5,707,355	$ 6,196,307	$ 6,196,307	$ 6,970,475	$ 6,970,475	12.49%	66.89%
Tax Levy	3,210,000	3,285,000	3,285,000	3,450,000	3,450,000	5.02%	33.11%
TOTAL REVENUES	**$ 8,917,355**	**$ 9,481,307**	**$ 9,481,307**	**$ 10,420,475**	**$ 10,420,475**	**9.91%**	**100%**
				2017 $ Increase over 2016 Levy	**$165,000**		

CITY OF NEENAH
2017 General Fund Operating Budget





CITY OF NEENAH
SUMMARY OF 2017 RECOMMENDED BUDGET
By Type of Expenditures

	2015 ACTUAL	2016 BUDGET	2016 (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	$ 17,012,478	$ 17,611,405	$ 9,394,402	$ 17,429,960	$ 18,218,020	$ 17,950,720	1.93%	74.56%
Contractual Services	4,656,486	4,731,848	6,756,916	4,680,340	4,893,290	4,848,110	2.46%	20.14%
Supplies & Materials	1,157,719	1,204,520	812,631	1,192,600	1,210,100	1,194,550	-0.83%	4.96%
Other	-	20,000	-	20,000	25,850	25,850	29.25%	0.11%
Capital Outlay	55,291	102,844	34,315	88,530	91,760	54,790	-46.73%	0.23%
TOTAL EXPENDITURES	**$ 22,881,974**	**$ 23,670,617**	**$ 16,998,264**	**$ 23,411,430**	**$ 24,439,020**	**$ 24,074,020**	**1.70%**	**100.00%**
Recycling								
Personal Services	$ 289,723	$ 312,080	$ 208,991	$ 281,640	$ 293,170	$ 288,580	-7.53%	53.49%
Contractual Services	186,262	156,940	115,248	173,250	165,840	165,840	5.67%	30.74%
Supplies & Materials	68,058	68,600	41,215	62,270	63,110	63,110	-8.00%	11.70%
Transfers	22,000	22,000	16,500	22,000	22,000	22,000	0.00%	4.08%
TOTAL EXPENDITURES	**$ 566,043**	**$ 559,620**	**$ 381,954**	**$ 539,160**	**$ 544,120**	**$ 539,530**	**-3.59%**	**100.00%**
Storm Sewer								
Personal Services	$ 389,483	$ 502,100	$ 296,258	$ 489,690	$ 521,640	$ 512,490	2.07%	40.48%
Contractual Services	211,816	249,380	142,735	237,140	239,100	236,600	-5.12%	18.69%
Supplies & Materials	38,008	43,470	24,645	46,030	44,130	44,130	1.52%	3.49%
Other	58,900	57,480	41,708	58,000	59,820	59,820	4.07%	4.72%
Transfers	382,310	390,870	293,153	383,170	413,110	413,110	5.69%	32.63%
TOTAL EXPENDITURES	**$ 1,080,517**	**$ 1,243,300**	**$ 798,499**	**$ 1,214,030**	**$ 1,277,800**	**$ 1,266,150**	**1.84%**	**100.00%**
Fleet Management								
Personal Services	$ 427,205	$ 442,580	$ 313,371	$ 447,540	$ 457,760	$ 451,240	1.96%	71.02%
Contractual Services	34,682	43,600	25,932	41,140	41,850	41,850	-4.01%	6.59%
Supplies & Materials	137,879	132,220	102,988	133,120	132,300	132,300	0.06%	20.82%
Other/Capital	2,927		-	-	-	-	N/A	0.00%
Transfers	-	-	-	-	-	10,000	100.00%	1.57%
TOTAL EXPENDITURES	**$ 602,693**	**$ 618,400**	**$ 442,291**	**$ 621,800**	**$ 631,910**	**$ 635,390**	**2.75%**	**100.00%**
Parking Utility								
Personal Services	$ 105,658	$ 108,770	$ 40,570	$ 54,240	$ 88,230	$ 87,160	-19.87%	21.17%
Contractual Services	134,182	120,580	91,775	122,790	180,170	180,170	49.42%	43.75%
Supplies & Materials	19,440	23,350	10,500	14,820	18,500	19,090	-18.24%	4.64%
Other	526	100	-	100	100	100	0.00%	0.02%
Transfers	129,820	127,230	95,423	96,240	125,270	125,270	-1.54%	30.42%
TOTAL EXPENDITURES	**$ 389,626**	**$ 380,030**	**$ 238,268**	**$ 288,190**	**$ 412,270**	**$ 411,790**	**8.36%**	**100.00%**
Information Systems								
Personal Services	$ 540,127	$ 549,540	$ 400,072	$ 562,470	$ 586,520	$ 579,060	5.37%	70.60%
Contractual Services	122,088	135,823	112,717	149,990	150,160	150,160	10.56%	18.31%
Supplies & Materials	6,144	5,452	5,288	6,010	5,560	5,510	1.06%	0.67%
Capital Outlay	20,342	28,901	15,935	25,980	20,500	20,500	-29.07%	2.50%
Transfers	65,000	-	-	-	-	65,000	100.00%	7.92%
TOTAL EXPENDITURES	**$ 753,701**	**$ 719,716**	**$ 534,012**	**$ 744,450**	**$ 762,740**	**$ 820,230**	**13.97%**	**100.00%**

CITY OF NEENAH
2017 BUDGET SUMMARY
GENERAL FUND

Budget Account	2015 Actual	2016 Budget	2016 Estimate	2017 Dept. Request	2017 Proposed	% Budget Change
GENERAL GOVERNMENT						
Common Council						
Council Operations	62,290	72,430	73,520	76,270	76,270	0
Capital Outlay-Council	0	4,900	5,740	0	0	0
	62,290	**77,330**	**79,260**	**76,270**	**76,270**	**-1.37%**
Mayor's Office						
Mayors Office	167,920	153,960	151,930	160,380	160,380	
City Publication	22,880	19,500	18,310	20,000	19,500	
LEAN Training	0	11,450	11,900	11,450	11,450	
Capital Outlay - Mayor	1,132	0	0	0	0	
	191,932	**184,910**	**182,140**	**191,830**	**191,330**	**3.47%**
Finance						
Finance Operations	531,742	608,820	581,950	623,420	623,420	
Annual Audit/GASB#34 Impl	52,831	57,970	57,940	56,420	56,420	
Risk Management	178,110	209,870	191,750	199,550	199,550	
General	0	20,000	20,000	20,000	20,000	
Purchasing / P-Card	35	2,110	2,110	2,940	2,940	
Central Services	10,239	13,450	12,370	12,370	12,370	
Utility Billing	155,168	150,430	151,730	158,620	158,420	
Water Utility	70,689	67,740	67,490	64,730	64,730	
Capital Outlay-Finance	6,667	11,100	4,630	0	0	
	1,005,481	**1,141,490**	**1,089,970**	**1,138,050**	**1,137,850**	**-0.32%**
Legal & Admin Services						
City Attorney Operation	224,939	240,210	240,730	245,950	245,850	
Prosecutn/Ext Legal Serv	14,220	16,000	15,250	16,300	15,800	
Cable TV/Cellular Comm	0	250	100	250	250	
City Clerk Operations	180,279	202,980	191,740	200,090	198,740	
Elections	10,779	84,210	82,910	28,480	26,980	
Board of Review	526	3,060	550	2,970	2,070	
Capital Outlay - DOLAS	145	0	0	0	0	
	430,888	**546,710**	**531,280**	**494,040**	**489,690**	**-10.43%**
Human Resources and Safety						
Operations	207,590	221,240	213,080	225,950	225,950	
	207,590	**221,240**	**213,080**	**225,950**	**225,950**	**2.13%**
Municipal Building						
Municipal Building Oper	262,660	251,490	255,260	259,290	255,290	
Training/Redundant Data	3,507	4,340	7,480	7,700	7,700	
Capital Outlay-Mun Bldg	13,462	7,000	10,660	7,000	6,000	
	279,629	**262,830**	**273,400**	**273,990**	**268,990**	**2.34%**
Total General Government	**2,177,810**	**2,434,510**	**2,369,130**	**2,400,130**	**2,390,080**	**-1.83%**

CITY OF NEENAH
2017 BUDGET SUMMARY
GENERAL FUND

Budget Account	2015 Actual	2016 Budget	2016 Estimate	2017 Dept. Request	2017 Proposed	% Budget Change
PUBLIC SAFETY						
Police						
Operations	5,678,366	5,903,545	5,862,250	6,057,480	5,983,040	
Police Firing Range	15,258	21,780	19,510	19,610	19,610	
School Liaison Program	247,274	268,020	263,310	268,650	268,650	
Police Crossing Guards	65,033	71,120	71,140	70,310	70,310	
CSO / Animal Control	50,033	59,030	60,180	64,910	59,910	
K-9 Project	7,425	11,440	10,100	11,090	10,590	
Capital Outlay-Police	6,285	34,404	31,550	26,000	21,800	
	6,069,674	**6,369,339**	**6,318,040**	**6,518,050**	**6,433,910**	**1.01%**
Neenah Share of NMFR						
Fire	4,721,560	4,789,560	4,673,990	4,878,970	4,836,390	
Fire Station Buildings	30,473	28,500	26,500	28,500	26,000	
Reg Spec Oper Resp Team	4,640	8,100	8,540	12,360	11,280	
Joint Fire Commission	2,810	4,380	5,130	5,040	5,040	
Special Reserves & Escrow	0	8,190	0	31,710	30,320	
	4,759,483	**4,838,730**	**4,714,160**	**4,956,580**	**4,909,030**	**1.45%**
Development						
Water Rescue Services	11,960	8,130	8,440	17,250	16,120	
	11,960	**8,130**	**8,440**	**17,250**	**16,120**	**98.28%**
Other Public Safety						
Emergency Government	1,194	1,620	1,510	1,620	1,620	
Police Commission	11,274	8,100	7,600	8,150	7,650	
Pension Plan Contribution	14,920	14,920	14,920	14,920	14,920	
	27,388	**24,640**	**24,030**	**24,690**	**24,190**	**-1.86%**
Total Public Safety	**10,868,505**	**11,240,839**	**11,064,670**	**11,516,570**	**11,383,250**	**1.27%**
PUBLIC WORKS						
Engineering	696,497	717,180	720,570	716,680	715,930	
Capital Outlay-P.W. Admin	55	1,200	1,200	1,200	800	
Tullar Garage	444,113	451,480	472,730	454,030	453,530	
Cecil Street Garage	14,691	17,690	16,880	16,860	16,860	
Refuse Garbage Collection	671,409	640,930	631,390	642,190	642,190	
Sanit Sewers/Lift Station	300,353	310,590	272,690	275,610	274,610	
T-V San Sewers Insp/Seal	55,887	53,770	53,760	53,760	53,260	
Repair of Streets	427,477	377,500	377,170	400,660	395,660	
Snow & Ice Removal	398,770	516,520	487,810	516,190	512,290	
Weed Cutting	41,528	47,230	44,820	45,430	45,430	
Traffic Control	300,176	311,810	293,110	299,800	294,800	
Street Lighting	602,590	583,370	585,310	582,980	582,980	
Capital Outlay-P.W. Equip	2,726	6,650	6,150	6,250	5,100	
Bergstrom Mahler Museum	99	0	0	0	0	
DPW Services - City Hall	109	300	120	120	120	
DPW Services - Clerk	1,136	3,000	4,270	1,830	1,830	
DPW Services - Emer Gov't	414	0	180	0	0	
DPW Services - Police	636	0	160	180	180	
DPW - Fire	260	0	0	0	0	
Riverwalk/Shattuck Park	0	0	440	0	0	
DPW Services- Engineering	32	0	0	0	0	
DPW Services - Comm Devel	0	430	370	490	490	
Downtown	1,023	0	600	560	560	
DPW Services - Library	93	200	0	120	120	
DPW Services-Undesignated	1,273	2,130	2,590	1,360	1,360	
Total Public Works	**3,961,347**	**4,041,980**	**3,972,320**	**4,016,300**	**3,998,100**	**-1.09%**

CITY OF NEENAH
2017 BUDGET SUMMARY
GENERAL FUND

Budget Account	2015 Actual	2016 Budget	2016 Estimate	2017 Dept. Request	2017 Proposed	% Budget Change
COMMUNITY/ECONOMIC DEVELOPMENT						
Community Development						
Comm Development Admin	423,057	409,780	416,940	444,070	444,070	
Inspections	286,250	323,510	321,810	314,380	314,380	
Weights/Measures/Code Enf	13,072	23,060	2,960	74,610	58,270	
Assessor Operations	241,839	261,900	262,670	257,270	257,270	
	964,218	**1,018,250**	**1,004,380**	**1,090,330**	**1,073,990**	**5.47%**
Other Community Services						
Historical Society	0	0	0	0	1,500	
Landmark Operations	3,329	8,798	5,370	5,000	5,000	
Sustainable Neenah Commit	1,370	3,400	1,710	3,400	2,900	
Commun Develop Authority	3,352	7,260	2,880	7,300	6,300	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	352,524	365,630	366,490	378,630	378,630	
Neenah Committee on Aging	0	250	200	250	250	
Y-Senior Friends Program	13,950	14,230	14,230	14,530	14,530	
	386,525	**411,568**	**402,880**	**421,110**	**421,110**	**2.32%**
Total Community/Economic Development	**1,350,743**	**1,429,818**	**1,407,260**	**1,511,440**	**1,495,100**	**4.57%**
CULTURE AND RECREATION						
Neenah Public Library						
Library Administration	1,855,835	1,898,270	1,900,440	1,902,200	1,893,540	
WALS Computerization	151,668	159,200	159,880	171,100	171,100	
Special Reserves & Escrow	0	0	0	31,110	16,210	
Capital Outlay-Library	0	0	0	19,400	0	
Funds Carried Forward	31,052	23,400	20,540	0	0	
	2,038,555	**2,080,870**	**2,080,860**	**2,123,810**	**2,080,850**	**0.00%**
Other Culture						
Harbor Commiss Operation	7,666	5,650	5,350	6,600	6,600	
	7,666	**5,650**	**5,350**	**6,600**	**6,600**	**16.81%**

CITY OF NEENAH
2017 BUDGET SUMMARY
GENERAL FUND

Budget Account	2015 Actual	2016 Budget	2016 Estimate	2017 Dept. Request	2017 Proposed	% Budget Change
CULTURE AND RECREATION (cont.)						
Park & Recreation						
Park & Rec Admin Office	543,725	555,000	550,990	553,460	552,910	
Gen Unallocated Overhead	16,479	17,620	18,610	17,450	17,450	
Adult Programs	34,172	33,160	25,850	25,820	25,820	
Youth Programs	25,643	29,320	24,140	23,810	23,810	
Playground Programs	91,736	89,100	97,650	95,690	95,690	
Other Pk & Rec Activities	14,120	16,860	13,900	15,820	15,820	
Riverside Players	25,974	24,750	25,510	28,150	27,650	
Parks	862,112	898,540	920,020	909,810	908,610	
	1,613,961	**1,664,350**	**1,676,670**	**1,670,010**	**1,667,760**	**3,410**
Independent Programs						
Municipal Pool	241,191	220,530	250,230	241,820	241,820	
Sports Clinics	34,621	27,840	24,940	22,170	22,170	
Dance Lesson Program	13,131	15,930	13,130	13,130	13,130	
	288,943	**264,300**	**288,300**	**277,120**	**277,120**	**4.85%**
Celebrations/Commemorations						
4th of July/Communityfest	46,947	46,960	43,570	44,340	44,340	
Concerts/Parades/Others	28,745	22,070	31,010	25,690	25,690	
	75,692	**69,030**	**74,580**	**70,030**	**70,030**	**1.45%**
Total Culture and Recreation	**4,024,817**	**4,084,200**	**4,125,760**	**4,147,570**	**4,102,360**	**0.44%**
MISCELLANEOUS						
Oak Hill Cemetery						
Cemetery Operations	234,931	247,710	254,970	250,370	249,620	
	234,931	**247,710**	**254,970**	**250,370**	**249,620**	**0.77%**
City-Wide Forestry Program						
City Wide Forestry Program	186,481	180,980	208,020	192,810	192,610	
Parks	61,595	77,630	68,760	69,760	69,230	
Invasive Species Control	6,644	8,500	20,010	16,990	16,540	
	254,720	**267,110**	**296,790**	**279,560**	**278,380**	**4.22%**
Other						
Tax Refunds	9,075	7,500	7,500	10,000	10,000	
Cash Short & Over	26	0	0	0	0	
	9,101	**7,500**	**7,500**	**10,000**	**10,000**	**2,500**
Total Miscellaneous	**498,752**	**522,320**	**559,260**	**539,930**	**538,000**	**3.00%**
SPECIAL RESERVES & ESCROWS	**0**	**(83,050)**	**(86,970)**	**307,080**	**167,130**	**N/A**
TOTAL GENERAL FUND BUDGETS	**22,881,974**	**23,670,617**	**23,411,430**	**24,439,020**	**24,074,020**	**1.70%**

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF GENERAL FUND BY OBJECT CODE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	9,113,828	9,549,320	4,581,987	9,497,520	9,817,750	9,743,710	
0102	Full Time Hourly Wages	1,532,684	1,557,310	1,076,678	1,513,030	1,520,040	1,520,040	
0103	Temporary Wages	494,336	564,760	474,294	572,650	542,990	533,840	
0104	Overtime Wages	606,521	507,910	351,133	545,400	550,190	509,430	
0105	Reimbursable Overtime	(20,968)	(24,370)	(38,604)	(48,480)	(10,500)	(10,500)	
0106	FLSA Overtime Wages	30,312	30,410	2,108	30,400	30,170	30,170	
0107	Substitutions	1,931	4,000	0	4,000	4,000	4,000	
0108	Grant Overtime	9,916	24,000	17,717	24,000	10,000	10,000	
0109	Premium Pay	9,284	8,000	8,081	12,000	11,000	11,000	
0110	Health Insurance	2,556,467	2,612,510	1,460,903	2,504,310	2,690,990	2,572,930	
0111	Fringes	2,527,034	2,578,170	1,332,766	2,577,380	2,765,430	2,743,240	
0112	Grant Fringes	2,130	5,090	3,757	5,090	2,200	2,200	
0115	Schools/Seminars/Training	45,024	69,575	50,350	74,370	80,130	77,630	
0117	Test/Certification for Eq	0	0	0	360	3,560	2,960	
0118	Clothing Allowance	85,138	90,350	58,684	90,440	95,670	95,670	
0120	License Renewal	662	7,340	793	7,170	1,400	1,400	
0122	Protective Vest Repl Fd	4,928	8,000	8,000	8,000	6,400	6,400	
0123	Travel Expenses	2,755	4,250	469	1,010	3,000	3,000	
0124	Auto Allowance	2,169	2,840	1,677	2,810	2,740	2,740	
0125	Meal Allowance	1,179	2,230	666	1,740	1,730	1,730	
0127	Employee Schooling Reimb.	1,500	1,200	600	1,200	1,500	1,500	
0128	Department Awards	0	0	1,541	1,550	1,000	1,000	
0129	DOT Emp Notification Prog	0	140	0	110	110	110	
0132	Empl Recognition Awards	5,648	3,950	800	3,650	1,090	1,090	
0133	Misc Personal/Union Contr	0	500	0	250	500	500	
0133	Police Wages	0	0	0	0	52,190	52,190	
0133	Police Fringes	0	0	0	0	11,740	11,740	
0133	Midpoint/Other Adj Wages	0	3,480	0	0	17,500	17,500	
0133	Midpoint/Other Adj Fringe	0	440	0	0	3,500	3,500	
	PERSONAL SERVICES	**17,012,478**	**17,611,405**	**9,394,400**	**17,429,960**	**18,218,020**	**17,950,720**	**339,315**
CONTRACTUAL SERVICES								
0202	Outside Printing	39,440	44,498	27,714	41,980	42,310	41,810	
0203	Postage	47,048	56,410	35,336	55,190	54,270	54,270	
0204	Conferences & Meetings	22,485	22,470	11,173	23,250	25,770	25,770	
0205	Credit/Debit Charges	6,688	6,100	4,053	6,200	6,200	6,200	
0206	Advertising & Publication	23,439	27,830	15,880	24,080	25,960	25,960	
0207	Dues & Memberships	20,378	23,590	17,611	20,610	21,830	21,830	
0209	Maintenance of PPE/SCBA	2,410	4,680	0	4,080	4,740	4,740	
0210	Maint of Computer Hardwre	1,880	3,730	1,086	3,650	3,720	3,720	
0211	Maint of Fixed Equipment	10,647	8,600	12,051	13,580	10,680	10,680	
0212	Maint of Office Equipment	1,836	10,660	1,590	9,400	8,600	8,600	
0213	Maint of Motor Vehicles	53,097	44,220	7,783	43,760	45,930	42,960	
0214	Maintenance of Buildings	153,003	157,300	84,833	154,960	157,670	154,580	
0215	Maint of Radio Equipment	8,958	12,570	7,206	11,430	12,900	12,900	
0216	Maint of Operating Equip	20,423	20,980	8,602	21,580	18,570	18,570	
0217	Maint of Traffic Equip	11,145	10,000	3,630	8,000	10,000	10,000	
0218	Maint of Software	100,313	106,620	80,458	107,230	117,740	117,740	
0219	Maintenance of Land	5,599	13,000	4,355	9,080	12,800	11,800	
0220	Maint of Athletic Fields	2,290	2,000	1,595	2,000	2,000	2,000	
0221	Telephone	30,365	26,400	12,633	26,430	27,280	27,280	
0222	Electricity	919,959	904,500	526,291	898,990	899,970	899,970	
0223	Natural Gas	71,944	92,880	31,159	89,300	90,080	90,080	
0224	Water & Sewer	90,374	81,580	34,631	86,160	86,520	86,520	
0225	Commercial Dumpster	10,828	9,140	5,987	10,090	7,560	7,560	
0226	Storm Water	40,184	41,010	26,072	41,120	41,250	41,250	
0227	Cellular Telephone	26,213	24,850	14,160	24,150	26,760	26,760	
0227	Other Communications/GPS	326	0	245	420	420	420	

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF GENERAL FUND BY OBJECT CODE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0231	Care of Prisoners	8,579	9,000	6,484	9,000	9,000	9,000	
0232	Auditing Services	46,951	51,520	50,525	51,550	53,040	53,040	
0233	Other Services	87,347	84,800	45,899	80,180	77,320	77,320	
0234	Credit Card Payment Fees	10,473	10,000	11,531	11,540	10,500	10,500	
0235	Outside Software Services	16,970	8,610	9,588	16,360	22,260	20,260	
0236	Outside Services	971,096	989,950	757,231	994,290	1,027,650	1,009,700	
0237	Pest Control	3,959	5,070	2,291	4,590	4,350	4,350	
0238	Professional Services	18,559	23,950	407	19,360	17,370	15,870	
0239	Misc Insurance	1,152	1,200	1,129	1,130	1,150	1,150	
0241	Tree Planting & Landscape	17,570	17,820	15,587	17,910	17,800	17,210	
0242	Permit	658	1,230	1,082	1,390	1,440	1,440	
0243	Tipping Fees	262,644	266,000	157,010	266,000	273,000	273,000	
0244	Commercial Dumpsters	80,106	60,000	50,402	65,000	67,000	67,000	
0245	License Fees	23,955	37,220	28,615	28,760	30,170	30,170	
0246	Property & Liability Ins	89,147	96,700	70,737	93,630	98,250	98,250	
0247	Auto/Physical Damage Ins	36,906	40,690	28,653	35,750	41,520	41,520	
0248	Boiler:Machine Insurance	1,963	2,100	0	1,900	1,900	1,900	
0249	Collection Services	43,844	39,800	19,439	39,800	39,800	39,800	
0250	Copy Mach. Lease/Supplies	18,100	17,000	12,753	18,000	18,000	18,000	
0251	Rental	14,923	15,250	8,279	13,120	13,580	13,580	
0252	Rental of Equipment	7,256	13,610	5,744	11,940	11,610	10,610	
0254	Printer / Copies	36,577	31,000	20,798	23,990	32,400	32,400	
0255	IS Service / Internal	636,390	588,320	442,560	576,180	671,510	664,000	
0256	Neenah City Finance Ser.	13,840	13,710	0	13,710	13,820	13,820	
0257	Neenah City H/R Services	21,190	27,200	0	24,000	26,090	26,090	
0261	Misc Expenditures	26,102	24,520	19,027	24,380	26,170	26,170	
0262	Public Relations/Services	5,955	6,720	2,317	6,870	7,750	7,200	
0264	Drug & Alcohol Testing	1,376	2,500	691	2,000	2,500	2,500	
0265	EE Safety Compliance Acct	1,530	1,650	1,550	1,650	11,930	11,930	
0268	Connecter Cost	0	10,000	0	10,000	10,000	10,000	
0269	Self-Insured Direct Costs	60,000	70,000	70,000	70,000	70,000	70,000	
0271	Neenah-Menasha FireRescue	0	0	3,614,310	0	0	(9,130)	
0280	FVTC Reimbursements	(4,850)	0	0	0	0	0	
0292	Maint of Motor Veh/Fleet	240,207	246,830	204,471	248,660	258,880	252,360	
0293	Oil and Fluids/Fleet	17,168	18,920	12,971	20,220	20,520	20,520	
0294	Maint of Radio Eq/Fleet	0	30	0	0	0	0	
0295	Maint of Oper Eq/Fleet	117,571	143,310	108,702	140,760	143,480	143,480	
	CONTRACTUAL SERVICES	**4,656,486**	**4,731,848**	**6,756,917**	**4,680,340**	**4,893,290**	**4,838,980**	**107,132**
SUPPLIES & MATERIALS								
0301	Office Supplies	29,249	38,070	21,465	37,570	36,540	36,540	
0302	Inhouse Printing	293	1,990	154	1,380	1,510	1,510	
0303	Computer Operation Supply	5,266	9,230	4,987	7,740	8,450	8,450	
0305	Chemicals	2,461	2,750	1,450	2,750	2,750	2,750	
0306	Cleaning/Janitor Supplies	50,604	44,920	30,592	47,700	48,240	48,240	
0308	Books and Periodicals	9,234	10,090	5,148	8,980	9,480	9,480	
0310	Gasoline & Oil	182,140	240,660	111,259	209,150	217,870	217,870	
0311	Fixed Equipment Maint.Sup	2,472	1,600	651	2,190	1,600	1,600	
0312	Playground Maintenance	10,119	7,000	11,359	11,360	7,000	7,000	
0313	Motor Vehicle Maint Suppl	1,789	1,670	69	1,470	1,470	1,470	
0314	Building Maint Supplies	22,148	18,300	12,048	18,580	18,200	18,200	
0315	Land Maint Supplies	16,625	15,200	15,467	20,380	15,200	15,200	
0316	Equipment Maint Supplies	16,688	12,460	6,899	12,590	12,800	12,800	
0317	Traffic Maint. Supplies	13,051	19,000	9,352	16,000	19,000	19,000	

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF GENERAL FUND BY OBJECT CODE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS (CONT.)								
0318	Maps and Records	253	1,400	314	400	1,400	1,400	
0319	Safety Supplies	27,299	23,780	23,466	29,040	28,180	26,400	
0320	Small Tools	8,613	8,460	5,630	9,030	8,350	8,350	
0321	Athletic Field Maint. Sup	17,864	16,000	15,992	16,000	17,000	17,000	
0323	Dog Supplies	1,148	1,530	936	1,500	1,500	1,500	
0324	Traffic Paints	1,835	3,000	1,241	2,500	3,000	3,000	
0326	Consumable supplies	0	0	0	600	1,190	1,190	
3027	Photography Supplies	1,316	2,450	1,054	2,970	2,460	2,460	
3029	Sign Materials	22,593	17,000	24,069	24,070	17,000	17,000	
0330	Targets & Ammunition	12,825	18,000	10,938	18,000	18,000	18,000	
0331	Calcium Chloride	1,504	4,000	0	0	4,000	4,000	
0332	Sand Gravel Hot/Cold Mix	21,467	20,350	19,566	20,590	25,300	25,300	
0333	Salt & Stone Chips	116,378	125,250	107,351	108,250	115,250	115,250	
0334	All Other Supplies	65,257	68,160	45,958	68,510	61,890	61,390	
0335	Other- WI Building Seals	2,080	2,100	2,080	2,100	2,100	2,100	
0336	Set Design/Construction	4,785	4,000	5,308	5,320	4,600	4,600	
0337	Concession Supplies	28,666	25,000	29,928	30,000	27,000	27,000	
0338	Tickets	584	550	633	640	640	640	
0339	Costumes	229	1,200	107	110	1,200	1,200	
0340	Tires & Tire Maintance	21,316	20,500	15,551	20,390	21,300	21,300	
0341	Library Books & Materials	309,005	286,000	197,501	291,050	290,000	283,000	
0342	Library Supplies	8,408	7,000	7,537	7,540	7,200	7,200	
0343	Tech Service Supplies	23,594	22,000	12,971	21,200	21,200	21,200	
0344	Small Program Packages	2,602	6,450	209	8,020	5,510	5,160	
0345	Small Equipment	50,807	31,130	24,806	44,130	39,420	35,900	
0346	Shop Supplies	3,097	2,000	2,025	2,140	2,050	2,050	
0347	Maint of Lift Station	2,644	5,000	1,700	4,000	4,000	4,000	
0348	Small Computer Hardware	17,303	14,770	15,089	20,880	28,610	27,560	
0350	Per Protective Equipment	20,320	24,150	0	24,150	28,160	25,470	
0376	Electronic Materials	102	18,000	9,273	9,280	20,000	21,340	
0376	Training Supplies	670	1,350	0	1,350	1,480	1,480	
	Marker/Monument Foundtion	1,016	1,000	498	1,000	1,000	1,000	
	SUPPLIES & MATERIALS	**1,157,719**	**1,204,520**	**812,631**	**1,192,600**	**1,210,100**	**1,194,550**	**(9,970)**
OTHER								
582	Community Contribution	0	0	0	0	5,850	5,850	
	OTHER	**0**	**0**	**0**	**0**	**5,850**	**5,850**	**5,850**
PROPERTY DAMAGE								
0719	Undesignated	0	20,000	0	20,000	20,000	20,000	
	PROPERTY DAMAGE	**0**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF GENERAL FUND BY OBJECT CODE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY								
8105	Motor Vehicles	125	0	0	0	0	0	
8108	Office Furniture & Equip.	12,422	7,350	9,433	12,690	8,830	6,830	
8113	Communication Equipment	3,753	8,940	337	4,120	5,500	4,700	
8114	Computer Software Outlay	450	9,004	7,000	9,300	1,690	1,490	
8115	Computer Hardware Outlay	13,864	31,360	11,449	20,930	15,290	14,450	
8116	Maintenance Equipment	2,275	3,500	0	3,500	3,500	3,000	
8118	Other Facility Kennel	13	1,300	0	650	1,000	1,000	
8133	All Other Equipment	19,549	38,390	6,096	34,340	52,990	29,490	
8135	Household Purchases	2,840	3,000	0	3,000	2,960	2,960	
	CAPITAL OUTLAY	**55,291**	**102,844**	**34,315**	**88,530**	**91,760**	**63,920**	**(38,924)**
	TOTAL GENERAL FUND	**22,881,974**	**23,670,617**	**16,998,263**	**23,411,430**	**24,439,020**	**24,074,020**	**403,403**
							Percent Budget Change	**1.70%**

CITY OF NEENAH
2017 BUDGET
PERMANENT POSITIONS

DEPARTMENT	2016 ORIGINAL BUDGET		2016 CURRENT STAFF		2017 DEPT. REQUEST		2017 PROPOSED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government								
Office of Mayor	1.50	0.67	1.00	0.67	1.00	0.67	1.00	0.67
Department of Finance	8.00	0.67	8.00	0.67	8.00	0.67	8.00	0.67
Office of Legal & Admin.	4.00	-	4.00	-	4.00	-	4.00	-
Human Resources/Safety	1.00	1.33	1.00	1.33	1.00	1.33	1.00	1.33
Information Systems/GIS	6.00	-	6.00	-	6.00	-	6.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	21.45	2.67	20.95	2.67	20.95	2.67	20.95	2.67
Public Safety								
Police Department	50.00	1.67	50.00	1.67	51.00	2.17	51.00	1.67
Parking/Traffic Control	1.00	-	-	-	-	-	-	-
Fire	40.81	-	40.81	-	40.32	-	40.32	-
Total Public Safety	91.81	1.67	90.81	1.67	91.32	2.17	91.32	1.67
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.75	28.50	0.75	28.50	0.75	28.50	0.75
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.75	41.00	0.75	41.00	0.75	41.00	0.75
Community Development and Human Services								
Community Development	10.00	0.40	10.00	-	11.00	-	11.00	-
Total Community Develop. and Human Services	10.00	0.40	10.00	-	11.00	-	11.00	-
Culture and Recreation								
Library	11.21	12.00	11.21	11.95	11.05	11.95	11.05	11.95
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.21	12.67	24.21	12.62	24.05	12.62	24.05	12.62
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.93	17.00	0.53	17.00	0.93	17.00	0.93
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	**208.47**	**20.09**	**206.97**	**19.24**	**208.32**	**20.14**	**208.32**	**19.64**

Notes

1. Fire Department (Neenah's portion for 2017 is 59.29 * 68 = 40.32).
2. Excludes Aldermanic.
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.

CITY OF NEENAH
For Fiscal Year 2016
Projected 2016 Year End Operating Budget Variances
(From Data through 9/30/16)

Projected Positive (Negative) Expenditure Variances

General Government	$65,380
Public Safety	176,169
Public Works	42,620
Parks and Recreation	(38,960)
Health and Welfare	50
Community Development	16,958
Library	10
All Other	(3,040)
Projected Positive (Negative) Expenditure Variance	$259,187

Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	(61,250)
State & Federal Revenue	60
Licenses, Permits and Fees	(53,340)
Special Financing	3
Charges for Services	(6,580)
Investment Income	109,680
Fines & Forfeitures	(11,000)
Other Revenue	(88,600)
Park & Recreation Revenue	25,580
Fund Transfers	(11,390)
Projected Positive (Negative) Revenue Variance	(96,837)
Projected 2016 Operating Surplus (Deficit) before Applied Fund Balance	$162,350

Note: 2016 General Fund Revenue Estimates include a total of $239,060 of Applied Fund Balance for within the Special Financing section. Amount includes $170,600 of funds directly applied to the 2016 budget, $23,400 of budgeted Library expenditure carry forward funds and $45,060 of other approved General Fund carry forwards.

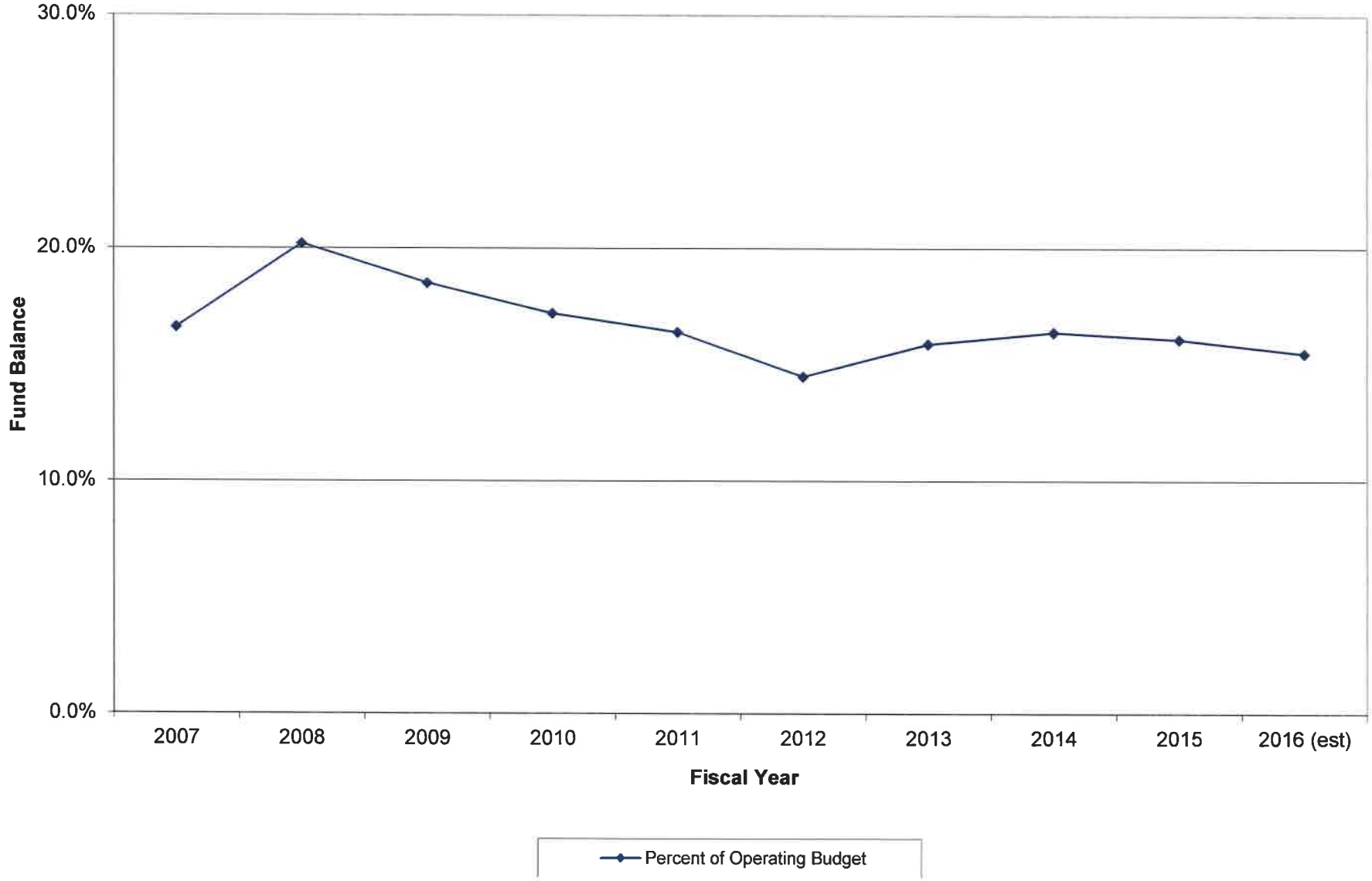
CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2007 - 2016

At December 31	Total Fund Balance	Nonspendable/ Assigned	Unassigned/ Undesignated	Percent of Operating Budget
2007	4,729,497	295,662	4,433,835	20.2%
2008	4,533,345	337,506	4,195,839	18.5%
2009	4,277,614	468,247	3,809,367	17.2%
2010	4,133,715	430,025	3,703,690	16.4%
2011	3,714,025	423,310	3,290,715	14.5%
2012	3,952,958	331,657	3,621,301	15.9%
2013	3,956,713	174,678	3,782,035	16.4%
2014	4,013,104	266,006	3,747,098	16.4%
2015	4,141,116	448,508	3,692,608	16.1%
(a) 2016	4,064,406	(b)330,600	3,733,806	15.5%

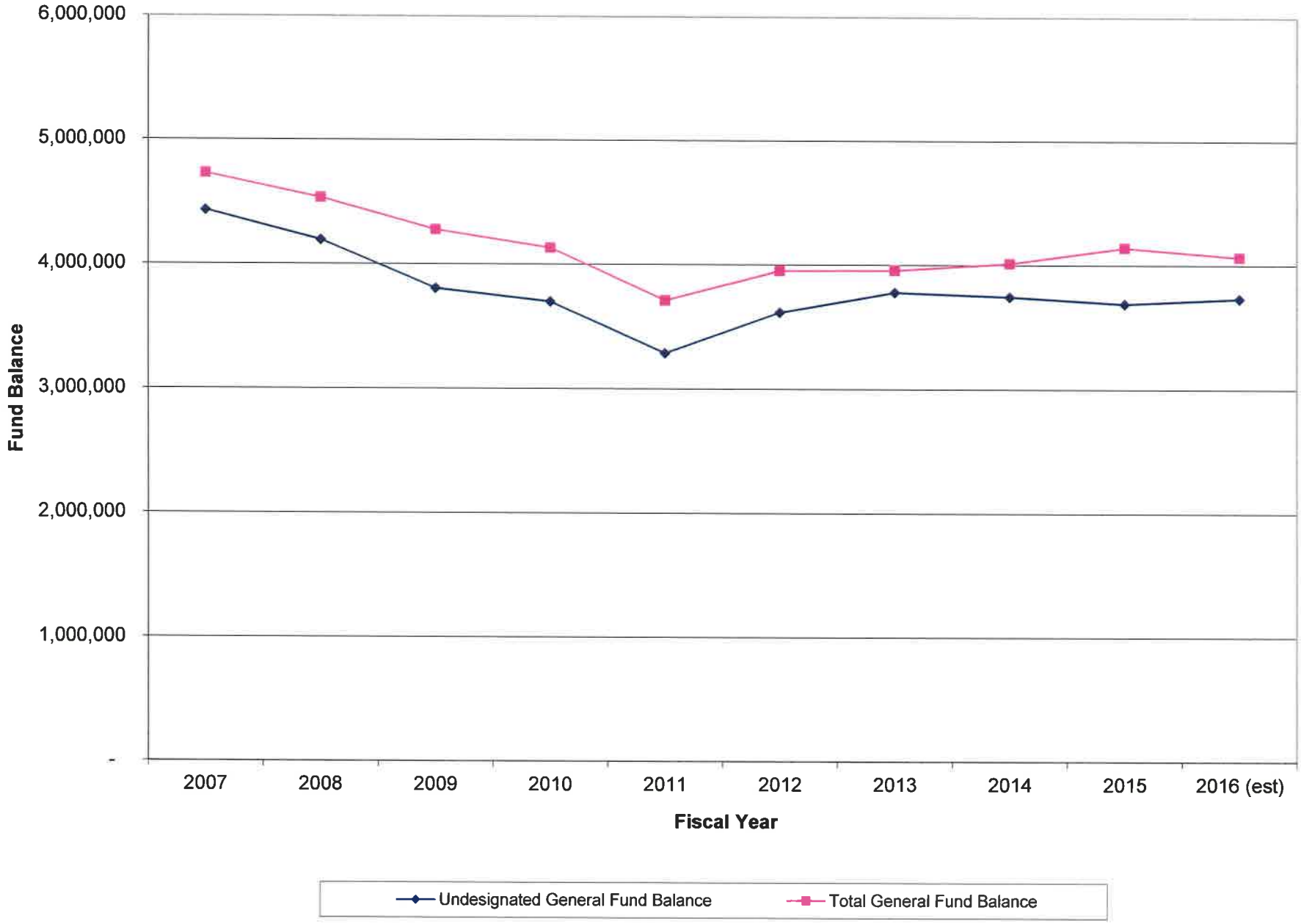
(a) 2016 Beginning Total Fund Balance	$4,141,116
2016 Applied Fund Balance/Carryovers	(239,060)
2016 Projected Net Unused Expenditures/ Excess Revenue Balance	162,350
2016 Estimated Ending Total Fund Balance	$4,064,406

(b) 2017 Budget - Applied Fund Balance	$205,600
2016 Anticipated Carryovers to 2017	25,000
2016 Estimated Nonspendable Funds	100,000
2016 Fund Balance Designated for 2017	$330,600

CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2007-2016



CITY OF NEENAH
History of General Fund Balances
2007-2016



CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2011-2015

	*** Year End ***				
Fund	**2015**	**2014**	**2013**	**2012**	**2011**
Governmental Funds					
General	$4,141,116	$4,013,104	$3,956,713	$3,952,958	$3,714,025
Special Revenue					
TIF #5	(457,575)	(747,159)	(950,282)	(1,215,435)	(1,420,548)
TIF #6	(1,707,692)	(1,792,570)	(1,652,118)	(1,646,503)	(1,512,829)
TIF #7	1,687,558	1,048,277	419,378	(629,250)	(544,823)
TIF #8	(5,789,194)	(4,819,079)	(4,311,104)	(4,335,723)	(3,954,258)
TIF #9	(31,185)	0	0	0	0
TIF #10	1,148	0	0	0	0
CDBG	1,833	38	(22,132)	(38,923)	40,725
Housing/Business	872,102	904,884	935,013	969,910	959,206
Industrial Development	54,402	37,504	19,564	21,362	35,808
Recycling	169,884	213,347	305,882	398,586	327,041
Health Grants	114,459	114,459	120,188	150,460	153,156
Park/Rec Trust	363,747	345,410	353,801	353,780	355,096
Dial-A Ride	61,254	42,652	21,283	8,450	1,487
Public Safety Trust	132,920	134,009	145,080	124,845	184,994
Civic/Social Trust	143,735	109,018	112,068	108,319	102,499
Library Trust	1,344,114	1,345,502	1,111,677	957,729	890,074
Cemetery Perp. Care	1,237,253	1,269,375	1,260,683	1,204,632	1,166,798
Cemetery Flowers	171,734	174,837	178,118	181,327	184,166
Other	627	(3,410)	561	746	839
Debt Service	3,555,016	2,738,152	1,845,460	964,090	158,208
Capital Projects (Before Carry Forwards)					
Public Infrastructure	3,664,711	3,993,904	4,111,597	4,123,309	4,387,320
TIF #5	222,664	224,825	218,554	85,884	(257,677)
TIF #6	94,539	96,354	267,623	217,022	218,079
TIF #7	1,009,529	1,024,713	1,015,038	1,007,996	1,096,553
TIF #8	1,820,104	1,504,052	1,124,705	467,336	23,513
TIF #9	27,249	0	0	0	0
TIF #10	1,214,815	0	0	0	0
Facilities	296,009	37,161	73,811	(91,033)	168,260
Capital Equipment	632,413	257,692	564,239	479,785	775,964
Equip. Replacement	164,823	190,558	244,510	165,882	386,562
Redevelopment	33,903	37,161	16,767	20,746	32,956
Total Gov't Funds	**15,248,015**	**12,494,770**	**11,486,677**	**8,008,287**	**7,673,194**
Internal Service (Net Position)					
Fleet Management	272,016	266,562	275,924	275,924	243,390
Benefit Accrual	(333,227)	(25,991)	301,110	753,345	1,024,554
Liability Insurance	120,312	224,653	234,737	357,903	382,237
Information Systems	36,637	9,342	0	(2,859)	15,780
Total Inter. Service Funds	**95,738**	**474,566**	**811,771**	**1,384,313**	**1,665,961**
Enterprise (Cash and Cash Equivalents)					
Parking Utility	157,640	266,562	294,446	306,554	312,211
Sanitary Sewer Utility	2,214,298	1,606,342	1,050,369	693,107	1,107,111
Stormwater Utility	3,316,494	2,795,747	2,399,043	2,378,331	2,105,255
Water Utility	6,151,045	5,943,619	6,010,463	6,092,451	5,351,123
Total Enterprise Funds	**11,839,477**	**10,612,270**	**9,754,321**	**9,470,443**	**8,875,700**
Grand Total	**$27,183,230**	**$23,581,606**	**$22,052,769**	**$18,863,043**	**$18,214,855**

Payments In Lieu of Taxes

Represents the payment made to the City by the Water Utility in lieu of property taxes ("PILOT"). The formula is established by the Public Service Commission based on the Water Utility's depreciated property value and a portion of the total assessed tax rate for 2016-2017. **For 2017, that payment is estimated to remain flat.** An expenditure item in a like amount is included in the Water Utility's budget in 2017. Also included in 2017 is $12,400 in payments from other tax-exempt properties (Fox Cities Retirement Village, county housing units, Orphan Animal Rescue). The ERC Retirement Center and Labor Temple, properties previously under PILOT, are now on the tax roll. 2017 is the second year of a payment from the new Goodwill store based upon a formula to provide a tax equivalent for basic municipal services.

Other Taxes

The Room Tax is a 10% tax on all room night revenues generated by hotels and motels located in the City. The hotels and motels collect the tax and forwards the funds to the City on a quarterly basis. **Trend analysis indicates that each 1% in room tax generates approximately $60,000 in room tax revenue in the City of Neenah.** Prior to 2016, the room tax in the City of Neenah was 5% on all room night revenues from hotels and motels. Effective 1/1/16, the room tax increased to 10%. Those funds are distributed as follows: 3% room tax is earmarked for the Fox Cities Convention and Visitor Bureau (CVB), 3% earmarked to fund the new exhibition center located on downtown Appleton, 2% room tax pledged to the Fox Cities Performing Arts Center (PAC) in downtown Appleton and 1% earmarked to fund future sports facilities within the Fox Valley region. **The final 1% of the 10% is retained by the City**. **The City also retains 5% of the funds earmarked to the CVB and PAC for administration purposes.**

State Revenue Sharing and Aid Programs

State Shared Revenue is a combination of State sales and income taxes returned to the City based on a complex growth/per capita/tax burden formula. State Shared Revenue to the City has declined dramatically since 1983. As part of the 2011 State Budget, Shared Revenue was again dramatically reduced for 2012. **For 2017, Shared Revenue is expected to remain flat as it has for the previous four years.**

The Expenditure Restraint Payment ("ERP") is a direct levy reduction payment program based on City expenditure restraint requirements. The ERP formula is designed to assist communities whose tax rates reflect the cost of providing a full range of municipal services. Recent State budgets have reduced funding for the program. Added to the fact that more municipalities are qualifying for the program, the City's payment has diminished in recent years. **In 2017 the City's ERP payment is expected to increase $22,050, or 4.05%.**

The total of the combined State Revenue Sharing Programs of $2,091,240, which includes the Expenditure Restraint Payment, **continues to be over 51% less** than the 1983 State Shared Revenue payment of $4,285,700. **In 1983, State Shared Revenue programs funded over 45% of the City of Neenah's operating budget. State Shared Revenue programs are now projected to fund less than 9% of the City's operating budget in 2017.**

Exempt Computer Aid is a State program created to replace "lost" property taxes due to the exemption of business owned computers as of January 1, 1999. This annual amount is based upon the value of computer equipment reported by City manufacturing and commercial businesses to the Department of Revenue. **For 2017, that payment is expected to be reduced by $24,110, a 13.36% decrease.**

Federal, State, Local Aids

Includes highway maintenance aids received from the State Transportation Trust Fund (gasoline sales taxes and other automotive related fees) for street and highway maintenance. These aids are based on a prescribed cost reimbursement formula. From a historical perspective, as part of the 2011 State Budget, transportation aids declined substantially. In 2012, the reduction equaled a 9.6% decrease. After a small decrease in 2013, transportation aids rose 2.5% in 2014, only to decline an estimated $54,670 (4.88%) for 2015 and $24,880 (2.34%) for 2016. **Based upon preliminary budget discussions by the State of Wisconsin, the City is estimating a small increase for 2017, but that could change depending upon a final State budget plan.** Also included are estimated Federal and State Mass Transit (bus subsidy) reimbursements and payments related to fire protection.

Special Financing

Includes application of surplus resulting from resources being greater than expected and expenditures being less than planned permitting reappropriation of unused taxes. Over the past several years, the City has been working to reduce its reliance on the use of general fund undesignated fund balance to finance ongoing operations. As recently as 2005, the City had budgeted the application of $550,000 of fund balance to balance the general fund budget. With the significant reductions in state aids and other revenues continuing, it has been necessary to maintain the use of reserves to balance recent budgets. The City's goal for 2012 and beyond was to reduce, stabilize or eliminate the use of reserves to balance ongoing operating budgets. While the 2012 adopted budget did contemplate using $178,800 of reserves, specific concessions agreed to in Police and Fire union negotiations essentially eliminated the need to use these reserves for 2012**.** The 2013 budget included the use of $70,000 in reserves, while the 2014 budget completely eliminated the use of reserves to balance budgeted expenditures and revenues in the General Fund. The 2015 budget applied $66,850 of reserves, while the 2016 budget applied $170,600 of fund balance. **The 2017 budget contemplates using a maximum of $214,080 of General Fund reserves. This amount could change depending upon final estimates affecting State Transportation Aids, Mass Transit Subsidies and Expenditure Restraint Program expenditure limits.**

Licenses and Permits

Represents collections from liquor, pet, cigarette, electrical and other licenses and building, plumbing, heating, boat launching and other permits. **Taken as a whole, license and permit budgeted revenue is expected to decrease slightly by $2,160, or .76%, in 2017.**

Health Inspection Fees

After months of study, responsibility for the City's health and sanitation related services were transferred to Winnebago County effective July 1, 2013. As such, fees for health and sanitation services have been removed from the City's budget. The responsibility for Weights and Measures was transferred to the City's Community Development and Assessment department in 2013. In 2015, fees were reduced by $10,000 to more accurately reflect the actual cost of providing the service. **For 2017, fees are estimated to remain at that $30,000 level.**

General Government

Derived from a variety of miscellaneous services provided by administrative offices to private parties. Included are document sales, cable TV franchise fees, room tax fees, planning and zoning related fees, exempt property filing fees and other general revenues**. Based upon current trends, the City anticipates that these revenue sources to remain essentially flat in 2017.**

Special Charges

These revenues are directly related to Public Works operations. They represent those portions of costs of services that are of special benefit to individual properties or property owners and billed accordingly (e.g. weed cutting and snow removal).

Public Library

Receipts from fines and rental fees. Winnebago County contributes funding for services provided to residents of the Towns of Vinland, Clayton, Menasha and Neenah based upon usage. Support from Calumet County reflects the use of the library by their residents. **Overall, Library revenues are expected to increase $49,240, or 6.16% in 2017.**

Public Safety - Police Department

Receipts are from photocopies of records, damage recoveries, photo ID's as well as the sale of used police vehicles. Also included is reimbursement from the Neenah Joint School District for the Liaison Officer program. For 2016 and beyond, proceeds from the sale of used vehicles has been moved to a different revenue section**.**

Government Services

Charges for services provided by the City Finance, Legal and Human Resources and Safety departments. These services are charged to the Neenah Water, Sewer and Storm Water Utilities, Neenah-Menasha Fire Rescue and Menasha-Neenah Municipal Court. **Total revenue posted to these accounts is anticipated to increase by $14,820, or 4.21%, in 2017.**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: Revenues	**Submitted by:** Michael Easker

Public Works/Sanitation

Receipts from charges to private parties for services performed, occasional rental of equipment (e.g. tractor and driver) and purchase of materials from the City. Also included are receipts from charges for the occasional special residential garbage collection. 2017 is the second year after a four year phased implementation plan to fully charge back to small commercial and certain multi-unit residential properties the cost of garbage collection. All metal, paper and corrugate recycling revenues are recorded in the Recycling Special Revenue Fund. **Overall, budgeted revenue is expected to decrease by $5,800 (5.63%) in 2017.**

Oak Hill Cemetery

Burial service fees, sales of lots, reimbursement for the care of veterans' lots and interest earned from Perpetual Care Fund investments. Since 2013, revenue has been categorized to provide greater detail as to the source of revenue. 2017 is the second year funds are budgeted under Miscellaneous Revenue for net revenue generated from an agreement in which the City would provide services to the adjoining St. Margaret Cemetery. **For 2017, total cemetery revenues are anticipated to increase approximately $4,000 from 2016 budgeted revenue.**

Investment Income

Investment income is generated from delinquent tax payments, special assessments paid on the installment basis and from idle cash available for investment. For several years, the economic downturn and subsequent drop in interest rates had a dramatic effect on investment interest income. Beginning in 2015, the City began to experience small but improved yield opportunities. Also included is the ninth of twenty annual payments by the Water Utility to the City for funds advanced to create the Utility. This payment replaces the previous dividend payment by the Water Utility. New for 2017 is interest earned on the collection of delinquent personal property taxes. This is based upon the City more aggressively pursuing these delinquent accounts. **Taken as a whole, budgeted revenue for investment income in 2017 is up $105,000, or 32.6%.**

Fines and Forfeitures

Collections for City ordinance violations and other misdemeanors covered by City Code and State Statute collected by Menasha-Neenah Municipal Court. Despite enhanced collection efforts, the economic downturn and a reduction in citations issued continues to create a difficult collection environment. Also includes false alarm fees from residential and commercial security systems. **Based on current trends**, **the City is budgeting $11,000 (10.38%) less in revenue for 2017.**

Property Damage Recovery

Series of revenue accounts to record the receipt of insurance reimbursements for damage to City property.

Reimbursements

This category includes the workers compensation insurance premium refund and employment practices liability insurance premium refund from Cities and Villages Mutual Insurance Company (CVMIC). Other governmental entities (school, County, FVTC, State) reimbursement for property taxes refunded or rescinded. Reimbursement from the City of Menasha for administrative costs of the Neenah-Menasha Dial-A-Ride Program. Also included is the fifth year of an anticipated annual dividend reflecting the City's ownership stake in CVMIC. Starting in 2015 is a partial year rebate revenue being generated through the City's recently implemented P-Card purchasing program. A full-year rebate revenue is budgeted for 2016 and beyond. **Total Reimbursement revenue is expected to increase slightly by $1,260 (.76%) in 2017.**

Rental

Revenue from the leasing and rental of real property or building space (e.g., Cecil Street garage, fire station bay, communication towers at the Police Department and recently purchased industrial park land from the Town of Neenah). Starting in 2013, Winnebago County began renting space to staff the northern satellite office of the newly consolidated health department at an estimated annual payment of $16,500. The health department was relocated to the Winnebago County Human Services building in Neenah in 2015, resulting in no revenue budgeted in 2016 and beyond. **Overall revenue in this category is expected to decline $12,420, or 13.4% in 2017.**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Finance Operations
Program: Revenues	**Submitted by:** Michael Easker

Sale of City Properties
Casual sales of real estate, equipment and other property no longer used by the City. New in 2016 and beyond is the estimated sale value of all equipment disposed of by all city departments. Previously, some departments had applied those funds to reduce the overall cost and borrowing needs of new equipment. **Overall revenue in this category is expected to total $38,050 in 2017.**

Other Revenue
Miscellaneous general government revenue including photocopy fees and, prior to 2016, employee health insurance contributions. Beginning in 2016, employee health insurance contributions are directly posted to the City's Health Insurance Benefit Accrual Fund.

Parks and Recreation
Participant revenues from the various recreational programs, including rentals of park shelter facilities, fees for various adult and youth recreation programs, Riverside Players ticket sales, pool fees and recreation building revenue. **For all programs and rentals, the total estimated revenue budget-to-budget is decreasing slightly ($3,660) for 2017.**

Interfund Transfers
Interfund transfers are resources available to the Operating Budget from "other funds" for a variety of purposes. For example, the Housing Fund partially reimburses the General Fund for Community Development salaries incurred on housing programs. The Tax Incremental District Funds reimburse the General Fund for administrative costs and interest obligations for TIF Special Revenue Fund deficits, plus any other advances that have been made.

The transfer from the Sewer Fund Maintenance and Overhead is reimbursement for costs incurred for engineering and administration for services provided to the Sanitary Sewer Utility in accordance with the fee structure adopted in 1991. Similarly, the transfer from the Storm Water Management Fund is reimbursement for costs incurred for engineering and administration for services provided to the Storm Water Utility in accordance with the fee structure adopted in 2003. The transfer from the Parking Fund is for the costs incurred by the Police and Public Works Departments and administration costs for services provided to the Parking Utility. The transfer from the Recycling Fund is for engineering and administrative costs incurred by the Public Works and other departments. The Industrial Development Fund transfer includes reimbursement for administrative costs incurred for economic development planning and area wide storm water management studies. Transfers for the Benefit Accrual Fund health insurance reserve to help offset the cost of employee health insurance coverage have been stopped effective 2016. 2017 is the fifth year of the estimated transfer of the City of Neenah's share of unspent 2016 budgeted funds from the operation of the Neenah-Menasha Fire Rescue. **Overall, fund transfers for 2017 are budgeted to increase $172,340, or 8.88% from the 2016 budgeted amount.**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE SUMMARY

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
Property Taxes	12,810,661	12,981,140	12,984,170	12,984,180	13,936,470	13,222,390	241,250
Payment in lieu	1,082,675	1,141,240	25,662	1,071,950	1,083,310	1,083,310	(57,930)
Other Taxes	12,560	63,000	31,251	68,000	68,000	73,000	10,000
State Revenues	2,198,451	2,235,940	940,869	2,232,450	2,234,240	2,234,240	(1,700)
State & Federal Aids	1,407,069	1,402,120	862,266	1,405,670	1,413,700	1,422,180	20,060
Special Financing	92,545	239,057	0	239,060	0	205,600	(33,457)
License Revenue	64,653	67,700	55,968	67,420	68,400	68,400	700
Permits Revenue	273,838	216,250	153,478	181,280	213,390	213,390	(2,860)
Health Inspection Fees	28,580	30,000	26,010	30,000	30,000	30,000	0
General Gov't Revenues	347,795	372,300	187,178	354,210	371,130	371,130	(1,170)
Special Charges	10,985	13,100	10,230	13,360	13,600	13,600	500
Public Library	784,003	799,600	625,414	797,050	848,840	848,840	49,240
Police Revenue	263,671	205,220	151,563	203,560	210,450	210,450	5,230
General Gov't Services	349,603	351,650	264,550	352,830	366,470	366,470	14,820
Public Works	157,868	103,100	93,762	100,010	97,300	97,300	(5,800)
Oak Hill Cemetery Revenue	92,825	115,000	78,504	114,280	114,000	114,000	(1,000)
Investment Income	250,016	322,270	239,262	431,950	397,270	427,270	105,000
Fines & Forfeitures	83,306	106,000	68,110	95,000	95,000	95,000	(11,000)
Property Damage Recovery	1,000	20,000	4,692	20,000	20,000	20,000	0
Reimbursements	125,347	165,880	80,721	160,730	167,140	167,140	1,260
Ground Lease Payment	106,611	104,900	74,644	97,150	92,480	92,480	(12,420)
Sale of City Properties	118	118,200	55	42,660	38,050	38,050	(80,150)
Other Revenue	220,136	3,350	1,451	3,350	3,350	3,350	0
Community Fest	14,343	14,500	14,337	14,340	14,200	14,200	(300)
Other Celebrations/commem	361	0	0	0	0	0	0
General Receipts	(12,323)	(8,560)	(11,660)	(13,270)	(14,110)	(14,110)	(5,550)
Adult Program Revenue	40,270	40,100	24,881	30,800	30,760	30,760	(9,340)
Youth Program Revenue	22,009	36,950	27,952	28,550	26,860	26,860	(10,090)
Municipal Pool Revenue	206,437	190,250	212,926	213,050	202,250	202,250	12,000
Independent Programs	50,482	55,430	38,658	40,840	40,800	40,800	(14,630)
Playground Progrm Revenue	94,088	98,240	116,063	116,940	110,460	110,460	12,220
Other Park & Rec Revenue	1,403	1,700	1,049	1,160	1,050	1,050	(650)
Riverside Players	27,234	28,580	34,048	34,100	29,970	29,970	1,390
Parks Revenue	96,818	95,940	97,783	112,040	101,380	101,380	5,440
Fund Transfers	1,871,745	1,940,470	1,486,976	1,929,080	2,012,810	2,112,810	172,340
TOTAL REVENUES	**23,177,183**	**23,670,617**	**19,002,823**	**23,573,780**	**24,439,020**	**24,074,020**	**403,403**
						Percent Budget Change	**1.70%**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PROPERTY TAXES							
Property Taxes	12,807,863	12,981,140	12,981,148	12,981,150	13,936,470	13,222,390	
Taxes Not on Tax Roll	2,798	0	3,022	3,030	0	0	
PROPERTY TAXES	**12,810,661**	**12,981,140**	**12,984,170**	**12,984,180**	**13,936,470**	**13,222,390**	**241,250**
PAYMENTS IN LIEU OF TAXES							
Water Utility	1,058,024	1,116,340	0	1,046,280	1,058,310	1,058,310	
Fox-City Ret Village Home	6,000	6,000	6,000	6,000	6,000	6,000	
Winnebago County Housing	6,358	6,400	7,204	7,210	6,500	6,500	
Fox Vally Energy	0	0	0	0	0	0	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	11,893	12,100	12,058	12,060	12,100	12,100	
PAYMENTS IN LIEU OF TAXES	**1,082,675**	**1,141,240**	**25,662**	**1,071,950**	**1,083,310**	**1,083,310**	**(57,930)**
OTHER TAXES							
Hotel Room Tax Direct	0	50,000	22,507	55,000	55,000	60,000	
Hotel Room Tax Admin Fee	12,560	13,000	8,744	13,000	13,000	13,000	
OTHER TAXES	**12,560**	**63,000**	**31,251**	**68,000**	**68,000**	**73,000**	**10,000**
STATE SHARED REVENUES							
State Shared Revenue	1,521,926	1,526,320	228,935	1,520,500	1,524,360	1,524,360	
Expend Restraint Program	556,245	544,380	544,831	544,840	566,880	566,880	
Computer Exempt Credit	120,280	165,240	167,103	167,110	143,000	143,000	
STATE SHARED REVENUES	**2,198,451**	**2,235,940**	**940,869**	**2,232,450**	**2,234,240**	**2,234,240**	**(1,700)**
STATE & FEDERAL AIDS							
Mass Transit Subsidy	267,719	283,670	0	283,670	280,000	280,000	
Highway Maintenance Aids	1,062,870	1,039,950	779,196	1,038,930	1,050,000	1,058,480	
Fire Protect Ins Prem Ref	74,780	75,000	79,310	79,310	80,000	80,000	
Fire Fuel Tank Reimburse	1,700	3,500	3,760	3,760	3,700	3,700	
STATE & FEDERAL AIDS	**1,407,069**	**1,402,120**	**862,266**	**1,405,670**	**1,413,700**	**1,422,180**	**20,060**
SPECIAL FINANCING							
Applied Fund Balance	66,850	170,600	0	170,600	0	205,600	
Appl Carryover Balance	22,700	68,457	0	68,460	0	0	
Reserve For Encumbrance	2,995	0	0	0	0	0	
SPECIAL FINANCING	**92,545**	**239,057**	**0**	**239,060**	**0**	**205,600**	**(33,457)**
LICENSE REVENUE							
Liquor and Bev License	23,238	23,000	23,262	24,000	25,000	25,000	
Operator License	15,185	15,000	12,755	15,000	15,000	15,000	
Cigarette License	2,400	3,000	2,300	2,500	2,500	2,500	
Well License	0	-	0	0	0	0	
Electrical Cont License	65	0	60	120	100	100	
Heating License	1,960	2,500	220	2,500	2,500	2,500	
Pet License	11,651	14,000	7,731	13,000	13,000	13,000	
Amusement Device License	9,880	10,000	9,360	10,000	10,000	10,000	
Rooming House License	150	-	100	100	100	100	
Miscellaneous License	124	200	181	200	200	200	
LICENSE REVENUE	**64,653**	**67,700**	**55,969**	**67,420**	**68,400**	**68,400**	**700**
PERMITS REVENUE							
Building Permits	141,494	110,000	77,960	85,000	110,000	110,000	
Electrical Permits	31,147	25,000	19,827	25,000	27,000	27,000	
Plumbing Permits	36,597	29,500	20,046	24,000	24,000	24,000	
Parking Lot Const. Permit	300	500	450	500	500	500	
Heating Permits	41,512	30,000	14,233	24,000	30,000	30,000	
Home Occupation Permits	0	0	25	30	0	0	
Dance Permit	100	150	125	130	150	150	
Street Use Permit	1,500	1,200	1,125	1,200	1,200	1,200	
Parking Lot Const Permits	0	500	0	0	0	0	
Fuel Storage Tank	1,470	1,000	1,917	1,920	1,000	1,000	
Sprinkler Permits	1,626	0	550	1,000	1,000	1,000	
Fire Pit Permit	16,650	17,000	15,855	17,000	17,000	17,000	
Hotel & Motel Permits	0	0	45	100	140	140	
All Other Permits	1,442	1,400	1,320	1,400	1,400	1,400	
PERMITS REVENUE	**273,838**	**216,250**	**153,478**	**181,280**	**213,390**	**213,390**	**(2,860)**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
HEALTH INSPECTION FEES							
Weights & Measures	28,580	30,000	26,010	30,000	30,000	30,000	
HEALTH INSPECTION FEES	**28,580**	**30,000**	**26,010**	**30,000**	**30,000**	**30,000**	**0**
GENERAL GOVERNMENT REVENUES							
Special Use Fees	0	400	600	600	300	300	
Board of Appeals	0	400	250	380	250	250	
Rezoning Deposits	250	600	1,200	1,200	1,200	1,200	
Publication Fees	1,430	1,500	1,420	1,500	1,500	1,500	
Real Property Status Fees	23,240	24,000	18,500	24,000	24,000	24,000	
Cable TV Franchise Fee	316,895	340,000	158,833	320,000	340,000	340,000	
Com Devel Document Sales	155	100	395	400	200	200	
Site Plan Review Fee	2,095	2,500	1,705	1,750	1,250	1,250	
Plat Review Fees/Annex	3,575	2,500	3,675	3,680	2,000	2,000	
Project Plan Review Fees	125	300	200	300	400	400	
Exempt Prop Filing Fees	30	0	400	400	30	30	
GENERAL GOV'T REVENUES	**347,795**	**372,300**	**187,178**	**354,210**	**371,130**	**371,130**	**(1,170)**
SPECIAL CHARGES							
Snow Removal Charges	1,680	3,000	3,255	3,260	3,500	3,500	
Weed Cutting Charges	9,305	10,000	6,925	10,000	10,000	10,000	
All Other Special Charges	0	100	50	101	100	100	
SPECIAL CHARGES	**10,985**	**13,100**	**10,230**	**13,361**	**13,600**	**13,600**	**500**
PUBLIC LIBRARY							
Library Receipts	37,451	40,000	23,494	35,000	35,000	35,000	
Coffee Sales	1,343	1,400	1,116	1,500	1,500	1,500	
Bottled Beverages/Snacks	171	0	1,051	1,500	1,500	1,500	
Copier/Printer Fees	14,096	15,000	10,441	14,200	14,500	14,500	
Lost/Damaged Materials	8,895	8,000	5,499	8,000	8,000	8,000	
Sale of Library Property	0	0	270	270	0	0	
P-Card Rebate	2,508	4,000	5,553	5,560	6,000	6,000	
Winnebago County	699,699	712,850	560,688	712,850	756,840	756,840	
Calumet County	16,419	14,630	14,633	14,640	22,500	22,500	
Fond Du Lac County	501	520	522	530	0	0	
Waushara County	0	0	0	0	0	0	
Collection Fee Charges	2,920	3,200	2,147	3,000	3,000	3,000	
PUBLIC LIBRARY	**784,003**	**799,600**	**625,414**	**797,050**	**848,840**	**848,840**	**49,240**
PUBLIC SAFETY REVENUE							
Police Sundry Revenues	1,523	3,000	1,513	2,000	2,000	2,000	
Photo ID's	1,280	1,000	1,341	1,350	1,000	1,000	
Sch Dist Liaison Program	198,624	201,220	148,709	200,210	207,450	207,450	
Vehicle Sales	62,244	0	0	0	0	0	
Crossing Guard Charges	0	0	0	0	0	0	
Sales of Police Property	0	0	0	0	0	0	
PUBLIC SAFETY REVENUE	**263,671**	**205,220**	**151,563**	**203,560**	**210,450**	**210,450**	**5,230**
GENERAL GOV'T SERVICES							
Utility Billing/Finance	170,695	165,530	124,147	167,040	174,480	174,480	
Water Utility/Finance Ser	77,758	74,570	55,928	74,240	71,200	71,200	
Water Utility/HR & Safety	12,700	14,500	10,875	14,500	16,900	16,900	
Water Utility/Legal &Adm.	22,200	25,500	19,125	25,500	26,000	26,000	
Joint Fire/Finance Ser	22,850	22,850	17,137	22,850	23,300	23,300	
Joint Fire/HR & Safety	35,000	40,000	30,000	40,000	44,000	44,000	
Joint Fire/Fiber Lease	5,300	5,450	4,087	5,450	7,270	7,270	
Muni Ct Bldg use/Menasha	3,100	3,250	3,250	3,250	3,320	3,320	
GENERAL GOV'T SERVICES	**349,603**	**351,650**	**264,549**	**352,830**	**366,470**	**366,470**	**14,820**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
STREET & HIGHWAY REVENUE							
Misc Equipment Rental	5,353	1,000	2,461	2,470	1,000	1,000	
Misc Service Revenue	10,257	10,000	3,436	3,500	4,000	4,000	
Other S & H Receipts	0	0	360	360	250	250	
Recoveries fm Damaged Prp	7,223	8,000	11,858	13,000	10,000	10,000	
Sale of City Materials	0	0	7,000	7,000	0	0	
Street Excavation Charges	50,075	25,000	14,680	14,680	20,000	20,000	
Restitution	0	100	0	0	50	50	
Special Garbage Collectr	2,826	2,000	1,821	2,000	2,000	2,000	
Commercial Dumpsters	82,134	57,000	52,147	57,000	60,000	60,000	
STREET & HIGHWAY REVENUE	**157,868**	**103,100**	**93,763**	**100,010**	**97,300**	**97,300**	**(5,800)**
OAK HILL CEMETERY REVENUE							
Cemetery Misc. Revenue	6,625	16,000	15,325	17,700	17,000	17,000	
Lot Sale Revenue	32,050	30,000	23,725	33,450	33,000	33,000	
Transfer fm Perp Care-Int	4,840	15,000	3,584	10,000	10,000	10,000	
Veterans Care Reimbursem	3,065	3,000	3,122	3,130	3,000	3,000	
Grave Openings	37,050	45,000	28,550	45,000	45,000	45,000	
Foundation/Marker Charges	9,195	6,000	4,198	5,000	6,000	6,000	
OAK HILL CEMETERY REVENUE	**92,825**	**115,000**	**78,504**	**114,280**	**114,000**	**114,000**	**(1,000)**
INTEREST INCOME							
Interest on Investments	315,403	225,000	152,518	325,000	300,000	325,000	
Interest on Taxes	29,136	35,000	34,679	34,680	35,000	35,000	
Drug Education	0	0	0	0	0	0	
Interest from Water Dept	32,274	32,270	24,206	32,270	32,270	32,270	
Interest on Market Apprec	(147,657)	0	0	0	0	0	
Interest Revl Fund Assmts	20,860	30,000	16,006	25,000	25,000	25,000	
Personal Property I	0	0	11,854	15,000	5,000	10,000	
INTEREST INCOME	**250,016**	**322,270**	**239,263**	**431,950**	**397,270**	**427,270**	**105,000**
FINES & FORFEITURES							
Neenah Court Fines	2,424	3,000	1,206	3,000	3,000	3,000	
Municipal Courts Fines	79,982	100,000	66,129	90,000	90,000	90,000	
False Alarms	900	2,000	775	1,000	1,000	1,000	
Fire Re-Inspection Fees	0	1,000	0	1,000	1,000	1,000	
FINE & FORFEITURES	**83,306**	**106,000**	**68,110**	**95,000**	**95,000**	**95,000**	**(11,000)**
PROPERTY DAMAGE RECOVERY							
Police	1,000	0	4,692	10,000	0	0	
Public Works	0	20,000	0	10,000	20,000	20,000	
PROPERTY DAMAGE RECOVERY	**1,000**	**20,000**	**4,692**	**20,000**	**20,000**	**20,000**	**0**
REIMBURSEMENTS							
Workers Compensation	56,206	80,000	0	80,000	80,000	80,000	
Emp Practices Liab Ins.	4,470	4,150	4,148	4,150	4,270	4,270	
Auto/Physical Damage Ins.	4,285	8,200	8,200	8,200	8,230	8,230	
Local Governments	1,200	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	40,130	37,330	37,330	37,330	38,440	38,440	
P-Card Rebate	19,056	35,000	29,843	29,850	35,000	35,000	
REIMBURSEMENTS	**125,347**	**165,880**	**80,721**	**160,730**	**167,140**	**167,140**	**1,260**
LEASE/RENTAL REVENUE							
Adm Bld Water Utility	9,150	9,400	7,050	9,400	9,680	9,680	
Winnebago County	8,238	0	0	0	0	0	
City Garage Rentals	6,864	7,000	5,428	7,000	7,000	7,000	
Communication Tower Rent	64,210	70,000	53,416	72,000	75,000	75,000	
Sprint / Alamosa Lease	17,350	18,000	7,850	7,850	0	0	
Dumpster Rental Agreement	700	500	900	900	800	800	
Bergstrom-Mahler Museum	99	0	0	0	0	0	
LEASE/RENTAL REVENUE	**106,611**	**104,900**	**74,644**	**97,150**	**92,480**	**92,480**	**(12,420)**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SALE OF CITY PROPERTIES							
Bicycle Sales	118	100	55	60	50	50	
Used Equipment	0	0	0	0	0	0	
Police	0	10,000	0	2,500	0	0	
Public Works	0	100,000	0	32,000	31,000	31,000	
Park & Rec.	0	6,100	0	6,100	5,000	5,000	
Misc Sales of City Prop	0	2,000	0	2,000	2,000	2,000	
SALE OF CITY PROPERTIES	**118**	**118,200**	**55**	**42,660**	**38,050**	**38,050**	**(80,150)**
OTHER REVENUE							
Commercial Dumpsters	485	300	238	300	300	300	
Miscellaneous Revenue	1,279	3,000	1,190	3,000	3,000	3,000	
Emp Health Ins Contributi	218,343	0	0	0	0	0	
Sales Tax	29	50	23	50	50	50	
OTHER REVENUE	**220,136**	**3,350**	**1,451**	**3,350**	**3,350**	**3,350**	**0**
OTHER SPEC EVENTS-COMMUNITYFEST							
Vender Fees	4,343	4,500	4,337	4,340	4,200	4,200	
Contributions	10,000	10,000	10,000	10,000	10,000	10,000	
OTHER SPEC EVENTS-COM. FEST	**14,343**	**14,500**	**14,337**	**14,340**	**14,200**	**14,200**	**(300)**
OTHER CELEBRATIONS/COMMEM							
Miscellenance	361	0	0	0	0	0	
OTHER CELEBRATIONS/COMMEM	**361**	**0**	**0**	**0**	**0**	**0**	**0**
GENERAL RECEIPTS-PARKS/REC							
Sun Shine Program	196	220	227	230	230	230	
Non-Taxable Concessions	0	0	0	0	0	0	
Work Permits	4,920	4,780	5,630	6,200	4,850	4,850	
Work Permit State Payment	(4,013)	(4,220)	(4,838)	(5,580)	(4,270)	(4,270)	
Sales Tax Collections	(14,081)	(10,000)	(13,413)	(15,000)	(15,780)	(15,780)	
Sales Tax	85	60	63	70	80	80	
WPRA Ticket Money Collect	14,536	14,110	10,850	14,110	14,320	14,320	
WPRA Ticket Money Payment	(13,966)	(13,510)	(10,389)	(13,510)	(13,740)	(13,740)	
Boat Stall Key Deposit	0	0	210	210	200	200	
GENERAL RECEIPTS-PARKS/REC	**(12,323)**	**(8,560)**	**(11,660)**	**(13,270)**	**(14,110)**	**(14,110)**	**(5,550)**
ADULT PROGRAM REVENUE							
Fitness Receipts	22,462	22,400	13,263	18,000	18,000	18,000	
Golf Lessons	1,440	1,440	1,500	1,500	1,500	1,500	
Softball-Team Reg	12,150	12,150	7,200	7,200	7,200	7,200	
Kickball	1,750	1,930	1,225	1,930	1,930	1,930	
Open Gym	1,253	960	486	960	960	960	
Volleyball-Summr Team Fee	720	720	620	620	620	620	
Tennis Instruction	495	500	587	590	550	550	
ADULT PROGRAM REVENUE	**40,270**	**40,100**	**24,881**	**30,800**	**30,760**	**30,760**	**(9,340)**
YOUTH PROGRAM REVENUE							
Youth Program Crafts	220	460	0	0	0	0	
Operation Recreation	2,651	2,630	2,808	2,810	2,800	2,800	
Children's Playtime	14,467	27,500	18,349	18,350	18,000	18,000	
Quick Start Tennis	840	1,240	990	1,240	1,240	1,240	
Start Smart	640	820	480	820	820	820	
Special Events	3,191	4,300	5,325	5,330	4,000	4,000	
YOUTH PROGRAM REVENUE	**22,009**	**36,950**	**27,952**	**28,550**	**26,860**	**26,860**	**(10,090)**
POOL & REC BLDG REVENUE							
Taxable Concessions	45,021	40,000	48,082	48,090	42,400	42,400	
Pool-Daily Receipts	65,992	56,000	64,973	64,980	60,000	60,000	
Pool-Season Pass Receipts	47,804	47,000	50,850	50,850	49,800	49,800	
Swim Lessons Receipts	47,340	47,000	48,725	48,830	49,800	49,800	
Locker Rental	280	250	295	300	250	250	
POOL & REC BLDG REVENUE	**206,437**	**190,250**	**212,925**	**213,050**	**202,250**	**202,250**	**12,000**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAM REVENUE							
Sports Clinics	34,875	34,760	25,240	25,240	25,200	25,200	
Dance Lessons	15,607	20,670	13,418	15,600	15,600	15,600	
INDEPENDENT PROGRAM REV	**50,482**	**55,430**	**38,658**	**40,840**	**40,800**	**40,800**	**(14,630)**
PLAYGROUND PROGRAM REVENUE							
Archery	1,434	1,430	1,216	1,440	1,440	1,440	
Baseball	1,309	1,310	1,226	1,250	1,320	1,320	
Crafts	345	350	735	740	780	780	
Operation Recreation	66,188	72,200	81,990	82,180	77,500	77,500	
Adventure	2,532	2,530	2,944	2,950	3,900	3,900	
Filthy Fun Kids Run	0	0	6,554	6,560	6,560	6,560	
Park Kart Mobile Recreati	0	0	4,500	4,500	0	0	
Golf	635	640	745	750	750	750	
Nature Force	1,500	1,430	1,228	1,410	1,410	1,410	
Special Events	7,867	6,120	1,786	2,000	2,880	2,880	
Soccer Instruction	1,613	1,610	1,612	1,620	1,720	1,720	
Tennis	6,615	6,620	6,975	6,980	7,400	7,400	
Tennis-Accelerated	1,230	1,200	1,080	1,080	1,110	1,110	
Tot Lot	2,074	2,050	1,979	1,980	2,100	2,100	
TOT Sports	746	750	1,494	1,500	1,590	1,590	
PLAYGROUND PROGRAM REV	**94,088**	**98,240**	**116,064**	**116,940**	**110,460**	**110,460**	**12,220**
OTHER PARKS & REC REVENUE							
Doty Cabin	245	300	322	330	300	300	
Classic Boat Show Revenue	510	500	0	0	0	0	
Ice-Rink Taxable Concess	148	200	102	200	200	200	
Community Band	500	700	625	630	550	550	
OTHER PARKS & REC REVENUE	**1,403**	**1,700**	**1,049**	**1,160**	**1,050**	**1,050**	**(650)**
RIVERSIDE PLAYERS							
Riverside Tickets	23,696	25,000	29,430	29,430	26,000	26,000	
Other Revenues	1,720	1,580	1,665	1,670	1,670	1,670	
Taxable Concessions	1,818	2,000	2,953	3,000 --	2,300	2,300	
RIVERSIDE PLAYERS	**27,234**	**28,580**	**34,048**	**34,100**	**29,970**	**29,970**	**1,390**
PARKS REVENUE							
Rentals - Picnic Kits	117	150	80	90	100	100	
Rentals - Shattuck	195	200	255	260	200	200	
Facility Leases	16,100	16,100	5,100	16,100	16,100	16,100	
Facility User Fees	1,373	2,500	265	1,850	2,000	2,000	
Rentals - Green Park	845	500	490	490	400	400	
Rentals - Memorial Park	4,349	3,300	4,900	4,900	4,200	4,200	
Rentals - Gazebo	585	620	695	730	650	650	
Rentals - Riverside Park	3,023	3,600	4,044	4,050	3,600	3,600	
Rentals - Washington Park	5,890	4,800	5,978	5,980	4,800	4,800	
Rentals -Whiting Boathse	18,291	18,000	27,136	27,140	21,000	21,000	
Rentals - Southview Park	30	20	60	60	30	30	
Rentals -Memorial Pk Open	300	280	220	220	200	200	
Rental-Shattuck BoatStall	9,810	9,320	8,702	8,710	8,700	8,700	
Rentals - Doty Park	915	900	1,342	1,350	1,000	1,000	
Rentals - Cook Park	0	0	50	50	0	0	
Rentals - Miller Park	0	20	0	0	0	0	
Rental - Great Northern	240	200	180	180	200	200	
Rentals - Douglas Park	20	0	10	10	0	0	
Rentals-Memorial LG Room	6,856	6,500	10,794	10,800	9,000	9,000	
Rental-Memorial SM Room	1,393	930	1,715	1,720	1,200	1,200	
Herb & Dolly Smith Park	0	0	0	0	0	0	
Boat Launch User Fees	26,486	28,000	25,767	27,350	28,000	28,000	
PARKS REVENUE	**96,818**	**95,940**	**97,783**	**112,040**	**101,380**	**101,380**	**5,440**

CITY OF NEENAH
2017 OPERATING BUDGET
REVENUE DETAIL

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
Fleet Management	0	0	0	0	0	10,000	
Benefit Accrual Fund	100,000	0	0	0	0	0	
Information Systems	65,000	0	0	0	0	65,000	
Parking Fund	129,820	127,230	95,423	96,240	125,270	125,270	
Sewer Fd Maintenance	356,240	377,410	283,058	419,950	449,370	449,370	
Sewer Fd Admin	379,697	439,060	329,295	397,560	403,160	403,160	
Storm Water Management	382,310	390,870	293,153	383,170	413,110	413,110	
Cemetery Perp Care	5,000	5,000	3,750	5,000	5,000	5,000	
Dial-A-Ride	0	5,000	3,750	5,000	5,000	5,000	
Trans fm Public Safety Tr	7,425	12,000	11,440	12,000	12,000	12,000	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	5,000	
TIF #11	0	0	0	0	36,000	36,000	
TIF #5 Administrative Chg	62,000	71,000	53,500	71,000	71,000	71,000	
TIF #5 Interest Charge	429	1,000	453	1,000	1,000	1,000	
TIF #6 Administrative Chg	47,000	53,500	40,325	53,500	53,500	53,500	
TIF #6 Interest Charges	458	2,000	3,641	3,650	2,000	2,000	
Transfer From TIF # 7	92,000	106,000	79,750	106,000	106,000	106,000	
TIF # 7 Interest Charges	0	0	0	0	0	0	
TIF #8 Administrative Chg	92,000	106,000	79,750	106,000	106,000	106,000	
TIF #8 Interest	6,675	10,000	18,511	18,520	10,000	10,000	
TIF #9 Administrative Chg	31,000	36,000	27,250	36,000	36,000	36,000	
TIF # 10	0	36,000	27,250	36,000	36,000	36,000	
Recycling Fund	22,000	22,000	16,500	22,000	22,000	22,000	
Small Business Loan Fd	5,000	5,000	3,750	5,000	5,000	5,000	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	11,145	25,000	0	25,000	25,000	25,000	
Joint Municipal Court	478	400	644	700	400	400	
Neenah Menasha Fire Rescu	36,068	70,000	85,785	85,790	50,000	75,000	
FUND TRANSFERS	**1,871,745**	**1,940,470**	**1,486,978**	**1,929,080**	**2,012,810**	**2,112,810**	**172,340**
TOTAL REVENUES	**23,177,183**	**23,670,617**	**19,002,827**	**23,573,781**	**24,439,020**	**24,074,020**	**403,403**
						Percent Budget Change	**1.70%**

FEES FOR SERVICES SCHEDULE

Res. No. 7185 adopted April 5, 2006 effective with the new Code of Ordinances of the City of Neenah, May 1, 2006.
This document contains updated fee information through July 20, 2016 Resolution No. 2016-25:

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
GENERAL FEES				
Notary Service	No Charge		§137.01(9)	Res. No. 7170
Copies/Open Records Requests	25¢ 1st page		§19.35(3)	Res. No. 7170
	15¢ Add'l pages		§19.35(3)	Res. No. 7170
Tapes/Other Media	Actual Cost	Materials/Reproduction	§19.35(3)(a)	Res. No. 7170
Maps	Actual Cost of Reproduction		§19.35(3)(a)	Res. No. 7170
Mail & Shipping of Records Request	Actual Cost of Mailing		§19.35(3)(d)	Res. No. 7170
Prepayment of Records Request	Cost of reproduction	Only if total charge exceeds $5	§19.35(3)(f)	Res. No. 7170
Cost to Locate Records	$25.00/hr	If locate cost exceeds $50	§19.35(3)(c)	Res. No. 7170
CLERK				
LICENSES				
Liquor				
Class A Malt	$200	Annual – expires 6/30 (pro-rated)	§125.25(4)	Ord. No. 1234
Class A Liquor	$400	Annual – expires 6/30 (pro-rated)	§125.51(2)(d)	Ord. No. 1234
Class B Malt	$100	Annual – expires 6/30 (pro-rated)	§125.26(4)	Ord. No. 1234
Class B Liquor	$350	Annual – expires 6/30 (pro-rated)	§125.51(3)(e)	Ord. No. 1234
Reserve Class B	$10,000	One time Initial fee (plus annual Class B fee)	§125.51(3)(e)(2)	Ord. No. 1234
Class B (wine only) Winery	$350	Annual – expires 6/30 (pro-rated)	§125.51	Res. No. 2015-34
Class C Wine	$100	Annual – expires 6/30 (pro-rated)	§125.51	Ord. No. 1234
Provisional Class B	$15	One time fee	§125.185(3)	Ord No. 1234
Temp Class B (Picnic)	$10	Per event	§125.51(10)	Ord. No. 1234
Publication Fee-renewal	$22	Annual due 4/15	§125.04(3)(g)	----------
Publication Fee-new app	$55	Initial – due upon application	§125.04(3)(g)	---------- Res. No. 7309
Change of Agent	$10	Due upon application	§125.04(6)(b)	----------
Beverage Operator	$60	Two year license – expires 6/30 Includes fee for picture	§125.17(1)	Ord. No. 1234 Ord. No. 1345 increase to $60 effective 1/1/2007
Duplicate Beverage Operator	$10	Per license	§125.17	----------
Temporary Beverage Operator	$10	Per event	§125.17(4)	Ord. No. 1234
Provisional Beverage Operator	$15	Per license	§125.185	Ord. No. 1234
Misc. Licenses				
Cigarette	$100	Annual – expires 6/30	§134.65(2)(b)	Ord. No. 1234
Amusement Device	$40/machine	Annual – expires 6/30		Code §4-172 Res. No. 2013-37
Dance Hall	$25	Annual – expires 6/30	§59.56(12)(b)	Ord. No. 858
Pawnbrokers License	$210	Annual – expires 12/31	§134.71	Code Section 4-64 Res. No. 7238
Secondhand Article Dealers	$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64 Res No 7238
Secondhand Jeweler Dealers	$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64 Res No 7238

FEE TYPE		FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Taxi Cab	1st Taxi	$25	Annual – expires 6/30	§349.24	Ord. No. 1223
	each add'l	$2	Annual – expires 6/30	§349.24	Ord. No. 1223
Escort License or Registration		$500	Annual – expires 6/30		Code Sec. 4-65 Ord. No. 2014-9 Res. No. 2014-10
Escort Service Licenses		$500	Annual – expires 6/30		Ord. No. 2014-9 Res. No. 2014-10
PERMITS					
Blasting		No Charge	Per Project		Code Sec. 11-119
Carnival/Circus		$25	Per day		Ord. No. 369
Christmas Tree Lot		$25	Annual – Expires 12/26		Ord. No. 858
Fireworks Stand		$25	Annual – Expires 7/5		Ord. No. 963
Open Burning		$15	Annual – exp 12/31		Ord. No. 1247
Street Use Permits		$75 except the fee for school sponsored events shall be $0	Per event – plus costs per code		Ord. No. 858 Res. No. 7353 Res. No. 2011-7 Res. No. 2011-25 Sec. 14-129(e) & (f)
Solicitor Permit – New		$25	1st Year – Expires 12/31	§59.55	Ord. No. 858
Solicitor Permit - renewal		$15	Annually – Expires 12/31	§59.55	Ord. No. 858
Mobile Food Vendor		$100	Per Mobile Food Vendor vehicle or cart		Sec. 4-353(a)
BID Surcharge		$50	Per Mobile Food Vendor or Transient Merchant located in the BID District		Sec. 4-64 & 4-353(a)
Wrestling/Boxing		$50 per wrestling event plus cost for providing two supervisors, who shall have police authority for the wrestling match. Estimated cost $50-100 per hour per officer.	Event	§444.02	Ord. No. 980 Vol IV Res. No. 7309
MISC. FEES					
Voter Registration Certificate		$5			Ord. No. 858
Voter Registration Certificate		$2	Seniors – over age 65		Ord. No. 858
Voter Registration List		$25.00 plus $5 per 1,000 voters	Includes Voter History	§6.36(6)	Set by State Elections Board Res. No. 7242
INFORMATION SYSTEMS					
ASSESSMENT DEPT:					
Reports (Hard Copies)					
Street Listing		$35.00			
Commercial Listing		$35.00			
Personal Property Labels		$25.00			
Alpha Property Listing By Owner		$35.00			
Alpha Property Listing By Street Name		$35.00			
Both Property Listings		$60.00			
Assessment Workbook		$100.00			
Both Property Listing and Workbook		$150.00			

