



City of
Neenah
Wisconsin

2022 Operating and Capital Improvements Budget





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DEAN R. KAUFERT
Mayor

October 21, 2021

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 my seventh budget, the 2022 Operating and Capital Improvement Budget.

While things do not seem to get any easier when putting this document together I believe this proposal will keep us on track to continue to provide quality services to our residents and meet the challenges ahead with planning for our future. The difficulty to stay within levy limits, expenditure restraint and, spending constraints and keep tax increases to a minimum cannot be overstated.

While we still are dealing with COVID-19 and the recent variant the task of running the city and providing the core services necessary to continue operations is imperative. I can honestly say that the last 18 months has been difficult in so many ways to residents, family, friends and me personally. Dealing with the daily impacts of this pandemic has taken its toll on everyone and changed many of our lives and priorities. The impact from the COVID-19 pandemic has created more uncertainty than ever before. Developing this document has taken me down many paths and my decisions have been difficult. However, I believe they will help continue the tremendous progress this community is seeing in so many areas. While we are moving forward and providing our citizens with the necessary tools to succeed we must remain cautious in the near term until we know the total impact from this pandemic or when we will be back to our new normal. I continue to pray for our community and nation but most importantly the hope for good health of my family and our residents.

All anyone has to do is look around and see the many positive changes taking place throughout our community. You can look in any direction, north, south, east and west; in all areas of the city, good things are happening and making a difference in our lives. So with a goal of continuing to move forward with initiatives that are going to payback dividends to our residents; I want us to continue our practices of fiscal responsibility while delivering services that our constituents support and deserve. We should be proud of where we have been and look forward to our future here.

In my opinion, the State needs to recognize the increased costs to communities to operate and provide Public Safety and the Core services for our residents. Local government and communities are the engine that drives economic development in the region and state. While I support and understand the reason for levy limits, the state needs to reassess and update to make sure municipalities can continue to meet the tremendous challenges within an operating budget due to relative flat increases in shared revenue aid. At a time where the state had over \$4.2 billion in unanticipated revenues in their budget few additional dollars came back to cities to help with the increased costs of providing the services necessary for communities to grow. After many years of declining state support, Neenah's revenues from the state grew slightly with General Transportation Aids (\$47,000 or a 4.26% increase, and Expenditure Restraint (\$21,000) or a 4.5% increase. The allowable levy increase that is tied to our net new construction growth increased by only \$77,000 even with growth of \$22.1 million dollars.

Despite all of these challenges, I'm very proud to provide a document that will provide outstanding quality services to our residents.

Revenue loss from the impact of the Coronavirus on businesses and families have been devastating to some and the city also has seen similar results in many areas.

While the State continues to see overall growth in the economy through Corporate and Sales Tax collections we have seen decreases in numerous budget lines. This year we will receive \$2,060,530 in shared revenue and expenditure restraint payments from the State. Increases to the School Aid Formula, along with Medical Assistance needs continue to be priorities; leaving communities searching for ways to do more with less. And because of this, we must take action now to lay the groundwork to insure necessary services like police and fire emergency services, will have the necessary funding to serve and protect us. The Federal ARPA dollars will help give us that relief for the near future and will allow the City to find ways to give back to the community with these one-time funds. These funds that must be spent wisely to get the most payback for our residents today and down the road.

American Recovery Plan Act (ARPA)

As we discussed in recent months, the City of Neenah was very fortunate, as a CDBG entitlement city, to receive a much higher allotment of American Recovery Plan Act (ARPA) funds than what is typical for a community of our size. In recent weeks we also discussed that the city finds itself in an advantageous position because of our ability to access the entire \$5.55 million allotment by using the "Revenue Replacement" provision under the ARPA legislation. Capturing the funds under that provision allows the City much broader latitude and substantially increases the number of purposes for which the funds can ultimately be expended. This includes the ability to use the funds to assist in funding ongoing public safety operating costs.