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Vacant Land Listing	$20.00			
Multi-Unit Listing				
2 Units & Up	$35.00			
4 Units & Up	$20.00			
Files (emailed)				
Assessment Roll	$50.00			
Assessment Roll				
Legal Description				
Tax Roll				
Zoning				
Mailing Addresses	$30.00			
Personal Property Labels	$25.00			
FINANCE:				
Tax Roll	$50.00			
COMMUNITY DEVELOPMENT				
WEIGHTS AND MEASURES				
Annual Permit Processing Fee	$25	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Scales 0 to 30 lbs.	$30 (per unit)	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Scales 31 to 1000 lbs	$40 (per unit)	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Weight Sets	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Follow-up Inspection Fee (1st)	$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Follow-up Inspection Fee (2nd)	$200	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Penalty Nonregistered Device	Fee x 2	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Timing Devices	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Meters (Taxi)	$50	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Electric Pill Counters	$10	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Gas Pumps (Retail)	$40	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
HS Pumps (Diesel)	$55	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Vehicle Tank/Bulk Plant Meter	$100	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Linear (Fabric, Wire, Rope Meters)	$10	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Farmer's Market Annual Fee (includes 7 or more devices)	$150	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16
Scanners 1 to 3 scanners (total) 4 or more (total)	 $75 $130	Annual	§ 98.04	Res. No. 2012-35 Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Aluminum Can Recycle Machine	$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Late Payment Fee	$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Misc. Specialized Devices	$50/Hour	Annual	§ 98.04§ATCP 92.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
PLUMBING				**Plumbing Code**
New Plumbing/Appliance Fixtures	$7	Per fixture or minimum permit fee		Ch. 21, Art. V Res. No. 2011-17
New/replacement Sanitary Sewer Lateral	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
New/replacement Storm Sewer Lateral	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
New or replacement water service	$10	Per inch of pipe diameter		Ch. 21, Art. V Res. No. 2011-17
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service	$25			Ch. 21, Art. V Res. No. 2011-17
Repipe Basement	$25			Ch. 21, Art. V Res. No. 2011-17
Cap Sewer	$25			Ch. 21, Art. V Res. No. 2011-17
Well License Renewal	$25			Ch. 21, Art. V Res. No. 2011-17
Replacement Water Heater	$25	Minimum permit fee $25 or $5 per fixture if water Heater is included as part of the plumbing project		Ch. 21, Art. V Res. No. 2011-17
ELECTRICAL				**Electrical Code**
Electrical Service Work (Change/Repair)				
30-100 Amp	$50			Ch. 21, Art. III Res. No. 2011-17
200-400 Amp	$60			Ch. 21, Art. III Res. No. 2011-17
600 Amp	$70			Ch. 21, Art. III Res. No. 2011-17
800 Amp	$80			Ch. 21, Art. III

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
				Res. No. 2011-17
1000 Amp	$100			Ch. 21, Art. III
				Res. No. 2011-17
Over 100 Amp	$150			Ch. 21, Art. III
				Res. No. 2011-17
Residential New Construction & Additions	$50 + 3¢ per sq ft	Include all finished areas and garage space		Ch. 21, Art. III
				Res. No. 2011-17
Commercial/Industrial New Construction	$50 + 8¢ per sq ft	Areas 0-5,000 sq ft		Ch. 21, Art. III
				Res. No. 2011-17
	Plus 1¢ per sq ft	Areas 5,000-75,000 sq ft		Ch. 21, Art. III
				Res. No. 2011-17
	Plus $ .001 per sq ft	Areas 75,000+ sq ft		Ch. 21, Art. III
				Res. No. 2011-17
All Other Work	$25	Work between $1 - $300		Ch. 21, Art. III
				Res. No. 2011-17
	$25 + $5 per $100	Work between $301 - $1,000		Ch. 21, Art. III
				Res. No. 2011-17
	$60 + $12 per $1000	Work between $1001 - $10,000		Ch. 21, Art. III
				Res. No. 2011-17
	$168 + $3 per $1000	Work between $10,001 - $100,000		Ch. 21, Art. III
				Res. No. 2011-17
	$438 + $1 per $1000	Work over $100,000		Ch. 21, Art. III
				Res. No. 2011-17
BUILDING				**Building Code**
Residential Garages & Unfinished Basement or Attic Remodel	$0.10 per Sq. Ft. ($50 Minimum)	Charge is Per Sq Ft		Ch. 21, Art. II
				Res. No. 2011-17
Residential New Construction & Additions	$35 + $0.18 per sq ft	Charge is Per Sq Ft		Ch. 21, Art. II
				Res. No. 2011-17
Commercial/Industrial: New Construction & Additions	$50 + $0.20 per sq ft (Minmum fee $200)			Res. No. 2011-17
Construction & Additions	$20 per 100 sq ft	First 10,000 sq ft		Ch. 21, Art. II
	Plus $10 per 100 sq ft	Additional over 10,000 sq ft		Res. No. 2011-17
Commercial/Industrial: Warehouse New Construction		75% of new commercial/industrial rate on same square foot basis		Ch. 21, Art. II
				Res. No. 2011-17
Remodeling: Residential/ Commercial/Industrial	$35 and $5 per $1000	Work between $1 and $5000		Ch. 21, Art. II
	$60 & $2.50 per $1000	Work over $5000		Ch. 21, Art. II
				Res. No. 2011-17
HEATING, VENTILATION & AC				**Mechanical Code**
Existing Residential Properties Only:				
Replace Furnace Permit	$50			Ch. 21, Div. IV
				Res. No. 2011-17
New/Replacement air conditioners	$50			Ch. 21, Div. IV
				Res. No. 2011-17
Multiple Appliance installations (furnace & a/c)	$60	(Plus $10 for additional furnace/air conditioner)		Ch. 21, Div. IV
				Res. No. 2011-17
Fireplaces/Stove- wood or gas installation	$25			Ch. 21, Div. IV
				Res. No. 2011-17
New Residential Construction:				
New single family installations furnace and/or furnace-a/c	$100			Ch. 21, Div. IV
				Res. No. 2011-17
New duplex installations	$100	(Plus $10 for additional furnace/air conditioner)		Ch. 21, Div. IV

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
				Res. No. 2011-17
New & Replacement Commercial/Industrial Construction				
Work between $1-$2,000 in cost	$100			Ch. 21, Div. IV
Work over $2,000	$100 + $5 per $1,000			Ch. 21, Div. IV
MISCELLANEOUS PERMIT FEES				**Building Code**
Commercial Plan Review				
Building Plan	$125			Ch. 21, Div. II
HVAC	$125			Res. No. 2011-17
				Ch. 21, Div. II
				Res. No. 2011-17
Demolition				
Garage/Sheds	$20 plus bond	$500 bond check for bldg < 25,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Residential Structures	$50 plus bond	$1,000 bond check for bldg 25,000-50,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Commercial/Industrial	$150 plus bond	$2,000 bond check for bldg > 50,000 CU Feet		Ch. 21, Div. II
				Res. No. 2011-17
Erosion Control Residential	$150			Ch. 22, Art. IV
				Res. 7309
				Res. No. 2011-17
Erosion Control Commercial Industrial Community Facility	$275	Up to one acre; $200 for each add'l disturbed acre		Ch. 22, Art. IV
				Res. 7309
		Res. No. 2011-17		
Fences	$15			Ch. 21, Div. II
				Res. No. 2011-17
Fireplaces - wood or gas/wood stoves	$25			Ch. 21, Div. II
				Res. No. 2011-17
Foundation Repair	$30			Ch. 21, Div. II
				Res. No. 2011-17
Mobile Home Park	$100			Ch. 21, Div. II
				Res. No. 2011-17
Moving Permit	$150	Plus $10,000-$25,000 bond and insurance as required by the building inspector		
Newspaper Vending Machines Permit	$25	Initial Fee; Permit must be renewed yearly at no charge and expires December 31st		Res. 7292
				Code §14-146
				Res. No. 2011-17
Parking Lot – Residential	$100	Plan Review $50; Permit $25		Ch. 21, Div. II
				Res. No. 2011-17
Parking Lot – Commercial/ Industrial	$150	Plan Review $50; Permit $50		Ch. 21, Div. II
				Res. No. 2011-17
Pools – Above Ground	$30			Ch. 21, Div. II
				Res. No. 2011-17
Pools - Inground	$50			Ch. 21, Div. II
				Res. No. 2011-17
Sheds, Gazebos, Decks, Satellite Dishes	$20			Ch. 21, Div. II
				Res. No. 2011-17
Sandwich Board Signs	$25	Annual – expires December 31st		Code Sec 4-29
				Res. No. 7225
				Res. No. 2011-17

FEE TYPE		FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Signs – Wall Signs		$40			Sign Code Ch. 24 Res. No. 2011-17
Signs – Pole/ground Signs		$60			Sign Code Ch. 24 Res. No. 2011-17
Solar Panel Installations – Electric or Other		$30			Res. No. 2011-17
Street Furniture		$15	Annual		Ch. 14, Art. VII Res. No. 7367 Res. No. 2011-17
LICENSE RENEWALS					
Electrical – Contractors License		$65	Includes one Master Electrician		
Electrical - Master License		$25			
Heating – Warm Air		$20			
Heating – Hot Water		$20			
Heating – Steam		$20			
PLANNING & ZONING FEES					**Zoning Code**
Rezoning Application		$300			Ch. 26
Variance Application		$125			Ch. 26
Special Use Application		$300			Ch. 26
Annexation Review		$300			Ch. 26
Site Plan Review	Small Site	$125			Ch. 26
	Large Site	$200			Ch. 26
Landscape Review		$75			Ch. 26
Certified Survey Map Review		$100			Ch. 26
Extraterritorial CSM		$100			Ch. 26
Preliminary Plat Review		$125 + $25/lot			Ch. 26
Final Plat Review		$75			Ch. 26
Official Street Map Amendment		$300			Ch. 26
P.U.D. Review		$200			Ch. 26
Home Occupational License	Initial	$25			Ch. 26
	Annual	$20			Ch. 26
Rooming House License (Annual)		$50			Ch. 26
Flood Plain Permits:					
Land Use Permit – Residential		$50			Ch. 26
Land Use Permit – Commercial		$100			Ch. 26
Map Amendment Application		$200			Ch. 26
Waiver Letter		$25			Ch. 26
Project Plan Approval		$200			Ch. 26
Master Plan Approval		$250			Ch. 26
DOCUMENT SALES					
Zoning Code		$3		§19.35	Res. No. 7170
Building Code		$3		§19.35	Res. No. 7170
Other Codes		$2		§19.35	Res. No. 7170
Comp Plan		$10		§19.35	Res. No. 7170
Maps					Res. No. 7170
	1" = 1.000' or basemap	50¢		§19.35	Res. No. 7170
	1" = 500' map	$2.25		§19.35	Res. No. 7170
	Any Topo map	$1.25		§19.35	Res. No. 7170
	Other maps	15¢/sq ft		§19.35	Res. No. 7170
Photocopies					Res. No. 7170
	Single Sheet	25¢		§19.35	Res. No. 7170
	Multiple Sheets	25¢ plus 15¢ per sheet		§19.35	Res. No. 7170

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Color Copies	$2 per 11x17		§19.35	Res. No. 7170
FINANCE				
LICENSES				
Cat	$6	Annual (if spayed or neutered)		
Cat	$11	Annual (if **not** spayed or neutered)		
Dog	$6	Annual (if spayed or neutered)		
Dog License	$11	Annual (if **not** spayed or neutered)		
Late Fee – dog/cat	$5	Annual After 3/31 (license fee plus a $5 state imposed fee)		Res. No. 7309
Dangerous Animal License	$50	Per Dangerous Animal		Sec. 3-16(b)(3)
PERMITS				
Parking	$18	Monthly (Ramp, Walnut Lot, Church Lot, Canal Lot, High/Bond Lot)		Res. No. 7309
Real Estate Status Report	$30	Per Report – normal turn around		Res. No. 7309
	$50	Per Report - Rush		
Special Assessment Installment Plan	7.5%	Annual Rate	§66.0715	Code Sec. 13-2 Res. No. 7267
FIRE				**Fire Code**
Petroleum Tank Installation Permit	$100	First Tank		Ch. 7
	$50	Each Additional Tank		Ch. 7
	$1,700	Maximum Fee		Ch. 7
Petroleum Tank Closure Permit	$20	Per 1,000 Gallon Tank Capacity, $240 maximum		Ch. 7
	$80	Minimum Fee		Ch. 7
Fire Protection Permit (Sprinkler Permit)				
Any Underground Main	$75			Ch. 7
Any Above Ground Piping (20+ Heads)	$75	Including Additions		Ch. 7
Each Riser	$25			Ch. 7
Each Floor Above the First Floor	$25			Ch. 7
Re-inspection Fee	$100	Per inspection starting with the 2nd inspection		Sec. 7-34 Res. No. 2013-34
Smoke Detector Installation	$30	Per Detector		§101.14 & §101.145
HEALTH				
July 2012 Consolidated with Winnebago County Health Department. All Health related fees were removed from the City of Neenah Fee Schedule. WEIGHTS AND MEASURES were moved under the jurisdiction of the Community Development Department (see above).				
LIBRARY				
Fees are established by the Library Board				
PARK & RECREATION				
Fees are established by the Park & Recreation Commission and maintained by the Department				
POLICE				
Fingerprints				Res. No. 7170
Child ID	No Charge		§19.35(3)(e)	Res. No. 7170
Fingerprinting for Employment				
Neenah Resident	No Charge		§19.35(3)(e)	Res. No. 7170
Non-Resident	$10.00		§19.35(3)(a)	Res. No. 7170
Probation & Parole Registration	No Charge		§19.35(3)(e)	Res. No. 7170
Sex Offender Registration	No Charge		§19.35(3)(e)	Res. No. 7170
Photocopy Charges				
Photograph Reprints	50¢		§19.35(3)(a)	Res. No. 7170
Digital Reprints	$1.00/sheet			

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
	$2.00/glossy sheet			
Photograph for ID	$5.00			
Accident Reports				
11 x 17 – Double Sided	$1.00		§19.35(3)(a)	Res. No. 7170
				Res. No. 7309
8-1/2 x 11 – Double Sided	50¢		§19.35(3)(a)	Res. No. 7170
			§19.35(3)(a)	Res. No. 7170
Incident Reports			§19.35(3)(a)	Res. No. 7170
1st Page	25¢		§19.35(3)(a)	Res. No. 7170
Additional Pages	15¢		§19.35(3)(a)	Res. No. 7170
			§19.35(3)(a)	Res. No. 7170
1 Page	25¢		§19.35(3)(a)	Res. No. 7170
2 Pages	40¢		§19.35(3)(a)	Res. No. 7170
3 Pages	55¢		§19.35(3)(a)	Res. No. 7170
4 Pages	70¢		§19.35(3)(a)	Res. No. 7170
5 Pages	85¢		§19.35(3)(a)	Res. No. 7170
6 Pages	$1.00		§19.35(3)(a)	Res. No. 7170
7 Pages	$1.15		§19.35(3)(a)	Res. No. 7170
8 Pages	$1.30		§19.35(3)(a)	Res. No. 7170
9 Pages	$1.45		§19.35(3)(a)	Res. No. 7170
10 Pages	$1.60		§19.35(3)(a)	Res. No. 7170
Other Charges				
Video (VHS or CD)	Actual Cost of Tape (estimated at $10.00)		§19.35(3)(a)	Res. No. 7170
				Res. No. 7309
Audio Cassette	Actual Cost of Tape (Estimated at $5.00)		§19.35(3)(a)	Res. No. 7170
				Res. No. 7309
PUBLIC WORKS				
NEW DEVELOPMENT				
Oversize Sanitary Interceptor Sewer Fee	$1,000.00	Acre		Code §17-107
Public Storm Water Infrastructure	$5,000.00	Acre		Code §13-7
Carpenter Tree Fund	$100.00-150.00	Lot		Res. No. 7309
Stormwater Management, Erosion Control,				Ch. 22, Art. IV
Erosion Plan Review and Inspection,		Subdivision plus $150/lot		Res. No. 7309
Residential	$200.00			
Erosion Plan Review and Inspection,		Up to one acre, $200 for each additional acre		Ch. 22, Art. IV
Commercial, Industrial	$275			Res. No. 7309
Post Construction Storm Water Plan Review	$500	Up to one acre, $200 per additional acre		Ch. 22, Art. IV
and Inspection				Res. No. 7309
Storm Water Utility Credit Review	$200	Per Credit Application		Ch. 17, Div. 2
				Res. No. 7309
ENGINEERING DESIGN & INSPECTION (RECONSTRUCTION)				
Street Reconstruction	Hourly Rate Included in Assessment Rate			
Sanitary Sewer and Storm Sewer				
Repair and Replacement	Charged to Utilities			
GARAGE SERVICES (EQUIPMENT ONLY) (MULTIPLY HOURLY RATE X 1-1/2 FOR "NON-CITY" WORK)				
Grader	$55.00	Hour		
Vac-All	$55.00	Hour		
Street Sweeper	$70.00	Hour		
Sewer Jet Machine	$70.00	Hour		

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Boom Truck	$45.00	Hour		
Rubber Tire Roller	$35.00	Hour		
Front End Loader	$55.00	Hour		
Flusher	$35.00	Hour		
Refuse Trucks	$45.00	Hour		
5 Yard Dump Truck	$35.00	Hour		
10 Yard Dump Truck	$40.00	Hour		
One Ton Dump Truck	$25.00	Hour		
Air Compressor	$25.00	Hour		
Chipper	$25.00	Hour		
Tractor with Mower	$30.00	Hour		
Tractor or Jeep with Snowplow	$30.00	Hour		
4 Inch Pump	$20.00	Hour		
Under 4 Inch Pump	$15.00	Hour		
Flat Bed Trailer	$15.00	Hour		
Pickup Truck	$15.00	Hour		
Chain Saw	$12.50	Hour		
Loader with Blower	$75.00	Hour		
Mower-Weed Eater	$10.00	Hour		
Bobcat Loader	$30.00	Hour		
Milling Machine and Bobcat	$40.00	Hour		
Park Loader (590)	$35.00	Hour		
Backhoe	$35.00	Hour		
Utility Cart	$10.00	Hour		
CITY OF NEENAH GARAGE SERVICES (GENERAL) (LABOR & EQUIPMENT)				
Grass & Weed Removal (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		
Special Collections (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		Res. No. 7309
Snow Removal (1 hr minimum charge)	$80.00	Hour + $25 Admin. Fee		
GENERAL LABOR ("NON-CITY" WORK)				
	Actual Hourly Rate x 1-1/2 plus 70% Admin., Fringe Benefits, Overhead			
MECHANIC LABOR TO ENTERPRISE FUNDS & UTILITIES				
Small Equipment	$68.00	Hour		Res. No. 7309
Medium Equipment	$79.00	Hour		Res. No. 7309
Large Equipment	$88.00	Hour		Res. No. 7309
MISCELLANEOUS PERMIT FEES				
Natural Lawn Application Fee	$25.00	Per Event		Ord. No. 1389 Sec. 10-5(c)(1) Res. No. 7334
Application for Appeal - Natural Lawn Revocation	$25.00	Per Event		Ord. No. 1389 Sec. 10-35(d)(f) Res. No. 7334
Bond for Due Process Hearing - Lawn Declared Public Nuisance	$25.00	Per Event		Ord. No. 1389 Sec. 10-36(f)(2) Res. No. 7334

FEE TYPE	FEE			BASIS		STATUTE NO.	ORD/RES/CODE
STREET / RIGHT OF WAY EXCAVATION PERMIT							
Administration Fee	$200.00			Each			Ch. 14, Div. II Res. No. 7309
	2013	**2014**	**2015**	**2016**			
4" or 6" Sidewalk or Apron (Incl. Colored)	$9.00	$9.25	$9.50	$9.75	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Curb and Gutter	$40.00	$41.00	$42.00	$43.00	Lin. Ft.		Ch. 14, Div II, Res.2013-18
Concrete Pavement - Final Patch	$12.00	$12.50	$13.00	$13.50	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Asphalt Pavement/Oil & Chip - Final Patch	$8.00	$8.25	$8.50	$8.75	Sq. Ft.		Ch. 14, Div II, Res.2013-18
Terrace or Grass Turf Area	$1.50	$1.55	$1.60	$1.65	Sq. Ft.		Ch. 14, Div II, Res.2013-18
			2013 - 2016				
Street Degradation Base Fee			$4.00	Sq. Ft.			Ch. 14, Div II, Res.2013-18
Permit Fee			$200.00	Each			Ch. 14, Div II, Res.2013-18
New Gas Service/Abandon/Maintenance			$50.00	Each			Ch. 14, Div II, Res.2013-18
Curb Cut			$50.00	Each			Ch. 14, Div II, Res.2013-18
Tunnel/Bore/Directional Bore			$.50	Lin. Ft.			Ch. 14, Div II, Res.2013-18
New Poles/Guywires/Sm Peds/Boxes			$30.00	Each			Ch. 14, Div II, Res.2013-18
New Overhead Wires			$.15	Lin. Ft.			Ch. 14, Div II, Res.2013-18
New or Repl Manholes/Handholes			$75.00	Each			Ch. 14, Div II, Res.2013-18
Large Cabinets/Peds/Huts/Vaults/VRADs			$200.00	Each			Ch. 14, Div II, Res.2013-18
Trees			$300.00	Each			Ch. 14, Div II, Res.2013-18
Marker Post/Post Mounted Signs			$5.00	Each			Ch. 14, Div II, Res.2013-18
Failure to Obtain Permit			$200.00	Each			Ch. 14, Div II, Res.2013-18

WATER DEPARTMENT

Fees are established by the Public Service Commission of Wisconsin (PSC)

COMMON COUNCIL

Council President

Todd Stevenson

Major Activities

The City Council functions similar to a Board of Directors. It has final approval authority over all fiscal matters within the City. The Council represents three Aldermanic districts with three members representing each district. Each member is elected to a 3-year term allowing any citizen to run for the City Council each April. The City Council provides the vehicle for individual citizens to be heard.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$62,290	$72,430	$76,270	5.30%	$76,270	5.30%
No. of Aldermen	9	9	9	0%	9	0%

Summary of Executive Recommendations on Variable Cost Options

COMMON COUNCIL	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$1,727	$2,250	$2,500	$2,500	Request justified.
Outside Services	0	200	200	200	Maintain 2016 level.
Outside Services-Televise Meetings	4,290	3,000	4,000	4,000	Necessary costs.
Small Program Packages	0	7,600	7,600	7,600	Accela charges.
Computer Hardware Outlay	0	4,900	0	0	Council i-Pads 2016.
Total Executive Reductions Recommended				**$0**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** City Council	**Budget:** City Council
	Program: General Government	**Submitted by:** Todd Stevenson

Goals/Responsibilities:
The goals of the Common Council are to effectively control City property, highways, navigable waters and public services and have the power to act for the government and good order of the City for its commercial benefit and for the health, safety and welfare of the public. To accomplish the responsibilities delegated to the City Council, the body may use licensing regulation, suppression, borrowing of money, tax levy, appropriation, fines, imprisonment, confiscation and other necessary or convenient means to fulfill its desired results.

Major Increases (Decreases) in 2017 Budget Request:
Computer Hardware Outlay - $4,900 decrease. Ten i-Pads purchased in 2016.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	36,472	39,670	29,475	39,670	42,200	42,200	
0111	Fringes	1,918	2,290	1,701	2,290	2,330	2,330	
0115	Schools/Seminars/Training	0	0	110	110	0	0	
0128	Empl Recognition Awards	0	40	0	40	20	20	
	Personal Services	**38,390**	**42,000**	**31,286**	**42,110**	**44,550**	**44,550**	**2,550**
0202	Outside Printing	572	400	378	400	400	400	
0203	Postage	0	0	2	10	0	0	
0204	Conference & Meetings	1,727	2,250	0	2,250	2,500	2,500	
0206	Advertising & Publication	11,227	11,000	7,875	11,000	11,000	11,000	
0218	Maintenance of Software	371	7,600	500	7,600	7,600	7,600	
0227	Cellular Telephone	600	480	495	660	660	660	
0233	Other Ser/Televising Mtng	4,290	3,000	1,890	4,000	4,000	4,000	
0236	Outside Services	427	200	227	230	200	200	
0255	IS Services / Internal	4,470	4,830	3,623	4,730	4,890	4,890	
0261	Misc Expenditures	0	0	60	60	0	0	
	Contractual Services	**23,684**	**29,760**	**15,050**	**30,940**	**31,250**	**31,250**	**1,490**
0301	Office Supplies	86	100	66	100	100	100	
0302	Inhouse Printing	4	20	9	20	20	20	
0303	Computer Oper Supplies	0	200	0	200	200	200	
0308	Books and Periodicals	67	300	0	100	100	100	
0333	All Other Supplies	59	50	23	50	50	50	
0343	Small Program Packages	0	0	0	0	0	0	
	Supplies & Materials	**216**	**670**	**98**	**470**	**470**	**470**	**(200)**
	OPERATIONS	**62,290**	**72,430**	**46,434**	**73,520**	**76,270**	**76,270**	**3,840**
CAPITAL OUTLAY-COUNCIL (0181-700)								
8115	Computer Hardware Outlay	0	4,900	5,738	5,740	0	0	
	CAPITAL OUTLAY-COUNCIL	**0**	**4,900**	**5,738**	**5,740**	**0**	**0**	**(4,900)**
COUNCIL		**62,290**	**77,330**	**52,172**	**79,260**	**76,270**	**76,270**	**(1,060)**
							Percent Budget Change	**-1.37%**

DEPARTMENT OF THE MAYOR

Department Head

Dean Kaufert

Major Activities

As Chief Executive Officer of the City, the Mayor is responsible for management of all City departments, supervising City staff, and providing direction for long term planning. He chairs the Common Council, Plan Commission, Board of Public Works and serves as President of the Water Commission.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$191,932	$184,910	$191,830	3.74%	$191,330	3.47%
No. of Employees (FTE)	1.67	1.67	1.67	0%	1.67	0%

Summary of Executive Recommendations on Variable Cost Options

MAYOR	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$970	$1,350	$1,350	$1,350	Request justified.
Outside Services	152	150	130	130	Maintain 2016 level.
Public Relations	91	600	600	600	Maintain 2016 level.
Community Contributions	0	0	5,850	5,850	New item/work with council.
City Newsletter	22,880	19,500	20,000	19,500	Maintain 2016 level.
LEAN Training Initiative	0	11,450	11,450	11,450	Continue LEAN initiative.
Total Executive Reductions Recommended				**$500**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Mayor's Office	**Budget:** Mayor's Office/City Publication
	Program: General Government	**Submitted by:** Dean R. Kaufert

MAYOR'S OFFICE 0201-701

Goals and Responsibilities:
The Neenah Mayor serves as the City's chief executive officer and is elected for a four-year term. The Mayor is responsible for the day-to-day management of all City departments with all department heads reporting to this office. Through the Five-Year Capital Expenditure Plan and annual Operating Budget, the Mayor proposes major programs and priorities for Council consideration, communicating a clear vision for the community's future growth and development. Communication with the Council, staff and most importantly the public, responsiveness to citizen concerns, proactive problem solving and creative management of City business are the focal points of the Mayor's responsibilities. The Mayor's position is not so much about authority as it is duty and responsibility.

Activities:
Based on the above responsibilities, the Mayor serves all Neenah citizens, responding promptly to their concerns and charting a direction for the community that will make Neenah a better place to live. In addition to working with department heads to present a Five-Year Capital Expenditure Plan and annual Operating and Capital Budget for Council consideration, the Mayor chairs the Common Council meetings and Plan Commission and serves as President of the Water Commission. Either the Mayor or his designee serves on the Bergstrom-Mahler Museum Board and the Mayor is an ex-officio member of the Future Neenah Board of Directors appointing a designee from the Council to represent his office. He represents the City at a wide-range of civic events both in Neenah and the surrounding communities. The Mayor supervises City staff, conducts performance evaluations of department heads, participates in the selection process of key staff, conducts regular department head meetings, meets with or communicates with employees, updates the Council on a weekly basis and meets with interested citizens. The Mayor is responsible for promoting the community, directing long-range planning and developing consensus toward implementing those plans. He is also responsible for supervising the day-to-day operations of the City. Some say you can't fight City Hall but in Neenah you don't have to because elected officials and staff work for the citizens of this community and our job is to serve them.

2016 Accomplishments:

This year continues to show growth in many areas throughout the City. The Mayor's office continues to respond and react to suggestions and comments from our residents. Our Executive Assistant, Joni Heinz, continues to expand our use of social media to allow people to keep up with all the positive news and events happening in the community. Our goal of reaching out and improving citizen involvement and community spirit is evident.

There are many good news stories happening throughout our community and I will try to touch on a few. One area I continue to be impressed with is the quality of managerial staff throughout city government including the effectiveness and commitment of our elected City Council members. Our team concept and commitment to look beyond the scope of each department's duties and responsibilities insures that potential issues are addressed early and pitfalls are avoided. This staff looks at the big picture and help each other identify opportunities throughout the community.

One of the best parts of this job is involvement in the many expansions within current businesses, ribbon cuttings for new ones, grand openings for small businesses and announcements of potential future projects.

Throughout this year we have seen changes in the community that will have a positive impact on the future for many generations to come.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Mayor's Office	**Budget:** Mayor's Office/City Publication
	Program: General Government	**Submitted by:** Dean R. Kaufert

Menasha Corporation's commitment to this community was cemented when the ribbon was cut, with Governor Walker, on the new expansion and renovation of the company headquarters at a cost estimate of nearly $28 million. A development agreement and a new TIF District for the area was executed by the Council.

We are excited and proud that a group of local businessmen led the effort to develop Site 7 (the Gateway Plaza downtown) which formerly housed Under the Dome Sports Bar & Grill owned and operated by Renee, my family and I for many years. This new four story beautiful office building will house over 250 Plexus Corporation employees in our downtown.

Our downtown continues to have a very high percentage of occupancy with a few new business additions in 2016: Red Door Mercantile, Town Council Kitchen and Bar, The Press, Excelion Partners, The Reserve Ballroom, Radiance Spa, Adam Shea Photography and Happy Face Apparel. Businesses moving to the downtown from within our city included; Pastry Pixie, Tailored Hide, Guler Chiropractic and an expansion to Wisco Tattoo.

The opening of the new Aldi's grocery store on Green Bay Road was welcomed along with American Grand Assisted Living facility and The Wobbly Painter off South Commercial Street.

And finally, the former Minergy (Fox Valley Energy) building site is completed with the exception of the concrete which will be crushed soon and used for upcoming projects or sold to contractors. A very generous donation allowed for this to be completed with little tax dollars.

Once again our events and celebrations were huge successes with CommunityFest leading the way. We saw great crowd's downtown for Streetball, Farmers Markets and expect great turnout during December's very popular live mannequin night.

In addition, the stalwart events like the Neenah Pool, Riverside Players, Community Band, Bergstrom Mahler Arts Festival were well attended. Thanks to the efforts of The Neenah Historical Society, led by Jane Lang, our first Native American Indian Pow Wow and Voyageur Canoe Rides took place at Shattuck Park this fall and had great reviews.

We continue to be blessed with wonderful public safety professionals within our N-M Fire and Police Department. As well as Gold Cross Ambulance which provides excellent pre-hospital care to our residents. We are fortunate to have a level II trauma health care system named Theda Care along with a state of the art medical helicopter. In addition, we are very fortunate to have Children's Hospital Fox Valley serving our children's needs.

I'm also very proud that every employee in city employment completed a basic Hands Only CPR training and can react if co-worker or citizen has an emergency arise. A special thank you to Gold Cross, N-M Fire and The Heart Start Foundation for helping train these employees and making a personal priority of mine a reality.

Our Police Department is leading the way protecting and serving residents each and every day. My efforts to get our officers out of the cars and into the community is being noticed by our residents. Our new Bike Patrol debuted this year and is already showing great rewards. Getting officers on the streets and sidewalks to enhance relationships will pay off dividends in the future. Having our officers stop and say hello to our residents at many of the community functions leads to improved relations with the police. Our young people need to develop a relationship with our officers which will lead to better communication overall.

CITY OF NEENAH 2016 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Mayor's Office	**Budget:** Mayor's Office/City Publication
	Program: General Government	**Submitted by:** Dean R. Kaufert

Our Community Development managers, along with Public Works supervisors, continue to carry out the duties of planning our growth and future. They provide everyday essential services that folks have come to rely on from our employees.

Our LEAN initiative continues as more employees take part in training and identify ways to become more efficient and effective in our delivery of processes and services.

The "Loop The Lake Project" fundraising and preparations continued this year as we look to build a new pedestrian bridge over the rivers in Neenah and Menasha connecting with the Trestle Trail over Lake Buttes des Morts and forming a 3.2 mile trail system.

We were pleased to have Habitat for Humanity promote and lead a "Rock the Block" event resulting in cleanup and renovation projects in our community. Over 500 people participated in improving lives and neighborhoods by taking on projects for homeowners.

The city's efforts to improve efficiencies and provide stability with regard to providing services to its residents continues to shine. Public and private partnerships have given us the ability to get things done in collaboration with the private sector in these economic times. The community continues to show its strength. The future is bright and we can be proud of where we are headed as a community.

These are a handful of the highlights for 2016 I'm proud to share.

Neenah, There's No Place I'd Rather Be!

2017 Goals/Plans:

In 2017 our focus will be on continuing the high level of service to our residents throughout city government. Our employees will strive to find ways to deliver services even better than before with limited resources. We will stress continued communication and listening to our residents on ways to improve services as a top priority.

In my time here I have learned many times it is the little things that make the difference. I receive notes, emails and calls from many folks, every week that point out a small interaction or example of going above and beyond from city workers. It is real easy to make the call when something does not go well or a worker cuts corners on a job or a person has a bad experience with city hall. But many times the contact with my office is to make us aware of a police officer or fireman going out of the way to help at a bad time, a sanitation worker stopping to pick up garbage that flew off the truck, or a staff person in city hall taking the extra time to help or find a solution to a problem. I hope we continue to stress to our employees that we work for the citizens and the importance of making every effort to help when needed is just a part of what we do here in Neenah.

As Mayor, the ability for residents to interact and have opportunities to present ideas or suggestions is important. The open door policy will continue and programs like "Working with the Staff" will help me better understand the challenges our employees face providing the services we do with limited resources. This Council and Mayor will be very active and visible in the community and will give residents many opportunities to provide valuable input and suggestions for consideration. Small things like volunteering at the City Garage Recycling Center on Saturdays by the Council and the Mayor will continue as we give residents the opportunity to talk with us directly while we help save our crews time during the week.

I also intend to continue to utilize the bright minds we have on the Council to help me make the best decisions for this community. This community is fortunate to have such dedicated public servants.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Mayor's Office	**Budget:** Mayor's Office/City Publication
	Program: General Government	**Submitted by:** Dean R. Kaufert

Our ability to grow is dependent on increasing our assessed valuation thus creating economic development opportunities with limited resources will be a challenge but one that we must take on. Finding ways to enhance our tax base and provide good paying jobs in our community will improve our quality of life for our residents. Here in Neenah we are in a unique position in that our public/private partnership ventures will help stimulate growth.

A strong emphasis will be made to deliver new projects throughout Neenah. We will look for possible city involvement whenever the opportunity presents itself. Because acquisition and development opportunities will be a priority in my budget recommendations you will see additional dollars added for strategic property acquisitions in the Arrowhead Park area and in Southern Neenah for potential new projects that will accomplish this.

In 2017 we need to continue to provide parking for workers and shoppers downtown. We will finally implement our enforcement policies and changes to our downtown parking needs that the parking task force provided. This has been a long process but one that needs to be done carefully to show present and future companies as well as shop owners our commitment to solve this issue.

We understand our employees are the backbone of our organization and will continue to show our commitment to keeping the best and brightest with our system of merit pay and an effort and dollars to help bring valued employees to midpoint in a reasonable amount of time.

Training will continue to be a focus for staff. LEAN Training is being expanded to make us more efficient, Microsoft Office upgrades and the proper computer training is ongoing. I also hope to work on more cross training initiatives throughout city government to provide easier transition if situations arise in a department where something happens that require short term help or assistance.

Because making sure our employees are trained to do the best possible job, training and conference opportunities for most departments are being held to requested levels of funding with the hope that we will have the best employees throughout city government to show the public that we are a great place to live, work and play. Having trained professional's offer citizen's comfort, security and the best care if an incident happens and they need help is vital.

We made progress in our efforts to improve our community with an aggressive but understanding code enforcement program. In 2017 an effort to stay on top of properties that fall into disrepair will be strengthened and dealt with. I have requested the Council to consider a full-time enforcement officer to take this program to a higher level. Our neighborhoods are our foundation and we will utilize any programs available to us to help homeowners maintain safe and healthy neighborhoods.

All of our services we provide will be top notch and citizens can count on Police, Fire and EMS Services to be professional and respectful. Public Works and Community Development will make sure the services we provide are easy to understand and when doing business in Neenah we will do whatever we can to help with a new business, project or service requests.

One area I believe needs to researched is finding better and easier ways for citizens to pay bills online, apply for permits and do business with us without driving to city hall. I intend to have further discussions on finding solutions to enhance those services.

Lastly, providing the foundation for recreation, leisure activities and fun will be emphasized. Our community festivals, Concerts in the Park, CommunityFest and all the other community-oriented fun events will continue. I'm hopeful the Council will approve the addition of two new parks in the system this year along with the first phase of the Washington Park Master. The Arrowhead Park visioning group will also be providing insight into what opportunities will be for that area and to begin the process of decision making in 2017.These are a few of the things that make a community special.

We also need to continue to monitor and work with Theda Care representatives as they assess whether to move the facility or not. If and when a decision is made, we need to start with preparations and planning on how to repurpose the facility immediately. We will continue to work with them to convince them that staying in Neenah is the right thing to do for them and the citizens.

My goals are simple, make us better than before. With your help, ideas and support together we will be able to accomplish anything. Along the road there will be bumps but together we will be able to improve and continue to make Neenah a great community today and tomorrow. We all know what a wonderful place we live in, now we need to show how and why we love it here.

CITY PUBLICATION 0202-701

The Mayor's office, City staff and the Director of the Library, prepare a quarterly newsletter, mailed to every Neenah citizen in an effort to improve the lines of communication, keep people better informed and to solicit ideas and input. This valuable tool is to provide our citizens insight, knowledge and to keep them abreast of policies, schedules and items of interest. Remember, "Democracy is not run by the majority but by the majority that show up", so it is imperative for us to do all we can to educate the public on major issues and to provide opportunities for their input.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
OPERATIONS (0201-701)								
0101	Salaries	103,805	98,670	70,542	98,670	99,160	99,160	
0110	Health Insurance	23,610	15,740	11,808	15,740	15,740	15,740	
0111	Fringes	21,346	19,600	14,013	19,600	19,610	19,610	
0123	Auto Allowance	450	0	338	450	450	450	
	Personal Services	**149,211**	**134,010**	**96,701**	**134,460**	**134,960**	**134,960**	**950**
0202	Outside Printing	0	150	0	50	150	150	
203	Postage	227	500	198	300	500	500	
0204	Conference & Meetings	970	1,350	318	1,100	1,350	1,350	
0207	Dues & Memberships	6,710	7,000	6,713	6,720	7,000	7,000	
0218	Maintenance of Software	233	230	136	200	230	230	
0227	Cellular Telephone	480	500	360	480	500	500	
0236	Outside Services	152	150	0	0	130	130	
0254	Printer / Copies	53	160	63	100	100	100	
0255	IS Services / Internal	8,770	8,310	6,233	7,700	8,060	8,060	
0261	Misc Expenditures	353	400	429	460	400	400	
0262	Public Relations	91	600	75	150	600	600	
	Contractual Services	**18,039**	**19,350**	**14,525**	**17,260**	**19,020**	**19,020**	**(330)**
0301	Office Supplies	(51)	200	20	60	150	150	
0302	Inhouse Printing	10	150	0	100	150	150	
0308	Books and Periodicals	7	50	0	50	50	50	
0344	Small Equipment	645	100	0	0	100	100	
0347	Small Computer Hardware	59	100	0	0	100	100	
	Supplies & Materials	**670**	**600**	**20**	**210**	**550**	**550**	**(50)**
0531	Community Contribution	0	0	0	0	5,850	5,850	
	Other	**0**	**0**	**0**	**0**	**5,850**	**5,850**	
	OPERATIONS	**167,920**	**153,960**	**111,246**	**151,930**	**160,380**	**160,380**	**6,420**
CITY PUBLICATION (0202-701)								
0202	Outside Printing	15,607	12,500	7,407	11,110	13,000	12,500	
0203	Postage	7,273	7,000	5,425	7,200	7,000	7,000	
	Contractual Services	**22,880**	**19,500**	**12,832**	**18,310**	**20,000**	**19,500**	**0**
	CITY PUBLICATION	**22,880**	**19,500**	**12,832**	**18,310**	**20,000**	**19,500**	**0**
LEAN TRAINING (0203-701)								
0115	Schools/Seminars/Training	0	11,450	9,559	11,450	11,450	11,450	
	Personal Services	0	11,450	9,559	11,450	11,450	11,450	
0333	All Other Supplies	0	0	448	450	0	0	
	Supplies & Materials	0	0	448	450	0	0	
	LEAN TRAINING	**0**	**11,450**	**10,007**	**11,900**	**11,450**	**11,450**	**0**
CAPITAL OUTLAY-MAYOR (0281-701)								
8115	Computer Hardware	1,132	0	0	0	0	0	
	CAPITAL OUTLAY-MAYOR	**1,132**	**0**	**0**	**0**	**0**	**0**	**0**
MAYOR'S OFFICE		**191,932**	**184,910**	**134,085**	**182,140**	**191,830**	**191,330**	**6,420**
							Percent Budget Change	**3.47%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Mayor	**Budget:** Mayor's Office
	Program: General Government	**Submitted by:** Dean R. Kaufert

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget				
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
FULL TIME							
Mayor	6,604 mo.	1.00	6,604 mo.	1.00	$79,250	$79,250	$79,250
PART-TIME							
Administrative Assistant	Grade F	0.67	Grade F	0.67	19,420	19,420	19,910
TOTAL	XXX	1.67	XXX	1.67	$98,670	$98,670	$99,160

DEPARTMENT OF FINANCE

Department Head

Michael K. Easker

Major Activities

The Department provides comprehensive direction and control of all City financial policies and programs. It also carries out all statutory Controller and Treasurer functions, which include accounts payable; accounts receivable; payroll; financial reporting; cash collection; banking and investments; borrowing and debt service; utility billing and collection; maintaining property tax rolls; budget preparation and administration; and preparation of independent audit report. Other duties include risk management and insurance, purchasing, pet licensing and cemetery.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$1,005,481	$1,141,490	$1,138,050	-0.30%	$1,137,850	-0.32%
No. of Employees (FTE)	8.67	8.67	8.67	0.00%	8.67	0.00%

Summary of Executive Recommendations on Variable Cost Options

FINANCE OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$4,612	$2,500	$2,000	$2,000	Maintain 2016 level.
Schools/Training/Conferences/Meetings	4,135	3,150	3,200	3,200	Request justified.
Outside Services	4,160	0	0	0	Temp services not needed.
Small Equipment	181	500	500	500	Maintain 2016 level.
Small Computer Hardware	106	500	500	500	Maintain 2016 level.
ANNUAL AUDIT/GASB REQUIREMENTS					
Temporary Wages	1,000	1,000	1,000	1,000	Maintain 2016 level.
Audit Services	45,811	50,500	52,000	52,000	Per contract.
Professional Services	0	6,000	3,000	3,000	Fund bi-annual OPEB report.
RISK MANAGEMENT					
Schools/Training/Conferences/Meetings	312	270	200	200	Maintain 2016 level.
Outside Services	3,600	3,600	3,600	3,600	Maintain 2016 level.
Self-Insured Direct Liability Costs	60,000	70,000	70,000	70,000	To fund increased claims.
PROPERTY DAMAGE					
City Share - Deductible	0	20,000	20,000	20,000	Maintain 2016 level.
PURCHASING/P-CARD					
Temporary Wages	0	750	1,500	1,500	Manage P-Card processing.
CENTRAL SERVICES					
Small Equipment	0	200	200	200	Maintain 2016 level.
UTILITY BILLING					
Training/Conferences/Meetings	213	450	500	500	Request justified.
Outside Services	4,377	3,600	3,800	3,600	Maintain 2016 level.
WATER UTILITY					
Temporary Wages	1,500	1,500	1,500	1,500	Maintain 2016 level.
Training/Conferences/Meetings	209	450	500	500	Request justified.
Outside Services	0	0	200	200	Request justified.
CAPITAL EQUIPMENT					
Replace Mailing Machine	0	6,667	0	0	One-time expenditure.
New Folding/Inserting Machine	0	4,623	0	0	One-time expenditure.
Total Executive Reductions Recommended				**$200**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: General Government	**Submitted by:** Michael Easker

Goals/Responsibilities:
Direct and control City fiscal programs. Carry out all statutory Controllership and Treasury functions including maintaining financial systems for all City funds. Provide financial analyses and participate in City policy-making processes. Prepare and administer the various City budgets. Report utilization of revenues and expenditures and budget conditions to the City Council, Mayor, operating departments, the public and other government agencies and make analyses related thereto. Administer City's borrowing, risk control and insurance programs. Direct independent audits, make recommendations and implement practices for improved financial administration, fiscal management and internal control practices.

Activities:
Collect and disburse monies according to legal and budgetary responsibilities. Account for City, School District, County and State property tax collections. Pre-audit all claims against the City. Prepare payrolls. Prepare statements reporting fiscal condition of City for internal management and state and federal agencies. Manage cost distribution systems. Handle other fiscally related activities per Council and Mayoral directives. Carry out annual independent audit and all GASB reporting requirements. Forecast cash flow for investments and fiscal planning. Determine financial impact of annexations, tax increment districts and operating program changes. Oversee employees' deferred compensation program. Maintain central control over office supply and administrative equipment purchasing. Manage central administrative services including insurance, purchasing, mail, etc. Jointly with Police Department, administer parking fine collection program. Responsible for all accounting and financial reporting related functions of the Neenah Water Utility, along with the utility billing system for the water, sewer and storm water utilities. Manage City's various casualty insurance and risk management program activities. Assist City Attorney in labor contract negotiation process. Provide accounting, payroll and risk management services to Neenah-Menasha Fire Rescue. Represent the City with the Cities and Villages Mutual Insurance Company, the Fox Cities Hotel Room Tax Commission, League of Wisconsin Municipalities and Winnebago County Solid Waste Board. Also provide representation on Joint Neenah Menasha Cable TV Committee and Board of Public Works.

2016 Accomplishments:
- Continued implementation of strategies in reaction to Act 10 and Act 32 legislation from the State of Wisconsin. Process includes updating and designing sustainable strategies and policies to ensure the short-term as well as long-term financial resiliency of the City.
- Successfully issued $6,500,000 in G.O. Promissory Notes to finance 2016 capital projects.
- Successfully issued $3,500,000 in Community Development Lease Revenue Refunding Bonds to refinance existing CDA debt at lower interest rates.
- City's AA bond rating was affirmed by Standard and Poors. This bond rating continue to put the City of Neenah in the top 25% of all bond ratings in the nation, enhancing the City's reputation and credit worthiness. This translates into a substantial savings of taxpayers' funds due to lower interest costs on future borrowing by the City.
- Completion of 2015 audit, including issuance of unqualified audit opinion. Audit completed with ongoing trend of minimal auditor adjustments required.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 32nd consecutive year.
- Continued to implement all requirements related to the Governmental Accounting Standards Board pronouncements, including GASB No. 40 (Enhanced Investment Reporting Standards), GASB No. 44 (Economic Condition Reporting) and GASB No. 45 (Other Post Employment Benefits Reporting), GASB No. 51 (Accounting and Financial Reporting for Intangible Assets) and GASB No. 54 (Fund Balance Reporting), as well as Statement on Auditing Standards (SAS) No. 112 (Communicating Internal Control Matters Identified in an Audit).
- In cooperation with City Attorney's office, set up and administered process for enhanced collection of delinquent personal property taxes.
- Began implementation of ExecuTime payroll time management and reporting system.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: General Government	**Submitted by:** Michael Easker

- Department processed approximately 62,000 cash/check transactions, 15,000 credit card transactions, 2,900 debit card transactions, 276 e-check transactions, 3,200 ACH transactions, 10,900 property tax bills, 53,000 utility service invoices, 8,500 payment vouchers, 5,900 P-card transactions, 13,000 payroll direct deposits, 2,800 vendor checks and 1,100 invoices.

2017 Goals/Plans:

- Extend process of long-range financial planning including implementing policies and strategies designed to ensure the short-term as well as long-term financial resiliency of the City. Continue to work within the parameters of State of Wisconsin Act 10 and Act 32 with regard to reduced state revenue as well as labor negotiations and policies.
- In cooperation with Information Systems, continue to explore electronic and online billing and payment options.
- Continue to explore additional options to provide banking services.
- Continue to explore opportunities to use LEAN tools and methods to create greater departmental and organization efficiency.
- Prepare to implement all requirements related to the Governmental Accounting Standards Board new pronouncements, including GASB No. 61 (The Financial Reporting Entity: Omnibus), GASB No. 65 (Items Previously Reported as Assets and Liabilities) and GASB No. 67, 68 and 71 (Accounting and Financial Reporting for Pensions).

Major Increases (Decreases) in 2017 Budget Request:

Risk Management

Property Insurance - $7,150 decrease. Reflects reduction due to movement from State Property Insurance plan to MPIC.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
OPERATIONS (0501-703)								
0101	Salaries	292,979	342,920	228,875	331,260	352,880	352,880	
0103	Temporary Wages	4,612	2,500	6,751	7,250	2,000	2,500	
0110	Health Insurance	76,420	92,650	63,193	76,910	93,500	93,500	
0111	Fringes	54,703	64,640	44,201	63,300	66,630	66,630	
0123	Auto Allowance	0	0	11	20	0	0	
	Personal Services	**428,714**	**502,710**	**343,031**	**478,740**	**515,010**	**515,510**	**12,800**
0202	Outside Printing	3,551	3,200	456	3,000	3,000	3,000	
0203	Postage	6,542	8,400	1,801	8,000	8,000	8,000	
0204	Conference & Meetings	4,135	3,150	3,601	3,610	3,500	3,500	
0205	Debit Card Charges	3,277	3,000	1,655	3,000	3,000	3,000	
0207	Dues & Memberships	1,523	1,300	1,411	1,420	1,400	1,400	
0210	Maintenance of Hardware	910	950	910	910	950	950	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0218	Maint of Software	29,150	30,060	29,876	29,880	32,730	32,730	
0221	Telephone	0	20	0	0	0	0	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	4,160	0	0	0	0	0	
0254	Printer / Copies	6,493	6,520	3,062	4,310	4,450	4,450	
0255	IS Services / Internal	39,030	43,530	32,648	42,880	45,650	45,650	
	Contractual Services	**99,251**	**100,710**	**75,780**	**97,590**	**103,260**	**103,260**	**2,550**
0301	Office Supplies	2,679	3,000	2,430	3,000	3,000	3,000	
0302	Inhouse Printng/Dist Cost	4	50	7	50	50	50	
0303	Computer Oper Supplies	374	750	125	500	500	500	
0308	Books and Periodicals	411	500	363	500	500	500	
0333	All Other Supplies	22	100	11	100	100	100	
0344	Small Equipment	181	500	0	500	500	500	
0347	Small Computer Hardware	106	500	961	970	500	500	
	Supplies & Materials	**3,777**	**5,400**	**3,897**	**5,620**	**5,150**	**5,150**	**(250)**
CAPITAL OUTLAY-FINANCE								
8115	Computer Hardware Outlay	6,667	11,100	4,623	4,630	0	0	
	Capital Outlay	**6,667**	**11,100**	**4,623**	**4,630**	**0**	**0**	**(11,100)**
	FINANCE OPERATIONS	**538,409**	**619,920**	**427,331**	**586,580**	**623,420**	**623,920**	**4,000**
							Percent Budget Change	**0.65%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	1,000	1,000	1,000	1,000	1,000	1,000	
0111	Fringes	20	20	20	20	20	20	
	Personal Services	**1,020**	**1,020**	**1,020**	**1,020**	**1,020**	**1,020**	**0**
0202	Outside Printing	0	400	320	320	350	350	
0203	Postage	0	50	45	50	50	50	
0232	Accounting & Auditing	45,811	50,500	50,525	50,530	52,000	52,000	
0238	Professional Services	6,000	6,000	0	6,000	3,000	3,000	
	Contractual Services	**51,811**	**56,950**	**50,890**	**56,900**	**55,400**	**55,400**	**(1,550)**
0301	Office Supplies	0	0	20	20	0	0	
	Supplies & Materials	**0**	**0**	**20**	**20**	**0**	**0**	
	ANNUAL FINANCIAL AUDIT	**52,831**	**57,970**	**51,930**	**57,940**	**56,420**	**56,420**	**(1,550)**
							Percent Budget Change	**-2.67%**
RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	312	270	0	200	200	200	
0236	Outside Services	3,600	3,600	2,700	3,600	3,600	3,600	
0239	Misc Insurance	1,152	1,200	1,129	1,130	1,150	1,150	
0245	Property Insurance	23,655	36,400	27,846	27,850	29,250	29,250	
0246	Liability Insurance	58,962	61,650	58,406	58,410	61,700	61,700	
0247	Auto Insurance	28,466	31,450	28,653	28,660	31,750	31,750	
0248	Boiler:Machine Insurance	1,963	2,100	0	1,900	1,900	1,900	
0257	Cyber Insurance	0	3,200	0	0	0	0	
0271	Self-Insured Direct Costs	60,000	70,000	70,000	70,000	70,000	70,000	
	Contractual Services	**178,110**	**209,870**	**188,734**	**191,750**	**199,550**	**199,550**	**(10,320)**
	RISK MANAGEMENT	**178,110**	**209,870**	**188,734**	**191,750**	**199,550**	**199,550**	**(10,320)**
							Percent Budget Change	**-4.92%**
PROPERTY DAMAGE (0509-703)								
0799	Undesignated	0	20,000	0	20,000	20,000	20,000	
	Other	**0**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**
	PROPERTY DAMAGE	**0**	**20,000**	**0**	**20,000**	**20,000**	**20,000**	**0**
							Percent Budget Change	**0.00%**
PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	0	750	473	750	1,500	1,500	
0111	Fringes	0	20	13	20	20	20	
	Personnel Services	**0**	**770**	**486**	**770**	**1,520**	**1,520**	**750**
0207	Dues & Memberships	35	40	35	40	40	40	
0218	Maint of Software	0	1,300	0	1,300	1,380	1,380	
	Contractual Services	**35**	**1,340**	**35**	**1,340**	**1,420**	**1,420**	**80**
	PURCHASING/P-CARD	**35**	**2,110**	**521**	**2,110**	**2,940**	**2,940**	**830**
							Percent Budget Change	**39.34%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CENTRAL SERVICES (0515-703)								
0203	Postage	1,293	1,700	1,078	1,700	1,700	1,700	
0207	Dues & Memberships	551	500	0	500	500	500	
0212	Maint of Office Equipment	0	1,000	0	1,000	1,000	1,000	
0252	Rental of Equipment	2,044	750	486	750	750	750	
	Contractual Services	**3,888**	**3,950**	**1,564**	**3,950**	**3,950**	**3,950**	**0**
0301	Office Supplies	6,350	9,000	3,362	8,000	8,000	8,000	
0302	Inhouse Printng/Dist Cost	1	0	18	20	20	20	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0333	All Other Supplies	0	200	0	100	100	100	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	**6,351**	**9,500**	**3,380**	**8,420**	**8,420**	**8,420**	**(1,080)**
	CENTRAL SERVICES	**10,239**	**13,450**	**4,944**	**12,370**	**12,370**	**12,370**	**(1,080)**
							Percent Budget Change	**-8.03%**
UTILITY BILLING (0525-703)								
0101	Salaries	76,650	74,040	55,530	74,040	78,940	78,940	
0110	Health Insurance	20,670	20,560	15,417	20,560	20,800	20,800	
0111	Fringes	14,050	13,890	10,418	13,890	14,820	14,820	
	Personal Services	**111,370**	**108,490**	**81,365**	**108,490**	**114,560**	**114,560**	**6,070**
0202	Outside Printing	1,837	2,500	1,432	2,500	2,500	2,500	
0203	Postage	17,497	19,000	14,725	20,000	20,000	20,000	
0204	Conference & Meetings	213	450	423	450	500	500	
0205	Debit Card Charges	2,304	2,100	1,650	2,200	2,200	2,200	
0218	Maint of Software	10,200	6,200	6,386	6,390	6,510	6,510	
0236	Outside Services	4,377	3,600	2,380	3,600	3,800	3,600	
0255	IS Services / Internal	7,370	8,090	6,067	7,970	8,350	8,350	
	Contractual Services	**43,798**	**41,940**	**33,063**	**43,110**	**43,860**	**43,660**	**1,720**
0302	Inhouse Printng/Dist Cost	0	0	0	0	0	0	
0347	Small Computer Hardware	0	0	124	130	200	200	
	Supplies & Materials	**0**	**0**	**124**	**130**	**200**	**200**	**200**
	UTILITY BILLING	**155,168**	**150,430**	**114,552**	**151,730**	**158,620**	**158,420**	**7,990**
							Percent Budget Change	**5.31%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
WATER UTILITY (0526-703)								
0101	Salaries	47,010	44,290	33,218	44,290	42,620	42,620	
0103	Temporary Wages	1,500	1,500	1,125	1,500	1,500	1,500	
0110	Health Insurance	13,080	12,710	9,531	12,710	11,620	11,620	
0111	Fringes	8,890	8,590	6,443	8,590	8,290	8,290	
	Personal Services	**70,480**	**67,090**	**50,317**	**67,090**	**64,030**	**64,030**	**(3,060)**
0204	Conference & Meetings	209	450	0	200	500	500	
0236	Outside Services	0	200	0	200	200	200	
	Contractual Services	**209**	**650**	**0**	**400**	**700**	**700**	**50**
	WATER UTILITY	**70,689**	**67,740**	**50,317**	**67,490**	**64,730**	**64,730**	**(3,010)**
							Percent Budget Change	**-4.44%**
FINANCE		**1,005,481**	**1,141,490**	**838,329**	**1,089,970**	**1,138,050**	**1,138,350**	**(3,140)**
							Percent Budget Change	**-0.28%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Finance	**Budget:** Finance Operations
	Program: General Government	**Submitted by:** Michael Easker

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	$107,450	$107,450	$108,120
Deputy Director	Grade N3	1.00	Grade N3	1.00	85,760	85,760	86,290
Assistant Treasurer	Grade K3	0.50	Grade K3	1.00	0	25,660	51,740
Accounting Specialist	Grade H3	1.00	Grade H3	1.00	40,210	28,990	42,850
Senior Cashier	Grade H3	0.50		-	43,370	21,860	0
Office Manager	Grade G3	1.00	Grade G3	1.00	38,430	38,430	39,200
Payroll/ A/P/ A/R Coordinator	Grade H3	1.00	Grade H3	1.00	46,620	46,620	47,190
Utility Billing Clerk/ A/P	Grade G3	1.00	Grade G3	1.00	41,530	41,530	42,150
Cashier	Grade F3	1.00	Grade F3	1.00	38,720	38,720	39,220
Subtotal		8.00		8.00	$442,090	$435,020	$456,760
PART-TIME							
Cashier	Grade E	0.67	Grade E	0.67	17,500	12,910	17,680
OTHER COMPENSATION							
Accrued Wages	-		-		1,660	1,660	0
TEMPORARY							
Intern/Co-op Student	9.00/hr.		9.00/hr.		5,750	10,500	6,000
TOTAL	XXX	8.67	XXX	8.67	$467,000	$460,090	$480,440

DEPARTMENT OF LEGAL & ADMINISTRATIVE SERVICES

Department Head

James Godlewski

Major Activities

The Department is an internal service agency consisting of the all City Attorney and City Clerk functions.

Activities of the City Attorney include providing legal advice to the Mayor, Common Council and department and conducting all pretrials before municipal court. The City Clerk's office provides record retention and management; supervises voter registration and election administration; issues various licenses and acts as Secretary to the Council.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$430,888	$546,710	$494,040	-9.63%	$489,690	-10.43%
No. of Employees (FTE)	4	4	4	0.00%	4	0.00%

Summary of Executive Recommendations on Variable Cost Options

CITY ATTORNEY OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Schools/Training/Conferences/Meetings	$3,980	$4,180	$4,800	$4,800	Request justified.
Outside Services	30	250	250	150	Small reduction-recent trends.
Small Program Packages	150	150	150	150	Maintain 2016 level.
Small Equipment	0	100	100	100	Maintain 2016 level.
Small Computer Hardware	0	150	100	100	Maintain 2016 level.
EXTERNAL LEGAL SERVICES					
All Outside Services	14,220	14,500	14,800	14,800	Small increase justified.
Professional Services	0	1,500	1,500	1,000	Small reduction-recent trends.
CABLE TELEVISION					
Outside Services - Franchise Renewal	0	250	250	250	Maintain 2016 level.
CITY CLERK					
Schools/Training/Conferences/Meetings	2,884	3,150	3,500	3,500	Request justified.
Outside Services	3,928	6,500	6,500	5,850	Reduce by 10%
Small Program Packages	60	400	300	200	Small reduction-recent trends.
Small Equipment	0	1,800	1,800	1,200	Small reduction-recent trends.
Small Computer Hardware	0	60	60	60	Maintain 2016 level.
ELECTIONS					
Temporary Wages	5,480	45,000	15,000	13,500	Two elections in 2017.
Schools/Training/Conferences/Meetings	946	520	550	550	Request justified.
Outside Services	2,241	15,000	4,000	4,000	Two elections in 2017.
Building Rental	560	2,400	1,200	1,200	Two elections in 2017.
Small Equipment	0	500	200	200	Two elections in 2017.
BOARD OF REVIEW					
Temporary Wages	350	1,400	1,400	1,000	Small reduction-recent trends.
Outside Services	0	1,000	1,000	500	Small reduction-recent trends.
Total Executive Reductions Recommended				**$4,350**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Department of Legal and Administrative Services/City Attorney	**Budget:** City Attorney/ External Legal Services/Cable Television Franchise
	Program: General Government	**Submitted by:** James G. Godlewski

Goals/Responsibilities:
Provide legal advice to the Mayor, Common Council, department heads and duly constituted boards and commissions, and conduct all of the legal business in which the City has an interest. Coordinate and supervise litigation involving the City. Aid in the administration of the Equal Opportunity and Fair Labor Standards Acts, Americans with Disabilities Act, employee health and life insurance, unemployment and workers compensation programs. Oversee labor contract administration. Negotiate any matters requiring impact bargaining with the City's labor unions. Designate Risk Management responsibilities. Oversee and assist in the recodification of the Neenah Municipal Code and continuing updates to the code. Supervise the work of the City Clerk. Supervise and manage City's response to litigation in which it becomes involved.

Activities:
Attend Common Council and Finance and Personnel Committee meetings as well as other committee meetings as requested. Assist in administrative appeals before the Common Council or delegated committee by either prosecuting the City's interest in the matter or advising the appeal tribunal regarding issues of administrative procedure and due process consideration. Member of the Board of Public Works. Represent the City in labor negotiations, including arbitration and mediation proceedings. Research, draft, present pleadings necessary in the prosecution or defense of litigation involving the City. Supervise outside counsel work on behalf of the City. Draft and/or review ordinances, resolutions, contracts, leases and indentures. Negotiate contract terms with the various vendors and service providers to the City. Advise Mayor, Common Council members and other departments as requested. Review and settle liability claims per Cities & Villages Mutual Insurance Company rules and City of Neenah claims policy. Supervise the City Clerk's Office.

2016 Accomplishments:
- Implemented new Paralegal position in the City Attorney's office.
- Continued to work closely with the CDA to implement redevelopment plans for the Downtown Gateway redevelopment area (PH Glatfelter Mill Redevelopment). Assisted in the acquisition of several properties on Main, Marten and Smith Streets.
- Assisted in successful dismissal of Federal civil rights lawsuit filed by Eagle Nation Cycles.
- Continued involvement in the Fox River PCB cleanup issue, including negotiations with insurers to obtain maximum reimbursement of legal fees, and tentative settlement of environmental claims with the US Government.
- Assisted in the negotiation and drafting of development agreements for TID 9 (Menasha Corp.) and prospective new TID.

2017 Goals/Plans:
- Continue work to update and create necessary City policies, as needed.
- Fully develop and implement ADA Title II compliance program.
- Continue Fox River PCB litigation involvement.
- Complete transactions necessary to insure successful redevelopment of the PH Glatfelter Mill and Gateway Redevelopment.
- Assist in defense of litigation filed against the City.

Major Increases (Decreases) in 2017 Budget Request:

Office expenses saw an approximate 5.5% decrease in contractual services, supplies and materials expenditures. This is due largely to a decrease in the on-line law library cost through Westlaw of $600 resulting from a negotiated contract renewal. The proposed budget would increase the stipend for the City's contracted prosecutor by 2% (a $300 increase) consistent with the increase for non-represented employees.

Personnel services saw a substantial increase due to the $4,340 increase in the IS Services account resulting from the implementation of IS charge back to city departments. Outside of that increase, Personnel Services only increased $820, of which $720 is due to a requested increase in the Conferences & Meeting budget of just over $700 to provide training opportunities for the paralegal.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Department of Legal and Administrative Services/City Clerk	**Budget:** City Clerk/ Elections/Board of Review
	Program: General Government	**Submitted by:** Patty Sturn

Goals/Responsibilities:
Provide mandated services to the general public, voter registration, licensing, records retention and management, custody of the Corporate Seal. Act as Secretary to the Council. Administer all elections. Attest and certify to the correctness of the assessment roll and conduct the annual Board of Review.

2016 Accomplishments:
- 2016 Board of Review.
- Administered four elections.
- Implement Act 23 Voter Photo I.D. Law.
- Continued implementation of 2011 Wisconsin Act 227, 2011 Wisconsin Act 45, Move Act of 2012, the 2012 Consent Decree reporting requirements and reporting election cost estimates, the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Continued electronic scanning/filing of records.
- Completed Committees, Boards & Commissions Booklet and updated Council Directory to coincide.
- Completed implementation of Accela Agenda/Minute Traq.
- Utilized and trained Poll Workers on new ICE voting equipment
- Implementation of numerous Legislative Updates for Elections.

2017 Goals/Plans:
- 2017 Board of Review.
- Administer two elections.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue implementation of the Help America Vote Act of 2002 (HAVA); HR811 Voter Confidence and Increased Accessibility Act 2007; 2011 Wisconsin Act 227; 2011 Wisconsin Act 45; the Move Act of 2012; the 2012 Consent Decree reporting requirements and reporting election cost estimates; the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Implement Act 23 Voter Photo I.D. Law.
- Continue Implementation of numerous Legislative Updates for Elections.
- Train new Deputy Clerk on all aspects of the job

Major Increases (Decreases) in 2017 Budget Request:

City Clerk
- Conference & Meetings: Increased to $1,800 (+$350 from 2016) Send new Deputy Clerk to conference.
- Maintenance of Software: Decrease to $270 (-$30 from 2016) I/S projections.
- Printer/Copies: Decrease to $3,880 (-$160 from 2016) I/S projections.
- I/S Services/Internal: Decrease to $27,090 (-$4,810 from 2016) I/S projections.
- Computer Operating Supplies: Decrease to $250 (-$250 from 2016) I/S projections.

Elections
- Temporary Wages: Decreased to $15,000 (-$30,000 from 2016) due to two elections in 2017.
- Auto Allowance: Decreased to $100 (-$200 from 2016) due to two elections in 2017.
- Employee Recognition Awards: Decreased to $0 (-$2,000 from 2016) No poll worker appreciation dinner after General Election.
- Outside Printing: Decreased to $1,000 (-$1,500 from 2016) due to two elections in 2017.
- Postage: Decreased to $750 (-$1,750 from 2016) due to two elections in 2017.
- Advertising & Publications: Decreased to $750 (-$1,250 from 2016) due to two elections in 2017.
- Maintenance of Office Equipment: Decreased to $2,000 (-$2,000 from 2016) due to two elections in 2017.
- Outside Services: Decreased to $4,000 (-$11,000 from 2016) due to two elections in 2017.
- Building Rental: Decreased to $1,200 (-$1,200 from 2016) due to two elections in 2017.
- Office Supplies: Decreased to $750 (-$750 from 2016) due to two elections in 2017.
- All Other Supplies: Decreased to $750 (-$1,250 from 2016) due to two elections in 2017.

Board of Review
- None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
CITY ATTORNEY OPERATION (0901-705)								
0101	Salaries	144,888	152,920	108,635	152,930	153,620	153,620	
0110	Health Insurance	27,550	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	25,667	27,750	19,715	27,750	28,060	28,060	
0115	Schools/Seminars/Training	93	300	239	300	300	300	
0123	Auto Allowance	22	230	0	230	230	230	
0128	Empl Reconition Awards	10	0	0	0	30	30	
	Personal Services	**198,230**	**212,680**	**152,196**	**212,690**	**213,720**	**213,720**	**1,040**
0202	Outside Printing	0	50	115	150	150	150	
0203	Postage	209	350	190	350	350	350	
0204	Conferences & Meetings	3,887	3,780	2,129	4,000	4,500	4,500	
0207	Dues & Memberships	1,678	1,660	1,901	1,910	1,700	1,700	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,163	1,300	1,145	1,300	1,200	1,200	
0221	Telephone	0	80	0	80	50	50	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	30	250	11	250	250	150	
0238	Professional Services	0	50	88	90	50	50	
0254	Printer / Copies	568	570	392	560	580	580	
0255	IS Services / Internal	11,220	11,950	8,963	11,950	16,290	16,290	
0261	Misc Expenditures	0	50	1	50	50	50	
	Contractual Services	**19,235**	**20,620**	**15,295**	**21,220**	**25,700**	**25,600**	**4,980**
0301	Office Supplies	446	380	146	380	400	400	
0302	Inhouse Printing	4	50	0	50	50	50	
0303	Computer Oper Supplies	0	30	0	30	30	30	
0308	Books and Periodicals	6,874	6,100	4,007	6,100	5,500	5,500	
0343	Small Program Packages	150	150	150	150	150	150	
0344	Small Equipment	0	100	0	0	300	300	
0347	Small Computer Hardware	0	100	104	110	100	100	
	Supplies & Materials	**7,474**	**6,910**	**4,407**	**6,820**	**6,530**	**6,530**	**(380)**
	CITY ATTORNEY OPERATIONS	**224,939**	**240,210**	**171,898**	**240,730**	**245,950**	**245,850**	**5,640**
EXTERNAL LEGAL SERVICES (0905-705)								
0236	Outside Services	14,220	14,500	10,875	14,500	14,800	14,800	
0238	Professional Services	0	1,500	0	750	1,500	1,000	
	Contractual Services	**14,220**	**16,000**	**10,875**	**15,250**	**16,300**	**15,800**	**(200)**
	PROSECUTION/EXTERNAL LEGAL SERVICES	**14,220**	**16,000**	**10,875**	**15,250**	**16,300**	**15,800**	**(200)**
CABLE TELEVISION (0907-705)								
0238	Professional Services	0	250	0	100	250	250	
	Contractual Services	**0**	**250**	**0**	**100**	**250**	**250**	**0**
	CABLE TELEVISION	**0**	**250**	**0**	**100**	**250**	**250**	**0**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	88,533	97,080	65,546	94,890	98,740	98,740	
0103	Temporary Wages	2,160	2,500	2,340	2,500	2,500	2,500	
0110	Health Insurance	31,480	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	17,174	18,860	12,958	18,450	19,210	19,210	
0115	Schools/Seminars/Training	1,194	1,700	20	20	1,700	1,700	
0123	Auto Allowance	43	50	0	50	50	50	
	Personal Services	**140,584**	**151,670**	**104,471**	**147,390**	**153,680**	**153,680**	**2,010**
0202	Outside Printing	0	150	255	260	150	150	
0203	Postage	745	1,000	516	750	1,000	1,000	
0204	Conferences & Meetings	1,690	1,450	23	300	1,800	1,800	
0207	Dues & Memberships	325	500	260	300	500	500	
0212	Maint of Office Equipment	0	200	0	0	200	200	
0218	Maint of Software	287	300	611	620	270	270	
0221	Telephone	0	10	0	10	10	10	
0227	Cellular Telephone	480	500	360	500	500	500	
0235	Outside Software Services	335	0	0	0	0	0	
0236	Outside Services	3,928	6,500	1,489	5,000	6,500	5,850	
0254	Printer / Copies	3,103	4,040	2,526	3,750	3,880	3,880	
0255	IS Services / Internal	26,740	31,900	23,925	29,460	27,090	27,090	
	Contractual Services	**37,633**	**46,550**	**29,965**	**40,950**	**41,900**	**41,250**	**(5,300)**
0301	Office Supplies	514	1,000	455	1,000	1,000	1,000	
0302	Inhouse Printing	0	200	0	200	200	200	
0303	Computer Oper Supplies	771	500	290	500	250	250	
0308	Books and Periodicals	288	400	288	400	400	400	
0318	Maps and Records	253	400	314	400	400	400	
0333	All Other Supplies	24	100	0	100	100	100	
0343	Small Program Packages	0	300	0	0	300	200	
0344	Small Equipment	0	1,800	0	800	1,800	1,200	
0347	Small Computer Hardware	212	60	0	0	60	60	
	Supplies & Materials	**2,062**	**4,760**	**1,347**	**3,400**	**4,510**	**3,810**	**(950)**
	CITY CLERK OPERATIONS	**180,279**	**202,980**	**135,783**	**191,740**	**200,090**	**198,740**	**(4,240)**
ELECTIONS (0916-705)								
0103	Temporary Wages	5,480	45,000	24,328	45,000	15,000	13,500	
0111	Fringes	289	2,590	1,400	2,590	830	830	
0115	Schools/Seminars/Training	0	470	12	470	500	500	
0123	Auto Allowance	102	300	129	300	100	100	
0128	Empl Reconition Awards	0	2,000	0	2,000	0	0	
	Personal Services	**5,871**	**50,360**	**25,869**	**50,360**	**16,430**	**14,930**	**(35,430)**
0202	Outside Printing	0	2,500	2,076	2,500	1,000	1,000	
0203	Postage	946	2,500	1,798	2,500	750	750	
0204	Conferences & Meetings	7	50	0	50	50	50	
0206	Advertising & Publication	256	2,000	114	2,000	750	750	
0212	Maint of Office Equipment	0	4,000	0	4,000	2,000	2,000	
0236	Outside Services	2,241	15,000	4,679	15,000	4,000	4,000	
0251	Building Rental	560	2,400	1,230	2,400	1,200	1,200	
	Contractual Services	**4,010**	**28,450**	**9,897**	**28,450**	**9,750**	**9,750**	**(18,700)**
0301	Office Supplies	172	1,500	67	1,500	750	750	
0302	Inhouse Printing	0	100	0	100	100	100	
0303	Computer Oper Supplies	0	300	0	300	300	300	
0333	All Other Supplies	726	2,000	1,810	2,000	750	750	
0342	Small Equipment	0	1,000	197	200	200	200	
0344	Small Equipment	0	500	0	0	200	200	
	Supplies & Materials	**898**	**5,400**	**2,074**	**4,100**	**2,300**	**2,300**	**(3,100)**
	ELECTIONS	**10,779**	**84,210**	**37,840**	**82,910**	**28,480**	**26,980**	**(57,230)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	350	1,400	300	300	1,400	1,000	
0111	Fringes	28	110	24	30	20	20	
0115	Schools/Seminars/Training	36	100	72	80	100	100	
	Personal Services	**414**	**1,610**	**396**	**410**	**1,520**	**1,120**	**(490)**
0203	Postage	0	50	2	10	50	50	
0206	Advertising & Publication	100	300	108	110	300	300	
0236	Outside Services	0	1,000	0	0	1,000	500	
	Contractual Services	**100**	**1,350**	**110**	**120**	**1,350**	**850**	**(500)**
0333	All Other Supplies	12	100	14	20	100	100	
	Supplies & Materials	**12**	**100**	**14**	**20**	**100**	**100**	**0**
	BOARD OF REVIEW	**526**	**3,060**	**520**	**550**	**2,970**	**2,070**	**(990)**
LEGAL & ADMIN SERVICES		**430,743**	**546,710**	**356,916**	**531,280**	**494,040**	**489,690**	**(57,020)**
							Percent Budget Change	**-10.43%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Legal & Administrative	**Budget:** Legal Services & Administrative
	Program: General Government	**Submitted by:** James Godlewski

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
	Grade/Monthly		Grade/Monthly		Budget	Estimate	For
POSITION TITLE	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.	for 2016	for 2016	2017
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	$111,730	$111,730	$112,290
Paralegal	Grade G3	1.00	Grade G3	1.00	40,620	40,620	41,330
City Clerk	Grade L3	1.00	Grade M3	1.00	61,590	61,590	64,740
Deputy Clerk	Grade F3	1.00	Grade F3	1.00	35,140	32,960	34,000
Subtotal		4.00		4.00	249,080	246,900	252,360
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	920	920	0
TEMPORARY							
Board of Review	-	-	-	-	1,400	300	1,400
Election Poll Workers	$120-$180/day	-	$120-$215/day	-	45,000	45,000	15,000
Clerks	-	-	-	-	2,500	2,500	2,500
TOTAL	XXX	4.00	XXX	4.00	$298,900	$295,620	$271,260

DEPARTMENT OF HUMAN RESOURCES AND SAFETY

Department Head

Heather Barber

Major Activities

Human Resources and Safety areas of responsibility include: policy development, recruitment and selection, benefit administration, advising Department Heads on personnel matters, labor relations, safety programs, worker's compensation, implementation and maintenance of merit/system/performance reviews, employee development, compensation, and employee records management.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$207,590	$221,240	$225,950	2.13%	$225,950	2.13%
No. of Employees (FTE)	2.47	2.47	2.47	0.00%	2.47	0.00%

Summary of Executive Recommendations on Variable Cost Options

HUMAN RESOURCES/SAFETY	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$7,660	$9,020	$1,500	$1,500	Request justified.
Schools/Training/Conferences/Meetings	1,717	2,700	2,700	2,700	Request justified.
Advertising & Publication	7,133	7,500	7,500	7,500	Maintain 2016 level.
Outside Services - EAP/HR Hotline	5,500	5,500	5,500	5,500	Maintain 2016 level.
Outside Serv - Non-Rep Salary Plan	2,042	2,500	2,500	2,500	Maintain 2016 level.
Small Program Packages	0	2,760	1,760	1,760	Neo-Gov system.
Small Computer Hardware	8	100	150	150	Maintain 2016 level.
Total Executive Reductions Recommended				**$0**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Human Resources and Safety	**Budget:** Human Resources and Safety
	Program: General Government	**Submitted by:** Heather Barber

Goals/Responsibilities:
Provide personnel administration for City employees to include recruitment, benefits, safety, policy development, salary administration, and employee relations. Explore ways to control salary and benefit costs through development/update of plans while keeping them competitive with public and private sector. Recruit, select and hire employees. Act as a resource for department heads, supervisors and employees to counsel, answer employment-related questions and resolve employee-related issues. Conduct and assist in investigations. Responsible for the development, maintenance and organization of employee records, inclusive of safety-related programs, training and workers compensation. Maintain compliance with state and federal laws to include Equal Employment Opportunity, Fair Labor Standards Acts, Americans with Disabilities Act, Family and Medical Leave Act, etc. Designated Risk Management responsibilities. Assist the City Attorney on Labor Relations and Negotiations.

Activities:
Develop City personnel policies. Research and recommend benefit strategies, including compliance with ACA reporting requirements. Recruit and hire employees for all positions. Advise department heads on personnel matters. Oversee salary plan and compensation, performance reviews, employee safety and worker's comp. Handle various employee programs including Wellness, DOT Employer Notification, training, Random Drug and Alcohol testing, EAP, Employee Recognition, etc.

2016 Accomplishments:
- Filled a record high number of positions including the hiring of two Department Heads
- Successfully transitioned from self-insured health insurance to fully-funded plan
- Completed Strategic Health Insurance Planning including consideration of Employee Health Clinic
- Successfully completed new IRS ACA reporting process
- Coordinated annual audiograms, Hep B's, random drug screens, etc.
- Coordinated City-wide LEAN effort – improvements within HR resulted in Onboarding software for new hires, and electronic retirement processing
- Participated on the City's labor relations team to negotiate union contracts
- Updated policies related to salaries and benefits
- Advised management on personnel issues and conducted investigations
- Presented to Finance and Personnel Committee, Council, Water Commission, Joint Finance, Fire Commission, Police Commission, Library Board, and Parks and Rec Commission as needed
- Updated work rules for former union groups

2017 Goals/Plans:
Major focuses will be on recruitment, safety strategic planning, further development of City-wide safety program, continued strategic health insurance planning, strategic planning for salary plan, wellness, and policy creation.

Major Increases (Decreases) in 2017 Budget Request:

The temporary wages budget has been reduced by $10,280, and that amount has been moved to the EE Safety Compliance Acct to coincide with the transfer of money needed for wages for a Safety Coordinator, to money needed to pay a safety consultant.

$1760 has been added to the Small Program Packages budget to pay for half of the 2017 usage cost for the Neogov Onboarding module. The other half will be paid for by the CVMIC grant.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
HUMAN RESOURCES & SAFETY								
OPERATIONS (1001-707)								
0101	Salaries	122,202	130,830	93,393	130,850	133,470	133,470	
0103	Temporary Wages	7,660	11,780	4,191	4,200	1,500	1,500	
0110	Health Insurance	15,740	15,740	11,808	15,740	15,740	15,740	
0111	Fringes	21,060	20,810	14,381	19,720	20,940	20,940	
0115	Schools/Seminars/Training	1,622	2,500	404	1,000	2,500	2,500	
0123	Auto Allowance	0	200	95	200	200	200	
	Personal Services	**168,284**	**181,860**	**124,272**	**171,710**	**174,350**	**174,350**	**(7,510)**
0203	Postage	209	250	167	250	250	250	
0204	Conferences & Meetings	95	200	624	630	200	200	
0206	Advertising & Publication	7,133	7,500	6,165	7,500	7,500	7,500	
0207	Dues & Memberships	385	390	385	390	390	390	
0218	Maint of Software	311	320	241	320	290	290	
0221	Telephone	0	30	0	30	30	30	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	7,542	8,000	2,110	8,000	8,000	8,000	
0254	Printer / Copies	1,343	1,400	1,017	1,490	1,540	1,540	
0255	IS Services / Internal	17,880	15,430	11,573	14,620	15,450	15,450	
0264	Drug & Alcohol Testing	1,376	2,500	691	2,000	2,500	2,500	
0265	EE Safety Compliance Acct	1,530	1,650	1,550	1,650	11,930	11,930	
	Contractual Services	**38,284**	**38,150**	**24,883**	**37,360**	**48,560**	**48,560**	**10,410**
0301	Office Supplies	689	650	345	700	650	650	
0302	Inhouse Printing	0	30	0	0	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	96	400	0	400	400	400	
0343	Small Program Packages	0	0	0	2,760	1,760	1,760	
0347	Small Computer Hardware	237	100	80	100	150	150	
	Supplies & Materials	**1,022**	**1,230**	**425**	**4,010**	**3,040**	**3,040**	**1,810**
	OPERATIONS	**207,590**	**221,240**	**149,580**	**213,080**	**225,950**	**225,950**	**4,710**
							Percent Budget Change	**2.13%**
HUMAN RESOURCES & SAFETY		**207,590**	**221,240**	**149,580**	**213,080**	**225,950**	**225,950**	**4,710**
							Percent Budget Change	**2.13%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Human Resources & Safety	**Budget:** Human Resources & Safety
	Program: General Government	**Submitted by:** Heather Barber

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
	Grade/Monthly		Grade/Monthly		Budget	Estimate	For
POSITION TITLE	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.	for 2016	for 2016	2017
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	$82,010	$82,010	$82,950
PART TIME							
HR Admin. Asst (.80 FTE)	Grade G	0.80	Grade G	0.80	31,780	31,780	31,980
Recruiter / HR Coordinator	Grade G	0.53	Grade G	0.53	16,750	16,770	18,540
OTHER COMPENSATION							
Accrued Wages	-		-		290	290	0
TEMPORARY							
Human Resource	$23.46		$23.46		11,780	4,200	1,500
TOTAL	XXX	2.33	XXX	2.33	$142,610	$135,050	$134,970

ADMINISTRATION BUILDING

Department Head

Gerry Kaiser

Major Activities

The Department is responsible for the operation and maintenance of the City Administration Building (City Hall). This includes all building and grounds upkeep, utilities, cleaning, janitorial and furnishings. This includes 5% of the personal services cost of the Building Manager being charged to the Public Library budget.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$279,629	$262,830	$273,990	4.25%	$268,990	2.34%
No. of Employees (FTE)	0.95	0.95	0.95	0%	0.95	0%

Summary of Executive Recommendations on Variable Cost Options

BUILDING OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Outside Services	$40,828	$40,000	$46,000	$42,000	5% increase justified.
Small Equipment	1,921	1,500	1,500	1,500	Maintain 2016 level.
Small Computer Hardware	121	250	0	0	Not needed in 2017.
Office Furniture/Equipment	11,392	3,500	4,000	3,000	Budget constraints.
Other Equipment	2,070	3,500	3,000	3,000	Maintain 2016 level.
Outside Services-Training Ctr./Fire 31	0	0	500	500	Request justified.
Total Executive Reductions Recommended				**$5,000**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Municipal Building Operations
Program: General Government	**Submitted by:** Gerry Kaiser

Goals/Responsibilities:
Maintain and repair the City Administration Building and provide technical advice for other City buildings. Contract for centralized purchases of common custodial services and maintenance supplies. Inspect and maintain mechanical equipment.

2016 Accomplishments:
- Continued televising Council meetings.
- Remodeled former Health Department offices to house Information Systems offices.
- Remodeled former Information Systems offices to serve as workroom for Parks and Recreation Department and an expanded server room.
- Replaced Fire Station 31 (Training Center) air conditioning unit.

2017 Goals/Plans:
- Continue televising Council meetings.
- Continue addressing handicapped accessibility issues.
- Continue to coordinate maintenance of Training Center with Information Systems and Neenah-Menasha Fire Rescue.

Major Increases (Decreases) in 2017 Budget Request:
- Increased Outside Services to provide for additional City Administration Building cleaning service.
- Increased utility charges for Training Center to reflect 2016 charges.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING								
OPERATIONS (1801-709)								
0101	Salaries	52,930	54,650	38,502	54,600	55,100	55,100	
0103	Temporary Wages	0	0	988	1,000	2,700	2,700	
0110	Health Insurance	13,860	13,890	10,422	14,600	13,960	13,960	
0111	Fringes	11,651	12,430	8,982	12,780	12,630	12,630	
0117	Clothing Allowance	497	400	288	400	400	400	
	Personal Services	**78,938**	**81,370**	**59,182**	**83,380**	**84,790**	**84,790**	**3,420**
0213	Maint of Motor Vehicles	4	500	0	500	500	500	
0214	Maintenance of Buildings	35,672	25,000	15,050	25,000	25,000	25,000	
0216	Maint of Operating Equip	238	1,000	462	800	800	800	
0219	Maintenance of Land	1,258	2,400	1,451	2,400	1,200	1,200	
0221	Telephone	7,701	7,000	3,282	6,000	7,000	7,000	
0222	Electricity	47,582	48,020	33,906	48,020	48,000	48,000	
0223	Natural Gas	9,381	11,250	5,313	9,000	9,000	9,000	
0224	Water & Sewer	3,346	3,300	1,789	3,300	3,300	3,300	
0225	Commercial Dumpster	944	1,000	434	1,000	1,000	1,000	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	1,035	750	455	750	750	750	
0236	Outside Services	40,828	40,000	30,238	44,000	46,000	42,000	
0237	Pest Control	1,073	500	348	500	500	500	
0293	Maint of Motor Veh/Fleet	1,073	2,000	872	2,000	2,000	2,000	
0294	Oil and Fluids/Fleet	0	100	29	100	100	100	
0296	Maint of Equipment/Fleet	923	800	927	1,000	1,000	1,000	
	Contractual Services	**152,444**	**145,010**	**95,249**	**145,760**	**147,540**	**143,540**	**(1,470)**
0301	Office Supplies	0	80	11	80	80	80	
0302	Inhouse Printing	3	10	1	10	10	10	
0303	Computer Operating Supply	116	70	120	120	70	70	
0306	Cleaning/Janitor Supplies	10,709	8,500	8,761	10,000	11,000	11,000	
0310	Gasoline & Oil	857	2,350	924	2,000	2,000	2,000	
0313	Vehicle Maint Supplies	0	100	20	100	100	100	
0314	Building Maint. Supplies	7,465	5,000	5,075	5,080	5,000	5,000	
0315	Land Maintenance Supplies	1,007	400	775	780	400	400	
0316	Equip. Maint. Supplies	368	450	71	300	400	400	
0319	Safety Supplies	432	400	171	300	400	400	
0320	Small Tools	3,913	3,000	3,318	3,320	3,000	3,000	
0333	All Other Supplies	2,838	2,000	1,047	1,500	2,000	2,000	
0344	Small Equipment	1,921	1,500	1,154	1,500	1,500	1,500	
0345	Shop Supplies	1,528	1,000	1,030	1,030	1,000	1,000	
0347	Small Computer Hardware	121	250	0	0	0	0	
	Supplies & Materials	**31,278**	**25,110**	**22,478**	**26,120**	**26,960**	**26,960**	**1,850**
	OPERATIONS	**262,660**	**251,490**	**176,909**	**255,260**	**259,290**	**255,290**	**3,800**
TRAINING/REDUNDANT DATA								
0214	Maintenance of Buildings	723	1,000	18	1,000	1,000	1,000	
0216	Maint of Operating Equip	0	500	450	500	500	500	
0222	Electricity	1,986	1,180	2,466	3,300	3,300	3,300	
0223	Natural Gas	497	180	751	1,200	1,200	1,200	
0224	Water & Sewer	126	240	189	250	250	250	
0226	Storm Water	126	240	189	250	250	250	
0236	Outside Services	24	500	82	300	500	500	
0237	Pest Control	25	200	0	100	100	100	
	Contractual Services	**3,507**	**4,040**	**4,145**	**6,900**	**7,100**	**7,100**	**3,060**
0306	Cleaning/Janitor Supplies	0	100	371	380	400	400	
0314	Building Maint. Supplies	0	100	27	100	100	100	
0333	All Other Supplies	0	100	0	100	100	100	
	Supplies & Materials	**0**	**300**	**398**	**580**	**600**	**600**	**300**
	OPERATIONS	**3,507**	**4,340**	**4,543**	**7,480**	**7,700**	**7,700**	**3,360**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY (1881-709)								
8108	Office Furniture & Equip.	11,392	3,500	9,134	9,140	4,000	3,000	
8133	All Other Equipment	2,070	3,500	1,519	1,520	3,000	3,000	
	CAPITAL OUTLAY	**13,462**	**7,000**	**10,653**	**10,660**	**7,000**	**6,000**	**(1,000)**
MUNICIPAL BUILDING		**279,629**	**262,830**	**192,105**	**273,400**	**273,990**	**268,990**	**6,160**
							Percent Budget Change	**2.34%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Municipal Building Operations
	Program: General Government	**Submitted by:** Gerry Kaiser

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Buildings Manager	Grade L3	0.95	Grade L3	0.95	$58,460	$58,460	$59,180
OTHER COMPENSATION							
Accrued Wages	-		-		220	220	0
TEMPORARY							
Janitor	9.00 / hr.		9.00 / hr.		0	1,000	2,700
TOTAL	XXX	0.95	XXX	0.95	$58,680	$59,680	$61,880

NEENAH POLICE DEPARTMENT

Department Head

Kevin Wilkinson

Major Activities

The Police Department is committed to the City's goal of enhancing the quality of life in Neenah. We provide the historical core functions of policing - protecting lives and property - and add an emphasis on protecting rights, as well. Our operating philosophy recognizes our reliance upon community participation and interaction. Most of our programs are community partnerships. Our primary services include crime prevention, criminal investigation, traffic and pedestrian safety, and order maintenance. Supporting programs and services include animal control, nuisance abatement, neighborhood watch, "Charlie Check-First", school crossing guards, school liaison officers, honor guard, and many others. We staff a full-time crime prevention officer, a drug enforcement officer, two school liaison officers a training officer, on-call emergency response and tactical teams, and an investigative team, as well as many other specialty assignments.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$6,080,948	$6,377,439	$6,526,200	2.33%	$6,441,560	1.01%
No. of Employees (FTE)	52.17	52.67	54.17	2.85%	53.67	1.90%

Summary of Executive Recommendations on Variable Cost Options

POLICE OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Additional Police Officer w/Fringes	$0	$0	$83,630	$62,730	New officer effective 4/1/17.
New Evidence Room Clerk w/Fringes	0	0	25,800	0	Manage w/current staff.
Temporary Wages	1,283	2,000	2,000	1,000	Closer to 2016 actual.
Regular Overtime	379,796	310,000	320,000	304,000	New officer will lower costs.
Regular Overtime - Fringes (26.5%)	100,650	82,150	84,800	80,560	New officer will lower costs.
Grant Overtime (Grant Funded)	9,916	24,000	10,000	10,000	Grant justifies service.
Grant Overtime - Fringes (Levy Funded)	2,130	5,090	2,200	2,200	Grant justifies service.
Schools/Training/Conferences/Meetings	25,553	39,395	46,500	44,000	10% increase for more training.
Employee Schooling Reimbursement	1,500	1,200	1,500	1,500	Encourage continuing education.
Protective Vest Replacement Fund	4,928	8,000	6,400	6,400	Request justified.
Care of Prisoners	8,579	9,000	9,000	9,000	Request justified.
Outside Software Services	16,300	8,610	19,860	17,860	New training program.
Outside Services	15,196	18,900	20,300	20,300	Increase justified.
Public Relations/Services	4,074	3,600	3,600	3,600	Maintain 2016 level.
Small Program Packages	846	3,500	1,600	1,600	Reduction justified.
Small Equipment	33,156	9,000	17,500	15,500	Increase-battery replacement.
Small Computer Hardware	14,645	12,000	20,000	20,000	I/S projections.
POLICE FIRING RANGE					
Schools/Training/Conferences/Meetings	95	360	360	360	Request justified.
Targets & Ammunition	12,825	18,000	18,000	18,000	Maintain 2016 level.

(over)

NEENAH POLICE DEPARTMENT (cont.)

SCHOOL LIAISON PROGRAM	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Overtime	26,910	25,000	25,500	25,500	75% school funded.
Overtime - Fringes (26.5%)	7,130	6,620	6,760	6,760	75% school funded.
Schools/Training/Conferences/Meetings	1,155	1,890	1,890	1,890	Request justified.
Outside Services	0	50	0	0	75% school funded.
CROSSING GUARDS					
Temporary Wages	58,952	64,400	64,400	64,400	Maintain 2016 level.
CSO/ANIMAL CONTROL					
Temporary Wages	27,351	30,350	36,000	31,000	New code enforce-Comm. Dev.
Outside Services	12,761	15,000	15,000	15,000	Maintain 2016 level.
Professional Services	0	500	500	500	Maintain 2016 level.
K-9 PROJECT					
Professional Services	364	500	500	500	Maintain 2016 level.
All Other Equipment	227	2,000	2,000	1,500	Small reduction-recent trends.
Kennel Facility	13	1,300	1,000	1,000	Donor funding also.
CAPITAL EQUIPMENT					
Office Furniture and Equipment	0	2,000	3,000	2,000	Maintain 2016 level.
Computer Software	0	7,500	0	0	Not needed in 2017.
Computer Hardware	3,960	9,150	9,150	9,150	I/S replacement schedule.
Communication Equipment	4,050	0	0	0	Not needed in 2017.
Automated External Defibrillators (2)	0	4,000	4,000	3,500	Closer to actual.
Table Top Recruiting Display	0	0	3,500	0	Budget constraints.
Canon 80D Camera	0	0	1,350	1,350	Request justified.
Cellebrite Cell Phone Data Extractor	0	0	5,000	5,000	Technology driven.
Decibel Reader	0	0	0	800	Needed equipment.
POLICE COMMISSION					
Outside Services	10,926	7,000	7,500	7,000	Maintain 2016 level.
Advertising & Publication	0	400	400	400	Maintain 2016 level.
Total Executive Reductions Recommended				**$84,640**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

Goals/Responsibilities:
We are Neenah's Guardians. We keep our community safe while respecting the rights and dignity of every person we have contact with, whether victim, witness, or suspect. A major emphasis of our department – our trademark – is to treat all people with dignity and respect.

Activities:
Our activities over the past year have been heavily influenced by the hostage situation that ended in an officer-involved shooting death. That incident has driven significant time and resource allocation in open records requests, responses to media inquiries, staffing adjustments, assistance to other agencies, and internal reviews of training and policy. Beyond activities related to that incident, we have instituted a new bicycle patrol program, more "out-of-squad" contacts, and responses to major crimes, including a string of robberies.

Most of our activities can be divided into four primary categories:

Crime Control:
- Respond to and stop active criminal activity
- Investigate and document past crimes
- Make criminal arrests and referrals
- Provide courtroom testimony
- Present crime prevention strategies
- Conduct security surveys
- Engage in preventive patrols
- Educate public about crimes/criminals/trends
- Post requests for information on social media
- Assist other agencies in crime responses
- Train employees
- Maintain approved force options

Traffic Safety:
- Investigate and document traffic collisions
- Correct traffic hazards
- Respond to traffic complaints
- Monitor/reduce speeds
- Control drunken driving
- Issue traffic citations and warnings
- Engage in high-visibility patrols
- Educate the public about traffic safety
- Confirm drivers' license status
- Provide traffic direction
- Conduct focused traffic initiatives
- Conduct speed surveys
- Share data with city traffic engineer

Quality-of-Life Maintenance:
- Resolve neighbor disputes
- Provide stand-by services
- Conduct vacation checks
- Enforce miscellaneous ordinance violations
- Unlock vehicles
- Conduct animal control activities
- Manage nuisance abatement program
- Enforce parking violations
- Provide lost/found services

Community Engagement:
- Promote department services to the public
- Maintain strong news media relations
- Conduct citizens' academies
- Present self-defense classes
- Participate in classroom presentations
- Maintain strong relations with schools, employers, community groups
- Participate in parade and special events
- Conduct station tours
- Participate in community events
- Maintain a vibrant social media presence

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

2015/2016 Accomplishments:

We continue to respond to Mayor Kaufert's challenge to engage community members more on foot, rather than always being seen inside a squad car. In addition to the simple contacts that include playing ball with young people at a park, strolling through a concert or farmer's market crowd, and handing out badge stickers to kids, we have also been involved in some significant acts of service both on and off duty. We try to keep those things out of publicity, but they do evidence the big-hearted culture of the organization.

Other accomplishments over the past year include:

- Appointed and began training/mentoring two new captains
- Promoted/appointed personnel to several new positions
- Handled nearly 17,000 calls for service
- Held a low violent crime rate of 184 per 100,000 residents (National avg = 387, Wisconsin =290)
- Continued our voluntary fitness incentive challenge program
- Continued as the north end test site for 24/7 sobriety program
- Played a strong leadership role in PARTY at the PAC program
- Began the process of seeking state-level accreditation
- Began the reconstruction of a long-term evidence storage building (nearing completion)

2017 Goals/Plans:

- Add one sworn officer position, and adjust work rotations to maximize resources
- Add one half-time non-sworn ISU support position
- Reduce non-FMLA sick-leave use rate per employee
- Increase traffic contacts
- Initiate Lexipol daily training bulletins
- Begin implementation of off-site evidence storage
- Continue to build on our out-of-squad contacts
- Keep expenses at or below median for municipalities 17,500 – 30,000 population
- Complete remediation obligations for former outdoor range (may be completed in late 2016)
- Increase the number of officers trained in Mental Health Crisis Intervention
- Work with CVMIC to develop best practices for preventing/managing traumatic stress
- Plan for coming retirements of personnel
- Assign I-phone to each patrol squad to accommodate body cam access and dictation
- Seek new traffic enforcement grants

Major Increases (Decreases) in 2017 Budget Request:

We are budgeting to add one sworn position, to bring our total sworn staffing back to 41. This will give us an officer/citizen ratio of just under 1.61 per thousand. The average ratio for cities our size, according to a 2015 Police Executive Group survey, is 1.65 per thousand. In very general terms, an officer position costs the city about $100,000 in wages and benefits.

The new position will give us greater flexibility to cover shifts without using overtime. We anticipate a $17,000 savings in overtime with the position in place. More importantly, we will be able to reduce the number of times an officer is forced to work on his/her off day – something that has a strong effect on employee morale.

In addition, we are anxious to add a half time support position to our Investigative Services Unit, to provide administrative relief and serve as the primary evidence custodian. We anticipate this position would be at part-time pay Grade F, with a midpoint pay rate of $18.36/hour.

We also anticipate 2 or 3 retirements in 2017, which may create needs for other changes in assignments, promotions, etc.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** Police Operations
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

Other major increases/decreases expected for our 2017 budget include:

- Training (0115): $6,805 **increase** to accommodate both new captains attending the Wisconsin Command College (in consecutive classes), and several supervisor and specialty training programs for others in new positions
- Clothing Allowance (0117): $4,500 increase for new hat badges
- Outside Software Services (0235): $11,250 increase for Internal Affairs tracking program and increased data storage in Body Camera system
- Printers/Copies (0254): $3,310 **decrease** based on projected use
- Gas and Oil (0310): $3,580 **decrease** based on trends in usage and fuel prices
- Small Program Packages (0343): $1,900 **decrease** based on predicted purchases

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY

Department/Office: Police	**Budget:** Police Capital Outlay
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
8108	**Office Furniture and Equipment**		$3,000
	Office Furniture Replacement Replacement of chairs, tables, and desks as necessary.	$3,000	
8115	**Computer Hardware Outlay** Our Information Services professionals help us define what computer equipment needs to be replaced, and the product to replace it with.	$9,150	$9,150
8133	**All Other Equipment**		$13,850
	Table Top Recruiting Display	$3,500	
	Canon 80D Camera	$1,350	
	Cellebrite Cell Phone Data Extractor (Shared)	$5,000	
	Automated External Defibrillators (2 per year, as needed only)	$4,000	

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	3,237,930	3,457,440	2,350,820	3,405,460	3,468,810	3,430,850	
0103	Temporary Wages	87,586	96,750	61,596	99,200	102,400	96,400	
0104	Overtime Wages	406,743	335,000	286,439	366,000	345,500	329,500	
0105	Reimbursement Wage/Fringe	(10,117)	(24,000)	(38,248)	(43,900)	(10,000)	(10,000)	
0106	FLSA Overtime Wages	1,842	2,200	2,108	2,200	2,300	2,300	
0108	Grant Overtime	9,916	24,000	17,717	24,000	10,000	10,000	
0110	Health Insurance	739,760	771,260	578,439	771,260	802,740	798,800	
0111	Fringes	877,970	881,170	608,145	876,360	944,520	935,480	
0112	Grant Fringes	2,130	5,090	3,757	5,090	2,200	2,200	
0115	Training	23,927	35,085	35,668	43,430	41,890	39,390	
0117	Clothing Allowance	45,096	51,190	38,909	51,510	55,890	55,890	
0120	Protective Vest Repl Fd	4,928	8,000	8,000	8,000	6,400	6,400	
0122	Travel Expenses	2,755	4,250	469	1,010	3,000	3,000	
0123	Auto Allowance	243	500	52	250	250	250	
0125	Employee Schooling Reimb.	1,500	1,200	600	1,200	1,500	1,500	
0126	Department Awards	0	0	1,541	1,550	1,000	1,000	
0128	Empl Recognition Awards	3,288	700	400	400	160	160	
0129	Misc Personal/Union Contr	0	500	0	250	500	500	
	PERSONAL SERVICES	**5,435,497**	**5,650,335**	**3,956,412**	**5,613,270**	**5,779,060**	**5,703,620**	**53,285**
CONTRACTUAL SERVICES								
0202	Outside Printing	1,477	2,100	565	2,000	2,000	2,000	
0203	Postage	1,287	2,310	1,113	1,800	1,800	1,800	
0204	Conferences & Meetings	1,211	2,410	2,099	2,430	2,430	2,430	
0206	Advertising & Publication	0	500	0	0	0	0	
0207	Dues & Memberships	1,730	4,070	1,730	1,920	1,920	1,920	
0210	Maint of Computer Hardwre	220	2,000	176	2,000	2,000	2,000	
0212	Maint of Office Equipment	0	2,000	0	1,000	2,000	2,000	
0213	Maint of Motor Vehicles	17,966	16,150	7,656	15,900	18,150	18,150	
0214	Maint of Buildings	11,339	24,500	7,450	24,500	24,500	24,500	
0215	Maint of Radio Equipment	6,248	8,150	7,206	8,150	8,650	8,650	
0216	Maint of Operating Equip	1,725	3,000	1,669	3,000	3,000	3,000	
0218	Maint Of Software	27,628	34,580	23,888	34,580	33,000	33,000	
0219	Maintenance of Land	536	2,400	410	2,400	2,400	2,400	
0221	Telephone	7,574	7,000	4,280	7,000	7,000	7,000	
0222	Electricity	38,847	41,650	26,955	41,650	40,500	40,500	
0223	Natural Gas	13,218	15,750	6,930	15,750	16,500	16,500	
0224	Water & Sewer	3,764	4,900	2,742	4,500	4,500	4,500	
0225	Commercial Dumpster	1,331	1,020	992	1,020	1,020	1,020	
0226	Storm Water	1,932	1,830	1,449	1,830	1,830	1,830	
0227	Cellular Telephone	11,866	10,640	6,543	10,430	12,870	12,870	
0228	Other Communications/GPS	326	0	245	420	420	420	
0231	Care of Prisoners	8,579	9,000	6,484	9,000	9,000	9,000	
0235	Outside Software Services	16,300	8,610	9,588	16,360	22,260	20,260	
0236	Outside Services	27,991	33,950	25,264	33,900	35,300	35,300	
0237	Pest Control	102	530	69	200	200	200	
0238	Professional Services	364	1,000	319	320	1,000	1,000	

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES cont.								
0239	Insurance	113	120	0	120	120	120	
0251	Rental	1,525	0	0	0	0	0	
0254	Printer / Copies	10,996	11,500	5,597	7,930	8,190	8,190	
0255	IS Services / Internal	222,740	236,330	177,247	227,540	242,160	242,160	
0262	Public Relations/Services	4,074	3,600	2,242	3,600	3,600	3,600	
0293	Maint Of Motor Veh/Fleet	22,761	26,920	10,043	14,160	26,920	26,920	
0294	Oil and Fluids/Fleet	1,339	3,110	866	2,780	2,980	2,980	
	CONTRACTUAL SERVICES	**467,109**	**521,630**	**341,817**	**498,190**	**538,220**	**536,220**	**14,590**
SUPPLIES & MATERIALS								
0301	Office Supplies	10,062	14,000	9,692	14,000	14,000	14,000	
0302	Inhouse Printing	139	1,000	36	500	500	500	
0303	Computer Operation Suppli	958	3,030	737	1,500	3,000	3,000	
0304	Cleaning/Janitor Supplies	6,667	7,300	5,088	7,300	7,300	7,300	
0305	Books and Periodicals	864	1,030	389	1,000	1,000	1,000	
0306	Gasoline & Oil	51,510	61,630	33,509	57,510	58,050	58,050	
0307	Building Maintenance Supp	27	0	0	0	0	0	
0308	Equipment Maint Supplies	0	210	0	0	0	0	
0309	Safety Supplies	16,472	14,600	18,784	20,000	16,500	16,500	
0310	Small Tools	1,525	720	552	720	720	720	
0311	Dog Supplies	1,148	1,530	936	1,500	1,500	1,500	
0312	Photography Supplies	1,233	2,000	992	2,000	2,000	2,000	
0313	Targets & Ammunition	12,825	18,000	10,938	18,000	18,000	18,000	
0314	All Other Supplies	7,892	9,220	4,080	8,800	9,200	9,200	
0315	Small Program Packages	846	3,500	0	3,500	1,600	1,600	
0316	Small Equipment	33,730	9,900	12,601	18,550	18,400	16,400	
0317	Small Computer Hardware	14,645	12,000	12,727	18,000	20,000	20,000	
	SUPPLIES & MATERIALS	**160,543**	**159,670**	**111,061**	**172,880**	**171,770**	**169,770**	**10,100**
CAPITAL OUTLAY								
8108	Motor Vehicles	125	0	0	0	0	0	
8109	Office Furniture & Equip	0	2,000	299	2,000	3,000	2,000	
8110	Communication Equipment	0	4,050	0	0	0	0	
8111	Computer Software Outlay	0	5,804	7,000	7,000	0	0	
8112	Computer Hardware Outlay	3,960	9,150	1,088	9,150	9,150	9,150	
8113	Other Facility Kennel	13	1,300	0	650	1,000	1,000	
8114	All Other Equipment	2,427	15,400	762	14,900	15,850	12,150	
	CAPITAL OUTLAY	**6,525**	**37,704**	**9,149**	**33,700**	**29,000**	**24,300**	**(13,404)**
	TOTAL POLICE	**6,069,674**	**6,369,339**	**4,418,439**	**6,318,040**	**6,518,050**	**6,433,910**	**64,571**
							Percent Budget Change	**1.01%**

CITY OF NEENAH
OPERATING BUDGET
***** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION *****
FOR FISCAL YEAR 2017

POLICE DEPARTMENT DIVISION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
Operations	5,678,366	5,903,545	4,138,723	5,862,250	6,057,480	5,983,040	79,495
Police Firing Range	15,258	21,780	11,894	19,510	19,610	19,610	(2,170)
School Liaison Program	247,274	268,020	172,386	263,310	268,650	268,650	630
Police Crossing Guards	65,033	71,120	36,534	71,140	70,310	70,310	(810)
CSO / Animal Control	50,033	59,030	44,722	60,180	64,910	59,910	880
K-9 Project	7,425	11,440	5,796	10,100	11,090	10,590	(850)
Capital Outlay-Police	6,285	34,404	8,387	31,550	26,000	21,800	(12,604)
TOTAL POLICE	**6,069,674**	**6,369,339**	**4,418,442**	**6,318,040**	**6,518,050**	**6,433,910**	**64,571**
						Percent Budget Change	**1.01%**

POLICE REVENUES:							
Public Safety Revenue	263,671	205,220	151,563	203,560	210,450	210,450	5,230
Fines/Forfeitures/Other	83,306	106,000	68,110	95,000	95,000	95,000	(11,000)
TOTAL REVENUES	**346,977**	**311,220**	**219,673**	**298,560**	**305,450**	**305,450**	**(5,770)**
						Percent Budget Change	**-1.85%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	Department/Office: Police	Budget: Police Operations
	Program: Public Safety	Submitted by: Kevin E. Wilkinson

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	$93,000	$93,000	$93,670
Captains	Grade P3	2.00	Grade P3	2.00	166,980	189,800	164,870
Lieutenants	69,739-76,887	6.00	69,739-76,887	6.00	488,050	479,770	483,900
Liaison Officers	60,089-69,916	2.00	60,089-69,916	2.00	147,970	145,740	145,500
Investigative	60,089-69,916	4.00	60,089-69,916	4.00	294,300	265,270	297,010
Community Liaison Officer	60,089-69,916	1.00	60,089-69,916	1.00	73,860	67,620	73,110
Sergeants-Patrol	60,449-70,276	4.00	60,449-70,276	4.00	295,260	310,910	296,060
Sergeant-Investigative	60,449-70,276	1.00	60,449-70,276	1.00	74,410	74,410	74,410
Patrol Officer	47,109-66,598	19.00	47,109-66,598	20.00	1,241,600	1,199,370	1,239,590
Communication Techs	Grade F3	4.00	Grade F3	4.00	150,950	150,950	152,670
Support SVC Coordinator	Grade K3	1.00	Grade K3	1.00	52,600	52,600	53,130
Administrative Services Tech	Grade G3	1.00	Grade G3	1.00	43,540	43,540	43,910
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	44,720	44,720	45,040
Rec. Coordinator/Crt Officer	Grade G3	1.00	Grade G3	1.00	46,330	46,330	46,620
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	39,150	39,150	39,630
Building Custodian	Grade G3	1.00	Grade G3	1.00	49,400	49,400	49,710
Parking Enforcement Officer	Grade E4	1.00	Grade E4	0.00	35,050	3,750	0
Subtotal		51.00		51.00	$3,337,170	$3,256,330	$3,298,830
PART-TIME							
Comm Techs (973 hrs.)	Grade F	0.50	Grade F	0.50	21,160	21,160	21,270
Clerical (1,300 hrs.)	Grade F	0.67	Grade F	0.67	19,180	19,180	19,420
Records Clerk/Data Entry	Grade F	0.50	Grade F	0.50	15,640	15,640	15,900
Evidence Room Clerk	-	-	Grade F	0.50	0	0	25,000
OTHER COMPENSATION							
Holiday Worked	-		-		32,030	32,030	32,030
Firearm Certifications	-		-		57,670	55,230	57,660
Accrued Wages	-		-		9,640	9,640	0
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		2,000	2,000	2,000
Community Service Aide(6)	7.50-9.00/hr.		10.50/hr		30,350	32,800	36,000
Parking Officers(3)	7.50-9.00/hr.		10.50/hr		5,000	2,000	40,000
Crossing Guards	15.00-19.77/hr.		15.00-19.77/hr.		64,400	64,400	64,400
Overtime							
Operating	-		-		335,000	366,000	345,500
FLSA Overtime	-		-		2,200	2,200	2,300
Community Fest	-		-		3,000	0	0
TOTAL	XXX	52.67	XXX	53.17	$3,934,440	$3,878,610	$3,960,310

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
POLICE OPERATIONS (2101-711)								
0101	Salaries	3,099,521	3,300,950	2,253,774	3,251,200	3,316,150	3,278,190	
0103	Temporary Wages	1,283	2,000	186	2,000	2,000	1,000	
0104	Overtime Wages	379,796	310,000	268,238	341,000	320,000	304,000	
0105	Reimbursement Wage/Fringe	(10,117)	(24,000)	(38,248)	(43,900)	(10,000)	(10,000)	
0106	FLSA Overtime Wages	1,842	2,200	2,108	2,200	2,300	2,300	
0108	Grant Overtime	9,916	24,000	17,717	24,000	10,000	10,000	
0110	Health Insurance	708,280	739,780	554,832	739,780	771,260	767,320	
0111	Fringes	832,714	832,490	577,240	828,250	894,930	885,890	
0112	Grant Fringes	2,130	5,090	3,757	5,090	2,200	2,200	
0115	Training	21,705	33,195	34,229	41,490	40,000	37,500	
0117	Clothing Allowance	40,837	46,290	36,022	46,290	50,790	50,790	
0120	Protective Vest Repl Fc	4,928	8,000	8,000	8,000	6,400	6,400	
0122	Travel Expenses	2,755	4,200	463	1,000	3,000	3,000	
0123	Auto Allowance	243	500	52	250	250	250	
0125	Employee Schooling Reimb.	1,500	1,200	600	1,200	1,500	1,500	
0126	Department Awards	0	0	1,541	1,550	1,000	1,000	
0128	Empl Recognition Awards	3,288	700	400	400	160	160	
0129	Misc Personal/Union Contr	0	500	0	250	500	500	
	Personal Services	**5,100,621**	**5,287,095**	**3,720,911**	**5,250,050**	**5,412,440**	**5,342,000**	**54,905**
0202	Outside Printing	1,477	2,000	565	2,000	2,000	2,000	
0203	Postage	1,287	2,310	1,113	1,800	1,800	1,800	
0204	Conferences & Meetings	1,093	2,000	1,832	2,000	2,000	2,000	
0206	Advertising & Publication	0	500	0	0	0	0	
0207	Dues & Memberships	1,730	1,800	1,730	1,800	1,800	1,800	
0210	Maint of Computer Hardwre	220	2,000	176	2,000	2,000	2,000	
0212	Maint of Office Equipment	0	2,000	0	1,000	2,000	2,000	
0213	Maint of Motor Vehicles	16,534	15,000	7,459	15,000	17,000	17,000	
0214	Maint of Buildings	11,339	24,500	7,450	24,500	24,500	24,500	
0215	Maint of Radio Equipment	6,248	7,500	7,206	7,500	8,000	8,000	
0216	Maint of Operating Equip	1,725	3,000	1,669	3,000	3,000	3,000	
0218	Maint Of Software	27,628	34,580	23,888	34,580	33,000	33,000	
0219	Maintenance of Land	536	2,400	410	2,400	2,400	2,400	
0221	Telephone	7,574	7,000	4,280	7,000	7,000	7,000	
0222	Electricity	38,847	41,650	26,955	41,650	40,500	40,500	
0223	Natural Gas	13,218	15,750	6,930	15,750	16,500	16,500	
0224	Water & Sewer	3,764	4,900	2,742	4,500	4,500	4,500	
0225	Commercial Dumpster	1,331	1,020	992	1,020	1,020	1,020	
0226	Storm Water	1,932	1,830	1,449	1,830	1,830	1,830	
0227	Cellular Telephone	10,155	9,270	5,900	9,270	11,500	11,500	
0228	Other Communications/GPS	326	0	245	420	420	420	
0231	Care of Prisoners	8,579	9,000	6,484	9,000	9,000	9,000	
0235	Outside Services	16,300	8,610	9,588	16,360	19,860	17,860	
0236	Pest Controls	15,196	18,900	15,702	18,900	20,300	20,300	
0237	Pest Control	102	530	69	200	200	200	
0254	Printer / Copies	10,996	11,500	5,597	7,930	8,190	8,190	
0255	IS Services / Internal	215,610	229,490	172,117	220,770	235,100	235,100	
0262	Public Relations/Services	4,074	3,600	2,242	3,600	3,600	3,600	
0293	Maint Of Motor Veh/Fleet	20,707	23,000	7,914	11,500	23,000	23,000	
0294	Oil and Fluids/Fleet	1,153	2,270	713	2,270	2,270	2,270	
	Contractual Services	**439,681**	**487,910**	**323,417**	**469,550**	**504,290**	**502,290**	**14,380**

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	10,062	14,000	9,692	14,000	14,000	14,000	
0302	Inhouse Printing	139	1,000	36	500	500	500	
0303	Computer Operation Suppli	958	3,000	737	1,500	3,000	3,000	
0306	Cleaning/Janitor Supplies	6,667	7,300	5,088	7,300	7,300	7,300	
0308	Books and Periodicals	839	1,000	389	1,000	1,000	1,000	
0310	Gasoline & Oil	44,952	53,580	29,475	50,000	50,000	50,000	
0314	Building Maintenance Supp	27	0	0	0	0	0	
0316	Equipment Maint Supplies	0	210	0	0	0	0	
0319	Safety Supplies	16,472	14,600	18,784	20,000	16,500	16,500	
0320	Small Tools	1,525	720	552	720	720	720	
0326	Photography Supplies	1,233	2,000	992	2,000	2,000	2,000	
0333	All Other Supplies	6,543	6,630	4,076	6,630	6,630	6,630	
0343	Small Program Packages	846	3,500	0	3,500	1,600	1,600	
0344	Small Equipment	33,156	9,000	11,845	17,500	17,500	15,500	
0347	Small Computer Hardware	14,645	12,000	12,727	18,000	20,000	20,000	
	Supplies & Materials	**138,064**	**128,540**	**94,393**	**142,650**	**140,750**	**138,750**	**10,210**
	POLICE OPERATIONS	**5,678,366**	**5,903,545**	**4,138,721**	**5,862,250**	**6,057,480**	**5,983,040**	**79,495**
CAPITAL OUTLAY (2181-711)								
8105	Motor Vehicles	125	0	0	0	0	0	
8108	Office Furniture & Equip	0	2,000	299	2,000	3,000	2,000	
8113	Communication Equipment	0	4,050	0	0	0	0	
8114	Computer Software Outlay	0	5,804	7,000	7,000	0	0	
8115	Computer Hardware Outlay	3,960	9,150	1,088	9,150	9,150	9,150	
8133	All Other Equipment	2,200	13,400	0	13,400	13,850	10,650	
8191	Exec Adj/Undesignated	0	0	0	0	0	0	
	Capital Outlay	**6,285**	**34,404**	**8,387**	**31,550**	**26,000**	**21,800**	**(12,604)**
	CAPITAL OUTLAY	**6,285**	**34,404**	**8,387**	**31,550**	**26,000**	**21,800**	**(12,604)**
POLICE OPERATIONS/CAP OUTLAY		**5,684,651**	**5,937,949**	**4,147,108**	**5,893,800**	**6,083,480**	**6,004,840**	**66,891**
							Percent Budget Change	**1.13%**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Police	**Budget:** Police Firing Range
	Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

POLICE FIRING RANGE (2103-711)

Goals/Responsibilities:
Our firing range budget provides for use-of-force training in firearms, less lethal weapons, and other defensive tools. Our officers are trained to state standards and industry best practices to handle a full spectrum of force incidents, including active shooters. Many of our employees are also involved in providing crisis incident training to other agencies around the state and to students at Fox Valley Technical College. We are recognized as a leading training agency in the state by the Department of Justice, Training and Standards Bureau.

Activities:
- Range dry-fire exercises
- Range live-fire exercises
- Reloading and malfunction drills
- Simunition exercises
- SIRT training (non-live fire)
- Scenario and isolation exercises
- Active shooter team responses
- Moving target drills
- Movement and cover exercises
- Less-lethal force and changing force drills

2015/2016 Accomplishments:
- Obtained good utilization of facilities at FVTC Public Safety Training Center
- Utilized a privately-owned range at no cost
- Achieved an agreement for reduced cost of use of PSTC
- Achieved 100% on-time compliance with State's new firearms qualification standard

2017 Goals/Plans:
- Expand usage of PSTC facilities
- Maintain 100% compliance with State's new firearms standards
- Explore joint training opportunities with NMFR

Major Increases/Decreases in 2017 Budget Request:

None

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Police	**Budget:** School Liaison Program
	Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:
The Police School Liaison (PSL) program is our strongest partnership program. It provides educational and preventive opportunities for our children that reduce their involvement in drugs, gangs and crime. It also works to identify and prevent crimes against children. Our School Liaison program is perhaps our most successful program within the department.

Activities:
- Conduct daily foot patrols in school
- Provide classroom presentations
- Investigate and document crimes
- Act as juvenile law expert for department
- Monitor and enforce curfew violations
- Participate in school board meetings
- Testify in expulsion hearings
- Provide security at school events/games
- Respond to reports of crimes/disturbances in schools
- Conduct parking lot checks and school parking enforcement

2015/2016 Accomplishments:
- Supported/developed new high school liaison officer
- Selected new middle school liaison officer
- Promoted new supervisor over liaison program

2017 Goals/Plans:
- Assist new liaisons in their roles
- Transition to mobile MDC access in schools
- Continue to explore having a school liaison officer to serve the elementary schools

Major Increases/Decreases in 2017 Budget Request:

None

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Police	**Budget:** Police Crossing Guards
	Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

POLICE CROSSING GUARDS (2105-711)

Goals/Responsibilities:
The Crossing Guard Program manages the safe movement of pedestrian students through high-volume traffic locations before and after school.

Activities:
- Staff 15 regular locations twice per day
- Report violations to patrol
- Tabulate number of children crossing at each location
- Review crossing patterns for justification of positions

2015/2016 Accomplishments:
- Adjusted to new crossing patterns based on school redistricting
- Worked with City Engineer to ensure safe controls at key crossings, especially Main Street
- Conducted hiring process for additional guards

2017 Goals/Plans:
- Monitor traffic changes caused by detours, construction, etc. for impact on student safety
- Share information with the City Traffic Engineer to identify crossing guard locations that should be created/eliminated

Major Increases/Decreases in 2017 Budget Request:

No major changes

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Police	**Budget:** CSA/Animal Control
	Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

CSA/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:

The CSO program improves our ability to provide valued services to our community without increasing the size of our sworn or full-time staff. CSO duties are limited to those tasks that do not require a sworn officer. Additionally, we have found the CSO program is one of our best means of recruitment for sworn officer positions. Of our last eight hires, four were prior Neenah CSO's, and two were in similar positions at other cities. We intend to grow the program and further enhance our recruitment ability for the future.

The tragic targeting of police officers in Dallas, Baton Rouge, and other cities during 2016 has caused us to re-think whether we are inadvertently putting our CSO's at risk. They wear uniforms with patches that look like sworn officers. Their squad and their title has the word "Officer" in it. For their safety and clarity of their role, we are transitioning to the new title of Community Service Aide, or CSA. We will be changing their uniform to make it more obvious that they are not sworn officers. Other changes will also occur, but may be less evident.

Activities:

- Conduct station tours
- Complete reports for non-criminal incidents
- Investigate and document animal complaints
- Enforce parking regulations
- Distribute Aldermen packets
- Take lost/found property reports
- Manage found bike inventory
- Provide employment fingerprinting services
- Perform traffic control
- Assist at community events/parades
- Transport large property items to station
- Conduct vacation checks
- Enforce nuisance ordinances
- Assist disabled motorists

2015/2016 Accomplishments:

- Completed another year of code enforcement shared duties and overnight parking enforcement
- Hired many new personnel

2017 Goals/Plans:

- Complete transition to CSA title, including squad markings, uniform, etc.
- Expand the program to increase the number of employees
- Continue seeking ways to expand the duties of CSOs (CSAs)

Major Increases/Decreases in 2017 Budget Request:

- Temporary Wages (0103): $5,650 **increase** to expand the program and enhance sworn officer recruitment

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Police	**Budget:** K9 Program
Program: Public Safety	**Submitted by:** Kevin E. Wilkinson

K9 Program (2109-711)

Goals/Responsibilities:
The K9 program exists as an enhancement to the patrol effort. The K9 team is part of the regularly scheduled patrol force, and is responsible for responding to calls, conducting traffic enforcement, and investigating crimes and complaints just as any other patrol unit would do. The K9 program provides a unique tool for locating contraband, recovering evidence, controlling subjects and finding subjects.

Activities:
- Conduct drug searches during search warrant execution
- Conduct drug sniffs on traffic stops
- Conduct school searches
- Assist in clearing buildings and conducting large searches
- Participate in community events and public appearances
- Train with other K9 teams several times per month

2015/2016 Accomplishments:
- Conducted dozens of drug search/sniffs
- Completed a major methamphetamine seizure, which also led to the capture of a counterfeiting ring
- Assisted K9 handler in transition to new drug investigator role
- Participated in several public education/presentation opportunities

2017 Goals/Plans:
- Begin process and fundraising for the next K9 to replace Cedric upon his retirement (expected in 2018)

Major Increases/Decreases in 2017 Budget Request:

None, but we expect to replenish the K9 trust account through fundraising.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	95	360	200	360	360	360	
0207	Dues & Memberships	0	2,150	0	0	0	0	
0251	Rental	1,525	0	0	0	0	0	
	Contractual Services	**1,620**	**2,510**	**200**	**360**	**360**	**360**	**(2,150)**
0329	Targets & Ammunition	12,825	18,000	10,938	18,000	18,000	18,000	
0333	All Other Supplies	239	520	0	250	500	500	
0344	Small Equipment	574	750	756	900	750	750	
	Supplies & Materials	**13,638**	**19,270**	**11,694**	**19,150**	**19,250**	**19,250**	**(20)**
	POLICE FIRING RANGE	**15,258**	**21,780**	**11,894**	**19,510**	**19,610**	**19,610**	**(2,170)**
POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	135,397	153,490	94,900	151,260	149,660	149,660	
0104	Overtime Wages	26,910	25,000	18,201	25,000	25,500	25,500	
0110	Health Insurance	31,480	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	39,579	42,770	27,101	42,200	44,310	44,310	
0115	Training	1,155	1,890	1,390	1,890	1,890	1,890	
0117	Clothing Allowance	2,080	1,500	1,170	1,500	1,500	1,500	
0122	Travel Expenses	0	50	6	10	0	0	
	Personal Services	**236,601**	**256,180**	**166,375**	**253,340**	**254,340**	**254,340**	**(1,840)**
0202	Outside Printing	0	100	0	0	0	0	
0207	Dues & Memberships	0	50	0	50	50	50	
0213	Maint of Motor Vehicles	889	550	0	550	550	550	
0215	Maint of Radio Equipment	0	500	0	500	500	500	
0227	Cellular Telephone	1,542	1,210	572	1,000	1,210	1,210	
0235	Outside Software Services	0	0	0	0	2,400	2,400	
0236	Outside Services	34	50	0	0	0	0	
0255	IS Services / Internal	7,130	6,840	5,130	6,770	7,060	7,060	
0293	Maint Of Motor Veh/Fleet	576	1,200	58	500	1,200	1,200	
0294	Oil and Fluids/Fleet	0	400	57	200	400	400	
	Contractual Services	**10,171**	**10,900**	**5,817**	**9,570**	**13,370**	**13,370**	**2,470**
0310	Gasoline & Oil	502	940	195	400	940	940	
	Supplies & Materials	**502**	**940**	**195**	**400**	**940**	**940**	**0**
	POLICE SCHOOL LIAISON	**247,274**	**268,020**	**172,387**	**263,310**	**268,650**	**268,650**	**630**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SCHOOL CROSSING GUARDS (2105-711)								
0103	Temporary Wages	58,952	64,400	34,451	64,400	64,400	64,400	
0111	Fringes	3,592	3,770	2,017	3,770	2,940	2,940	
0117	Clothing Allowance	1,394	2,000	0	2,000	2,000	2,000	
	Personal Services	**63,938**	**70,170**	**36,468**	**70,170**	**69,340**	**69,340**	**(830)**
0204	Conferences & Meetings	23	50	66	70	70	70	
	Contractual Services	**23**	**50**	**66**	**70**	**70**	**70**	**20**
0333	All Other Supplies	1,072	900	0	900	900	900	
	Supplies & Materials	**1,072**	**900**	**0**	**900**	**900**	**900**	**0**
	SCHOOL CROSSING GUARDS	**65,033**	**71,120**	**36,534**	**71,140**	**70,310**	**70,310**	**(810)**
ANIMAL CONTROL (2107-711)								
0103	Temporary Wages	27,351	30,350	26,960	32,800	36,000	31,000	
0104	Overtime Wages	37	0	0	0	0	0	
0111	Fringes	1,403	1,480	1,315	1,480	1,640	1,640	
0117	Clothing Allowance	785	1,400	1,717	1,720	1,600	1,600	
	Personal Services	**29,576**	**33,230**	**29,992**	**36,000**	**39,240**	**34,240**	**1,010**
0213	Maint of Motor Vehicles	11	100	4	100	100	100	
0215	Maint of Radio Equipment	0	150	0	150	150	150	
0227	Cellular Telephone	169	160	71	160	160	160	
0236	Outside Services	12,761	15,000	9,563	15,000	15,000	15,000	
0238	Professional Services	0	500	0	0	500	500	
0293	Maint Of Motor Veh/Fleet	1,274	2,000	1,158	1,160	2,000	2,000	
0294	Oil and Fluids/Fleet	186	330	97	200	200	200	
	Contractual Services	**14,401**	**18,240**	**10,893**	**16,770**	**18,110**	**18,110**	**(130)**
0310	Gasoline & Oil	6,056	7,110	3,839	7,110	7,110	7,110	
0333	All Other Supplies	0	300	0	150	300	300	
0344	Small Equipment	0	150	0	150	150	150	
	Supplies & Materials	**6,056**	**7,560**	**3,839**	**7,410**	**7,560**	**7,560**	**0**
	COMMUN. SERV. OFFICERS/ ANIMAL CONTROL	**50,033**	**59,030**	**44,724**	**60,180**	**64,910**	**59,910**	**880**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
K-9 PROJECT (2109-711)								
0101	Salaries	3,012	3,000	2,146	3,000	3,000	3,000	
0111	Fringes	682	660	472	660	700	700	
0115	Training	1,067	0	49	50	0	0	
	Personal Services	**4,761**	**3,660**	**2,667**	**3,710**	**3,700**	**3,700**	**40**
0207	Dues & Memberships	0	70	0	70	70	70	
0213	Maint of Motor Vehicles	532	500	194	250	500	500	
0238	Professional Services	364	500	319	320	500	500	
0245	Insurance	113	120	0	120	120	120	
0293	Maint Of Motor Veh/Fleet	204	720	912	1,000	720	720	
0294	Oil and Fluids/Fleet	0	110	0	110	110	110	
	Contractual Services	**1,213**	**2,020**	**1,425**	**1,870**	**2,020**	**2,020**	**0**
0303	Computer Operation Suppli	0	30	0	0	0	0	
0308	Books and Periodicals	25	30	0	0	0	0	
0323	Dog Supplies	1,148	1,530	936	1,500	1,500	1,500	
0333	All Other Supplies	38	870	4	870	870	870	
	Supplies & Materials	**1,211**	**2,460**	**940**	**2,370**	**2,370**	**2,370**	**(90)**
8118	Other Facility Kennel	13	1,300	0	650	1,000	1,000	
8133	All Other Equipment	227	2,000	762	1,500	2,000	1,500	
	Contractual Services	**240**	**3,300**	**762**	**2,150**	**3,000**	**2,500**	**(800)**
	K-9 PROJECT	**7,425**	**11,440**	**5,794**	**10,100**	**11,090**	**10,590**	**(850)**
TOTAL POLICE DEPARTMENT		**6,069,674**	**6,369,339**	**4,418,441**	**6,318,040**	**6,518,050**	**6,433,910**	**64,571**
							Percent Budget Change	**1.01%**

NEENAH-MENASHA FIRE RESCUE

Department Head

Kevin Kloehn

Major Activities

Neenah-Menasha Fire rescue (NMFR) is dedicated to providing an exceptional quality of public service that ensures the safety and well-being of our communities. We are committed to protecting lives and property to help provide an exceptional quality of life for our citizens. NMFR responds to over 2,400 emergency calls for service annually. NMFR provides our citizens fire suppression, emergency medical services, special operations, and water/ice rescue and surface water rescue services. NMFR spends numerous hours training to prepare our firefighters with sk necessary to deal with the many hazardous conditions that occur when responding to emergencies. Fire prevention activities include 3,200 inspections annually, fire investigations, tank inspections and plan reviews. NMFR's award winning public education team reach over 12,000 people a year through open houses, safety fairs, parades, station tours/school visits and formal programs. The City of Neenah and City of Menasha share department costs based upon a four-factor formula.

The estimated City of Neenah share of departmental costs for 2017 is 59.29%.

Operating Budget Information/Number of Employees
(City of Neenah Share Only)

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$4,771,443	$4,846,860	$4,973,830	2.62%	$4,925,150	1.62%
No. of Employees (FTE)	40.60	40.60	40.60	0.00%	40.60	0.00%

Summary of Executive Recommendations on Variable Cost Options

	60.55%	*60.01%*	*59.29%*	*59.29%*	
Neenah/Menasha Fire Rescue Budge	**2015 Actual**	**2016 Approved**	**2017 Requested**	**2017 Proposed**	**Mayor's Comments**
Regular Overtime	$91,300	$72,010	$99,000	$81,230	Work to improve utilization.
Regular Overtime - Fringes (27%)	24,650	19,440	26,730	21,930	Work to improve utilization.
Schools/Training/Conferences/Meetings	9,620	9,370	9,260	9,260	Request justified.
Testing/Certification	0	0	3,560	2,960	Budget constraints.
Maintenance of Motor Vehicles	34,380	24,010	23,720	20,750	Newer engines.
Maintenance of Buildings	1,880	3,000	2,370	1,780	Small reduction-recent trends.
Maintenance of Operating Equipment	2,060	3,720	3,560	3,560	Small reduction-recent trends.
Outside Services	11,460	9,600	7,230	7,230	Reduction justified.
Professional Services	10,710	10,000	6,520	6,520	Reduction justified.
Tree Planting & Landscaping	330	1,320	1,300	710	Budget constraints.
Public Relations	1,790	2,520	3,550	3,000	Still includes 20% increase.
Safety Supplies	1,880	1,080	3,560	1,780	Small reduction-recent trends.
Small Equipment	1,940	4,270	4,150	3,660	Budget constraints.
Small Computer Hardware	370	360	350	350	Request justified.
Personal Protective Equipment	20,320	24,000	23,720	21,600	Budget constraints.
Training Supplies	620	1,200	1,180	1,180	Maintain 2016 level.
Office Furniture/Equipment (4 Stations)	1,030	1,500	1,480	1,480	Necessary upkeep.
Portable Radio Maintenance	3,430	2,400	4,150	3,600	Still includes 50% increase.
Computer Software	450	2,700	1,190	1,190	Request justified.
Computer Hardware	1,960	5,710	5,640	5,000	Budget constraints.
Firefighting Equipment/Hoses/Nozzles	10,060	12,000	11,860	11,860	Maintain equipment.
Household Purchases	2,840	3,000	2,960	2,960	Request justified.
Offsetting Revenues	0	0	0	(9,130)	Reduces net budget impact.

(over)

NEENAH-MENASHA FIRE RESCUE (cont.)

BUILDINGS (100% City of Neenah)	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Maintenance of Buildings	30,473	28,500	28,500	26,000	Budget constraints.
SPECIAL OPERATIONS RESPONSE TEAM (59.29% of Total Budget)					
Overtime	9,280	5460	7,110	6,600	Budget constraints.
Small Tools	90	300	300	300	Request justified.
Personal Protective Equipment	0	150	2,370	1,800	Budget constraints.
All Other Equipment	310	600	300	300	Request justified.
DIVING RESCUE PROGRAM (59.29% of Total Budget)					
Overtime	8,480	3,000	5,930	4,800	Budget constraints.
Schools/Training/Conferences/Meetings	580	890	2,370	2,370	Request justified.
All Other Equipment	260	990	980	980	Maintain 2016 level.
JOINT FIRE COMMISSION (59.29% of Total Budget)					
Advertising & Publication	1,510	1,500	1,480	1,480	Maintain 2016 level.
Outside Services	1,060	2,280	2,960	2,960	Maintain 2016 level.
SPECIAL RESERVES & ESCROW (59.29% of Total Budget)					
Non-Rep Wages (2% 1/1/17)	0	6,670	4,440	3,330	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	1,520	1,110	830	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	26,160	26,160	For potential changes in employee plan choices.
EMERGENCY GOVERNMENT (100% City of Neenah Cost)					
Schools/Training/Conferences/Meetings	0	450	450	450	Request justified.
Outside Services	971	750	750	750	Maintain 2016 level.
Small Equipment	0	50	50	50	Maintain 2016 level.
Total Executive Reductions Recommended				**$48,680**	

213,210	247,040	204,460	
53,110	85,260	79,160	
266,320	332,300	283,620	48,680
			48,680

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Mission Statement: Neenah-Menasha Fire Rescue consists of committed professionals whose mission is to provide the highest standard of service through fire suppression, prevention, education, emergency medical response, technical rescue and community interaction to preserve the quality of life and property for all of those within the Cities of Neenah and Menasha.

Core Values: Trust is the cornerstone of all relationships. We will continue to strive to build and earn trust both within the department and communities we serve. We will earn trust through:

Integrity: We are committed to the highest standard of moral and ethical conduct.
Dedication: We provide quality service through pride and professionalism.
Compassion: We support our neighbors in their time of need.
Teamwork: We work together to achieve common goals.
Tradition: We preserve and carry forward the legacy of those who honorably served before us.
Courage: We do what is right in the face of adversity.

Vision Statement: Our vision at Neenah-Menasha Fire Rescue is to have a positive, motivated, educated department. We strive to meet the community demands. We will accomplish this with an organized and defined structure. We encourage change, use resources to the full extent and work closely with outside agencies.

Activities: Our Department activities can be broken down into three major divisions.

Emergency Response: Emergency response includes many different types of calls. Below is a summary of the incidents we have for the past five years.

Please note our advanced skills services during EMS calls began expanding in 2014 and continues through 2016. Advanced skills are: Taking blood sugar readings, tourniquets, pulse oximeter readings (ability to detect carbon monoxide in the blood stream), advanced airway and delivery of Narcan during overdose calls. The Narcan service will begin in Fall of 2016.

Incident Types	**2015**	**2014**	**2013**	**2012**	**2011**
All Structure Fires	53	43	35	37	44
Residential	37	28	25	21	27
Other Fires	32	32	25	37	30
Total Fires	85	75	60	74	74
All EMS	1,563	1,588	1,518	1,595	1,711
Advanced Skills	55	14	0	0	0
Malicious, Mischievous	10	8	6	11	10
System Malfunction	61	74	70	55	64
Unintentional Activation	177	176	126	151	129
Other Alarms	30	36	30	27	1
Total False Alarms	**278**	**294**	**232**	**244**	**204**
Mutual aid, includes auto aid given	114	97	98	52	6
Haz Mat, includes CO, spills and leaks	114	127	156	142	191
All Other Incidents	288	217	217	228	233
Grand Total of Incidents	**2,442**	**2,398**	**2,283**	**2,335**	**2,419**

In addition to these services, we continue our automatic aid agreement with the City of Appleton. This agreement has proven beneficial for both Departments. Here is the five-year overview of calls between our two Departments:

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Automatic Aid Call Review

Year	Calls to City of Appleton	Calls to City of Menasha
2015	106	107
2014	79	88
2013	87	101
2012	67	56
Grand Total	**339**	**352**

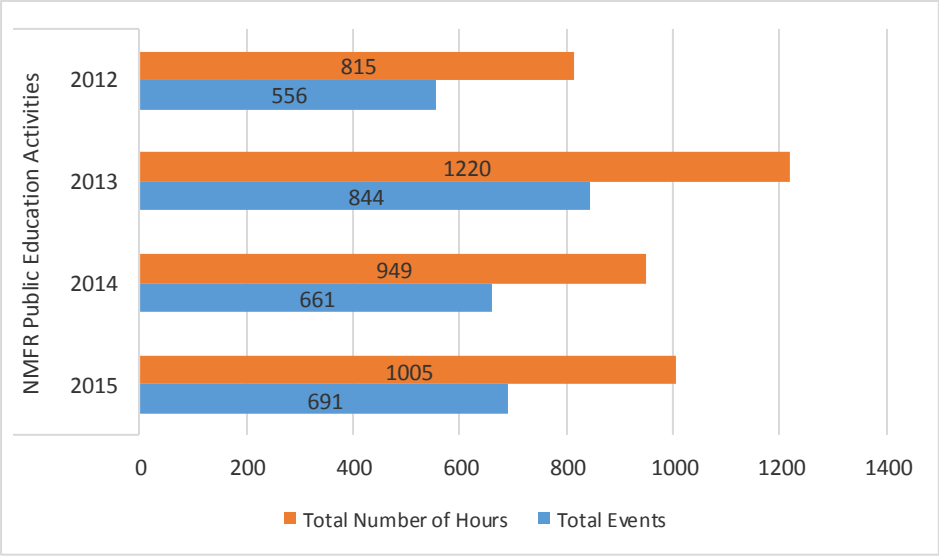
Training: Training is an important part of our Department as we need to continue to improve and/or maintain our skills. The past two years, we have hired five new firefighters which affected our normal training rotation. In 2016, with the addition of the two new advanced skills to be used during EMS calls, this required additional training before these two services could be implemented. We also purchased the Inforcer, forcible entry simulator that gives our staff realistic forcible entry scenarios that they will encounter in both emergency and non-emergency situations.

Some of our training includes, but is not limited to:

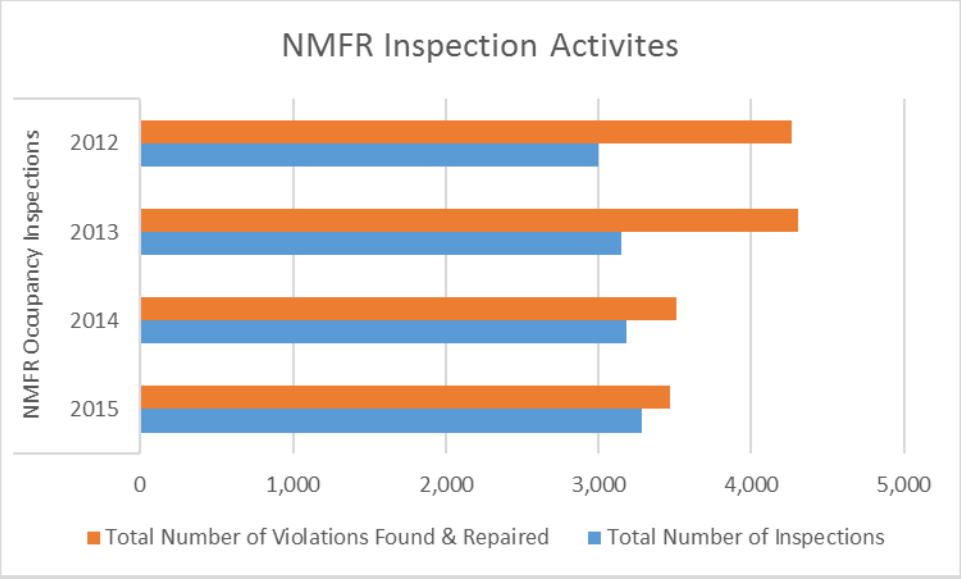
- Terrorism and weapons of mass destruction
- Shore based ice rescue
- Open water rescue
- Fire attack procedures for structure fires designed to increase safety for firefighters and trapped victims
- Advanced skills
- EMS skills
- Industrial training exercises
- Dive – open water and ice
- Vehicle extrication training
- Aerial (use of our aerial ladder on Q32)
- Forcible entry
- Mass casualty
- Advanced search & rescue procedures

Public Education/Prevention: Our Department is required, by Wisconsin Statute, to perform fire inspections for business and multi-family residential structures within our two cities. This is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2015, the City of Neenah's 2% dues was $74,779.57. In addition to our inspection activities, we continue with our pro-active fire prevention/public safety education and juvenile fire setter intervention programs.

NMFR Public Education Activities



CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn



Accomplishments:

- Administration transition with a new Chief and Deputy Chief.
- Re-certification for Emergency Medical Responder.
- Certified to administer Narcan.
- Certified to administer advanced airways.
- Certified to administer tourniquets.
- Implemented a Fire Officer academy to assist with succession planning for the future.
- Began a mentoring program for future Fire Officers.
- Secured alternative funding for our smoke alarm program.
- Worked with Cities of Neenah and Menasha Parks & Recreation Departments to implement a boat launch fee program as an alternate funding source for our Water Rescue service.
- Secured a cost sharing formula with the Neenah Police Department for the training/burn building prop. Each Department will share this prop for future training activities.
- Completed the final phase for completion of our Strategic Plan.
- Hired and trained four new firefighters.
- Put the new Engine 35 into service and sold the old reserve Pumper.
- Continued our Automatic Aid Agreement with Appleton Fire Department.
- Implemented a new supply ordering system within the Department which has created more efficiency.
- Administrative personnel completed Lean Training sessions.
- Began the implementation of using our records management system (Firehouse) to record maintenance and expenditures for all vehicles and major equipment.
- Worked with Gold Cross Ambulance to implement an alternative funding source for some of the supplies that we use on EMS calls.
- Completion of a Mass Casualty Training exercise with Gold Cross Ambulance.
- Began process of transitioning payroll to Executime and improving efficiency within the payroll process.
- Inventory of all equipment.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

2016/2017 Goals:

- Finalize our Strategic Plan and begin implementation of areas that need review/change.
- Continue with our Fire Officer Academy and mentoring programs as part of our succession planning.
- Goal setting and timeline for accomplishments.
- Improve communication with all City officials.
- Professional development of staff.
- Active shooter training in conjunction with area departments.
- Continue implementation of payroll transition to Executime and working on changes within our Records Management System to improve efficiencies.
- Explore opportunities with neighboring communities for contracted services.
- Develop a proactive budget planning process and move away from reactive budgeting for our department.
- Conduct a staffing study to have guidance for our staff and succession planning.
- Continue to review all processes within our Department and look for ways to improve efficiency.
- Conduct a facility needs assessment to review facility efficiencies or lack thereof.
- Have fire stations more visible to community/citizens.
- More presence in both Communities (i.e. attendance at community events, patronize local businesses, etc.)

Over the past 1 ½ years we have experienced many changes. This included the hiring of a new Chief and Deputy Chief. This change has brought the need to evaluate how our entire department operates and look for ways we can improve efficiencies, communication and effectiveness within our department. Within the first two weeks of my new position, the first area I began learning was our budget.

As DC Voss and I began to understand our budget, we felt it was important to meet with both Finance Directors Easker and Steeno to learn how our budget was created and what was involved in the budgeting process for both Cities. During this meeting, we all agreed there was a need to make changes within the way our budget is prepared and implemented. As a result of this meeting, you will see three major changes in 2017's budget. These include:

- Creation of new line items to have consistency of where things are budgeted and paid from versus coming from many different accounts.
- Decreases in other line items that may have really been a result of "transferring" money from where things were previously coded to be put into the new line item(s).
- Putting all water rescue services into one area within our budget versus only separating out the dive service we provide.

Please keep in mind, these changes may reflect an "increase" in the budget for the new line items. However, it may not always be an overall increase to the bottom line as we tried to transfer monies from the accounts where things may have been previously coded.

I believe in honest budgeting with consistency and transparency. The three changes that we made within our budget are a reflection of this. It was agreed to begin coding invoices to the proper accounts as of 7/1/16. However, due to the impending approval of boat launch fees, and understanding the history of all water rescue services we provide, we will begin this new process on 1/1/17.

I have been in my new position for three months and I continue to learn the administrative side of our department. If I come across more items that need to be changed, you will see that with future budgets. As we continue to review and understand the budget, items may need to be continued to be modified and you may see that in future budgets. It may take a couple of years to correct issues, but I am confident we can make these adjustments as the need arises.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Major Increases/Decreases in 2017 Operating Budget Request: Listed below are major increases/decrease $1,000 and over. Increases/decreases less than $1,000 are not listed below.

Salaries (0101): Increase of $168,390 per the City of Neenah Finance Department.

Overtime (0104): Increase of $47,000. Additional monies are needed for training of personnel and to maintain staffing levels. In 2017, there are 2-3 anticipated retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions. In the next 5-7 years, one-third of our department is eligible for retirement. Therefore, succession planning needs to begin immediately and this includes training of other staff members so we do not have all of the important knowledge of performing functions leave with the retiree.

Health Insurance (0110): Decrease of $168,360 per the City of Neenah Finance Department.

Fringes (0111): Increase of $197,470 per the City of Neenah Finance Department.

Test/Certification of Equipment (0116): Increase of $6,000. Monies are used for all mandatory annual testing of equipment. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Clothing Allowance (0117): Increase of $1,000. Increase is for potential new hires in 2017.

License Renewal (0118): Decrease of $9,750 re-certification of EMT, EMR and CPR training is bi-annual and this is not needed in 2017

Maintenance of PPE/SCBA (0209): Decrease of $1,800. To maintain consistency within our budget. Money will be used in other newly created accounts to maintain consistent budgeting.

Maintenance of Other Equipment (0211): Increase of $3,500. Monies are used for maintenance or repairs of other equipment such as extractors, Plymovent system and fitness equipment. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Maintenance of Joint Buildings (0214) Decrease of $1,000 based on actual needs anticipated in 2017.

Maintenance of Operating Equipment (0216): Decrease of $2,800. Money will be used in other newly created accounts to maintain consistent budgeting.

Maintenance of Software (0218): Decrease of $2,000, per the City of Neenah IS Department.

Electricity (0222): Decrease of $7,200 based on 2016 actual usage. A 0% increase was recommend by the City of Neenah Finance Department.

Outside Services (0236): Decrease of $3,800. $1,200 was transferred to Fire Commission “Outside Services” budget for the annual contract with FVTC that is used for our hiring process and for new employee physicals. Dark Fiber charges for Station 31 were reduced as the City of Neenah moved their servers to space previously used by FVTC.

Professional Services (0238): Decrease of $5,660. Some required testing for staff members who wear an SCUBA is bi-annual and not needed in 2017.

Liability Insurance (0246): Increase of $1,590 as recommended by the City of Neenah Finance Department.

Auto/Physical Damage Ins. (0247): Increase of $1,080 as recommended by the City of Neenah Finance Department.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Neenah City IS Services (0255): Increase of $4,680 based on information provided by City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of $4,000 as recommended by the City of Neenah Finance Department.

Public Relations/Services (0262): Increase of $1,800. Additional monies are needed due to the increased requests we receive for public education events in both cities and to be able to continue to maintain our public education programs in the elementary schools at the level we do.

Gasoline & Oil (0310): Decrease of $6,000. Based on 2016 usage. No increase was suggested by the City of Neenah Finance Department.

Safety Supplies (0319): Increase of $4,200. This line item is used for supplies needed for EMS calls and the increase is based on actual use. This line item has been underfunded the last couple of years by previous Administration. Within the past two years we have added on four advanced medical skills including the administration of Narcan.

Consumable Supplies (0325): Increase of $2,000. Monies are used for consumable supplies used during calls. We will attempt to bill back for large quantity usage (i.e. oil dry for chemical spills/leaks) to recoup some of our costs. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Small Equipment (0344): It will appear as a $2,000 decrease in this line item. However, $2,000 of this budget was transferred to fund the Small Equipment budget in the Water Rescue service.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Regional Special Operations Team
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Neenah-Menasha Fire Rescue Special Operations Team:

NMFR has been involved for many years in a joint collaboration with the Green Bay, Appleton and Oshkosh Fire Departments to provide Special Operations/Technical Rescue capabilities for our communities. NMFR has gained valuable training, as well as approximately $200,000 worth of vehicles and equipment. These funds have been provided by the State of Wisconsin through the Department of Homeland Security.

In 2011, the State of Wisconsin reviewed the Special Operations program and moved forward with one statewide team versus four regional teams. Working under a signed contract with the State of Wisconsin, NMFR personnel continue involvement with the State of Wisconsin/Wisconsin Emergency Management Rescue Team (Wisconsin Task Force 1). Their participation increases their level of knowledge, skills, and abilities, enabling them to bring those skills and provide this service at the local level**.** NMFR's involvement has continued. A 2-year contract was signed with the State of Wisconsin in 2016. The department now has six (6) members still participating with the WI-TF1.

Major Increases (Decreases) in 2017 Budget Request:

Overtime (0104): Increase of $2,900. Monies will be used for additional training for new members, maintain Wisconsin Task Force 1 training and to train with other departments. Please note that some of the monies spent on overtime are reimbursed by the State of Wisconsin.

PPE (0348): Increase of $3,750. Monies will be used to purchase required specialized gear for new members.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Water Rescue Services
	Program: Public Safety	**Submitted by:** Kevin Kloehn/Victor Voss

Although water/ice rescue has been a part of the fire services in Neenah and Menasha for over a decade, it continues to be improved upon. From the days of the Menasha Fire Department "hovercraft" and the Neenah Fire Department "Holmatro Board", we have provided water and ice rescue to the citizens and visitors to our local waterways.

A unique agreement with Winnebago County has been in place for over a decade where the county provides the water and ice boats to our department for us to use on Lake Winnebago and Little Lake Butte des Mort and we provide the rescuers. As a county resource we agreed to respond, as needed, throughout the county to assist the other water rescue departments. These boats are the safest and most appropriate platforms for our use to provide the services we offer. Without them housed in our station we would be unable to provide the services that we do.

There are a number of components to our water/ice rescue service. In the past, these services have been separated and represented differently. It is our intent to provide all aspects of water and ice rescue services. These include surface rescue, ice rescue, swift water rescue, dive rescue and shore based rescue. Each of these components are important for a complete rescue service. We are now including all of these services under one budget line item and you will find these in the "2479" area of our budget.

In 2017, an alternative funding source will begin implementation with the increase in boat launch fees in both cities. This alternative funding source will not be available for our use until 2018's budget. These monies will help with the maintenance and replacement of the specialized suits and equipment that is needed for all water rescue services while working in the harsh conditions.

All members of our department are trained at different levels of water rescue. Currently we have boat operator trainers, boat operators, surface water rescuers, divers, dive tenders and operations officers. Our department deploys this team at the appropriate level to achieve the best outcome for the victim.

Water rescue training is accomplished through both on-duty time and off-duty time. Routine operations training is done on-duty with a limited number of people. While this training is being done, one fire engine is taken out of service while the crew is out on the boat. During more complex operations, it is necessary to bring in off-duty personnel due to the negative impact using on-duty staff would create. Our goal is to provide as much training as possible during a shift when we can without disrupting the other services we provide on a day-to-day basis.

With the continued exploration of alternative funding sources for our water rescue services, 2017's budget reflects changes to put all water rescue service costs into one area. Please keep in mind, these changes include additional account code creations and may reflect an "increase". However, it may not always be an overall increase to the bottom line as we tried to transfer monies from the main operating budget accounts, where things may have been previously coded.

Major Increases/Decreases in 2017 Operating Budget Request:

Overtime (0104): Increase of $5,000. By combining all water rescue components into a single budget we will be able to more efficiently provide for additional organizational meetings and complex training. This includes boat operations, surface rescue, dive rescue, dive tender training, as well as, operations command and control for water rescue. We respond to over a dozen water rescue calls each year and typically make at least one save per incident. In 2016, we recognized a number of our firefighters with NMFR Unit Citations for their efforts in saving a life on Lake Winnebago.

Schools/Seminars/Training (0115): Increase of $2,520. Our desire is to provide training to members on the maintenance and use of equipment involved in water rescue. Some equipment requires a certification to perform the annual preventative maintenance. Currently, we have one person that is certified and our plan is to train at least two more people. Having personnel perform this maintenance will save money as we will not have to send this to an outside vendor for completion.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah-Menasha Fire Rescue	**Budget:** Water Rescue Services
Program: Public Safety	**Submitted by:** Kevin Kloehn/Victor Voss

Maintenance of PPE/SCUBA (0209): Increase of $2,000. This is a new line item for the 2017 budget. Previously, monies for this line item were used in the normal operating budget. Monies will be used for required annual testing of equipment and repairs for all equipment specific for all water rescue services.

Small Equipment (0344): Increase of $2,000. This is a new line item for the 2017 budget. Previously, these items were purchased from the Small Equipment line item in our operating budget. ***$2,000 was reduced from the main operating budget and transferred to this line item.*** Monies will be used for small equipment relating to our water rescue services.

PPE (0348): Increase of $3,500. This is a new line item for the 2017 budget to maintain consistency within our budget. Previously, these items were purchased from several different line items within our operating budget. Monies will be used for the purchase of personal protective gear needed for all water rescue services (i.e. PFD's, gloves, swift water dry suits, wet suits, ice suits, etc.)

Communication Equipment (8113): Decrease of $1,050. Reduction based on actual needs in 2017.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
	CAPITAL OUTLAY		
8108	Office Furniture & Equipment To replace old office/living furniture as necessary for the four stations. This remains the same as the 2016 budget. Total projected cost $2,500. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is used for budgeting purposes.	$1,483	$1,483
8113	Communication Equipment Monies are used fund the annual MDC warranty, monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of $3,000 for this line item as it was underfunded by previous Administration. Total projected cost is $7,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is used for budgeting purposes.	$4,150	$4,150
8114	Computer Software Outlay Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is $2,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is used for budgeting purposes.	$1,186	$1,186
8115	Computer Hardware Outlay To replace computers in 2016 upon failure or based on Neenah IS's recommendation and to fund the sequel server change over for Firehouse records management system. This project was to be done in 2016 but has been pushed back to 2017. Total projected cost $9,520. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is used for budgeting purposes.	$5,644	$5,644
8133	All Other Equipment These monies are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment, Total projected cost $20,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is used for budgeting purposes.	$11,858	$11,858
8149	Household Purchases This is requested by the Joint Finance & Personnel Committee to budget purchases, and repairs, that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Total projected cost is $5,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2016 percentage (59.29%) is	$2,965	$2,965

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	2,887,710	2,958,970	0	2,961,890	3,023,300	3,023,300	
0104	Overtime Wages	91,300	72,010	0	75,850	99,010	81,240	
0105	Reimbursement / Overtime	(3,310)	0	0	0	0	0	
0106	FLSA Overtime Wages	28,470	28,210	0	28,200	27,870	27,870	
0110	Health Insurance	643,660	645,220	0	539,370	537,660	537,660	
0111	Fringes	693,600	680,970	0	682,480	789,880	785,080	
0115	Schools/Seminars/Training	8,800	8,470	0	8,470	8,370	8,370	
0116	Test/Certification for Eq	0	0	0	360	3,560	2,960	
0117	Clothing Allowance	19,620	18,610	0	19,020	18,970	18,970	
0118	License Renewal	80	5,940	0	5,580	90	90	
0123	Auto Allowance	0	90	0	0	90	90	
0128	Empl Recognition Awards	850	480	0	480	520	520	
	Personal Services	**4,370,780**	**4,418,970**	**0**	**4,321,700**	**4,509,320**	**4,486,150**	**67,180**
0202	Outside Printing	540	330	0	330	470	470	
0203	Postage	410	250	0	250	390	390	
0204	Conferences & Meetings	820	900	0	900	890	890	
0206	Advertising & Publication	0	120	0	120	120	120	
0207	Dues & Memberships	280	720	0	560	1,030	1,030	
0209	Maintenance of PPE/SCBA	2,410	4,680	0	4,080	3,560	3,560	
0210	Maint of Computer Hardwre	750	780	0	740	770	770	
0211	Maint of Other Equipment	0	0	0	20	2,080	2,080	
0212	Maint of Office Equipment	0	60	0	0	0	0	
0213	Maint of Motor Vehicles	34,380	24,010	0	24,010	23,720	20,750	
0214	Maint of Buildings	1,880	3,000	0	1,800	2,370	1,780	
0215	Maint of Radio Equipment	2,060	3,720	0	2,820	3,560	3,560	
0216	Maint of Operating Equip	4,450	3,480	0	4,080	1,780	1,780	
0218	Maint of software	10,400	6,600	0	4,240	5,340	5,340	
0221	Telephone	5,350	5,100	0	5,520	5,400	5,400	
0222	Electricity	33,200	35,530	0	29,520	30,830	30,830	
0223	Natural Gas	13,110	16,200	0	16,200	16,010	16,010	
0224	Water & Sewer	6,450	7,320	0	7,320	7,230	7,230	
0226	Storm Water	1,670	1,860	0	1,860	1,840	1,840	
0227	Cellular Telephone	2,230	2,450	0	2,450	2,560	2,560	
0232	Auditing Services	1,140	1,020	0	1,020	1,040	1,040	
0236	Outside Services	11,460	9,600	0	8,400	7,230	7,230	
0237	Pest Control	240	600	0	600	350	350	
0238	Professional Services	10,710	10,000	0	7,600	6,520	6,520	
0241	Tree Planting & Landscape	330	1,320	0	1,320	1,300	710	
0242	Permits	10	90	0	20	20	20	
0246	Liability Insurance	18,120	19,540	0	19,710	20,250	20,250	
0247	Auto/Physical Damage Ins	8,440	9,240	0	7,090	9,770	9,770	
0252	Rental of Equipment	160	210	0	210	210	210	
0254	Printer / Copies	2,100	2,170	0	1,860	1,900	1,900	
0255	Neenah City I/S Services	72,920	77,810	0	77,110	79,650	79,650	
0256	Neenah City Finance Ser.	13,840	13,710	0	13,710	13,820	13,820	
0257	Neenah City H/R Services	21,190	24,000	0	24,000	26,090	26,090	
0262	Public Relations/Services	1,790	2,520	0	3,120	3,550	3,000	
0280	Neenah-Menasha FireRescue	0	0	3,614,310	0	0	0	
0292	FVTC Reimbursements	(4,850)	0	0	0	0	0	
0293	Maint of Motor Veh/Fleet	140	60	0	0	60	60	
0294	Oil and Fluids/Fleet	0	60	0	0	60	60	
0296	Maint of Equipment/Fleet	0	60	0	0	60	60	
	Contractual Services	**278,130**	**289,120**	**3,614,310**	**272,590**	**281,830**	**277,130**	**(11,990)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FIRE OPERATIONS (2301-712) cont.								
0301	Office Supplies	1,270	1,200	0	1,200	1,190	1,190	
0306	Cleaning/Janitor Supplies	6,390	7,200	0	7,200	7,120	7,120	
0308	Books and Periodicals	600	600	0	180	590	590	
0310	Gasoline & Oil	14,150	18,610	0	12,000	14,820	14,820	
0319	Safety Supplies	1,880	1,080	0	1,380	3,560	1,780	
0320	Small Tools	540	600	0	600	590	590	
0325	Consumable supplies	0	0	0	600	1,190	1,190	
0326	Photography Supplies	50	300	0	900	300	300	
0333	All Other Supplies	2,420	1,800	0	2,700	1,780	1,780	
0343	Small Program Packages	0	0	0	10	0	0	
0344	Small Equipment	4,270	5,400	0	5,400	4,150	3,660	
0347	Small Computer Hardware	370	360	0	300	350	350	
0348	Per Protective Equipment	20,320	24,000	0	24,000	23,720	21,600	
0350	Training Supplies	620	1,200	0	1,200	1,180	1,180	
	Supplies & Materials	**52,880**	**62,350**	**0**	**57,670**	**60,540**	**56,150**	**(6,200)**
	OPERATIONS	**4,701,790**	**4,770,440**	**3,614,310**	**4,651,960**	**4,851,690**	**4,819,430**	**48,990**
							Percent Budget Change	**1.03%**
CAPITAL OUTLAY (2301-712)								
8108	Office Furniture & Equip	1,030	1,500	0	1,200	1,480	1,480	
8113	Communication Equipment	3,430	2,400	0	3,120	4,150	3,600	
8114	Computer Software Outlay	450	2,700	0	1,800	1,190	1,190	
8115	Computer Hardware Outlay	1,960	5,710	0	910	5,640	5,000	
8133	All Other Equipment	10,060	12,000	0	12,000	11,860	11,860	
8149	Household Purchases	2,840	3,000	0	3,000	2,960	2,960	
	CAPITAL OUTLAY	**19,770**	**27,310**	0	**22,030**	**27,280**	**26,090**	**(1,220)**
OTHER								
9005	Revenue Offset	0	0	0	0	0	(9,130)	
	OTHER	**0**	**0**	**0**	**0**	**0**	**(9,130)**	**(9,130)**
FIRE OPERATIONS/CAPITAL OUTLAY		**4,721,560**	**4,797,750**	**3,614,310**	**4,673,990**	**4,878,970**	**4,836,390**	**38,640**
							Percent Budget Change	**0.81%**
FIRE STATION BUILDINGS (2304-712)								
0214	Maint of Buildings	30,473	28,500	13,687	26,500	28,500	26,000	
	Contractual Services	**30,473**	**28,500**	**13,687**	**26,500**	**28,500**	**26,000**	**(2,500)**
	FIRE STATION BUILDINGS	**30,473**	**28,500**	**13,687**	**26,500**	**28,500**	**26,000**	**(2,500)**
							Percent Budget Change	**-8.77%**
REG SPEC OPER RESP TEAM (2314-172)								
0104	Overtime Wages	9,280	5,460	0	9,200	7,110	6,600	
0105	Reimbursement / Overtime	(7,070)	0	0	(4,080)	0	0	
0111	Fringes	1,980	1,140	0	1,920	1,680	1,680	
	Personal Services	**4,190**	**6,600**	**0**	**7,040**	**8,790**	**8,280**	**1,680**
0216	Maint of Operating Equip	0	300	0	300	300	300	
	Contractual Services	**0**	**300**	**0**	**300**	**300**	**300**	**0**
0320	Small Tools	90	300	0	300	300	300	
0348	Per Protective Equipment	0	150	0	150	2,370	1,800	
0350	Training Supplies	50	150	0	150	300	300	
	Supplies & Materials	**140**	**600**	**0**	**600**	**2,970**	**2,400**	**1,800**
8133	All Other Equipment	310	600	0	600	300	300	
	Capital Outlay	**310**	**600**	**0**	**600**	**300**	**300**	**(300)**
	REG SPEC OPER RESP TEAM	**4,640**	**8,100**	**0**	**8,540**	**12,360**	**11,280**	**3,180**
							Percent Budget Change	**39.26%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	300	0	0	300	300	
0206	Advertising & Publication	1,510	1,500	0	340	1,480	1,480	
0236	Outside Services	1,060	2,280	0	4,490	2,960	2,960	
0261	Misc Expenditures	240	300	0	300	300	300	
	Contractual Services	**2,810**	**4,380**	**0**	**5,130**	**5,040**	**5,040**	**660**
	JOINT FIRE COMMISSION	**2,810**	**4,380**	**0**	**5,130**	**5,040**	**5,040**	**660**
							Percent Budget Change	**15.07%**
WATER RESCUE SERVICES								
0104	Overtime Wages	8,480	3,000	0	3,860	5,930	4,800	
0111	Fringes	1,710	760	0	980	1,400	1,400	
0115	Schools/Seminars/Training	580	890	0	890	2,370	2,370	
0118	License Renewal	0	0	0	180	0	0	
	Personal Services	**10,770**	**4,650**	**0**	**5,910**	**9,700**	**8,570**	**3,920**
0207	Dues & Memberships	0	0	0	360	0	0	
0209	Maintenance of PPE/SCBA	0	0	0	0	1,180	1,180	
0215	Maint of Radio Equipment	650	600	0	360	590	590	
0216	Maint of Operating Equip	230	900	0	1,510	890	890	
0261	Misc Expenditures	50	0	0	0	0	0	
	Contractual Services	**930**	**1,500**	**0**	**2,230**	**2,660**	**2,660**	**1,160**
0333	All Other Supplies	0	0	0	300	300	300	
0344	Small Equipment	0	0	0	0	1,190	1,190	
0348	Per Protective Equipment	0	0	0	0	2,070	2,070	
	Supplies & Materials	**0**	**0**	**0**	**300**	**3,560**	**3,560**	**3,560**
8113	Communication Equipment	0	990	0	0	350	350	
8133	All Other Equipment	260	990	0	0	980	980	
	Capital Outlay	**260**	**1,980**	**0**	**0**	**1,330**	**1,330**	**(650)**
	WATER RESCUE SERVICES	**11,960**	**8,130**	**0**	**8,440**	**17,250**	**16,120**	**7,990**
							Percent Budget Change	**98.28%**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	4,440	3,330	
0110	Health Insurance	0	0	0	0	26,160	26,160	
0111	Fringes	0	0	0	0	1,110	830	
		0	0	0	0	31,710	30,320	**30,320**
FIRE DEPARTMENT		**4,771,443**	**4,846,860**	**3,627,997**	**4,722,600**	**4,973,830**	**4,925,150**	**78,290**
							Percent Budget Change	**1.62%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2016	Estimate for 2016	For 2017
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	$92,960	$96,320	$94,000
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	81,600	81,370	81,770
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	81,720	81,330	81,730
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	70,550	70,830	71,070
Office Manager	Grade H3	1.00	Grade H3	1.00	43,300	45,470	45,710
Fire Officers	72,526 - 74,339	15.00	74,339 - 76,209	15.00	1,152,480	1,156,880	1,195,470
Mechanics	70,199 - 74,339	4.00	71,954 - 76,209	4.00	297,780	302,980	313,280
Assistant Inspectors	68,829 - 70,550	6.00	70,550 - 72,324	6.00	435,980	436,180	450,860
Shift Commanders	75,239 - 77,120	3.00	77,120 - 79,060	3.00	240,470	217,760	248,590
Drivers	67,653 - 69,344	12.00	69,344 - 71,088	12.00	860,080	860,300	888,460
Fire Fighters	42,372 - 66,959	23.00	43,431 - 68,643	23.00	1,486,790	1,490,900	1,546,120
Subtotal		68.00		68.00	$4,843,710	$4,840,320	$5,017,060
OTHER COMPENSATION							
Work in Other Classification	-		-		22,000	30,700	30,000
First Responders Pay	-		-		39,120	39,120	39,120
Accrued Wages	-		-		25,960	25,520	13,000
OVERTIME	-		-				
Operating Overtime	-		-		120,000	126,400	167,000
Special OPER Overtime	-		-		9,100	15,330	12,000
Diving Rescue Program	-		-		5,000	6,420	10,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	$5,111,890	$5,130,810	$5,335,180

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Emergency Management	**Budget:** Emergency Management
Program: Public Safety	**Submitted by:** Kevin Kloehn/Victor Voss

Goals/Responsibilities:

This program was started in 1984 to establish an Emergency Operations Center ("EOC") and to provide centralized guidance in case of a disaster in the City. Currently, the Neenah Police Department Community Room is utilized as our first option for the EOC in the City of Neenah. Our department is responsible for managing the EOC's in both of the Cities of Neenah and Menasha. It was decided that each of the EOC's would serve as backup for each other and serve as the secondary backup site for each community. The EOC for the City of Neenah is the Community Room at the Neenah Police Department and the EOC for the City of Menasha is in the basement of the Public Services Building that houses both the Menasha Police Department and our fire station. We also have the ability to request Winnebago County Emergency Management to open an EOC at the Sheriff's Department and/or bring their mobile command post to the emergency scene.

2017 Goals/Plans:

1. Hold a tabletop & functional exercise.
2. Hold a multi-agency/multi-jurisdictional training exercise.
3. Evaluate the space at the City of Neenah's Training Center for consideration of moving Neenah's EOC operations to this area and the Neenah Police Station would serve as a back-up facility.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
OPERATIONS (2519-713)								
0115	Schools/Seminars/Training	0	450	0	0	450	450	
	Personnel Services	**0**	**450**	**0**	**0**	**450**	**450**	**0**
0207	Dues & Memberships	0	20	0	0	20	20	
0236	Outside Services	971	750	560	560	750	750	
	Contractual Services	**971**	**770**	**560**	**560**	**770**	**770**	**0**
0301	Office Supplies	0	100	0	750	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0333	All Other Supplies	0	200	0	200	200	200	
0344	Small Equipment	0	50	0	0	50	50	
	Supplies & Materials	**0**	**400**	**0**	**950**	**400**	**400**	**0**
8113	Communication Equipment	223	0	0	0	0	0	
	Capital Outlay	**223**	**0**	**0**	**0**	**0**	**0**	**0**
	EMERGENCY GOVERNMENT	**1,194**	**1,620**	**560**	**1,510**	**1,620**	**1,620**	**0**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
OTHER PUBLIC SAFETY								
POLICE COMMISSION (2520-713)								
0203	Postage	0	500	6	50	50	50	
0206	Advertising & Publication	0	400	0	0	400	400	
0236	Outside Services	10,926	7,000	7,544	7,550	7,500	7,000	
0261	Misc Expenditures	348	200	0	0	200	200	
	Contractual Services	**11,274**	**8,100**	**7,550**	**7,600**	**8,150**	**7,650**	**(450)**
	POLICE & FIRE COMMISSION	**11,274**	**8,100**	**7,550**	**7,600**	**8,150**	**7,650**	**(450)**
PENSION PLAN CONTRIBUTION (2523-713)								
0261	Misc Expenditures	14,920	14,920	9,946	14,920	14,920	14,920	
	Contractual Services	**14,920**	**14,920**	**9,946**	**14,920**	**14,920**	**14,920**	**0**
	PENSION PLAN CONTRIBUTION	**14,920**	**14,920**	**9,946**	**14,920**	**14,920**	**14,920**	**0**
EMERGENCY GOVERNMENT AND OTHER PUBLIC SAFETY		**27,388**	**24,640**	**18,056**	**24,030**	**24,690**	**24,190**	**(450)**
							Percent Budget Change	**-1.83%**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Other Public Safety
Program: Public Safety	**Submitted by:** K. Wilkinson/M. Easker

POLICE COMMISSION

Continue to perform all duties and responsibilities of the Police Commission as per Wisconsin law. Continue efforts to select (test, interview, etc.) candidates for Police Department as needed. Hear Police employee grievances as specified in Wisconsin law. Policy determination as needed. Update Police Department candidate lists as candidates were needed.

PUBLIC SAFETY PENSION PAYMENT

Annual charge for (62.13) Police and Fire Pensioners. This program is now administered by the State. Costs are billed on the basis of benefits paid. Presently, two former employees and/or beneficiaries are receiving payments. No active employees who participate in this program remain on the City payroll. 2017 costs are projected at a benefit level for two recipients. Future years' costs will gradually decrease as the number of living pensioners/beneficiaries declines.

DEPARTMENT OF PUBLIC WORKS AND UTILITIES

Department Head

Gerry Kaiser

Major Activities

The Department is responsible for the administration of all City engineering and provides supervision of all design, maintenance, repair and construction of streets, storm sewers and drainage facilities, sanitary sewers and lift stations, traffic control devices, street lighting, City buildings and structures, as well as all machinery, equipment and property used in any activity under department control. Certain activities under the control of Public Works (Sanitary Sewer Utility, Storm Water Utility, Fleet Management) are located in the last two sections of the Executive Budget.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	$3,960,801	$4,041,980	$4,016,300	-0.64%	$3,998,100	-1.09%
No. of Employees (FTE) - All Funds	41.75	41.75	41.75	0.00%	41.75	0.00%

18,200

Summary of Executive Recommendations on Variable Cost Options

ADMINISTRATION/ENGINEERING	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$13,399	$15,200	$10,800	$10,800	Maintain 2016 level.
Schools/Training/Conferences/Meetings	1,967	1,350	500	500	Reduction justified.
Outside Services	0	200	200	200	Maintain 2016 level.
Professional Services	250	1,000	1,000	500	Small reduction-recent trends.
Small Program Packages	0	500	500	250	Small reduction-recent trends.
Small Computer Hardware	93	100	200	200	Increase justified.
Office Furniture & Equipment	0	100	100	100	Maintain 2016 level.
Computer Software Outlay	0	500	500	300	Small reduction-recent trends.
Computer Hardware Outlay	0	500	500	300	Small reduction-recent trends.
Other Equipment	0	100	100	100	Maintain 2016 level.

(over)

DEPARTMENT OF PUBLIC WORKS AND UTILITIES (cont.)

OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Overtime	63,911	69,000	73,900	70,000	Budget constraints.
Temporary Wages	6,551	6,600	8,700	8,700	Maintain 2016 level.
Schools/Training/Conferences/Meetings	781	600	600	600	Request justified.
Outside Services - Tullar Garage	4,857	3,500	5,000	4,500	Budget constraints.
Outside Services - Cecil St. Garage	1,594	200	200	200	Reduction justified.
Outside Services - Refuse Collection	6,585	1,300	1,300	1,300	Maintain 2016 level.
Tipping Fees - Refuse Collection	262,644	266,000	273,000	273,000	$1 per ton increase.
Commercial Dumpsters - Refuse Coll.	80,106	60,000	67,000	67,000	Per contract.
Large Item Dumpster Pulls - Refuse Coll	40,783	36,000	36,000	36,000	Maintain 2016 level.
Outside Serv.-San. Sewers/Lift Stations	32,650	36,000	30,000	30,000	Reduction justified.
Prof. Services-San. Sewers/Lift Stations	190	2,000	2,000	1,500	Budget constraints.
Equip. Rental-San. Sewers/Lift Stations	0	4,000	2,000	1,500	Budget constraints.
Outside Services - TV San. Sewer Insp.	46,420	45,000	45,000	45,000	Maintain 2016 level.
Prof. Services - TV San. Sewer Insp.	0	1,000	1,000	1,000	Maintain 2016 level.
Equip. Rental - TV San. Sewer Insp.	0	2,000	2,000	1,500	Budget constraints.
Outside Services - Street Maintenance	45,477	45,000	60,000	55,000	Still includes 20% increase.
Outside Services - Snow & Ice Removal	2,309	3,500	3,500	3,500	Maintain 2016 level.
Outside Services - Traffic Control	37,329	45,000	50,000	45,000	Maintain 2016 level.
Electricity-Street Lights/2016=est actual	593,037	568,400	569,000	569,000	Based on current usage.
Outside Services - Street Lighting	1,987	5,000	4,000	4,000	Maintain 2016 level.
Small Equipment	2,922	1,750	1,750	1,750	Maintain 2016 level.
Office Furniture & Equipment	0	350	350	350	Maintain 2016 level.
Communication Equipment	100	1,500	1,000	750	Small reduction-recent trends.
Maintenance Equipment	2,275	3,500	3,500	3,000	Small reduction-recent trends.
All Other Equipment	406	1,500	1,500	1,100	Small reduction-recent trends.
Total Executive Reductions Recommended				**$18,200**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Public Works	**Budget:** Public Works
	Program: Public Works	**Submitted by:** Gerry Kaiser

DEPARTMENT OF PUBLIC WORKS

Goals/Responsibilities:
Provides engineering, maintenance, public services and technical advice on a variety of projects.

Activities:
Technical consultation with other government units.

Design, manage construction, maintain and repair:
- streets
- curb and gutter
- sidewalks
- bridges
- traffic control devices
- storm sewers and ponds
- sanitary sewers
- City buildings and structures
- related machinery and equipment
- street lights

Public services include:
- garbage and refuse collection
- recycling
- snow removal
- street cleaning
- yard waste collection
- wastewater transmission
- storm water transmission
- traffic operations

Maintain records for:
- real property owned by City
- property maps

2016 Accomplishments:
- Replaced sanitary sewer main and resurfaced Henry St.
- Replaced utilities and reconstructed Franklin Av, Columbian Av, Lincoln St, and Higgins Av.
- Constructed curb/gutter streets in the Castle Oak I subdivision.
- Implemented traffic signal upgrades identified in the 2016 CIP.
- Arranged a new contract for the commercial dumpster program.
- Completed conversion of city-owned street lighting to LED fixtures.
- Completed review of sidewalk installation criteria.
- Evaluated operations of the Tullar Garage drop-off site.
- Started review of options to replace special assessments for street and sidewalk construction.

2017 Goals/Plans:
- Complete review of options to replace special assessments for street and sidewalk construction.
- Continue progress on the elimination of inflow and infiltration.
- Replace utilities and reconstruct streets identified in 2017 CIP.

Major Increases/Decreases in 2017 Budget Request:
- Assumed Recycling Special Charge in combination with State aid and City share of commodity sales revenue will generate enough revenue to pay for all recycling related expenses.
- Assumed street sweepings will be taken to the Winnebago County Landfill.