Taking all of this into consideration, my recommendation for the use of City ARPA funds includes allocating approximately 70% of the funds (\$4.0 million) to assist in funding ongoing public safety operating costs. The City would then still have the remaining 30% (\$1.55 million) available for special projects and initiatives. These dollars could be used in

many ways to help the community including non-profits or for projects that have been on the shelf for some time now due to a lack of resources. One of those initiatives I would propose is allocating dollars to finally bringing a Senior Center / Community Center to our community. I would propose we look into partnering with an organization to accomplish this long overdue need. I have also asked the council to utilize \$50,000 of the ARPA funds for Arrowhead Park Fiber replacing general purpose borrowing. In the initial justification for these funds Congress cited broadband as a potential use of these funds. In addition I propose to use \$300,000 of ARPA funds for the completion of the fountain at Shattuck Park. We continue to seek out philanthropists or organizations that would be willing to help defray the costs but believe this is an appropriate funding source if necessary. That would leave approximately \$1.25 mil for the Council to allocate at a later date.

Under this proposal, 2022 would be the first year of a three year plan to earmark approximately \$1.3 million of ARPA funds per year to assist in funding ongoing public safety operating costs.

In order to not have the City become dependent on a revenue source that will eventually no longer be available, I am also recommending the City defer the use of various Fund Transfers and Application of Fund Balance over that same three year period that also total approximately \$1.3 million. With this approach, the City would directly fund \$1.3 million of public safety operating costs using ARPA funds in each of the next three years. By doing so, the City would then essentially postpone the need for these Fund Transfers for the next three years. By not depleting additional dollars over the next three year period, this, in turn, will help these various Funds maintain their integrity and viability. Once the ARPA funding earmarked for this purpose has been exhausted, the affected Funds would then be in a healthier position financially for the City to again apply these Fund Transfers to assist in funding General Fund operations.

With that being said I'm proud to inform you this budget proposal meets all the requirements for the state levy limit and expenditure restraint requirements (ERP). While these constraints hinder our ability to add additional employees or programming due to fixed costs like salaries, benefits and health insurance. I have included one additional sworn Police Officer to focus on Traffic Patrol throughout the community as calls for service have increased and traffic enforcement has suffered. Other positions were requested but were denied even though strong arguments were made for them. We will continue to provide the current level of services.

In the end, my preference is to create a budget that will continue to provide a path to maintain fiscal discipline, while providing a great quality of living for our residents. This document will continue to make sound decisions with spending while laying the groundwork for future economic development within our community. We have ongoing buildings and construction projects that will increase tax base and more jobs for our citizens. Because 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 investing in initiatives to further growth is important. Our market value of the community, as determined by the State, has grown. This year our equalized value growth as determined by the State was \$106,970,300, an increase of 4.38%.

My principles that guide me in putting this document forward have not changed.

1. Our staff and employees are excellent and an integral part of our organization. We utilize both our staff and Council to review and reorganize tasks to find alternative methods to improve services to our citizens.
2. Keeping the property tax levy for city purposes below the amount allowed by the state limit.
3. Keep rates for municipal fees at or below their current level whenever possible.
4. Continue to manage the City Debt load.
5. Continue to plan for the future by providing dollars for Economic Development opportunities for valuation growth.
6. Continue to invest in our roads and infrastructure needs.

These goals are in line with previous budgets and insure we stay within the levy limits, keep expenditure increases within range to qualify for expenditure rate program, improve our infrastructure and look for ways to enhance economic development opportunities to grow our tax base. I look to continue the quality of life we enjoy here in Neenah while making sure we stay within the taxpayer's ability to pay.

Because many people are still struggling to pay the bills, we worked very hard to keep any increase in property taxes minimal.