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	574,219	588,010	433,878	605,430	597,590	597,590	
0102	Full Time Hourly Wages	668,826	663,760	439,468	621,590	626,560	626,560	
0103	Temporary Wages	19,950	21,800	18,013	18,530	19,500	19,500	
0104	Overtime Wages	63,969	69,000	44,972	67,950	73,900	70,000	
0110	Health Insurance	369,833	375,240	267,874	379,840	372,860	372,860	
0111	Fringes	288,184	301,340	210,004	296,520	294,660	294,660	
0115	Schools/Seminars/Training	2,331	1,250	661	870	400	400	
0117	Clothing Allowance	12,330	12,500	11,613	11,620	12,500	12,500	
0118	License Renewal	200	650	491	660	480	480	
0123	Auto Allowance	0	100	0	100	100	100	
0124	Meal Allowance	1,175	2,180	658	1,680	1,680	1,680	
0127	DOT Emp Notification Prog	0	110	0	80	80	80	
0128	Empl Recognition Awards	825	260	100	260	20	20	
	PERSONAL SERVICES	**2,001,842**	**2,036,200**	**1,427,732**	**2,005,130**	**2,000,330**	**1,996,430**	**(39,770)**
CONTRACTUAL SERVICES								
0202	Outside Printing	426	700	481	630	600	600	
0203	Postage	717	1,020	907	1,020	1,020	1,020	
0204	Conferences & Meetings	417	700	225	500	700	700	
0206	Advertising & Publication	243	420	167	320	320	320	
0207	Dues & Memberships	65	150	20	120	130	130	
0208	Maint of Office Equipment	0	200	0	200	200	200	
0212	Maint of Motor Vehicles	92	2,350	4	2,350	2,350	2,350	
0213	Maintenance of Building	19,256	27,000	17,757	27,000	27,000	27,000	
0214	Maint of Radio Equipment	0	100	0	100	100	100	
0215	Maint of Operating Equip	10,423	9,200	5,526	9,390	9,000	9,000	
0216	Maint of Traffic Equip	11,145	10,000	3,630	8,000	10,000	10,000	
0217	Maintenance of Software	5,810	7,130	9,684	9,800	8,340	8,340	
0218	Telephone	5,514	3,230	2,759	3,930	3,930	3,930	
0221	Electricity	668,658	648,510	377,169	646,290	647,890	647,890	
0222	Natural Gas	14,455	22,970	7,753	18,470	18,470	18,470	
0223	Water & Sewer	21,480	16,950	8,881	16,800	16,800	16,800	
0224	Storm Water	9,282	9,320	6,962	9,320	9,320	9,320	
0226	Cellular Telephone	4,839	4,100	2,494	3,850	3,850	3,850	
0227	Outside Software Services	335	0	0	0	0	0	
0236	Outside Services	179,208	184,700	111,653	181,770	199,200	188,700	
0237	Pest Control	432	450	257	400	400	400	
0238	Professional Services	190	4,000	0	3,500	4,000	3,000	
0242	Permits	110	250	20	200	250	250	
0243	Tipping Fees	262,644	266,000	157,010	266,000	273,000	273,000	
0244	Commercial Dumpsters	80,106	60,000	50,402	65,000	67,000	67,000	
0245	License Fees	187	700	769	790	800	800	
0249	Large Dumpster Item Pulls	40,783	36,000	17,034	36,000	36,000	36,000	
0252	Rental	1,116	1,200	0	0	0	0	
0254	Rental of Equipment	0	6,000	0	4,000	4,000	3,000	
0255	Printer / Copies	4,254	4,280	3,218	4,570	4,710	4,710	
0293	IS Services / Internal	66,070	69,190	51,893	65,870	65,710	65,710	
0294	Maint of Motor Veh/Fleet	184,351	177,550	155,428	190,170	188,600	188,600	
0295	Oil and Fluids/Fleet	11,162	12,250	9,094	13,390	13,380	13,380	
0296	Maint of Radio Eq/Fleet	0	30	0	0	0	0	
0297	Maint of Oper Equip/Fleet	47,406	63,350	23,639	53,420	60,420	60,420	
	CONTRACTUAL SERVICES	**1,651,176**	**1,650,000**	**1,024,836**	**1,643,170**	**1,677,490**	**1,664,990**	**14,990**

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0302	Office Supplies	725	890	456	890	890	890	
0303	Inhouse Printing	40	60	39	60	60	60	
0305	Computor Oper supplies	0	400	0	200	200	200	
0306	Chemicals	0	500	0	500	500	500	
0308	Cleaning/Janitor Supplies	2,233	2,020	1,665	2,020	2,020	2,020	
0310	Gasoline & Oil	73,599	103,820	47,556	88,900	91,770	91,770	
0311	Motor Vehicles Maint. Sup	606	670	0	670	670	670	
0314	Building Maint Supplies	1,894	2,000	2,245	2,300	2,000	2,000	
0316	Land Maintenance Supplies	450	0	0	0	0	0	
0317	Equipment Maint. Supplies	2,008	4,000	1,059	3,700	4,400	4,400	
0318	Traffic Maint. Supplies	13,051	19,000	9,352	16,000	19,000	19,000	
0319	Safety Supplies	3,602	3,200	2,221	3,280	3,200	3,200	
0320	Small Tools	1,926	1,320	920	1,540	1,220	1,220	
0324	Traffic Paints	1,835	3,000	1,241	2,500	3,000	3,000	
0326	Sign Materials	22,593	17,000	24,069	24,070	17,000	17,000	
0327	Calcium Chloride	1,504	4,000	0	0	4,000	4,000	
0330	Sand Gravel Hot/Cold Mix	21,467	20,350	19,566	20,590	25,300	25,300	
0331	Salt & Stone Chips	116,378	125,250	107,351	108,250	115,250	115,250	
0332	All Other Supplies	13,785	12,350	10,781	14,140	12,500	12,500	
0333	Manhole/Catch Basin/Pipe	1,229	1,000	1,113	1,120	1,100	1,100	
0334	Tires & Tire Maintance	20,308	19,300	15,051	19,390	20,300	20,300	
0339	Small Program Packages	0	500	0	500	500	250	
0343	Small Equipment	2,922	1,750	720	1,750	1,750	1,750	
0344	Shop Supplies	175	200	142	200	200	200	
0345	Maint of Lift Station	2,644	5,000	1,700	4,000	4,000	4,000	
0346	Small Computer Hardware	574	350	54	100	200	200	
	SUPPLIES & MATERIALS	**305,548**	**347,930**	**247,301**	**316,670**	**331,030**	**330,780**	**(17,150)**
CAPITAL OUTLAY								
0349	Office Furniture & Equip.	0	350	0	350	350	350	
0350	Communication Equipment	100	1,500	337	1,000	1,000	750	
0351	Computer Software Outlay	0	500	0	500	500	300	
0352	Computer Hardware Outlay	0	500	0	500	500	300	
8115	Maintenance Equipment	2,275	3,500	0	3,500	3,500	3,000	
8116	All Other Equipment	406	1,500	0	1,500	1,600	1,200	
	CAPITAL OUTLAY	**2,781**	**7,850**	**337**	**7,350**	**7,450**	**5,900**	**(1,950)**
	TOTAL PUBLIC WORKS	**3,961,347**	**4,041,980**	**2,700,206**	**3,972,320**	**4,016,300**	**3,998,100**	**(43,880)**
							Percent Budget Change	**-1.09%**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

2017 PUBLIC WORKS STAFF

Engineering/Administration	
1	Director of Public Works
1	Civil Engineer III
1	Civil Engineer II
1	Traffic Engineer
1	Engineering Technician I
1	Construction Inspector/Engineering Aide
1	Office Manager
7	TOTAL

Operations	
1	Public Works Superintendent
1	Assistant Public Works Superintendent
0.75	Records/Data Entry Clerk
15	Street Crew
1	Traffic Maintenance Worker
10	Sanitation Crew
0.5	Building Attendant
29.25	TOTAL

Three crewmen have been cross-trained in traffic maintenance and can be allocated to traffic work as the workload demands.

Fleet Maintenance	
1	Fleet Maintenance Superintendent
4	Mechanics
0.5	Shop Attendant
5.5	TOTAL

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Public Works Operations
	Program: Public Works	**Submitted by:** Gerry Kaiser

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of Public Works	Grade S3	1.00	Grade S3	1.00	89,700	89,700	90,460
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	77,150	77,150	78,230
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	66,210	81,500	68,500
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	65,990	65,990	66,550
Traffic Engineer		-	Grade L3	1.00	0	15,260	55,170
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	57,560	57,560	58,140
Civil Engineer I	Grade J3	1.00	Grade J3	-	49,260	35,550	0
Engineering Technician I	Grade I3	1.00	Grade I3	1.00	57,520	57,520	57,740
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	50,890	50,890	51,080
Office Manager	Grade G3	1.00	Grade G3	1.00	48,490	48,490	48,800
Traffic Maintenance Foreman	Grade G4	1.00	Grade G4	1.00	55,840	55,980	56,850
Crewman	Grade F4	15.00	Grade F4	15.00	752,520	701,870	723,520
Sanitation Worker	Grade E4	10.00	Grade E4	10.00	366,870	355,310	349,930
Garage Attendant	Grade F4	0.50	Grade F4	0.50	23,040	23,040	23,130
(shared w/ Fleet Management)							
Subtotal		35.50		35.50	$1,761,040	$1,715,810	$1,728,100
PART-TIME							
Garage Secretary (1,560 Hours)	13.65/hr	0.75	13.65/hr	0.75	22,780	22,780	22,920
OTHER COMPENSATION							
Accrued Wages	-		-		6,670	6,670	0
Work in Other Class	-		-		21,000	21,000	21,000
Overtime / Operations	-		-		102,120	105,740	111,150
Overtime / Community Fest	-		-		1,400	810	800
TEMPORARY							
Operations	8.00-9.25/hr		8.25-9.75/hr		13,000	16,240	16,000
Administration	8.00-9.25/hr		8.25-9.75/hr		15,200	12,490	10,800
Public Weed Cutting	8.00-9.25/hr		8.25-9.75/hr		5,000	6,000	6,000
Traffic Control	8.00-9.25/hr		8.25-9.75/hr		0	0	2,700
Fleet Management Employees	-		-		20,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		204,260	185,690	187,450
City-Wide Forestry Wages	-		-		82,990	100,600	90,600
Storm Water Management	-		-		305,230	292,800	312,600
Parking	-		-		25,810	26,440	26,000
TOTAL	XXX	36.25	XXX	36.25	$1,968,210	$1,927,540	$1,939,470

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

PAGE REFERENCE COMMENTS	ACCOUNT DETAIL	PUBLIC WORKS DEPARTMENT	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
150	153	Engineering	696,497	717,180	518,721	720,570	716,680	715,930	(1,250)
150	153	Capital Outlay-Engineering	55	1,200	0	1,200	1,200	800	(400)
151	154	Tullar Garage	444,113	451,480	340,854	472,730	454,030	453,530	2,050
151	155	Cecil Street Garage	14,691	17,690	9,817	16,880	16,860	16,860	2,050
152	155	Refuse Garbage Collection	671,409	640,930	426,012	631,390	642,190	642,190	1,260
152	156	Sanitary Sewers/Lift Station	300,353	310,590	185,024	272,690	275,610	274,610	(35,980)
153	156	T-V Sewer Insp. & Sealing	55,887	53,770	3,888	53,760	53,760	53,260	(510)
153	157	Repair of Streets	427,477	377,500	286,111	377,170	400,660	395,660	18,160
153	157	Snow & Ice Removal	398,770	516,520	323,097	487,810	516,190	512,290	(4,230)
154	158	Weed Cutting	41,528	47,230	35,341	44,820	45,430	45,430	(1,800)
154	158	Traffic Control	300,176	311,810	223,152	293,110	299,800	294,800	(17,010)
155	158	Street Lighting	602,590	583,370	340,426	585,310	582,980	582,980	(390)
155	159	Capital Outlay - P.W. Equip.	2,726	6,650	337	6,150	6,250	5,100	(1,550)
155	159	DPW Services - Interdept.	5,075	6,060	7,426	8,730	4,660	4,660	(1,400)
		TOTAL PUBLIC WORKS	**3,961,347**	**4,041,980**	**2,700,206**	**3,972,320**	**4,016,300**	**3,998,100**	**(43,880)**
								Percent Budget Change	**-1.09%**

	PUBLIC WORKS REVENUES:						
	Special Service Charges	10,985	13,100	10,230	13,360	13,600	13,600	
	Sanitation Service Charges	84,960	59,000	53,968	59,000	62,000	62,000	
	Street/Highway Serv. Charges	72,908	44,100	39,795	41,010	35,300	35,300	
	Rental Revenue	7,564	7,500	6,328	7,900	7,800	7,800	
	TOTAL REVENUES	**176,417**	**123,700**	**110,321**	**121,270**	**118,700**	**118,700**	**(5,000)**
							Percent Budget Change	**-4.04%**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Engineering
(010-3501-731)

Goals/Responsibilities:
The staff is responsible for a wide variety of activities including:
- Design, manage, and provide construction staking and inspection for City infrastructure including streets, sanitary and storm sewers, sidewalks and trails, and water main.
- Calculate, bill and track payment for special assessments and enterprise funds.
- Manage traffic, fleet, urban forest, sanitation and recycling activities.
- Review requests to excavate in street right-of-way.
- Provide technical support for maintenance of City buildings, parking lots and ramps.
- Provide technical support for other City departments
- Identify and pursue project funding sources.

2016 Accomplishments:
- Designed and managed the utility and pavement construction projects in accordance with 2016 CIP.
- Updated sanitary sewer and storm sewer system information in the GIS.
- Continued inflow/infiltration work and identified areas of concern for 2017.
- Revised Street Use Permit process.
- Updated official traffic maps.
- Developed sidewalk installation criteria.
- Started evaluation of alternatives to current special assessment project funding.

2017 Goals/Plans:
- Continue inflow/infiltration reduction work.
- Design and manage utilities replacement, street reconstruction, and pedestrian routes as listed in the CIP.
- Finalize evaluation of alternatives to current special assessment project funding.

Major Increases (Decreases) in 2017 Budget Request:
None.

Public Works - Administration
Capital Outlay
(010-3581-731)

Goals/Responsibilities:
Purchase small tools, equipment, and office furniture as needed to maintain an efficient work environment.

2016 Accomplishments:
Purchased equipment as per budget.

2017 Goals/Plans:
Purchase equipment as per budget.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Municipal Garage
(010-3701-732)

Goals/Responsibilities:
Manage and maintain the facility.

2016 Accomplishments:
- Continued to evaluate all areas of activity to insure the highest efficiency.
- Resurfaced floors in north and south vehicle storage bays.
- Maintained buildings and grounds.

2017 Goals/Plans:
- Continue to explore ways to increase productivity.
- Maintain building and grounds.

Major Increases (Decreases) in 2017 Budget Request:
None.

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:
Manage and maintain facility.

2016 Accomplishments:
- Continued use as a cold storage facility for City and community groups.
- Continued rental contract with Kids Kart Club and Youth-Go.
- Maintained buildings and grounds.

2017 Goals/Plans:
- Continue use as a cold storage facility for City and community groups.
- Continue rental contract with Kids Kart Club and Youth-Go.
- Review rental agreements with tenants.
- Maintain buildings and grounds.

Major Increases (Decreases) in 2017 Budget Request:
None.

Refuse/Garbage Collection
(010-4101-733)

Goals/Responsibilities:
Provide cost effective collection and disposal of refuse, garbage and recyclable materials.

2016 Accomplishments:
- Arranged new contract for the commercial dumpster program.
- Continued to bill 100% of cost of commercial dumpster program to participants.
- Evaluated conversion to an automated refuse collection program.
- Updated Recycling Guide to include all recent changes.
- Staffed drop-off center full-time from May through October and part-time in April and November.
- Closed drop-off center in January and February.
- Implemented trial of Sunday drop-off site hours.
- Continued to encourage “pair-up” to reduce refuse collection costs.

Refuse Garbage Collection continued
(010-4101-733)

2017 Goals/Plans:
- Continue to bill 100% of cost of commercial dumpster program to participants.
- Staff drop-off center full-time from April through October and part-time in March and November.
- Continue to improve the efficiency of the drop-off site.

Major Increases (Decreases) in 2017 Budget Request:
- Assumed a continuation of a city-administered commercial dumpster program with 100% of the cost being charged to the end users.
- Assumed the following tipping fees:
    - General Municipal Refuse - $39 per ton.
    - Yard Waste - $22 per ton.
    - Wood (clean) - $22 per ton.
    - Single Stream Recycling - $5 per ton.
- Assumed combined tonnage will remain 7,000 tons/year for refuse, curbside large item and drop-off large item.

Sanitary Sewers
(010-4103-733)

Goals/Responsibilities:
To transport sewerage to the wastewater treatment plant, maintain and clean approximately 120 miles of sanitary sewers and 2,590 manholes. Operate, maintain and repair 8 lift stations:
- Doty Lift Station (at South Park)
- Main Street Lift Station (at Slough)
- Breezewood Lift Station (at Bergstrom)
- Kittiver Lift Station
- Wheeler Lift Station (in Riverside Park)
- Lake Edge Lift Station (on Lynrose)
- Tullar Road Lift Station (near City Garage)
- Westbreeze Lift Station (near Meadowbreeze)

2016 Accomplishments:
- Replaced sanitary sewers in accordance with CIP.
- Continued to monitor inflow and infiltration.
- Continued sewer grouting and manhole repair.

2017 Goals/Plans:
- Continue progress on the elimination of inflow and infiltration.
- Initiate user fee review.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in CIP.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Public Works	**Budget:** Public Works
	Program: Public Works	**Submitted by:** Gerry Kaiser

TV Sewer Inspection & Sealing
(010-4104-733) (049-3902-733)

Goals/Responsibilities:
Televise sanitary and storm sewers to locate areas in need of repair. Seal leaks where problems are found.

2016 Accomplishments:
- Continued TV and seal program as required.
- Coordinated TV work with sewer construction, and completed work one year prior to street construction.

2017 Goals/Plans:
- Continue to coordinate televising lines, and sealing prior to street construction.

Major Increases (Decreases) in 2017 Budget Request:
None.

Repair Streets & Alleys
(010-5101-734)

Goals/Responsibilities:
Maintain streets, alleys, and bridges by sealing joints, patching potholes, grading as necessary and filling settled trenches. Control dust on gravel streets and repair and maintain oil and chip streets.

2016 Accomplishments:
- Resurfaced and reconstructed streets listed in the CIP.
- Placed slag seal on Apple Blossom Drive, Cherry Lane, Blueberry Lane, and Farm Ridge Lane.
- Maintained streets by sealing joints, patching potholes, filling settled trenches, and grading gravel streets.

2017 Goals/Plans:
- Continue crack sealing and other pavement maintenance practices.
- Expand use pavement maintenance surface treatments.
- Continue installing 2-inch bituminous streets on gravel surface in subdivisions.
- Continue enforcing tire tracking of mud.
- Continue development of pavement maintenance plan and street project analysis process.

Major Increases (Decreases) in 2017 Budget Request:
- Increased Outside Services budget to increase amount of crack sealing to be completed.

Removal of Ice & Snow
(010-6102-735)

Goals/Responsibilities:
Plow streets, control ice, haul snow from central business areas, major streets, parking lots and ramps, and areas where removal is dictated by traffic conditions, to maintain good winter driving conditions.

2016 Accomplishments:
- Continued providing snow and ice control as dictated by weather conditions.
- Continued monitoring weather and “anti-ice” by “prewetting” and “presalting”.
- Maintained streets, parking lots and trails in safe winter conditions.
- Continued purchasing salt through DOT contract.
- Worked closely with Police Department to respond to slippery intersections.
- Investigated complaints for unshoveled sidewalks.
  - 2015 – 61; 2014 – 52; 2013 – 112; 2012 – 65; 2011 – 158; 2010 - 31.

Removal of Snow & Ice continued
(010-6102-735)

2017 Goals/Plans:
- Continue to provide snow and ice control as dictated by weather conditions.
- Continue to monitor weather and "anti-ice" by "prewetting" and "presalting".
- Continue to respond to Police Department request at slippery intersections.
- Continue to track costs for work done on streets versus work done on municipal parking lots.

Major Increases (Decreases) in 2017 Budget Request:
None.

Weed Cutting
(010-6103-735)

Goals/Responsibilities:
Control noxious weeds. Mow areas of City's responsibility. Mow, trim and bill private property where owners neglect property.

2016 Accomplishments:
- Investigated complaints of high grass and overhanging shrubs.
  - 2015 – 293; 2014 – 253; 2013 – 234; 2012 – 218; 2011 – 214; 2010 - 133

2017 Goals/Plans:
- Maintain current program of responding to complaints.
- Continue using Parks Department temporary employees for hand mowing and trimming.

Major Increases (Decreases) in 2017 Budget Request:
None.

Traffic Control
(010-7101-736)

Goal/Responsibility:
Maintain and repair 19 signalized intersections. Make, install and replace street signs as needed. Sign and maintain construction detour routes. Paint streets for traffic lanes, parking stalls, crosswalks and "No Parking" areas.

2016 Accomplishments:
- Maintained existing traffic signs and signals as required.
- Continued installing larger, easier to read, white on green street signs at major intersections in accordance with new federal regulations.
- Maintained epoxy pavement marking.
- Provided temporary traffic control as necessary.
- Maintained traffic sign inventory.
- Took delivery of moveable rubber speed humps and developed use policy.
- Modified traffic and parking layout on North Water Street adjacent to YMCA.

2017 Goals/Plans:
- Maintain traffic signals, signs, and street painting.
- Continue having City crews paint crosswalks and small areas, and use contractors for large areas.
- Continue to work with the City of Menasha on joint pavement marking work.
- Sign and maintain projects in CIP.
- Maintain traffic sign inventory.

Major Increases (Decreases) in 2017 Budget Request:
None

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Street Lighting
(010-7104-736)

Goals/Responsibilities:
Maintain street lights owned by City.

2016 Accomplishments:
- Installed and maintained street lights as required.
- Completed replacement of HPS street light fixtures with LED fixtures.

2017 Goals/Plans:
- Provide adequate street lighting.

Major Increases (Decreases) in 2017 Budget Request:
None.

Capital Outlay – P.W. Equipment
(010-7581-737)

Goals/Responsibilities:
Provide for equipment replacement on a planned and necessary basis.

2016 Accomplishments:
- Provided for timely and economical replacement of equipment.
- Extended the life of all equipment by employing better maintenance and more frequent cleaning in wash bay.

2017 Goals/Plans:
- Provide for timely and economical replacement of equipment.
- Continue to allocate machinery repairs to appropriate cost centers.
- Extend the life of all equipment through better maintenance and more frequent cleaning.

Major Increases (Decreases) in 2017 Budget Request:
None.

Machinery Repair/Fleet Division
(039-3703-732)

Goals/Responsibilities:
Maintain, repair, evaluate and keep records on all City vehicles and pieces of equipment (60 Public Works vehicles, 30 other departmental vehicles, and approximately 100 pieces of smaller auxiliary equipment).

2016 Accomplishments:
- Continued to operate motor pool as a revenue generator.
- Maintained all equipment in accordance with manufacturer's recommendations.
- Repaired equipment and vehicles in a timely manner.
- Allocated maintenance costs to the appropriate cost center.

2017 Goals/Plans:
- Continue to operate motor pool as a revenue generator.
- Maintain all equipment in accordance with manufacturer's recommendations.
- Repair equipment and vehicles in a timely manner.
- Allocate maintenance costs to the appropriate cost center.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works	**Budget:** Public Works
Program: Public Works	**Submitted by:** Gerry Kaiser

Storm Sewers
(049-390x-733)

Goals/Responsibilities:
To effectively transport storm water to the Lake, River or Slough and operate the Storm Water Utility in compliance with DNR 216 and NR 150-152 regulations

Storm Sewer Operations: Maintain approximately 75 miles of storm sewers, 2,591 manholes, 3,677 catch basins, culverts, ditches, 137 outfalls, and one storm water pump station (Skyview).

Slough Control: Clear debris from the Neenah Slough and remove brush from the banks.

Street Cleaning: Keep alleys and 125 miles of streets free of dust and debris, including stone chips used for snow and ice control. Sweep streets on a regular interval to provide a clean environment and reduce sediment deposition into Lake Winnebago and Fox River.

Snow Hauling: Remove snow periodically from the downtown and other street areas with limited snow storage capacity.

Erosion Control: Review erosions control plans for subdivision and building construction and inspect sites as needed to assure compliance.

Detention Ponds: Maintain all City-owned storm water ponds and other "best management practices".
Existing ponds include the following:

- Castle Oak #1 (Castle Oak Dr)
- Castle Oak #2 (CTH G)
- Commerce Court
- Copps
- Eaglecrest
- Liberty Heights #1 (Nation Ct)
- Liberty Heights #2 (Hedgeview Dr)
- Liberty Heights #3 (Plains Av)
- Nature Trails #1 (CTH G)
- Nature Trails #2 (L-shaped)
- Nature Trails #3 (Nature Trail Dr, E)
- Nature Trails #4 (Pondview Ct)
- Southfield
- Dixie Road
- Tullar Garage
- Westowne

Leaf Collection: Collect leaves raked to the terrace. Three scheduled collections are provided in fall with additional cleanup collection provided as needed.

2016 Accomplishments:
- Took delivery of vacuum street sweeper to improve quality of storm water runoff.
- Continued to repair deteriorating catch basins.
- Continued to implement best management practices (BMP) as required by DNR.
- Continued to sample and analyze 20% of major storm water outfalls as required by DNR.
- Secured grant and prepared plans for Commerce Court pond expansion.
- Continue enforcing tire tracking of mud.

2017 Goals/Plans:
- Manage existing storm water ponds.
- Continue to clean catch basins on a regular basis and repair deteriorating catch basins.
- Continue to implement best management practices (BMP) as required by DNR.
- Provide field inspection and enforcement of local storm water ordinance.
- Sample and analyze 20% of all major storm water outfalls.
- Explore potential detention pond sites.
- Evaluate parking ordinance changes to improve street sweeping coverage.

Major Increases (Decreases) in 2017 Budget Request:
- Assumed a tipping fee of $39/Ton for street sweepings and an approximate quantity of 700 tons.

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
ENGINEERING (3501-731)								
0101	Salaries	412,159	421,000	298,317	422,550	427,940	427,940	
0103	Temporary Wages	13,399	15,200	12,482	12,490	10,800	10,800	
0104	Overtime Wages	58	0	169	170	0	0	
0110	Health Insurance	110,180	110,180	82,638	115,930	110,180	110,180	
0111	Fringes	89,673	94,800	67,587	95,180	95,430	95,430	
0115	Schools/Seminars/Training	1,550	850	8	10	0	0	
0118	License Renewal	0	250	251	260	0	0	
0123	Auto Allowance	0	100	0	100	100	100	
0128	Empl Recognition Awards	175	0	0	0	10	10	
0202	Outside Printing	222	250	151	250	250	250	
0203	Postage	717	1,000	907	1,000	1,000	1,000	
0204	Conferences & Meetings	417	500	225	300	500	500	
0206	Advertising & Publication	0	20	0	20	20	20	
0207	Dues & Memberships	45	100	0	100	100	100	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	92	50	4	50	50	50	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0218	Maint of Software	5,349	5,340	6,707	6,710	5,280	5,280	
0227	Cellular Telephone	3,274	2,500	1,848	2,500	2,500	2,500	
0235	Outside Software Services	335	0	0	0	0	0	
0236	Outside Services	0	200	0	200	200	200	
0238	Professional Services	0	1,000	0	500	1,000	500	
0251	Rental	1,116	1,200	0	0	0	0	
0254	Printer / Copies	2,470	2,520	2,018	2,820	2,910	2,910	
0255	IS Services / Internal	47,040	48,990	36,743	47,810	47,570	47,570	
0293	Maint of Motor Veh/Fleet	2,350	2,500	4,479	4,480	3,500	3,500	
0294	Oil and Fluids/Fleet	158	150	162	200	150	150	
0301	Office Supplies	340	350	330	350	350	350	
0302	Inhouse Printing	36	50	38	50	50	50	
0303	Computer Oper Supplies	0	200	0	100	100	100	
0310	Gasoline & Oil	2,890	3,990	1,936	3,000	3,000	3,000	
0313	Motor Vehicles Maint. Sup	12	20	0	20	20	20	
0319	Safety Supplies	320	450	493	500	450	450	
0320	Small Tools	0	20	0	20	20	20	
0333	All Other Supplies	2,027	2,500	1,175	2,000	2,200	2,200	
0343	Small Program Packages	0	500	0	500	500	250	
0347	Small Computer Hardware	93	100	54	100	200	200	
	ENGINEERING	**696,497**	**717,180**	**518,722**	**720,570**	**716,680**	**715,930**	**(1,250)**
CAPITAL OUTLAY - ENGINEERING (3581-731)								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8114	Computer Software Outlay	0	500	0	500	500	300	
8115	Computer Hardware Outlay	0	500	0	500	500	300	
8133	All Other Equipment	55	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	**55**	**1,200**	**0**	**1,200**	**1,200**	**800**	**(400)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
MUNICIPAL GARAGE (3701-732)								
0101	Salaries	161,857	167,010	134,654	181,970	169,650	169,650	
0102	Full Time Hourly Wages	48,826	42,570	31,843	44,000	44,000	44,000	
0103	Temporary Wages	0	0	40	40	0	0	
0104	Overtime Wages	0	100	0	100	0	0	
0110	Health Insurance	61,137	61,140	49,433	67,830	63,880	63,880	
0111	Fringes	46,233	47,880	38,024	51,640	48,450	48,450	
0115	Schools/Seminars/Training	175	0	0	0	0	0	
0117	Clothing Allowance	12,330	12,500	11,613	11,620	12,500	12,500	
0118	License Renewal	200	400	240	400	480	480	
0127	DOT Emp Notification Prog	0	30	0	0	0	0	
0128	Empl Recognitin Awards	650	260	100	260	10	10	
0202	Outside Printing	152	250	330	330	250	250	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	20	50	20	20	30	30	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	0	50	0	50	50	50	
0214	Maint of Buildings	18,024	25,000	17,757	25,000	25,000	25,000	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	8,865	6,000	4,463	6,000	6,000	6,000	
0218	Maintenance of Software	461	440	327	440	410	410	
0221	Telephone	1,645	1,400	823	1,400	1,400	1,400	
0222	Electricity	24,592	22,540	11,198	22,000	22,000	22,000	
0223	Natural Gas	11,343	18,000	5,867	15,000	15,000	15,000	
0224	Water & Sewer	2,650	2,600	1,228	2,500	2,500	2,500	
0226	Storm Water	5,418	5,420	4,064	5,420	5,420	5,420	
0227	Cellular Telephone	1,407	1,400	568	1,200	1,200	1,200	
0236	Outside Services	4,857	3,500	4,565	4,570	5,000	4,500	
0237	Pest Control	432	450	257	400	400	400	
0242	Permits	110	150	20	100	150	150	
0245	License Fees	0	500	582	590	600	600	
0254	Printer / Copies	1,784	1,760	1,200	1,750	1,800	1,800	
0255	IS Services / Internal	19,030	20,200	15,150	18,060	18,140	18,140	
0293	Maint of Motor Veh/Fleet	0	300	0	300	300	300	
0294	Oil and Fluids/Fleet	22	50	13	30	30	30	
0296	Maint of Oper Eq/Fleet	4,768	2,000	1,463	2,000	2,000	2,000	
0301	Office Supplies	366	500	126	500	500	500	
0302	Inhouse Printing	4	10	2	10	10	10	
0303	Computor Oper supplies	0	200	0	100	100	100	
0306	Cleaning/Janitor Supplies	2,233	2,000	1,665	2,000	2,000	2,000	
0310	Gasoline & Oil	313	0	426	430	200	200	
0314	Building Maint Supplies	1,894	2,000	2,245	2,300	2,000	2,000	
0315	Land Maintenance Supplies	450	0	0	0	0	0	
0316	Equipment Maint. Supplies	192	500	23	300	500	500	
0319	Safety Supplies	406	500	292	500	500	500	
0320	Small Tools	10	50	0	50	50	50	
0332	Salt & Stone Chips	0	250	0	250	250	250	
0333	All Other Supplies	601	500	91	500	500	500	
0344	Small Equipment	0	200	0	200	200	200	
0345	Shop Supplies	175	200	142	200	200	200	
0347	Small Computer Hardware	481	250	0	0	0	0	
	MUNICIPAL GARAGE	**444,113**	**451,480**	**340,854**	**472,730**	**454,030**	**453,530**	**2,050**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CECIL STREET GARAGE (3702-732)								
0102	Full Time Hourly Wages	1,036	1,520	1,122	2,000	2,000	2,000	
0110	Health Insurance	300	450	337	600	580	580	
0111	Fringes	228	340	254	450	450	450	
0214	Maint of Buildings	1,184	2,000	0	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0222	Electricity	1,283	1,710	1,239	1,710	1,710	1,710	
0223	Natural Gas	2,685	4,500	1,630	3,000	3,000	3,000	
0224	Water & Sewer	2,388	2,650	2,235	2,600	2,600	2,600	
0226	Storm Water	3,864	3,900	2,898	3,900	3,900	3,900	
0236	Outside Services	1,594	200	102	200	200	200	
0306	Cleaning/Janitor Supplies	0	20	0	20	20	20	
0333	All Other Supplies	129	200	0	200	200	200	
	CECIL STREET GARAGE	**14,691**	**17,690**	**9,817**	**16,880**	**16,860**	**16,860**	**(830)**
REFUSE GARBAGE COLLECTION (4101-733)								
0102	Full Time Hourly Wages	111,901	113,500	78,073	105,000	106,000	106,000	
0103	Temporary Wages	26	0	0	0	0	0	
0104	Overtime Wages	289	100	60	100	100	100	
0110	Health Insurance	32,331	33,280	23,196	31,530	31,710	31,710	
0111	Fringes	24,627	25,930	17,836	23,860	24,050	24,050	
0115	Schools/Seminars/Training	172	150	0	150	150	150	
0124	Meal Allowance	20	0	0	0	0	0	
0127	DOT Emp Notification Prog	0	80	0	80	80	80	
0202	Outside Printing	0	150	0	50	100	100	
0206	Advertising & Publication	243	400	167	300	300	300	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0214	Maintenance of Building	48	0	0	0	0	0	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0224	Water & Sewer	2,650	2,500	1,855	2,500	2,500	2,500	
0236	Outside Services	6,585	1,300	231	1,300	1,300	1,300	
0243	Tipping Fees	262,644	266,000	157,010	266,000	273,000	273,000	
0244	Commercial Dumpsters	80,106	60,000	50,402	65,000	67,000	67,000	
0245	License Fees	187	200	187	200	200	200	
0249	Large Dumpster Item Pulls	40,783	36,000	17,034	36,000	36,000	36,000	
0293	Maint of Motor Veh/Fleet	57,815	45,000	48,277	50,000	50,000	50,000	
0294	Oil and Fluids/Fleet	4,585	4,000	3,566	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	923	300	0	300	300	300	
0310	Gasoline & Oil	27,249	38,540	16,786	30,000	30,000	30,000	
0313	Motor Vehicles Maint. Sup	594	300	0	300	300	300	
0316	Equipment Maint. Supplies	0	0	480	500	0	0	
0319	Safety Supplies	1,042	500	407	500	500	500	
0320	Small Tools	541	150	263	270	150	150	
0333	All Other Supplies	61	250	119	150	150	150	
0339	Tires & Tire Maintenance	15,987	12,000	10,063	12,000	13,000	13,000	
	REFUSE GARBAGE COLLECTION	**671,409**	**640,930**	**426,012**	**631,390**	**642,190**	**642,190**	**1,260**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SANITARY SEWERS/LIFT STATION (4103-733)								
0102	Full Time Hourly Wages	118,286	111,480	66,748	94,500	96,000	96,000	
0104	Overtime Wages	3,977	2,500	709	1,000	2,000	2,000	
0110	Health Insurance	35,818	33,400	20,027	28,950	29,290	29,290	
0111	Fringes	26,831	26,020	15,419	21,910	22,220	22,220	
0115	Schools/Seminars/Training	131	0	70	70	0	0	
0124	Meal Allowance	44	100	0	100	100	100	
0216	Maint of Operating Equip	0	300	481	490	100	100	
0221	Telephone	3,837	1,800	1,920	2,500	2,500	2,500	
0222	Electricity	34,981	40,180	25,900	40,180	40,180	40,180	
0223	Natural Gas	427	470	257	470	470	470	
0224	Water & Sewer	4,325	4,200	3,564	4,200	4,200	4,200	
0236	Outside Services	32,650	36,000	16,512	30,000	30,000	30,000	
0238	Professional Services	190	2,000	0	2,000	2,000	1,500	
0242	Permits	0	100	0	100	100	100	
0252	Rental of Equipment	0	4,000	0	2,000	2,000	1,500	
0293	Maint of Motor Veh/Fleet	14,895	18,000	17,655	18,000	18,000	18,000	
0294	Oil and Fluids/Fleet	968	600	758	760	750	750	
0296	Maint of Oper Eq/Fleet	2,127	4,000	507	2,500	2,500	2,500	
0305	Chemicals	0	500	0	500	500	500	
0310	Gasoline & Oil	10,238	12,690	6,440	10,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	175	1,000	0	1,000	1,000	1,000	
0319	Safety Supplies	975	1,000	1,029	1,030	1,000	1,000	
0320	Small Tools	350	300	0	200	200	200	
0331	Sand Gravel Hot/Cold Mix	0	350	582	590	300	300	
0333	All Other Supplies	1,835	1,000	1,825	1,830	1,500	1,500	
0335	Manhole/Catch Basin/Pipe	1,229	1,000	1,113	1,120	1,100	1,100	
0339	Tires & Tire Maintenance	498	1,000	1,088	1,090	1,000	1,000	
0344	Small Equipment	2,922	1,500	720	1,500	1,500	1,500	
0346	Maint of Lift Station	2,644	5,000	1,700	4,000	4,000	4,000	
	SAN. SEWERS/LIFT STATION	**300,353**	**310,590**	**185,024**	**272,690**	**275,610**	**274,610**	**(35,980)**
SANITARY T-V SEWER INSP. & SEALING (4104-733)								
0102	Full Time Hourly Wages	0	510	0	500	500	500	
0110	Health Insurance	0	150	0	150	150	150	
0111	Fringes	0	110	0	110	110	110	
0224	Water & Sewer	9,467	5,000	0	5,000	5,000	5,000	
0236	Outside Services	46,420	45,000	3,888	45,000	45,000	45,000	
0238	Professional Services	0	1,000	0	1,000	1,000	1,000	
0252	Rental of Equipment	0	2,000	0	2,000	2,000	1,500	
	T-V SEWER INSP. & SEALING	**55,887**	**53,770**	**3,888**	**53,760**	**53,760**	**53,260**	**(510)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
REPAIR OF STREETS (5101-734)								
0102	Full Time Hourly Wages	198,272	162,160	127,285	163,000	164,000	164,000	
0104	Overtime Wages	0	300	0	300	300	300	
0110	Health Insurance	57,666	47,590	37,788	49,440	49,110	49,110	
0111	Fringes	43,519	37,080	29,054	37,480	37,250	37,250	
0115	Schools/Seminars/Training	143	50	0	50	50	50	
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0236	Outside Services	45,477	45,000	36,365	45,000	60,000	55,000	
0293	Maint of Motor Veh/Fleet	30,214	35,000	21,064	35,000	35,000	35,000	
0294	Oil and Fluids/Fleet	2,069	2,000	1,223	2,000	2,000	2,000	
0295	Maint of Radio Eq/Fleet	0	30	0	0	0	0	
0296	Maint of Oper Eq/Fleet	12,235	12,000	4,705	10,000	12,000	12,000	
0310	Gasoline & Oil	9,485	10,340	4,526	8,000	10,000	10,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	451	100	72	100	100	100	
0319	Safety Supplies	648	400	0	400	400	400	
0320	Small Tools	0	100	289	290	100	100	
0331	Sand Gravel Hot/Cold Mix	21,467	20,000	18,984	20,000	25,000	25,000	
0333	All Other Supplies	5,831	4,000	4,757	4,760	4,000	4,000	
0339	Tires & Tire Maintance	0	1,000	0	1,000	1,000	1,000	
	REPAIR OF STREETS	**427,477**	**377,500**	**286,112**	**377,170**	**400,660**	**395,660**	**18,160**
SNOW & ICE REMOVAL (6102-735)								
0102	Full Time Hourly Wages	49,735	91,220	39,087	84,500	89,000	89,000	
0104	Overtime Wages	55,822	60,000	38,097	60,000	65,000	61,100	
0110	Health Insurance	26,790	44,530	22,913	43,050	46,030	46,030	
0111	Fringes	23,167	34,520	17,619	33,100	34,910	34,910	
0115	Schools/Seminars/Training	131	0	0	0	0	0	
0124	Meal Allowance	1,091	2,000	618	1,500	1,500	1,500	
0213	Maint of Motor Vehicles	0	2,000	0	2,000	2,000	2,000	
0216	Maint of Operating Equip	1,388	200	0	200	200	200	
0236	Outside Services	2,309	3,500	5,452	5,500	3,500	3,500	
0293	Maint of Motor Veh/Fleet	75,541	70,000	58,576	75,000	75,000	75,000	
0294	Oil and Fluids/Fleet	2,957	5,000	3,235	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	16,970	35,000	11,062	30,000	35,000	35,000	
0310	Gasoline & Oil	19,179	32,900	14,219	32,900	33,000	33,000	
0313	Motor Vehicles Maint. Sup	0	200	0	200	200	200	
0316	Equipment Maint Supplies	1,160	100	409	500	500	500	
0319	Safety Supplies	0	200	0	200	200	200	
0320	Small Tools	0	100	107	110	100	100	
0330	Calcium Chloride	1,504	4,000	0	0	4,000	4,000	
0332	Salt & Stone Chips	116,378	125,000	107,351	108,000	115,000	115,000	
0333	All Other Supplies	825	1,000	453	1,000	1,000	1,000	
0339	Tires & Tire Maintance	3,823	5,000	3,900	5,000	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	**398,770**	**516,520**	**323,098**	**487,810**	**516,190**	**512,290**	**(4,230)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
WEED CUTTING (6103-735)								
0102	Full Time Hourly Wages	11,403	14,190	12,849	14,000	14,000	14,000	
0103	Temporary Wages	6,457	6,600	5,490	6,000	6,000	6,000	
0110	Health Insurance	6,260	5,640	5,021	5,570	5,980	5,980	
0111	Fringes	4,669	4,380	3,864	4,330	4,530	4,530	
0293	Maint of Motor Veh/Fleet	275	2,500	542	2,500	2,500	2,500	
0294	Oil and Fluids/Fleet	203	300	90	300	300	300	
0296	Maint of Oper Eq/Fleet	10,219	10,000	5,800	8,500	8,500	8,500	
0310	Gasoline & Oil	1,695	2,070	1,549	2,070	2,070	2,070	
0319	Safety Supplies	211	50	0	50	50	50	
0333	All Other Supplies	136	1,200	136	1,200	1,200	1,200	
0339	Tires & Tire Maintance	0	300	0	300	300	300	
	WEED CUTTING	**41,528**	**47,230**	**35,341**	**44,820**	**45,430**	**45,430**	**(1,800)**
TRAFFIC CONTROL (7101-736)								
0102	Full Time Hourly Wages	121,983	119,590	74,293	104,640	105,000	105,000	
0103	Temporary Wages	0	0	0	0	2,700	2,700	
0104	Overtime Wages	3,706	6,000	5,764	6,080	6,500	6,500	
0110	Health Insurance	37,068	36,820	23,772	33,960	34,140	34,140	
0111	Fringes	27,582	28,680	18,278	26,110	25,890	25,890	
0115	Schools/Seminars/Training	29	200	583	590	200	200	
0124	Meal Allowance	20	80	40	80	80	80	
0202	Outside Printing	52	50	0	0	0	0	
0217	Maint of Traffic Equip	11,145	10,000	3,630	8,000	10,000	10,000	
0218	Maintenance of Software	0	1,350	2,650	2,650	2,650	2,650	
0221	Telephone	32	30	16	30	30	30	
0222	Electricity	14,765	15,680	7,514	14,000	15,000	15,000	
0227	Cellular Telephone	158	200	78	150	150	150	
0236	Outside Services	37,329	45,000	44,380	45,000	50,000	45,000	
0293	Maint of Motor Veh/Fleet	3,261	4,000	4,284	4,290	4,000	4,000	
0294	Oil and Fluids/Fleet	200	150	47	100	150	150	
0296	Maint of Oper Equip/Fleet	164	50	102	120	120	120	
0301	Office Supplies	19	40	0	40	40	40	
0310	Gasoline & Oil	2,550	3,290	1,673	2,500	2,500	2,500	
0316	Equipment Maint. Supplies	0	300	76	300	300	300	
0317	Traffic Maint. Supplies	13,051	19,000	9,352	16,000	19,000	19,000	
0319	Safety Supplies	0	100	0	100	100	100	
0320	Small Tools	1,025	500	261	500	500	500	
0324	Traffic Paints	1,835	3,000	1,241	2,500	3,000	3,000	
0327	Sign Materials	22,593	17,000	24,069	24,070	17,000	17,000	
0333	All Other Supplies	1,609	700	1,048	1,300	750	750	
	TRAFFIC CONTROL	**300,176**	**311,810**	**223,151**	**293,110**	**299,800**	**294,800**	**(17,010)**
STREET LIGHTING (7104-736)								
0102	Full Time Hourly Wages	4,388	3,040	4,269	4,500	3,000	3,000	
0104	Overtime Wages	0	0	91	100	0	0	
0110	Health Insurance	1,281	890	1,293	1,370	900	900	
0111	Fringes	966	690	988	1,040	680	680	
0216	Maint of Operating Equip	170	2,000	582	2,000	2,000	2,000	
0222	Electricity	593,037	568,400	331,317	568,400	569,000	569,000	
0236	Outside Services	1,987	5,000	158	5,000	4,000	4,000	
0293	Maint of Motor Veh/Fleet	0	250	551	600	300	300	
0316	Equipment Maint. Supplies	30	2,000	0	1,000	2,000	2,000	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	731	1,000	1,176	1,200	1,000	1,000	
	STREET LIGHTING	**602,590**	**583,370**	**340,425**	**585,310**	**582,980**	**582,980**	**(390)**

CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CAPITAL OUTLAY - P.W. EQUIP. (7581-737)								
8108	Office Furniture & Equip.	0	250	0	250	250	250	
8113	Communication Equipment	100	1,500	337	1,000	1,000	750	
8116	Maintenance Equipment	2,275	3,500	0	3,500	3,500	3,000	
8133	All Other Equipment	351	1,400	0	1,400	1,500	1,100	
	CAP. OUTLAY - P.W. EQUIP.	**2,726**	**6,650**	**337**	**6,150**	**6,250**	**5,100**	**(1,550)**
DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)								
0101	Salaries	203	0	907	910	0	0	
0102	Full Time Hourly Wages	2,996	3,980	3,899	4,950	3,060	3,060	
0103	Temporary Wages	68	0	0	0	0	0	
0104	Overtime Wages	117	0	83	100	0	0	
0110	Health Insurance	1,002	1,170	1,456	1,460	910	910	
0111	Fringes	689	910	1,081	1,310	690	690	
	DPW SERVICES - INTERDEPT.	**5,075**	**6,060**	**7,426**	**8,730**	**4,660**	**4,660**	**(1,400)**
PUBLIC WORKS DEPARTMENT		**3,961,347**	**4,041,980**	**2,700,207**	**3,972,320**	**4,016,300**	**3,998,100**	**(43,880)**
							Percent Budget Change	**-1.09%**

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department Head

Chris Haese

Major Activities

The Department provides a comprehensive level of property services and development programs. Activities include planning services; zoning code administration; building, plumbing, electrical and heating permits/inspections; Assessor services, economic development programs; neighborhood and project-level planning; small business and home improvement loans; low-cost public transit management; grants administration; and, effective July 2012, weights and measures.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$1,350,743	$1,429,568	$1,511,190	5.71%	$1,494,850	4.57%
No. of Employees (FTE)	10.4	10.4	11	5.77%	11	5.77%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$4,321	$6,000	$6,000	$6,000	Request justified-work volume.
Schools/Training/Conferences/Meetings	641	200	200	200	Maintain 2016 level.
Outside Services	0	0	9,500	9,500	Finish Comprehensive Plan.
Small Program Packages	829	1,000	100	100	Reduction justified.
Small Equipment	400	550	500	500	Maintain 2016 level.
Small Computer Hardware	344	200	300	300	Maintain 2016 level.
INSPECTIONS					
Temporary Wages	5,569	6,000	0	0	New code enforcement position.
Schools/Training/Conferences/Meetings	914	1,080	1,080	1,080	Request justified.
WEIGHTS AND MEASURES/CODE ENFORCEMENT					
Full-Time Employee w/Fringes (net)	0	0	65,340	49,000	New position effective 4/1/17.
Schools/Training/Conferences/Meetings	0	450	3,000	3,000	Request justified.
Outside Services	184	350	350	350	Maintain 2016 level.
Professional Services	0	50	50	50	Maintain 2016 level.
Small Equipment	0	200	200	200	Necessary expenditure.
Small Computer Hardware	0	100	100	100	Necessary expenditure.
ASSESSOR					
Temporary Wages	378	800	800	800	Meet staffing needs.
Schools/Training/Conferences/Meetings	555	1,260	1,250	1,250	Request justified.
Outside Services - Statutory Assessor	47,935	33,500	34,000	34,000	Department fully staffed.

(over)

DEPARTMENT OF COMMUNITY DEVELOPMENT (con't)

HISTORICAL SOCIETY	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
City Subsidy	0	0	0	1,500	Invest in historic preservation.
LANDMARK OPERATIONS					
Schools/Training/Conferences/Meetings	555	340	400	400	Request justified.
Outside Services	767	600	500	500	Reduction justified.
SUSTAINABLE NEENAH					
All Other Supplies	80	1,500	1,500	1,000	Small reduction-recent trends.
COMMUNITY DEVELOPMENT AUTHORITY					
Schools/Training/Conferences/Meetings	0	90	100	100	Maintain 2016 level.
Outside Services	1,231	100	100	100	Maintain 2016 level.
Facility Maintenance - Gateway Plaza	162	5,000	5,000	4,000	Small reduction-recent trends.
DIAL-A-RIDE					
City Subsidy to Valley Transit	12,000	12,000	12,000	12,000	Valuable service to residents.
MASS TRANSIT					
City Subsidy to Valley Transit	84,805	81,960	98,630	98,630	Increase per Valley Transit.
YMCA SENIOR FRIENDS PROGRAM					
City Subsidy to YMCA	13,950	14,230	14,530	14,530	Continue support level.
Total Executive Reductions Recommended				**$16,340**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Community Development
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

Goals/Responsibilities:
Provide planning and zoning services, building permits and inspections, City Sealer duties, City Assessor duties, and community development programs.

Activities:
City planning; zoning and housing code administration; building, plumbing, electrical and heating permits/inspections; establish uniform values for all land improvements and personal property in the City; economic development programs; Tax Incremental Finance District oversight; project development planning; business development loans; home improvement loans; grants administration (CDBG, Dial-A-Ride, Mass Transit). Staff serves Mayor, Common Council, Plan Commission, Community Development Authority, Board of Appeals, Board of Review, Loan Assistance Board, Committee on Aging, Landmarks Commission, Parking Task Force, BID Board, Sustainable Neenah Committee and special project committees.

2016 Accomplishments:

Planning
As of August 2016 completed 23 planning/zoning reviews, including plats, certified survey maps, rezoning/special use/variance applications, site plans, drainage plans, annexation petitions, comprehensive plan amendments, and home occupation applications. Leadership of major project plans throughout City, including coordination of a Downtown Parking study, initial work on the Comprehensive Plan Rewrite work plan, and several possible redevelopment opportunities, Reviewed Planned Development District projects. Continued integration of GIS software into daily office functions to improve efficiency.

Inspections
As of August 2016, completed over 4,100 inspections in response to permits issued, complaints received, well abandonment, RPZ testing, housing rehab, sewer exemption programs and erosion control. Continued private property enhancement efforts utilizing part-time code enforcement officers.

Weights and Measures
The City Sealer position was vacated in the Fall of 2015. Since the time of vacancy until the end of September 2016 there have not been any inspections completed. There is work being done to contract with an outside organization to complete the necessary inspections for the year.

City Assessor
Completed systematic field reviews, permit updates, sales visits and analysis, and over 500 annual property inspections. Completed Open Book and Board of Review hearings. Continued updating assessment data in new CAMA system. Worked with IS department to ensure seamless coordination between assessment (property/ownership) data and other city software and applications.

Economic Development
Managed Community Development Authority projects. Provided direction to the growth and development of the City's six Tax Increment Districts. Tax Increment District #11 was created. Continued marketing efforts for the Southpark Industrial Center expansion area. Coordinated downtown parking management program. Management and programing for Neenah Central City Business Improvement District. Maintained working partnerships with neighborhood and community groups. Managed small business loan program. Worked cooperatively with Fox Cities Convention and Visitors Bureau and the Fox Cities Regional Partnership on regional economic development efforts. Attended business retention visits with key businesses. Provided site location and planning assistance to businesses Citywide.

Housing and Community Services
Prepared 2016 CDBG application and Consolidated Plan. Prepared grant applications for Dial-A-Ride program. Coordinated housing rehabilitation and homebuyers programs. Managed CDBG, Dial-A-Ride and Y-Senior programs.

Participated in local and area-wide efforts to improve housing opportunities for all citizens. Assisted Sustainable Neenah with their community awareness efforts.

2017 Goals/Plans:

Planning
Continue process to rewrite the Comprehensive Plan through an intensive public participation process.
Project reviews of commercial, industrial and residential developments.
Review land development regulations and make changes where needed with the assistance of the Plan Commission.
Continue implementation of natural resource regulations (wetlands, floodplains, shorelands, stormwater management).
Expand use of computer/GIS systems and land records modernization.
Continue effective internship program to the benefit of the City and upcoming planning professionals.
Review planning process and identify ways to make them more efficient.

Inspections
Ongoing inspections/enforcement duties.
Continue staff cross-training efforts.
Research and make recommendation for community development software.
Implement a full time code enforcement officer in conjunction with City Sealer functions.

City Assessor
Continue transition to new assessment software to improve accuracy and accessibility of data for staff, residents and real estate professionals.
Execute all permit, property sale and annual share of citywide physical inspections.
Continue quality control initiatives in order to assure accuracy of data.
Continue to evaluate enhanced technology solutions to department challenges.
Prioritize/modify office and field procedures to accelerate frequency of citywide revaluations.
Reevaluate personal property accounts to insure accuracy and completeness.
Manage work of Statutory Assessor.
Conduct Open Book and Board of Review hearings.
Begin a city-wide revaluation including full walkthrough of all properties in the city.

City Sealer
Administer and enforce the Weights and Measures laws and standards of Wisconsin.
Annually inspect businesses providing a commodity for sale by weight or measure.
Maintain an inspection rate of at least 95%.
Establish procedure for inspecting jeweler scales with newly acquired equipment.
Combine City Sealer responsibilities with a full time code enforcement officer

Economic Development
Manage Downtown Gateway redevelopment projects.
Manage expansion of Southpark Industrial Center.
Manage Neenah Riverwalk Zone and Downtown economic development initiatives.
Manage development projects within all seven Tax Increment Districts.
Coordinate downtown parking programs.
Manage small business loan program.
Manage community-wide economic development marketing program.
Continue timely updates of City website with relevant economic development information and data.
Continue to actively participate in regional economic development efforts with the Fox Cities Economic Development Partnership, Fox Cities Regional Partnership and the New North.
Continue business retention efforts with a goal to visit at least 10 businesses.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Community Development
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

Housing and Community Services
Coordinate housing rehabilitation and homebuyers program.
Continue the development of new housing initiatives.
Monitor public transit service and funding options.
Evaluate Small Business Loan program to encourage the formation of new business within the City.
Prepare grant applications and manage projects for CDBG, Dial-A-Ride, and other appropriate programs.
Pursue implementation of Neenah's Sustainability Plan.

Major Increases (Decreases) in 2017 Budget Request:

Community Development Full Time Code Enforcement Officer: $65,340 increase in wages, insurance and fringes to support a full time code enforcement officer. The increase will be offset by a reduction of $14,300 in Weights and Measurers salaries and fringes and a $6,000 reduction in Inspections temporary wages for a net increase of $45,040.

Community Development Outside Services: $9,500 increase to provide visioning, mapping, and other services relative to revision of Neenah's Comprehensive Plan.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
COMM. DEVELOPMENT ADMIN. (9301-801)								
0101	Salaries	250,029	239,690	177,885	239,570	254,560	254,560	
0103	Temporary Wages	4,321	6,000	4,699	6,000	6,000	6,000	
0110	Health Insurance	56,130	56,660	42,498	56,660	62,170	62,170	
0111	Fringes	45,840	44,360	32,970	44,350	47,610	47,610	
0115	Schools/Seminars/Training	641	200	40	200	200	200	
0123	Auto Allowance	0	50	0	30	50	50	
0128	Empl Recognition Awards	200	100	100	100	0	0	
	Personal Services	**357,161**	**347,060**	**258,192**	**346,910**	**370,590**	**370,590**	**23,530**
0202	Outside Printing	0	200	0	0	100	100	
0203	Postage	1,207	1,260	969	1,260	1,260	1,260	
0204	Conferences & Meetings	80	250	110	250	250	250	
0206	Advertising & Publication	1	200	0	100	200	200	
0207	Dues & Memberships	930	950	440	500	500	500	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	3,908	430	396	430	1,970	1,970	
0227	Cellular Telephone	960	1,000	720	1,000	1,000	1,000	
0236	Outside Services	0	0	310	310	9,500	9,500	
0254	Printer / Copies	2,939	3,040	1,770	2,420	2,500	2,500	
0255	IS Services / Internal	53,580	52,640	43,327	62,030	54,190	54,190	
	Contractual Services	**63,605**	**60,020**	**48,042**	**68,350**	**71,520**	**71,520**	**11,500**
0301	Office Supplies	714	570	453	570	580	580	
0302	Inhouse Printing	4	30	5	30	30	30	
0303	Computer Oper Supplies	0	200	0	100	200	200	
0308	Books and Periodicals	0	100	0	50	100	100	
0333	All Other Supplies	0	50	0	50	50	50	
0343	Small Program Packages	829	1,000	59	100	200	200	
0344	Small Equipment	400	550	0	400	500	500	
0347	Small Computer Hardware	344	200	379	380	300	300	
	Supplies & Materials	**2,291**	**2,700**	**896**	**1,680**	**1,960**	**1,960**	**(740)**
	COMM. DEVELOP. ADMIN.	**423,057**	**409,780**	**307,130**	**416,940**	**444,070**	**444,070**	**34,290**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	170,191	195,460	124,417	195,830	191,850	191,850	
0103	Temporary Wages	5,569	6,000	5,241	6,000	0	0	
0110	Health Insurance	51,520	51,730	38,799	51,730	52,840	52,840	
0111	Fringes	37,538	43,850	28,244	43,940	42,740	42,740	
0115	Schools/Seminars/Training	914	1,080	1,069	1,080	1,080	1,080	
0128	Empl Recognition Awards	0	0	0	0	10	10	
	Personal Services	**265,732**	**298,120**	**197,770**	**298,580**	**288,520**	**288,520**	**(9,600)**
0207	Dues & Memberships	1,127	1,000	600	600	1,000	1,000	
0213	Maint of Motor Vehicles	4	200	4	100	200	200	
0218	Maint of Software	367	430	286	430	980	980	
0221	Telephone	12	0	0	0	0	0	
0227	Cellular Telephone	167	120	93	120	120	120	
0242	Permits	0	150	165	170	170	170	
0254	Printer / Copies	186	150	61	70	80	80	
0255	IS Services / Internal	13,000	14,510	10,882	14,990	15,240	15,240	
0293	Maint Of Motor Veh/Fleet	1,223	2,500	2,317	2,500	2,500	2,500	
0294	Oil and Fluids/Fleet	91	150	29	150	150	150	
	Contractual Services	**16,177**	**19,210**	**14,437**	**19,130**	**20,440**	**20,440**	**1,230**
0302	Inhouse Printing	14	40	14	20	40	40	
0308	Books and Periodicals	0	200	0	0	200	200	
0310	Gasoline & Oil	2,173	3,760	1,477	1,900	3,000	3,000	
0333	All Other Supplies	74	80	0	80	80	80	
0334	Other- WI Building Seals	2,080	2,100	2,080	2,100	2,100	2,100	
	Supplies & Materials	**4,341**	**6,180**	**3,571**	**4,100**	**5,420**	**5,420**	**(760)**
	INSPECTIONS	**286,250**	**323,510**	**215,778**	**321,810**	**314,380**	**314,380**	**(9,130)**
WEIGHTS & MEASURES (9305-801)								
0101	Salaries	6,998	13,330	0	0	40,000	30,000	
0110	Health Insurance	0	0	0	0	15,740	11,800	
0111	Fringes	443	970	0	0	9,600	7,200	
0115	Schools/Seminars/Training	0	450	0	0	3,000	3,000	
0118	License Renewal	0	0	0	0	80	80	
0123	Auto Allowance	0	100	0	0	0	0	
	Personal Services	**7,441**	**14,850**	**0**	**0**	**68,420**	**52,080**	**37,230**
0202	Outside Printing	0	50	0	0	50	50	
0203	Postage	14	50	0	50	50	50	
0207	Dues & Memberships	75	200	0	0	200	200	
0213	Maint of Motor Vehicles	4	100	0	0	100	100	
0218	Maint of Software	690	700	629	700	700	700	
0227	Cellular Telephone	9	10	4	10	10	10	
0236	Outside Services	184	350	0	1,500	350	350	
0238	Professional Services	0	50	0	0	50	50	
0254	Printer / Copies	0	50	0	50	50	50	
0255	IS Services / Internal	5,240	5,130	0	0	3,110	3,110	
0293	Maint Of Motor Veh/Fleet	0	300	0	0	300	300	
0294	Oil and Fluids/Fleet	0	50	0	0	50	50	
	Contractual Services	**6,216**	**7,040**	**633**	**2,310**	**5,020**	**5,020**	**(2,020)**
0301	Office Supplies	89	200	100	100	200	200	
0302	Inhouse Printing	0	30	0	0	30	30	
0303	Computer Oper Supplies	0	50	0	0	50	50	
0308	Books and Periodicals	0	150	0	0	150	150	
0310	Gasoline & Oil	0	190	0	0	190	190	

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
0333	All Other Supplies	21	250	250	250	250	250	
0344	Small Equipment	(695)	200	0	200	200	200	
0347	Small Computer Hardware	0	100	0	100	100	100	
	Supplies & Materials	**(585)**	**1,170**	**350**	**650**	**1,170**	**1,170**	**0**
	WEIGHTS & MEASURES	**13,072**	**23,060**	**983**	**2,960**	**74,610**	**58,270**	**35,210**
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	90,567	109,090	79,434	109,880	103,110	103,110	
0103	Temporary Wages	378	800	672	800	800	800	
0110	Health Insurance	35,160	38,560	28,917	38,560	35,420	35,420	
0111	Fringes	20,246	25,180	18,512	25,350	23,880	23,880	
0115	Schools/Seminars/Training	555	1,260	600	1,260	1,250	1,250	
0117	Clothing Allowance	33	0	0	0	100	100	
0123	Auto Allowance	0	100	0	50	100	100	
0128	Empl Recognition Awards	0	0	0	0	50	50	
	Personal Services	**146,939**	**174,990**	**128,135**	**175,900**	**164,710**	**164,710**	**(10,280)**
0202	Outside Printing	927	500	304	500	500	500	
0203	Postage	926	1,650	427	1,650	1,650	1,650	
0206	Advertising & Publication	100	100	0	100	100	100	
0207	Dues & Memberships	188	280	290	290	330	330	
0213	Maint of Motor Vehicles	4	0	0	0	0	0	
0218	Maint of Software	2,048	1,320	280	1,320	9,520	9,520	
0227	Cellular Telephone	205	250	170	250	250	250	
0233	Other Serv-Manufac Fees	14,963	16,000	0	16,000	16,000	16,000	
0236	Outside Services	47,935	33,500	23,786	33,500	34,000	34,000	
0254	Printer / Copies	559	550	183	220	230	230	
0255	IS Services / Internal	25,870	30,680	23,010	30,860	27,620	27,620	
0293	Maint Of Motor Veh/Flee	194	500	351	500	500	500	
0294	Oil and Fluids/Flee	0	50	24	50	50	50	
	Contractual Services	**93,919**	**85,380**	**48,825**	**85,240**	**90,750**	**90,750**	**5,370**
0301	Office Supplies	28	300	164	300	300	300	
0302	Inhouse Printing	11	100	4	100	100	100	
0303	Computer Oper Supplies	100	50	0	50	50	50	
0308	Books and Periodicals	0	100	0	100	330	330	
0310	Gasoline & Oil	265	430	193	430	430	430	
0333	All Other Supplies	0	200	0	200	200	200	
0344	Small Equipment	345	200	47	200	200	200	
0347	Small Computer Hardware	232	150	128	150	200	200	
	Supplies & Materials	**981**	**1,530**	**536**	**1,530**	**1,810**	**1,810**	**280**
	ASSESSOR OPERATIONS	**241,839**	**261,900**	**177,496**	**262,670**	**257,270**	**257,270**	**(4,630)**
COMMUNITY DEVELOPMENT		**964,218**	**1,018,250**	**701,387**	**1,004,380**	**1,090,330**	**1,073,990**	**55,740**
							Percent Budget Change	**5.47%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
	COMMUNITY DEV. REVENUES:							
	Weights & Measures	28,580	30,000	26,010	30,000	30,000	30,000	
	Licenses/Permits	253,075	198,000	132,796	161,120	194,100	194,100	
	Community Dev. Fees	6,200	6,400	7,775	7,930	5,350	5,350	
	TOTAL REVENUES	**287,855**	**234,400**	**166,581**	**199,050**	**229,450**	**229,450**	**(4,950)**
							Percent Budget Change	**-2.11%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Community Development	**Budget:** Community Development
	Program: Comm. Dev. and Human Services	**Submitted by:** Chris Haese

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of CD/Assessment	Grade S3	1.00	Grade S3	1.00	$90,540	$90,540	$91,420
Deputy Director-CD/Assessmt	Grade N3	1.00	Grade N3	1.00	63,890	63,890	64,550
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	74,040	74,040	74,400
Assistant Planner	Grade J3	1.00	Grade J3	1.00	61,210	61,210	61,440
Plumbing Inspector	Grade K3	1.00	Grade K3	1.00	54,210	54,210	54,770
Assistant Bldg. Inspector	Grade K3	1.00	Grade K3	1.00	56,480	56,480	57,270
Property Appraiser II	Grade I3	1.00	Grade I3	1.00	50,260	50,930	51,380
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	41,370	41,370	42,100
Weights & Measures/ Code Enforcement Inspector	-	-	Grade G3	1.00	-	-	40,000
Office Manager	Grade G3	1.00	Grade G3	1.00	38,380	38,380	39,100
Admin Asst/Assessor Tech	Grade G3	1.00	Grade G3	1.00	36,540	36,540	38,390
Subtotal		10.00		11.00	$566,920	$567,590	$614,820
PART TIME							
Weights & Measures Inspector	Grade G	0.40	Grade G	-	13,330	0	0
OTHER COMPENSATION							
Accrued Wages	-		-		2,120	2,120	0
TEMPORARY							
Department Intern	9.00 /hr		9.00 /hr		6,000	6,000	6,000
Temp. Help Assessment	9.00 /hr		9.00 /hr		800	800	800
Ord. Enforcement Inspector	9.25/hr.		9.25/hr.		6,000	6,000	0
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		24,430	24,430	25,300
TOTAL	XXX	10.40	XXX	11.00	$595,170	$582,510	$621,620

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Neenah Historical Society
Program: Community Development and Human Services	**Submitted by:** Dean R. Kaufert

Goals/Responsibilities:
The function of the society is to provide free opportunities for Neenah citizens and the surrounding area to discover and appreciate our local history and cultural heritage. The society provides many initiatives to the community and our visitors that enhance our quality of life. Preserving and sharing the history and stories of our community for future generations is a mission worth partnering with.

Activities:
Examples include: Award winning exhibits, annual events including walking tours at CommunityFest, cemetery walk and Vintage Adventure (this year's Pow Wow), collaborative efforts with the Neenah Joint School District students and Wisconsin Public Television Hometown Stories collection.

2016 Accomplishments:

2017 Goals/Plans:

Major Increases (Decreases) in 2017 Budget Request:

$1,500 Increase: The use of these funds is for ongoing programming and maintenance issues associated with the building upkeep.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Landmarks Commission
Program: Community Development and Human Services	**Submitted by:** Landmarks Commission

Goals/Responsibilities:
Effect and accomplish the protection, enhancement and perpetuation of improvements and districts which represent or reflect elements of the City's cultural, social, economic, political, engineering and architectural history. Safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures, sites and districts. Stabilize and improve property values. Foster civic pride in the beauty and noble accomplishments of the past. Protect and enhance the City's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry. Promote the use of historic structures, sites and districts for the education, pleasure and welfare of the citizens of the City.

Activities:
Commission activities include research of individual properties and districts with the intent of designating appropriate properties and areas as historic landmarks with its accompanying protection. The Commission also lends its expertise to interested individuals seeking information on preservation, and to the general public regarding Neenah's historic structures, sites and districts.

2016 Accomplishments:
The Commission continued public information activities including Vintage Adventure and the Central Business District and residential historic tour brochures. Review of exterior building permit projects on landmark properties.

2017 Goals/Plans:
The Commission plans to review and designate properties as local landmarks, review plans for exterior building permit projects on landmark properties and conduct public information and education activities.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	**Budget:** Sustainable Neenah
Program: Community Development and Human Services	**Submitted by:** Chris Haese

SUSTAINABLE NEENAH

Goals/Responsibilities:
The Sustainable Neenah Committee's primary function is to encourage sustainable practices within the City by informing citizens about local sustainability efforts and increasing awareness of the principles of sustainability.

Activities:
Develop and distribute educational materials about sustainable practices. Attend Neenah's Farmer's Market and other community events to promote sustainable practices. Assist with the implementation of sustainable practices, projects and policies.

2016 Accomplishments:
Participated in multiple Neenah Farmer's Markets and educated citizens on a variety of sustainable topics. Promoted sustainability education through web site information and cooperative education with area communities. Partnered with residents to conserve water through rain barrel project. Submitted bike-friendly community application through committee and other volunteer efforts.

2017 Goals/Plans:
Continue to educate the public about sustainable practices via Farmer's Market events, website, City newsletter and other media. Continue partnering with residents to conserve resources and encourage recycling. Develop orientation and sustainability education materials for new officials, Council members and City employees. Continue work with Parks and Recreation Department to include sustainable features for Arrowhead Park. Develop bike-friendly community efforts. Evaluate new projects and programs to increase sustainable practices.

Major Increases (Decreases) in 2017 Budget Request:
None.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Comm. Dev. Authority/ Y-Senior Friends/Committee on Aging
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

COMMUNITY DEVELOPMENT AUTHORITY

Goals/Responsibilities:
Promote and initiate redevelopment, economic development and housing and revitalization programs.

Activities:
Identify, recommend and manage commercial and housing redevelopment projects. Project management of Housing Fund activities. Research and report on funding opportunities. Direct local studies and reports. Direct public education and awareness activities.

2016 Accomplishments:
Continued oversight of the Glatfelter Mill Redevelopment Project.
Reviewed development proposals for Downtown Gateway Redevelopment Districts.
Completed Development Agreements and Initiated Gateway (Site 7) Redevelopment.
Completed negotiations and acquisition of several properties in the Gateway Redevelopment District.
Researched and identified future redevelopment project priorities.

2017 Goals/Plans:
Continue management of Glatfelter Mill Redevelopment Project.
Assist with redevelopment of key Brownfield sites within the City.
Manage implementation of awarded EPA Brownfield Site Assessment Grants ($400,000).
Direct redevelopment projects as assigned.
Continue Land Bank activities in the Gateway Redevelopment District.
Continue Housing, Block Grant, and Redevelopment responsibilities under jurisdiction of CDA.

Major Increases (Decreases) in 2017 Budget Request:
None.

Y-SENIOR FRIENDS PROGRAM

Goals/Responsibilities:
Provide programs for Senior Citizens at YMCA Community Center.

Activities:
Rental of Y-Community Center facilities for 260 days per year. Services of a full-time YMCA Senior Citizens Activity Coordinator and one half-time assistant to plan, organize and supervise programs and activities.

2016 Accomplishments:

Attendance at Y Community Center:			**Funding:**	
2015	7,873		2015	$13,950
2016 (Thru June)	4,314		2016	$14,230
		Proposed	2017	$14,530

2017 Goals/Plans:
Service provider continues to plan, organize and supervise programs and activities for 260 days.

COMMITTEE ON AGING

Goals/Responsibilities/Plans:
To serve as a forum at which residents can express concerns on issues relating to older adults, and to facilitate the distribution and exchange of information about programs on aging.

2016 Accomplishments:
Compilation and distribution of senior information flyer. Development of “School for Seniors” event.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Mass Transit
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

MASS TRANSIT

Goals/Responsibilities:
Provide fixed-route, subsidized public bus and ancillary services within the City of Neenah.

Activities:
Fixed-Route Bus Service and Valley Transit II
Under contract with the City of Appleton, Valley Transit provides both local service (Route 31/32) and two connecting routes, one to Menasha/Appleton (Route 30), which includes evening service, and another route to Grand Chute via the Village of Fox Crossing (Route 41). Oshkosh Transit provides service between Oshkosh and the Church Street transfer center at no cost to the City of Neenah. The City maintains ownership and operation of the downtown transfer center. Remote location windbreak shelters are owned and maintained by Valley Transit. Valley Transit contracts with Running, Inc. to operate Valley Transit II, a handicapped accessible service for residents eligible under the Americans with Disabilities Act (ADA), local share paid by Winnebago County.

The Connector / Neenah Industrial Park Shuttle Service
The Connector, which Valley Transit has operated since 2007 and currently through a contract with Running, Inc., is demand-responsive transportation primarily for workers who travel outside of VT's normal operating hours and to destinations past the bus routes, bounded by Cty Hwy G and Hwy 76 in the Neenah area. The Neenah Industrial Park Shuttle service, which began as a pilot program in July, 2015, was an enhancement of the Connector. Due to low ridership, the service was discontinued as of March 31, 2016.

2016 Accomplishments:
Ridership through June 2016 on Route 30 (downtown Appleton to downtown Neenah) was 60,431 passenger trips (-2.1% from 2015); on Route 31/32 (internal Neenah route) 24,021 passenger trips (-7.5% from 2015); and on Route 41 (Neenah to Grand Chute), 19,046 passenger trips (+15.3% from 2015).

2017 Goals/Plans:
Maintain existing routes and programs for the year, and continue to evaluate Church Street transfer center for improved service.

Major Increases (Decreases) in 2017 Budget Request

	2016 Budget	2016 Estimate	2017 Recommended
Gross Bus Service Cost	$352,000	$352,000*	$365,000*
Less: Grants/Aids	-283,670	-289,000	-280,000
Net Service Cost	68,330	72,000	85,000
Add: Shelter Operating Costs	3,630	4,490	3,630
Add: Connector Service	10,000	10,000	10,000
NET BUS SERVICE COST	$81,960	$86,490	$98,360

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Dial-A-Ride
	Program: Community Development and Human Services	**Submitted by:** Chris Haese

DIAL-A-RIDE

Goals/Responsibilities:
To provide subsidized taxi rides to adults 60 years and older.

Activities:
Older adults receive discounted transportation through a contract with a private provider. Funding support is provided by the Cities of Neenah and Menasha, United Way, Winnebago County and State and Federal funding, through an agreement with the City of Appleton.

2016 Accomplishments:
Provide estimated 7,500 rides through contract with Fox Valley Cab, current program service provider.

2017 Goals/Plans:
Continue existing service levels. Budget is estimated for 2017, as a request for proposals will be issued for a new three-year plus two year option service contract.

Major Increases (Decreases) in 2017 Budget Request:
None

	2016 Budget	2017 Recommended
Total Estimated Cost	$127,362	$115,732
Fares	31,500	26,250
Fed and State Transit Aids/Misc. Income	45,362	39,482
United Way, City of Menasha, Winnebago County	38,500	38,000
City of Neenah	**12,000**	**12,000**

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit) January 1	**$42,652**	**$61,254**	**$61,254**	**$76,814**
Revenues				
Intergovernmental	**$44,203**	**$42,000**	**$42,000**	**$42,000**
Contribution	**8,500**	**8,500**	**8,560**	**8,000**
Total Revenues	**$52,703**	**$50,500**	**$50,560**	**$50,000**
Expenditures	**$34,101**	**$50,500**	**$35,000**	**$50,000**
Excess Revenues Over (Under) Expenditures	**$18,602**	**$0**	**$15,560**	**$0**
Fund Balance (Deficit) December 31	**$61,254**	**$61,254**	**$76,814**	**$76,814**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
HISTORICAL SOCIETY (9318-801)								
0236	Outside Services	0	0	0	0	0	1,500	
	Contractual Services	**0**	**0**	**0**	**0**	**0**	**1,500**	**1,500**
	HISTORICAL SOCIETY	**0**	**0**	**0**	**0**	**0**	**1,500**	**1,500**
LANDMARK OPERATIONS (9319-801)								
0203	Postage	0	150	0	0	150	150	
0204	Conferences & Meetings	555	340	136	450	400	400	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	115	200	115	120	200	200	
0236	Outside Services	767	600	325	330	500	500	
	Contractual Services	**3,289**	**4,918**	**2,266**	**2,590**	**3,350**	**3,350**	**(1,568)**
0301	Office Supplies	0	50	0	50	50	50	
0318	Maps and Records	0	1,000	0	0	1,000	1,000	
0326	Photography Supplies	0	100	0	0	100	100	
0333	All Other Supplies	40	2,730	0	2,730	500	500	
	Supplies & Materials	**40**	**3,880**	**0**	**2,780**	**1,650**	**1,650**	**(2,230)**
	LANDMARK OPERATIONS	**3,329**	**8,798**	**2,266**	**5,370**	**5,000**	**5,000**	**(3,798)**
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
0115	Schools/Seminars/Training	0	0	110	110	0	0	
	Personal Services	**0**	**0**	**110**	**110**	**0**	**0**	**0**
0202	Outside Printing	0	500	0	0	500	500	
0206	Advertising & Publication	50	100	0	0	100	100	
0207	Dues & Memberships	1000	1000	1000	1000	1000	1000	
0261	Misc	240	300	240	240	300	300	
	Contractual Services	**1,290**	**1,900**	**1,240**	**1,240**	**1,900**	**1,900**	**0**
0333	All Other Supplies	80	1,500	355	360	1,500	1,000	
	Supplies & Materials	**80**	**1,500**	**355**	**360**	**1,500**	**1,000**	**(500)**
	SUSTAINABLE NEENAH	**1,370**	**3,400**	**1,705**	**1,710**	**3,400**	**2,900**	**(500)**
COMMUNITY DEVELOPMENT AUTHORITY (9321-801)								
0202	Outside Printing	0	100	0	0	50	50	
0203	Postage	0	50	0	20	50	50	
0204	Conferences & Meetings	0	90	0	90	100	100	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	0	50	0	50	50	50	
0219	Maintenance of Land	162	5,000	0	1,000	5,000	4,000	
0222	Electricity	1,028	870	579	870	950	950	
0224	Water & Sewer	133	150	66	150	150	150	
0226	Storm Water	798	750	504	600	750	750	
0236	Outside Services	1,231	100	0	100	100	100	
	Contractual Services	**3,352**	**7,260**	**1,149**	**2,880**	**7,300**	**6,300**	**(960)**
	COM DEV AUTHORITY	**3,352**	**7,260**	**1,149**	**2,880**	**7,300**	**6,300**	**(960)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
MASS TRANSIT (9323-801)								
0214	Maintenance of Buildings	1,000	1,500	2,352	2,360	1,500	1,500	
0222	Electricity	2,045	2,000	1,346	2,000	2,000	2,000	
0226	Storm Water	126	130	63	130	130	130	
0236	Outside Services	349,353	352,000	264,069	352,000	365,000	365,000	
0268	Connecter Cost	-	10,000	-	10,000	10,000	10,000	
	Contractual Services	**352,524**	**365,630**	**267,830**	**366,490**	**378,630**	**378,630**	**13,000**
	MASS TRANSIT	**352,524**	**365,630**	**267,830**	**366,490**	**378,630**	**378,630**	**13,000**
DIAL-A-RIDE PROGRAM (9322-801)								
0236	Outside Services	12,000	12,000	12,000	12,000	12,000	12,000	
	Contractual Services	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**0**
	DIAL-A-RIDE PROGRAM	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**0**
Y-SENIOR FRIENDS PROGRAM (9324-801)								
0236	Outside Services	13,950	14,230	14,230	14,230	14,530	14,530	
	Contractual Services	**13,950**	**14,230**	**14,230**	**14,230**	**14,530**	**14,530**	**300**
	Y-SENIOR FRIENDS PROGRAM	**13,950**	**14,230**	**14,230**	**14,230**	**14,530**	**14,530**	**300**
COMMITTEE ON AGING (9221-792)								
0203	Postage	0	100	0	100	100	100	
0204	Conferences & Meetings	0	100	0	100	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
	Contractual Services	**0**	**250**	**0**	**200**	**250**	**250**	**0**
	COMMITTEE ON AGING	**0**	**250**	**0**	**200**	**250**	**250**	**0**
OTHER COMMUNITY SERVICES		**386,525**	**411,568**	**299,180**	**402,880**	**421,110**	**421,110**	**9,542**
							Percent Budget Change	**2.32%**

NEENAH PUBLIC LIBRARY

Department Head

Gretchen Raab

Major Activities

The Neenah Public Library serves the educational, informational, and recreational needs of area residents of all ages. The library emphasizes providing and promoting high interest materials in a variety of formats; making information available to community residents in their pursuit of educational, job-related, and personal interests; and, providing services for children, and for children with their parents, that encourage a lifelong interest in learning.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$2,038,555	$2,080,870	$2,123,810	2.06%	$2,080,850	0.00%
No. of Employees (FTE)		23.58	23.58	0.00%	23.58	0.00%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$47,404	$48,000	$58,000	$58,000	Offset by lower wage budget.
Schools/Training/Conferences/Meetings	5,316	4,050	4,600	4,600	Request justified.
Credit/Debit Card Charges	1,107	1,000	1,000	1,000	Maintain 2016 level.
Outside Services	17,244	23,000	23,000	20,000	Small reduction-recent trends.
Collection Services	3,061	3,800	3,800	3,800	Maintain 2016 level.
Library Books and Materials	291,045	286,000	290,000	283,000	More use of electronic mat.
Electronic Materials	0	9,000	20,000	21,340	Based upon actual billing.
Small Program Packages	777	1,000	1,000	1,000	Maintain 2016 level.
Small Equipment	2,722	2,500	2,500	2,500	Maintain 2016 level.
WALS/WINNEFOX					
WALS Service Fee	126,325	132,860	142,320	142,320	Increasing/re-evaluate in '18.
Winnefox Technology Reserve Fund	6,825	24,143	26,680	26,680	Increasing/re-evaluate in '18.
Other Services	1,029	1,300	1,300	1,300	Increasing/re-evaluate in '18.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages (2% 1/1/17)	0	0	18,630	13,970	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	2,980	2,240	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	9,500	0	Current funding level sufficient.
CAPITAL EQUIPMENT					
Conference Room Chairs	0	0	5,600	0	Use carryforward funds in '17.
Glass Whiteboards	0	0	10,000	0	Use carryforward funds in '17.
Portable Tables/Cart	0	0	3,800	0	Use carryforward funds in '17.
FUNDS CARRIED FORWARD					
Outside Services	9,076	10,000	0	0	Not requested for 2017.
Library Books and Materials	17,960	0	0	0	Not requested for 2017.
Electronic Materials	0	9,000	0	0	Not requested for 2017.
All Other Equipment	4,016	4,400	0	0	Not requested for 2017.
Total Executive Reductions Recommended				**$42,960**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** Administration
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

Goal/Responsibility:

- To provide public library service according to Wisconsin statutes and standards to area residents of all ages.
- To meet the entertainment, education, and enrichment needs and interests of the community.

Activities:

- Select, catalog, display, and provide for efficient checkout and return of library materials.
- Provide children's, teen, adult, family, and senior library materials, programming, and services to promote active use of library resources.
- Provide outreach services to schools, child care facilities, senior centers, and the homebound.
- Provide instruction and assistance in the use of the library and the library's resources.
- Provide community space for reading, programming, tutoring, meeting, studying, etc.
- Administer the library in accordance with state statutes, City ordinances, and library board policy.

2015-2016 Accomplishments:

- **Visitors**
  There were 294,000 visitors to the library in 2015 – an average of 85 people every hour the library is open. Neenah Public Library is the 17th busiest in the state; up from 21st place in 2014. Neenah is the 38th largest community with a public library, including communities with county libraries.
- **Circulation**
  Neenah remains the 10th highest circulating library in the state, up from 12th place in 2013, and 13th place in 2012. Neenah is just behind much larger community libraries (Madison, Milwaukee, Brown County, Kenosha, Janesville, LaCrosse, Marathon County) in circulation.
- **Cost per circulation**
  The library's cost per circulation is again the lowest in Winnebago County at $2.18 per checkout, the lowest cost of any library in Winnebago County and the lowest cost per circulation of the 100-plus highest circulating libraries in the state. Only 10 public libraries in the state have lower costs per circulation.* (Cost per circulation is determined by dividing the total operating expenditures of the library by circulation.) Our resident support per capita is $48.56, the cost of two hardcover books.
  *Source: Department of Public Instruction, 2015 Preliminary Wisconsin Public Library Service Data.
- **Reference services**
  Staff answered 70,000 reference questions in 2015,providing instruction in the use of a variety of electronic devices, assisting patrons in applying for employment and government services, completing and updating resumes, downloading electronic books and audio books, finding materials for schoolwork, and selecting recreational reading, viewing, and listening materials for patrons of all ages.
- **Volunteers**
  Over 100 volunteers assist with library duties and special projects, including the shelving of over half of all returned library materials. Volunteers worked 5,100 hours in 2015; a 27% increase over 2014.
- **Programs**
  A record 822 programs were offered in 2015 with attendance of almost 31,300. In 2016, over 2,200 children participated in the summer library program – a new record for the library.
- **Partnerships**
  The Library partnered with the following organizations for special events and projects and ongoing programs: Neenah Joint School District, Future Neenah, Fox Cities Book Festival, Fox Cities Reads, Valley VNA, Fox Valley Memory Project, Neenah Historical Society, Compassionate Canines, AARP, Winnebago County (legal assistance clinics, WIC program), UW Extension-Winnebago County (Suburban Homesteading series; Master Gardeners-library landscaping), University of Wisconsin/Digital Collections, Heid Music, Lawrence University, Bergstrom-Mahler Museum of Glass, St. Joe's Food Pantry, Double Portions, Goodwill Industries, ADVOCAP, Todd Steven and Associates, Villa St. Claire Assisted Living Community, Island Shores Independent and Assisted Living, YMCA, Early Learning Center, Community Learning Center, Youth-Go, Boys and Girls Brigade, Salvation Army, and many more.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** Administration
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

2017 Goals/Plans:

- Provide materials in a variety of formats to meet the reading, listening, and viewing needs and interests of the community.
- Offer engaging, innovative, and educational programming and services for all ages.
- Foster partnerships with local organizations to broaden the library's reach and visibility and enhance services and programs.

Major Increases (Decreases) in 2017 Budget Request:

LIBRARY ADMINISTRATION
Hourly wages have been reduced $14,000 and Temporary Wages increased by $10,000. (A regular part-time custodial position was changed to three temporary part-time positions.) Premium pay has increased to accommodate custodial/maintenance work done while the building is not open to the public.

OUTSIDE PRINTING
Requesting an additional $700 to offset the cost of printing of the summer library program flier, which is inserted in the summer issue of Neenah Notes.

LAND MAINTENANCE
Requesting an additional $1,000 for continued landscaping improvement.

ELECTRONIC MATERIALS
Requesting $20,000 for Overdrive subscription (downloadable audiobooks and electronic books). Overdrive is provided by the State with funding from public libraries and library systems. In the past, when the service was relatively new, the expense was covered by Trust Funds, Carried Forward Funds, the Friends of the Library, etc. As it has become a regular operating expense, the request has been moved to the Operating Budget.

WALS (Winnefox Automated Library System) COMPUTERIZATION
The fee for WALS has increased for 2017 by 7.5%. The formula for determining WALS fees includes file size (number of cardholders, number of items in the collection) and circulation. Neenah continues to be the highest circulating library in WALS, thus the increases over the last couple of years. The cost of WALS per item checked out remains the lowest in the system at .16 per checkout.

CAPITAL OUTLAY
Requesting $19,400 (furniture and equipment) for the following items:

- Replacement chairs for Carpenter Conference Room $5,600
- Glass whiteboards for public meeting rooms for use by classes, tutors, businesses, etc. $10,000
- Round portable tables and cart for programming needs $3,800

OPERATING RECEIPTS (revenue)
The Library anticipates a 6% increase ($44,000) from Winnebago County for services to township residents; a 54% increase ($7,800) from Calumet County for services to Calumet County residents; and a 125% ($5,000) increase in Procurement Card rebates, resulting in an overall 6.5% increase in revenue over 2016, a total of $52,240.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
LIBRARY ADMINISTRATION (9501-821)								
0101	Salaries	596,776	607,230	435,495	611,950	610,650	610,650	
0102	Hourly Wages	306,697	320,010	214,686	299,290	305,780	305,780	
0103	Temporary Wages	47,404	48,000	43,680	58,000	58,000	58,000	
0107	Substitutions	1,931	4,000	0	4,000	4,000	4,000	
0109	Premium Pay	9,284	8,000	8,081	12,000	11,000	11,000	
0110	Health Insurance	173,920	176,450	132,336	176,450	173,930	173,930	
0111	Fringes	167,009	174,300	124,157	177,340	158,780	158,780	
0115	Schools/Seminars/Training	1,307	1,500	65	1,500	2,000	2,000	
0123	Auto Allowance	1,207	800	753	800	800	800	
0128	Empl Recognition Awards	200	100	100	100	0	0	
	Personal Services	**1,305,735**	**1,340,390**	**959,353**	**1,341,430**	**1,324,940**	**1,324,940**	**(15,450)**
0202	Outside Printing	0	1,500	329	1,500	2,200	2,200	
0203	Postage	1,577	2,400	1,704	2,300	2,400	2,400	
0204	Conferences & Meetings	4,009	2,550	1,072	2,550	2,600	2,600	
0205	Credit/Debit Charges	1,107	1,000	748	1,000	1,000	1,000	
0206	Advertising & Publication	2,554	3,000	1,185	2,000	3,000	3,000	
0207	Dues & Memberships	2,266	2,200	1,110	2,200	2,300	2,300	
0212	Maint of Office Equipment	1,836	3,000	1,590	3,000	3,000	3,000	
0214	Maintenance of Buildings	45,571	42,000	27,835	42,000	43,000	43,000	
0216	Maint of Operating Equip.	0	300	0	0	300	300	
0219	Maintenance of Land	2,088	1,700	918	1,700	2,700	2,700	
0221	Telephone	3,135	2,800	1,741	2,800	2,800	2,800	
0222	Electricity	63,863	64,970	38,720	62,000	60,000	60,000	
0223	Natural Gas	10,178	13,500	4,799	13,500	13,500	13,500	
0224	Water & Sewer	9,220	8,800	4,432	8,800	8,800	8,800	
0225	Commercial Dumpster	786	500	351	500	500	500	
0226	Storm Water	924	1,000	462	1,000	1,000	1,000	
0227	Cellular Telephone	105	180	135	180	180	180	
0236	Outside Services	17,244	23,000	12,216	17,500	23,000	20,000	
0237	Pest Control	100	400	69	400	400	400	
0246	Property & Liability Ins	12,065	15,510	12,331	15,510	16,300	16,300	
0249	Collection Services	3,061	3,800	2,405	3,800	3,800	3,800	
0250	Copy Mach. Lease/Supplies	18,100	17,000	12,753	18,000	18,000	18,000	
0252	Rental of Equipment	360	500	476	500	500	500	
0254	Printer / Copies	15	50	1	10	10	10	
0255	IS Services/Internal	4,390	4,620	3,465	8,120	8,670	8,670	
	Contractual Services	**204,554**	**216,280**	**130,847**	**210,870**	**219,960**	**216,960**	**680**
0301	Office Supplies	4,487	4,000	3,242	4,000	4,200	4,200	
0302	Inhouse Printing	57	100	8	100	100	100	
0303	Computer Operation Supply	2,711	3,000	3,582	3,590	3,200	3,200	
0306	Cleaning/Janitor Supplies	11,035	7,300	4,921	7,300	7,400	7,400	
0316	Equipment Maint Supplies	296	300	90	300	300	300	
0319	Safety Supplies	291	400	135	400	400	400	
0333	All Other Supplies	21	0	80	80	0	0	
0340	Library Books & Materials	291,045	286,000	197,501	291,050	290,000	283,000	
0341	Library Supplies	8,408	7,000	7,537	7,540	7,200	7,200	
0342	Tech Service Supplies	23,594	21,000	12,774	21,000	21,000	21,000	
0343	Small Program Packages	777	1,000	0	1,000	1,000	1,000	
0344	Small Equipment	2,722	2,500	1,262	2,500	2,500	2,500	
0349	Electronic Materials	102	9,000	9,273	9,280	20,000	21,340	
	Supplies & Materials	**345,546**	**341,600**	**240,405**	**348,140**	**357,300**	**351,640**	**10,040**
	LIBRARY ADMINISTRATION	**1,855,835**	**1,898,270**	**1,330,605**	**1,900,440**	**1,902,200**	**1,893,540**	**(4,730)**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah Public Library	**Budget:** Administration
Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

2017 Goals/Plans:

- Provide materials in a variety of formats to meet the reading, listening, and viewing needs and interests of the community.
- Offer engaging, innovative, and educational programming and services for all ages.
- Foster partnerships with local organizations to broaden the library's reach and visibility and enhance services and programs.

Major Increases (Decreases) in 2017 Budget Request:

LIBRARY ADMINISTRATION
Hourly wages have been reduced $14,000 and Temporary Wages increased by $10,000. (A regular part-time custodial position was changed to three temporary part-time positions.) Premium pay has increased to accommodate custodial/maintenance work done while the building is not open to the public.

OUTSIDE PRINTING
Requesting an additional $700 to offset the cost of printing of the summer library program flier, which is inserted in the summer issue of Neenah Notes.

LAND MAINTENANCE
Requesting an additional $1,000 for continued landscaping improvement.

ELECTRONIC MATERIALS
Requesting $20,000 for Overdrive subscription (downloadable audiobooks and electronic books). Overdrive is provided by the State with funding from public libraries and library systems. In the past, when the service was relatively new, the expense was covered by Trust Funds, Carried Forward Funds, the Friends of the Library, etc. As it has become a regular operating expense, the request has been moved to the Operating Budget.

WALS (Winnefox Automated Library System) COMPUTERIZATION
The fee for WALS has increased for 2017 by 7.5%. The formula for determining WALS fees includes file size (number of cardholders, number of items in the collection) and circulation. Neenah continues to be the highest circulating library in WALS, thus the increases over the last couple of years. The cost of WALS per item checked out remains the lowest in the system at .16 per checkout.

CAPITAL OUTLAY
Requesting $19,400 (furniture and equipment) for the following items:

- Replacement chairs for Carpenter Conference Room $5,600
- Glass whiteboards for public meeting rooms for use by classes, tutors, businesses, etc. $10,000
- Round portable tables and cart for programming needs $3,800

OPERATING RECEIPTS (revenue)
The Library anticipates a 6% increase ($44,000) from Winnebago County for services to township residents; a 54% increase ($7,800) from Calumet County for services to Calumet County residents; and a 125% ($5,000) increase in Procurement Card rebates, resulting in an overall 6.5% increase in revenue over 2016, a total of $52,240.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
WALS COMPUTERIZATION (9503-821)								
0203	Postage	1,096	900	481	900	800	800	
0233	Other Services	1,029	1,300	134	1,300	1,300	1,300	
0236	Outside Services	149,543	157,000	157,679	157,680	169,000	169,000	
	Contractual Services	**151,668**	**159,200**	**158,294**	**159,880**	**171,100**	**171,100**	**11,900**
	WALS COMPUTERIZATION	**151,668**	**159,200**	**158,294**	**159,880**	**171,100**	**171,100**	**11,900**
SPECIAL RESERVES & ESCROW (9509-821)								
101	Salaries	0	0	0	0	18,630	13,970	
110	Health Insurance	0	0	0	0	9,500	0	
111	Fringes	0	0	0	0	2,980	2,240	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**31,110**	**16,210**	**16,210**
CAPITAL OUTLAY (9581-821)								
8133	All Other Equipment	0	0	0	0	19,400	0	
	Capital Outlay	**0**	**0**	**0**	**0**	**19,400**	**0**	**0**
	CAPITAL OUTLAY	**0**	**0**	**0**	**0**	**19,400**	**0**	**0**
FUNDS CARRIED FORWARD								
0214	Maintenance of Buildings	0	0	0	0	0	0	
0236	Outside Services	9,076	10,000	16,715	16,720	0	0	
	Contractual Services	**9,076**	**10,000**	**16,715**	**16,720**	**0**	**0**	
0340	Library Books & Materials	17,960	0	0	0	0	0	
0349	Electronic Materials	0	9,000	0	0	0	0	
	Supplies & Materials	**17,960**	**9,000**	**0**	**0**	**0**	**0**	
8133	All Other Equipment	4,016	4,400	3,814	3,820	0	0	
	Capital Outlay	**4,016**	**4,400**	**3,814**	**3,820**	**0**	**0**	
	Funds Carried Forward	**31,052**	**23,400**	**20,529**	**20,540**	**0**	**0**	**(23,400)**
	TOTAL EXPENDITURES	**2,038,555**	**2,080,870**	**1,509,428**	**2,080,860**	**2,123,810**	**2,080,850**	**-20**
OPERATING RECEIPTS (010-0000-542)								
0200	Library Receipts	37,451	40,000	23,494	35,000	35,000	35,000	
0201	Coffee Sales	1,343	1,400	1,116	1,500	1,500	1,500	
0202	Bottled Beverages/Snacks	171	0	1,051	1,500	1,500	1,500	
0203	Copier/Printer Fees	14,096	15,000	10,441	14,200	14,500	14,500	
0204	Lost/Damaged Materials	8,895	8,000	5,499	8,000	8,000	8,000	
0205	Sale of Library Property	0	0	270	270	0	0	
0206	P-Card Rebate	2,508	4,000	5,553	5,560	6,000	6,000	
0207	Winnebago County	699,699	712,850	560,688	712,850	756,840	756,840	
0208	Calumet County	16,419	14,630	14,633	14,640	22,500	22,500	
0209	Fond Du Lac County	501	520	522	530	0	0	
0209	Waushara County	0	0	0	0	0	0	
0210	Collection Fee Charges	2,920	3,200	2,147	3,000	3,000	3,000	
	TOTAL OPERATING RECEIPTS	**784,003**	**799,600**	**625,414**	**797,050**	**848,840**	**848,840**	**49,240**
DEBT SERVICE FOR NEW LIBRARY								
0700	Winnebago County	104,215	104,215	52,108	104,215	108,509	108,509	

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE

COUNTY OPERATING AND CAPITAL RECEIPTS

The amount listed in 010-0000-542-2000 is 100% funding request to the Winnebago County Board.
Actual amounts received are subject to Winnebago County Board action.
If 100% funding is not received, first the operating, then the debt service request is funded.

Percentage of Winnebago County Township use of the Neenah Library

2013	2014	2015
37.40%	36.40%	37.9%

Winnebago County reimbursement for Township use:

	2015	2016	2017
Amount	699,700	712,850	756,840
% Change	0.001%	0.188%	0.062%

TOTAL EXPENDITURES	**2,038,555**	**2,080,870**	**1,509,428**	**2,080,860**	**2,123,810**	**2,080,850**	**-20**
						Percent Budget Change	**0.00%**
TOTAL REVENUES	**784,003**	**799,600**	**625,414**	**797,050**	**848,840**	**848,840**	**49,240**
						Percent Budget Change	**6.16%**
NET EFFECT ON LEVY	**1,254,552**	**1,281,270**	**884,014**	**1,283,810**	**1,274,970**	**1,232,010**	**-49,260**
						Percent Budget Change	**-3.84%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah Public Library	**Budget:** Administration
	Program: Culture and Recreation	**Submitted by:** Library Board of Trustees

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2016	Estimate for 2016	For 2017
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$81,500	$81,710	$82,640
Assistant Director	Grade N3	1.00	Grade N3	1.00	62,570	62,940	64,200
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	59,320	59,770	60,150
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	60,820	61,710	64,740
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	197,360	198,190	200,890
Youth Services Librarian	Grade I3	1.00	Grade I3	1.00	43,050	44,560	45,460
Asst Libr. Adult Acquisition	Grade G3	1.00	Grade G3	1.00	49,920	49,830	50,020
Asst Libr. Youth Acquisiition	Grade G3	0.16	Grade G3	-	8,320	8,730	0
Building Maintenance	Grade L3	0.05	Grade L3	0.05	3,020	3,020	3,110
Building Custodian	Grade G3	1.00	Grade G3	1.00	39,050	39,190	39,440
Subtotal		11.21		11.05	$604,930	$609,650	$610,650
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade E	0.67	Grade E	0.67	18,740	18,790	19,000
Asst. Libr. Youth Acquisition	Grade E	0.67	Grade E	0.67	17,680	17,680	17,680
Lib Asst Circ. Svc (13,520 Hrs)	Grade C	6.89	Grade C	6.89	179,810	163,610	167,780
Lib Asst Tech. Svc (3,120 Hrs)	Grade C	1.60	Grade C	1.60	41,380	41,320	41,590
Asst Libr Yth Svc (5,200 hrs)	Grade E	2.12	Grade E	2.12	62,400	57,890	59,730
Substitutions	-		-		4,000	4,000	4,000
Total Part-time		11.95		11.95	$324,010	$303,290	$309,780
OTHER COMPENSATION							
Premium Pay*	-		-		8,000	12,000	11,000
Accrued Wages	-		-		2,300	2,300	0
TEMPORARY							
Casual	8.00-16.00/hr.	-	8.00-16.00/hr.	-	48,000	58,000	58,000
TOTAL	XXX	23.16	XXX	23.00	$987,240	$985,240	$989,430

* Sunday hours premium pay.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Parks and Recreation	**Budget:** Harbor Committee
	Program: Culture and Recreation	**Submitted by:** M. Kading

Goals/Responsibilities:
The Neenah Harbor Committee advises the Harbor Commission (Parks and Recreation Commission) on matters relative to boating safety and recreation

Activities:
Assure compliance with State navigation regulations. Maintain aids to navigation in the harbor.

2016 Accomplishments:
- Coordinated placement and removal of navigation buoys
- Assisted with the purchase and replacement of several buoys
- Coordinated the weed cutting throughout the channel / harbor area
- Completed the Harbor Management Plan

2017 Goals/Plans:
- Replacement of Signage on Oak Street Bridge and along the Harbor/Channel
- Continue replacement of buoys
- Continue control measures

Major Increases (Decreases) in 2017 Budget Request:
None

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
HARBOR COMMITTEE (9602-831)								
0102	Hourly	0	100	0	100	100	100	
0104	Overtime Wages	0	100	0	100	100	100	
0110	Health Insurance	0	60	0	60	60	60	
0111	Fringes	0	40	0	40	40	40	
	Personal Services	**0**	**300**	**0**	**300**	**300**	**300**	**0**
0236	Outside Services	5,100	5,000	3,400	3,750	5,000	5,000	
0242	Permit	0	150	300	300	300	300	
	Contractual Services	**5,100**	**5,150**	**3,700**	**4,050**	**5,300**	**5,300**	**150**
0333	All Other Supplies	2,566	200	751	1,000	1,000	1,000	
	Supplies & Materials	**2,566**	**200**	**751**	**1,000**	**1,000**	**1,000**	**800**
	HARBOR COMMISSION	**7,666**	**5,650**	**4,451**	**5,350**	**6,600**	**6,600**	**950**
							Percent Budget Change	**16.81%**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Bergstrom-Mahler Museum	**Budget:** Bergstrom-Mahler Museum
Program: Culture and Recreation	**Submitted by:** Jan Smith/ Alan Westby

Goal/Responsibility:
Bergstrom-Mahler Museum mission statement: *to excite, engage and educate the regional and global communities through its world renowned glass paperweights, glass collections and changing exhibitions.*

Activities and Value:
Bergstrom-Mahler Museum of Glass rebranded in 2013 to specialize in an area of fine art that would align and associate the museum with specialized audiences and interests from around the world, while providing a unique opportunity to see world class glass art to our local community. By creating an exhibition platform of high caliber, recognized artists, and focusing our education, as well as collecting, the museum is seeing evidence of this strategy creating success. Visitors are coming from broader areas, spending overnights in the Fox Valley, and contributing to the area creative economy.

The Lino Tagliapietra show proved to be a popular one for the museum as attendance increased by almost 15% during the exhibition. The artist was so inspired by the museum that he wanted to make sure one of his pieces remained here. So with the artist's help, the museum has made substantial progress with finding donors to cover the cost of the acquisition.

In the museum's efforts to be more accessible and relevant, it was able to secure a grant from the Fox Valley Community Foundation to assist in the professional digital photography of over 1000 artworks that would ultimately be uploaded to Google Art Project. Expanding the museum's accessibility globally.

2015- 2016 Exhibitions included:

- ***Transcending Time – works by Italian Maestro Lino Tagliapietra*** *October 8, 2015 to February 14, 2016*
- ***Fox Valley Area High School Glass Exhibition*** – Glass artwork produced in the museum studios by area high school students, *March 1, 2016 to March 26, 2016*
- ***Thank You – an installation of cast glass by Jeffery Stenbom***, artwork created by Iraqi war veteran Stenbom, about dealing with PTSD, *June 4, 2016 to August 21, 2016*
- ***Bending Brilliance – Neon and Plasma Sculpture***, artwork created by some of the nation's leading neon and plasma artists*, September 10, 2016 to February 19, 2017*

Outside services: Energy Control and Design, Bassett Mechanical, Sentinel Security, Treeos Landscaping, Schindler Elevator, Wil-Kil, USA Fire Protection, Ahern, Irrigation Services. Total: $14,500

General Maintenance/Supplies: Maintenance supplies, janitorial supplies, tools and non-capital related building maintenance. Total: $15,700

Utilities: $42,700

2017 Capital Repair Plan:
New exhaust system for studio areas, including a conditioned return air system. ($22,000)

Major Increases (Decreases) in 2017 Budget Request:
The museum has privately maintained the building and equipment, as well as invested significantly in improvements for the 50+ years of its existence. At this time, we would like to request $20,000 for the planned 2017 capital improvements.

DEPARTMENT OF PARKS & RECREATION

Department Head

Michael Kading

Major Activities

The Department provides the citizens of Neenah, of all ages, interests and capabilities, with a broad range of recreational opportunities and safe, attractive and varied facilities.

Operating Budget Information/Number of Employees:

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	$1,902,904	$1,928,650	$1,947,130	0.96%	$1,944,880	0.84%
No. of Employees (FTE) - All Funds	13.79	13.79	13.79	0%	13.79	0%

Summary of Executive Recommendations on Variable Cost Options

PARK/REC OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Overtime	$14,699	$12,770	$12,970	$11,970	Budget constraints.
Temporary Wages	282,012	289,680	295,590	295,590	Includes wage adjustment.
Schools/Training/Conferences/Meetings	4,905	3,400	4,860	4,860	Request justified.
Outside Services - Muni Pool	11,803	11,590	11,600	11,600	Maintain 2016 level.
Other Services - Sports Clinics	16,033	12,000	10,000	10,000	Maintain 2016 level.
Other Services - Programs	51,032	52,500	46,020	46,020	Maintain 2016 level.
Professional Services	1,295	1,100	1,000	1,000	Maintain 2016 level.
Small Equipment	4,146	4,200	4,200	4,000	Budget constraints.
Small Computer Hardware	403	500	6,550	5,500	Small reduction-recent trends.
HARBOR COMMITTEE					
Overtime	0	100	100	100	Maintain 2016 level.
Outside Services	5,100	5,000	5,000	5,000	Maintain 2016 level.
Total Executive Reductions Recommended				**$0**	

(over)

DEPARTMENT OF PARKS AND RECREATION (cont.)

Operating Budget Information/Number of Employees:

CELEBRATIONS/COMMEMORATIONS

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Total Operating Budget	$75,692	$69,030	$70,030	1.45%	$70,030	1.45%

Summary of Executive Recommendations on Variable Cost Options

4TH OF JULY/COMMUNITYFEST	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Overtime	5,219	4,570	970	970	Reduction justified.
Temporary Wages	816	800	800	800	Maintain 2016 level.
Outside Services - Fireworks	30,000	30,000	30,000	30,000	Maintain 2016 level.
CONCERTS/PARADES/OTHERS					
Overtime	1,393	1,500	500	500	Maintain 2016 level.
Outside Services - Concerts	7,606	7,300	7,300	7,300	Maintain 2016 level.
Total Executive Reductions Recommended				**$2,250**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation	**Budget:** Parks and Recreation
Program: Culture and Recreation	**Submitted by:** M. Kading

Goals/Responsibilities:
Create community through people, parks and programs that provide recreational experiences; foster human development; promote health and wellness; increase cultural unity; facilitate community problem solving; strengthen safety and security; strengthen community image and sense of place; and, support economic development.

Activities:
- Develop, implement and administer year-round recreation programs in Arts, Instruction, Sports, Special Events, Wellness/Fitness, Entertainment, and Hobby.
- Plan for the acquisition and development of parkland and recreation facilities. Manage and maintain the following:
  - 25 Parks (384 Acres)
  - 8,385 Feet of Shoreline
  - 3 Boating Facilities
  - 3 Basketball Courts
  - 4 Volleyball Courts
  - 1 Archery Range
  - 1 Outdoor Swim Pool Complex
  - 16 Soccer Fields
  - 17 Tennis Courts
  - 16 Playgrounds
  - 1 Skate/Bike Park
  - 3 Ice Rinks
  - 8 Softball/Baseball Fields
  - 31 Buildings, including the Lighthouse and Doty Cabin (Historic Home/Museum)
  - Flower Beds, Trails, Decorative Fountains, Fishing Decks, Natural Areas and various other park and recreation facilities.

2016 Accomplishments:
- **Park Projects:** Continued to plan and fundraise for Neenah-Menasha Trestle project. Completed Herb & Dolly lighting and closed out the grant. Closed out Riverside Seawall and Arrowhead #1 grants. Completed the reconstruction of the skate park. Hired SEH to assist in the development of a revised master plan for Arrowhead Park. Park staff maintained the facilities that host soccer, baseball, softball, and kickball leagues and tournaments, and provided support for recreation programs, concerts and special events. Provided an ongoing response to the Pokemon Phenomenon.
- **Recreation:** Provided programs to promote health, wellness and safety through recreation programs such as the Fun Runs, Children's Playtime, Swim Lessons, adult and youth sports. Hosted 2nd Annual Filthy Fun Kids Run in conjunction with Town of Menasha. Offered cultural opportunities: Celebrating the 60th Anniversary of Riverside Players Community Theater, Celebrating the 50th Anniversary of the Neenah Community Band and numerous youth programs. Provided places and programs for family activities with Movie Nights, Star Gazing Workshop and Storywalks. Coordinated 11th Annual Neenah Classic Boat Show.
- **New Programs:**
  - Fitness in the Park
  - 2's on the Move
  - Healthy Heart Cooking Class
  - Park Kart (mobile Rec Program)
  - Past Times in the Park
  - Mindfulness Class
- **Grants and Donations: Raised the following non-tax revenues to support programming and park development:**
  - Sunshine Program $230
  - Fun Run Sponsors $11,100
  - Riverside Players $6,725
  - Community Band.....$2,590
  - Trees For The Living $1,400
  - Memorial Benches $4,800
  - . Filthy Fun Kids Run……$2,000 & WG donated services.
- **Partnerships: Provided support to the following organizations for events and programs:**
  - Neenah Soccer Club
  - Fox Valley Sailing School
  - Neenah Nodaway Yacht Club
  - Neenah Wave Swim Team
  - Future Neenah Concerts
  - Neenah Baseball
  - NJSD Facility Reciprocity
  - YMCA Day Camp and Senior Friends
  - Youth-Go Baseball and The Hallows
  - Animal Shelter Drool in the Pool
  - Bergstrom-Mahler Youth Art Camps
  - Elks & Knights of Columbus Youth Sports Competitions
- **Volunteer Projects:**
  - Renew the Slough River Cleanup
  - Rock the Block
  - Church Park Cleanup Days
  - JJ Keller
  - Adopt-A-Garden
- **Awards:**
  - CommunityFest Parade of Lights Best of Show Award

2017 Goals/Plans:
- Offer high quality, cost effective year-round recreational programing that meets and is responsive to the needs of the community
- Maintain our parks and facilities at the highest level possible
- Develop the Arrowhead Park Master plan and begin implementation as grant(s) and other funding opportunities present itself
- Begin Phase I of the Washington Park Redevelopment
- Complete the Loop the Lake - Trestle project

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Parks and Recreation	**Budget:** Independent Recreation Programs
	Program: Culture and Recreation	**Submitted by:** M. Kading

SWIM POOL

The pool budget covers temporary wages, outside services, equipment and supplies necessary for swim lessons, the open swim program and the operation and maintenance of the physical facility. Administration costs are not included.

	2012	2013	2014	2015	2016	2017
Average Temperature	82º	77º	76º	78º	78º	
Lesson Registration	1,063	1,150	1,133	1,219	1260*	
Season Passes	696	637	559	515	537	
Daily Passes	18,143	16,194	16,596	19,686	17,192	
Total Attendance	56,352	49,371	44,759	49,973	53,099	
	Actual	**Actual**	**Actual**	**Actual**	**Estimated**	**Requested**
Expenditures	221,256	221,956	221,528	241,191	250,230	241,820
Revenue	(182,010)	(173,368)	(175,757)	(206,437)	(213,050)	(202,250)
Levy Support	$39,246	$48,588	$45,771	$34,754	$37,180	$39,570
Cost Recovery Rate	82%	78%	79%	86%	85%	84%

***highest since the opening of the poor in 1997.**

SPORTS CAMPS / INSTRUCTIONAL CLINICS

The camps and clinics include Golf, Volleyball, Basketball, Wrestling, Football, Softball, Karate, Nature Hikes, Bowling, Pet First Aid, Skateboarding/BMX, Mini Golf League, Kids Zumba, Flag Rugby, Photography and Lego Camps. The programs are designed to recover all supply costs and instruction wages. Administration costs are not included. Fees are paid out based on a percentage of the net, so the cost recovery rate is fairly stable.

	2012	2013	2014	2015	2016	2017
	Actual	**Actual**	**Actual**	**Actual**	**Estimated**	**Requested**
Expenditures	27,124	30,929	31,250	34,621	24,940	22,170
Revenue	(28,703)	(32,275)	(33,733)	(34,875)	(25,240)	(25,200)
Levy Support	($1,579)	($1,346)	($2,483)	($254)	($300)	($3,030)
Cost Recovery Rate	106%	104%	108%	101%	101%	114%

DANCE LESSONS

Fees cover instruction and rental of Pickard Auditorium for a dance review. Administration costs are not included.

	2012	2013	2014	2015	2016	2017
	Actual	**Actual**	**Actual**	**Actual**	**Estimated**	**Requested**
Expenditures	13,499	16,763	16,044	13,131	13,130	13,130
Revenue	(15,487)	(20,621)	(19,398)	(15,607)	(15,600)	(15,600)
Levy Support	($1,988)	($3,858)	($3,354)	($2,476)	($2,470)	($2,470)
Cost Recovery Rate	115%	123%	121%	119%	119%	119%

NET LEVY SUPPORT	2012	2013	2014	2015	2016	2017
	Actual	**Actual**	**Actual**	**Estimate**	**Estimated**	**Requested**
SWIM POOL	$39,246	$48,588	$45,771	$34,754	$37,180	$39,570
SPORTS CLINICS	($1,579)	($1,346)	($2,483)	($254)	($300)	($3,030)
DANCE LESSONS	($1,988)	($3,858)	($3,354)	($2,476)	($2,470)	($2,470)
	$35,679	$43,384	$39,934	$32,024	$34,410	$34,070

CITY OF NEENAH
OPERATING BUDGET
***** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	319,698	329,030	245,250	329,030	329,010	329,010	
0102	Full Time Hourly Wages	317,042	332,730	223,746	333,370	334,530	334,530	
0103	Temporary Wages	282,012	289,680	274,363	290,290	295,590	295,590	
0104	Overtime Wages	14,699	12,770	13,918	15,310	12,970	11,970	
0105	Reimbursable Overtime	(471)	(370)	(355)	(500)	(500)	(500)	
0110	Health Insurance	186,705	185,830	138,297	185,740	186,220	186,220	
0111	Fringes	156,490	169,810	125,283	170,500	168,980	168,980	
0115	Schools/Seminars/Training	2,967	1,970	1,541	2,500	1,960	1,960	
0117	Clothing Allowance	6,557	6,650	6,883	6,900	6,810	6,810	
0118	License Renewal	80	340	0	340	340	340	
0123	Auto Allowance	102	320	301	330	320	320	
0124	Meal Allowance	4	20	0	20	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	200	270	100	270	280	280	
	PERSONAL SERVICES	**1,286,085**	**1,329,070**	**1,029,327**	**1,334,120**	**1,336,550**	**1,335,550**	**6,480**
CONTRACTUAL SERVICES								
0202	Outside Printing	12,651	13,140	11,908	15,040	13,140	13,140	
0203	Postage	4,873	4,570	3,784	4,570	4,500	4,500	
0204	Conferences & Meetings	1,938	1,430	197	2,890	2,900	2,900	
0206	Advertising & Publication	265	270	265	270	270	270	
0207	Dues & Memberships	1,045	960	990	990	960	960	
0211	Maint of Fixed Equipment	10,647	8,600	12,051	13,560	8,600	8,600	
0213	Maint of Motor Vehicles	643	710	120	700	710	710	
0214	Maint of Buildings	6,595	4,500	617	4,500	4,500	4,500	
0216	Maint of Operating Equip	3,265	1,600	495	1,600	1,600	1,600	
0218	Maint of Software	7,747	7,970	6,399	7,970	7,530	7,530	
0219	Maintenance of Land	1,555	1,500	1,578	1,580	1,500	1,500	
0220	Maint of Athletic Fields	2,290	2,000	1,595	2,000	2,000	2,000	
0221	Telephone	805	830	396	810	810	810	
0222	Electricity	59,929	58,120	43,023	62,140	63,200	63,200	
0223	Natural Gas	10,544	12,290	5,296	14,440	14,600	14,600	
0224	Water & Sewer	45,305	39,200	15,659	44,140	44,670	44,670	
0225	Commercial Dumpster	7,024	5,900	3,662	6,770	4,400	4,400	
0226	Storm Water	18,312	18,860	11,529	19,110	19,110	19,110	
0227	Cellular Telephone	1,576	2,200	1,143	1,810	1,850	1,850	
0233	Other Services	67,065	64,500	43,875	58,880	56,020	56,020	
0234	Credit Card Payment Fees	10,473	10,000	11,531	11,540	10,500	10,500	
0236	Outside Services	12,181	12,490	13,632	13,650	13,850	13,850	
0237	Pest Control	1,987	2,190	1,548	2,190	2,200	2,200	
0238	Professional Services	1,295	1,100	0	1,000	1,000	1,000	
0242	Permits	538	590	597	700	700	700	
0251	Rental	11,678	11,650	7,049	10,720	12,380	12,380	
0252	Rental of Equipment	737	2,000	456	2,000	2,000	2,000	
0254	Printer / Copies	3,968	3,920	2,909	4,050	4,180	4,180	
0255	IS Services / Internal	48,070	43,250	32,437	40,130	40,500	40,500	
0293	Maint of Motor Veh/Fleet	18,014	21,000	18,134	21,000	22,000	22,000	
0294	Oil and Fluids/Fleet	3,326	2,000	2,107	2,500	2,500	2,500	
0296	Maint of Oper Eq/Fleet	59,416	69,000	66,813	69,000	70,000	70,000	
	CONTRACTUAL SERVICES	**435,757**	**428,340**	**321,795**	**442,250**	**434,680**	**434,680**	**6,340**

CITY OF NEENAH
OPERATING BUDGET
***** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	901	800	436	820	850	850	
0302	Inhouse Printing	2	20	13	20	20	20	
0305	Chemicals	2,461	2,250	1,450	2,250	2,250	2,250	
0306	Cleaning/Janitor Supplies	12,959	11,600	9,234	12,600	12,100	12,100	
0308	Books and Periodicals	0	10	0	0	10	10	
0310	Gasoline & Oil	24,819	34,360	18,432	32,000	33,000	33,000	
0311	Fixed Equipment Maint.Sup	2,472	1,600	651	2,190	1,600	1,600	
0312	Playground Maintenance	10,119	7,000	11,359	11,360	7,000	7,000	
0313	Motor Vehicles Maint. Sup	1,146	500	38	500	500	500	
0314	Building Maint. Supplies	12,480	10,400	4,638	10,400	10,400	10,400	
0315	Land Maintenance Supplies	14,504	13,000	14,229	17,800	13,000	13,000	
0316	Equipment Maint. Supplies	10,046	3,800	3,456	4,390	3,800	3,800	
0319	Safety Supplies	3,346	2,800	1,737	2,680	2,820	2,820	
0320	Small Tools	367	1,070	741	1,100	1,070	1,070	
0321	Athletic Field Maint. Sup	17,864	16,000	15,992	16,000	17,000	17,000	
0326	Photography Supplies	33	50	62	70	60	60	
0333	All Other Supplies	29,097	31,130	22,729	29,160	27,130	27,130	
0335	Set Design/Construction	3,556	3,000	4,194	4,200	3,500	3,500	
0336	Concession Supplies	28,666	25,000	29,928	30,000	27,000	27,000	
0337	Tickets	584	550	633	640	640	640	
0338	Costumes	229	1,200	107	110	1,200	1,200	
0344	Small Equipment	4,146	4,200	7,194	9,370	4,200	4,000	
0345	Shop Supplies	862	400	344	400	400	400	
0347	Small Computer Hardware	403	500	533	540	6,350	5,300	
	SUPPLIES & MATERIALS	**181,062**	**171,240**	**148,130**	**188,600**	**175,900**	**174,650**	**3,410**
	TOTAL PARK & RECREATION	**1,902,904**	**1,928,650**	**1,499,252**	**1,964,970**	**1,947,130**	**1,944,880**	**16,230**
						Percent Budget Change		**0.84%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Parks and Recreation	**Budget:** Parks and Recreation
	Program: Culture and Recreation	**Submitted by:** Michael Kading

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$91,330	$101,600	$86,000
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	72,600	72,600	73,050
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	64,980	64,980	69,050
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	61,570	61,570	62,330
Office Manager	Grade G3	1.00	Grade G3	1.00	38,550	38,550	39,420
Park Arborist	Grade J4	1.00	Grade J4	1.00	54,590	54,590	55,420
Park Lead Technician	Grade I4	2.00	Grade I4	2.00	109,210	109,210	110,270
Park Technician	Grade G4	5.00	Grade G4	5.00	214,610	214,610	216,010
Subtotal		13.00		13.00	$707,440	$717,710	$711,550
PART-TIME							
Dept. Secretary (1,300 hrs.)	Grade C	0.67	Grade C	0.67	14,750	13,810	15,160
OTHER COMPENSATION							
Accrued Wages	-		-		2,670	2,670	0
Overtime							
Operations	-		-		12,900	15,400	13,100
Community Fest	-		-		170	170	170
Celebrations	-		-		500	500	500
Harbor	-		-		100	100	100
TEMPORARY							
Recreation	7.25 - 15.50 / hr.		7.75 - 15.50 / hr.		251,980	252,590	257,890
Parks	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		37,700	37,700	37,700
Celebrations	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		800	730	800
Park Forestry	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		2,000	2,000	2,000
Subtotal for Parks					$40,500	$40,430	$40,500
INFORMATION ONLY							
City-Wide Forestry	-		-		57,500	51,800	52,400
TOTAL	XXX	13.67	XXX	13.67	$1,031,010	$1,043,380	$1,038,970

CITY OF NEENAH
OPERATING BUDGET
***** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY *****
FOR FISCAL YEAR 2017

PAGE NUMBER	ACCOUNT NUMBER	PARK & RECREATION DIVISION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
		REGULAR PROGRAMS SUMMARY							
200	781	Park & Rec. Administration	543,725	555,000	412,447	550,990	553,460	552,910	(2,090)
200	781	General Unalloc. Overhead	16,479	17,620	16,645	18,610	17,450	17,450	(170)
200	782	Adult Programs	34,172	33,160	17,224	25,850	25,820	25,820	(7,340)
200	783	Youth Programs	25,643	29,320	15,663	24,140	23,810	23,810	(5,510)
201	785	Playground Programs	91,736	89,100	93,500	97,650	95,690	95,690	6,590
201	786	Other Park & Rec. Activities	14,120	16,860	9,658	13,900	15,820	15,820	(1,040)
201	787	Riverside Players	25,974	24,750	25,433	25,510	28,150	27,650	2,900
201	788	Parks	862,112	898,540	654,684	920,020	909,810	908,610	10,070
		TOTAL EXPENDITURES	**1,613,961**	**1,664,350**	**1,245,254**	**1,676,670**	**1,670,010**	**1,667,760**	**3,410**
								Percent Budget Change	**0.20%**
		TOTAL REVENUES	**269,499**	**292,950**	**290,115**	**310,320**	**286,370**	**286,370**	**(6,580)**
								Percent Budget Change	**-2.25%**
		NET EFFECT ON LEVY	**1,344,462**	**1,371,400**	**955,139**	**1,366,350**	**1,383,640**	**1,381,390**	**9,990**
								Percent Budget Change	**0.73%**
		INDEPENDENT PROGRAMS SUMMARY							
202	784	Municipal Pool	241,191	220,530	226,299	250,230	241,820	241,820	21,290
202	784	Sports Clinics	34,621	27,840	24,933	24,940	22,170	22,170	(5,670)
202	784	Dance Lessons	13,131	15,930	2,766	13,130	13,130	13,130	(2,800)
		TOTAL EXPENDITURES	**288,943**	**264,300**	**253,998**	**288,300**	**277,120**	**277,120**	**12,820**
								Percent Budget Change	**4.85%**
		Municipal Pool							
		Pool-Taxable Concessions	45,021	40,000	48,082	48,090	42,400	42,400	2,400
		Pool-Daily Receipts	65,992	56,000	64,973	64,980	60,000	60,000	4,000
		Pool-Season Pass Receipts	47,804	47,000	50,850	50,850	49,800	49,800	2,800
		Pool-Swim Lessons Receipts	47,340	47,000	48,725	48,830	49,800	49,800	2,800
		Pool-Locker Rental	280	250	295	300	250	250	0
		Municipal Pool Revenue	**206,437**	**190,250**	**212,925**	**213,050**	**202,250**	**202,250**	**12,000**
		Others							
		Sports Clinics	34,875	34,760	25,240	25,240	25,200	25,200	(9,560)
		Dance Lessons	15,607	20,670	13,418	15,600	15,600	15,600	(5,070)
		Other Revenue	**50,482**	**55,430**	**38,658**	**40,840**	**40,800**	**40,800**	**(14,630)**
		TOTAL REVENUES	**256,919**	**245,680**	**251,583**	**253,890**	**243,050**	**243,050**	**(2,630)**
								Percent Budget Change	**-1.07%**
		NET EFFECT ON LEVY	**32,024**	**18,620**	**2,415**	**34,410**	**34,070**	**34,070**	**15,450**
								Percent Budget Change	**82.98%**
		GRAND TOTAL EXPENDITURES	1,902,904	1,928,650	1,499,252	1,964,970	1,947,130	1,944,880	16,230
								Percent Budget Change	**0.84%**
		GRAND TOTAL REVENUES	526,418	538,630	541,698	564,210	529,420	529,420	(9,210)
								Percent Budget Change	**-1.71%**
		NET EFFECT ON LEVY	1,376,486	1,390,020	957,554	1,400,760	1,417,710	1,415,460	25,440
								Percent Budget Change	**1.83%**

CITY OF NEENAH
OPERATING BUDGET
***** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY *****
FOR FISCAL YEAR 2017

PROGRAM ACTIVITY	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS							
PARK & REC. ADMINISTRATION							
(781)							
Park & Rec Admin Office	543,725	555,000	412,447	550,990	553,460	552,910	
Gen Unallocated Overhead	16,479	17,620	16,645	18,610	17,450	17,450	
PARK & REC. ADMINISTRATION	**560,204**	**572,620**	**429,092**	**569,600**	**570,910**	**570,360**	**(2,260)**
ADULT PROGRAMS							
(782)							
Fitness Program	19,229	19,080	8,981	14,700	14,700	14,700	
Golf Lessons	1,224	1,220	1,275	1,280	1,280	1,280	
Softball	9,115	8,600	5,141	5,700	5,700	5,700	
Volleyball	629	540	352	540	540	540	
Kickball	953	970	140	970	970	970	
Adult Open Gym	1,707	1,400	731	1,400	1,400	1,400	
Volleyball - Summer	531	620	325	530	500	500	
Tennis Lessons	784	730	280	730	730	730	
ADULT PROGRAMS	**34,172**	**33,160**	**17,225**	**25,850**	**25,820**	**25,820**	**(7,340)**
YOUTH PROGRAMS							
(783)							
Youth Crafts	204	200	0	0	0	0	
Operation Recreation	1,941	1,940	2,527	2,530	2,190	2,190	
Children's Playtime	20,815	22,330	10,334	17,250	17,250	17,250	
Quick Start Tennis	594	900	410	900	900	900	
Start Smart	375	640	23	100	640	640	
Special Events	1,714	3,310	2,369	3,360	2,830	2,830	
YOUTH PROGRAMS	**25,643**	**29,320**	**15,663**	**24,140**	**23,810**	**23,810**	**(5,510)**
INDEPENDENT PROGRAMS							
(784)							
Mun Municipal Pool	241,191	220,530	226,299	250,230	241,820	241,820	
Sports Clinics	34,621	27,840	24,933	24,940	22,170	22,170	
Dance Lesson Program	13,131	15,930	2,766	13,130	13,130	13,130	
INDEPENDENT PROGRAMS	**288,943**	**264,300**	**253,998**	**288,300**	**277,120**	**277,120**	**12,820**

CITY OF NEENAH
OPERATING BUDGET
***** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY *****
FOR FISCAL YEAR 2017

PROGRAM ACTIVITY	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PLAYGROUND PROGRAMS							
(785)							
Office and Supervision	1,182	1,460	1,730	1,740	1,660	1,660	
Archery	1,712	2,300	1,033	1,100	2,300	2,300	
Baseball	2,000	2,150	2,258	2,310	2,380	2,380	
Crafts	453	600	563	570	600	600	
Operation Recreations	39,160	41,990	35,300	38,070	40,700	40,700	
Adventure	10,082	7,500	8,696	8,700	8,700	8,700	
Filthy Fun Kids Run	0	0	5,800	6,370	6,250	6,250	
Park Kart Mobile Recreati	0	0	5,484	5,510	1,000	1,000	
Golf	536	540	646	650	650	650	
Nature Force	1,203	1,220	1,386	1,390	1,200	1,200	
Special Events	10,007	7,640	4,754	4,960	4,420	4,420	
Soccer Instruction	2,147	1,870	1,788	1,870	1,980	1,980	
Tennis - Playgrounds	16,263	15,300	17,035	17,300	17,200	17,200	
Tennis - Accelerated	786	790	1,041	1,050	840	840	
Tot Lot	4,831	4,400	4,592	4,600	4,430	4,430	
TOT Sports	1,374	1,340	1,394	1,460	1,380	1,380	
PLAYGROUND PROGRAMS	**91,736**	**89,100**	**93,500**	**97,650**	**95,690**	**95,690**	**6,590**
OTHER PARK & REC. ACTIVITIES							
(786)							
Doty Cabin	4,128	4,760	3,158	4,140	4,270	4,270	
Classic Boat Show	268	300	58	60	100	100	
Ice Rink Program	3,309	3,300	1,649	2,150	3,300	3,300	
Community Band	6,315	8,100	4,617	7,370	7,800	7,800	
Senior Games	100	400	176	180	350	350	
OTHER PARK & REC. ACTIVITIES	**14,120**	**16,860**	**9,658**	**13,900**	**15,820**	**15,820**	**(1,040)**
RIVERSIDE PLAYERS							
(787)							
Riverside Players	25,974	24,750	25,433	25,510	28,150	27,650	
RIVERSIDE PLAYERS	**25,974**	**24,750**	**25,433**	**25,510**	**28,150**	**27,650**	**2,900**
PARKS							
(788)							
Parks Operations	798,522	836,230	618,488	846,370	844,240	843,040	
Reimburseable Overtime	(27)	0	78	(60)	(130)	(130)	
Volunteers In Parks	128	900	269	400	900	900	
City Sculpture Maint	5,957	5,620	7,039	9,420	5,710	5,710	
Riverwalk	50,149	47,930	22,901	51,270	51,240	51,240	
Vandalism	6,518	5,910	5,893	10,670	5,900	5,900	
Boat Launching Repair	865	1,950	16	1,950	1,950	1,950	
PARKS	**862,112**	**898,540**	**654,684**	**920,020**	**909,810**	**908,610**	**10,070**
REGULAR PROGRAMS	**1,902,904**	**1,928,650**	**1,499,253**	**1,964,970**	**1,947,130**	**1,944,880**	**16,230**
					Percent Budget Change		**0.84%**

CITY OF NEENAH
OPERATING BUDGET
***** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
MUNICIPAL POOL (8405-784)								
0103	Temporary Wages	131,510	130,000	139,717	139,720	140,000	140,000	
0111	Fringes	7,003	7,550	8,114	8,120	7,780	7,780	
0115	Schools/Seminars/Training	1,560	810	1,541	1,550	810	810	
0117	Clothing Allowance	1,541	1,590	1,552	1,560	1,550	1,550	
0123	Auto Allowance	102	80	60	80	80	80	
0211	Maint of Fixed Equipment	5,227	4,300	5,455	5,460	4,300	4,300	
0214	Maint of Buildings	2,130	900	130	900	900	900	
0216	Maint of Operating Equip	3,237	1,000	445	1,000	1,000	1,000	
0222	Electricity	13,201	10,000	12,076	14,000	14,000	14,000	
0223	Natural Gas	3,495	3,850	1,304	6,000	6,000	6,000	
0224	Water & Sewer	12,110	11,330	2,034	12,110	12,110	12,110	
0225	Commercial Dumpster	1,771	900	443	1,770	550	550	
0226	Storm Water	5,418	5,960	2,709	5,960	5,960	5,960	
0236	Outside Services	11,803	11,590	11,781	11,790	11,600	11,600	
0237	Pest Control	527	510	409	510	510	510	
0242	Permits	487	490	597	600	600	600	
0301	Office Supplies	76	200	163	170	200	200	
0306	Cleaning/Janitor Supplies	2,004	2,000	1,999	2,000	2,000	2,000	
0311	Fixed Equip Maint Supply	10	0	581	590	0	0	
0314	Building Maintenance	905	1,000	577	1,000	1,000	1,000	
0315	Land Maintenance	36	500	399	500	500	500	
0316	Equip. Maint. Supplies	6,799	1,000	1,586	1,590	1,000	1,000	
0319	Safety Supplies	1,416	1,000	843	850	1,000	1,000	
0320	Small Tools	0	70	0	0	70	70	
0333	All Other Supplies	1,122	700	1,057	1,600	700	700	
0336	Concession Supplies	27,381	23,000	27,934	28,000	25,000	25,000	
0344	Small Equipment	320	200	2,795	2,800	200	200	
0347	Small Computer Hardware	0	0	0	0	2,400	2,400	
	MUNICIPAL POOL	**241,191**	**220,530**	**226,301**	**250,230**	**241,820**	**241,820**	**21,290**
SPORTS CLINICS (8411-784)								
0103	Temporary Wages	10,405	8,350	8,700	8,700	8,400	8,400	
0111	Fringes	548	490	510	510	470	470	
0233	Other Services	16,033	12,000	10,466	10,470	10,000	10,000	
0333	All Other Supplies	7,635	7,000	5,257	5,260	3,300	3,300	
	SPORTS CLINICS	**34,621**	**27,840**	**24,933**	**24,940**	**22,170**	**22,170**	**(5,670)**
DANCE LESSONS (8412-784)								
0202	Outside Printing	175	180	175	180	180	180	
0233	Other Services	11,806	14,600	2,591	11,800	11,800	11,800	
0251	Rental	1,150	1,150	0	1,150	1,150	1,150	
	DANCE LESSONS	**13,131**	**15,930**	**2,766**	**13,130**	**13,130**	**13,130**	**(2,800)**
INDEPENDENT PROGRAMS		**288,943**	**264,300**	**254,000**	**288,300**	**277,120**	**277,120**	**12,820**
							Percent Budget Change	**4.85%**

CITY OF NEENAH
OPERATING BUDGET
***** REVENUE DETAIL - PARK & RECREATION *****
FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS							
GENERAL RECEIPTS							
Sun Shine Program	196	220	227	230	230	230	
Non-Taxable Concessions	0	0	0	0	0	0	
Work Permits	4,920	4,780	5,630	6,200	4,850	4,850	
Work Permit State Payment	(4,013)	(4,220)	(4,838)	(5,580)	(4,270)	(4,270)	
Sales Tax Collections	(14,081)	(10,000)	(13,413)	(15,000)	(15,780)	(15,780)	
Sales Tax	85	60	63	70	80	80	
WPRA Ticket Money Collect	14,536	14,110	10,850	14,110	14,320	14,320	
WPRA Ticket Money Payment	(13,966)	(13,510)	(10,389)	(13,510)	(13,740)	(13,740)	
Boat Stall Key Deposit	0	0	210	210	200	200	
GENERAL RECEIPTS	**(12,323)**	**(8,560)**	**(11,660)**	**(13,270)**	**(14,110)**	**(14,110)**	**(5,550)**
ADULT PROGRAM REVENUE							
Fitness Receipts	22,462	22,400	13,263	18,000	18,000	18,000	
Golf Lessons	1,440	1,440	1,500	1,500	1,500	1,500	
Softball-Team Reg	12,150	12,150	7,200	7,200	7,200	7,200	
Kickball	1,750	1,930	1,225	1,930	1,930	1,930	
Open Gym	1,253	960	486	960	960	960	
Volleyball-Summr Team Fee	720	720	620	620	620	620	
Tennis Instruction	495	500	587	590	550	550	
ADULT PROGRAM REVENUE	**40,270**	**40,100**	**24,881**	**30,800**	**30,760**	**30,760**	**(9,340)**
YOUTH PROGRAM REVENUE							
Youth Program Crafts	220	460	0	0	0	0	
Operation Recreation	2,651	2,630	2,808	2,810	2,800	2,800	
Children's Playtime	14,467	27,500	18,349	18,350	18,000	18,000	
Quick Start Tennis	840	1,240	990	1,240	1,240	1,240	
Start Smart	640	820	480	820	820	820	
Special Events	3,191	4,300	5,325	5,330	4,000	4,000	
YOUTH PROGRAM REVENUE	**22,009**	**36,950**	**27,952**	**28,550**	**26,860**	**26,860**	**(10,090)**
POOL & REC BLDG REVENUE							
Taxable Concessions	45,021	40,000	48,082	48,090	42,400	42,400	
Pool-Daily Receipts	65,992	56,000	64,973	64,980	60,000	60,000	
Pool-Season Pass Receipts	47,804	47,000	50,850	50,850	49,800	49,800	
Swim Lessons Receipts	47,340	47,000	48,725	48,830	49,800	49,800	
Locker Rental	280	250	295	300	250	250	
POOL & REC BLDG REVENUE	**206,437**	**190,250**	**212,925**	**213,050**	**202,250**	**202,250**	**12,000**
INDEPENDENT PROGRAM REVENUE							
Sports Clinics	34,875	34,760	25,240	25,240	25,200	25,200	
Dance Lessons	15,607	20,670	13,418	15,600	15,600	15,600	
INDEPENDENT PROGRAM REV.	**50,482**	**55,430**	**38,658**	**40,840**	**40,800**	**40,800**	**(14,630)**
PLAYGROUND PROGRAM REVENUE							
Archery	1,434	1,430	1,216	1,440	1,440	1,440	
Baseball	1,309	1,310	1,226	1,250	1,320	1,320	
Crafts	345	350	735	740	780	780	
Operation Recreation	66,188	72,200	81,990	82,180	77,500	77,500	
Adventure	2,532	2,530	2,944	2,950	3,900	3,900	
Filthy Fun Kids Run	0	0	6,554	6,560	6,560	6,560	
Park Kart Mobile Recreati	0	0	4,500	4,500	0	0	
Golf	635	640	745	750	750	750	
Nature Force	1,500	1,430	1,228	1,410	1,410	1,410	
Special Events	7,867	6,120	1,786	2,000	2,880	2,880	
Soccer Instruction	1,613	1,610	1,612	1,620	1,720	1,720	
Tennis	6,615	6,620	6,975	6,980	7,400	7,400	
Tennis-Accelerated	1,230	1,200	1,080	1,080	1,110	1,110	
Tot Lot	2,074	2,050	1,979	1,980	2,100	2,100	
TOT Sports	746	750	1,494	1,500	1,590	1,590	
PLAYGROUND PROGRAM REV.	**94,088**	**98,240**	**116,064**	**116,940**	**110,460**	**110,460**	**12,220**

CITY OF NEENAH
OPERATING BUDGET
***** REVENUE DETAIL - PARK & RECREATION *****
FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
OTHER PARK & REC. REVENUE							
Doty Cabin	245	300	322	330	300	300	
Classic Boat Show Revenue	510	500	0	0	0	0	
Ice-Rink Taxable Concess	148	200	102	200	200	200	
Community Band	500	700	625	630	550	550	
OTHER PARK & REC. REVENUE	**1,403**	**1,700**	**1,049**	**1,160**	**1,050**	**1,050**	**(650)**
RIVERSIDE PLAYERS							
Riverside Tickets	23,696	25,000	29,430	29,430	26,000	26,000	
Other Revenues	1,720	1,580	1,665	1,670	1,670	1,670	
Taxable Concessions	1,818	2,000	2,953	3,000	2,300	2,300	
RIVERSIDE PLAYERS	**27,234**	**28,580**	**34,048**	**34,100**	**29,970**	**29,970**	**1,390**
PARKS REVENUE							
Rentals - Showmobile	0	0	0	0	0	0	
Rentals - Picnic Kits	117	150	80	90	100	100	
Rentals - Shattuck	195	200	255	260	200	200	
Vandalism Reimbursement	0	0	0	0	0	0	
Facility Leases	16,100	16,100	5,100	16,100	16,100	16,100	
Facility User Fees	1,373	2,500	265	1,850	2,000	2,000	
Rentals - Green Park	845	500	490	490	400	400	
Rentals - Memorial Park	4,349	3,300	4,900	4,900	4,200	4,200	
Rentals - Gazebo	585	620	695	730	650	650	
Rentals - Riverside Park	3,023	3,600	4,044	4,050	3,600	3,600	
Rentals - Washington Park	5,890	4,800	5,978	5,980	4,800	4,800	
Rentals -Whiting Boathse	18,291	18,000	27,136	27,140	21,000	21,000	
Rentals - Southview Park	30	20	60	60	30	30	
Rentals -Memorial Pk Open	300	280	220	220	200	200	
Rental-Shattuck BoatStall	9,810	9,320	8,702	8,710	8,700	8,700	
Rentals - Doty Park	915	900	1,342	1,350	1,000	1,000	
Rentals - Cook Park	0	0	50	50	0	0	
Rentals - Miller Park	0	20	0	0	0	0	
Rental - Great Northern	240	200	180	180	200	200	
Rentals - Douglas Park	20	0	10	10	0	0	
Rentals-Memorial LG Room	6,856	6,500	10,794	10,800	9,000	9,000	
Rental-Memorial SM Room	1,393	930	1,715	1,720	1,200	1,200	
Herb & Dolly Smith Park	0	0	0	0	0	0	
Boat Launch User Fees	26,486	28,000	25,767	27,350	28,000	28,000	
PARKS REVENUE	**96,818**	**95,940**	**97,783**	**112,040**	**101,380**	**101,380**	**5,440**
REGULAR PROGRAMS	**526,418**	**538,630**	**541,700**	**564,210**	**529,420**	**529,420**	**(9,210)**
						Percent Budget Change	**-1.71%**

PARKS and RECREATION - Cost Recovery Report
2017 Operating Budget Proposal

	2016 Budget				2016 Estimate				2017 Proposed Budget				
Cost Center	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Administration													
Admin Staff / Office	548,130	(8,560)	556,690	-2%	553,908	(8,300)	562,208	-1%	553,470	(8,340)	561,810	-2%	5,120
Unallocated Overhead	17,620	0	17,620	0%	17,592	0	17,592	0%	17,450		17,450	0%	(170)
Capital Outlay	0	0	0		0	0	0						0
Administration Total	**565,750**	**(8,560)**	**574,310**	**-2%**	**571,500**	**(8,300)**	**579,800**	**-1%**	**570,920**	**(8,340)**	**579,260**	**-1%**	**4,950**
Adult Programs													
Fitness	19,080	22,400	(3,320)	117%	14,700	18,000	(3,300)	122%	14,700	18,000	(3,300)	122%	20
Golf Lessons	1,220	1,440	(220)	118%	1,280	1,500	(220)	117%	1,280	1,500	(220)	117%	0
Softball	8,600	12,150	(3,550)	141%	5,700	7,200	(1,500)	126%	5,700	7,200	(1,500)	126%	2,050
Family Open Gym	540	0	540	0%	540	0	540	0%	540		540	0%	0
Kickball	970	1,930	(960)	199%	970	1,930	(960)	199%	970	1,930	(960)	199%	0
Open Gym	1,400	960	440	69%	1,400	960	440	69%	1,400	960	440	69%	0
Volleyball - Summer	620	720	(100)	116%	500	620	(120)	124%	500	620	(120)	124%	(20)
Tennis	730	500	230	68%	730	590	140	81%	730	550	180	75%	(50)
Adult Total	**33,160**	**40,100**	**(6,940)**	**121%**	**25,820**	**30,800**	**(4,980)**	**119%**	**25,820**	**30,760**	**(4,940)**	**119%**	**2,000**
Youth Programs													
Youth Crafts	200	460	(260)	230%	0	0	0	#DIV/0!	0	0	0	#DIV/0!	260
Operation Recreation	1,940	2,630	(690)	136%	2,270	2,800	(530)	123%	2,190	2,800	(610)	128%	80
Children's Playtime	22,330	27,500	(5,170)	123%	17,250	18,000	(750)	104%	17,250	18,000	(750)	104%	4,420
Quick Start Tennis	900	1,240	(340)	138%	900	1,240	(340)	138%	900	1,240	(340)	138%	0
Start Smart	640	820	(180)	128%	100	820	(720)	820%	640	820	(180)	128%	0
Special Events	3,310	4,300	(990)	130%	2,830	4,000	(1,170)	141%	2,830	4,000	(1,170)	141%	(180)
Youth Total	**29,320**	**36,950**	**(7,630)**	**126%**	**23,350**	**26,860**	**(3,510)**	**115%**	**23,810**	**26,860**	**(3,050)**	**113%**	**4,580**
Municipal Pool Total	**221,160**	**190,250**	**30,910**	**86%**	**239,360**	**205,800**	**33,560**	**86%**	**243,170**	**202,250**	**40,920**	**83%**	**10,010**
Independent Programs													
Sports Clinics	27,840	34,760	(6,920)	125%	22,511	25,200	(2,689)	112%	22,170	25,200	(3,030)	114%	3,890
Dance Lessons	15,930	20,670	(4,740)	130%	13,130	15,600	(2,470)	119%	13,130	15,600	(2,470)	119%	2,270
Independent Total	**43,770**	**55,430**	**(11,660)**	**127%**	**35,641**	**40,800**	**(5,159)**	**114%**	**35,300**	**40,800**	**(5,500)**	**116%**	**6,160**
Playground Programs													
Office	1,460	0	1,460	0%	1,660	0	1,660	0%	1,660		1,660	0%	200
Archery	2,300	1,430	870	62%	1,100	1,440	(340)	131%	2,300	1,440	860	63%	(10)
Baseball	2,150	1,310	840	61%	2,250	1,240	1,010	55%	2,380	1,320	1,060	55%	220
Crafts	600	350	250	58%	570	740	(170)	130%	600	780	(180)	130%	(430)
Operation Recreation	41,990	72,200	(30,210)	172%	37,200	81,855	(44,655)	220%	40,700	77,500	(36,800)	190%	(6,590)
Adventure	7,500	2,530	4,970	34%	8,240	2,910	5,330	35%	8,700	3,900	4,800	45%	(170)
Filthy Fun Kids Run					6,250	6,560	(310)	105%	6,250	6,560	(310)	105%	(310)
Park Kart					5,420	4,500	920	83%	1,000	0	1,000	0%	1,000
Golf	540	640	(100)	119%	650	750	(100)	115%	650	750	(100)	115%	0
Nature Force	1,220	1,430	(210)	117%	1,200	1,410	(210)	118%	1,200	1,410	(210)	118%	0
Special Events	7,640	6,120	1,520	80%	4,630	2,000	2,630	43%	4,420	2,880	1,540	65%	20
Soccer Instruction	1,870	1,610	260	86%	1,870	1,620	250	87%	1,980	1,720	260	87%	0
Tennis Instruction	15,300	6,620	8,680	43%	16,250	6,980	9,270	43%	17,200	7,400	9,800	43%	1,120
Tennis - Accelerated	790	1,200	(410)	152%	900	1,080	(180)	120%	840	1,110	(270)	132%	140
Tot Lot	4,400	2,050	2,350	47%	4,200	1,980	2,220	47%	4,430	2,100	2,330	47%	(20)
Tot Sports	1,340	750	590	56%	1,380	1,500	(120)	0%	1,380	1,590	(210)	115%	(800)
Playground Total	**89,100**	**98,240**	**(9,140)**	**110%**	**93,770**	**116,565**	**(22,795)**	**124%**	**95,690**	**110,460**	**(14,770)**	**115%**	**(5,630)**

PARKS and RECREATION - Cost Recovery Report
2017 Operating Budget Proposal

	2016 Budget				2016 Estimate				2017 Proposed Budget				
Cost Center	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Other Activities													
Doty Cabin	4,760	300	4,460	6%	4,140	300	3,840	7%	4,270	300	3,970	7%	(490)
Classic Boat Show	300	500	(200)	167%	60	0	60	0%	100		100	0%	300
Ice Rink Program	3,300	200	3,100	6%	2,150	200	1,950	9%	3,300	200	3,100	6%	0
Community Band	8,100	700	7,400	9%	7,362	525	6,837	7%	7,800	550	7,250	7%	(150)
Senior Games	400	0	400	0%	100	0	100	0%	350		350	0%	(50)
Other Activities Total	**16,860**	**1,700**	**15,160**	**10%**	**13,812**	**1,025**	**12,787**	**7%**	**15,820**	**1,050**	**14,770**	**7%**	**(390)**
Riverside Players Total	**24,750**	**28,580**	**(3,830)**	**115%**	**24,760**	**31,750**	**(6,990)**	**128%**	**28,150**	**29,970**	**(1,820)**	**106%**	**2,010**
Parks													
Operations	832,000	67,940	764,060	8%	847,820	78,585	769,235	9%	845,390	73,380	772,010	9%	7,950
Reimbursable OT	0	0	0	0%	(105)		(105)	0%	(130)		(130)	0%	(130)
Volunteers in Parks	900	0	900	0%	400	0	400	0%	900		900	0%	0
Sculpture Maintenance	5,680	0	5,680	0%	5,620	0	5,620	0%	5,710		5,710	0%	30
Shattuck Riverwalk	48,390	0	48,390	0%	51,270	0	51,270	0%	51,240		51,240	0%	2,850
Vandalism	5,910	0	5,910	0%	10,710	0	10,710	0%	5,900		5,900	0%	(10)
Boat Launch Repair	1,950	28,000	(26,050)	1436%	1,950	27,350	(25,400)	1403%	1,950	28,000	(26,050)	1436%	0
Parks Total	**894,830**	**95,940**	**798,890**	**11%**	**917,665**	**105,935**	**811,730**	**12%**	**910,960**	**101,380**	**809,580**	**11%**	**10,690**
Parks & Rec Total	**$1,918,700**	**$538,630**	**$1,380,070**	**28%**	**$1,945,678**	**$551,235**	**$1,394,443**	**28%**	**$1,949,640**	**$535,190**	**$1,414,450**	**27%**	**$34,380**
Forestry													
Parks	77,630	0	77,630	0%	70,335	0	70,335	0%	69,760		69,760	0%	(7,870)
Invasives Control	8,500	0	8,500	0%	18,015	0	18,015	0%	16,990		16,990	0%	8,490
Forestry Total	**$86,130**	**$0**	**$86,130**	**0%**	**$88,350**	**$0**	**$88,350**	**0%**	**$86,750**	**$0**	**$86,750**	**0%**	**$620**
CommunityFest	**$43,230**	**$14,500**	**$28,730**	**34%**	**$40,607**	**$14,120**	**$26,487**	**35%**	**$39,780**	**$14,140**	**$25,640**	**36%**	**($3,090)**
Harbor	**$5,650**	**$0**	**$5,650**	**0%**	**$4,350**	**$0**	**$4,350**	**0%**	**$5,600**	**$0**	**$5,600**	**0%**	**($50)**
Cemetery	**$239,840**	**$115,000**	**$124,840**	**48%**	**$244,120**	**$119,150**	**$124,970**	**49%**	**$245,140**	**$119,000**	**$126,140**	**49%**	**$1,300**
GRAND TOTAL	**$2,293,550**	**$668,130**	**$1,625,420**	**29%**	**$2,323,105**	**$684,505**	**$1,638,600**	**29%**	**$2,326,910**	**$668,330**	**$1,658,580**	**29%**	**$33,160**

Parks & Recreation	Expenditures	Revenues	Net
Amount Change	$30,940	($3,440)	$34,380
Percent Change	1.61%	-0.64%	2.49%

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation/Public Works	**Budget:** Celebrations and Commemorations
Program: Culture and Recreation	**Submitted by:** M. Kading/G. Kaiser

Goals/Responsibilities:

CommunityFest

Provide the citizens of Neenah a safe and enjoyable Independence Day festival

Others

Assist in carrying out other special events partially sponsored by the City. Civic activities benefit residents through participation in and the development of events contributing to local "quality of life."

Activities:

CommunityFest

- Plan and coordinate the July 3 lighted street parade in cooperation with the City of Menasha
- Coordinate the City of Neenah / Festival Foods Fireworks display
- Plan and coordinate all July 4 CommunityFest events in Riverside Park; which includes:
-

Buggy Rides	Water Ski Show	Stage Shows
Novelty Vendors	Pet Show	Little Red, White and Blue Parade
Fun Run	Petting Zoo	Venetian Parade
Food Concessions	Band Concert	Children's Rides and Activities

Others

Provide support for the following events:

- Memorial Day
- Flags/Banners
- United Way
- Labor Day
- Veterans Day
- Christmas Lights
- Homecoming Parade
- Shattuck Concert Series
- Soccer Tournaments
- Sidewalk Sales
- Blood Drives
- Fundraising Walks
- Block Parties

2016 Accomplishments:

CommunityFest

- Provided free entertainment and affordable family-friendly activities to celebrate the 4th of July
- In addition to City funds, $22,820 in donations were received to support activities in both Neenah and Menasha
- Festival Foods provided a $10,000 sponsorship for the fireworks display
- Increased social media coverage and promotion of activities

Others

- Sponsored Shattuck Concert Series in partnership with Future Neenah.
- Participated in a cooperative effort with the community in the events listed.

2017 Goals:

CommunityFest

- Continue to manage event primarily with volunteer labor. Provide opportunities for City Council members to assist

Others

- Continue to support community events that improve quality of life

Major Increases (Decreases) in 2017 Budget Request:

- None

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	0	0	1,274	1,280	1,300	1,300	
0102	Full Time Hourly Wages	2,576	3,820	2,614	2,620	3,740	3,740	
0103	Temporary Wages	816	800	728	730	800	800	
0104	Overtime Wages	5,219	4,570	1,171	1,180	970	970	
0110	Health Insurance	1,925	1,410	1,770	1,770	1,600	1,600	
0111	Fringes	1,865	1,960	1,237	1,240	1,530	1,530	
	Personal Services	**12,401**	**12,560**	**8,794**	**8,820**	**9,940**	**9,940**	**(2,620)**
0236	Outside Services	30,000	30,000	30,000	30,000	30,000	30,000	
0251	Rental	44	0	0	0	0	0	
0252	Rental of Equipment	3,955	4,000	4,326	4,330	4,000	4,000	
	Contractual Services	**33,999**	**34,000**	**34,326**	**34,330**	**34,000**	**34,000**	**0**
0333	All Other Supplies	547	400	416	420	400	400	
	Supplies & Materials	**547**	**400**	**416**	**420**	**400**	**400**	**0**
	4TH OF JULY/COMMUNITYFEST	**46,947**	**46,960**	**43,536**	**43,570**	**44,340**	**44,340**	**(2,620)**
OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	8,990	6,080	10,497	12,540	10,000	10,000	
0104	Overtime Wages	1,393	1,500	849	850	500	500	
0110	Health Insurance	3,073	2,230	3,374	3,920	3,130	3,130	
0111	Fringes	2,267	1,730	2,587	3,040	2,380	2,380	
0118	License Renewal	302	310	302	310	310	310	
0124	Meal Allowance	0	20	0	20	20	20	
	Personal Services	**16,025**	**11,870**	**17,609**	**20,680**	**16,340**	**16,340**	**4,470**
0236	Outside Services	7,606	7,300	7,426	7,430	7,300	7,300	
0261	Misc Expenditures	850	850	850	850	0	0	
	Contractual Services	**8,456**	**8,150**	**8,276**	**8,280**	**7,300**	**7,300**	**(850)**
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	4,264	2,000	1,942	2,000	2,000	2,000	
	Supplies & Materials	**4,264**	**2,050**	**1,942**	**2,050**	**2,050**	**2,050**	**0**
	OTHER CELE./COMMEMORATIONS	**28,745**	**22,070**	**27,827**	**31,010**	**25,690**	**25,690**	**3,620**
CELEBRATIONS/COMMEMORATIONS		**75,692**	**69,030**	**71,363**	**74,580**	**70,030**	**70,030**	**1,000**
							Percent Budget Change	**1.45%**

OAK HILL CEMETERY

Department Head

Michael Kading

Major Activities

The Department provides for the planning, maintenance and physical operation of the Municipal Cemetery. It manages and maintains 73 acres of land and 4 buildings. Coordinates the work and labor associated with burials, which total approximately 130 per year.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$234,931	$247,710	$250,420	1.09%	$249,620	0.77%
No. of Employees (FTE)	2	2	2	0.00%	2	0.00%

Summary of Executive Recommendations on Variable Cost Options

OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$23,324	$26,500	$28,800	$28,000	Slight increase justified.
Overtime	4,961	3,100	3,100	3,100	Maintain 2016 level.
Outside Services	34	100	100	100	Maintain 2016 level.
Small Equipment	0	750	750	750	Maintain 2016 level.
Total Executive Reductions Recommended				**$800**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Parks and Recreation/Finance	**Budget:** Cemetery
Program: Miscellaneous	**Submitted by:** M. Kading

Goals/Responsibilities:
Provide for the planning, maintenance and physical operation of the Municipal Cemetery to assure the citizens of Neenah that this important community resource will be attractive, adequate and operated in an efficient manner

Activities:
- Plan for development of cemetery land
- Maintain the grounds and physical facilities
- Coordinate the work and labor associated with burials
- Provide public information regarding cemetery policies and the location and availability of lots
- Provide information and recommendations to the Public Services and Safety Committee regarding cemetery matters
- Update and maintain cemetery records

2016 Accomplishments:
- Continued to operate with one less full-time employee and increased seasonal help, while maintaining a high standard for property maintenance and customer service
- Provided grave opening services for nearby Catholic cemeteries, increasing revenue stream

2017 Goals:
- Continue to explore new methods of improving cost recovery
- Research and purchase Inventory/Management/Inactive Mapping Software
- Conduct inventory, records transfers and GIS mapping
- Develop/Implement steps to comply with the new state regulations governing cemeteries
- Look at investment strategies using the Perpetual Care fund to take the cemetery off of the tax roles

Major Increases (Decreases) in 2017 Budget Request:
Purchase of Inventory/Management Software currently estimated at $50,000.

Cemetery Statistics	2011	2012	2013	2014	2015	2016 YTD
Graves Sold	47	52	75	49	54	50
Lot Sales	$24,566	$25,875	$41,678	$31,545	$32,050	$26,900
Burials – Regular	47	40	53	37	34	27
Burials – Cremation	47	46	42	38	53	23
Catholic Cemetery Services						
Burials – Regular					10	20
Burials – Cremation					0	
Fees					$6,375	$15,100

Lot sales go into the general fund to offset the levy.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
OAK HILL CEMETERY								
CEMETERY OPERATIONS (9703-841)								
0101	Salaries	5,904	6,200	4,426	6,200	6,200	6,200	
0102	Full Time Hourly Wages	100,926	103,520	73,720	103,520	104,130	104,130	
0103	Temporary Wages	23,324	26,500	23,651	27,600	28,800	28,050	
0104	Overtime Wages	4,961	3,100	3,260	4,000	3,100	3,100	
0110	Health Insurance	32,930	32,920	24,687	32,920	32,880	32,880	
0111	Fringes	25,422	27,500	20,740	27,500	27,610	27,610	
0115	Schools/Seminars/Training	57	0	180	180	160	160	
0117	Clothing Allowance	1,005	1,000	990	990	1,000	1,000	
0124	Meal Allowance	0	10	0	10	10	10	
0127	DOT Emp Notification Prog	0	10	0	10	10	10	
0128	Empl Recognition Awards	75	0	0	0	0	0	
	Personal Services	**194,604**	**200,760**	**151,654**	**202,930**	**203,900**	**203,150**	**2,390**
0206	Advertising & Publication	0	120	0	120	120	120	
0207	Dues & Memberships	0	0	261	270	260	260	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0214	Maintenance of Buildings	494	300	69	300	300	300	
0216	Maint of Operating Equip	48	600	0	300	300	300	
0218	Maint of Software	0	150	0	150	150	150	
0221	Telephone	274	300	175	250	250	250	
0222	Electricity	2,821	3,650	2,128	3,200	3,300	3,300	
0223	Natural Gas	561	740	316	740	800	800	
0224	Water & Sewer	550	720	872	900	820	820	
0225	Commercial Dumpster	743	720	547	800	640	640	
0226	Storm Water	5,628	5,630	4,221	5,630	5,630	5,630	
0227	Cellular Telephone	221	230	108	220	220	220	
0236	Outside Services	34	100	0	100	100	100	
0237	Pest Control	0	200	0	200	200	200	
0241	Tree Planting & Landscape	1,937	1,500	543	1,500	1,500	1,500	
0252	Rental of Equipment	0	150	0	150	150	150	
0255	IS Service / Internal	9,030	9,690	7,268	9,790	8,880	8,880	
0293	Maint of Motor Veh/Fleet	926	1,000	0	1,000	1,000	1,000	
0294	Oil and Fluids/Fleet	37	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	4,917	4,100	9,372	9,380	6,000	6,000	
	Contractual Services	**28,221**	**30,150**	**25,880**	**35,250**	**30,870**	**30,870**	**720**
0301	Office Supplies	88	50	0	50	50	50	
0303	Computer Operation Supply	236	500	134	500	250	250	
0306	Cleaning/Janitor Supplies	611	900	552	900	900	900	
0310	Gasoline & Oil	4,650	6,300	2,698	5,200	5,400	5,400	
0313	Motor Vehicle Maint Suppl	37	400	11	200	200	200	
0314	Building Maint Supplies	282	800	63	700	700	700	
0315	Land Maint Supplies	664	1,800	463	1,800	1,800	1,800	
0316	Equipment Maint Supplies	3,754	3,000	2,019	3,200	3,200	3,200	
0319	Safety Supplies	154	300	153	300	300	300	
0320	Small Tools	82	500	100	500	500	500	
0333	All Other Supplies	0	100	11	100	100	100	
0344	Small Equipment	0	750	1,828	1,830	750	750	
0345	Shop Supplies	532	400	510	510	450	450	
0376	Marker/Monument Foundtion	1,016	1,000	498	1,000	1,000	1,000	
	Supplies & Materials	**12,106**	**16,800**	**9,040**	**16,790**	**15,600**	**15,600**	**(1,200)**
	CEMETERY OPERATIONS	**234,931**	**247,710**	**186,574**	**254,970**	**250,370**	**249,620**	**1,910**
	TOTAL EXPENDITURES	**234,931**	**247,710**	**186,574**	**254,970**	**250,370**	**249,620**	**1,910**
							Percent Budget Change	**0.77%**
	TOTAL REVENUES	**92,825**	**115,000**	**78,504**	**114,280**	**114,000**	**114,000**	**(1,000)**
							Percent Budget Change	**-0.87%**
	NET EFFECT ON LEVY	**142,106**	**132,710**	**108,070**	**140,690**	**136,370**	**135,620**	**2,910**
							Percent Budget Change	**2.19%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Parks and Recreation	**Budget:** Cemetery Operations
	Program: Miscellaneous	**Submitted by:** Michael Kading

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade I4	1.00	Grade I4	1.00	$56,990	$56,990	$57,760
Caretaker (Tier 98)	Grade E4	1.00	Grade E4	1.00	46,140	46,140	46,370
Subtotal		2.00		2.00	$103,130	$103,130	$104,130
OTHER COMPENSATION							
Accrued Wages	-		-		390	390	0
Overtime (40 Hours) (Reimbursable)	-		-		3,100	4,000	3,100
TEMPORARY	8.25-13.21/hr.		8.25-13.21/hr.		26,500	27,600	28,800
TOTAL	XXX	2.00	XXX	2.00	$133,120	$135,120	$136,030

FORESTRY

Department Head

Gerry Kaiser/Michael Kading

Major Activities

The Department plants, prunes and cares for the 17,000 park trees and 3,600 street trees. It guards all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase	
Operating Budget	$254,720	$267,110	$279,560	4.66%	$278,380	4.22%	1,180

# of Employees (FTE)		Included in Public Works and Parks & Recreation sections.

Summary of Executive Recommendations on Variable Cost Options

RIGHT-OF-WAY/PARKS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Overtime	$477	$1,200	$900	$650	Budget constraints.
Temporary Wages	214	1,000	1,000	750	Budget constraints.
Schools/Training/Conferences/Meetings	210	500	500	500	Request justified.
Tree Planting & Landscape/R.O.W.	11,933	12,000	12,000	12,000	Legacy/Tree City/Emerald Ash.
Tree Planting & Landscape/Parks	3,370	3,000	3,000	3,000	Legacy/Tree City/Emerald Ash.
Outside Services	159	500	500	500	Maintain 2016 level.
Small Equipment	220	930	930	700	Budget constraints.
INVASIVE SPECIES CONTROL					
Overtime	0	0	200	0	Overtime unnecessary.
Temporary Wages	100	100	1,000	750	Increase justified.
Total Executive Reductions Recommended				**$1,180**	

19,230	20,030	18,850	1,180
30,450	32,750	31,950	800
			$1,180

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Parks and Recreation/Public Works	**Budget:** City-Wide Forestry Program
	Program: Miscellaneous	**Submitted by:** M. Kading/G. Kaiser

Goals/Responsibilities:
It is the planned policy of the City to regulate and control the planting, transplanting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks or other public areas; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, street, sidewalk or other public property; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs within public areas; and, to guard all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

This program is under the joint management of the Public Works and Parks and Recreation Departments.

Activities:
- Establish and keep current a city tree plan regarding assessment, preservation, pruning, planting, replanting, removal and disposal of trees and brush from all parks and public right-of-ways or other areas where they interfere with City property
- Establish and publicize pruning standards for trees in both private and public areas
- Remove debris after storms
- Maintain clearance over streets and sidewalks
- Proactively manage all threats to the urban forest

2016 Accomplishments:
- Planted 180 trees in cemetery, parks, terraces, and other public property throughout the City
- Planted 20 memorial trees in parks and cemetery through the Trees for the Living Program
- Pruned over 1,500 public trees throughout the city
- Continued executing Emerald Ash Borer Management plan by removing and replanting 82 ash trees in parks and cemetery and 50 ash trees on terraces throughout the City. Continued monitoring for presence of EAB
- Continued monitoring and suppression program for gypsy moths
- Continued to updated tree inventory and incorporate into GIS System
- Chipped brush to reduce landfill fees. Supplied wood chips free to the public. Sold mulch made from leaves. Sold ash logs to wood processor
- Celebrated 32 years as a Tree City USA community with Arbor Day Celebration at Memorial Park honoring Richard Green for his dedication to Neenah's urban forest

2017 Goals/Plans:
- Continue executing EAB Management Plan with emphasis on replanting each ash tree that is removed
- Continue proactively managing the urban forest using Best Management Practices
- Continue updating and managing tree inventory
- Continue managing gypsy moth and other invasive species
- Tree planting: target streets recently reconstructed including Higgins, Columbian, Franklin and Castle Oak Subdivision

Major Increases (Decreases) in 2017 Budget Request:
None

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

CITY-WIDE FORESTRY PROGRAM

PUBLIC RIGHT-OF-WAY (8902-735)

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
0101	Salaries	3,868	4,600	2,482	4,600	4,600	4,600	
0102	Full Time Hourly Wages	90,784	82,090	85,953	95,000	90,000	90,000	
0103	Temporary Wages	71	0	0	0	0	0	
0104	Overtime Wages	477	900	523	600	600	500	
0110	Health Insurance	27,709	25,440	26,163	31,560	28,120	28,120	
0111	Fringes	20,911	19,990	20,301	23,880	21,530	21,530	
0115	Schools/Seminars/Training	0	150	0	150	150	150	
0124	Meal Allowance	0	0	8	10	0	0	
	Personal Services	**143,820**	**133,170**	**135,430**	**155,800**	**145,000**	**144,900**	**11,730**
0236	Outside Services	159	500	0	500	500	500	
0241	Tree Planting & Landscape	11,933	12,000	11,955	12,000	12,000	12,000	
0293	Maint of Motor Veh/Fleet	11,525	15,000	17,327	17,330	15,000	15,000	
0294	Oil and Fluids/Fleet	1,213	1,100	821	1,200	1,200	1,200	
0296	Maint of Oper Eq/Fleet	4,909	6,000	7,951	7,960	6,000	6,000	
	Contractual Services	**29,739**	**34,600**	**38,054**	**38,990**	**34,700**	**34,700**	**100**
0310	Gasoline & Oil	10,117	9,210	6,471	9,210	9,210	9,210	
0316	Equipment Maint Supplies	216	500	205	500	500	500	
0319	Safety Supplies	804	800	139	500	800	800	
0320	Small Tools	8	500	0	500	500	500	
0333	All Other Supplies	769	700	1,212	1,220	800	800	
0339	Tires & Tire Maintance	1,008	1,200	499	1,000	1,000	1,000	
0344	Small Equipment	0	300	0	300	300	200	
	Supplies & Materials	**12,922**	**13,210**	**8,526**	**13,230**	**13,110**	**13,010**	**(200)**
	PUBLIC RIGHT-OF-WAY	**186,481**	**180,980**	**182,010**	**208,020**	**192,810**	**192,610**	**11,630**
							Percent Budget Change	**6.43%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PARKS	**(8903-788)**							
0101	Salaries	3,694	4,200	2,910	4,200	4,200	4,200	
0102	Full Time Hourly Wages	34,127	42,200	16,435	35,000	37,200	37,200	
0103	Temporary Wages	143	1,000	156	1,000	1,000	750	
0104	Overtime Wages	0	300	0	300	300	150	
0110	Health Insurance	10,899	13,780	5,513	11,940	12,070	12,070	
0111	Fringes	8,031	10,370	4,240	10,370	9,210	9,210	
0115	Schools/Seminars/Training	0	300	0	300	300	300	
0118	License Renewal	0	100	0	100	100	100	
	Personal Services	**56,894**	**72,250**	**29,254**	**63,210**	**64,380**	**63,980**	**(8,270)**
0204	Conference & Meetings	210	300	215	300	300	300	
0207	Dues and Memberships	350	350	350	350	350	350	
0216	Maint of Operating Equip	44	100	0	100	100	100	
0236	Outside Services	0	0	77	80	0	0	
0241	Tree Planting & Landscape	3370	3000	3,089	3,090	3,000	3,000	
	Contractual Services	**3,974**	**3,750**	**3,731**	**3,920**	**3,750**	**3,750**	**0**
0308	Books & Periodicals	27	100	100	100	100	100	
0316	Equipment Maint. Supplies	0	200	0	200	200	200	
0319	Safety Supplies	318	200	126	200	200	200	
0320	Small Tools	162	400	0	400	400	400	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	220	630	0	630	630	500	
	Supplies & Materials	**727**	**1,630**	**226**	**1,630**	**1,630**	**1,500**	**(130)**
	PARKS	**61,595**	**77,630**	**33,211**	**68,760**	**69,760**	**69,230**	**(8,400)**
							Percent Budget Change	**-10.82%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	775	1,000	0	1,000	1,000	1,000	
0102	Full Time Hourly Wages	2,716	3,000	9,560	10,000	8,000	8,000	
0103	Temporary Wages	0	1,000	0	1,000	1,000	750	
0104	Overtime Wages	0	200	0	200	200	0	
0110	Health Insurance	833	1,470	2,843	3,310	2,890	2,890	
0111	Fringes	732	1,130	2,077	2,540	2,200	2,200	
	Personal Services	**5,056**	**7,800**	**14,480**	**18,050**	**15,290**	**14,840**	**7,040**
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	0	100	0	100	100	100	
0236	Outside Services	1,588	0	1,553	1,560	1,000	1,000	
	Contractual Services	**1,588**	**200**	**1,553**	**1,760**	**1,200**	**1,200**	**1,000**
0333	All Other Supplies	0	500	0	200	500	500	
	Supplies & Materials	**0**	**500**	**0**	**200**	**500**	**500**	**0**
	INVASIVE SPECIES CONTROL	**6,644**	**8,500**	**16,033**	**20,010**	**16,990**	**16,540**	**8,040**
							Percent Budget Change	**94.59%**
	TOTAL CITY WIDE FORESTRY	**254,720**	**267,110**	**231,254**	**296,790**	**279,560**	**278,380**	**11,270**
							Percent Budget Change	**4.22%**

TAX REFUNDS/SPECIAL RESERVES AND ESCROWS

Department Head

Michael K. Easker

Major Activities

This budget section accounts for certain reserves and contingency costs, as well as other costs anticipated to affect city-wide operations. This includes annual wage and fringe benefit costs and emergency contingencies not already included in departmental budgets as well as adjustments to line items that affect multiple city departmental budgets.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$9,101	($75,550)	$317,080	n/a	$177,130	n/a
No. of Employees (FTE)	n/a	n/a	n/a	n/a	n/a	n/a

Summary of Executive Recommendations on Variable Cost Options

SPECIAL RESERVES OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Non-Rep Wages (2% 1/1/17)	$0	$0	$101,730	$81,460	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	19,690	14,770	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	100,680	0	Current funding level sufficient.
Non-Rep Wage-Mid-Point Adj (10/1/17)	0	0	17,500	17,500	$70,000 annualized.
Non-Rep Fringe-Mid-Point Adj (10/1/17)	0	0	3,500	3,500	$14,000 annualized.
Police Union Wages (2% 1/1/17)	0	0	52,190	52,190	Pending labor negotiations.
Police Union Fringes (2% 1/1/17)	0	0	11,740	11,740	Pending labor negotiations.
City-Wide Internal I/S Services	636,390	660,490	671,510	664,000	Reflects I/S reductions.
City-Wide Internal Motor Pool Services	240,207	246,830	258,880	252,360	Reflects Motor Pool reductions.
City-Wide Electricity/2016 is Est. Actual	326,922	336,100	330,970	330,970	Based upon current estimates.
City-Wide Nat. Gas/2016 is Est. Actual	71,944	92,880	90,080	90,080	Based upon current estimates.
City-Wide Gas/Oil/2016 is Est. Actual	182,140	240,660	217,870	217,870	Based upon current estimates.
TAX REFUNDS					
Funding for Property Tax Refunds	9,075	7,500	10,000	10,000	Increase to fund recent claims.
Total Executive Reductions Recommended				**$139,950**	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Tax Refunds Reserve/ Special Reserves and Escrows
	Program: Miscellaneous	**Submitted by:** Michael Easker

TAX REFUNDS RESERVE

This budget is set up to provide a funded reserve for returning taxpayer overpayments resulting from:

a) Board of Review decisions on property valuations.
b) Litigation settlements on property valuations.
c) Other major adjustments.
d) Assessment corrections.

The 2017 request of $10,000 represents an increase of $2,500 and is based upon an increase in the average of refunds for corrections and claims on recent tax rolls. The amount will be transferred to a clearing account from which all tax refunds are issued. Due to a number of large refunds in recent years, that clearing account currently has a negative balance of approximately $50,000.

SPECIAL RESERVES AND ESCROWS

This cost center is designed to absorb the charges which are contingent upon events anticipated to occur in the coming year but for which sufficient data is not yet available to prepare a detailed budgetary plan.

Wages/Fringes/Health (Non-Rep and Police Union Employees)	Requested
Salaries/Wages - Non Rep	$101,770
Fringe Benefits – Non Rep	19,700
Salaries/Wages – Police Union	52,190
Fringe Benefits – Non Rep	11,740
Health Insurance	100,680
Total	$286,080
Salaries/Wages - Mid-Point Adjustment (Non-Rep Employees only)	$17,500
Fringe Benefits – Mid-Point Adjustment (Non-Rep Employees only)	3,500
Total	$21,000

Major Increases (Decreases) in 2017 Budget Request:
Wages/Fringes/Health provides an amount for 2017 wage and fringe benefit adjustments. The full impact of existing contractual wage increases (Fire/Rescue only) are included in their departmental operating budget.

Included in the amount above of $286,080 is $185,400 for a projected average wage/fringe increase of 2.0% for 2017 for non-represented and police unionized employees funded by the City's General Fund. This increase would vary by employee depending upon how increases are ultimately distributed through the merit pay plan rules still currently being formulated. The additional $100,680 represents a 5% increase in health insurance premiums for those same employees funded by the City's General Fund. Wages/Fringes/Health increases for employees working in other funds (I/S, Fleet Management, Parking, Storm Water and Recycling) are budgeted for in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of $21,000 represents the additional cost associated with providing all current non-represented employees that are below the mid-point of the pay grade an adjustment to move their salary closer to the grade mid-point. The wage amount of $17,500 assumes increases effective October 1, 2017, as in previous years. If adopted, the full annualized impact of the mid-point increases would be $70,000, or $20,000 more than 2016. These adjustments would vary by employee depending upon how the adjustments are ultimately distributed through the approved pay plan rules.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
TAX REFUNDS (2605-721)								
0236	Misc Expenditures	9,075	7,500	7,500	7,500	10,000	10,000	**2,500**
	Contractual Services	**9,075**	**7,500**	**7,500**	**7,500**	**10,000**	**10,000**	**2,500**
	TAX REFUNDS	**9,075**	**7,500**	**7,500**	**7,500**	**10,000**	**10,000**	**2,500**
							Percent Budget Change	**33.33%**
SPECIAL RESERVES & ESCROWS (2603-721								
0101	Salaries	0	0	0	0	101,770	81,460	
0110	Health Insurance	0	0	0	0	100,680	0	
0111	Fringes	0	0	0	0	19,700	14,770	
0130	Police Wages	0	0	0	0	52,190	52,190	
0131	Police Fringes	0	0	0	0	11,740	11,740	
0140	Midpoint/Other Adj Wages	0	3,480	0	0	17,500	17,500	
0141	Midpoint/Other Adj Fringe	0	440	0	0	3,500	3,500	
	Personal Services	**0**	**3,920**	**0**	**0**	**307,080**	**181,160**	**177,240**
0254	Printing/Copying	0	(7,400)	0	(7,400)	0	0	
0255	Internal I/S Services	0	(79,570)	0	(79,570)	0	(7,510)	
0293	Maint Of Motor Veh/Flee	0	0	0	0	0	(6,520)	
	Contractual Services	**0**	**(86,970)**	**0**	**(86,970)**	**0**	**(14,030)**	**72,940**
	SPECIAL RESERVES & ESCROWS	**0**	**(83,050)**	**0**	**(86,970)**	**307,080**	**167,130**	**250,180**
								-301.24%

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	All TIF's
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

All TIF Districts
2017 Proposed Budget

Description: This budget is a summary of all Tax Incremental Financing District Special Revenue Funds as described above.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
All TIF Funds				
Fund Balance (Deficit), January 1	($6,310,531)	($6,296,940)	($6,296,940)	($6,477,567)
Revenues				
Property Tax Increment	$4,226,881	$4,238,116	$4,186,583	$4,402,789
Computer Exemption Aid	508,564	540,962	534,383	558,902
Transfer from TIF #7 - Donor TIF	0	0	2,278,169	609,045
Interest Income - Debt Reserve	3,590	4,000	4,000	4,000
Interest Income/Miscellaneous	115,602	6,000	5,000	6,000
Total Revenues	4,854,637	4,789,078	7,008,135	5,580,736
Expenditures				
Transfer to Debt Service Fund	3,780,124	4,015,600	4,022,493	4,609,669
Transfer to General Fund-Admin	323,000	351,000	407,500	407,500
Transfer to General Fund-Interest	7,562	13,000	8,000	13,000
Transfer to TIF #8 - Donor TIF	0	0	2,278,169	609,045
Developer Increment Reimbursemen	296,600	296,600	296,600	120,200
Transfer-TIF #8 Capital Project Fund	340,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	93,760	6,000	6,000	6,000
Total Expenditures	4,841,046	4,852,200	7,188,762	5,935,414
Excess Revenues Over (Under) Expenditures	13,591	(63,122)	(180,627)	(354,678)
Fund Balance (Deficit), December 31	($6,296,940)	($6,360,062)	($6,477,567)	($6,832,245)
Cash Advance from Debt Service Levy (2013-16)	3,600,000	4,500,000	4,500,000	4,500,000
Cash Advance from Debt Service Levy (2017)	0	0	0	900,000
Net Cash Surplus (Deficit)	($2,696,940)	($1,860,062)	($1,977,567)	($1,432,245)

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #5 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

TIF #5 Fund (Downtown Business District)
2017 Proposed Budget

Description: The area within TID #5 contains several sites needing redevelopment or rehabilitation. Based on location and market demand, these sites are expected to develop for uses such as office, parking, commercial and residential. Sites at the north end of the district require more immediate attention, and should be redeveloped or rehabilitated within one to four years. Sites nearer the southern end of the district could be expected to require three to ten years before redevelopment or rehabilitation is viable.

Created: 01/01/1993
Amendment #1: 01/01/1999
Amendment #2: 01/01/2007
Max Exp. Date: 04/21/2015
Max Close Date: 12/31/2030

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #5				
Fund Balance (Deficit), January 1	($747,159)	($457,575)	($457,575)	($371,124)
Revenues				
Property Tax Increment	226,958	233,659	230,818	269,506
Computer Exemption Aid	227,046	163,434	161,446	151,745
Interest Income/Miscellaneous	37,103	1,000	1,000	1,000
Total Revenues	491,107	398,093	393,264	422,251
Expenditures				
Transfer to Debt Service Fund	136,996	234,813	234,813	348,951
Transfer to General Fund-Admin	62,000	61,000	70,000	70,000
Transfer to General Fund-Interest	429	1,000	1,000	1,000
Sundry Costs/Miscellaneous	2,098	1,000	1,000	1,000
Total Expenditures	201,523	297,813	306,813	420,951
Excess Revenues Over (Under) Expenditures	289,584	100,280	86,451	1,300
Fund Balance (Deficit), December 31	($457,575)	($357,295)	($371,124)	($369,824)
Cash Advance from Debt Service Levy (2012-16)	0	0	0	0
Cash Advance from Debt Service Levy (2017)	0	0	0	0
Net Cash Surplus (Deficit)	($457,575)	($357,295)	($371,124)	($369,824)

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #6 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

TIF #6 Fund (Southpark Industrial Center)
2017 Proposed Budget

Description: The area within TID #6 is designed to enable the City to provide manufacturing building sites in a planned business park setting. The primary project costs are for land acquisition and infrastructure, development (sanitary sewer, storm water, water main, street construction, electric power, street lighting). Additional costs include necessary site preparation, signage and landscaping costs, and necessary planning, administration, engineering and marketing costs

Created: 01/01/1997
Amendment #1: 01/01/2007
Max Exp. Date: 03/19/2015
Max Close Date: 12/31/2030

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #6				
Fund Balance (Deficit), January 1	($1,792,570)	($1,707,692)	($1,707,692)	($1,459,646)
Revenues				
Property Tax Increment	720,697	724,675	715,864	698,750
Computer Exemption Aid	22,277	84,895	83,862	79,035
Interest Income/Miscellaneous	0	1,000	1,000	1,000
Total Revenues	742,974	810,570	800,726	778,785
Expenditures				
Transfer to Debt Service Fund	294,580	287,687	294,580	341,026
Transfer to General Fund-Admin	47,000	46,000	53,500	53,500
Transfer to General Fund-Interest	458	2,000	2,000	2,000
Developer Increment Reimbursemen	201,600	201,600	201,600	25,200
Sundry Costs/Miscellaneous	114,458	1,000	1,000	1,000
Total Expenditures	658,096	538,287	552,680	422,726
Excess Revenues Over (Under) Expenditures	84,878	272,283	248,046	356,059
Fund Balance (Deficit), December 31	($1,707,692)	($1,435,409)	($1,459,646)	($1,103,587)
Cash Advance from Debt Service Levy (2012-16)	1,000,000	1,250,000	1,250,000	1,250,000
Cash Advance from Debt Service Levy (2017)	0	0	0	0
Net Cash Surplus (Deficit)	($707,692)	($185,409)	($209,646)	$146,413

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #7 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

TIF #7 Fund (Westside Business Corridor)
2017 Proposed Budget

Description: The area within TID #7 is an area including commercial development adjacent to Winneconne Avenue/Green Bay Road, the West Towne Village business district and Bridgewood golf, commercial and housing developments. Areas for development are in need of redevelopment/rehabilitation due to prolonged underutilization and associated physical and economic obsolescence. Proposed project costs and improvements include utility and access improvements, land acquisition, design and engineering, beautification/signage planning/project support.