The proposed operating budget saw our department heads identify and ask for needs of just over \$27.8 million for 2022. I'm recommending a reduction from the requests of almost \$930,000 leaving a final expenditure budget of just over \$26.9 million. As stated earlier, the City is allowed to increase the tax levy to support the operating budget by about \$75,000. In addition, the City also has \$46,470 of unused levy limit available from previous years. After not applying either of those options for the 2021 budget, I have decided it necessary to incorporate both options for 2022. In addition, the 2022 tax levy increases under my influence that will affect property taxpayers will also include: 1). A Joint Fire/Rescue levy limit exemption of \$145,000 and 2). A Debt Service Levy increase of \$200,000. The tax levy to support TIF districts within the City is a direct result of State equalized value calculations and is not within the control of the City or its elected officials. All told, the final proposed levy (after TIF) is just over \$20 million, an increase of \$321,800, or 1.63%.

As proposed, the final estimated assessed tax rate (pending final assessed value numbers) is proposed to increase 1.71% for property owners. That translates to a tax rate of \$8.5396 per \$1,000 of assessed valuation, a \$.144 (14.4 cents) increase, or \$14.40 for every \$100,000 of assessed property value. Keep in mind that changes to the estimated final assessed value numbers could change these amounts slightly either up or down.

Based upon notice from our health care provider, the City is budgeting a 5% increase amounting to approximately a \$200,000 increase over last year's expenditure for employee health care in all City funds. Our relationship with Robin Health will also have us change our provider for the

clinic to ThedaCare. The Health Care Clinic for employees continues to see increases in utilization and helps keep costs down.

While the economy and job opportunities are excellent, uncertainty with supply chain for materials continue and labor costs continue to escalate due to market forces and demand. Inflation and price of materials is seeing our costs to do projects rise by an average of 20% in projects. For those reasons keeping taxes and fee increases to a minimum in this environment needs to continue.

In the Capital Projects portion of this document this year the original requests from departments were \$23,522,640 million. I lowered that by about \$7.6 million to \$15.8 million in total capital spending. To help fund those projects, I have proposed borrowing \$15.5 million.

With the escalating costs due to increasing labor and supplies keeping up with maintenance of roads, buildings, equipment and infrastructure is challenging. Similar to other years I will be proposing to redo 8 roads within the city at a cost of about \$2.3 million. Waiting will only end up costing us more dollars.

The good news is that at the end of 2021 our General Obligation debt load as a percent of the statutory limit will be 46.9%, which is still down from 51.8% when I was first elected Mayor. Our total debt including Storm Water Revenue and CDA Lease Revenue Bonds has decreased from 76.8% down to 59.3 % in the same time frame.

Work is progressing in TIF 8 on two high value private investments to the district, a mixed use / multi-family development with a combined value of just over \$19.2 million. “The Plaza”, a gift from a group headed up by John Bergstrom of a beautiful ice skating facility and community gathering spot will open soon and will be a regional attraction that will bring more visitors to the downtown area.

In TIF 10, I’m recommending \$100,000 in additional dollars for land assemblage for parking, redevelopment or project assistance. And in TIF 11, \$775,000 which will be used for utility, pedestrian trail and street improvements for the Hwy JJ and Pendleton Road Roundabout construction with Winnebago County.

While the Covid pandemic brought less stress on parking needs, the need will only be greater in the near future when all employees return to work in the downtown. Visitors to the new skating rink, ThedaCare moving into the towers and companies expressing the need to hire more employees will further the need for a parking structure. While we are close to securing a site, the timetable is still uncertain. Consequently, I have taken \$5 million out of this document and will propose a separate borrowing at the time of construction to help stabilize our regular yearly borrowing. I have included \$500,000 in TIF 10 to begin the design and engineering of a new parking ramp when a site is identified.

With large projects being proposed we need to prioritize our borrowing. Thus, I will ask that we push back new work on Arrowhead Park. However planning and design dollars of \$180,000 will

remain but construction will be pushed back a year. We still have over \$2 million dollars in unspent funds from prior years' work that still needs to be completed. I also have included a small upgrade to Island Park with matching dollars from the Senator Ellis Charitable Fund that will be used to enhance that underutilized park. I propose to rename the park in his honor for all his contributions to the community he grew up in and served as Alderman, State Assemblyman and State Senator.