Created: 01/01/2000

Amendment #1: 01/01/2002
Amendment #2: 01/01/2005
Amendment #3: 01/01/2006
Amendment #4: 01/01/2012

Max Exp. Date: 07/04/2022

Max Close Date: 12/31/2027

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #7				
Fund Balance (Deficit), January 1	$1,048,277	$1,687,558	$1,687,558	$0
Revenues				
Property Tax Increment	1,947,834	1,967,851	1,943,923	2,008,319
Computer Exemption Aid	56,031	52,653	52,013	57,547
Interest Income/Miscellaneous	2,461	1,000	1,000	1,000
Total Revenues	2,006,326	2,021,504	1,996,936	2,066,866
Expenditures				
Transfer to Debt Service Fund	1,213,149	1,204,325	1,204,325	1,255,821
Transfer to General Fund-Admin	91,000	91,000	106,000	106,000
Transfer to General Fund-Interest	0	0	0	0
Transfer to TIF #8 - Donor TIF	0	0	2,278,169	609,045
Developer Increment Reimbursemen	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	(32,104)	1,000	1,000	1,000
Total Expenditures	1,367,045	1,391,325	3,684,494	2,066,866
Excess Revenues Over (Under) Expenditures	639,281	630,179	(1,687,558)	0
Fund Balance (Deficit), December 31	$1,687,558	$2,317,737	$0	$0
Cash Advance from Debt Service Levy (2012-16)	0	0	0	0
Cash Advance from Debt Service Levy (2017)	0	0	0	0
Net Cash Surplus (Deficit)	$1,687,558	$2,317,737	$0	$0

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** TIF #8 Fund
	Program: Special Revenue Funds	**Submitted by:** Michael Easker/Chris Haese

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

TIF #8 Fund (Downtown/Doty Island Redevelopment)
2017 Proposed Budget

Description: The area within TID #8 includes the Doty Island Business District as well as key downtown business sites. The sites have been planned for and are expected to develop as a combination of commercial and residential use properties. The Doty Island plan is to retain significant older buildings that contribute to the charm and character of the business district; promote redevelopment at sites that can strengthen neighborhood retail and service offerings; and, maximize opportunity for existing businesses to stay and grow on the island. In certain instances, the revitalization strategy is a joint effort of the City and Neenah Community Development Authority (CDA).

Created: 01/01/2001
Amendment #1: 01/01/2002
Amendment #2: 01/01/2004
Amendment #3: 01/01/2005
Amendment #4: 01/01/2008
Max Exp. Date: 09/04/2023
Max Close Date: 12/31/2038

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #8				
Fund Balance (Deficit), January 1	($4,819,079)	($5,789,194)	($5,789,194)	($4,497,823)
Revenues				
Property Tax Increment	1,331,392	1,311,931	1,295,978	1,312,017
Computer Exemption Aid	203,210	239,980	237,062	223,516
Transfer from TIF #7 - Donor TIF	0	0	2,278,169	609,045
Interest Income - Debt Reserve	3,590	4,000	4,000	4,000
Interest Income/Miscellaneous	74,955	1,000	1,000	1,000
Total Revenues	1,613,147	1,556,911	3,816,209	2,149,578
Expenditures				
Transfer to Debt Service Fund	2,135,399	2,242,838	2,242,838	2,610,279
Transfer to General Fund-Admin	92,000	91,000	106,000	106,000
Transfer to General Fund-Interest	6,675	10,000	5,000	10,000
Transfer-TIF #8 Capital Project Fund	340,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	9,188	1,000	1,000	1,000
Total Expenditures	2,583,262	2,514,838	2,524,838	2,897,279
Excess Revenues Over (Under) Expenditures	(970,115)	(957,927)	1,291,371	(747,701)
Fund Balance (Deficit), December 31	($5,789,194)	($6,747,121)	($4,497,823)	($5,245,524)
Cash Advance from Debt Service Levy (2012-16)	2,600,000	3,250,000	3,250,000	3,250,000
Cash Advance from Debt Service Levy (2016)	0	0	0	900,000
Net Cash Surplus (Deficit)	($3,189,194)	($3,497,121)	($1,247,823)	($1,095,524)

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #9 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

TIF #9 Fund (US Hwy 41 Industrial Corridor)
2017 Proposed Budget

Description: The area within TID #9 includes an industrial corridor west of Interstate 41 between Breezewood Lane/Bell Street to the north and CTH G to the south. The area within the District is in need of redevelopment/rehabilitation due to the underutilization and physical and economic obsolescence. Proposed project costs include utility and access improvements, redevelopment assistance and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 03/17/2036
Max Close Date: 12/31/2041

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #9				
Fund Balance (Deficit), January 1	$0	($31,185)	($31,185)	($70,559)
Revenues				
Property Tax Increment	0	0	0	115,235
Computer Exemption Aid	0	0	0	47,030
Interest Income/Miscellaneous	60	1,000	1,000	1,000
Total Revenues	60	1,000	1,000	163,265
Expenditures				
Transfer to Debt Service Fund	0	3,374	3,374	11,653
Transfer to General Fund-Admin	31,000	31,000	36,000	36,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursemen	0	0	0	0
Sundry Costs/Miscellaneous	245	1,000	1,000	1,000
Total Expenditures	31,245	35,374	40,374	48,653
Excess Revenues Over (Under) Expenditures	(31,185)	(34,374)	(39,374)	114,612
Fund Balance (Deficit), December 31	($31,185)	($65,559)	($70,559)	$44,053
Cash Advance from Debt Service Levy (2012-16)	0	0	0	0
Cash Advance from Debt Service Levy (2017)	0	0	0	0
Net Cash Surplus (Deficit)	($31,185)	($65,559)	($70,559)	$44,053

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	TIF #10 Fund
Program:	**Submitted by:**
Special Revenue Funds	Michael Easker/Chris Haese

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

TIF #10 Fund (Near Downtown District)
2017 Proposed Budget

Description: The area within TID #10 includes an area on the west end of the Central Business District between the Neenah Slough to the west, Arrowhead Park to the north, Smith Street to the south, and Church Street to the east. The area within the District includes industrial, residential, commercial, retail and open space uses and at least 50% of the property within the District is defined as blighted. Several areas within the District have been identified as redevelopment sites and are expected to develop as a combination of commercial, office and/or residential uses. The proposed project costs include parking, utility and access improvements, redevelopment assistance, beautification/signage/public space, and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 08/04/2036
Max Close Date: 12/31/2041

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
TIF #10				
Fund Balance (Deficit), January 1	$0	$1,148	$1,148	($78,415)
Revenues				
Property Tax Increment	0	0	0	(1,038)
Computer Exemption Aid	0	0	0	29
Interest Income/Miscellaneous	1,023	1,000	0	1,000
Total Revenues	1,023	1,000	0	(9)
Expenditures				
Transfer to Debt Service Fund	0	42,563	42,563	41,939
Transfer to General Fund-Admin	0	31,000	36,000	36,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursemen	0	0	0	0
Sundry Costs/Miscellaneous	(125)	1,000	1,000	1,000
Total Expenditures	(125)	74,563	79,563	78,939
Excess Revenues Over (Under) Expenditures	1,148	(73,563)	(79,563)	(78,948)
Fund Balance (Deficit), December 31	$1,148	($72,415)	($78,415)	($157,363)
Cash Advance from Debt Service Levy (2012-16)	0	0	0	0
Cash Advance from Debt Service Levy (2017)	0	0	0	0
Net Cash Surplus (Deficit)	$1,148	($72,415)	($78,415)	($157,363)

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:** Community Develop.
Community Development	Block Grant Program
Program:	**Submitted by:**
Special Revenue Funds	Chris Haese

Community Development Block Grant Program
2017 Proposed Budget

The City of Neenah has been a recipient of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (H.U.D.) since 1984, and receives a formula-based grant annually.

The primary objective of the Community Development Block Grant program is to make the community a better place in which to live and work, especially for low and moderate income persons.

Annually, the City establishes a program of activities to be undertaken with these funds. The adoption of the program by the Common Council follows a series of opportunities for citizen participation in the formulation of the activities to be funded. The Community Development Block Grant has a program year starting date of June 1. Working within the regulations prescribed by H.U.D., the annual program is established within which at least 70% of the direct activity expenditures benefit low and moderate income persons. Remaining activity expenditures support redevelopment and blight elimination activities. In addition, funds are designated to support the City's administrative costs in carrying out the program.

In 2016 the program provided funds to support community services for low and moderate income households, increase job opportunities, improve deteriorated conditions, upgrade neighborhoods, and support planning and program administration.

In establishing the 2017 program, the City will seek citizen input as it develops activities. Approximately 70% or more of the program will continue to benefit low and moderate income persons. These activities will include a broad range of community improvements, housing and public service programs, and job creation opportunities.

Requests for 2017 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2017.

	2003-2015 Grant		2016 Grant		2017
	Allocation	2016 Exp.	Allocation	2016 Exp.	Budget
Grant Funds Available	$507,816	$507,816	$180,558	$180,558	$175,000
ALLOCATIONS					
Direct					
Low/Moderate Income Households	$380,230	$154,355	$99,558	$65,000	$118,000
Redevelopment & Blight Elimination	56,878	10,000	40,000	50,000	24,000
Community Planning & Projects	23,720	8,720	16,000	5,000	8,000
Transfers					
Administration	46,988	24,726	25,000	12,500	25,000
Totals	$507,816	$197,801	$180,558	$132,500	$175,000
Grant Balances		$310,015		$48,058	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Housing Fund
	Program: Special Revenue Funds	**Submitted by:** Chris Haese

Housing Fund
2017 Proposed Budget

The Housing Fund was established on June 30, 1983, by the Common Council for the purpose of providing for future housing-related community improvements. In establishing the fund, the Council chose to earmark all revenues from past and current housing improvement programs to be used to support the continuation of these types of activities. The program to be funded in 2017 is:

HOMEOWNER REHABILITATION PROGRAM: This program encourages lower income homeowners to improve their properties, and thus enhance the community's appearance and tax base. Non-elderly households receive either 6% interest installment loans, or deferred repayment loans, depending on ability to pay. Elderly households receive grants (maximum $3,600).

2016 Accomplishments:
Initiated and completed 7 owner-occupied rehabilitation projects.

2017 Goals/Plans:
OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners, maintain an 85% loan to 15% grant ratio to insure steady return to the Housing Fund.

HOMEBUYERS ASSISTANCE PROGRAM: Working with Winnebago County Housing Authority and Advocap, provide funding assistance to 2 first-time homebuyers with down payment and closing cost assistance and housing rehabilitation.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$71,640	$80,909	$80,909	$66,901
REVENUES				
Loan Repayments	$56,206	$20,000	$51,642	$20,000
Community Dev. Block Grant	0	25,000	0	25,000
Interest and Miscellaneous	7,089	1,000	2,100	1,560
Total Revenue	$63,295	$46,000	$53,742	$46,560
EXPENDITURES				
Schools, Seminars, Training	$0	$0	$0	$0
Auto Allowance	0	150	0	150
Postage	0	300	150	300
Outside Services	1,257	2,400	2,000	2,500
Office Supplies	0	350	100	350
Printing	0	250	0	250
Misc Expenditures	29	200	500	200
Grants/Loans Issued	17,740	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	35,000	35,000
Total Expenditures	$54,026	$68,650	$67,750	$68,750
Excess Revenues Over (Under) Expenditures	$9,269	($22,650)	($14,008)	($22,190)
Fund Balance, December 31	$80,909	$58,259	$66,901	$44,711
Loans Outstanding as of 12/31/2015: 100	$612,286			
Loans Written Off Due to Foreclosure/Bankruptc	0		0	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Community Development	**Budget:** Economic Development
	Program: Special Revenue Funds	**Submitted by:** Chris Haese

Small Business Loan Program
2017 Proposed Budget

The Small Business Loan Program was established in June 1988 by the Common Council for the purpose of providing low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah. In establishing the program, which was capitalized with Community Development Block Grant funds, the Council chose to earmark all future revenues from this capitalization of $250,000 to be used as a revolving loan fund to support the continuation of this economic development effort. In 1992, an additional $100,000 of Community Development Block Grants was appropriated for further capitalization of the loan fund. All Community Development Block Grant allocations have now been expended. Therefore, future loans will be issued from the loan repayment proceeds received from prior loans issued.

Under this program, borrowers may obtain loans to finance a portion of the cost of fixed asset projects. Funds issued by the City of Neenah are in the form of a companion loan to conventional financing from a private sector lender. To date, 22 loans have been approved for assistance.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$221,602	$224,647	$224,647	$238,207
REVENUES				
Loan Repayments	$6,633	$7,000	$17,380	$0
Interest and Miscellaneous	1,595	1,000	1,380	200
Total Revenue	$8,228	$8,000	$18,760	$200
EXPENDITURES				
Postage	$0	$50	$0	$50
Outside Services	0	200	0	200
Advertising & Publications	0	0	0	0
Auto Allowance	0	0	0	0
Office Supplies	0	0	0	0
Outside Printing	0	0	0	0
Misc. Expenditures	183	200	200	200
Grants/Loans Issued	0	25,000	0	25,000
Transfer to General Fund	5,000	5,000	5,000	5,000
Total Expenditures	$5,183	$30,450	$5,200	$30,450
Excess Revenues Over (Under) Expenditures	$3,045	($22,450)	$13,560	($30,250)
Fund Balance, December 31	$224,647	$202,197	$238,207	$207,957
Loans Outstanding as of 12/31/2015: 2	$17,372			
Loans Written Off Due to Bankruptcy	0		0	

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Industrial Development Fund
	Program: Special Revenue Funds	**Submitted by:** Chris Haese/Nancy Handevidt

Industrial Development Fund
2017 Proposed Budget

The Industrial Development Fund is used to account for the accumulation of resources received from the Winnebago County Industrial Development Board. The funding allocations for the current year are calculated on a per capita basis, using the population from January 1 of the previous year.

The funds are designated to be used for the improvement of industrial businesses and the recruitment of additional industrial developments within the City. The residents of the City of Neenah and the adjacent towns benefit by having industrial companies expand and relocate in the area.

The $5,000 transfer to the City General Fund is for economic and development studies, marketing & promotions.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$37,504	$54,402	$54,402	$59,572
REVENUES				
Per Capita Funding Allocation	$25,833	$25,830	$25,870	$25,870
Total Revenue	$25,833	$25,830	$25,870	$25,870
EXPENDITURES				
Recruitment/Retention	$3,935	$8,000	$15,700	$15,000
Transfer to General Fund	5,000	$5,000	$5,000	$5,000
Total Expenditures	$8,935	$13,000	$20,700	$20,000
Excess Revenues Over (Under) Expenditures	$16,898	$12,830	$5,170	$5,870
Fund Balance (Deficit), December 31	$54,402	$67,232	$59,572	$65,442

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Recycling Fund
Program:	**Submitted by:**
Special Revenue Funds	G.Kaiser/N. Handevidt

Recycling Fund
2017 Proposed Budget

The Recycling Fund was set up to segregate recycling revenue and expenditures from the General Fund. According to 1992 guidelines from the Department of Natural Resources and Department of Revenue, the City is the "responsible unit of government" and is mandated to keep full accounting, reporting and restructured budgetary procedures for City-wide recycling programs. This separate fund accounting began in 1993.

Goals/Responsibilities/Activities

Administer City-wide program for handling various types of recyclables in a cost effective manner with a view toward conserving resources and reducing volume of landfilled materials.

Funding: Expenditures are partially reimbursed by the State Recycling Grant, which has been applied for on an annual basis. Because of limited State funding resulting in annual decreases in State recycling grants, depressed recycling markets and increasing costs, a tax levy was required since 1995 to subsidize the fund. Funding for recycling grants with a surcharge on businesses expired at the end of 2001. Funding methods and policies remain the same, but funding of the grant program is now achieved through a tipping fee on all waste dumped in Wisconsin landfills. Unfortunately the State does not return the full tipping fee back to the responsible units in the form of recycling grants.

To offset the at least a portion of the shortfall, a Recycling Special Charge was added to the tax bill starting in fiscal year 2012 for any property that received curbside recycling collection. This charge was $22 per property in 2012, $30 in 2013 and 2014, $32 in 2015, and $37 in 2016. In 2012, 2013, 2014, and 2015 this fee offset a portion of the shorfall with the remainder of the shortfall covered through Recycling Fund reserves or tax levy. In 2016 the fee offset the entire shortfall.

Yard Waste: Includes weekly collections in spring, monthly collections (including brush) in summer and fall and collection of leaves in fall. No grass clippings are included in collections. In an effort to reduce labor expense, the spring yard waste collection has been reduced from eight weeks to five weeks. The brush and yard waste drop-off site at the Tullar garage has been very well received by the public with few violations (hours Monday through Friday 7:00 to 5:00 p.m., Saturday 8:30 a.m. to Noon from May to October). Leaf collection is very time consuming and labor intensive. Past practice was for the leaf pickers to collect eight times on each street during the fall season. In an effort to reduce costs (especially overtime), the frequency of collections has been reduced to four scheduled collections along with an additional cleanup collection (depending on weather). We will continue trying to meet the established, published calendar schedule by matching manpower to leaves. Homeowners tend to rake the leaves to the curb in a more timely manner if they know the leaf collection schedule. Leaf collection is fully funded by the Storm Water Utility.

Equipment: For yard waste collection, the City uses rear-loading trucks with a two person crew to collect bundled or containerized yard waste. Three chippers are available for brush chipping and are paired with a 7 CY truck and operated with a two person crew. For leaf collection, the City uses six 14 CY trucks with front-mounted vacuum units and a two person crew. If necessary, we can also use two pull-behind vacuum units with either a 7 CY or 14 CY truck and a two

2016 Accomplishments

- Continued recycling program despite reduction to State Recycling Grant by implementing a Recycling Special Charge to residential customers.
- Completed transition from one-person leaf collection units to two-person units to satisfy Wisconsin DOT requirements.
- Maintained Tullar Road drop-off site for City residents, March through December.
- Implemented trial for Sunday hours for the drop-off site.
- Staffed the drop-off site part time in April, full time from May through October and part time in November.

2017 Goals/Plans

- Continue to staff drop-off center to reduce non-resident materials.
- Continue to close drop-off center in January and February to reduce costs.
- Fund recycling program costs in excess of State Recycling Grant with “Special Charge” on tax bill, rather than use City reserves or tax levy.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Recycling Fund
Program:	**Submitted by:**
Special Revenue Funds	G.Kaiser/N. Handevidt

Major Increases (Decreases) in 2017 Budget Request:

- Assumed single stream recyclable tipping fees remain at $5 per ton.
- Assumed yard waste tipping fees remain at $22 per ton.
- Assumed revenue from the State Recycling grant to be the same as 2016.
- Assumed revenue from commodity sales to be the same as 2016.
- Assumed 8,724 properties serviced.
- Assumed the residential recycling special charge will be the same.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance, January 1	$213,348	$169,884	$169,884	$168,884	$168,884
REVENUES					
Program Revenue	$15,066	$12,000	$12,000	$12,000	$12,000
Grants	202,571	155,000	192,080	192,080	192,080
County Reimbursement	25,097	15,000	7,960	8,000	8,000
Total Revenue	$242,734	$182,000	$212,040	$212,080	$212,080
EXPENDITURES					
Curbside Collection	$285,886	$264,300	$251,920	$247,670	$247,670
Drop Off Site Collection	49,689	51,120	60,450	67,980	67,480
Adm. & Public Information	0	3,060	3,060	3,060	3,060
Yard Waste	208,465	219,140	201,730	196,200	196,200
Special Reserves & Escrow	0	0	0	7,210	3,120
Trans. to General Fund for Adm	22,000	22,000	22,000	22,000	22,000
Total Expenditures	$566,040	$559,620	$539,160	$544,120	$539,530
Excess Revenues Over (Under) Exp.	($323,306)	($377,620)	($327,120)	($332,040)	($327,450)
Tax Levy	$0	$0	$0	$0	$0
Residential Special Charge	$279,842	$335,000	$326,120	$333,000	$333,000
Surplus (Deficit) after Special Charge	($43,464)	($42,620)	($1,000)	$960	$5,550
Fund Balance, December 31	$169,884	$127,264	$168,884	$169,844	$174,434

CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

RECYCLING DIVISION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 months)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
Curbside Collection	285,887	264,300	205,323	251,920	247,670	247,670	
Waste Oil/Dropoff Site	49,690	51,120	41,761	60,450	67,980	67,480	
Admin.& Public Informatio	0	3,060	0	3,060	3,060	3,060	
Yard Waste	208,466	219,140	118,370	201,730	196,200	196,200	
Special Reserves & Escrow	0	0	0	0	7,210	3,120	
Transfers	22,000	22,000	16,500	22,000	22,000	22,000	
TOTAL EXPENDITURES	**566,043**	**559,620**	**381,954**	**539,160**	**544,120**	**539,530**	**(20,090)**
						Percent Budget Change	**-3.59%**

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	1,950	2,000	1,500	2,000	5,380	4,540	
0102	Full Time Hourly Wages	177,838	189,810	126,550	166,000	169,000	169,000	
0103	Temporary Wages	11,758	14,000	9,684	16,240	16,000	15,550	
0104	Overtime Wages	643	450	51	450	450	450	
0110	Health Insurance	55,228	59,510	40,257	54,950	59,080	56,020	
0111	Fringes	42,204	46,310	30,949	42,000	43,260	43,020	
0124	Schools/Seminars/Training	102	0	0	0	0	0	
	PERSONAL SERVICES	**289,723**	**312,080**	**208,991**	**281,640**	**293,170**	**288,580**	**(23,500)**
CONTRACTUAL SERVICES								
0202	Outside Printing	1,328	2,800	435	3,240	2,800	2,800	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	243	350	167	350	350	350	
0207	Dues & Memberships	0	100	0	100	100	100	
0213	Maint of Operating Equip	102	50	0	50	50	50	
0223	Water & Sewer	2,650	2,800	1,855	2,800	2,800	2,800	
0224	Outside Services	9,257	1,630	1,233	1,930	1,630	1,630	
0236	Professional Services	0	100	0	100	100	100	
0238	Tipping Fees	33,743	36,000	19,620	36,000	36,000	36,000	
0243	License Fees	187	190	187	190	190	190	
0245	Large Dumpster Item Pulls	8,368	7,500	6,554	7,500	7,500	7,500	
0249	Rental of Equipment	9,000	11,000	3,150	11,000	11,000	11,000	
0252	Maint of Motor Veh/Fleet	82,852	66,500	67,870	80,470	75,000	75,000	
0293	Oil and Fluids/Fleet	4,047	5,600	2,543	5,600	5,600	5,600	
0294	Maint of Oper Eq/Fleet	34,485	22,200	11,635	23,800	22,600	22,600	
	CONTRACTUAL SERVICES	**186,262**	**156,940**	**115,249**	**173,250**	**165,840**	**165,840**	**8,900**
SUPPLIES & MATERIALS								
0300	Office Supplies	0	50	0	50	50	50	
0301	Inhouse Printing	0	10	0	10	10	10	
0302	Gasoline & Oil	43,761	50,490	24,253	43,080	43,000	43,000	
0308	Motor Vehicles Maint. Sup	67	250	0	250	250	250	
0309	Equipment Maint. Supplies	143	150	27	150	150	150	
0313	Safety Supplies	657	450	415	570	450	450	
0316	Small Tools	4	100	0	100	100	100	
0319	All Other Supplies	32	600	1,155	1,560	600	600	
0320	Tires & Tire Maintance	23,394	16,500	15,367	16,500	18,500	18,500	
	SUPPLIES & MATERIALS	**68,058**	**68,600**	**41,217**	**62,270**	**63,110**	**63,110**	**(5,490)**
TRANSFERS								
0999	Transfers	22,000	22,000	16,500	22,000	22,000	22,000	
	TRANSFERS	**22,000**	**22,000**	**16,500**	**22,000**	**22,000**	**22,000**	**0**
	TOTAL RECYCLING	**566,043**	**559,620**	**381,957**	**539,160**	**544,120**	**539,530**	**(20,090)**
							Percent Budget Change	**-3.59%**

CITY OF NEENAH
OPERATING BUDGET
***** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
CURBSIDE COLLECTION (081-6901-935)								
0102	Full Time Hourly Wages	96,854	99,470	66,932	85,000	86,000	86,000	
0104	Overtime Wages	319	150	51	150	150	150	
0110	Health Insurance	27,536	29,140	19,887	25,580	25,750	25,750	
0111	Fringes	21,267	22,680	15,287	19,660	19,530	19,530	
0115	Schools/Seminars/Training	102	0	0	0	0	0	
0202	Outside Printing	1,328	300	0	300	300	300	
0206	Advertising & Publication	243	300	167	300	300	300	
0216	Maint of Operating Equip	102	50	0	50	50	50	
0224	Water & Sewer	2,650	2,800	1,855	2,800	2,800	2,800	
0236	Outside Services	6,432	1,000	633	1,000	1,000	1,000	
0243	Tipping Fees	13,186	12,000	7,906	12,000	12,000	12,000	
0245	License Fees	187	190	187	190	190	190	
0249	Large Dumpster Item Pulls	8,368	7,500	6,554	7,500	7,500	7,500	
0293	Maint of Motor Veh/Fleet	53,225	40,000	50,969	50,970	45,000	45,000	
0294	Oil and Fluids/Fleet	2,466	4,000	2,487	4,000	4,000	4,000	
0296	Maint of Oper Eq/Fleet	0	100	1,621	1,700	500	500	
0310	Gasoline & Oil	29,208	31,020	17,564	27,000	27,000	27,000	
0313	Motor Vehicles Maint. Sup	67	100	0	100	100	100	
0316	Equipment Maint. Supplies	143	0	0	0	0	0	
0319	Safety Supplies	546	300	415	420	300	300	
0333	All Other Supplies	0	200	103	200	200	200	
0339	Tires & Tire Maintance	21,658	13,000	12,706	13,000	15,000	15,000	
	CURBSIDE COLLECTION	**285,887**	**264,300**	**205,324**	**251,920**	**247,670**	**247,670**	**(16,630)**
WASTE OIL / DROP-OFF SITE (081-6902-935)								
0101	Salaries	1,950	2,000	1,500	2,000	2,000	2,000	
0102	Full Time Hourly Wages	17,050	16,240	12,148	17,000	17,000	17,000	
0103	Temporary Wages	11,758	14,000	9,684	16,240	16,000	15,550	
0110	Health Insurance	9,085	8,610	6,278	9,480	10,450	10,450	
0111	Fringes	6,878	6,700	4,827	7,290	7,930	7,880	
0236	Outside Services	113	300	600	600	300	300	
0252	Rental of Equipment	0	0	0	0	10,000	10,000	
0293	Maint of Motor Veh/Fleet	2,253	2,500	4,551	5,500	3,000	3,000	
0294	Oil and Fluids/Fleet	6	100	0	100	100	100	
0296	Maint of Oper Eq/Fleet	44	100	44	100	100	100	
0310	Gasoline & Oil	553	470	1,077	1,080	1,000	1,000	
0333	All Other Supplies	0	100	1,052	1,060	100	100	
	WASTE OIL / DROP-OFF SITE	**49,690**	**51,120**	**41,761**	**60,450**	**67,980**	**67,480**	**16,360**

CITY OF NEENAH
OPERATING BUDGET
***** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PUBLIC INFORMATION (081-6905-935)								
0202	Outside Printing	0	2,500	0	2,500	2,500	2,500	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	0	50	0	50	50	50	
0207	Dues & Memberships	0	100	0	100	100	100	
0236	Outside Services	0	30	0	30	30	30	
0238	Professional Services	0	100	0	100	100	100	
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0333	All Other Supplies	0	100	0	100	100	100	
	PUBLIC INFORMATION	**0**	**3,060**	**0**	**3,060**	**3,060**	**3,060**	**0**
YARD WASTE (081-6907-935)								
0102	Full Time Hourly Wages	63,934	74,100	47,470	64,000	66,000	66,000	
0104	Overtime Wages	324	300	0	300	300	300	
0110	Health Insurance	18,607	21,760	14,092	19,890	19,820	19,820	
0111	Fringes	14,059	16,930	10,835	15,050	15,030	15,030	
0202	Outside Printing	0	0	435	440	0	0	
0236	Outside Services	2,712	300	0	300	300	300	
0243	Tipping Fees	20,557	24,000	11,714	24,000	24,000	24,000	
0252	Rental of Equipment	9,000	11,000	3,150	11,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	27,374	24,000	12,349	24,000	27,000	27,000	
0294	Oil and Fluids/Fleet	1,575	1,500	56	1,500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	34,441	22,000	9,970	22,000	22,000	22,000	
0310	Gasoline & Oil	14,000	19,000	5,611	15,000	15,000	15,000	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	0	150	27	150	150	150	
0319	Safety Supplies	111	150	0	150	150	150	
0320	Small Tools	4	100	0	100	100	100	
0333	All Other Supplies	32	200	0	200	200	200	
0339	Tires & Tire Maintance	1,736	3,500	2,661	3,500	3,500	3,500	
	YARD WASTE	**208,466**	**219,140**	**118,370**	**201,730**	**196,200**	**196,200**	**(22,940)**
SPECIAL RESERVES & ESCROW (081-9026-733)								
0101	Salaries	0	0	0	0	3,380	2,540	
0110	Health Insurance	0	0	0	0	3,060	0	
0111	Fringes	0	0	0	0	770	580	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**7,210**	**3,120**	**3,120**
TRANSFER TO GENERAL FUND (081-9910-935)								
0999	Transfers	22,000	22,000	16,500	22,000	22,000	22,000	
	TRANSFER TO GENERAL FUND	**22,000**	**22,000**	**16,500**	**22,000**	**22,000**	**22,000**	**0**
RECYCLING PROGRAM		**566,043**	**559,620**	**381,955**	**539,160**	**544,120**	**539,530**	**(20,090)**
							Percent Budget Change	**-3.59%**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Public Health	**Budget:** Health Grants
	Program: Special Revenue Funds	**Submitted by:** Nancy Handevidt

Health Grants Program
2017 Consolidated Contract Grants Budget

In late 2010, the City joined the cities of Oshkosh and Menasha and Winnebago County to study the viability of consolidating health department services. Upon completion of the study, the Cities of Neenah and Oshkosh agreed to transfer responsibility for health and sanitation services to Winnebago County effective July 1, 2012.

Each year leading up to transfer of service to Winnebago County, local health departments statewide received Consolidated Contract grants funds from the Department of Health and Family Services (DHFS). Upon transfer of the service, all remaining grant funds, with the exception of Preparedness CDC, were transferred to Winnebago County. As for the Preparedness CDC funds, the City retains those funds and is allowed to use them for any costs associated with making the community more prepared for natural or man-made disasters.

	2015 Actual	2016 Y-T- D	2017 Budget
Fund Balance, January 1	$114,459	$114,459	$114,459
EXPENDITURES			
Software Upgrade	0	0	0
141 GB 15K SCSI Disk Drives (8)	0	0	0
Digal Signs	0	0	0
Total Expenditures	$0	$0	$0
Fund Balance, December 31	$114,459	$114,459	$114,459

CITY OF NEENAH 2017 OPERATING BUDGET REQUES6 PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Miscellaneous
	Program: Special Revenue Funds	**Submitted by:** Nancy Handevidt

Park and Recreation Fund
2017 Proposed Budget

To account for monies received from private donations and bequests to finance specific Park and Recreation related activities and the corresponding expenditures.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$345,410	$363,747	$363,747	$359,947
Revenues				
Contributions	$54,819	$40,000	$40,000	$40,000
Interest & Miscellaneous	458	400	1,200	1,200
Total Revenues	$55,277	$40,400	$41,200	$41,200
Expenditures	$36,940	$40,000	$45,000	$40,000
Excess Revenues Over (Under) Expenditures	$18,337	$400	($3,800)	$1,200
Fund Balance (Deficit), December 31	$363,747	$364,147	$359,947	$361,147

Dial-A-Ride Fund
2017 Proposed Budget

To account for the receipts and disbursements of the Neenah-Menasha Dial-A-Ride Transportation program for the elderly.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$42,652	$61,254	$61,254	$76,814
Revenues				
Intergovernmental	$44,203	$42,000	$42,000	$42,000
Contribution/Interest	8,500	8,500	8,560	8,000
Total Revenues	$52,703	$50,500	$50,560	$50,000
Expenditures	$34,101	$50,500	$35,000	$50,000
Excess Revenues Over (Under) Expenditures	$18,602	$0	$15,560	$0
Fund Balance (Deficit), December 31	$61,254	$61,254	$76,814	$76,814

Civic and Social Fund
2017 Proposed Budget

To account for monies provided by private donors to finance specific civic improvement and social activities and the corresponding expenditures.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$100,501	$136,452	$136,452	$143,652
Revenues				
Contribution	$50,120	$25,000	$25,000	$26,000
Interest & Miscellaneous	15,433	15,000	17,500	18,000
Total Revenue	$65,553	$40,000	$42,500	$44,000
Expenditures	$29,602	$35,000	$35,300	$36,000
Excess Revenues Over (Under) Expenditures	$35,951	$5,000	$7,200	$8,000
Fund Balance (Deficit), December 31	$136,452	$141,452	$143,652	$151,652

CITY OF NEENAH 2017 OPERATING BUDGET REQUES6 PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Miscellaneous
	Program: Special Revenue Funds	**Submitted by:** Nancy Handevidt

Library Fund
2017 Proposed Budget

To account for monies provided by private donors to finance specific Library improvements and services and the corresponding expenditures.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$1,345,502	$1,344,114	$1,344,114	$1,374,114
Revenues				
Contribution	$52,670	$40,000	$45,000	$40,000
Interest & Market Adj.	(5,944)	25,000	40,000	30,000
Total Revenue	$46,726	$65,000	$85,000	$70,000
Expenditures	$48,114	$55,000	$55,000	$55,000
Excess Revenues Over (Under) Expenditures	($1,388)	$10,000	$30,000	$15,000
Fund Balance (Deficit), December 31	$1,344,114	$1,354,114	$1,374,114	$1,389,114

Public Safety Trust
2017 Proposed Budget

To account for monies provided by private donors to finance specific public safety equipment and services and the corresponding expenditures.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$134,009	$132,920	$132,920	$122,920
Revenues				
Contribution	$1,577	$10,000	$5,000	$10,000
Interest & Miscellaneous	23,860	20,100	20,000	20,000
Total Revenue	$25,437	$30,100	$25,000	$30,000
Expenditures	$26,526	$35,000	$35,000	$35,000
Excess Revenues Over (Under) Expenditures	($1,089)	($4,900)	($10,000)	($5,000)
Fund Balance (Deficit), December 31	$132,920	$128,020	$122,920	$117,920

Clock Tower Renovation/Maintenance
2017 Proposed Budget

To account for monies provided by private donors to finance clock tower renovation and maintenance.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Deficit), January 1	$8,962	$7,909	$7,909	$7,389
Revenues				
Contribution	$0	$100	$50	$100
Interest & Miscellaneous	13	10	30	30
Total Revenue	$13	$110	$80	$130
Expenditures	$1,066	$500	$600	$600
Excess Revenues Over (Under) Expenditures	($1,053)	($390)	($520)	($470)
Fund Balance (Deficit), December 31	$7,909	$7,519	$7,389	$6,919

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Debt Service Fund
	Program: Debt Service Fund	**Submitted by:** Michael Easker

Debt Service Fund
2017 Operating Budget

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation borrowing long-term principal, interest and related costs. All of the City-purpose long-term debt is general obligation debt, and thus is secured by the full faith and credit of the City, and consists of installment notes, bonds and other governmental loans.

The City's debt service obligation also includes general obligation debt issued for the benefit of the City's Sanitary and Storm Sewer Funds as well as Tax Incremental Financing Districts #5, #6, #7, #8, #9 and #10. Should any of these entities fail to meet their obligations on this debt, the City is ultimately responsible. In 2012, the City saw a significant reduction in the amount needed to levy for non-TIF debt service. The City began in 2012 to use those levy dollars to provide temporary cash advances to assist in funding debt service payments in TIF districts in which increment in those districts is not sufficient to meet all debt service requirements.

As of December 31, 2016, the City's outstanding G. O. debt is estimated to total $47,201,364. This amount represents 47.4% of the City's legal debt limit of $99,583,005. The City also has Storm Water Revenue Bonds issued in 2009 totaling $351,077. In addition, the City has Capital Lease obligations totaling $22.72 million in Lease Revenue Bonds issued by the City's Community Development Authority in 2004 and 2008, with the 2004 issue refunded in 2013 and the 2008 issue partially refunded in 2016.

The 2017 Debt Service tax levy of $3,450,000, is an increase of $165,000 from 2016.

			2017 Budget	
Estimated Fund Balance, January 1, 2017				$4,530,016
Revenues				
Tax Levy		3,450,000		
Transfer from Tax Increment Districts (total T.I.D. debt service)		4,609,669		
Transfer from Sanitary Sewer Utility (capital projects/equip)		1,153,353		
Transfer from Storm Water Utility (capital projects/equip)		693,944		
Special Assessments		330,000		
Winnebago County (Library-ends 2020)		108,509		
Net Premium on Debt Issuance		75,000		
Total Revenues			10,420,475	
Expenditures				
City General Obligation Debt Service:				
Principal	6,633,924			
Interest	1,155,232	7,789,156		
Storm Water Revenue Bonds				
Principal	22,266			
Interest	10,718	32,984		
Capital Leases				
Principal	975,000			
Interest	752,599	1,727,599		
Total Expenditures			9,549,739	
Excess Revenues Over (Under) Expenditures				870,736
* Estimated Fund Balance, December 31, 2017				$5,400,752

*Note: $5.4 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #6 and #8 Special Revenue Funds, where current TIF increment is not sufficient to meet current debt service requirements.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Debt Service Fund
	Program: Debt Service Fund	**Submitted by:** Michael Easker

2017 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2009A $2,715,000	Streets/Facilities/Equip.	95,000	9,163	104,163	
NIC - 2.988%	Sanitary Sewer Utility	135,000	13,062	148,062	
	Storm Water Utility	85,000	8,238	93,238	345,463
2010A $2,775,000	Streets/Facilities/Equip.	255,000	21,888	276,888	
NIC - 2.481%	Sanitary Sewer Utility	95,000	8,175	103,175	380,063
2011 $4,995,000	Streets/Facilities/Equip.	345,000	33,997	378,997	
NIC - 2.477%	TID #5	0	2,025	2,025	
	TID #6	5,000	462	5,462	
	TID #7	0	280	280	
	TID #8	95,000	9,337	104,337	
	Sanitary Sewer Utility	160,000	15,910	175,910	
	Storm Water Utility	30,000	3,055	33,055	700,066
2012A $3,955,000	Streets/Facilities/Equip.	280,000	28,187	308,187	
NIC - 1.575%	Sanitary Sewer Utility	110,000	11,275	121,275	
	Storm Water Utility	25,000	2,662	27,662	457,124
2013 $5,270,000	Streets/Facilities/Equip.	315,000	44,138	359,138	
NIC - 1.840%	TID #5	35,000	2,188	37,188	
	TID #6	10,000	1,425	11,425	
	TID #7	0	338	338	
	TID #8	70,000	9,775	79,775	
	Sanitary Sewer Utility	105,000	15,063	120,063	
	Storm Water Utility	40,000	5,437	45,437	653,364
2014 $4,685,000	Streets/Facilities/Equip.	230,000	49,000	279,000	
NIC - 1.7465%	TID #5	0	200	200	
	TID #6	20,000	3,600	23,600	
	TID #7	0	700	700	
	TID #8	25,000	4,050	29,050	
	Sanitary Sewer Utility	90,000	14,500	104,500	
	Storm Water Utility	50,000	7,900	57,900	494,950
2015 $6,250,000	Streets/Facilities/Equip.	285,000	56,500	341,500	
TIC - 1.89%	TID #5	1,860	1,850	3,710	
	TID #6	30,315	2,125	32,440	
	TID #7	96,000	27,061	123,061	
	TID #8	36,825	2,214	39,039	
	TID #9	0	2,675	2,675	
	Sanitary Sewer Utility	60,000	12,100	72,100	
	Storm Water Utility	50,000	9,450	59,450	673,975
2015 $1,350,000	TID #10	1,350,000	33,750	1,383,750	
2017 Note Anticipation Note Refunding		(1,350,000)		(1,350,000)	33,750
NIC - 1.97%					
2016 $6,500,000	Streets/Facilities/Equip.	50,000	108,202	158,202	
TIC - 1.57%	TID #7	5,000	1,571	6,571	
	TID #8	0	281	281	
	TID #9	0	8,978	8,978	
	TID #10	0	8,189	8,189	
	Sanitary Sewer Utility	80,000	22,150	102,150	
	Storm Water Utility	50,000	13,585	63,585	347,956
Total Promissory/Note Anticipation Notes		*$3,450,000*	*$636,711*	*$4,086,711*	*$4,086,711*

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	Department/Office: Finance	Budget: Debt Service Fund
	Program: Debt Service Fund	Submitted by: Michael Easker

Bonds

2004C $2,225,000	TID #7	1,568	769	2,337	
NIC - 4.952%	TID #8	138,432	67,930	206,362	208,699
2007B $2,820,000	TID #5	19,200	372	19,572	
NIC - 3.843%	TID #6	3,300	64	3,364	
	TID #7	277,500	5,377	282,877	305,813

Bonds (cont.)		Principal	Interest	Sub-Total	Total
2009B $2,590,000	TID #5	15,000	300	15,300	
NIC - 4.208%	TID #6	0	1,200	1,200	
	TID #7	50,000	34,460	84,460	
	TID #8	0	70,896	70,896	171,856
2009C $3,980,000	TID #7	380,000	20,650	400,650	
NIC - 2.686%					400,650
2010B $2,315,000	TID #5	105,000	13,156	118,156	
NIC - 3.852%	TID #6	0	1,080	1,080	
	TID #7	0	67,302	67,302	
	TID #8	0	0	0	186,538
2012B $1,635,000	TID #5	85,000	8,731	93,731	
NIC - 2.872%	TID #6	0	275	275	
	TID #7	0	32,742	32,742	
	TID #8	0	5,288	5,288	132,036
2012C $4,410,000	Streets/Facilities/Equip.	0	0	0	
NIC - 1.789%	TID #5	1,224	1,634	2,858	
	TID #6	4,191	6,750	10,941	
	TID #7	20,063	29,651	49,714	
	TID #8	19,523	27,016	46,539	
	Sanitary Sewer Utility	0	0	0	
	Storm Water Utility	0	0	0	110,052
2013A $7,545,000	Streets/Facilities/Equip.	860,442	26,256	886,698	
NIC - 1.28%	TID #5	52,956	3,255	56,211	
	TID #6	137,444	6,749	144,193	
	TID #7	185,800	18,989	204,789	
	TID #8	274,655	26,458	301,113	
	Sanitary Sewer Utility	176,357	4,305	180,662	
	Storm Water Utility	272,345	8,288	280,633	2,054,299
2013 $1,030,000	TID #6	85,000	22,046	107,046	107,046
NIC - 2.686% (Tax)					
Total General Obligation Bonds		*$3,165,000*	*$511,989*	*$3,676,989*	*$3,676,989*
Clean Water Fund Loans - G.O.					
2010 $411,652	Sanitary Sewer Utility	18,924	6,532	25,456	25,456
NIC - 2.200%					
Total Clean Water Fund Loans - G.O.		*$18,924*	*$6,532*	*$25,456*	*$25,456*
Total Gross Debt Service		**$6,633,924**	**$1,155,232**	**$7,789,156**	**$7,789,156**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	Department/Office: Finance	Budget: Debt Service Fund
	Program: Debt Service Fund	Submitted by: Michael Easker

Clean Water Fund Loans - Revenue Bonds				
2009 $471,087 Storm Water Utility NIC - 3.153%	22,266	10,718	32,984	32,984
Total Storm Water Revenue Bonds	*$22,266*	*$10,718*	*$32,984*	*$32,984*
Capital Leases				
2008 CDA Lease TID #8 NIC - 4.594%	365,000	92,646	457,646	$457,646
2013 CDA Lease Refunding - 2004 TID #8 NIC - 4.772%	580,000	570,568	1,150,568	$1,150,568
2016 CDA Lease Refunding - 2004 TID #8 TIC - 2.82%	30,000	89,385	119,385	$119,385
Total Capital Leases	*$975,000*	*$752,599*	*$1,727,599*	*$1,727,599*
Total Debt Service and Capital Lease Obligations				**$9,549,739**
Less: Other Debt Service Funding				6,099,739
Net Tax Levy				**$3,450,000**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Debt Service Fund
	Program: Debt Service Fund	**Submitted by:** Michael Easker

Outstanding Indebtedness

General Obligation Promissory/Note Anticipation Notes	12/31/16	12/31/17	Principal Paid in '17
2009A $2,715,000 Capital Improvements/Sanitary/Storm	980,000	665,000	
2010A $2,775,000 Capital Improvements/Sanitary/Storm	1,085,000	735,000	
2011A $4,995,000 Capital Improvements/TID/Sanitary/Storm	2,770,000	2,135,000	
2012A $3,955,000 Capital Improvements/Sanitary/Storm	2,635,000	2,220,000	
2013A $5,270,000 Capital Improvements/TID/Sanitary/Storm	4,190,000	3,615,000	
2014A $4,685,000 Capital Improvements/TID/Sanitary/Storm	4,205,000	3,790,000	
2015A $6,250,000 Capital Improvements/TID/Sanitary/Storm	5,730,000	5,170,000	
2015 $1,350,000 Capital Improvements/TID/Sanitary/Storm	1,350,000	0	
2017 $1,350,000 Note Anticipation Note (NAN) Refunding	0	1,350,000	
2016A $6,500,000 Capital Improvements/TID/Sanitary/Storm	6,500,000	6,315,000	
Total G.O. Promissory Notes	$29,445,000	$25,995,000	$3,450,000
General Obligation Bonds			
2004C $2,225,000 TID	1,450,000	1,310,000	
2007B $2,820,000 TID	300,000	0	
2009B $2,590,000 TID	2,590,000	2,525,000	
2009C $3,980,000 Refunding - Cap. Improvements/TID/Storm	780,000	400,000	
2010B $2,315,000 TID	2,205,000	2,100,000	
2012B $1,635,000 TID	1,635,000	1,550,000	
2012C $4,410,000 Refunding - Cap. Improvements/TID/Storm	3,275,000	3,230,000	
2013A $7,545,000 Refunding - Cap. Improvements/TID/Storm	4,450,000	2,490,000	
2013A $1,030,000 -Taxable Refuding-TID	765,000	680,000	
Total G.O. Bonds	$17,450,000	$14,285,000	$3,165,000
Clean Water Fund Loans - G.O.			
2010 $411,652 Sanitary Sewer Utility	306,364	287,440	
Total Clean Water Fund Loans - G.O.	$306,364	$287,440	$18,924
* Total City Outstanding Debt	$47,201,364	$40,567,440	$6,633,924

*** Note: Principal paid in 2017 excludes principal payments on Storm Water Revenue Bonds ($22,266) and CDA Capital Lease Obligations ($975,000). Including those payments, total debt principal scheduled for payment in 2017 is $8,981,190.**

Legal Debt Limit

	G. O. Debt	% of Statutory Limit
End of 2016:	$47,201,364	47.4% **
End of 2015:	46,794,880	48.4%
End of 2014:	46,507,999	48.5%
End of 2013:	47,963,383	51.8%
End of 2012:	46,124,943	50.1%
End of 2011:	45,302,933	47.3%
End of 2010:	46,234,545	48.2%
End of 2009:	46,871,594	47.3%
End of 2008:	47,044,457	48.7%
End of 2007:	47,264,608	50.7%
End of 2006:	45,643,246	49.5%

** City Equalized Valuation 1/1/16	$1,991,660,100
Percent Limit of G.O. Debt	x 5%
Amount Limit of G.O. Debt	$99,583,005
12/31/16 Debt Outstanding	$47,201,364/ $99,583,005 = 47.4%

CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2016

Outstanding Principal Balances

Year Ended	Amount	% of Statutory Limit
1995	21,181,178	40.3
1996	22,130,967	40.6
1997	21,502,744	37.3
1998	22,415,191	37.5
1999	23,572,836	38.2
2000	25,855,368	39.8
2001	26,953,231	38.4
2002	31,275,581	42.6
2003	32,130,505	41.4
2004	33,352,670	39.6
2005	38,242,106	45.6
2006	45,643,246	49.5
2007	47,264,608	50.7
2008	47,044,457	48.7
2009	46,871,594	47.3
2010	46,234,545	48.2
2011	45,302,933	47.3
2012	46,124,943	50.1
2013	47,963,383	51.8
2014	46,507,999	48.5
2015	46,794,880	48.4
2016	47,201,364	47.4
2017	40,567,440	N/A
2018	33,958,100	N/A
2019	27,953,334	N/A
2020	22,528,133	N/A
2021	17,972,488	N/A
2022	13,906,389	N/A
2023	10,204,826	N/A
2024	7,292,788	N/A
2025	5,015,266	N/A
2026	3,412,248	N/A
2027	2,843,724	N/A
2028	2,259,682	N/A
2029	1,645,111	N/A
2030	1,485,000	N/A
2031	1,350,000	N/A

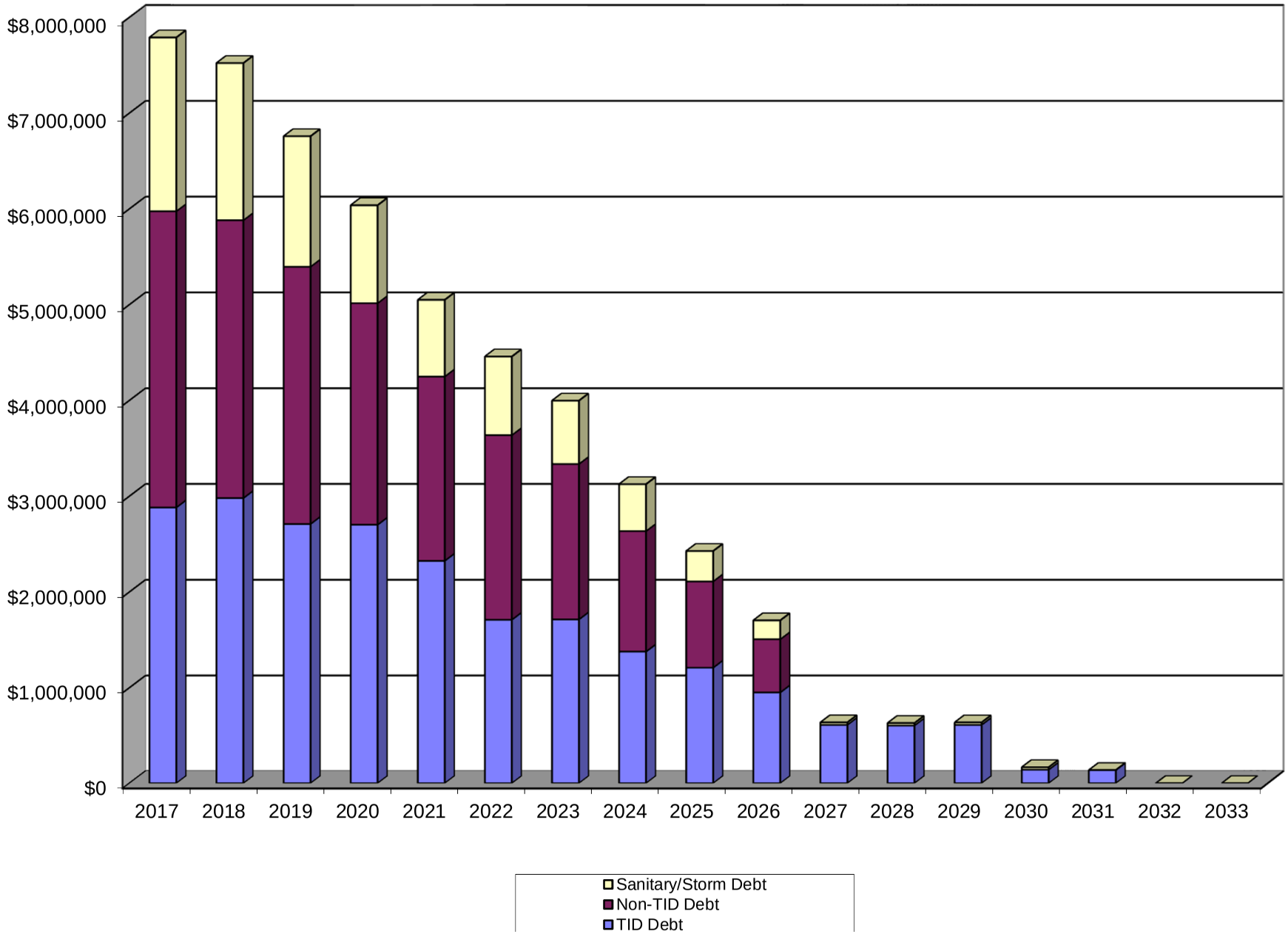
CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2016

	TID Supported G. O. Debt				Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2017	2,285,856	596,214	2,882,070		2,715,442	377,331	3,092,773	
2018	2,491,442	488,879	2,980,321		2,613,372	287,910	2,901,282	
2019	2,290,000	419,432	2,709,432		2,455,000	231,191	2,686,191	
2020	2,350,000	351,963	2,701,963		2,130,000	183,375	2,313,375	
2021	2,035,000	290,007	2,325,007		1,780,000	144,126	1,924,126	
2022	1,469,999	239,777	1,709,776		1,820,001	107,690	1,927,691	
2023	1,520,000	193,310	1,713,310		1,550,000	72,652	1,622,652	
2024	1,225,000	152,207	1,377,207		1,215,000	43,277	1,258,277	
2025	1,090,000	119,487	1,209,487		880,000	20,648	900,648	
2026	860,000	90,672	950,672		550,000	5,501	555,501	
2027	545,000	66,455	611,455		0	0	0	
2028	560,000	44,271	604,271		0	0	0	
2029	590,000	20,897	610,897		0	0	0	
2030	135,000	6,649	141,649		0	0	0	
2031	135,000	2,227	137,227		0	0	0	
2032	0	0	0		0	0	0	
2033	0	0	0		0	0	0	
	$19,582,297	$3,082,447	$22,664,744	44.39%	$17,708,815	$1,473,701	$19,182,516	37.56%

	Sanitary/Storm Utility Supported G. O. Debt				Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2017	1,632,626	181,687	1,814,313		6,633,924	1,155,232	7,789,156	
2018	1,504,526	136,032	1,640,558		6,609,340	912,821	7,522,161	
2019	1,259,766	102,669	1,362,435		6,004,766	753,292	6,758,058	
2020	945,201	77,221	1,022,422		5,425,201	612,559	6,037,760	
2021	740,645	59,903	800,548		4,555,645	494,036	5,049,681	
2022	776,099	44,488	820,587		4,066,099	391,955	4,458,054	
2023	631,563	29,738	661,301		3,701,563	295,700	3,997,263	
2024	472,038	17,922	489,960		2,912,038	213,406	3,125,444	
2025	307,522	9,456	316,978		2,277,522	149,591	2,427,113	
2026	193,018	4,093	197,111		1,603,018	100,266	1,703,284	
2027	23,524	1,881	25,405		568,524	68,337	636,861	
2028	24,042	1,358	25,400		584,042	45,629	629,671	
2029	24,571	823	25,394		614,571	21,719	636,290	
2030	25,111	276	25,387		160,111	6,925	167,036	
2031	0	0	0		135,000	2,227	137,227	
2032	0	0	0		0	0	0	
2033	0	0	0		0	0	0	
	$8,560,252	$667,547	$9,227,799	18.07%	$45,851,364	$5,223,695	$51,075,059	100.00%

* Excludes 2017 Estimated Borrowing for 2017 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

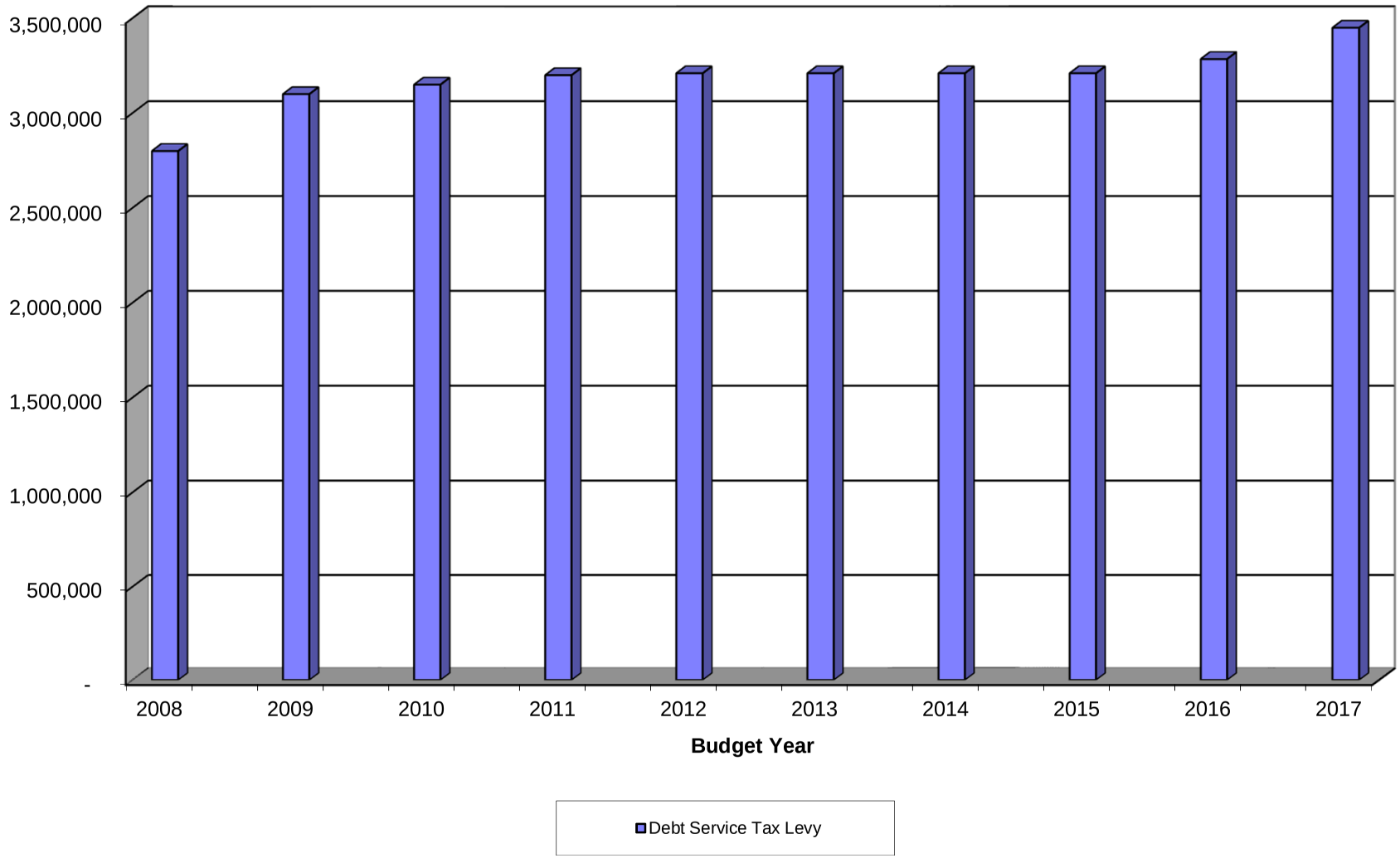
CITY OF NEENAH
Schedule of Future Annual Debt Service Payments
For All G.O. Debt Issued as of September 30, 2016



CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2008-2017

Year	$ Levy	$ Change	% Change
2008	2,800,000		
2009	3,100,000	300,000	10.71%
2010	3,150,000	50,000	1.61%
2011	3,200,000	50,000	1.59%
2012	3,210,000	10,000	0.31%
2013	3,210,000	0	0.00%
2014	3,210,000	0	0.00%
2015	3,210,000	0	0.00%
2016	3,285,000	75,000	2.34%
2017	3,450,000	165,000	5.02%

CITY OF NEENAH
Annual Debt Service Levy
2008-2017



CITY OF NEENAH
2017 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	$3,112,000	$1,770,000	$1,342,000
Pedestrian Routes	225,000	150,000	75,000
Traffic Signals	15,000	0	15,000
Total Expenditures	**$3,352,000**	**$1,920,000**	**$1,432,000**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$3,352,000	$1,520,000	$1,832,000
Use of Reserves	0	400,000	(400,000)
Total Funding Sources	**$3,352,000**	**$1,920,000**	**$1,432,000**

Tax Incremental Financing

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
TIF #7 Original (Westside Business Corridor)	$133,000	$133,000	$0
TIF #8 Original (Doty Island Redevelopment)	35,000	35,000	0
TIF #9 Original (US Hwy. 41 Industrial)	815,000	815,000	0
TIF #10 Original (Near Downtown District)	515,000	1,190,000	(675,000)
TIF #11 Original (Pendleton Development Area)	15,000	15,000	0
Total Expenditures	**$1,513,000**	**$2,188,000**	**($675,000)**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	$133,000	$0	$133,000
General Obligation Borrowing-TIF #8	35,000	35,000	0
General Obligation Borrowing-TIF #9	815,000	815,000	0
General Obligation Borrowing-TIF #10	515,000	1,190,000	(675,000)
General Obligation Borrowing-TIF #10	15,000	15,000	0
Use of TIF #7 Reserves	0	133,000	(133,000)
Total Funding Sources	**$1,513,000**	**$2,188,000**	**($675,000)**

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	$15,000	$15,000	$0
Police	24,500	17,500	7,000
Fire (100%)	0	0	0
Public Works	170,000	115,000	55,000
Library	20,000	20,000	0
Bergstrom-Mahler Museum	20,000	20,000	0
Park & Recreation	935,000	915,000	20,000
Cemetery	50,000	50,000	0
Total Expenditures	**$1,234,500**	**$1,152,500**	**$82,000**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$1,234,500	$1,152,500	$82,000
Total Funding Sources	**$1,234,500**	**$1,152,500**	**$82,000**

CITY OF NEENAH
2017 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED

GENERAL SUMMARY
(cont.)

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Information Systems	466,200	466,200	0
Police	70,300	47,800	22,500
Fire/Rescue (59.29% of Consolidated Department)	81,240	59,300	21,940
Public Works/Recycling	636,500	572,500	64,000
Community Development	17,500	17,500	0
Library	13,000	13,000	0
Parks and Recreation	125,000	125,000	0
Cemetery	25,000	25,000	0
Total Expenditures	**$1,434,740**	**$1,326,300**	**$108,440**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	$1,434,740	$1,326,300	$108,440
Total Funding Sources	**$1,434,740**	**$1,326,300**	**$108,440**

Utilities - Sanitary Sewer and Storm Water

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	$1,733,600	$936,900	$796,700
Storm Water Projects	1,044,000	584,000	460,000
Total Expenditures	**$2,777,600**	**$1,520,900**	**$1,256,700**

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	$1,733,600	$936,900	$796,700
General Obligation Borrowing-Storm Water Supported	1,044,000	534,000	510,000
Use of Reserves-Storm Water	0	50,000	(50,000)
Total Funding Sources	**$2,777,600**	**$1,520,900**	**$1,256,700**

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	$3,352,000	$1,920,000	$1,432,000
Tax Incremental Financing	1,513,000	2,188,000	(675,000)
Facilities	1,234,500	1,152,500	82,000
Capital Equipment	1,434,740	1,326,300	108,440
Utilities - Sanitary and Storm Sewer	2,777,600	1,520,900	1,256,700
Total Expenditures	**$10,311,840**	**$8,107,700**	**$2,204,140**

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing			
General Obligation Borrowing-TIF Supported	$1,513,000	$2,055,000	($542,000)
General Obligation Borrowing-San. Sewer Supported	1,733,600	936,900	796,700
General Obligation Borrowing-Storm Utility Supported	1,044,000	534,000	510,000
General Obligation Borrowing-Gen. Tax Supported	6,021,240	3,998,800	2,022,440
General Obligation Borrowing-Total	**$10,311,840**	**$7,524,700**	**$2,787,140**
Use of Reserves	0	583,000	(583,000)
Private Contributions/Grants	0	0	0

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

PROGRAMS	2012 ACTUAL		2013 ACTUAL		2014 ACTUAL	
Streets, Pedestrian Routes, Lighting, Traffic Signals	$1,515,000	27%	$1,235,000	23%	$1,265,000	27%
Tax Incremental Districts	1,635,000	29%	1,075,000	20%	535,000	11%
Facilities	430,000	8%	295,000	6%	475,000	10%
Capital Equipment	620,000	11%	1,160,000	22%	955,000	20%
Sanitary Sewer	1,125,000	20%	1,105,000	21%	940,000	20%
Storm Water	265,000	5%	400,000	8%	515,000	11%
TOTAL CAPITAL FINANCING	**$5,590,000**	**100%**	**$5,270,000**	**100%**	**$4,685,000**	**100%**

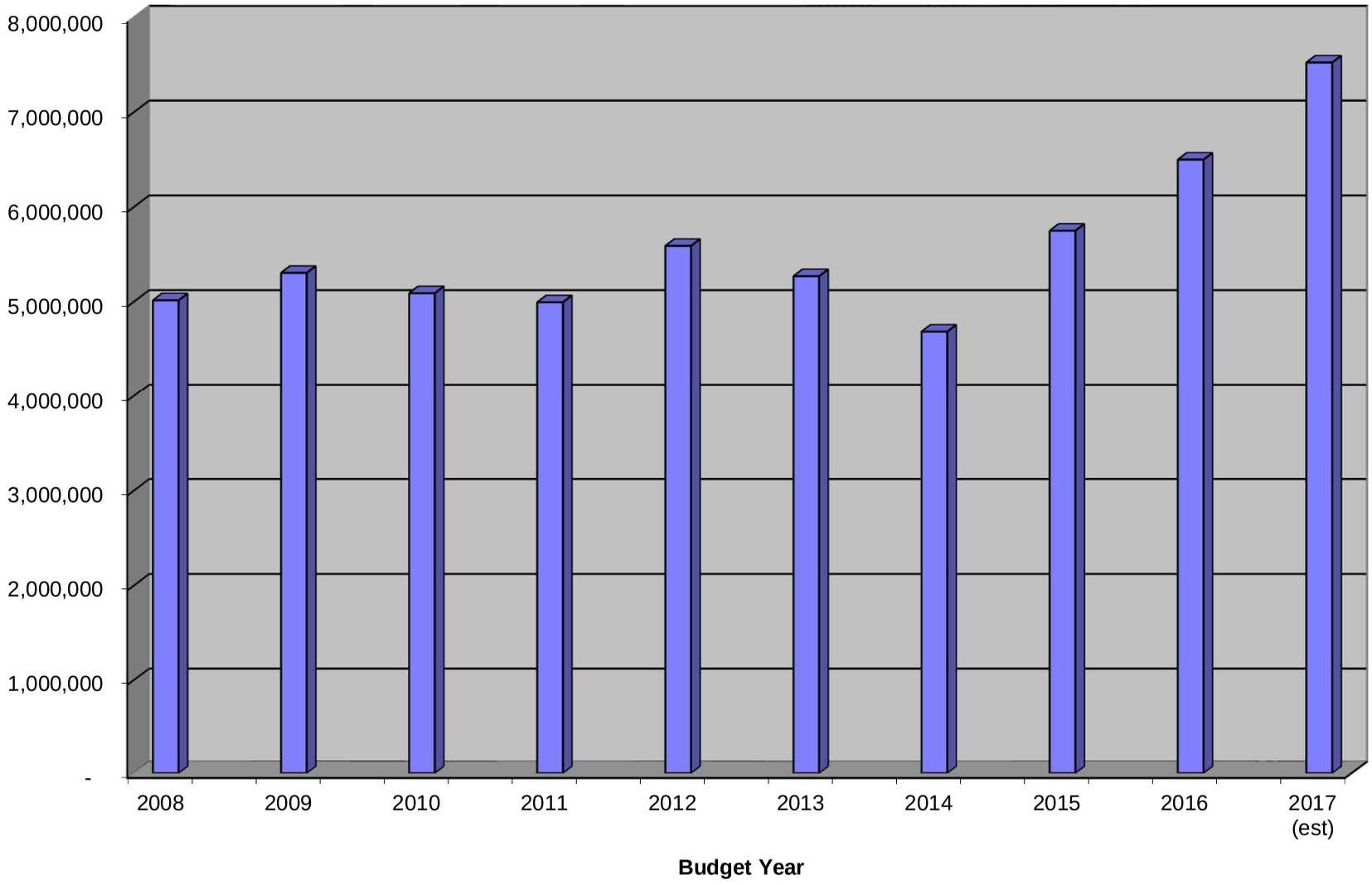
PROGRAMS	2015 ACTUAL		2016 BUDGET		2017 PROPOSED	
Streets, Pedestrian Routes, Lighting, Traffic Signals	$1,425,000	25%	$2,400,000	37%	$1,520,000	20%
Tax Incremental Districts	1,515,000	26%	775,000	12%	2,055,000	27%
Facilities	300,000	5%	650,000	10%	1,152,500	15%
Capital Equipment	1,340,000	23%	1,150,000	18%	1,326,300	18%
Sanitary Sewer	655,000	11%	935,000	14%	936,900	12%
Storm Water	515,000	9%	590,000	9%	534,000	7%
TOTAL CAPITAL FINANCING	**$5,750,000**	**100%**	**$6,500,000**	**100%**	**$7,524,700**	**100%**

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2008-2017

Year	Capital Borrowing	Annual Change	% Change
2008	5,015,000		
2009	5,305,000	290,000	5.78%
2010	5,090,000	(215,000)	-4.05%
2011	4,995,000	(95,000)	-1.87%
2012	5,590,000	595,000	11.91%
2013	5,270,000	(320,000)	-5.72%
2014	4,685,000	(585,000)	-11.10%
2015	5,750,000	1,065,000	22.73%
2016	6,500,000	750,000	13.04%
2017 (est)	7,524,700	1,024,700	15.76%
Average	$5,572,470		

* Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2008-2017



CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION

BUDGETED RESOURCES

	2017 PROGRAM
Capital Borrowing Proceeds	$7,524,700
Use of Reserves	583,000
TOTAL RESOURCES	**$8,107,700**

BUDGETED EXPENDITURES

	2017 PROGRAM
Streets	$1,770,000
Pedestrian Routes	150,000
Traffic Signals	0
Total Streets, Pedestrian Routes, Traffic Signals	**1,920,000**
TIF #7 Original (Westside Business Corridor)	133,000
TIF #8 Original (Doty Island Redevelopment)	35,000
TIF #9 (U.S.Hwy. 41 Industrial)	815,000
TIF #10 (Near Downtown District)	1,190,000
TIF #11 (Pendleton Development Area)	15,000
Total TIF's	**2,188,000**
Public Facilities	**1,152,500**
Capital Equipment	**1,326,300**
Sanitary Sewer Projects	**936,900**
Storm Sewer Projects	**584,000**
TOTAL EXPENDITURES	**$8,107,700**

STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL PROGRAM MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$1,520,000
Use of Reserves	400,000
Total 2017 Program Funding	**$1,920,000**

2017 PROGRAM EXPENDITURES

Major Streets	$0
Street Upgrades - City Initiated	680,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	890,000
Streets Under Improvement Contracts	50,000
Pavement Repair (Streets)	150,000
Pedestrian Routes	150,000
Traffic Control	0
Total 2017 Program Expenditures	**$1,920,000**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Public Infrastructure Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Public Infrastructure Fund accounts for all capital improvement to public streets, bridges, pedestrian routes and traffic control.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$3,993,904	$3,664,711	$3,664,711	$3,951,232
Revenues				
Intergovernmental	59,477	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	1,391,060	2,400,000	2,400,000	1,520,000
Transfers in	0	0	0	0
Total Revenues	1,450,537	2,400,000	2,400,000	1,520,000
Expenditures				
Capital Outlay - Current Budget	1,334,730	2,400,000	2,000,000	1,920,000
Transfers out	445,000	0	0	0
Total Expenditures	1,779,730	2,400,000	2,000,000	1,920,000
Excess Revenues Over (Under) Expenditures	(329,193)	0	400,000	(400,000)
Fund Balance December 31 (Before Carry Forwards)	$3,664,711	$3,664,711	$4,064,711	$3,551,232
Capital Outlay - Carry Forwards	187,322	113,479	113,479	0
Fund Balance December 31 (After Carry Forwards)	$3,477,389	$3,551,232	$3,951,232	$3,551,232

Public Infrastructure Carry Forwards to 2015 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Main Street Slough Bridge/2011. (Streets)	$15,000	$15,000	$15,000
Bell St. (RR Overpass-Industrial)/2010. (Ped. Routes)	24,156	24,156	24,156
Breezewood Lane/2011. (Pedestrian Routes)	88,672	88,672	88,672
Harrison Street/2011. (Pedestrian Routes)	30,000	30,000	30,000
Carriage/Secretariat/2011. (Pedestrian Routes)	34,000	0	0
Signal Upgrade/Commercial-Nicolet/2013. (Traffic)	29,494	29,494	29,494
Total Carry Forwards Funds to 2015	$221,322	$187,322	$187,322

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL			
2017 STREETS			
Major Streets	**$0**	**$0**	
Street Upgrades-City Initiated **Curb, gutter, bituminous pavement unless otherwise noted. The condition of each street is classified from (10) new to (1) completely deteriorated.**			
1. Cecil Street (Henry - Congress)/3,900 ft. (5) Coordinate with utility work. (Estimated Assessments $310,000)	$900,000	$540,000	Henry - Maple only/ remainder in 2018.
2. Cleveland Street (Reddin - Zemlock)/660 ft. (3) Coordinate with utility construction. (Estimated Assessments $50,000)	140,000	140,000	Concur w/dept request.
Subtotal 2017 Street Upgrades-City Initiated	**$1,040,000**	**$680,000**	
Street Upgrades Citizen Petitioned	**$0**	**$0**	
Currently no petitions are on file. However, it is likely representatives from various areas of the City may request curb and gutter street improvements. These projects will be scheduled according to guidelines and within resources.			
Railroad Crossings	**$0**	**$0**	
General Street Resurfacing **All projects are for bituminous overlay unless otherwise noted. The annual schedule represents an orderly, geographically dispersed program of preventive maintenance to reduce day-to-day repairs and extend street life. Current surface condition of each street is classified from (10) new to (1) completely deteriorated.**			
1. Abby Avenue (North Water - Clybourn)/1,620 ft. (4) Project to be done in conjunction with the City of Menasha. Coordinate with utility work. Estimate shown is entire project cost. (Estimated Assessments $45,000)	$230,000	$230,000	Coordinate project w/Menasha.
2. Edward Street/525 ft. (4) (Estimated Assessments $20,000)	65,000	65,000	Driven by Water Utility.
3. Helen Street/525 ft. (4) (Estimated Assessments $20,000)	65,000	65,000	Driven by Water Utility.
4. Elm Street (Cecil - Division)/2,600 ft. (3) (Estimated Assessments $150,000)	300,000	0	Defer to 2018.

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Industrial Drive (Enterprise - Bell)/1,700 ft. (5) Pavement rehabilitation with joint repair, dowel bar retrofit and diamond grinding. (Estimated Assessments $0)	400,000	400,000	Water driven-street upgrade plus entrance
6. Clybourn Street (Edna - Abby)/300 ft. (5) Coordinate with Abby Av construction. *Not included in Adopted Spring CIP.* (Estimated Assessments $17,000)	38,000	38,000	Concur w/dept request.
7. Higgins Avenue (Haylett - Cecil)/540 ft. (2) *Not included in Adopted Spring CIP.* (Estimated Assessments $17,000)	62,000	0	Defer to 2018-second phase of Cecil St.
8. Yorkshire Road (Yorkshire Ct - Sunrise Bay)/760 ft. (2) Cost is city share of joint project with Town of Neenah. *Not included in Adopted Spring CIP.* (Estimated Assessments $0)	30,000	30,000	Joint project w/Town of Neenah.
9. Whippoorwill Circle/185 ft. (2) *Not included in Adopted Spring CIP.* (Estimated Assessments $13,000)	62,000	62,000	Justified by street condition.
Subtotal <u>2017 General Street Resurfacing</u>	**<u>$1,252,000</u>**	**<u>$890,000</u>**	
<u>Subdivision Streets Under Improvement Contracts</u>			
1. Nature Trail Subdivision. Existing 2" asphalt streets. Construct curb/gutter streets. Whispering Pines Ln/1,100 ft. (Redwing - Nature Trail) Lone Oak Dr/800 ft. (Nature Trail - N) Pondview Ct/330 ft. Nature Trail Dr/840 ft. (Bluebird - Pondview) Nature Trail Dr/660 ft. (Lone Oak - Kingswood) Remington Ct/530 ft. (Est. Assessments/Direct Costs $620,000)	$620,000	$0	Defer to 2018.
2. Undesignated new subdivision/2,000 ft. - 2" bituminous surface. (Estimated Assessments $50,000)	50,000	50,000	Concur w/dept request.
Subtotal <u>2017 Subdivision Streets Under Improvement Contracts</u>	**<u>$670,000</u>**	**<u>$50,000</u>**	

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Pavement Repair (Streets)			
1. Undesignated concrete and asphalt pavement repair.	$150,000	$150,000	Concur w/dept
Subtotal 2017 Pavement Repair (Streets)	**$150,000**	**$150,000**	
TOTAL ALL 2017 STREETS	**$3,112,000**	**$1,770,000**	
2017 PEDESTRIAN ROUTES			
New Pedestrian Routes			
1. Nature Trail Dr (Whispering Pines - Pondview)/840 ft. Sidewalk on both sides. (Developer Escrow $7,392)	$42,000	$0	Defer pending sidewalk criteria plan.
2. Nature Trail Dr (Lone Oak-Kingswood)/660 ft. Sidewalk on both sides. (Developer Escrow $33,000)	33,000	$0	Defer pending sidewalk criteria plan.
Subtotal 2017 New Pedestrian Routes	**$75,000**	**$0**	
Pedestrian Routes Replacement/Repair (Sidewalks and Trails)			
1. Undesignated.	$150,000	$150,000	Concur w/dept
Subtotal 2017 Pedestrian Routes Replacement/Repair (Sidewalks and Trails)	**$150,000**	**$150,000**	
TOTAL ALL 2017 PEDESTRIAN ROUTES	**$225,000**	**$150,000**	
2017 TRAFFIC CONTROL			
1. Main Street/Green Bay Road - Video processor replacement and signal cabinet upgrade.	$15,000	$0	Equipment failure-bought in 2016.
TOTAL ALL 2017 TRAFFIC CONTROL	**$15,000**	**$0**	
TOTAL ALL 2017 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS	**$3,352,000**	**$1,920,000**	

TAX INCREMENTAL FINANCING DISTRICTS
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$2,055,000
TIF #7 Reserves	133,000
Total 2017 Program Funding	**$2,188,000**

2017 PROGRAM EXPENDITURES

TIF #7 (Westside Business Corridor)	$133,000
TIF #8 (Doty Island Redevelopment)	35,000
TIF #9 (U.S. Hwy. 41 Industrial)	815,000
TIF #10 (Near Downtown District)	1,190,000
TIF #11 (Near Pendleton Development Area)	15,000
Total 2017 Program Expenditures	**$2,188,000**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #5 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$224,825	$222,664	$222,664	$222,664
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	10,000	0	0	0
Transfers In	0	0	0	0
Total Revenues	10,000	0	0	0
Expenditures				
Capital Outlay - Current Budget	12,161	0	0	0
Transfers out	0	0	0	0
Total Expenditures	12,161	0	0	0
Excess Revenues Over (Under) Expenditures	(2,161)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$222,664	$222,664	$222,664	$222,664
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$222,664	$222,664	$222,664	$222,664

TIF #5 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

Neenah WISCONSIN

Tax Increment District #5
Proposed Boundary

N W E S

0 250 500 Feet

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #6 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

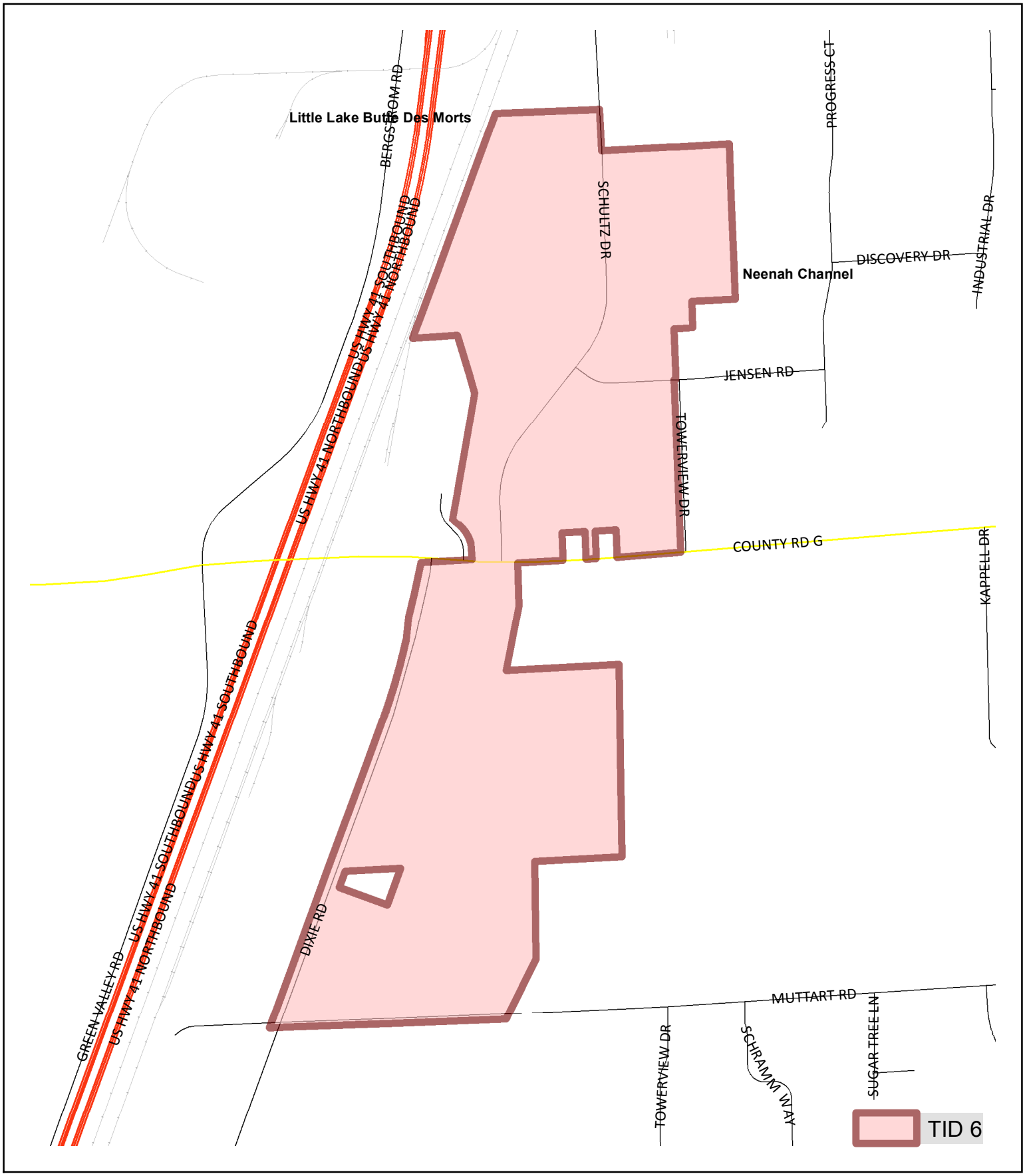
2017 Proposed Budget

The Tax Incremental Financing District #6 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #6.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$96,354	$94,539	$94,539	$94,539
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	1,505	0	0	0
Total Revenues	1,505	0	0	0
Expenditures				
Capital Outlay - Current Budget	3,320	0	0	0
Transfers out	0	0	0	0
Total Expenditures	3,320	0	0	0
Excess Revenues Over (Under) Expenditures	(1,815)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$94,539	$94,539	$94,539	$94,539
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$94,539	$94,539	$94,539	$94,539

TIF #6 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Increment District 6
Boundary Map

N
W E
S

0 250 500
Feet

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** T.I.F. District #7 Fund
	Program: Capital Program Funds	**Submitted by:** Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #7 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #7.

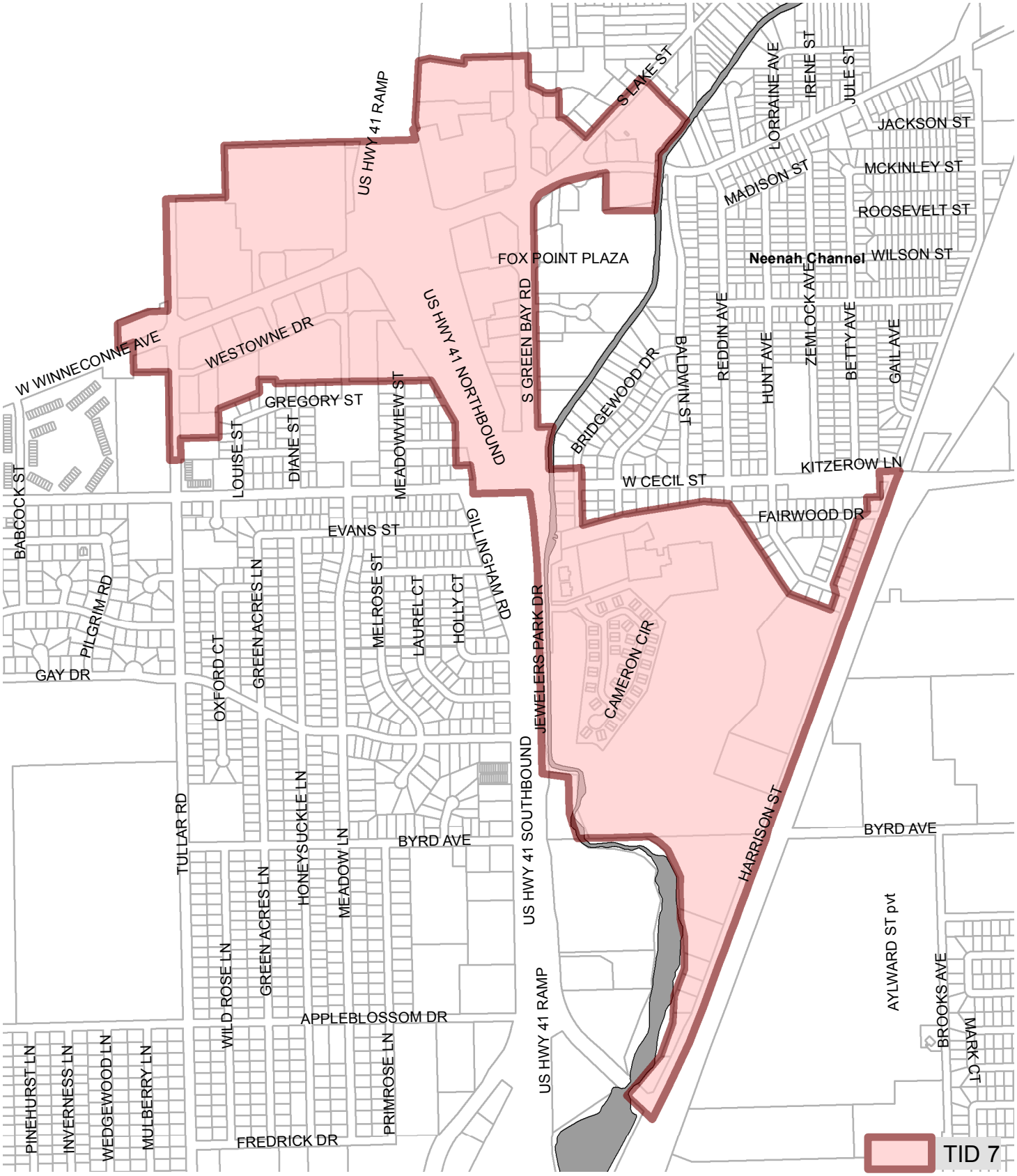
	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$1,024,713	$1,009,529	$1,009,529	$1,009,529
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	7,500	65,000	65,000	0
Total Revenues	7,500	65,000	65,000	0
Expenditures				
Capital Outlay - Current Budget	22,684	65,000	65,000	133,000
Transfers out	0	0	0	0
Total Expenditures	22,684	65,000	65,000	133,000
Excess Revenues Over (Under) Expenditures	(15,184)	0	0	(133,000)
Fund Balance December 31 (Before Carry Forwards)	$1,009,529	$1,009,529	$1,009,529	$876,529
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$1,009,529	$1,009,529	$1,009,529	$876,529

TIF #7 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 TAX INCREMENT DISTRICTS			
Tax Increment District #7 - Westside Business Project expenditures can be made through 7/4/2022.			
1. Planning/marketing/project support.	$10,000	$10,000	Annual
2. Fox Cities Ignite regional marketing effort.	25,000	25,000	Regional effort.
3. Cecil Street Overpass. Pave concrete approaches. *Adopted Spring CIP $55,000.*	75,000	75,000	Necessary work-approaches
4. Cameron Circle. Final Paving. (In addition to $30,000 carry forward from 2016). *Not included in Adopted Spring*	6,000	6,000	Finish previous work.
5. Bridgewood Trail Paving. Cameron Way to Bridgwood	17,000	17,000	Trail extension.
Total 2017 Tax Increment District #7 - Westside Business Corridor	**$133,000**	**$133,000**	



Tax Increment District 7
Boundary Map

Neenah
WISCONSIN

N
W E
S

0 500 1,000
Feet

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #8 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #8 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #8.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$1,504,052	$1,820,104	$1,820,104	$964,850
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	33,000	10,000	35,000
Transfers In	340,000	170,000	170,000	170,000
Total Revenues	340,000	203,000	180,000	205,000
Expenditures				
Capital Outlay - Current Budget	23,948	33,000	10,000	35,000
Transfers out	0	0	0	0
Total Expenditures	23,948	33,000	10,000	35,000
Excess Revenues Over (Under) Expenditures	316,052	170,000	170,000	170,000
Fund Balance December 31 (Before Carry Forwards)	$1,820,104	$1,990,104	$1,990,104	$1,134,850
Capital Outlay - Carry Forwards	1,046,692	1,025,254	1,025,254	0
Fund Balance December 31 (After Carry Forwards)	$773,412	$964,850	$964,850	$1,134,850

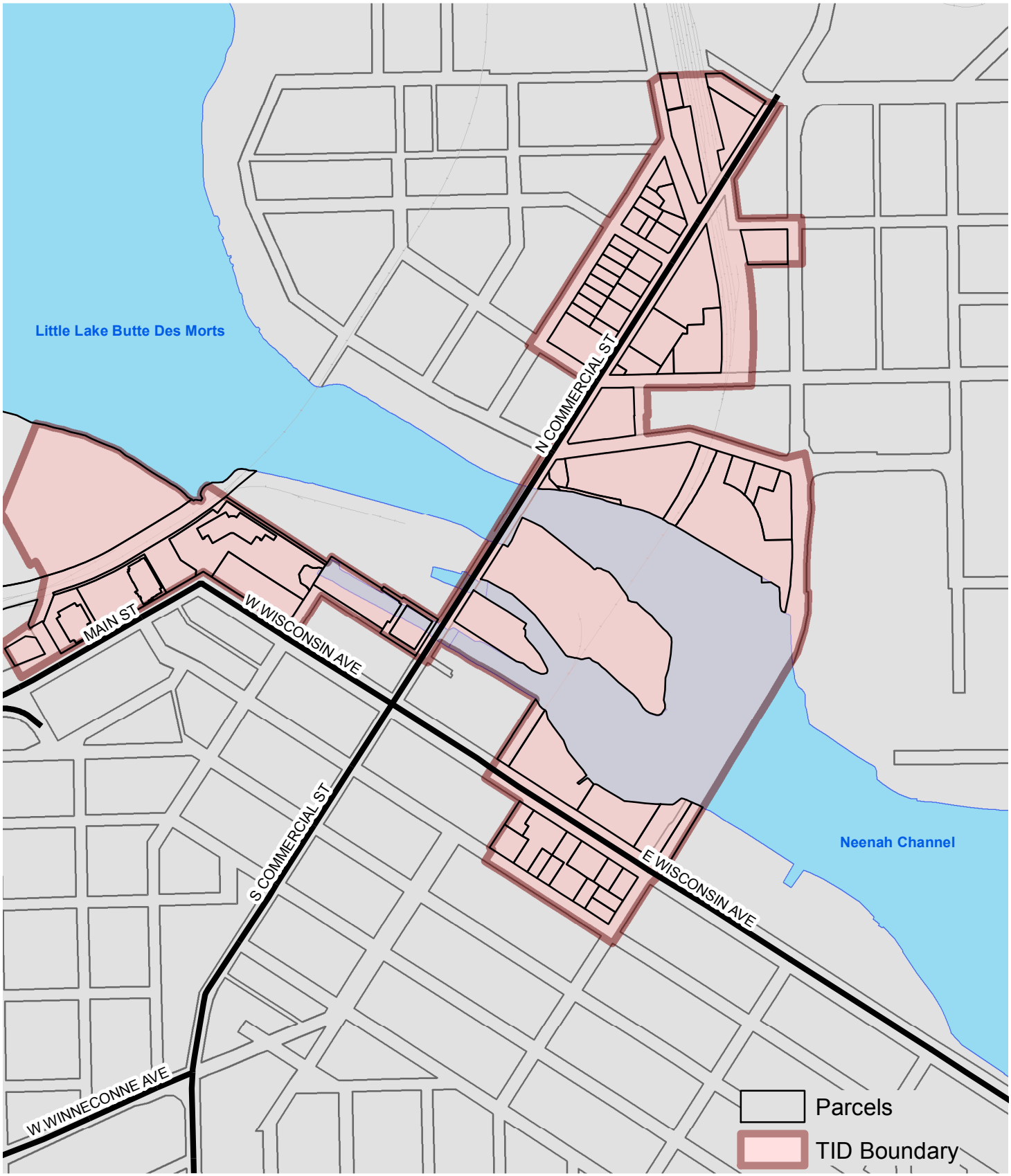
* Note: Fund balance amount includes $2.188 million in debt reserve that is encumbered and unavailable. Transfer of approximately $170,000/yr planned for the next six years ($1,020,000) from TIF #8 Special Revenue Fund. Fund balar also excludes estimated $225,000 in future grant reimbursement for Arrowhead Park.

TIF #8 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Glatfelter/Plexus Project/2009 (TID #8/CDA)	$4,050	$4,050	$4,050
Add'l Parking-Undesignated Locations/2013 (TID #8)	443,521	443,521	443,521
Glatfelter Surface Parking/2011 (TID #8)	125,000	125,000	125,000
Arrowhead Park Development/2013 (TID #8)	209,371	209,371	209,371
Additional Parking/2014 (TID #8)	213,312	213,312	213,312
Downtown Parking Study/2014 (TID #8)	30,000	30,000	30,000
Total Carry Forwards Funds to 2016	$1,025,254	$1,025,254	$1,025,254

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Tax Increment District #8 - Doty Island/Neenah			
Project expenditures can be made through 9/4/2023.			
1. Planning/marketing/project support.	$10,000	$10,000	Annual
2. North Riverwalk restoration.	$25,000	$25,000	Trail/railing maintenance.
Total 2017 Tax Increment District #8 - Doty Island/Neenah Riverwalk	**$35,000**	**$35,000**	



Neenah WISCONSIN

Figure 1
Tax Increment District #8
Boundary Map

N W E S

0 250 500 Feet

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #9 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #9 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #9.

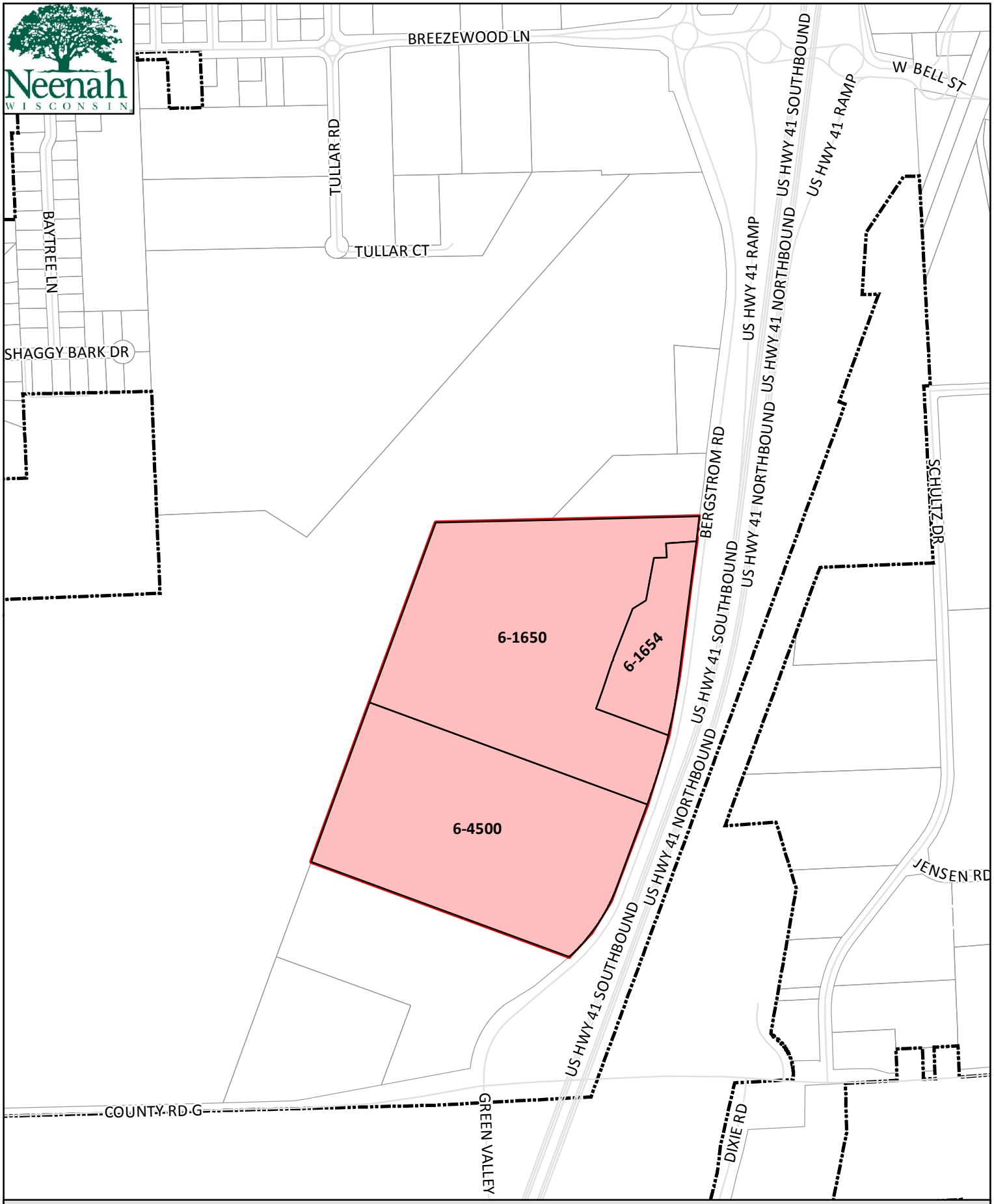
	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$0	$27,249	$27,249	$11,433
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	125,000	345,000	345,000	815,000
Transfers In	0	0	0	0
Total Revenues	125,000	345,000	345,000	815,000
Expenditures				
Capital Outlay - Current Budget	97,751	345,000	345,000	815,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	97,751	345,000	345,000	815,000
Excess Revenues Over (Under) Expenditures	27,249	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$27,249	$27,249	$27,249	$11,433
Capital Outlay - Carry Forwards	0	15,816	15,816	0
Fund Balance December 31 (After Carry Forwards)	$27,249	$11,433	$11,433	$11,433

TIF #9 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Infrastructure Improvements (TIF #9)	$15,816	$15,816	$15,816

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District			
Project expenditures can be made through 3/18/2036.			
1. Planning/marketing/project support.	$15,000	$15,000	Annual
2. Land assemblage for possible redevelopment. *Adopted Spring CIP $500,000.*	700,000	700,000	For potential development site-reduce blight along I-41
3. Purchase and install new sign for Neenah (similar to DePere alongside Hwy 41).	100,000	100,000	Promote City's I-41 location.
Total 2017 Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District	**$815,000**	**$815,000**	



TIF Boundary

Municipal Boundaries

City of Neenah

FIGURE 1

Tax Increment Financing District #9 - Boundary Map

N W E S

1 inch = 639 feet

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #10 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #10 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #10.

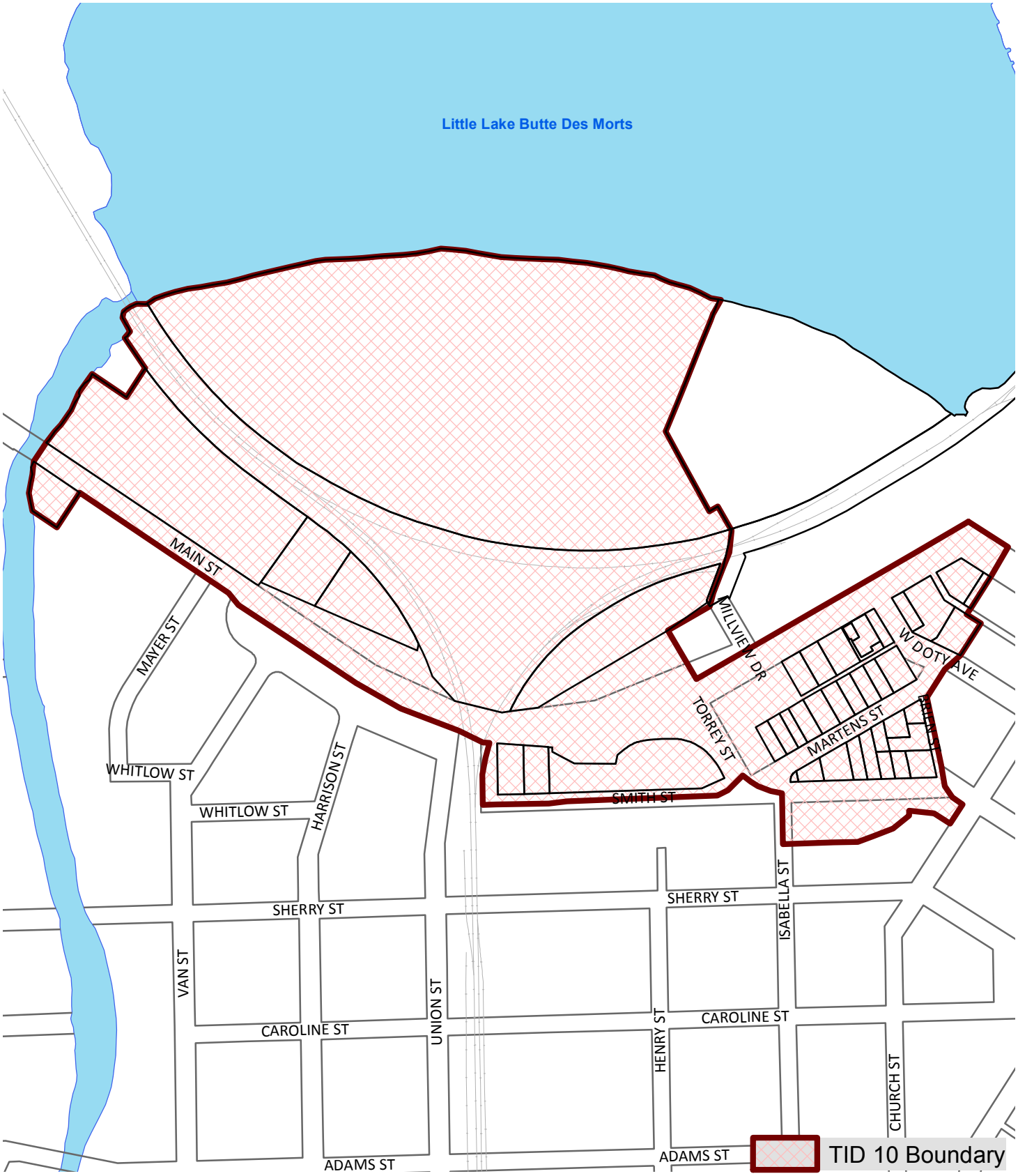
	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$0	$1,214,815	$1,214,815	($17,909)
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	1,350,000	365,000	365,000	1,190,000
Transfers In	0	0	0	0
Total Revenues	1,350,000	365,000	365,000	1,190,000
Expenditures				
Capital Outlay - Current Budget	135,185	365,000	365,000	1,190,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	135,185	365,000	365,000	1,190,000
Excess Revenues Over (Under) Expenditures	1,214,815	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$1,214,815	$1,214,815	$1,214,815	($17,909)
Capital Outlay - Carry Forwards	0	1,232,724	1,232,724	0
Fund Balance December 31 (After Carry Forwards)	$1,214,815	($17,909)	($17,909)	($17,909)

TIF #10 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Land Assemblage-Parking (TIF #10)	$277,724	$277,724	$277,724
Redevelopment Assistance (TIF #10)	940,000	940,000	940,000
Fox Valley Energy Demolition (TIF #10)	15,000	15,000	15,000
Total Carry Forwards Funds to 2016	$1,232,724	$1,232,724	$1,232,724

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Tax Increment District #10 -Near Downtown District Project expenditures can be made through 8/5/2036.			
1. Planning/marketing/project support.	$15,000	$15,000	Annual
2. Land assemblage for additional parking and possible redevelopment. *Adopted Spring CIP $250,000.*	350,000	150,000	See item #5.
3. Downtown Traffic Study. *Not included in Adopted Spring*	50,000	50,000	Study needed.
4. Arrowhead Park redevelopment.	100,000	75,000	Adequate to begin process.
5. Pursue strategic acquisition of warehouse property for potential downtown parking expansion critical to downtown development.	0	900,000	See description for rationale.
Total 2017 Tax Increment District #10 - Near Downtown District	**$515,000**	**$1,190,000**	



Neenah WISCONSIN

Figure 1
Tax Increment District #10
Boundary Map

N W E S

0 250 500 Feet

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	T.I.F. District #11 Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Tax Incremental Financing District #11 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #11.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$0	$0	$0	$0
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	15,000
Transfers In	0	0	0	0
Total Revenues	0	0	0	15,000
Expenditures				
Capital Outlay - Current Budget	0	0	0	15,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	15,000
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$0	$0	$0	$0
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	$0	$0	$0	$0

TIF #11 Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			
Total Carry Forwards Funds to 2016	$0	$0	$0

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Tax Increment District #11 - Pendleton Development Area Project expenditures can be made through 8/5/2036.			
1. Planning/marketing/project support. *Not included in Adopted Spring CIP.*	$15,000	$15,000	Annual support.
Total 2017 Tax Increment District #11 - Pendleton Development Area	**$15,000**	**$15,000**	
TOTAL ALL 2017 TAX INCREMENT DISTRICTS	**$1,513,000**	**$2,188,000**	

REDEVELOPMENT FUND PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

Use of Reserves	$0
Total 2017 Program Funding	**$0**

2017 PROGRAM EXPENSES

City Comprehensive Plan	$0
Total 2017 Program Expenses	**$0**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Redevelopment Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Redevelopment Fund accounts for financing and construction of redevelopment planning and projects in non-TIF areas of the City, including serving as a clearing account for specific grant funded expenditures.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$33,306	$33,903	$33,903	$0
Revenues				
Intergovernmental	87,595	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Transfers In	0	0	0	0
Total Revenues	87,595	0	0	0
Expenditures				
Capital Outlay - Current Budget	86,998	7,500	7,500	0
Transfers out	0	0	0	0
Total Expenditures	86,998	7,500	7,500	0
Excess Revenues Over (Under) Expenditures	597	(7,500)	(7,500)	0
Fund Balance 12/31 (Before Grant Reconciliation)	$33,903	$26,403	$26,403	$0
Grant Reconciliation	26,403	26,403	26,403	0
Fund Balance 12/31 (After Grant Reconciliation)	$7,500	$0	$0	$0

Redevelopment Fund Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
None.			

PUBLIC FACILITIES PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$1,152,500
Private Contributions/Grants	0
Total 2017 Program Funding	**$1,152,500**

2017 PROGRAM EXPENDITURES

Existing Facilities:	
Administration Building	$15,000
Police Station	17,500
Fire/Rescue (100% City Funded)	0
Public Works	115,000
Library	20,000
Bergstrom-Mahler Museum	20,000
Parks & Recreation	915,000
Cemetery	50,000
Total 2017 Program Expenditures	**$1,152,500**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Public Facilities Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$37,161	$296,099	$296,099	($5,670)
Revenues				
Intergovernmental/Grants	459,205	0	0	0
Debt Issuance	316,900	651,530	651,530	1,152,500
Contributions	0	0	0	0
Transfers in	0	0	0	0
Total Revenues	776,105	651,530	651,530	1,152,500
Expenditures				
Capital Outlay - Current Budget	517,167	651,530	651,530	1,152,500
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	517,167	651,530	651,530	1,152,500
Excess Revenues Over (Under) Expenditures	258,938	0	0	0
Fund Balance December 31 (Before Carry Forwards)	$296,099	$296,099	$296,099	($5,670)
Capital Outlay - Carry Forwards	411,198	303	301,769	0
Fund Balance December 31 (After Carry Forwards)	($115,099)	$295,796	($5,670)	($5,670)

Public Facilities Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Building Security/2012 (Facilities-Admin.)	$1,469	$1,469	$1,469
City Hall ADA Compliance/2013 (Facilities-Admin.)	3,660	3,660	3,660
Office Upgrades 2012 (Facilities-Police)	1,759	1,759	0
Office Upgrades 2013 (Facilities-Police)	5,292	5,292	5,292
Office Upgrades 2014 (Facilities-Police)	8,000	8,000	8,000
Firing Range-Lead Remediation 2014 (Facil.-Police)	50,332	50,332	50,332
Church St. Ramp-LED Light/2013 (Facilities-Ramps)	61,319	61,319	61,319
Refurbish Shattuck Park/2013 (Facilities-Parks)	6,820	6,820	6,820
Security Locks Various Parks/2013 (Facilities-Parks)	20,000	20,000	20,000
Skatepark/2014 (Facilities-Parks)	80,000	80,000	80,000
Renovate Health Area (Facilities-Admin.)	25,000	25,000	25,000
Roof Repair (Facilities-Police)	4,300	4,300	4,300
Whiting Boat House Repair (Facilities-Parks)	8,330	8,330	8,330
Playground Equip.-Various Parks (Facilities-Parks)	6,624	6,624	6,624
Doty Cabin Repairs (Facilities-Parks)	15,000	15,000	15,000
Pool Accessibility (Facilities-Parks)	2,123	2,123	2,123
Replace Pool Gutter Grates (Facilities-Parks)	3,500	3,500	3,500
Total Carry Forwards Funds to 2016	$303,528	$303,528	$301,769

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 FACILITIES			
Administration Building			
1. Replace skylight pane	$15,000	$15,000	Necessary fix.
Total 2017 Administration Building	**$15,000**	**$15,000**	
Police Department			
1. Room Upgrades-Chief's Office.	$7,000	$0	Budget constraints.
2. Joint Training Facility Upgrade. *Not included in Adopted Spring CIP.*	17,500	17,500	Collaborate w/Fire training facility.
Total 2017 Police Department	**$24,500**	**$17,500**	
City Facilities			
1. Tullar Garage: Replace overhead door and 4 service doors.	$10,000	$10,000	Concur w/dept
2. Tullar Garage: Exterior steel structure surface repairs.	25,000	25,000	Concur w/dept
3. Church St. Ramp: Replace joint caulking. (Year 1 of 3) *Not included in Adopted Spring CIP.*	40,000	40,000	Needed to extend life of facility.
4. Training Center: Replace carpeting, window sills and bathroom countertops.	40,000	40,000	Needed upgrade for training/ elections/ potential health clinic.
5. Cecil Garage: Relocate compost and chip location. *Not included in Adopted Spring CIP.*	35,000	0	Re-evaluate in 2018.
6. Cecil Garage: Repair south wall, cover south windows, replace gutters, paint. *Not included in Adopted Spring CIP.*	20,000	0	Re-evaluate in 2018.
Total 2017 City Facilities	**$170,000**	**$115,000**	
Bergstrom-Mahler Museum			
1. Annual subsidy. (Potential projects could include: New exhaust and return air system for studio & classroom.)	$20,000	$20,000	Yearly request justified.
Total 2017 Bergstrom-Mahler Museum	**$20,000**	**$20,000**	

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Library			
1. Replace counters in four public restrooms. Currently laminated surfaces. Replace with solid surface and drop-in sinks.	$20,000	$20,000	Upgrade justified.
Total 2017 Library	**$20,000**	**$20,000**	
Parks and Recreation			
1. Washington Park. Master Plan Development - Phase 1 of 4	$815,000	$815,000	Begin Phase 1 of previously approved plan.
2. Carpenter Preserve. Install Play Equipment. Staff/Commission request an additional $20,00o over previous request to complete the entire play area installation-curbing, equipment, surfacing and ADA. *Adopted Spring CIP $80,000.*	100,000	90,000	Slight increase from CIP justified-pursue grants/fund-raising.
3. Castle Oak Park - Play Equipment. Staff/Commission requests a carry forward of $80,000 and an additional $20,000 to complete the entire play installation - curbing, equipment, surfacing and ADA. *Not included in Adopted Spring CIP.*	20,000	10,000	Slight increase from CIP justified-pursue grants/fund-raising.
Total 2017 Parks and Recreation	**$935,000**	**$915,000**	
Oak Hill Cemetery			
1. Purchase Inventory/Maintenance Software and data entry - Software will enable city to comply with new state rules. *Not included in Adopted Spring CIP.*	$50,000	$50,000	Necessary upgrade.
Total 2017 Oak Hill Cemetery	**$50,000**	**$50,000**	
TOTAL ALL 2017 FACILITIES	**$1,234,500**	**$1,152,500**	

CAPITAL EQUIPMENT PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$1,326,300
Use of Reserves	0
Total 2017 Program Funding	**$1,326,300**

2017 PROGRAM EXPENDITURES

Information Systems	$466,200
Police	47,800
Fire/Rescue (59.29% of Consolidated Department)	59,300
Public Works and Recycling	572,500
Community Development	17,500
Library	13,000
Parks and Recreation	125,000
Cemetery	25,000
Total 2017 Program Expenditures	**$1,326,300**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Capital Equipment Fund
Program:	**Submitted by:**
Capital Program Funds	Michael K. Easker

2017 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$257,692	$632,413	$632,413	$391,891
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	9,959	0	0	0
Debt Issuance	1,357,040	1,152,880	1,152,880	1,326,300
Transfers in	445,000	0	0	0
Total Revenues	1,811,999	1,152,880	1,152,880	1,326,300
Expenditures				
Capital Outlay - Current Budget	1,437,278	1,152,800	1,152,880	1,326,300
Transfers out	0	0	0	0
Total Expenditures	1,437,278	1,152,800	1,152,880	1,326,300
Excess Revenues Over (Under) Expenditures	374,721	80	0	0
Fund Balance December 31 (Before Carry Forwards)	$632,413	$632,493	$632,413	$391,891
Capital Outlay - Carry Forwards	452,511	240,522	240,522	0
Fund Balance December 31 (After Carry Forwards)	$179,902	$391,971	$391,891	$391,891

Capital Equipment Carry Forwards to 2016 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Virtual Desktop Infrastructure/2014 (Equipment-I/S)	$9,919	$9,919	$9,919
Website Content Mgt. Solution/2014 (Equipment-I/S)	5,179	5,179	5,179
Doorswipe Access Control/2014 (Equipment-I/S)	25,000	25,000	25,000
MDC Replacements/2014 (Equipment-Police)	12,797	12,797	12,797
Body Digital Record Devices/2014 (Equip.-Police)	15,000	5,000	5,000
Assessor/Inspection Software/2013 (Equip.-C.D.)	123,609	123,609	123,609
Virtual Desktop Infrastructure (Equipment-I/S)	20,000	20,000	20,000
Time/Attendance Solution (Equipment-I/S)	16,901	16,901	16,901
Vehicle Purchases/Equipment (Equipment-Police)	5,015	5,015	5,015
Forensic Recovery Evidence Device (Equip.-Police)	5,000	5,000	5,000
Seven Yard Truck (Equipment-Public Works)	3,765	3,765	3,765
Traffic Truck with Toolbox (Equipment-Public Works)	8,337	8,337	8,337
Total Carry Forwards Funds to 2016	$250,522	$240,522	$240,522

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 EQUIPMENT			
Information Systems			
1. Enterprise Resource Planning Suite (ERP). ERP is a suite of integrated organization-wide software applications to support core business operations. Staff has identified both existing applications to be replaced and new applications to be implemented. This is anticipated to be a 3 - 4 year project with the outcomes being: Seamless integration for data sharing between nearly all City applications, ability to more easily introduce dashboards and analytics for decision making and extending services to the public more efficiently through a web portal. *Adopted Spring CIP $200,000.*	$250,000	$250,000	Important for seamless integration of City data processing applications.
2. Utilities Billing and Management ERP Suite. This suite offers an integrated information system to facilitate water and sewer services, as well as citizen request tracking. The applications help improve department performance by automating customer service and billing tasks. Customer service automation includes offering citizens up-to-date, self-service utility account inquiry and payment capabilities and Utility related service request submissions over a secure Internet connection. The application integrates seamlessly with other ERP and third-party products to help you monitor and control your utility operations. The solution offers both a familiar Windows-based user interface and a single, secure database. *Not included in Adopted Spring CIP.* (This expenditure is to be evenly allocated between the Stormwater, Water and Sanitary Sewer Utilities).	$150,000	$150,000	Provides payment and information options for improved customer service.
3. IBM Cognos BI. Cognos BI is the latest version of IBM's business analytics suite that is integrated to use with NaviLine Finance. Cognos BI features an easy-to-use interface with drag-and-drop fields and real-time updating. The City has been utilizing previous versions of Cognos for about 15 years, but must migrate to the latest version because of "End of Life" issue	25,000	25,000	Necessary upgrade to latest version.

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4. RDC Citrix/Server Upgrade. This request consists of an additional server, virtualization software licenses, backup and recovery software licenses and server memory upgrades.	27,400	27,400	Necessary upgrade.
5. Aristotle Insight. This would replace the existing monitoring/management solution Datavault which was purchased in 2004. This tools capabilities in the areas of 1) Topological risk reporting, 2) Configuration reporting, 3) Vendor and user tracking, 4) Regulation/Policy enforcement, 5) Maturity modeling and 6) Threat analytics assist with network and user management in addition to providing necessary data to base hardware and software purchasing decisions on. *Not included in Adopted Spring CIP.*	13,800	13,800	Replacing twelve year old system.
Total <u>2017 Information Systems</u>	**<u>$466,200</u>**	**<u>$466,200</u>**	
<u>Police Department</u>			
1. In-car video systems (equip 2 ISU squads)	$13,000	$13,000	Concur w/request.
2. PSLO MDC's. *Not included in Adopted Spring CIP.*	7,000	0	Utilize two best units.
3. Drone.	3,000	2,500	Make available to all departments.
4. ALPR (Automated Lic. Plate Reader-1 squad). *Not included in Adopted Spring CIP.*	23,000	23,000	Enforcement tool.
5. Message Board (w/PW). *Not included in Adopted Spring CIP.*	15,000	0	Budget constraints.
6. "SCOUT" Remote Radio Alarm. *Not included in Adopted Spring CIP.*	4,300	4,300	For use with local businesses.
7. Portable Remote Video Surveillance System. *Not included in Adopted Spring*	5,000	5,000	Investigative tool.
Total <u>2017 Police Department</u>	**<u>$70,300</u>**	**<u>$47,800</u>**	
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost $25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2017 cost distribution formula (.5929%) is used for budgeting purposes.	$14,820	$14,820	Continue replacement of essential safety equipment.

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2. New SUV for the Assistant Fire Chief / Fire Marshall. This would replace the 1994 Chev Suburban. The old vehicle would be sold and monies from this sale could be used to offset the cost of the new vehicle. Vehicle cost $29,000 with an additional cost of $6,000 for emergency vehicle equipment, lettering, light bar, etc. Total Project cost is $35,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2017 cost distribution formula (.5929%) is used for budgeting purposes	20,760	20,760	Replace twelve year old vehicle. *Possibly sell to City for use as code enforcement vehicle.
3. Hydrant extensions. This request is to extend the current fire hydrant, located at the driveway entrance to the training tower/burn prop. The water lines would be extended to the east and proceed to encircle the training prop building, and include two additional hydrants near the building. This allows the ability to create a larger cadre of scenarios for fire department personnel. Total Project cost $37,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2017 cost distribution formula (.5929%) is used for budgeting purposes.	21,940	0	Low priority. Utilize current system.
4. Purchase remaining four dive suits so that each diver will have a suit that has been appropriately sized with interchangeable components for each diver. Funds will also be used to purchase twelve hoods and thermal liners for all divers. Adjustments can be made for each dive suit with the proper fit to assure safety and provide better hygiene for the divers when performing dives. Total project cost is $20,000. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2017 cost distribution formula (.5929%) is used for budgeting purposes.	11,860	11,860	Essential safety gear.

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Burn building upgrade. Original request was $40,000 in 2016 but the decision was made to spread the costs of repairs to the building over two years, $20,000 in 2016 and $20,000 in 2017. Initial funds were used to replace burn panels in burn rooms along with replace/repair concrete on first floor. Funding for 2017 would be utilized to make structural repairs & improve training aids associated with building. Cost of project in 2017 is $20,000. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2017 cost distribution formula (.5929%) is used for budgeting purposes.	11,860	11,860	Second of two-year project.
Total 2017 Fire Department	**$81,240**	**$59,300**	
Public Works			
1. Replace #8A/2001 14-yd. plow/salter/scraper truck.	$222,000	$222,000	Needed replacement.
2. Replace #37/2001 Vac All with new. Public Works (Forestry/Leaves) 25% responsible; Storm Water 75% responsible. *Adopted Spring CIP $157,000.*	280,000	280,000	Improved service. Help with Storm Water initiatives.
3. Replace #49/2000 4-ton Hot Box. *Adopted Spring CIP $30,000.*	32,000	0	See No. 6 below.
4. Replace 1L/2002 1/2-ton pick-up truck. *Adopted Spring CIP $30,000.*	32,000	0	See No. 6 below.
5. Replace 1D/2005 1/2-ton pickup truck. *Adopted Spring CIP $30,000.*	32,000	0	See No. 6 below.
6. Executive Adjustment	32,000	64,000	Pick 2 of 3 above
7. 20' Power Full Tilt Trailer. *Not included in Adopted Spring CIP.*	6,500	6,500	Concur w/request.
Total 2017 Public Works	**$636,500**	**$572,500**	
(Equipment disposal value posted as revenue to the general fund.)			
Community Development			
1. Replace Inspection/Assessor vehicle. Low mileage used vehicles and lease options will be explored.	$17,500	$17,500	Concur w/request.
Total 2017 Community Development	**$17,500**	**$17,500**	

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Library			
1. High-efficiency/high-capacity carpet cleaner - will significantly reduce the amount of time needed to clean carpeting in the Library and will extend the life of the current carpeting. *Not included in Adopted Spring CIP.*	$13,000	$13,000	Extend life of carpet.
Total 2017 Library	**$13,000**	**$13,000**	
Parks and Recreation			
1. Replace 2008 John Deere mower LM2. Staff/Commission recommends a 16' mower vs 11'. Mows 5 acres/hour more creating greater efficiency, reducing personnel, machine costs, reduced fuel costs. *Adopted Spring CIP $50,000.*	$95,000	$95,000	Increase from Spring CIP justified for greater efficiency.
2. Replace 2002 pick-up truck #4. *Adopted Spring CIP $25,000.*	30,000	30,000	Necessary replacement.
Total 2017 Parks and Recreation	**$125,000**	**$125,000**	
Cemetery			
1. Replace 2009 LM8 Kubota Mower.	$18,000	$18,000	Necessary replacement.
2. Snow Plow Package for 2016 Truck. *Not included in Adopted Spring CIP.*	7,000	$7,000	Concur w/request.
Total 2017 Cemetery	**$25,000**	**$25,000**	
TOTAL ALL 2017 EQUIPMENT	**$1,434,740**	**$1,326,300**	

SANITARY SEWER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$936,900
Total 2017 Program Funding	**$936,900**

2017 PROGRAM EXPENSES

System Repair/Replacement	$856,900
Lift Station Upgrades	30,000
Other Improvements	50,000
Total 2017 Program Expenses	**$936,900**

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 SANITARY SEWER **Projects are funded by borrowed funds unless otherwise noted.**			
1. Cecil Street (Henry - Congress)/3,900 ft. Replace mains and laterals. $130/foot. Coordinate with street construction. *Adopted Spring CIP $470,000.*	$507,000	$135,000	Henry - Maple only/ remainder in 2018.
2. Cleveland Street (Reddin - Zemlock)/660 ft. Replace mains and laterals. $130/foot. Coordinate with street construction. *Adopted Spring CIP $80,000.*	85,800	85,800	Concur w/request.
3. Abby Avenue (North Water - Clybourn)/1,620 ft. Replace main and laterals. $130/ft. Coordinate with street reconstruction. *Adopted Spring CIP $200,000.*	210,600	210,600	Coordinate w/Menasha.
4. Edward Street (Western - John)/525 ft. Replace main and laterals. $130/ft. Coordinate with street construction. *Adopted Spring CIP $65,000.*	68,250	68,250	Water driven.
5. Helen Street (Western - John)/525 ft. Replace main and laterals. $130/ft. Coordinate with street construction. *Adopted Spring CIP $65,000.*	68,250	68,250	Water driven.
6. Elm Street (Cecil - Division)/2,650 ft. Replace main and laterals. $130/ft. Coordinate with street construction. *Adopted Spring CIP $320,000.*	344,500	0	Defer to 2018.
7. Clybourn Street (Edna - Abby)/300 ft. Replace main and laterals. $130/ft. Coordinate with street construction. *Not included in Adopted Spring CIP.*	39,000	39,000	Concur w/request.
8. Higgins Avenue (Haylett - Cecil)/540 ft. Replace main and laterals. $130/ft. Coordinate with street construction. *Not included in Adopted Spring CIP.*	70,200	0	Defer to 2018- second phase of Cecil St.
9. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation.	250,000	250,000	Continue needed improvements
10. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997.	40,000	30,000	Concur w/request.
11. Sanitary sewer Capacity, Management, Operation and Maintenance program (CMOM) and correction of infiltration and inflow as per DNR permit requirement.	30,000	30,000	Continued programming.
12. Pavement repair: concrete and asphalt patches.	20,000	20,000	Needed expense.
TOTAL ALL 2017 SANITARY SEWER	**$1,733,600**	**$936,900**	

STORM WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	$584,000
Total 2017 Program Funding	**$584,000**

2017 PROGRAM EXPENSES

Detention Pond Construction	$100,000
Storm Sewer Repair/Replacement	379,000
Other Improvements	105,000
Total 2017 Program Expenses	**$584,000**

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 STORM WATER			
Projects are funded by borrowed funds unless otherwise noted.			
1. Cecil Street (Henry - Congress)/3,930 ft. Replace main. Coordinate with street construction.	$350,000	$100,000	Henry - Maple only/ remainder in 2018.
2. Elm Street (Cecil - Division)/2,600 ft. Increase storm sewer capacity. Coordinate with street construction.	210,000	0	Defer to 2018- second phase of Cecil St.
3. Abby Avenue (North Water - Clybourn)/1,620 ft. Replace main. Coordinate with street construction.	94,000	94,000	Coordinate project w/Menasha.
4. Miscellaneous repairs/Various streets. Storm sewer mains, catch basins and leads. Includes work on street paving projects that aren't listed above. *Adopted Spring CIP $150,000.*	175,000	175,000	Increase from 2016 level justified.
5. Detention Ponds/Wetland Banking - various locations.	100,000	100,000	Appropriate level.
6. Developer reimbursement. Oversize storm pipes and ponds.	50,000	50,000	Concur w/request.
7. Mini storm sewer. Various locations. Limited funds are recommended to continue elimination of backyard drainage problems.	5,000	5,000	Continue program for residents.
8. Pavement repair: Concrete and asphalt patches. *Adopted Spring CIP $30,000.*	60,000	60,000	Increase from 2016 level justified.
TOTAL ALL 2017 STORM WATER	**$1,044,000**	**$584,000**	

WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION

2017 PROGRAM FUNDING

Utility Revenues	$1,013,675
Special Assessments	0
Revenue Bonds	0
Total 2017 Program Funding	**$1,013,675**

2017 PROGRAM EXPENSES

Distribution System - Replacements	$720,675
Distribution System – New Mainline Extensions	0
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	293,000
Total 2017 Program Expenses	**$1,013,675**

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2017 WATER UTILITY			
Distribution System-Replacements			
All items are funded through Utility revenues unless otherwise noted.			
1. *E. Cecil Street (Congress - Henry) 3,850' of 16" at $130/ft., 64 lead services, 25 main leaks, 10 service leaks. 5% contingency included. Adopted Spring CIP $500,500.*	$525,525	$150,000	Henry - Maple only/ remainder in 2018.
2. Edward Street (John - Western) 600' of 8" at $100/ft., 15 lead services, 8 main leaks, 3 service leaks. 5 % contingency included. *Adopted Spring CIP $60,000.*	63,000	63,000	Driven by water.
3. Helen Street (John - Western) 600' of 8" at $100/ft.,13 lead services, 6 main breaks, 3 service leaks. 5% contingency included. *Adopted Spring CIP $60,000.*	63,000	63,000	Driven by water.
4. Elm Street (Cecil - Division) 2,700' of 8" at $100/ft., 44 lead services, 2 main leaks, 16 service leaks. 5% contingency included. *Adopted Spring CIP $324,000.*	283,500	0	Defer to 2018.
5. Abby Avenue (River - Clybourn) 1,100' of 8" at $100/ft., 10 lead services, 3 main leaks, 4 service leaks. 5% contingency included. *Adopted Spring CIP $132,000.*	115,500	115,500	Coordinate project w/Menasha.
6. Cleveland Street (Reddin - Zemlock) replace 9 services at $1,500 each; 9 lead services, 3 service leaks. 5% contingency included. *Adopted Spring CIP $13,500.*	14,175	14,175	Coordinate w/streets.
7. Industrial Drive (Enterprise - Bell) 1,500' of 12" at $120/ft., 2 main leaks. Includes $90,000 pavement restoration. Water project only. 5% contingency included. *Adopted Spring CIP $180,000.*	283,500	283,500	Water driven-street upgrade plus entrance enhancement.
8. Clybourn Street (Edna - Abbey) 300' of 8" at $100/ft., 5 lead services, 1 main leak, 3 service leaks. 5% contingency included. *Not included in Adopted Spring CIP.*	31,500	31,500	
9. Higgins Avenue (E. Cecil - Quarry) 300' of 8" at $100/ft., 1 lead service, 6 main leaks, 1 service leak. 5% contingency included. *Not included in Adopted Spring CIP.*	31,500	0	Defer to 2018-second phase of Cecil St.
Subtotal 2017 Distribution System-Replacement	**$1,411,200**	**$720,675**	
Distribution System-New Mainline Extensions	**$0**	**$0**	
Distribution System-New Service Expansion	**$0**	**$0**	
Total 2017 Distribution Systems	**$1,411,200**	**$720,675**	

CITY OF NEENAH
2017 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Plant, Metering and Equipment			
All items are funded through Utility revenues unless otherwise noted.			
1. Meter replacement. Annual meter replacement program.	$55,000	$40,000	Continue replacement program.
2. Replace 2005 Pick-up Truck. Vehicles are on a 10-year replacement cycle. Includes Boss Snow Plow. *Adopted Spring CIP $55,000.*	31,000	31,000	Per replacement cycle.
3. Replace chemical tanks, lines, and pumps. Existing tanks are at end of useful life. They were not replaced during plant construction. (2013 WDNR Sanitary Survey)	146,000	146,000	Necessary project per DNR.
4. Replace sleeves and bulbs on two UV Disinfection units at Water Filtration Plant. *Not included in Adopted Spring CIP.*	16,000	16,000	Needed replacement-operating issues.
5. Replace sodium permanganate & ammonium hydroxide tanks. (2016 WDNR Sanitary Survey) *Not included in Adopted Spring CIP.*	12,000	12,000	Necessary project per DNR.
6. Technology upgrade. One computer replacement. Miscellaneous software upgrades. Mobile devices for GIS.	8,000	8,000	Continue GIS improvements
7. Miscellaneous consulting fees. *Adopted Spring CIP $20,000.*	25,000	20,000	Continue at 2016 level.
8. Miscellaneous plant contingency.	10,000	10,000	Concur w/request.
9. Miscellaneous tools and equipment. *Adopted Spring CIP $20,000.*	10,000	10,000	Concur w/request.
Total 2017 Plant, Metering and Equipment	**$313,000**	**$293,000**	
TOTAL 2017 WATER UTILITY	**$1,724,200**	**$1,013,675**	

CITY OF NEENAH
STATUS REPORT OF 2009-2014 NON-LAPSING PROJECT FUNDS
As of December 31, 2015

2009 - 2014 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2016

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
1	Pedestrian Routes/2011 (Breezewood Lane	33,577	33,577	(a)	33,577
2	Pedestrian Routes/2011 (Bell Street	23,902	23,902	(d)	23,902
3	Glatfelter/Plexus Project/2009 (TID #8/CDA	4,050	4,050	(c)	4,050
4	Add'l Parking-Undesignated Locations/2013 (TID #8	443,521	443,521	(d)	443,521
5	Glatfelter Surface Parking/2011 (TID #8	125,000	125,000	(e)	125,000
6	Arrowhead Park Development/2013 (TID #8	209,371	209,371	(f)	209,371
7	Additional Parking/2014 (TID #8	213,312	213,312	(g)	213,312
8	Downtown Parking Study/2014 (TID #8	30,000	30,000	(h)	30,000
9	Building Security/2012 (Facilities-Admin.	1,469	1,469	(i)	1,469
10	City Hall ADA Compliance/2013 (Facilities-Admin	3,660	3,660	(j)	3,660
11	Office Upgrades 2012 (Facilities-Police	1,759	1,759	(k)	0
12	Office Upgrades 2013 (Facilities-Police	5,292	5,292	(l)	5,292
13	Office Upgrades 2014 (Facilities-Police	8,000	8,000	(m)	8,000
13a	Firing Range-Lead Remediate/2014 (Facilities-Polic	50,332	50,332	(m1)	50,332
14	Church St. Ramp-LED Lighting/2013 (Facilities-Ramps	61,319	61,319	(n)	61,319
15	Refurbish Shattuck Park/2013 (Facilities-Parks	6,820	6,820	(o)	6,820
16	Security Locks Various Parks/2013 (Facilities-Parks	20,000	20,000	(p)	20,000
17	Skatepark/2014 (Facilities-Parks	80,000	80,000	(q)	80,000
18	Virtual Desktop Infrastructure/2014 (Equipment-I/S	9,919	9,919	(r)	9,919
19	Website Content Mgt. Solution/2014 (Equipment-I/S	5,179	5,179	(s)	5,179
20	Doorswipe Access Control/2014 (Equipment-I/S	25,000	25,000	(t)	25,000
21	MDC Replacements/2014 (Equipment-Police	12,797	12,797	(u)	12,797
22	Body Digital Record Devices/2014 (Equipment-Police	15,000	5,000	(v)	5,000
23	Assessor/Inspection Software/2013 (Equipment-C.D.	123,609	123,609	(w)	123,609
24	Various Repairs & Replacement/2013 (San Sewe	14,955	14,955	(x)	14,955
25	Various Repairs & Replacement/2014 (San Sewe	500,000	500,000	(y)	500,000
26	Stormwater-Washington Park/2009. (Storm Water)	112,849	112,849	(z)	112,849
27	Detention Ponds-Var. Locations/2013 (Storm Water	194,808	194,808	(aa)	194,808
28	Detention Ponds-Var. Locations/2014 (Storm Water	300,000	300,000	(bb)	300,000
29	Commerce Court Pond/2009. (Storm Water)	187,377	187,377	(cc)	187,377
30	Environmental Serv Det. Pond/2013 (Storm Water	37,580	37,580	(dd)	37,580
	Total Prior Year 2009-2014 Non-Lapsing Project Funds	**$2,860,457**	**$2,850,457**		**$2,848,698**

Mayor's Comments

(a) To be used in 2016-17/Commerce Court Ponds.
(b) Finish in 2016.
(c) Ongoing project.
(d) Ongoing project.
(e) Ongoing project.
(f) Future project.
(g) Future parking needs.
(h) Completed in 2016.
(i) In progress/swipe cards.
(j) Used for ergonomics.
(k) Finish fron lobby & weapons storage.
(l) Finish fron lobby & weapons storage.
(m) Finish fron lobby & weapons storage.
(m1) Ongoing project.
(n) Most of funds used recently in 2016/small balance remaining.
(o) Use as needed.
(p) For controlled access after WiFi is in.
(q) Potential project still under consideration.
(r) Continuing project.
(s) Continued website development.
(t) To be used in 2016.
(u) Use as needed fro replacements/add RAM capacity.
(v) Reduce by $10k due to private donation/all patrol officers now equipped.
(w) To be used in 2016.
(x) Work currently proceeding.
(y) Work currently proceeding.
(z) To be used for future project..
(aa) Potential NF project.
(bb) Potential NF project.
(cc) To be used in 2016.
(dd) Analysis dollars for NF site.

Summary

Function	Amount
Streets/Ped Routes	$57,479
TIF #5	0
TIF #6	0
TIF #7	0
TIF #8	1,025,254
Facilities	236,892
Equipment	181,504
Sanitary Sewer	514,955
Storm Water	832,614
Total	**$2,848,698**

CITY OF NEENAH
STATUS REPORT OF 2009-2015 NON-LAPSING PROJECT FUNDS
As of December 31, 2015

2015 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2016

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	ADOPTED MAY 2015		UPDATED NOVEMBER 2015
1	Shooting Star/Armstrong (Streets-City Initiated	50,000	50,000	(a)	50,000
2	Meadowview (Streets-Citizen Petitionec	2,000	2,000	(b)	2,000
3	Hillcrest Place (Streets-Citizen Petitioned	2,000	2,000	(c)	2,000
4	Green Meadows (Streets-Citizen Petitionec	2,000	2,000	(d)	2,000
5	Elmwood Court (Streets-Resurfacing	2,000	2,000	(e)	2,000
6	Jean/Western-John (Streets-Resurfacing)	2,000	2,000	(f)	2,000
7	Green/Third-Fourth (Streets-Resurfacing	2,000	2,000	(g)	2,000
8	Repairs-Various Locations (Ped. Routes	2,143	2,143	(h)	2,143
9	Marathon/Parkwood(Ped. Routes	65,000	65,000	(I)	65,000
10	Commercial/Alcott (Traffic Control	15,192	15,192	(j)	15,192
11	Oak Street Bridge (Traffic Control	4,000	4,000	(k)	4,000
12	Wisconsin Ave (Traffic Control)	30,000	30,000	(l)	30,000
13	Rubber Speed Humps (Traffic Control	12,000	12,000	(m)	12,000
14	Infrastructure Improvements (TIF #9)	15,816	15,816	(n)	15,816
15	Land Assemblage-Parking (TIF #10	277,724	277,724	(o)	277,724
16	Redevelopment Assistance (TIF #10	940,000	940,000	(p)	940,000
17	Fox Valley Energy Demolition (TIF #1(	15,000	15,000	(q)	15,000
18	Renovate Health Area (Facilities-Admin	25,000	25,000	(r)	25,000
19	Roof Repair (Facilities-Police	4,300	4,300	(s)	4,300
20	Whiting Boat House Repair (Facilities-Parks	8,330	8,330	(t)	8,330
21	Playground Equipment-Various Parks(Facilities-Parks	6,624	6,624	(u)	6,624
22	Doty Cabin Repairs (Facilities-Parks	15,000	15,000	(v)	15,000
23	Pool Accessibility (Facilities-Parks	2,123	2,123	(w)	2,123
24	Replace Pool Gutter Grates (Facilities-Parks	3,500	3,500	(x)	3,500
25	Virtual Desktop Infrastructure (Equipment-I/S	20,000	20,000	(y)	20,000
26	Time/Attendance Solution (Equipment-I/S	16,901	16,901	(z)	16,901
27	Vehicle Purchases/Equipment (Equipment-Police	5,015	5,015	(aa)	5,015
28	Forensic Recovery Evidence Device (Equip.-Police	5,000	5,000	(bb)	5,000
29	Traffic Truck with Toolbox (Equipment-Public Works	8,337	8,337	(cc)	8,337
30	Seven Yard Truck (Equipment-Public Works)	3,765	3,765	(dd)	3,765
31	Detention Ponds Various Locations (Storm Sewer	200,000	200,000	(ee)	200,000
32	Various Repairs & Replacement (Storm Sewer	148,638	148,638	(ff)	148,638
	Total 2015 Non-Lapsing Project Funds	**$1,911,408**	**$1,911,408**		**$1,911,408**
	TOTAL ALL 2009-2015 PROJECT FUNDS REQUESTED FOR CARRY FORWARD TO 2016	**$4,771,865**	**$4,761,865**		**$4,760,106**

Mayor's Comments

(a) Project still pending.
(b) Tree planting.
(c) Tree planting.
(d) Tree planting.
(e) Tree planting.
(f) Tree planting.
(g) Tree planting.
(h) Miscellaneous repairs.
(i) Street lighting/design in progess.
(j) In progress.
(k) Diverted to Library lighting per council.
(l) Diverted to Library lighting per council.
(m) Completed in 2016.
(n) Ongoing needs.
(o) Ongoing review/current offers out.
(p) Utilize when needed.
(q) To be used in 2016.
(r) Project underway.
(s) Front entry repairs.
(t) Project under review.
(u) To be used in 2016.
(v) Under contract 2016.
(w) Reallocated for PA system approved by council.
(x) Reallocated for PA system approved by council.
(y) Ongoing project.
(z) Ongoing project.
(aa) To be used in 2016.
(bb) To be used in 2016.
(cc) In progress.
(dd) Completed in 2016.
(ee) Future needs.
(ff) To be used in 2016.

Summary

Function	Amount		Total
Streets/Ped Routes	$190,335		$247,814
TIF #5	0		$0
TIF #6	0		$0
TIF #7	0		$0
TIF #8	0		1,025,254
TIF #9	15,816		15,816
TIF #10	1,232,724		1,232,724
Facilities	64,877		301,769
Equipment	59,018		240,522
Sanitary Sewer	0		514,955
Storm Water	348,638		1,181,252
	$1,911,408		$4,760,106

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Parking Utility Fund
Program:	**Submitted by:**
Enterprise Funds	G. Kaiser/Nancy Handevidt

Parking Utility Fund
2017 Proposed Budget

The City of Neenah's Parking Utility Fund was created by City Ordinance. Its purpose is to account for the operation of City parking meters, parking ramps and parking lots. All revenue and expenditure activities necessary to provide such services are accounted for in this fund. Such revenues include: Receipts from parking meters, lot and ramp permit sales, fines for parking violations, and the proceeds from land sales. The Parking operation incurs costs for the repair and maintenance of the various lots, meters and ramps; salary and fringe benefits of police and maintenance personnel; related costs of the enforcement program including recordkeeping,cash handling and notice mailings; and, administrative costs of the traffic engineer and Finance Department. The costs of these services, which are generally performed by City staff, are paid to the General Fund. Excluded are costs of warrant services/court time, depreciation and towing costs. It is the intent of the fund to be self-sustaining, i.e., provide services to the extent of resources available.

Parking enforcement regulates parking on City streets and parking lots to allow for easy access to businesses and City attractions. It prevents unsightly abandoned vehicles and maintains safe passage for vehicles and pedestrians on City streets. It also maintains access for disabled persons; monitors metered, time restricted, handicapped, permit and reserved parking stalls; and, monitors posted no-parking areas. Parking tickets are issued to violators and parking violation notices generated and mailed for delinquent fines. It also facilitates the removal of abandoned vehicles on public and private streets and lots.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance, January 1	$188,500	$124,444	$124,444	$112,404	$112,404
REVENUES					
Parking Meters	$2,957	$2,000	$1,900	$0	$0
Permits	210,252	212,360	202,500	230,000	230,000
Parking Fines	92,305	125,700	71,700	138,000	150,000
Other Revenue Per Study		37,900	0	0	0
Other - Sales Tax	56	60	50	50	50
Total Revenue	$305,570	$378,020	$276,150	$368,050	$380,050
EXPENDITURES					
Enforcement (Police)	$67,675	$74,300	14,270	$49,440	$50,030
Enforcement (NUPARK)	0	0	0	37,400	37,400
Parking Meters	2,220	2,770	1,370	0	0
Parking Lots	83,421	77,240	83,030	78,490	77,990
Parking Ramp - Canal	106,490	98,490	93,280	92,620	92,620
Special Reserves & Escrow	0	0	0	950	380
Administrative/OPEB/Misc.	129,820	127,230	96,240	125,270	125,270
Total Expenditures	$389,626	$380,030	$288,190	$384,170	$383,690
Excess Revenues Over (Under) Expenditures	($84,056)	($2,010)	($12,040)	($16,120)	($3,640)
Tax Levy	$20,000	$0	$0	$0	$0
Fund Balance, December 31	$124,444	$122,434	$112,404	$96,284	$108,764

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Parking Utility Fund
	Program: Enterprise/Other Funds	**Submitted by:** G. Kaiser

Parking Enforcement
(044-2135-711)

Major Increases (Decreases) in 2017 Budget Request:

- $25,000 increase for Maintenance of Software line item to cover charges for NuPark Parking Management software.
- $12,400 increase for Outside Services for processing fees by NuPark.

Parking Meters
(044-7701-738)

Goals/Responsibilities:

Maintenance and repair of City parking meters and collection of monies

2016 Accomplishments:

- Maintained parking meters and collected money as required.
- Started implementation of recommendations of downtown parking study.
- Updated parking ordinances.

2017 Goals/Plans:

- Remove parking meters as part of implementation of downtown parking study recommendations.

Major Increases (Decreases) in 2017 Budget Request:

- Eliminated all budget expenditures.

Parking Lots
(044-7702-738)

Goals/Responsibilities:

Maintain, clean, plow and haul snow from the following City owned or operated lots.

Lot No.	Description	Spaces[1]
1	Presbyterian Lot (Church and W. Doty - leased from First Presbyterian Church)	124
2	Clocktower Lot (115 E. Doty Av)	16
3	Smith Street Lot (along Canadian National tracks between Sherry and Smith)	40
4	300 N. Commercial Lot (easement, no snow plowing)	12
5	Canal Lot (109 N. Church St)	52
6	High Street Lot (235 Bond St)	35
7	Marketplace Lot (119 W. Doty Av)	61
8	City Administration Building (includes 112 E. Columbian)	127
10	322/328 N. Commercial Lot (easement)	12
11	307 N. Commercial Lot (easement, no snow plowing)	8
12	Walnut Lot (216 Walnut St)	96
13	Arrowhead Park Lot (355 Millview Dr)	62
14	Millview Lot (235 Main St)	70
15	231 E. Wisconsin Av	40
TOTAL		755

Note 1: Total parking spaces in the lot including handicapped accessible spaces.

Additional leased parking spaces that are not maintained by the City include:

Lot No.	Description	Spaces
16	Associated Lot (118 W. Columbian Av)[2]	72
17	X-Mill Lot (128 N. Commercial St, leased from Kimberly Clark)	46
TOTAL		118

Note 2: Leased from Associated Bank with maintenance billed to City.

2016 Accomplishments:

- Maintained parking lots as required.
- Used small equipment (pickup truck) to remove snow.
- Started implementation of recommendations of downtown parking management study with contract for a license plate recognition system to assist with parking management and enforcement.

Parking Lots continued
(044-7702-738)

2017 Goals/Plans:
- Maintain all lots as required.
- Continue to crack seal, seal coat and resurface as required.
- Continue to implement recommendations of downtown parking management study.
- With Community Development, evaluate future surface lot and/or ramp needs.
- Prepare for adjustments to parking supply based on downtown redevelopment.

Major Increases (Decreases) in 2017 Budget Request:
- None.

Parking Ramp
(044-7705-738)

Goals/Responsibilities:
Maintain the N. Church Street Ramp (930 spaces).

2016 Accomplishments:
- Continued to maintain the Church Street Ramp.
- Repaired haunches.

2017 Goals/Plans:
- Continue maintenance of ramp.
- With Community Development, evaluate future parking ramp needs.

Major Increases (Decreases) in 2017 Budget Request:
- None.

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION *****
FOR FISCAL YEAR 2017

POLICE DEPARTMENT DIVISION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
Parking Enforcement	67,675	74,300	11,562	14,270	86,840	87,430	13,130
Parking Meters	2,220	2,770	741	1,370	0	0	(2,770)
Parking Lots	83,421	77,240	58,845	83,030	78,490	77,990	750
Parking Ramp - Canal	105,964	98,490	71,697	93,280	92,620	92,620	(5,870)
Other	526	0	0	0	0	0	0
Special Reserves & Escrow	0	0	0	0	950	380	380
General Fund	129,820	127,230	95,423	96,240	125,270	125,270	(1,960)
TOTAL PARKING	**389,626**	**380,030**	**238,268**	**288,190**	**384,170**	**383,690**	**3,660**
						Percent Budget Change	**0.96%**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PARKING BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	38,604	39,780	6,814	7,840	4,460	4,380	
0102	Full Time Hourly Wages	19,987	20,810	13,261	19,740	19,000	19,000	
0103	Temporary Wages	5,154	5,000	1,491	2,000	40,000	40,000	
0104	Overtime Wages	5,597	5,000	5,436	6,200	6,000	5,610	
0110	Health Insurance	23,535	24,380	7,630	10,200	8,950	8,470	
0111	Fringes	12,693	13,430	5,822	7,810	8,470	8,350	
0117	Clothing Allowance	16	300	(8)	300	1,200	1,200	
0124	Meal Allowance	72	70	124	150	150	150	
	PERSONAL SERVICES	**105,658**	**108,770**	**40,570**	**54,240**	**88,230**	**87,160**	**(21,610)**
CONTRACTUAL SERVICES								
0201	Outside Printing	1,320	3,010	1,523	2,500	1,500	1,500	
0202	Postage	935	1,320	568	800	1,320	1,320	
0203	Advertising & Publication	0	150	0	0	150	150	
0206	Maint of Motor Vehicles	0	350	0	150	350	350	
0213	Maint of Buildings	24,384	17,000	8,508	17,000	17,000	17,000	
0214	Maint of Radio Equipment	0	50	0	0	0	0	
0215	Maint of Operating Equip	0	100	0	100	50	50	
0216	Maint of Software	0	0	0	0	25,000	25,000	
0219	Maintenance of Land	0	200	0	50	50	50	
0221	Telephone	465	500	233	470	470	470	
0222	Electricity	28,045	26,650	13,757	21,650	21,650	21,650	
0224	Water & Sewer	4,246	3,600	2,349	3,600	3,600	3,600	
0226	Storm Water	6,132	6,180	3,066	6,180	6,180	6,180	
0236	Outside Services	23,220	27,250	28,612	30,700	38,400	38,400	
0237	Pest Control	1,266	1,000	1,570	1,570	1,250	1,250	
0238	Professional Services	0	250	0	250	250	250	
0239	Permits	50	50	0	50	50	50	
0244	Rental	36,302	24,700	19,220	24,700	24,700	24,700	
0245	Maint of Motor Veh/Fleet	6,869	6,570	10,170	10,240	8,000	8,000	
0293	Oil and Fluids/Fleet	269	150	106	200	300	300	
0294	Maint of Radio Eq/Fleet	0	50	0	0	0	0	
0295	Maint of Oper Eq/Fleet	679	1,450	2,093	2,580	1,800	1,800	
	CONTRACTUAL SERVICES	**134,182**	**120,580**	**91,775**	**122,790**	**152,070**	**152,070**	**31,490**
SUPPLIES & MATERIALS								
0300	Office Supplies	0	50	0	50	100	100	
0301	Cleaning/Janitor Supplies	887	1,000	686	800	1,000	1,000	
0306	Gasoline & Oil	3,761	4,230	1,442	3,000	3,910	4,500	
0310	Building Maint. Supplies	1,245	2,000	1,261	1,500	2,000	2,000	
0314	Equipment Maint. Supplies	1,088	900	44	900	900	900	
0316	Safety Supplies	10	50	135	140	50	50	
0319	Small Tools	415	330	171	330	300	300	
0331	Salt & Stone Chips	11,692	13,500	5,453	6,000	9,000	9,000	
0332	All Other Supplies	342	790	0	790	740	740	
0333	Small Equipment	0	500	1,308	1,310	500	500	
	SUPPLIES & MATERIALS	**19,440**	**23,350**	**10,500**	**14,820**	**18,500**	**19,090**	**(4,260)**
OTHER								
	Vandalism	0	100	0	100	100	100	
	Depr on Parking Meters	728	0	0	0	0	0	
	OTHER	**728**	**100**	**0**	**100**	**100**	**100**	**0**
TRANSFERS								
	Transfers	129,820	127,230	95,423	96,240	125,270	125,270	
	TRANSFERS	**129,820**	**127,230**	**95,423**	**96,240**	**125,270**	**125,270**	**(1,960)**
ADMINISTRATIVE/GENERAL								
	OPEB Insurance	526	0	0	0	0	0	
	ADMINISTRATIVE/GENERAL	**526**	**0**	**0**	**0**	**0**	**0**	**0**
	TOTAL PARKING	**390,354**	**380,030**	**238,268**	**288,190**	**384,170**	**383,690**	**3,660**
							Percent Budget Change	**0.96%**

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PARKING								
PARKING ENFORCEMENT (2135-711)								
0101	Salaries	34,524	35,700	3,754	3,760	0	0	
0103	Temporary Wages	5,154	5,000	1,491	2,000	40,000	40,000	
0110	Health Insurance	15,660	15,740	1,312	1,320	0	0	
0111	Fringes	6,162	6,580	848	900	1,820	1,820	
0117	Clothing Allowance	16	300	(8)	300	1,200	1,200	
	Personal Services	**61,516**	**63,320**	**7,397**	**8,280**	**43,020**	**43,020**	**(20,300)**
0202	Outside Printing	1,320	3,010	1,523	2,500	1,500	1,500	
0203	Postage	935	1,320	568	800	1,320	1,320	
0206	Advertising & Publication	0	150	0	0	150	150	
0213	Maint of Motor Vehicles	0	200	0	0	200	200	
0215	Maint of Radio Equipment	0	50	0	0	0	0	
0218	Maint of Software	0	0	0	0	25,000	25,000	
0236	Outside Services	2,017	3,000	2,000	2,000	12,400	12,400	
0293	Maint Of Motor Veh/Fleet	538	1,500	0	0	1,500	1,500	
0294	Oil and Fluids/Fleet	98	100	0	0	100	100	
0295	Maint of Radio Eq/Fleet	0	50	0	0	0	0	
	Contractual Services	**4,908**	**9,380**	**4,091**	**5,300**	**42,170**	**42,170**	**32,790**
0301	Office Supplies	0	50	0	50	100	100	
0310	Gasoline & Oil	1,227	1,410	74	500	1,410	2,000	
0333	All Other Supplies	24	140	0	140	140	140	
	Supplies & Materials	**1,251**	**1,600**	**74**	**690**	**1,650**	**2,240**	**640**
	PARKING ENFORCEMENT	**67,675**	**74,300**	**11,562**	**14,270**	**86,840**	**87,430**	**13,130**
PARKING METERS (7701-738)								
0102	Full Time Hourly Wages	1,468	1,520	485	600	0	0	
0110	Health Insurance	427	450	146	180	0	0	
0111	Fringes	325	350	110	140	0	0	
	Personal Services	**2,220**	**2,320**	**741**	**920**	**0**	**0**	**(2,320)**
0216	Maint of Operating Equip	0	50	0	50	0	0	
0236	Outside Services	0	250	0	250	0	0	
0293	Maint of Motor Veh/Fleet	0	70	0	70	0	0	
		0	370	0	370	0	0	
	Contractual Services	**0**	**370**	**0**	**370**	**0**	**0**	**(370)**
0320	Small Tools	0	30	0	30	0	0	
0333	All Other Supplies	0	50	0	50	0	0	
	Supplies & Materials	**0**	**80**	**0**	**80**	**0**	**0**	**(80)**
	PARKING METERS	**2,220**	**2,770**	**741**	**1,370**	**0**	**0**	**(2,770)**

CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PARKING LOT (7702-738								
0102	Full Time Hourly Wages	12,832	15,230	8,179	14,540	15,000	15,000	
0104	Overtime Wages	5,597	5,000	5,239	6,000	6,000	5,610	
0110	Health Insurance	4,760	5,940	3,985	6,190	6,280	6,280	
0111	Fringes	4,067	4,630	3,066	4,680	4,760	4,650	
0124	Meal Allowance	72	70	124	150	150	150	
	Personal Services	**27,328**	**30,870**	**20,593**	**31,560**	**32,190**	**31,690**	**820**
0219	Maintenance of Land	0	200	0	50	50	50	
0222	Electricity	2,190	1,650	1,226	1,650	1,650	1,650	
0226	Storm Water	4,956	5,000	2,478	5,000	5,000	5,000	
0236	Outside Services	2,008	4,000	2,168	4,000	3,000	3,000	
0251	Rental	36,302	24,700	19,220	24,700	24,700	24,700	
0293	Maint of Motor Veh/Fleet	6,331	5,000	10,170	10,170	6,500	6,500	
0294	Oil and Fluids/Flee	171	50	106	200	200	200	
0296	Maint of Oper Eq/Flee	475	1,250	1,517	2,000	1,500	1,500	
	Contractual Services	**52,433**	**41,850**	**36,885**	**47,770**	**42,600**	**42,600**	**750**
0310	Gasoline & Oi	2,534	2,820	1,368	2,500	2,500	2,500	
0332	Salt & Stone Chips	990	1,500	0	1,000	1,000	1,000	
0333	All Other Supplies	136	200	0	200	200	200	
	Supplies & Materials	**3,660**	**4,520**	**1,368**	**3,700**	**3,700**	**3,700**	**(820)**
	PARKING LOT	**83,421**	**77,240**	**58,846**	**83,030**	**78,490**	**77,990**	**(70)**
PARKING RAMP - CANAL (7705-738)								
101	Salaries	4,080	4,080	3,060	4,080	4,080	4,080	
102	Full Time Hourly Wages	5,687	4,060	4,598	4,600	4,000	4,000	
104	Overtime Wages	0	0	198	200	0	0	
110	Health Insurance	2,688	2,250	2,187	2,510	2,190	2,190	
111	Fringes	2,139	1,870	1,798	2,090	1,800	1,800	
	Personal Services	**14,594**	**12,260**	**11,841**	**13,480**	**12,070**	**12,070**	**(190)**
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0214	Maint of Buildings	24,384	17,000	8,508	17,000	17,000	17,000	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0221	Telephone	465	500	233	470	470	470	
0222	Electricity	25,855	25,000	12,531	20,000	20,000	20,000	
0224	Water & Sewer	4,246	3,600	2,349	3,600	3,600	3,600	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	19,195	20,000	24,444	24,450	23,000	23,000	
0237	Pest Control	1,266	1,000	1,570	1,570	1,250	1,250	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	50	50	0	50	50	50	
0296	Maint of Oper Eq/Flee	204	200	576	580	300	300	
	Contractual Services	**76,841**	**68,980**	**50,799**	**69,350**	**67,300**	**67,300**	**(1,680)**
0306	Cleaning/Janitor Supplies	887	1,000	686	800	1,000	1,000	
0314	Building Maint. Supplies	1,245	2,000	1,261	1,500	2,000	2,000	
0316	Equipment Maint. Supplies	1,088	900	44	900	900	900	
0319	Safety Supplies	10	50	135	140	50	50	
0320	Small Tools	415	300	171	300	300	300	
0332	Salt & Stone Chips	10,702	12,000	5,453	5,000	8,000	8,000	
0333	All Other Supplies	182	400	0	400	400	400	
0344	Small Equipment	0	500	1,308	1,310	500	500	
	Supplies & Materials	**14,529**	**17,150**	**9,058**	**10,350**	**13,150**	**13,150**	**(4,000)**

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
0501	Vandalism	0	100	0	100	100	100	
	Other	**0**	**100**	**0**	**100**	**100**	**100**	**0**
	PARKING RAMP - CANAL	**105,964**	**98,490**	**71,698**	**93,280**	**92,620**	**92,620**	**(5,870)**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	380	300	
0110	Health Insurance	0	0	0	0	480	0	
0111	Fringes	0	0	0	0	90	80	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**950**	**380**	**380**
OTHER (0509-703)								
9251	OPEB Insurance	526	0	0	0	0	0	
	OTHER	**526**	**0**	**0**	**0**	**0**	**0**	**0**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	129,820	127,230	95,423	96,240	125,270	125,270	
	TRANSFER TO GENERAL FUND	**129,820**	**127,230**	**95,423**	**96,240**	**125,270**	**125,270**	**(1,960)**
TOTAL PARKING		**389,626**	**380,030**	**238,270**	**288,190**	**384,170**	**383,690**	**3,660**
							Percent Budget Change	**0.96%**

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Sewer Utility Fund
	Program: Enterprise/Other Funds	**Submitted by:** G. Kaiser/N. Handevidt

Sanitary Sewer Utility Fund
2017 Proposed Budget

The City of Neenah Sewer Fund was created by City Ordinance. The purpose of the Fund is to account separately for all revenue and expenditure activities necessary to provide sanitary sewer service to City property owners. Revenues include sewer user fees, interest income and special charges. Costs include collection, transportation system maintenance, wastewater treatment, debt service payments, capital investments, statutory and discretionary reserves and administration charges. Specific system and equipment replacement reserve accounts required by DNR and EPA have been established.

The DNR has also directed that the City continue to repair sanitary sewers to reduce infiltration and inflow (I/I). In 2014, the CIty was moved from a special permit to a DNR general discharge permit This requires continued efforts toward reduction of I/I. To pay for these repairs the City increased borrowing substantially for sanitary sewers from 2009-2013. That additional borrowing has led annual sanitary sewer related debt services costs to increase over $361,000 from 2011 to 2013.

As approved by the Neenah-Menasha Sewerage Commssion, the Neenah/Menasha Wastewater Treatment Plant underwent a significant capital improvement project in 2013 and 2014, to upgrade equipment and processes, and to meet new regulations. The total cost of those improvements was apprioximately $23 million. The City of Neenah's share of that amount was approximately $11.9 million, or 51.53%. The improvements were funded by each community borrowing from the State Clean Water Loan Fund on behalf of the Neenah-Menasha Sewerage Commission. The Commission estimates that funding the improvements will require a rate increase to participating communities of up to 35% for treatment plant charges.

Currently, sanitary sewer rates in Neenah are still among the lowest in the State. Along with the DNR directed sanitary sewer repair and N/M Commission approved treatment plant improvement project discussed above, the Sewer Fund also continues to fund charges to defend the City's share of defense costs related to the ongoing Fox River PCB cleanup litigation. Neenah's share of those costs has totaled just over $1.5 million since 1998. Rates were increased by 15% in 2013 and 2014 to fund the additional costs.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance, January 1	$2,704,455	$3,263,179	$3,263,179	$3,042,169	$3,042,169
REVENUES					
User Fees	$4,282,287	$4,187,600	$4,270,000	$4,270,000	$4,270,000
Interest	11,323	6,000	11,000	11,000	11,000
Industrial Testing Fees	30,236	35,000	30,000	30,000	30,000
Sewer Assessments	199,423	60,000	30,000	25,000	25,000
Proceeds From Borrowing	600,000	935,000	945,000	1,733,600	936,900
Miscellaneous Revenues	55,611	41,000	55,000	45,000	45,000
Total Revenue	$5,178,880	$5,264,600	$5,341,000	$6,114,600	$5,317,900
EXPENDITURES					
Treatment Plant Charges	$2,174,423	$2,273,760	$2,409,340	$2,325,430	$2,325,430
Sewers/Lift Stations Maint.	300,353	320,940	272,690	275,610	275,610
T-V Sewer Insp. & Sealing	55,887	56,470	53,760	53,760	53,760
Monthly Billings Charges	265,967	263,000	265,680	268,000	268,000
Administration/Overhead	379,697	439,060	491,060	523,160	523,160
Ind. Wastewater Monitoring	30,236	35,000	30,000	30,000	30,000
Legal & Miscellaneous	49,607	25,000	17,000	15,000	15,000
Capital Expense	397,653	935,000	935,000	1,733,600	936,900
Debt Service Payments	966,333	1,087,480	1,087,480	1,153,350	1,153,350
Total Expenditures	$4,620,156	$5,435,710	$5,562,010	$6,377,910	$5,581,210
Excess Revenues Over (Under) Expenditures	$558,724	($171,110)	($221,010)	($263,310)	($263,310)
Fund Balance, December 31	$3,263,179	$3,092,069	$3,042,169	$2,778,859	$2,778,859

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Public Works & Utilities	Storm Water Utility
Program:	**Submitted by:**
Enterprise/Other Funds	G. Kaiser/N. Handevidt

Storm Water Management Utility
2017 Proposed Budget

A Storm Water Management Utility was created and became effective January 1, 2003. A Storm Water Management Utility is similar to electric, water or wastewater utilities. Users pay for the services provided, which include an improved and better-maintained flood control and drainage system. The utility fee is a user fee charged to all developed properties within the City of Neenah. In this way, property owners pay their fair share of the costs for storm water management. Customers are charged a fee that approximates the relative contribution of storm water runoff from their property based upon the square footage of hard surface (roof surface, driveways, parking lots, etc.).

Customers are billed based upon their property's calculated Equivalent Runoff Unit (ERU). Currently, approximately 94% of residential properties in the City are calculated as being one ERU. The storm water charge appears as a line item on the quarterly utility bills received from the City's Finance Department. The storm water rates were last increased on January 1, 2010 to $84 per ERU. Rates are reviewed each year to insure that revenues are sufficient to operate the Utility and to maintain an adequate fund balance.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance, January 1	$3,106,147	$3,585,097	$3,585,097	$3,478,707	$3,478,707
REVENUES					
User Fees	1,691,504	$1,664,000	$1,690,000	$1,690,000	$1,690,000
Permit Fee	15,323	13,500	10,000	12,000	12,000
Interest	6,633	4,500	13,000	14,000	14,000
Def. Sewer Hook-Up Charge/ Mains	0	2,000	6,000	2,000	2,000
DNR Grant	0	0	0	0	0
Payment-In-Lieu of Improvements	0	0	0	0	0
Proceeds from Borrowing	470,000	590,000	580,000	1,044,000	584,000
Miscellaneous Revenues	17,318	18,600	16,700	16,650	16,650
Total Revenue	$2,200,778	$2,292,600	$2,315,700	$2,778,650	$2,318,650
EXPENDITURES					
Storm Sewer Operations	$167,838	$191,450	$156,630	$166,780	$166,780
TV Sewers Insp/Sealing	5,200	12,040	10,500	12,030	12,030
Slough Control	0	8,740	3,340	5,080	5,080
Street Cleaning	148,503	166,740	162,700	164,840	164,840
Snow Hauling	59,621	137,880	167,250	159,200	158,200
Erosion Control Inspection	36,327	39,120	38,570	39,610	39,610
Detention Pond	93,114	95,080	90,430	92,710	90,210
Leaf Collection	124,662	140,650	139,440	148,250	147,250
Special Reseves & Escrow	0	0	0	12,370	5,220
Capital Expense	85,451	590,000	590,000	1,044,000	584,000
Transfer to General Fund:					
Utility Monthly Billings	62,942	60,730	62,000	63,820	63,820
PW Support/Overhead	216,990	221,890	217,340	234,450	234,450
City Support/Overhead	144,660	147,930	144,890	156,300	156,300
Erosion Control/Personnel	20,660	21,050	20,940	22,360	22,360
Debt Service Payment	555,860	614,020	618,060	698,300	698,300
Total Expenditures	$1,721,828	$2,447,320	$2,422,090	$3,020,100	$2,548,450
Excess Revenues Over (Under) Exp.	$478,950	($154,720)	($106,390)	($241,450)	($229,800)
Ending Fund Balance as 12/31	$3,585,097	$3,430,377	$3,478,707	$3,237,257	$3,248,907

CITY OF NEENAH
OPERATING BUDGET
***** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION *****
FOR FISCAL YEAR 2017

STORM WATER DIVISION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
Sewer Operation	167,838	191,450	106,783	156,630	166,780	166,780	(24,670)
TV Storm Sewers	5,200	12,040	322	10,500	12,030	12,030	(10)
Slough Controls	0	8,740	1,463	3,340	5,080	5,080	(3,660)
Street Cleaning	148,503	166,740	112,242	162,700	164,840	164,840	(1,900)
Fund Charges	62,942	60,730	41,383	62,000	63,820	63,820	3,090
Snow Hauling	59,621	137,880	150,239	167,250	159,200	158,200	20,320
Erosion Contr Inspection	36,327	39,120	27,533	38,570	39,610	39,610	490
Detention Pond	93,114	95,080	63,712	90,430	92,710	90,210	(4,870)
Leaf Collection	124,662	140,650	1,668	139,440	148,250	147,250	6,600
Special Reserves	0	0	0	0	12,370	5,220	5,220
Transfers	382,310	390,870	293,153	383,170	413,110	413,110	22,240
TOTAL STORMWATER	**1,080,517**	**1,243,300**	**798,498**	**1,214,030**	**1,277,800**	**1,266,150**	**22,850**
						Percent Budget Change	**1.84%**

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	24,430	24,800	18,600	24,800	30,860	29,470	
0102	Full Time Hourly Wages	222,122	279,630	155,937	264,500	278,000	278,000	
0104	Temporary Wages	30	0	0	0	0	0	
0110	Overtime Wages	12,471	25,600	19,939	30,100	30,200	28,660	
0111	Health Insurance	71,815	95,910	57,101	95,500	104,510	99,100	
0115	Fringes	58,216	74,960	44,197	73,540	76,920	76,110	
0118	Schools/Seminars/Training	331	700	100	800	700	700	
0124	License Renewal	0	50	0	0	0	0	
0124	Meal Allowance	68	450	384	450	450	450	
	PERSONAL SERVICES	**389,483**	**502,100**	**296,258**	**489,690**	**521,640**	**512,490**	**10,390**
CONTRACTUAL SERVICES								
0203	Outside Printing	0	100	0	0	0	0	
0204	Conferences & Meetings	400	470	420	620	600	600	
0206	Advertising & Publication	0	50	0	0	0	0	
0207	Dues & Memberships	2,000	2,250	2,000	2,000	2,500	2,500	
0213	Maint of Operating Equip	3,147	1,100	559	1,490	1,000	1,000	
0214	Electricity	15,336	15,370	13,784	15,500	15,500	15,500	
0222	Water & Sewer	6,768	6,250	5,316	6,600	6,600	6,600	
0224	Auditing Services	4,442	3,750	0	4,500	4,500	4,500	
0232	Outside Services	54,074	65,000	38,520	63,000	65,000	62,500	
0236	Professional Services	29,434	25,500	14,738	25,480	25,500	25,500	
0238	Tipping Fees	15,597	38,000	14,193	27,000	27,500	27,500	
0245	License Fees	4,074	4,100	4,000	4,000	4,000	4,000	
0246	IS Services Internal	4,530	5,040	3,780	5,220	4,000	4,000	
0247	Maint of Motor Veh/Fleet	52,228	59,500	35,546	59,500	59,500	59,500	
0293	Oil and Fluids/Fleet	2,382	3,400	1,833	2,900	2,900	2,900	
0294	Maint of Oper Eq/Fleet	17,404	19,500	8,046	19,330	20,000	20,000	
	CONTRACTUAL SERVICES	**211,816**	**249,380**	**142,735**	**237,140**	**239,100**	**236,600**	**(12,780)**
SUPPLIES & MATERIALS								
0305	Office Supplies	0	50	0	0	50	50	
0306	Inhouse Printing	0	50	0	0	0	0	
0307	Gasoline & Oil	21,032	33,180	18,079	33,180	33,180	33,180	
0308	Motor Vehicles Maint. Sup	16	150	0	150	150	150	
0310	Equipment Maint. Supplies	506	500	0	500	500	500	
0311	Safety Supplies	178	340	259	400	300	300	
0316	Small Tools	859	350	0	350	350	350	
0319	Sand Gravel Hot/Cold Mix	2,217	1,500	535	1,500	1,500	1,500	
0320	All Other Supplies	4,878	2,750	3,167	3,960	4,000	4,000	
0326	Manhole/Catch Basin/Pipe	4,850	0	1,884	1,890	0	0	
0331	Tires & Tire Maintenance	3,472	4,500	721	4,000	4,000	4,000	
0332	Small Equipment	0	100	0	100	100	100	
	SUPPLIES & MATERIALS	**38,008**	**43,470**	**24,645**	**46,030**	**44,130**	**44,130**	**660**
OTHER								
0389	Billing & Admin. Fees	56,898	55,180	41,383	55,700	57,520	57,520	
0589	Uncollectible Write Offs	400	500	325	500	500	500	
	OTHER	**57,298**	**55,680**	**41,708**	**56,200**	**58,020**	**58,020**	**2,340**
ADMINISTRATIVE/GENERAL								
	OPEB Insurance	1,602	1,800	0	1,800	1,800	1,800	
	ADMINISTRATIVE/GENERAL	**1,602**	**1,800**	**0**	**1,800**	**1,800**	**1,800**	**0**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	382,310	390,870	293,153	383,170	413,110	413,110	
	TRANSFER TO GENERAL FUNI	**382,310**	**390,870**	**293,153**	**383,170**	**413,110**	**413,110**	**22,240**
	TOTAL STORM WATER	**1,080,517**	**1,243,300**	**798,499**	**1,214,030**	**1,277,800**	**1,266,150**	**22,850**
							Percent Budget Change	**1.84%**

CITY OF NEENAH
OPERATING BUDGET
***** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
SEWER OPERATION (3901-733)								
0102	Full Time Hourly Wages	68,910	84,750	40,374	60,000	67,000	67,000	
0104	Overtime Wages	158	500	24	100	200	200	
0110	Health Insurance	19,810	24,940	11,994	18,710	20,090	20,090	
0111	Fringes	15,545	19,380	9,219	14,380	15,240	15,240	
0115	Schools/Seminars/Training	181	200	0	200	200	200	
0124	Meal Allowance	0	50	0	50	50	50	
	Personal Services	**104,604**	**129,820**	**61,611**	**93,440**	**102,780**	**102,780**	**(27,040)**
0204	Conferences & Meetings	400	270	420	420	400	400	
0207	Dues & Memberships	2,000	2,000	2,000	2,000	2,500	2,500	
0216	Maint of Operating Equip	0	0	481	490	0	0	
0222	Electricity	676	570	628	700	700	700	
0224	Water & Sewer	1,730	1,750	1,227	1,600	1,600	1,600	
0236	Outside Services	14,998	10,000	4,842	8,000	10,000	10,000	
0238	Professional Services	4,073	5,000	4,974	4,980	5,000	5,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	4,530	5,040	3,780	5,220	4,000	4,000	
0293	Maint of Motor Veh/Fleet	1,887	4,000	1,853	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	1,469	2,000	990	1,500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	3,278	2,000	2,329	2,330	2,500	2,500	
	Contractual Services	**39,041**	**36,630**	**27,524**	**35,240**	**36,200**	**36,200**	**(430)**
0301	Office Supplies	0	0	0	0	50	50	
0310	Gasoline & Oil	10,761	18,800	11,774	18,800	18,800	18,800	
0313	Motor Vehicles Maint. Sup	16	50	0	50	50	50	
0316	Equipment Maint. Supplies	94	150	0	150	150	150	
0319	Safety Supplies	130	200	259	260	300	300	
0320	Small Tools	282	200	0	200	350	350	
0331	Sand Gravel Hot/Cold Mix	2,217	1,500	535	1,500	1,500	1,500	
0333	All Other Supplies	3,670	1,500	2,459	2,500	4,000	4,000	
0335	Manhole/Catch Basin/Pipe	4,850	0	1,884	1,890	0	0	
0339	Tires & Tire Maintenance	1,773	2,000	410	2,000	2,000	2,000	
0344	Small Equipment	0	100	0	100	100	100	
	Supplies & Materials	**23,793**	**24,500**	**17,321**	**27,450**	**27,300**	**27,300**	**2,800**
0588	Uncollectible Write Offs	400	500	325	500	500	500	
	Other	**400**	**500**	**325**	**500**	**500**	**500**	**0**
	SEWER OPERATION	**167,838**	**191,450**	**106,781**	**156,630**	**166,780**	**166,780**	**(24,670)**
TV STORM SEWERS (3902-733)								
0102	Full Time Hourly Wages	0	1,010	0	0	1,000	1,000	
0110	Health Insurance	0	300	0	0	300	300	
0111	Fringes	0	230	0	0	230	230	
	Personal Services	**0**	**1,540**	**0**	**0**	**1,530**	**1,530**	**(10)**
0236	Outside Services	5,200	10,000	322	10,000	10,000	10,000	
0238	Professional Services	0	500	0	500	500	500	
	Contractual Services	**5,200**	**10,500**	**322**	**10,500**	**10,500**	**10,500**	**0**
	TV STORM SEWERS	**5,200**	**12,040**	**322**	**10,500**	**12,030**	**12,030**	**(10)**

CITY OF NEENAH
OPERATING BUDGET
***** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SLOUGH CONTROLS (3903-733)								
0102	Full Time Hourly Wages	0	5,070	960	1,500	3,000	3,000	
0110	Health Insurance	0	1,480	284	450	900	900	
0111	Fringes	0	1,150	219	350	680	680	
	Personal Services	**0**	**7,700**	**1,463**	**2,300**	**4,580**	**4,580**	**(3,120)**
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	**0**	**500**	**0**	**500**	**500**	**500**	**0**
0319	Safety Supplies	0	40	0	40	0	0	
0333	All Other Supplies	0	500	0	500	0	0	
	Supplies & Materials	**0**	**540**	**0**	**540**	**0**	**0**	**(540)**
	SLOUGH CONTROLS	**0**	**8,740**	**1,463**	**3,340**	**5,080**	**5,080**	**(3,660)**
STREET CLEANING (3904-733)								
0102	Full Time Hourly Wages	50,770	50,750	41,059	55,000	56,000	56,000	
0104	Overtime Wages	0	100	0	0	0	0	
0110	Health Insurance	14,629	14,870	12,187	16,500	16,740	16,740	
0111	Fringes	11,429	11,570	9,376	12,650	12,700	12,700	
0115	Schools/Seminars/Training	150	0	100	100	0	0	
	Personal Services	**76,978**	**77,290**	**62,722**	**84,250**	**85,440**	**85,440**	**8,150**
0224	Water & Sewer	5,038	4,500	4,090	5,000	5,000	5,000	
0236	Outside Services	1,543	1,000	0	1,000	1,000	1,000	
0243	Tipping Fees	15,597	38,000	14,193	27,000	27,500	27,500	
0293	Maint of Motor Veh/Fleet	39,057	35,000	23,513	35,000	35,000	35,000	
0294	Oil and Fluids/Fleet	519	1,000	843	1,000	1,000	1,000	
0296	Maint of Oper Eq/Fleet	1,779	1,500	266	1,000	1,500	1,500	
	Contractual Services	**63,533**	**81,000**	**42,905**	**70,000**	**71,000**	**71,000**	**(10,000)**
0310	Gasoline & Oil	6,771	7,800	6,304	7,800	7,800	7,800	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0319	Safety Supplies	20	0	0	0	0	0	
0333	All Other Supplies	0	50	0	50	0	0	
0339	Tires & Tire Maintenance	1,201	500	311	500	500	500	
	Supplies & Materials	**7,992**	**8,450**	**6,615**	**8,450**	**8,400**	**8,400**	**(50)**
	STREET CLEANING	**148,503**	**166,740**	**112,242**	**162,700**	**164,840**	**164,840**	**(1,900)**
FUND CHARGES (3905-733)								
232	Auditing Services	4,442	3,750	0	4,500	4,500	4,500	
	Contractual Services	**4,442**	**3,750**	**0**	**4,500**	**4,500**	**4,500**	**750**
0555	Billing & Admin. Fees	56,898	55,180	41,383	55,700	57,520	57,520	
	Other	**56,898**	**55,180**	**41,383**	**55,700**	**57,520**	**57,520**	**2,340**
9251	OPEB Insurance	1,602	1,800	0	1,800	1,800	1,800	
	Admin/General	**1,602**	**1,800**	**0**	**1,800**	**1,800**	**1,800**	**0**
	FUND CHARGES	**62,942**	**60,730**	**41,383**	**62,000**	**63,820**	**63,820**	**3,090**

CITY OF NEENAH
OPERATING BUDGET
***** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SNOW HAULING (3906-733)								
0102	Full Time Hourly Wages	32,416	60,900	69,179	75,000	75,000	75,000	
0104	Overtime Wages	4,157	15,000	19,915	20,000	15,000	14,230	
0110	Health Insurance	8,241	22,270	26,455	28,500	26,900	26,900	
0111	Fringes	8,285	17,310	20,337	21,850	20,400	20,170	
0124	Meal Allowance	68	400	384	400	400	400	
	Personal Services	**53,167**	**115,880**	**136,270**	**145,750**	**137,700**	**136,700**	**20,820**
0236	Outside Services	0	1,500	0	1,500	1,500	1,500	
0293	Maint of Motor Veh/Fleet	2,796	15,000	10,140	15,000	15,000	15,000	
0296	Maint of Oper Eq/Fleet	3,658	5,000	3,829	5,000	5,000	5,000	
	Contractual Services	**6,454**	**21,500**	**13,969**	**21,500**	**21,500**	**21,500**	**0**
0339	Tires & Tire Maintenance	0	500	0	0	0	0	
	Supplies & Materials	**0**	**500**	**0**	**0**	**0**	**0**	**(500)**
	SNOW HAULING	**59,621**	**137,880**	**150,239**	**167,250**	**159,200**	**158,200**	**20,320**
EROSION CONTROL (3907-733)								
0101	Salaries	24,430	24,800	18,600	24,800	25,300	25,300	
0110	Health Insurance	6,566	6,510	4,883	6,510	6,970	6,970	
0111	Fringes	5,331	5,460	4,050	5,460	5,640	5,640	
0115	Schools/Seminars/Training	0	500	0	500	500	500	
0118	License Renewal	0	50	0	0	0	0	
	Personal Services	**36,327**	**37,320**	**27,533**	**37,270**	**38,410**	**38,410**	**1,090**
0202	Outside Printing	0	100	0	0	0	0	
0204	Conferences & Meetings	0	200	0	200	200	200	
0206	Advertising & Publication	0	50	0	0	0	0	
0207	Dues & Memberships	0	250	0	0	0	0	
0236	Outside Services	0	1,000	0	1,000	1,000	1,000	
	Contractual Services	**0**	**1,600**	**0**	**1,200**	**1,200**	**1,200**	**(400)**
0301	Office Supplies	0	50	0	0	0	0	
0302	Inhouse Printing	0	50	0	0	0	0	
0333	All Other Supplies	0	100	0	100	0	0	
	Supplies & Materials	**0**	**200**	**0**	**100**	**0**	**0**	**(200)**
	EROSION CONTROL	**36,327**	**39,120**	**27,533**	**38,570**	**39,610**	**39,610**	**490**

CITY OF NEENAH
OPERATING BUDGET
***** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
DETENTION POND (3908-733)								
0102	Full Time Hourly Wages	9,809	11,170	4,335	8,000	10,000	10,000	
0103	Temporary Wages	30	0	0	0	0	0	
0110	Health Insurance	2,832	3,270	1,289	2,400	2,990	2,990	
0111	Fringes	2,210	2,540	989	1,820	2,270	2,270	
	Personal Services	**14,881**	**16,980**	**6,613**	**12,220**	**15,260**	**15,260**	**(1,720)**
0216	Maint of Operating Equip	3,147	1,000	78	1,000	1,000	1,000	
0222	Electricity	14,660	14,800	13,156	14,800	14,800	14,800	
0236	Outside Services	31,655	40,000	33,356	40,000	40,000	37,500	
0238	Professional Services	25,361	20,000	9,763	20,000	20,000	20,000	
0245	License Fees	74	100	0	0	0	0	
0293	Maint of Motor Veh/Fleet	1,645	500	40	500	500	500	
0296	Maint of Oper Eq/Fleet	79	1,000	0	1,000	1,000	1,000	
	Contractual Services	**76,621**	**77,400**	**56,393**	**77,300**	**77,300**	**74,800**	**(2,600)**
0316	Equipment Maint. Supplies	412	150	0	150	150	150	
0320	Small Tools	0	50	0	50	0	0	
0333	All Other Supplies	1,200	500	708	710	0	0	
	Supplies & Materials	**1,612**	**700**	**708**	**910**	**150**	**150**	**(550)**
	DETENTION POND	**93,114**	**95,080**	**63,714**	**90,430**	**92,710**	**90,210**	**(4,870)**
LEAF COLLECTION (3909-733)								
0102	Full Time Hourly Wages	60,217	65,980	30	65,000	66,000	66,000	
0104	Overtime Wages	8,156	10,000	0	10,000	15,000	14,230	
0110	Health Insurance	19,737	22,270	9	22,430	24,210	24,210	
0111	Fringes	15,416	17,320	7	17,030	18,360	18,130	
	Personal Services	**103,526**	**115,570**	**46**	**114,460**	**123,570**	**122,570**	**7,000**
0216	Maint of Operating Equip	0	100	0	0	0	0	
0236	Outside Services	678	1,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	6,843	5,000	0	5,000	5,000	5,000	
0294	Oil and Fluids/Fleet	394	400	0	400	400	400	
0296	Maint of Oper Eq/Fleet	8,610	10,000	1,622	10,000	10,000	10,000	
	Contractual Services	**16,525**	**16,500**	**1,622**	**16,400**	**16,400**	**16,400**	**(100)**
0310	Gasoline & Oil	3,500	6,580	0	6,580	6,580	6,580	
0316	Equipment Maint. Supplies	0	200	0	200	200	200	
0319	Safety Supplies	28	100	0	100	0	0	
0320	Small Tools	577	100	0	100	0	0	
0333	All Other Supplies	8	100	0	100	0	0	
0339	Tires & Tire Maintenance	498	1,500	0	1,500	1,500	1,500	
	Supplies & Materials	**4,611**	**8,580**	**0**	**8,580**	**8,280**	**8,280**	**(300)**
	LEAF COLLECTION	**124,662**	**140,650**	**1,668**	**139,440**	**148,250**	**147,250**	**6,600**

CITY OF NEENAH
OPERATING BUDGET
***** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	5,560	4,170	
0110	Health Insurance	0	0	0	0	5,410	0	
0111	Fringes	0	0	0	0	1,400	1,050	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**12,370**	**5,220**	**5,220**
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	382,310	390,870	293,153	383,170	413,110	413,110	
	TRANSFER TO GENERAL FUND	**382,310**	**390,870**	**293,153**	**383,170**	**413,110**	**413,110**	**22,240**
STORM SEWER MANAGEMENT		**1,080,517**	**1,243,300**	**798,498**	**1,214,030**	**1,277,800**	**1,266,150**	**22,850**
							Percent Budget Change	**1.84%**

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Water Utility
2017 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income and special charges. Costs include the pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges and a payment in lieu of taxes (PILOT) to the City. The last water rate increase went into effect on January 1, 2011. At that time, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line. The 2016 mid-year Replacement Reserve Totals reported are $2,577,571. In 2017, the Utility will use funds from the account to pay for several large maintenance projects.

Several critical positions in the table of organization changed in 2016 with the retirement of key personnel. Although Water Sales in all customer categories continue to trend downward, the Utility continues to become more efficient and effective allowing for water rates to remain static since January 2011. Despite this fact, the annual financial rate of return is trending upward and is a positive financial indicator. The long-term goal is to reduce outstanding debt and stabilize rates.

Major Accomplishments in 2016 include the replacement of water mains on Franklin Avenue, Higgins Avenue, and Columbian Avenue. The center cell of the Lime Sludge Lagoons was dredged and disposed of. Water main and water service data was collected using the Global Positioning System (GPS). GPS data was entered into the Water layer of the Geographical Information System (GIS). One service truck was replaced. Engineering design work was done for the replacement of the existing chemical delivery, storage, and feed system at the water filtration plant. Security enhancements were made physically at the water filtration plant and operationally through policy changes.

Goals for 2017 include the replacement of water mains on Cecil Street, Edward Street, Helen Street, Abby Avenue, Cleveland Street, Industrial Drive, and Elm Street. Construction of the new chemical system at the water filtration plant is planned. Dredging of the West cell of the Lime Sludge Lagoons is planned. The paint system on Towerview Drive water tower is scheduled to be over coated. One service truck used by distribution is scheduled to be replaced. Consultant work on the Water layer of the GIS will continue with data acquisition and conversion. The Utility will continue to remove lead service lines in conjunction with water main replacement. Plans and specifications will be developed for future projects.

Revenues	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	$16,739	$7,500	$7,500	$7,500	$7,500
Public Fire Protection	$1,639,153	$1,600,000	$1,630,000	$1,630,000	$1,630,000
Private Fire Protection	$126,689	$115,000	$120,000	$120,000	$120,000
Total Unmetered Sales	$1,782,581	$1,722,500	$1,757,500	$1,757,500	$1,757,500
Metered Sales					
Residential	$3,166,612	$3,150,000	$3,150,000	$3,150,000	$3,150,000
Multi Family Residential	$152,861	$150,000	$150,000	$150,000	$150,000
Commercial	$932,942	$950,000	$900,000	$900,000	$900,000
Industrial	$1,546,272	$1,400,000	$1,400,000	$1,300,000	$1,300,000
Public Authority	$136,761	$125,000	$125,000	$125,000	$125,000
Total Metered Sales	$5,935,448	$5,775,000	$5,725,000	$5,625,000	$5,625,000
Total Sales of Water	$7,718,029	$7,497,500	$7,482,500	$7,382,500	$7,382,500

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Other Revenues	**2015 Actual**	**2016 Budget**	**2016 Estimate**	**2017 Request**	**2017 Proposed**
Other Operating Revenues					
Forfeited Discounts	$77,187	$80,000	$80,000	$80,000	$80,000
Miscellaneous Service	$27,843	$22,000	$25,600	$25,600	$25,600
Rentals	$103,029	$109,700	$101,000	$104,600	$104,600
Other	$63,388	$59,950	$59,950	$59,950	$59,950
Total Other Operating Revenues	$271,447	$271,650	$266,550	$270,150	$270,150
Income					
Merchandising & Jobbing	$13,527	$9,000	$10,000	$10,000	$10,000
Interest	$11,156	$20,000	$28,000	$28,000	$28,000
P-Card Rebate	$850	$2,000	$8,000	$8,000	$8,000
Amort. On Long-term Debt Discounts	$19,329	$19,340	$19,340	$19,340	$19,340
Miscellaneous Non-Operating	$0	$0	$0	$0	$0
Total Income	$44,862	$50,340	$65,340	$65,340	$65,340
Total Other Revenues	$316,309	$321,990	$331,890	$335,490	$335,490
Total Sales and Other Revenues	$8,034,338	$7,819,490	$7,814,390	$7,717,990	$7,717,990

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	$796	$700	$700	$750	$750
Lake and River Intake	$7,250	$8,000	$8,000	$8,500	$8,500
Total Source of Supply	$8,046	$8,700	$8,700	$9,250	$9,250
Pumping Expenses					
Supervision and Engineering	$14,694	$13,000	$13,000	$14,200	$14,200
Structures and Improvements	$0	$500	$500	$500	$500
Power and Production Equipment	$1,308	$1,000	$1,000	$1,000	$1,000
Pumping Equipment	$0	$10,000	$10,000	$10,000	$10,000
Total Pumping Expense	$16,002	$24,500	$24,500	$25,700	$25,700
Water Treatment Expenses					
Supervision and Engineering	$31,326	$28,000	$28,000	$30,000	$30,000
Structures and Improvements	$3,206	$200,000	$261,000	$192,000	$192,000
Water Treatment Equipment	$209,768	$220,000	$220,000	$210,000	$210,000
Total Water Treatment Exp.	$244,300	$448,000	$509,000	$432,000	$432,000
Distribution Expenses					
Supervision and Engineering	$26,456	$23,500	$23,500	$24,000	$24,000
Structures and Improvements	$0	$5,000	$5,000	$5,000	$5,000
Reservoir and Standpipes	$3,250	$7,500	$7,500	$215,000	$215,000
Mains	$233,083	$260,000	$260,000	$300,000	$300,000
Services	$74,113	$75,000	$75,000	$125,000	$125,000
Meters	$1,007	$1,600	$1,600	$1,500	$1,500
Hydrants	$23,984	$6,000	$15,000	$15,000	$15,000
Miscellaneous Plant	-$734	$3,000	$3,000	$3,000	$3,000
Total Distribution Expenses	$361,159	$381,600	$390,600	$688,500	$688,500
General Plant					
SCADA					
Total General Plant	$11,639	$45,000	$45,000	$45,000	$45,000
Total Maintenance Expenses	$641,146	$907,800	$977,800	$1,200,450	$1,200,450

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	$797	$700	$700	$700	$700
Labor & Other Expenses	$0	$500	$500	$500	$500
Total Source of Supply	$797	$1,200	$1,200	$1,200	$1,200
Pumping Expenses					
O & M Supervision	$14,773	$12,500	$12,500	$12,500	$12,500
Fuel or Power for Pumping	$151,426	$160,000	$150,000	$150,000	$150,000
Pumping Labor & Expenses	$79,993	$85,000	$80,000	$82,000	$82,000
Miscellaneous Expenses	$12,370	$17,000	$15,000	$15,000	$15,000
Total Pumping Expense	$258,562	$274,500	$257,500	$259,500	$259,500
Water Treatment Expenses					
O & M Supervision	$34,356	$31,000	$35,000	$35,700	$35,700
Chemicals	$461,898	$535,000	$535,000	$520,000	$520,000
Treatment Labor & Expenses	$291,505	$330,000	$330,000	$330,000	$330,000
Miscellaneous Expenses	$92,113	$81,000	$81,000	$90,000	$90,000
Commercial Dumpster	$944	$500	$1,000	$1,000	$1,000
Total Water Treatment Exp.	$880,816	$977,500	$982,000	$976,700	$976,700
Distribution Expenses					
O & M Supervision	$30,133	$32,500	$32,500	$32,500	$32,500
Storage Facility Expenses	$17,329	$10,000	$10,000	$9,000	$9,000
Water Main Expenses	$111,958	$105,000	$105,000	$105,000	$105,000
Meter Expenses	$48,946	$50,000	$55,000	$55,000	$55,000
Customer Installation	$47,813	$35,000	$35,000	$35,000	$35,000
Miscellaneous Expenses	$66,540	$65,000	$65,000	$60,000	$60,000
Total Distribution Expenses	$322,719	$297,500	$302,500	$296,500	$296,500
Customer Accounts Expenses					
Supervision	$32,107	$33,000	$33,000	$33,000	$33,000
Meter Reading	$10,564	$14,000	$14,000	$14,000	$14,000
Customer Records & Collection	$82,614	$77,000	$77,000	$84,700	$84,700
Uncollectible Accounts	$3,153	$3,500	$3,500	$3,000	$3,000
Total Customer Expenses	$128,438	$127,500	$127,500	$134,700	$134,700
Total Operations Expenses	$1,591,332	$1,678,200	$1,670,700	$1,668,600	$1,668,600

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Expenses	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Admin & General Expenses					
Admin & General Salaries	$150,021	$146,000	$160,000	$165,000	$165,000
Office Supplies & Expenses	$6,715	$4,500	$4,500	$5,000	$5,000
Outside Services	$500	$30,000	$35,000	$120,000	$120,000
Auditing Services	$12,723	$13,000	$13,000	$13,100	$13,100
Property Insurance	$18,170	$19,000	$19,000	$19,000	$19,000
Liability Insurance	$45,672	$41,300	$41,300	$45,000	$45,000
Rent	$9,150	$9,500	$9,500	$9,600	$9,600
Pensions & Benefits/OPEB	$417,899	$415,000	$405,000	$415,000	$415,000
Miscellaneous Expenses	$31,417	$17,000	$17,000	$22,000	$22,000
Regulatory Commission	$0	$0	$0	$0	$0
Total Admin & Gen. Expenses	$692,267	$695,300	$704,300	$813,700	$813,700
Total Maintenance Expenses	$641,146	$907,800	$977,800	$1,200,450	$1,200,450
Total Operations Expenses	$1,591,332	$1,678,200	$1,670,700	$1,668,600	$1,668,600
Depreciation	$1,442,296	$1,440,000	$1,440,000	$1,470,000	$1,470,000
Tax Expense					
PILOT	$1,058,024	$1,116,340	$1,100,000	$1,100,000	$1,100,000
PSC Remainder Assessment	$6,641	$9,000	$8,000	$8,000	$8,000
Payroll Tax	$61,798	$69,200	$67,000	$68,000	$68,000
DNR Lake Withdrawal Fees	$6,080	$7,100	$5,600	$5,600	$5,600
Total Tax Expense	$1,132,543	$1,201,640	$1,180,600	$1,181,600	$1,181,600
Total Operating Expenses	$5,499,584	$5,922,940	$5,973,400	$6,334,350	$6,334,350
Non-Operating Expenses					
Amoritization of Property Loss	$129,059	$129,060	$129,060	$0	$0
Interest on Long-term Debt	$536,355	$471,080	$471,080	$412,390	$412,390
Amortization on Long-term Debt	$13,043	$13,050	$13,050	$13,050	$13,050
Dividend on City Paid in Capital	$32,274	$32,270	$14,088	$13,270	$13,270
Other Income Deductions	$130,780	$131,000	$131,000	$131,000	$131,000
Borrowing Expense (Refunding)	$0	$0	$0	$0	$0
Revenue Bond Retirement	$2,531,529	$2,183,373	$2,311,559	$2,379,976	$2,379,976
Total Non-Operating Expenses	$3,373,040	$2,959,833	$3,069,837	$2,949,686	$2,949,686
Total Expenses	$8,872,624	$8,882,773	$9,043,237	$9,284,036	$9,284,036

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Water	Water Utility
Program:	**Submitted by:**
Enterprise Funds	Kent Taylor

Neenah Water Utility Operating Budget Summary

Category	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Total Sales of Water	$7,718,029	$7,497,500	$7,482,500	$7,382,500	$7,382,500
Total Other Revenues	$316,309	$321,990	$331,890	$335,490	$335,490
Borrowed For Operations	$0	$0	$0	$0	$0
Total Sales and Other Revenues	$8,034,338	$7,819,490	$7,814,390	$7,717,990	$7,717,990
Depreciation	$1,442,296	$1,440,000	$1,440,000	$1,470,000	$1,470,000
Admin and General Expenses	$692,267	$695,300	$704,300	$813,700	$813,700
Maintenance Expenses	$641,146	$907,800	$977,800	$1,200,450	$1,200,450
Operation Expenses	$1,591,332	$1,678,200	$1,670,700	$1,668,600	$1,668,600
Tax Expense	$1,132,543	$1,201,640	$1,180,600	$1,181,600	$1,181,600
Total Operating Expenses	$4,057,288	$4,482,940	$4,533,400	$4,864,350	$4,864,350
Total Non-Operating Expenses	$3,373,040	$2,959,833	$3,069,837	$2,949,686	$2,949,686
Total Expenses	$8,872,624	$8,882,773	$9,043,237	$9,284,036	$9,284,036

Other Funds Available					
Revenue Bond	$0	$0	$0	$0	$0
Assessments	$0	$0	$0	$0	$0
Total Other Funds Available	$0	$0	$0	$0	$0

Other Expenses					
Utility Funded CIP Not Included Above	$999,900	$805,000	$805,000	$1,714,200	$1,013,675
Assessable Projects	$0	$0	$0	$0	$0
Projects Paid By Revenue Bond	$0	$0	$0	$0	$0
Water Treatment Plant	$0	$0	$0	$0	$0
Total Other Expenses	$999,900	$805,000	$805,000	$1,714,200	$1,013,675

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Water Utilities	**Budget:** Water
	Program: Enterprise Fund	**Submitted by:** Kent Taylor

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2016	Estimate for 2016	For 2017
FULL TIME							
Director of Water Utilities	Grade R3	1.00	Grade 18	1.00	$84,970	$84,600	$85,360
Water Distribution Mgr.	Grade M4	1.00	Grade 13	1.00	74,390	74,210	75,120
Water Treatment Plant Mgr.	Grade M4	1.00	Grade 13	1.00	71,800	87,910	76,760
Distribution Foreman	Grade I4	1.00	Grade I4	1.00	65,280	64,980	65,300
Plant Operators	Grade G4	6.00	Grade G4	6.00	335,670	334,800	341,650
Utility Maintenance Technician	Grade H4	2.00	Grade H4	2.00	123,860	94,710	112,500
Utility Maintenance Distribution	Grade G4	4.00	Grade G4	4.00	216,310	215,530	217,130
Utility Maintenance Meter	Grade G4	1.00	Grade G4	1.00	58,490	58,210	58,500
Subtotal		17.00		17.00	$1,030,770	$1,014,950	$1,032,320
PART-TIME							
Administrative Assistant (1033 Hrs)	Grade D	0.53	Grade D	0.53	14,400	14,400	14,820
Part-time Administrative(780 Hrs)	Grade D	0.40	Grade D	0.40	10,750	0	10,330
OTHER COMPENSATION	-		-		87,000	87,000	87,000
Overtime	-		-		3,940	3,940	0
Accrued Wages	-		-		12,740	12,740	12,740
On-Call Stipend							
TEMPORARY Summer Help	-		10.00/hr	-	4,800	0	4,800
TOTAL	XXX	17.93	XXX	17.93	$1,164,400	$1,133,030	$1,162,010

DEPARTMENT OF INFORMATION SYSTEMS

Department Head

Joseph Wenninger

Major Activities

The Department is responsible for the coordination of systems development; implementation and operation of the City's automated information systems, including GIS (Geographic Information System); the maintenance and operation of the City's VoIP (Voice over IP) phone system; and the maintenance of the Audio/Video system in the Council Chambers.

2017 is the eighth year in which the I/S department is serving as an Internal Service Fund. The department is now funded by charges to City departments and certain outside users. 2017 is the seventh year in which all City printer/copier costs are accounted for in the I/S budget and charged back to departments on the basis of usage.

Operating Budget Information/Number of Employees

	2015 Actual	2016 Approved	2017 Requested	% Increase	2017 Proposed	% Increase
Operating Budget	$688,702	$719,716	$762,740	5.98%	$755,230	4.93%
No. of Employees (FTE)	6	6	6	0.00%	6	0.00%

Summary of Executive Recommendations on Variable Cost Options

I/S OPERATIONS	2015 Actual	2016 Approved	2017 Requested	2017 Proposed	Mayor's Comments
Temporary Wages	$8,000	$0	$0	$0	Request justified.
Schools/Training/Conferences/Meetings	6,606	7,840	8,900	8,900	Request justified.
Outside Services	1,280	500	1,540	1,540	Request justified.
Outside Software Services	9,016	14,830	15,000	15,000	Maintain 2016 level.
Small Program Packages	519	1,250	1,000	1,000	Maintain 2016 level.
Small Computer Hardware	2,035	1,500	1,350	1,300	Slight reduction.
GEOGRAPHIC INFORMATION SYSTEMS					
Schools/Training/Conferences/Meetings	0	1,530	1,700	1,700	Request justified.
Outside Services	0	4,033	500	500	Request justified.
Small Program Packages	0	250	500	500	Request justified.
Small Computer Hardware	474	250	250	250	Maintain 2016 level.
TRAINING/REDUNDANT DATA CENTER					
Electricity	1986	4080	3,580	3,580	Based upon current estimates.
Natural Gas	497	480	2,020	2,020	Based upon current estimates.
SPECIAL RESERVES & ESCROW					
Non-Rep Wages (2% 1/1/17)	0	0	7,750	5,810	1%-1/1/17 & 1% -7/1/17.
Non-Rep Fringes (2% 1/1/17)	0	0	1,440	1,080	1%-1/1/17 & 1% -7/1/17.
Health Insurance Increase (5%)	0	0	5,160	0	Current funding level sufficient.
CAPITAL OUTLAY					
Computer Software Outlay	15,582	10,000	10,500	10,500	Request justified.
Computer Hardware Outlay	4,763	18,901	10,000	10,000	Anticipated reduction.
Total Executive Reductions Recommended				**$7,510**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	**Budget:** Information Systems Internal Service Fund
Program: Internal Service	**Submitted by:** Joseph L Wenninger

Information Systems Internal Service Fund
2017 Proposed Budget

The Information Systems Internal Service Fund was created in 2009 and implemented with the adoption of the City's 2010 Operating Budget. The Internal Service Fund consists of IS service charges and printer/copy charges. The IS service charges are the result of an analysis to confirm that past methodologies utilized to allocate service fees to the City of Menasha for their tax application outsourced to the City of Neenah, the joint Menasha-Neenah Municipal Court and Neenah-Menasha Fire Rescue functions and the City's Water Utility function were equitable. During this process, it was decided that the formula created to ensure consistency between the aforementioned functions be utilized to spread Information System costs across all departments/entities to identify their true budget impact. The formula utilized to allocate the costs consists of:
1) staffing costs, salary and fringe benefits, for all resources expended on projects for specific departments being charged back to that department;
2) remaining operating budget costs allocated based on a five factor formula (Formula factors/weighting - Network Utilization 30%, Number of Devices 30%, Number of Users 30%, Storage Requirements 10% and Department Specific Servers 10%); and
3) pro-rated CIP budget costs, after life cycle amortization, allocated based on the five factor formula.
The printer/copy/fax charges are the result of the Managed Print Care agreement with Gordon Flesch Company, where all print/copy/fax costs are passed through Information Systems for allocation to individual departments.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance (Deficit), January 1	$9,342	$36,637	$36,637	$105,417	$105,417
REVENUES					
Printer/Copy Charges	$38,685	$34,080	$33,900	$35,000	$35,000
I S Service Charges	730,961	691,030	760,770	774,320	766,810
Miscellaneous Charges	11,350	18,760	18,560	16,750	16,750
Total Revenue	$780,996	$743,870	$813,230	$826,070	$818,560
EXPENDITURES					
Personnel Services	$540,127	$549,540	$562,470	$586,520	$579,060
Contractual Services	122,088	135,823	149,990	150,160	150,160
Supplies & Materials/Other	6,144	5,452	6,010	5,560	5,510
Capital Outlay	20,342	28,901	25,980	20,500	20,500
Transfer to General Fund	65,000	0	0	0	65,000
Total Expenditures	$753,701	$719,716	$744,450	$762,740	$820,230
Excess Revenues Over (Under) Expenditures	$27,295	$24,154	$68,780	$63,330	($1,670)
Fund Balance, December 31	$36,637	$60,791	$105,417	$168,747	$103,747

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	**Budget:** Information Systems
Program: Internal Service	**Submitted by:** Joseph L. Wenninger

Goals/Responsibilities:
Coordinate systems development, implementation and operation of the City's automated information systems including telephones. Assist the Common Council in setting priorities for coordinated systems applications and operations within City departments. Recommend software applications and hardware for all City departments.

Activities:
Work with "user" departments to coordinate needs, requests and timing of information technology projects. Direct the operation of the City's iSeries servers, network server(s), phone system, surveillance camera system and broadcast camera system utilizing current technology practices. Design, develop and implement systems. Acquire and oversee programming services and supplies, security, validity and protection. Remain knowledgeable of new systems, equipment and technologies.

2016 Accomplishments:
Information Systems
- Completed implementation of a "Time and Attendance" system for payroll data collection.
- Completed phase 1 implementation of the Virtual Desktop Infrastructure (VDI) solution.
- Implemented a help desk ticketing and hardware inventory and management solution.
- Assisted Finance staff with completing recommendations from SunGard business analysis of the G/L and integrated financial applications.
- Implemented phase 1 of Virtual Desktop Infrastructure (VDI) solution.
- Replaced/Upgraded the current Storage Attached Network (SAN) device in the Redundant Data Center (RDC).
- Assisted Council with the implementation of the selected "Electronic Agenda/Meeting" solution for Council and City staff.
- Implemented "Controlled Card Swipe Access" technology for City Hall exterior entrances.
- Assisted Community Development with preparing and distributing an RFP for a "Community Development and Planning" suite; analyze responses, select appropriate solution and initiate implementation as part of the City's multi-year ERP project.
- Assisted Council with the selection and initiation the implementation phase of an "Electronic Agenda/Meeting" solution for Council and City staff.
- Relocated the City's Redundant Data Center (RDC) and created a Training Center at Fire 31 in space previously occupied by FVTC.
- Relocated the City Information Systems department to space previously occupied by Winnebago Health.
- Completed imaging projects for DOLAS, as well as implementing several new imaging modules.
- Upgraded and enhanced the City's internal and external (Shattuck Park, Church Street Ramp, Memorial Park and Doty Park/Whiting Boathouse) wireless networks.

GIS
- Hired a consultant to perform a "HealthCheck" study on the City's GIS environment. This study identified where the City's solution stand as compared to similar size government entities and provided the City with short-term, mid-term and long-term goals and strategies.
- Upgraded the City's GIS Server Environment and aligned licensing with identified needs. (HealthCheck Goal)
- Initiated migration to ESRI's "Local Government Information Model" (LGIM) by implementing the Parcel Viewer and Polling Place Locator templates.
- Continued to expand the utilization of the City's GIS system across additional departments, while focusing on providing map attribute information from iSeries, Domino/Notes and network server databases.
- Participated in numerous CART (Child Abduction and Response Team) IT/GIS planning sessions.
- Various mapping/data projects:
    - Sample Site Maps for Neenah Water Utility.
    - Street Index Map for Public Distribution.
    - Sewer and Water Maps (ACS MAPS).
    - Revisions to BID Snow Removal Map.
    - Mailing Label Application for Park and Recreation Public Notification.
    - NMFR Backdraft Bicycle Tour Maps.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Information Systems	**Budget:** Information Systems
Program: Internal Service	**Submitted by:** Joseph L. Wenninger

2017 Goals/Plans:

Information Systems

- Participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Develop and initiate an "Employee Awareness" program as it relates to the human element of security.
- Implement Cognos BI, migrate current Cognos queries to new version and provide staff training.
- Assist with preparing and distributing an RFP for a "Water Utility" module; analyze responses, select appropriate solution and initiate implementation as part of the City's multi-year ERP project.
- Security
- Employee training initiative.
- Research "Controlled Card Swipe Access" technology at City facilities other than City Hall.
- Assist Finance staff with completing recommendations from SunGard business analysis of the G/L and integrated financial applications.
- Assist Community Development with completing the implementation of their "Community Development and Planning" suite as part of the City's multi-year ERP project.
- Continue to assist Neenah – Menasha Fire Rescue with the migration to the .Net version of their records management solution.
- Complete imaging projects for Public Works, Human Resources and other departments as projects are identified.
- Upgrade/Implement external wireless network (Downtown, Memorial Park – Gay Drive, Arrowhead Park and City Pool).

GIS

- Continue to implement short-term and mid-term goals/strategies identified in the 2016 "HealthCheck":
  - Implementation of LGIM templates when applications identified.
  - Continue to expand the utilization of the City's GIS system across City departments.
  - Continue to expand public offerings via the City website.
- Utilize the recently digitized orthoimagery from Winnebago County to review various topographic layers (building footprints, parking lots, pavement edge, etc.) to locate and correct data issues.

Major Increases (Decreases) in 2017 Budget Request:

Maintenance of Hardware: $2,670 increase due to the lapse of hardware warranties and maintenance expenditures related to new hardware.

Maintenance of Software: $13,010 increase due to the lapse of software warranties and maintenance expenditures related to new software.

Conferences & Meetings: $1,800 increase due to anticipation of GIS Coordinator attending the ESRI User Conference.

Printer/Copies: $1,950 increase due to additional devices added to the City's print contract during 2016.

Software and Hardware Outlay: $8,400 decrease due to anticipated reduction of hardware refreshes and network/server software purchases.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	287,579	286,660	225,403	311,680	333,480	333,480	
0103	Temporary Wages	9,898	8,000	0	0	0	0	
0110	Health Insurance	68,140	68,150	51,111	68,150	78,700	78,700	
0111	Fringes	52,720	53,110	40,620	57,660	61,940	61,940	
0115	Schools/Seminars/Training	5,206	6,140	5,668	5,670	6,700	6,700	
0123	Auto Allowance	1,095	1,650	613	1,260	1,300	1,300	
0128	Empl Recognition Awards	100	0	0	0	0	0	
	Personal Services	**424,738**	**423,710**	**323,415**	**444,420**	**482,120**	**482,120**	**58,410**
0203	Postage	17	30	22	30	30	30	
0204	Conferences & Meetings	1,400	1,700	202	2,200	2,200	2,200	
0207	Dues & Memberships	148	200	148	150	150	150	
0210	Maint of Hardware	24,043	22,620	22,045	22,830	25,290	25,290	
0218	Maint of Software	31,573	34,020	33,834	36,440	43,380	43,380	
0221	Telephone	0	10	0	0	0	0	
0224	Water & Sewer	63	0	0	0	0	0	
0226	Storm Water	63	0	0	0	0	0	
0227	Cellular Telephone	1,086	1,400	632	1,010	1,010	1,010	
0235	Outside Software Services	9,016	14,830	5,696	15,460	15,000	15,000	
0236	Outside Services	1,280	500	1,541	1,550	0	0	
0251	Rental	5,473	4,370	4,189	4,190	4,200	4,200	
0254	Printer / Copies	39,775	33,050	23,083	33,900	35,000	35,000	
0263	Internet Access Services	9,333	8,500	5,486	8,970	9,000	9,000	
	Contractual Services	**123,270**	**121,230**	**96,878**	**126,730**	**135,260**	**135,260**	**14,030**
0301	Office Supplies	147	100	310	310	150	150	
0302	Inhouse Printing	0	20	0	0	0	0	
0303	Computer Oper Supplies	2,247	842	1,995	2,000	1,000	1,000	
0308	Books and Periodicals	0	150	0	0	250	250	
0343	Small Program Packages	519	1,250	750	750	1,000	1,000	
0344	Small Equipment	530	490	0	0	0	0	
0347	Small Computer Hardware	2,035	1,500	1,476	1,480	1,350	1,300	
	Supplies & Materials	**5,478**	**4,352**	**4,531**	**4,540**	**3,750**	**3,700**	**(652)**
9251	OPEB Insurance	(9,249)	0	0	0	0	0	
	Administrative General	**(9,249)**	**0**	**0**	**0**	**0**	**0**	**0**
	OPERATIONS	**544,237**	**549,292**	**424,824**	**575,690**	**621,130**	**621,080**	**71,788**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	74,805	82,220	47,331	72,780	54,250	54,250	
0103	Temporary Wages	0	0	360	3,000	8,000	8,000	
0110	Health Insurance	26,280	26,290	19,719	26,290	15,740	15,740	
0111	Fringes	14,253	15,890	9,219	15,910	10,510	10,510	
0115	Schools/Seminars/Training	0	1,330	0	0	1,500	1,500	
0123	Auto Allowance	51	100	28	70	50	50	
	Personal Services	**115,389**	**125,830**	**76,657**	**118,050**	**90,050**	**90,050**	**(35,780)**
0204	Conferences & Meetings	0	200	0	0	200	200	
0210	Maint of Hardware	0	250	0	0	250	250	
0218	Maint of Software	3,398	2,350	1,499	5,520	6,000	6,000	
0227	Cellular Telephone	480	480	360	480	480	480	
0235	Outside Software Services	0	0	5,950	5,950	0	0	
0236	Outside Services	0	4,033	3,833	3,840	500	500	
	Contractual Services	**3,878**	**7,313**	**11,642**	**15,790**	**7,430**	**7,430**	**117**
0301	Office Supplies	0	50	0	0	50	50	
0303	Computer Oper Supplies	192	250	241	270	250	250	
0343	Small Program Packages	0	250	0	0	250	250	
0347	Small Computer Hardware	474	250	88	190	250	250	
	Supplies & Materials	**666**	**800**	**329**	**460**	**800**	**800**	**0**
	GEOGRAPHIC INFO SYSTEMS	**119,933**	**133,943**	**88,628**	**134,300**	**98,280**	**98,280**	**(35,663)**
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	1,554	1,000	18	520	520	520	
0216	Maint of Operating Equip	0	500	450	450	450	450	
0222	Electricity	1,986	4,080	2,466	3,580	3,580	3,580	
0223	Natural Gas	497	480	751	2,020	2,020	2,020	
0224	Water & Sewer	63	260	189	250	250	250	
0226	Storm Water	63	260	189	250	250	250	
0236	Outside Services	0	500	82	250	250	250	
0237	Pest Control	25	200	50	150	150	150	
	Contractual Services	**4,188**	**7,280**	**4,195**	**7,470**	**7,470**	**7,470**	**190**
0306	Cleaning/Janitor Supplies	0	100	371	750	750	750	
0314	Building Maint. Supplies	0	100	27	130	130	130	
0333	All Other Supplies	0	100	31	130	130	130	
	Supplies & Materials	**0**	**300**	**429**	**1,010**	**1,010**	**1,010**	**710**
	TRAINING/REDUNDANT DATA	**4,188**	**7,580**	**4,624**	**8,480**	**8,480**	**8,480**	**900**
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	15,582	10,000	13,500	13,500	10,500	10,500	
8115	Computer Hardware Outlay	4,763	18,901	2,434	12,480	10,000	10,000	
8134	Computer Replacement Fund	(1)	0	0	0	0	0	
	Capital Outlay	**20,344**	**28,901**	**15,934**	**25,980**	**20,500**	**20,500**	**(8,401)**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	7,750	5,810	
0110	Health Insurance	0	0	0	0	5,160	0	
0111	Fringes	0	0	0	0	1,440	1,080	
	Special Reserves & Escrow	**0**	**0**	**0**	**0**	**14,350**	**6,890**	**6,890**
GENERAL FUND TRANSFERS								
0999	Transfers	65,000	0	0	0	0	65,000	
	Transfers	**65,000**	**0**	**0**	**0**	**0**	**65,000**	**65,000**
INFORMATION SYSTEMS		**753,702**	**719,716**	**534,010**	**744,450**	**762,740**	**820,230**	**100,514**
							Percent Budget Change	**13.97%**

CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
CHARGES FOR SERVICES								
546-11	Other I/S Services	454	600	95	400	400	400	
TOTAL CHARGES FOR SERVICES		**454**	**600**	**95**	**400**	**400**	**400**	**(200)**
						Percent Budget Change		**-33.33%**
IS SERVICES								
547-01	Common Council	4,470	4,830	3,623	4,730	4,890	4,890	
547-02	Mayor's Office	8,770	8,310	6,233	7,700	8,060	8,060	
547-05	Finance Department	39,030	43,530	32,648	42,880	45,650	45,650	
547-05	Utility Billing	7,370	8,090	6,067	7,970	8,350	8,350	
547-09	Attorney	11,220	11,950	8,963	15,400	16,290	16,290	
547-09	Human Resources	17,880	15,430	11,573	14,620	15,450	15,450	
547-09	City Clerk	26,740	31,900	23,925	29,460	27,090	27,090	
547-21	Police Operating	215,610	229,490	172,117	220,770	235,100	235,100	
547-21	School Liaison Program	7,130	6,840	5,130	6,770	7,060	7,060	
547-23	Fire	120,430	129,670	97,253	128,490	134,350	134,350	
547-35	Public Works Adm	47,040	48,990	36,743	47,810	47,570	47,570	
547-37	Municipal Garage	19,030	20,200	15,150	18,060	18,140	18,140	
547-39	Fleet	10,390	11,140	8,355	10,580	11,130	11,130	
547-49	Stormwater	4,530	5,040	3,780	5,220	4,000	4,000	
547-56	Water Utility	24,430	26,550	19,913	23,580	24,880	24,880	
547-81	Park & Rec Adm.	48,070	43,250	32,437	40,130	40,500	40,500	
547-88	Joint Municipal Court	7,710	8,120	6,090	7,740	8,100	8,100	
547-93	Community Development Opt	53,580	52,640	43,327	65,100	54,190	54,190	
547-93	Inspections	13,000	14,510	10,882	14,990	15,240	15,240	
547-93	Weights/Measures	5,240	5,130	-	-	3,110	3,110	
547-93	Assessor	25,870	30,680	23,010	30,860	27,620	27,620	
547-95	Library	4,390	4,620	3,465	8,120	8,670	8,670	
547-97	Cemetery	9,030	9,690	7,268	9,790	8,880	8,880	
547-98	City of Menasha	10,895	12,710	-	12,710	12,710	12,710	
547-99	Printer / Copies	38,685	41,480	23,954	33,900	35,000	35,000	
TOTAL IS REVENUES		**780,540**	**824,790**	**601,906**	**807,380**	**822,030**	**822,030**	**(2,760)**
								-0.33%
OTHER REVENUE								
577-01	Fire Fiber Optic	0	5,450	0	5,450	3,640	3,640	
		0	**5,450**	**0**	**5,450**	**3,640**	**3,640**	
MAYOR'S RECOMMENDED ADJUSTMENT		**0**	**(86,970)**	**0**	**0**	**0**	**(7,510)**	**79,460**
GRAND TOTAL		**780,994**	**743,870**	**602,001**	**813,230**	**826,070**	**818,560**	**74,690**
						Percent Budget Change		**10.04%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Information Systems	**Budget:** Information Systems
	Program: Internal Service	**Submitted by:** Joseph L. Wenninger

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	$86,750	$91,320	$92,440
Programmer/Analyst	Grade K3	2.00	Grade K3	2.00	124,740	131,720	132,100
Network Administrator	Grade K3	1.00	Grade K3	1.00	60,020	63,170	63,950
PC/Network Specialist	Grade H3	0.33	Grade H3	1.00	-	15,000	44,990
Help Desk Technician (shared with GIS)	Grade G3	0.67	Grade G3	-	42,640	28,360	-
GIS System Operator	Grade J3	1.00	Grade J3	1.00	53,340	53,500	54,250
Subtotal		6.00		6.00	$367,490	$383,070	$387,730
OTHER COMPENSATION							
Accrued Wages	-		-		1,390	1,390	0
TEMPORARY							
Student Intern	9.00/hr		9.00/hr		8,000	3,000	8,000
TOTAL	XXX	6.00	XXX	6.00	$376,880	$387,460	$395,730

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Public Works & Utilities	**Budget:** Fleet Division
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Gerry Kaiser

Fleet Maintenance Fund
2017 Proposed Budget

The fleet maintenance division of the Public Works Department was created in 2003 and implemented in 2004. All City vehicles and equipment are now maintained in-house by the fleet mechanics. Departments no longer have their vehicles serviced and maintained by outside repair shops, unless fleet mechanics cannot perform the needed work. Fixed rates were initially established and are reviewed yearly to insure competitiveness with the private sector. Routine tasks (oil changes, wheel alignment, etc.) also are performed at the same price as the low bid received from the private sector. It is the intention that the fleet division be a revenue generator and at year-end contribute to the general fund. The fund balance shown below includes parts inventory and cash.

As the life of vehicles are extended, Motor Pool Supplies increases.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance (Deficit), January 1	$266,562	$272,015	$271,275	$280,905	$280,905
REVENUES					
Vehicle Maintenance Charges	$598,056	$607,160	$620,930	$630,650	$624,130
Fuel Revenue	10,090	10,500	10,500	10,500	10,500
Total Revenue	$608,146	$617,660	$631,430	$641,150	$634,630
EXPENDITURES					
Personal Services	$427,205	$437,510	$447,540	$445,890	$445,890
Contractual Services	34,682	43,600	41,140	41,850	41,850
Supplies & Materials	137,879	132,220	133,120	132,300	132,300
Other / Capital	2,927	0	0	0	0
Special Reserves & Escrow	0	5,070	0	11,870	5,350
Transfer to General Fund	0	0	0	0	10,000
Transfer to Facilities	0	0	0	0	0
Total Expenditures	$602,693	$618,400	$621,800	$631,910	$635,390
Excess Revenues Over (Under) Expenditures	$5,453	($740)	$9,630	$9,240	($760)
Fund Balance (Deficit), December 31	$272,015	$271,275	$280,905	$290,145	$280,145

CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	61,185	62,640	43,753	65,040	69,530	68,070	
0102	Full Time Hourly Wages	216,186	223,150	156,281	223,840	225,570	225,570	
0104	Overtime Wages	1,972	1,500	2,410	2,500	2,000	2,000	
0110	Health Insurance	82,367	86,570	61,913	86,570	90,710	85,980	
0111	Fringes	62,410	65,550	46,272	66,440	66,800	66,470	
0115	Schools/Seminars/Training	341	320	150	300	300	300	
0117	Clothing Allowance	2,720	2,800	2,553	2,800	2,800	2,800	
0124	Meal Allowance	24	50	40	50	50	50	
	PERSONAL SERVICES	**427,205**	**442,580**	**313,372**	**447,540**	**457,760**	**451,240**	**8,660**
CONTRACTUAL SERVICES								
0202	Outside Printing	100	100	0	100	50	50	
0203	Maint of Buildings	208	400	150	400	400	400	
0204	Maint of Operating Equip	580	1,000	419	1,000	1,000	1,000	
0205	Maintenance of Software	158	160	115	160	150	150	
0206	Telephone	192	190	95	160	160	160	
0207	Electricity	8,197	8,100	3,733	7,000	7,000	7,000	
0208	Natural Gas	3,781	6,200	1,956	5,000	5,000	5,000	
0209	Water & Sewer	4,686	5,000	3,291	5,000	5,000	5,000	
0210	Storm Water	1,806	1,810	1,355	1,810	1,810	1,810	
0211	Cellular Telephone	413	150	353	370	400	400	
0212	Outside Services	1,632	1,000	1,121	1,130	1,200	1,200	
0213	Pest Control	216	190	129	190	200	200	
0214	Rental of Equipment	0	50	0	50	50	50	
0215	Printer / Copies	247	260	234	340	350	350	
0216	IS Services / Internal	10,390	11,140	8,355	10,580	11,130	11,130	
0217	Internet Access Services	2,655	3,000	1,905	3,000	3,000	3,000	
0218	Maint of Motor Veh/Fleet	6,450	4,000	2,450	4,000	4,000	4,000	
0219	Oil and Fluids/Fleet	343	250	128	250	350	350	
0220	Maint of Oper Eq/Fleet	830	600	145	600	600	600	
	CONTRACTUAL SERVICES	**42,884**	**43,600**	**25,934**	**41,140**	**41,850**	**41,850**	**(1,750)**
SUPPLIES & MATERIALS								
0300	Office Supplies	73	150	3	100	100	100	
0301	Inhouse Printing	0	10	0	0	0	0	
0302	Computor Oper supplies	0	150	0	150	150	150	
0303	Cleaning/Janitor Supplies	247	250	878	880	300	300	
0306	Books and Periodicals	0	50	0	50	50	50	
0308	Gasoline & Oil	1,951	2,540	1,447	2,500	2,500	2,500	
0310	Building Maint Supplies	0	300	0	300	300	300	
0314	Equipment Maint. Supplies	571	620	56	600	600	600	
0315	Safety Supplies	480	150	533	540	300	300	
0316	Small Tools	1,887	1,600	672	1,600	1,600	1,600	
0319	All Other Supplies	27	100	0	100	100	100	
0320	Small Equipment	154	300	265	300	300	300	
0333	Shop Supplies	4,822	6,000	2,605	6,000	6,000	6,000	
0339	Motor Pool Supplies	127,667	120,000	96,530	120,000	120,000	120,000	
	SUPPLIES & MATERIALS	**137,879**	**132,220**	**102,989**	**133,120**	**132,300**	**132,300**	**80**
TRANSFERS								
9999	Transfers	0	0	0	0	0	10,000	
	TRANSFERS	**0**	**0**	**0**	**0**	**0**	**10,000**	**10,000**
CAPITAL OUTLAY								
	Maintenance Equipment	2,927	0	0	0	0	0	
	CAPITAL OUTLAY	**2,927**	**0**	**0**	**0**	**0**	**0**	
ADMINISTRATIVE GENERAL								
	OPEB Insurance	(8,202)	0	0	0	0	0	
	ADMINISTRATIVE GENERAL	**(8,202)**	**0**	**0**	**0**	**0**	**0**	
	TOTAL FLEET MAINT.	**602,693**	**618,400**	**442,295**	**621,800**	**631,910**	**635,390**	**16,990**
							Percent Budget Change	**2.75%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Public Works	**Budget:** Fleet Division
	Program: Internal Service	**Submitted by:** Gerry Kaiser

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	$62,400	$64,800	$65,700
Mechanic	Grade I4	4.00	Grade I4	4.00	218,490	219,180	221,740
Garage Attendant (shared with Public Works)	Grade F4	0.50	Grade F4	0.50	23,040	23,040	23,130
Subtotal		5.50		5.50	$303,930	$307,020	$310,570
OTHER COMPENSATION							
Accrued Wages	-		-		1,160	1,160	0
Work in Other Class	-		-		700	700	700
Overtime	-		-		1,500	2,500	2,000
Wages Budgeted in other PW Divisions	-		-		(20,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	$287,290	$291,380	$293,270

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Liability Insurance Fund
Program: Internal Service/	**Submitted by:**
Trust/Agency Funds	Michael Easker

Liability Insurance Fund
2017 Proposed Budget

The City of Neenah Liability Insurance Fund accounts for all revenues and expenditures associated with liability claims of the City. The Fund is funded by unspent dollars budgeted for liability claims in the City's General Fund. Expenses in the fund include the cost of liability claims and transfers to the General Fund to pay for costs associated with limiting the City's liability risk. The fund also accounts for debt related activity associated with the City's investment in the Cities and Villages Mutual Insurance Company.

Due to recent increases in the claims funded by the City's self insured retention, the City's General Fund raised the budget for liability claims by $10,000 to $60,000 starting in 2014, with another increase to $70,000 starting in 2016. These funds are then transferred to this fund to cover costs associated with claims incurred.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance (Cash plus A/R less claims payable), Jan. 1	($5,899)	$76,223	$76,223	$21,223
REVENUES				
Transfers from General Fund for Liability Insurance Claims	60,000	70,000	70,000	70,000
Other Revenue/Misc	0	0	0	0
Total Revenue	60,000	70,000	70,000	70,000
EXPENDITURES				
Liability Claims	(22,122)	50,000	125,000	50,000
Interest/Misc	0	0	0	0
Total Expenditures	(22,122)	50,000	125,000	50,000
Excess Revenues Over (Under) Expenditures	82,122	20,000	(55,000)	20,000
Fund Balance, December 31	$76,223	$96,223	$21,223	$41,223

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Finance	Benefit Accrual Fund
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Michael Easker

Benefit Accrual Fund
2017 Proposed Budget

The City of Neenah Benefit Accrual Fund accounts for all revenues and expenditures associated with the reporting and payment of employee fringe benefit costs of the City. This includes health insurance benefits and Wisconsin Retirement System costs as well as funding time-off-with-pay liabilities accrued by the City. The Fund is funded by departmental charges based upon a percentage of each labor dollar incurred by that department. In recent years, the City has also transferred reserves from this fund to the General Fund to offset increased health insurance costs.

Starting 2013, the City self-funded health insurance plan had experienced several large claims that have depleted the health insurance portion of the Benefit Accrual Fund. In moving to a fully insured plan starting in 2016, the City should experience more stability in the health insurance area in the future.

Also included in the Health Insurance Costs for 2017 is $25,000 to create and $5,000 to maintain a health clinic for city employees within Fire Station No. 31 in space previously occupied by the Fox Valley Technical College Since employee usage of the clinic will reduce health insurance claims, the initial hours projected for the day-to-day operation of the clinic will be funded by the City's health insurance provider. The City can add funding for additiona clinic hours if it feels it a cost effective way to continue to lower employee health costs.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	($25,991)	($333,227)	($333,227)	$66,773
REVENUES				
Departmental Charges for Services	7,901,387	8,400,000	8,400,000	8,500,000
Total Revenue	7,901,387	8,400,000	8,400,000	8,500,000
EXPENDITURES				
Health Insurance Costs and Other Employee Benefits	4,794,713	5,100,000	4,700,000	4,730,000
Retirement System Expense	3,313,910	3,300,000	3,300,000	3,400,000
Transfer to General Fund	100,000	0	0	0
Total Expenditures	$8,208,623	$8,400,000	$8,000,000	$8,130,000
Excess Revenues Over (Under) Expenditures	($307,236)	$0	$400,000	$370,000
Fund Balance, December 31	($333,227)	($333,227)	$66,773	$436,773

*Amounts above excludes funds set aside for employee benefit liabilities.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	**Budget:** Expendable Trust Funds
Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Nancy Handevidt

Expendable Trust Funds are used to account for assets held by the City in a trustee capacity for individuals, private organizations, other government units or other funds. They are accounted for in essentially the same manner as Governmental funds. Descriptions of major funds are listed below:

Cemetery Perpetual Care Fund
2017 Proposed Budget

To account for assets and proceeds from burial lot sales restricted for purposes of income generation and the corresponding transfers to the General Fund for cemetery maintenance purposes.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$1,269,375	$1,237,253	$1,237,253	$1,262,253
REVENUES				
Interest & Miscellaneous	($22,282)	$30,000	$40,000	$30,000
EXPENDITURES	$9,840	$20,000	$15,000	$15,000
Excess Revenues Over (Under) Expenditures	($32,122)	$10,000	$25,000	$15,000
Fund Balance, December 31	$1,237,253	$1,247,253	$1,262,253	$1,277,253

Cemetery Flowers Fund
2017 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$174,837	$171,734	$171,734	$169,034
REVENUES				
Interest & Miscellaneous	$225	$220	$700	$800
EXPENDITURES	$3,328	$3,500	$3,400	$3,500
Excess Revenues Over (Under) Expenditures	($3,103)	($3,280)	($2,700)	($2,700)
Fund Balance, December 31	$171,734	$168,454	$169,034	$166,334

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Finance	**Budget:** Business Improvement District/VCR Program
	Program: Internal Service/ Trust/Agency Funds	**Submitted by:** Michael Easker

Neenah Central City Business Improvement District
2017 Proposed Budget

In 2001, business and property owners located within the proposed Neenah Central City Business Improvement District (the "District") signed a petition requesting the creation of a Business Improvement District. The purpose of the district is to sustain the competitiveness of Downtown and ensure a safe, clean environment conducive to business and recreational activity. The petition was included as part of the Initial Operating Plan that was developed in accordance with the BID statutes. The Neenah Common Council approved the Plan and created the District on November 20, 2001. The BID District functions as a cooperative partnership with the City of Neenah and Future Neenah, Inc.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
Fund Balance, January 1	$37,507	$46,993	$46,993	$46,993
REVENUES	$131,807	$151,638	$151,638	$150,000
EXPENDITURES	$122,321	$151,638	$151,638	$150,000
Excess Revenues Over (Under) Expenditures	$9,486	$0	$0	$0
Fund Balance, December 31	$46,993	$46,993	$46,993	$46,993

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	**Budget:**
Municipal Court	Joint Municipal Court Fund
Program: Internal Service/	**Submitted by:**
Trust/Agency Funds	J. Gunz/M. Easker

Joint Municipal Court Fund
2017 Proposed Budget

Effective May 1, 2002, the Cities of Neenah and Menasha jointly agreed to form a municipal court. The joint court handles all municipal ordinance violations that were previously being handled in circuit court. It is anticipated that the local municipal court will more efficiently handle municipal violations. In addition, the municipalities should see increased revenues that will more than offset the additional costs associated with setting up and administering the joint court.

It is anticipated that the City of Neenah share of the 2017 budget expenditures and revenues will be determined by our percentage share of the number of citations processed by the court. This share is estimated to be approximately 60% and is reflected in the General Fund operating budget.

A change to State of Wisconsin law was enacted in 2014 that allows for an increase from $28 to $38 for the court costs that are added to municipal citations. Citations issued for Failure to Fasten Seatbelt and Failure Show Proof of Insurance are the only violations that do not have any costs added. Those changes have been added by the court, with the full effect of the increase included in the 2015 budget moving forward.

	2015 Actual	2016 Budget	2016 Estimate	2017 Request	2017 Proposed
Fund Balance (Deficit), January 1	($258,450)	($273,152)	($273,152)	($291,502)	($291,502)
Revenues					
Court Revenue	407,666	443,200	398,400	417,400	417,400
Reimbursement of Witness Fees	217	400	220	300	300
Enhanced Colletions	0	25,000	0	0	0
Miscellaneous Revenue	69	0	40	40	40
	407,952	468,600	398,660	417,740	417,740
Expenditures					
Personal Services	102,976	104,250	102,800	103,460	103,460
Contracted Services	19,640	18,990	18,560	19,550	19,550
Supplies and Materials	677	750	850	750	750
Witness Fees	208	400	220	300	300
Capital Outlay	0	0	400	0	0
Special Reserves & Escrow	0	1,140	0	2,580	2,580
Interest	478	400	850	900	900
Court Fine Reimbursements	298,675	335,600	293,330	305,690	305,690
Total Expenditures	422,654	461,530	417,010	433,230	433,230
Excess Revenues Over (Under) Exp.	(14,702)	7,070	(18,350)	(15,490)	(15,490)
Fund Balance (Deficit), December 31	(273,152)	(266,082)	(291,502)	(306,992)	(306,992)

CITY OF NEENAH
OPERATING BUDGET
****MENASHA NEENAH MUNICIPAL COURT EXPENDITURES****
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2016 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
COURT (7050-938)								
0101	Salaries	75,347	76,770	55,697	76,760	77,380	77,380	
0103	Temporary Wages	0	0	0	0	0	0	
0110	Health Insurance	17,134	17,130	11,770	14,900	14,860	14,860	
0111	Fringes	10,455	10,990	7,947	10,990	11,020	11,020	
0115	Schools/Seminars/Training	40	500	150	150	200	200	
	Personal Services	**102,976**	**105,390**	**75,564**	**102,800**	**103,460**	**103,460**	**(1,930)**
0202	Outside Printing	124	150	0	130	150	150	
0203	Postage	1,570	1,350	1,079	1,400	1,350	1,350	
0205	Debit Card Services	1,204	1,000	705	1,000	1,000	1,000	
0207	Dues & Memberships	840	840	800	800	800	800	
0212	Maint of Office Equipment	527	250	0	0	250	250	
0218	Maintenance of Software	5,030	5,000	5,140	5,140	5,140	5,140	
0221	Telephone	422	300	208	420	300	300	
0232	Auditing Services	1,400	1,280	1,275	1,280	1,300	1,300	
0252	Rental of Equipment	643	500	96	100	500	500	
0254	Printer / Copies	0	0	328	450	460	460	
0255	IS Services / Internal	7,710	8,120	6,090	7,740	8,100	8,100	
0272	Translator	170	200	0	100	200	200	
	Contractual Services	**19,640**	**18,990**	**15,721**	**18,560**	**19,550**	**19,550**	**560**
0301	Office Supplies	491	450	362	450	450	450	
0303	Computer Oper Supplies	47	200	394	400	200	200	
0333	All Other Supplies	140	100	0	0	100	100	
	Supplies & Materials	**678**	**750**	**756**	**850**	**750**	**750**	**0**
8108	Office Furniture & Equip.	0	0	395	400	0	0	
	Capital Outlay	**0**	**0**	**395**	**400**	**0**	**0**	**0**
	COURT	**123,294**	**125,130**	**92,436**	**122,610**	**123,760**	**123,760**	**(1,370)**
COURT FINE REIMBURSEMENT (7051-938)								
0574	City of Neenah	79,982	89,200	66,129	89,200	93,600	93,600	
0575	City Of Menasha	71,908	79,600	39,406	62,000	65,200	65,200	
0576	State of Wisconsin	103,047	111,900	69,086	100,550	103,220	103,220	
0577	Winnebago County Treasure	43,738	54,900	29,243	41,580	43,670	43,670	
	Fine Reimbursement	**298,675**	**335,600**	**203,864**	**293,330**	**305,690**	**305,690**	**(29,910)**
NON-OPERATING EXPENSES (7052-938)								
0248	Witness Fees	208	400	144	220	300	300	
	Non-Operating Expenses	**208**	**400**	**144**	**220**	**300**	**300**	**(100)**
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	1,550	1,550	
0110	Health Insurance	0	0	0	0	810	810	
0111	Fringes	0	0	0	0	220	220	
		0	**0**	**0**	**0**	**2,580**	**2,580**	**2,580**
TRANSFERS (9910-999)								
0999	Transfers	478	400	644	850	900	900	
	Transfers	**478**	**400**	**644**	**850**	**900**	**900**	**500**
MUNICIPAL COURT OPERATIONS		**422,655**	**461,530**	**297,088**	**417,010**	**433,230**	**433,230**	**(28,300)**
							Percent Budget Change	**-6.13%**

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** M-N Municipal Court	**Budget:** Menasha-Neenah Municipal Court
	Program: Agency Fund	**Submitted by:** James B. Gunz

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2016	Current Estimate for 2016	Requested For 2017
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,320/mo	1.00	2,320/mo	1.00	$28,260	$28,650	$28,970
Records Clerk	Grade G3	1.00	Grade G3	1.00	48,330	48,110	48,410
Subtotal		2.00		2.00	$76,590	$76,760	$77,380
OTHER COMPENSATION							
Accrued Wages	-		-		180	0	0
TOTAL	XXX	2.00	XXX	2.00	$76,770	$76,760	$77,380

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Mission Statement: Neenah-Menasha Fire Rescue consists of committed professionals whose mission is to provide the highest standard of service through fire suppression, prevention, education, emergency medical response, technical rescue and community interaction to preserve the quality of life and property for all of those within the Cities of Neenah and Menasha.

Core Values: Trust is the cornerstone of all relationships. We will continue to strive to build and earn trust both within the department and communities we serve. We will earn trust through:

Integrity: We are committed to the highest standard of moral and ethical conduct.
Dedication: We provide quality service through pride and professionalism.
Compassion: We support our neighbors in their time of need.
Teamwork: We work together to achieve common goals.
Tradition: We preserve and carry forward the legacy of those who honorably served before us.
Courage: We do what is right in the face of adversity.

Vision Statement: Our vision at Neenah-Menasha Fire Rescue is to have a positive, motivated, educated department. We strive to meet the community demands. We will accomplish this with an organized and defined structure. We encourage change, use resources to the full extent and work closely with outside agencies.

Activities: Our Department activities can be broken down into three major divisions.

Emergency Response: Emergency response includes many different types of calls. Below is a summary of the incidents we have for the past five years.

Please note our advanced skills services during EMS calls began expanding in 2014 and continues through 2016. Advanced skills are: Taking blood sugar readings, tourniquets, pulse oximeter readings (ability to detect carbon monoxide in the blood stream), advanced airway and delivery of Narcan during overdose calls. The Narcan service will begin in Fall of 2016.

Incident Types	**2015**	**2014**	**2013**	**2012**	**2011**
All Structure Fires	53	43	35	37	44
Residential	37	28	25	21	27
Other Fires	32	32	25	37	30
Total Fires	85	75	60	74	74
All EMS	1,563	1,588	1,518	1,595	1,711
Advanced Skills	55	14	0	0	0
Malicious, Mischievous	10	8	6	11	10
System Malfunction	61	74	70	55	64
Unintentional Activation	177	176	126	151	129
Other Alarms	30	36	30	27	1
Total False Alarms	**278**	**294**	**232**	**244**	**204**
Mutual aid, includes auto aid given	114	97	98	52	6
Haz Mat, includes CO, spills and leaks	114	127	156	142	191
All Other Incidents	288	217	217	228	233
Grand Total of Incidents	**2,442**	**2,398**	**2,283**	**2,335**	**2,419**

In addition to these services, we continue our automatic aid agreement with the City of Appleton. This agreement has proven beneficial for both Departments. Here is the five-year overview of calls between our two Departments:

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Automatic Aid Call Review

Year	Calls to City of Appleton	Calls to City of Menasha
2015	106	107
2014	79	88
2013	87	101
2012	67	56
Grand Total	**339**	**352**

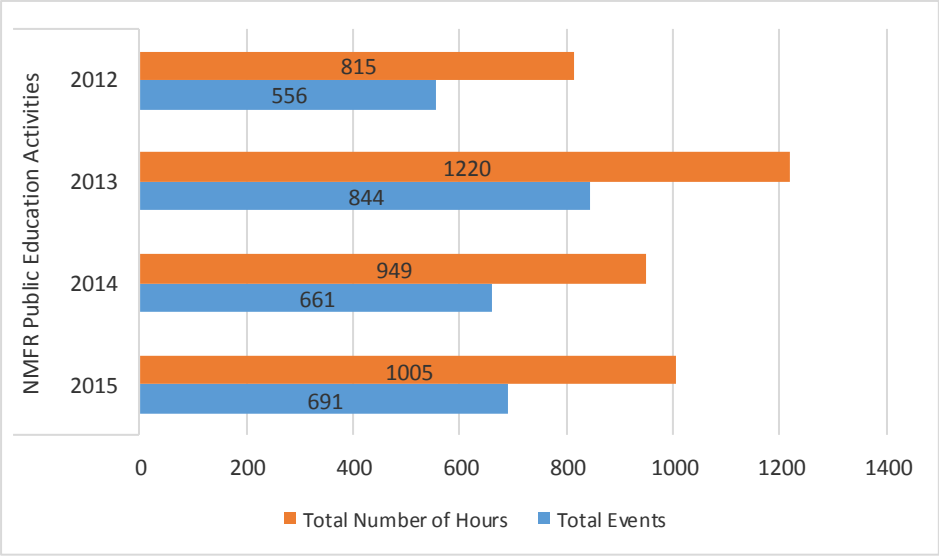
Training: Training is an important part of our Department as we need to continue to improve and/or maintain our skills. The past two years, we have hired five new firefighters which affected our normal training rotation. In 2016, with the addition of the two new advanced skills to be used during EMS calls, this required additional training before these two services could be implemented. We also purchased the Inforcer, forcible entry simulator that gives our staff realistic forcible entry scenarios that they will encounter in both emergency and non-emergency situations.

Some of our training includes, but is not limited to:

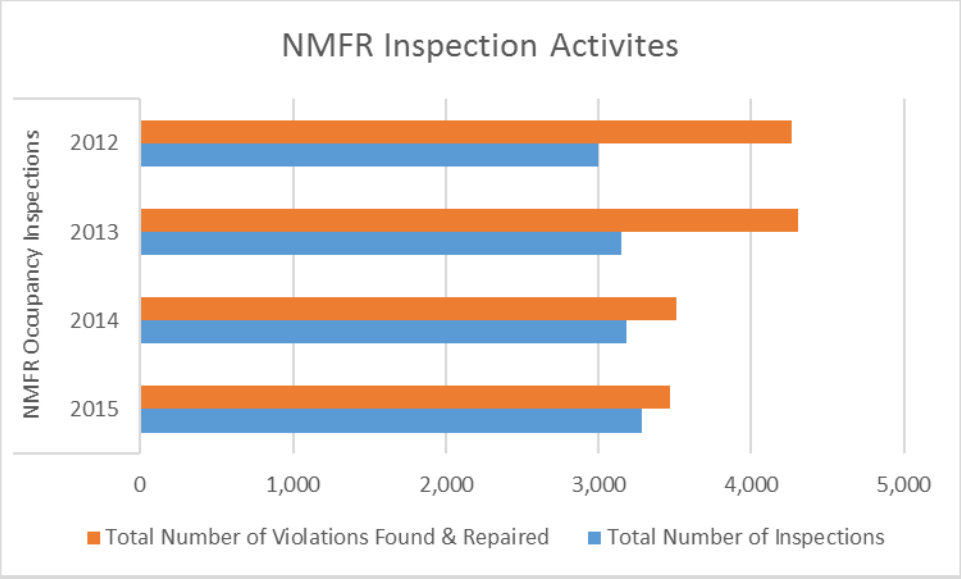
- Terrorism and weapons of mass destruction
- Shore based ice rescue
- Open water rescue
- Fire attack procedures for structure fires designed to increase safety for firefighters and trapped victims
- Advanced skills
- EMS skills
- Industrial training exercises
- Dive – open water and ice
- Vehicle extrication training
- Aerial (use of our aerial ladder on Q32)
- Forcible entry
- Mass casualty
- Advanced search & rescue procedures

Public Education/Prevention: Our Department is required, by Wisconsin Statute, to perform fire inspections for business and multi-family residential structures within our two cities. This is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2015, the City of Neenah's 2% dues was $74,779.57. In addition to our inspection activities, we continue with our pro-active fire prevention/public safety education and juvenile fire setter intervention programs.

NMFR Public Education Activities



CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn



Accomplishments:

- Administration transition with a new Chief and Deputy Chief.
- Re-certification for Emergency Medical Responder.
- Certified to administer Narcan.
- Certified to administer advanced airways.
- Certified to administer tourniquets.
- Implemented a Fire Officer academy to assist with succession planning for the future.
- Began a mentoring program for future Fire Officers.
- Secured alternative funding for our smoke alarm program.
- Worked with Cities of Neenah and Menasha Parks & Recreation Departments to implement a boat launch fee program as an alternate funding source for our Water Rescue service.
- Secured a cost sharing formula with the Neenah Police Department for the training/burn building prop. Each Department will share this prop for future training activities.
- Completed the final phase for completion of our Strategic Plan.
- Hired and trained four new firefighters.
- Put the new Engine 35 into service and sold the old reserve Pumper.
- Continued our Automatic Aid Agreement with Appleton Fire Department.
- Implemented a new supply ordering system within the Department which has created more efficiency.
- Administrative personnel completed Lean Training sessions.
- Began the implementation of using our records management system (Firehouse) to record maintenance and expenditures for all vehicles and major equipment.
- Worked with Gold Cross Ambulance to implement an alternative funding source for some of the supplies that we use on EMS calls.
- Completion of a Mass Casualty Training exercise with Gold Cross Ambulance.
- Began process of transitioning payroll to Executime and improving efficiency within the payroll process.
- Inventory of all equipment.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

2016/2017 Goals:

- Finalize our Strategic Plan and begin implementation of areas that need review/change.
- Continue with our Fire Officer Academy and mentoring programs as part of our succession planning.
- Goal setting and timeline for accomplishments.
- Improve communication with all City officials.
- Professional development of staff.
- Active shooter training in conjunction with area departments.
- Continue implementation of payroll transition to Executime and working on changes within our Records Management System to improve efficiencies.
- Explore opportunities with neighboring communities for contracted services.
- Develop a proactive budget planning process and move away from reactive budgeting for our department.
- Conduct a staffing study to have guidance for our staff and succession planning.
- Continue to review all processes within our Department and look for ways to improve efficiency.
- Conduct a facility needs assessment to review facility efficiencies or lack thereof.
- Have fire stations more visible to community/citizens.
- More presence in both Communities (i.e. attendance at community events, patronize local businesses, etc.)

Over the past 1 ½ years we have experienced many changes. This included the hiring of a new Chief and Deputy Chief. This change has brought the need to evaluate how our entire department operates and look for ways we can improve efficiencies, communication and effectiveness within our department. Within the first two weeks of my new position, the first area I began learning was our budget.

As DC Voss and I began to understand our budget, we felt it was important to meet with both Finance Directors Easker and Steeno to learn how our budget was created and what was involved in the budgeting process for both Cities. During this meeting, we all agreed there was a need to make changes within the way our budget is prepared and implemented. As a result of this meeting, you will see three major changes in 2017's budget. These include:

- Creation of new line items to have consistency of where things are budgeted and paid from versus coming from many different accounts.
- Decreases in other line items that may have really been a result of "transferring" money from where things were previously coded to be put into the new line item(s).
- Putting all water rescue services into one area within our budget versus only separating out the dive service we provide.

Please keep in mind, these changes may reflect an "increase" in the budget for the new line items. However, it may not always be an overall increase to the bottom line as we tried to transfer monies from the accounts where things may have been previously coded.

I believe in honest budgeting with consistency and transparency. The three changes that we made within our budget are a reflection of this. It was agreed to begin coding invoices to the proper accounts as of 7/1/16. However, due to the impending approval of boat launch fees, and understanding the history of all water rescue services we provide, we will begin this new process on 1/1/17.

I have been in my new position for three months and I continue to learn the administrative side of our department. If I come across more items that need to be changed, you will see that with future budgets. As we continue to review and understand the budget, items may need to be continued to be modified and you may see that in future budgets. It may take a couple of years to correct issues, but I am confident we can make these adjustments as the need arises.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Major Increases/Decreases in 2017 Operating Budget Request: Listed below are major increases/decrease $1,000 and over. Increases/decreases less than $1,000 are not listed below.

Salaries (0101): Increase of $168,390 per the City of Neenah Finance Department.

Overtime (0104): Increase of $47,000. Additional monies are needed for training of personnel and to maintain staffing levels. In 2017, there are 2-3 anticipated retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions. In the next 5-7 years, one-third of our department is eligible for retirement. Therefore, succession planning needs to begin immediately and this includes training of other staff members so we do not have all of the important knowledge of performing functions leave with the retiree.

Health Insurance (0110): Decrease of $168,360 per the City of Neenah Finance Department.

Fringes (0111): Increase of $197,470 per the City of Neenah Finance Department.

Test/Certification of Equipment (0116): Increase of $6,000. Monies are used for all mandatory annual testing of equipment. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Clothing Allowance (0117): Increase of $1,000. Increase is for potential new hires in 2017.

License Renewal (0118): Decrease of $9,750 re-certification of EMT, EMR and CPR training is bi-annual and this is not needed in 2017

Maintenance of PPE/SCBA (0209): Decrease of $1,800. To maintain consistency within our budget. Money will be used in other newly created accounts to maintain consistent budgeting.

Maintenance of Other Equipment (0211): Increase of $3,500. Monies are used for maintenance or repairs of other equipment such as extractors, Plymovent system and fitness equipment. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Maintenance of Joint Buildings (0214) Decrease of $1,000 based on actual needs anticipated in 2017.

Maintenance of Operating Equipment (0216): Decrease of $2,800. Money will be used in other newly created accounts to maintain consistent budgeting.

Maintenance of Software (0218): Decrease of $2,000, per the City of Neenah IS Department.

Electricity (0222): Decrease of $7,200 based on 2016 actual usage. A 0% increase was recommend by the City of Neenah Finance Department.

Outside Services (0236): Decrease of $3,800. $1,200 was transferred to Fire Commission “Outside Services” budget for the annual contract with FVTC that is used for our hiring process and for new employee physicals. Dark Fiber charges for Station 31 were reduced as the City of Neenah moved their servers to space previously used by FVTC.

Professional Services (0238): Decrease of $5,660. Some required testing for staff members who wear an SCUBA is bi-annual and not needed in 2017.

Liability Insurance (0246): Increase of $1,590 as recommended by the City of Neenah Finance Department.

Auto/Physical Damage Ins. (0247): Increase of $1,080 as recommended by the City of Neenah Finance Department.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Neenah City IS Services (0255): Increase of $4,680 based on information provided by City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of $4,000 as recommended by the City of Neenah Finance Department.

Public Relations/Services (0262): Increase of $1,800. Additional monies are needed due to the increased requests we receive for public education events in both cities and to be able to continue to maintain our public education programs in the elementary schools at the level we do.

Gasoline & Oil (0310): Decrease of $6,000. Based on 2016 usage. No increase was suggested by the City of Neenah Finance Department.

Safety Supplies (0319): Increase of $4,200. This line item is used for supplies needed for EMS calls and the increase is based on actual use. This line item has been underfunded the last couple of years by previous Administration. Within the past two years we have added on four advanced medical skills including the administration of Narcan.

Consumable Supplies (0325): Increase of $2,000. Monies are used for consumable supplies used during calls. We will attempt to bill back for large quantity usage (i.e. oil dry for chemical spills/leaks) to recoup some of our costs. This was a new line item created in 2016 to create consistent budgeting within our department. Previously, monies were used from several different line items.

Small Equipment (0344): It will appear as a $2,000 decrease in this line item. However, $2,000 of this budget was transferred to fund the Small Equipment budget in the Water Rescue service.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Regional Special Operations Team
	Program: Public Safety	**Submitted by:** Kevin Kloehn

Neenah-Menasha Fire Rescue Special Operations Team:

NMFR has been involved for many years in a joint collaboration with the Green Bay, Appleton and Oshkosh Fire Departments to provide Special Operations/Technical Rescue capabilities for our communities. NMFR has gained valuable training, as well as approximately $200,000 worth of vehicles and equipment. These funds have been provided by the State of Wisconsin through the Department of Homeland Security.

In 2011, the State of Wisconsin reviewed the Special Operations program and moved forward with one statewide team versus four regional teams. Working under a signed contract with the State of Wisconsin, NMFR personnel continue involvement with the State of Wisconsin/Wisconsin Emergency Management Rescue Team (Wisconsin Task Force 1). Their participation increases their level of knowledge, skills, and abilities, enabling them to bring those skills and provide this service at the local level**.** NMFR's involvement has continued. A 2-year contract was signed with the State of Wisconsin in 2016. The department now has six (6) members still participating with the WI-TF1.

Major Increases (Decreases) in 2017 Budget Request:

Overtime (0104): Increase of $2,900. Monies will be used for additional training for new members, maintain Wisconsin Task Force 1 training and to train with other departments. Please note that some of the monies spent on overtime are reimbursed by the State of Wisconsin.

PPE (0348): Increase of $3,750. Monies will be used to purchase required specialized gear for new members.

CITY OF NEENAH 2017 OPERATING BUDGET REQUEST PROGRAM COMMENTS	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Water Rescue Services
	Program: Public Safety	**Submitted by:** Kevin Kloehn/Victor Voss

Although water/ice rescue has been a part of the fire services in Neenah and Menasha for over a decade, it continues to be improved upon. From the days of the Menasha Fire Department "hovercraft" and the Neenah Fire Department "Holmatro Board", we have provided water and ice rescue to the citizens and visitors to our local waterways.

A unique agreement with Winnebago County has been in place for over a decade where the county provides the water and ice boats to our department for us to use on Lake Winnebago and Little Lake Butte des Mort and we provide the rescuers. As a county resource we agreed to respond, as needed, throughout the county to assist the other water rescue departments. These boats are the safest and most appropriate platforms for our use to provide the services we offer. Without them housed in our station we would be unable to provide the services that we do.

There are a number of components to our water/ice rescue service. In the past, these services have been separated and represented differently. It is our intent to provide all aspects of water and ice rescue services. These include surface rescue, ice rescue, swift water rescue, dive rescue and shore based rescue. Each of these components are important for a complete rescue service. We are now including all of these services under one budget line item and you will find these in the "2479" area of our budget.

In 2017, an alternative funding source will begin implementation with the increase in boat launch fees in both cities. This alternative funding source will not be available for our use until 2018's budget. These monies will help with the maintenance and replacement of the specialized suits and equipment that is needed for all water rescue services while working in the harsh conditions.

All members of our department are trained at different levels of water rescue. Currently we have boat operator trainers, boat operators, surface water rescuers, divers, dive tenders and operations officers. Our department deploys this team at the appropriate level to achieve the best outcome for the victim.

Water rescue training is accomplished through both on-duty time and off-duty time. Routine operations training is done on-duty with a limited number of people. While this training is being done, one fire engine is taken out of service while the crew is out on the boat. During more complex operations, it is necessary to bring in off-duty personnel due to the negative impact using on-duty staff would create. Our goal is to provide as much training as possible during a shift when we can without disrupting the other services we provide on a day-to-day basis.

With the continued exploration of alternative funding sources for our water rescue services, 2017's budget reflects changes to put all water rescue service costs into one area. Please keep in mind, these changes include additional account code creations and may reflect an "increase". However, it may not always be an overall increase to the bottom line as we tried to transfer monies from the main operating budget accounts, where things may have been previously coded.

Major Increases/Decreases in 2017 Operating Budget Request:

Overtime (0104): Increase of $5,000. By combining all water rescue components into a single budget we will be able to more efficiently provide for additional organizational meetings and complex training. This includes boat operations, surface rescue, dive rescue, dive tender training, as well as, operations command and control for water rescue. We respond to over a dozen water rescue calls each year and typically make at least one save per incident. In 2016, we recognized a number of our firefighters with NMFR Unit Citations for their efforts in saving a life on Lake Winnebago.

Schools/Seminars/Training (0115): Increase of $2,520. Our desire is to provide training to members on the maintenance and use of equipment involved in water rescue. Some equipment requires a certification to perform the annual preventative maintenance. Currently, we have one person that is certified and our plan is to train at least two more people. Having personnel perform this maintenance will save money as we will not have to send this to an outside vendor for completion.

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah-Menasha Fire Rescue	**Budget:** Water Rescue Services
Program: Public Safety	**Submitted by:** Kevin Kloehn/Victor Voss

Maintenance of PPE/SCUBA (0209): Increase of $2,000. This is a new line item for the 2017 budget. Previously, monies for this line item were used in the normal operating budget. Monies will be used for required annual testing of equipment and repairs for all equipment specific for all water rescue services.

Small Equipment (0344): Increase of $2,000. This is a new line item for the 2017 budget. Previously, these items were purchased from the Small Equipment line item in our operating budget. ***$2,000 was reduced from the main operating budget and transferred to this line item.*** Monies will be used for small equipment relating to our water rescue services.

PPE (0348): Increase of $3,500. This is a new line item for the 2017 budget to maintain consistency within our budget. Previously, these items were purchased from several different line items within our operating budget. Monies will be used for the purchase of personal protective gear needed for all water rescue services (i.e. PFD's, gloves, swift water dry suits, wet suits, ice suits, etc.)

Communication Equipment (8113): Decrease of $1,050. Reduction based on actual needs in 2017.

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2017 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	4,769,137	4,930,790	3,532,974	4,935,660	5,099,180	5,099,180	
0104	Overtime Wages	150,785	120,000	108,873	126,400	167,000	137,020	
0105	Reimbursement / Overtime	(5,460)	0	0	0	0	0	
0106	FLSA Overtime Wages	47,019	47,000	35,716	47,000	47,000	47,000	
0110	Health Insurance	1,063,019	1,075,190	717,374	898,800	906,830	906,830	
0111	Fringes	1,145,499	1,134,760	828,470	1,137,270	1,332,230	1,324,140	
0115	Schools/Seminars/Training	14,533	14,110	7,154	14,110	14,110	14,110	
0116	Test/Certification for Eq	0	0	570	600	6,000	5,000	
0117	Clothing Allowance	32,410	31,000	30,414	31,700	32,000	32,000	
0118	License Renewal	121	9,900	9,284	9,300	150	150	
0123	Auto Allowance	0	150	0	0	150	150	
0128	Empl Recognition Awards	1,398	800	300	800	880	880	
	Personal Services	**7,218,461**	**7,363,700**	**5,271,129**	**7,201,640**	**7,605,530**	**7,566,460**	**202,760**
0202	Outside Printing	897	550	80	550	800	800	
0203	Postage	677	420	253	420	660	660	
0204	Conferences & Meetings	1,354	1,500	836	1,500	1,500	1,500	
0206	Advertising & Publication	0	200	175	200	200	200	
0207	Dues & Memberships	458	1,200	932	940	1,740	1,740	
0209	Maintenance of PPE/SCBA	3,981	7,800	6,553	6,800	6,000	6,000	
0210	Maint of Computer Hardwre	1,232	1,300	1,232	1,240	1,300	1,300	
0211	Maint of Other Equipment	0	0	24	30	3,500	3,500	
0212	Maint of Office Equipment	0	100	0	0	0	0	
0213	Maint of Motor Vehicles	56,782	40,000	27,951	40,000	40,000	35,000	
0214	Maint of Buildings	3,101	5,000	887	3,000	4,000	3,000	
0215	Maint of Radio Equipment	3,410	6,200	4,308	4,700	6,000	6,000	
0216	Maint of Operating Equip	7,346	5,800	4,283	6,800	3,000	3,000	
0218	Maint of software	17,175	11,000	6,969	7,070	9,000	9,000	
0221	Telephone	8,834	8,500	6,936	9,200	9,100	9,100	
0222	Electricity	54,835	59,200	32,585	49,200	52,000	52,000	
0223	Natural Gas	21,650	27,000	11,162	27,000	27,000	27,000	
0224	Water & Sewer	10,642	12,200	6,419	12,200	12,200	12,200	
0225	Commercial Dumpster	0	0	0	0	0	0	
0226	Storm Water	2,800	3,100	1,861	3,100	3,100	3,100	
0227	Cellular Telephone	3,689	4,080	2,408	4,080	4,320	4,320	
0232	Auditing Services	1,880	1,700	1,700	1,700	1,750	1,750	
0236	Outside Services	18,929	16,000	8,891	14,000	12,200	12,200	
0237	Pest Control	400	1,000	444	1,000	600	600	
0238	Professional Services	17,683	16,660	11,492	12,660	11,000	11,000	
0241	Tree Planting & Landscape	553	2,200	1,507	2,200	2,200	1,200	
0242	Permits	22	150	22	30	30	30	
0246	Liability Insurance	29,930	32,560	32,834	32,840	34,150	34,150	
0247	Auto/Physical Damage Ins	13,945	15,400	11,810	11,810	16,480	16,480	
0252	Rental of Equipment	258	350	282	350	350	350	
0254	Printer / Copies	3,463	3,620	2,321	3,100	3,200	3,200	
0255	Neenah City I/S Services	120,430	129,670	97,253	128,490	134,350	134,350	
0256	Neenah City Finance Ser.	22,850	22,850	17,137	22,850	23,310	23,310	
0257	Neenah City H/R Services	35,000	40,000	30,000	40,000	44,000	44,000	
0262	Public Relations/Services	2,948	4,200	2,309	5,200	6,000	5,060	
0292	FVTC Reimbursements	(8,000)	0	0	0	0	0	
0293	Maint of Motor Veh/Fleet	226	100	0	0	100	100	
0294	Oil and Fluids/Fleet	0	100	0	0	100	100	
0296	Maint of Equipment/Fleet	0	100	0	0	100	100	
	Contractual Services	**459,380**	**481,810**	**333,856**	**454,260**	**475,340**	**467,400**	**(14,410)**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2017 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
FIRE OPERATIONS (2301-712) cont.								
0301	Office Supplies	2,098	2,000	1,307	2,000	2,000	2,000	
0306	Cleaning/Janitor Supplies	10,556	12,000	8,299	12,000	12,000	12,000	
0308	Books and Periodicals	995	1,000	236	300	1,000	1,000	
0310	Gasoline & Oil	23,376	31,000	18,177	20,000	25,000	25,000	
0319	Safety Supplies	3,105	1,800	1,553	2,300	6,000	3,000	
0320	Small Tools	893	1,000	110	1,000	1,000	1,000	
0325	Consumable supplies	0	0	284	1,000	2,000	2,000	
0326	Photography Supplies	80	500	308	1,500	500	500	
0333	All Other Supplies	3,997	3,000	2,583	4,500	3,000	3,000	
0343	Small Program Packages	0	0	8	10	0	0	
0344	Small Equipment	7,052	9,000	4,983	9,000	7,000	6,170	
0347	Small Computer Hardware	606	600	468	500	600	600	
0348	Per Protective Equipment	33,557	40,000	7,087	40,000	40,000	36,430	
0350	Training Supplies	1,018	2,000	1,380	2,000	2,000	2,000	
	Supplies & Materials	**87,333**	**103,900**	**46,783**	**96,110**	**102,100**	**94,700**	**(9,200)**
	OPERATIONS	**7,765,174**	**7,949,410**	**5,651,768**	**7,752,010**	**8,182,970**	**8,128,560**	**179,150**
							Percent Budget Change	**2.25%**
CAPITAL OUTLAY (2301-712)								
8108	Office Furniture & Equip	1,698	2,500	996	2,000	2,500	2,500	
8113	Communication Equipment	5,672	4,000	4,105	5,200	7,000	6,070	
8114	Computer Software Outlay	750	4,500	2,917	3,000	2,000	2,000	
8115	Computer Hardware Outlay	3,233	9,520	1,158	1,520	9,520	8,430	
8133	All Other Equipment	16,612	20,000	13,080	20,000	20,000	20,000	
8149	Household Purchases	4,696	5,000	4,242	5,000	5,000	5,000	
	Capital Outlay	**32,661**	**45,520**	**26,498**	**36,720**	**46,020**	**44,000**	**(1,520)**
	CAPITAL OUTLAY	**32,661**	**45,520**	**26,498**	**36,720**	**46,020**	**44,000**	**(1,520)**
FIRE OPERATIONS/CAPITAL OUTLAY		**7,797,835**	**7,994,930**	**5,678,266**	**7,788,730**	**8,228,990**	**8,172,560**	**177,630**
							Percent Budget Change	**2.22%**
REG SPEC OPER RESP TEAM (2314-172)								
0104	Overtime Wages	15,327	9,100	15,329	15,330	12,000	11,130	
0105	Reimbursement / Overtime	(11,666)	0	(6,795)	(6,800)	0	0	
0111	Fringes	3,265	1,900	3,201	3,210	2,840	2,840	
	Personal Services	**6,926**	**11,000**	**11,735**	**11,740**	**14,840**	**13,970**	**2,970**
0216	Maint of Operating Equip	0	500	122	500	500	500	
	Contractual Services	**0**	**500**	**122**	**500**	**500**	**500**	**0**
0320	Small Tools	134	500	119	500	500	500	
0348	Per Protective Equipment	0	250	0	250	4,000	3,040	
0350	Training Supplies	68	250	15	250	500	500	
	Supplies & Materials	**202**	**1,000**	**134**	**1,000**	**5,000**	**4,040**	**3,040**
8133	All Other Equipment	501	1,000	310	1,000	500	500	
	Capital Outlay	**501**	**1,000**	**310**	**1,000**	**500**	**500**	**(500)**
	REG SPEC OPER RESP TEAM	**7,629**	**13,500**	**12,301**	**14,240**	**20,840**	**19,010**	**5,510**
							Percent Budget Change	**40.81%**

CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2017

ACCOUNT #	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 BUDGET	2016 YTD (9 MONTHS)	2017 ESTIMATE	2017 DEPT REQUEST	2017 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	500	0	0	500	500	
0206	Advertising & Publication	2,500	2,500	555	560	2,500	2,500	
0236	Outside Services	1,758	3,800	7,486	7,490	5,000	5,000	
0261	Misc Expenditures	395	500	406	500	500	500	
	Contractual Services	**4,653**	**7,300**	**8,447**	**8,550**	**8,500**	**8,500**	**1,200**
	JOINT FIRE COMMISSION	**4,653**	**7,300**	**8,447**	**8,550**	**8,500**	**8,500**	**1,200**
							Percent Budget Change	**16.44%**
SPECIAL RESERVES & ESCROW (2326-712)								
0101	Salaries	0	0	0	0	7,490	5,620	
0110	Health Insurance	0	0	0	0	44,130	44,130	
0111	Fringes	0	0	0	0	1,870	1,400	
		0	**0**	**0**	**0**	**53,490**	**51,150**	**51,150**
							Percent Budget Change	**0.00%**
WATER RESCUE SERVICES (2479-712)								
0104	Overtime Wages	14,000	5,000	6,420	6,420	10,000	8,100	
0105	Reimbursement / Overtime	0	0	0	0	0	0	
0111	Fringes	2,831	1,270	1,597	1,600	2,360	2,360	
0115	Schools/Seminars/Training	953	1,480	377	1,480	4,000	4,000	
0118	License Renewal	0	0	0	310	0	0	
	Personal Services	**17,784**	**7,750**	**8,394**	**9,810**	**16,360**	**14,460**	**6,710**
0207	Dues & Memberships	0	0	305	600	0	0	
0209	Maintenance of PPE/SCBA	0	0	0	0	2,000	2,000	
0215	Maint of Radio Equipment	1,066	1,000	562	600	1,000	1,000	
0216	Maint of Operating Equip	369	1,500	2,503	2,510	1,500	1,500	
0261	Misc Expenditures	83	0	0	0	0	0	
	Contractual Services	**1,518**	**2,500**	**3,370**	**3,710**	**4,500**	**4,500**	**2,000**
0333	All Other Supplies	0	500	18	500	500	500	
0344	Small Equipment	0	0	0	0	2,000	2,000	
0348	Per Protective Equipment	0	0	0	0	3,500	3,500	
	Supplies & Materials	**0**	**500**	**18**	**500**	**6,000**	**6,000**	**5,500**
8113	Communication Equipment	0	1,650	0	0	600	600	
8133	All Other Equipment	423	1,650	0	0	1,650	1,650	
	Capital Outlay	**423**	**3,300**	**0**	**0**	**2,250**	**2,250**	**(1,050)**
	WATER RESCUE SERVICES	**19,725**	**14,050**	**11,782**	**14,020**	**29,110**	**27,210**	**13,160**
							Percent Budget Change	**93.67%**
FIRE DEPARTMENT		**7,829,842**	**8,029,780**	**5,710,796**	**7,825,540**	**8,340,930**	**8,278,430**	**248,650**
							Percent Budget Change	**3.10%**
REVENUES								
	Boat Launch Fee	0	0	0	0	2,400	2,400	
	Interest on Investments	3,381	0	5,076	7,000	7,000	7,000	
	P-Card Rebate	956	0	3,208	3,210	3,500	3,500	
	Sale of Equipment	0	0	1,467	1,470	2,000	2,000	
	Consumable Supplies	0	0	0	280	500	500	
	Revenues	4,337	0	9,751	11,960	15,400	15,400	**15,400**
							Percent Budget Change	**100.00%**
NET FIRE DEPARTMENT		**7,825,505**	**8,029,780**	**5,701,045**	**7,813,580**	**8,325,530**	**8,263,030**	

CITY OF NEENAH
2017 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
Program: Public Safety	**Submitted by:** Kevin Kloehn

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
	CAPITAL OUTLAY		
8108	Office Furniture & Equipment To replace old office/living furniture as necessary for the four stations. This remains the same as the 2016 budget. Total projected cost $2,500.	$2,500	$2,500
8113	Communication Equipment Monies are used fund the annual MDC warranty, monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of $3,000 for this line item as it was underfunded by previous Administration. Total projected cost is $7,000.	$7,000	$7,000
8114	Computer Software Outlay Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is $2,000.	$2,000	$2,000
8115	Computer Hardware Outlay To replace computers in 2016 upon failure or based on Neenah IS's recommendation and to fund the sequel server change over for Firehouse records management system. This project was to be done in 2016 but has been pushed back to 2017. Total projected cost $9,520.	$9,520	$9,520
		$20,000	$20,000
8133	All Other Equipment These monies are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment, Total projected cost $20,000.		
8149	Household Purchases This is requested by the Joint Finance & Personnel Committee to budget purchases, and repairs, that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Total projected cost is $5,000.	$5,000	$5,000

CITY OF NEENAH REQUEST FOR 2017 OPERATING BUDGET SUPPLEMENTARY DETAIL SHEET FOR STAFFING AND SALARIES	**Department/Office:** Neenah-Menasha Fire Rescue	**Budget:** Fire Department Operations
	Program: Public Safety	**Submitted by:** Kevin Kloehn

	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved	Current	Requested
POSITION TITLE	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.	Budget for 2016	Estimate for 2016	For 2017
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	$92,960	$96,320	$94,000
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	81,600	81,370	81,770
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	81,720	81,330	81,730
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	70,550	70,830	71,070
Office Manager	Grade H3	1.00	Grade H3	1.00	43,300	45,470	45,710
Fire Officers	72,526 - 74,339	15.00	74,339 - 76,209	15.00	1,152,480	1,156,880	1,195,470
Mechanics	70,199 - 74,339	4.00	71,954 - 76,209	4.00	297,780	302,980	313,280
Assistant Inspectors	68,829 - 70,550	6.00	70,550 - 72,324	6.00	435,980	436,180	450,860
Shift Commanders	75,239 - 77,120	3.00	77,120 - 79,060	3.00	240,470	217,760	248,590
Drivers	67,653 - 69,344	12.00	69,344 - 71,088	12.00	860,080	860,300	888,460
Fire Fighters	42,372 - 66,959	23.00	43,431 - 68,643	23.00	1,486,790	1,490,900	1,546,120
Subtotal		68.00		68.00	$4,843,710	$4,840,320	$5,017,060
OTHER COMPENSATION							
Work in Other Classification	-		-		22,000	30,700	30,000
First Responders Pay	-		-		39,120	39,120	39,120
Accrued Wages	-		-		25,960	25,520	13,000
OVERTIME	-		-				
Operating Overtime	-		-		120,000	126,400	167,000
Special OPER Overtime	-		-		9,100	15,330	12,000
Diving Rescue Program	-		-		5,000	6,420	10,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	$5,111,890	$5,130,810	$5,335,180

Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/15

Item No.	Formula Item		Total	Proportionate Share	20% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	Population-Neenah	*	25,871	59.47%	0.25	0.1487	
	Population-Menasha	*	17,633	40.53%	0.25		0.1013
	Population as of 1/1/15		43,504	100.00%			
2.	Equalized Value (w/TIF)-Neenah	*	1,933,055,000	64.80%	0.25	0.1620	
	Equalized Value (w/TIF)-Menasha	*	1,049,949,230	35.20%	0.25		0.0880
	Equalized Value as of 1/1/15		2,983,004,230	100.00%			
3.	Service Calls-Neenah	*	1,406	57.58%	0.25	0.1439	
	Service Calls-Menasha	*	1,036	42.42%	0.25		0.1061
	Service Calls during 2015		2,442	100.00%			
4.	Square Miles-Neenah	*	9.60	55.30%	0.25	0.1382	
	Square Miles-Menasha	*	7.76	44.70%	0.25		0.1118
	Square Miles as of 12/31/15		17.36	100.00%			
	Total Proposed Cost Distribution Formula - 2015 Factor for 2017 Budget					**0.5929**	**0.4071**

a Menasha - Equalized Value

Equalized Value	1,010,047,700
UW-Fox Valley	39,901,530
	1,049,949,230

b Menasha service calls include 107 automatic aid calls by NMFR into the City of Appleton. 8 mutual aid calls to other jurisdictions were split Neenah - 5 and Menasha - 3. City of Appleton made 107 calls into the City of Menasha.

c Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2015.