Some additional dollars to complete the new dog park are also included along with an upgrade to Fresh Air Park Roadway.

A commitment to continue to upgrade equipment and facilities is ongoing and necessary. A new Automated Solid Waste Refuse Truck is in this proposal, a leaf picker and various other trucks and tractors are necessary to provide quality services.

Our public safety departments continue to see an increase in calls for service and respond to situations that make a difference in people's lives. 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 included the necessary dollars for the Police Department addition and upgrades of \$5.5 million dollars to meet the needs of the department. Our officers are providing service that excels to our community. N-M Fire Rescue is a shining star in responding daily for EMS services protecting our homes and businesses when needed. Knowing that we have a highly trained department prepared to do what is necessary to protect property and lives is comforting for our community. Mayor Merkes and I are proposing \$409,000 for a new fire truck to continue our replacement cycle.

I promised an aggressive road improvement schedule. While I have moved one project back a year (Bergstrom Road) we will continue to spend over \$6.9 million (including Sanitary Sewer, Storm and Water) next year on our road projects. Road construction is never pretty and the best comment is when it is done, everyone is usually pleased. I have proposed eight road projects in 2022 including the sanitary portion of Commercial Street (Stanley – Wright) to prepare for the total reconstruction in a few years.

Regarding recycling, due to some proposed funding adjustments, the annual recycling fee is proposed to decrease \$3 from \$40 to \$37 next year.

Technology and IS services will have dollars to continue Smart Cities initiatives throughout the community, which will help provide better services. I have also proposed moving GIS from its current location to Community Development where it is better suited to help plan for the future.

Continuing our commitment to LEAN practices will continue to find ways to be more efficient in processes throughout our work areas. We will continue to fund one or two employees in the Leadership Fox Cities program in 2022.

Making sure we stay competitive in the marketplace and within our peers for wages and benefits is important. The market is driving wages up significantly thus I will propose a salary study in


2022. The budget provides for an average of approximately 3.25 % wage increase depending upon employee performance reviews. We have made great strides in improving our salary structure so we are competitive in order to retain a quality workforce. In addition dollars have been included for a wage increase for newly elected alderman and the Mayors position. It has been eight years since the last increase and recognizing the work involved and the responsibilities with the jobs justifies a slight increase.

As always this budget proposal is a collection of my priorities as our elected leader. I try to listen to you, our elected legislative branch along with the citizens I come into daily contact with. This community is fortunate to have a group of dedicated elected leaders like yourself that strives to provide this community with quality services while being good stewards of the taxpayer's dollar. It is by no means a perfect document. 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 get to achieve similar outcomes. I welcome your input and ideas to make this document even better.

I want to especially thank Mike Easker, Deb Calabrese and Andy Kahl in the Finance Department along with my Administrative Assistant Joni Heinz 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.

This is definitely the longest budget letter in history (LOL) but necessary to provide you the best information I can. Thanks for what you do.

Respectfully Submitted,

A handwritten signature in dark ink, reading "Dean R. Kaufert". The signature is written in a cursive, flowing style with a large initial 'D'.

Dean R. Kaufert
Mayor

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City of Neenah

Wisconsin

2022

Operating and Capital Improvements Budget

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

**Submitted by
Dean R. Kaufert, Mayor**

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CITY OF NEENAH
2022 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

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CITY OF NEENAH
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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
2021 – 2022**

MAYOR

Dean R. Kaufert

PRESIDENT OF THE COUNCIL

Todd Stevenson

COUNCIL MEMBERS

Aldermanic District 1:	Cari Lendrum
Aldermanic District 1:	John Skyrms
Aldermanic District 1:	Kathie Boyette
Aldermanic District 2:	Marge Bates
Aldermanic District 2:	Tami Erickson
Aldermanic District 2:	Brian Borchardt
Aldermanic District 3:	Todd Stevenson
Aldermanic District 3:	Lee Hillstrom
Aldermanic District 3:	Jane Lang

OFFICERS

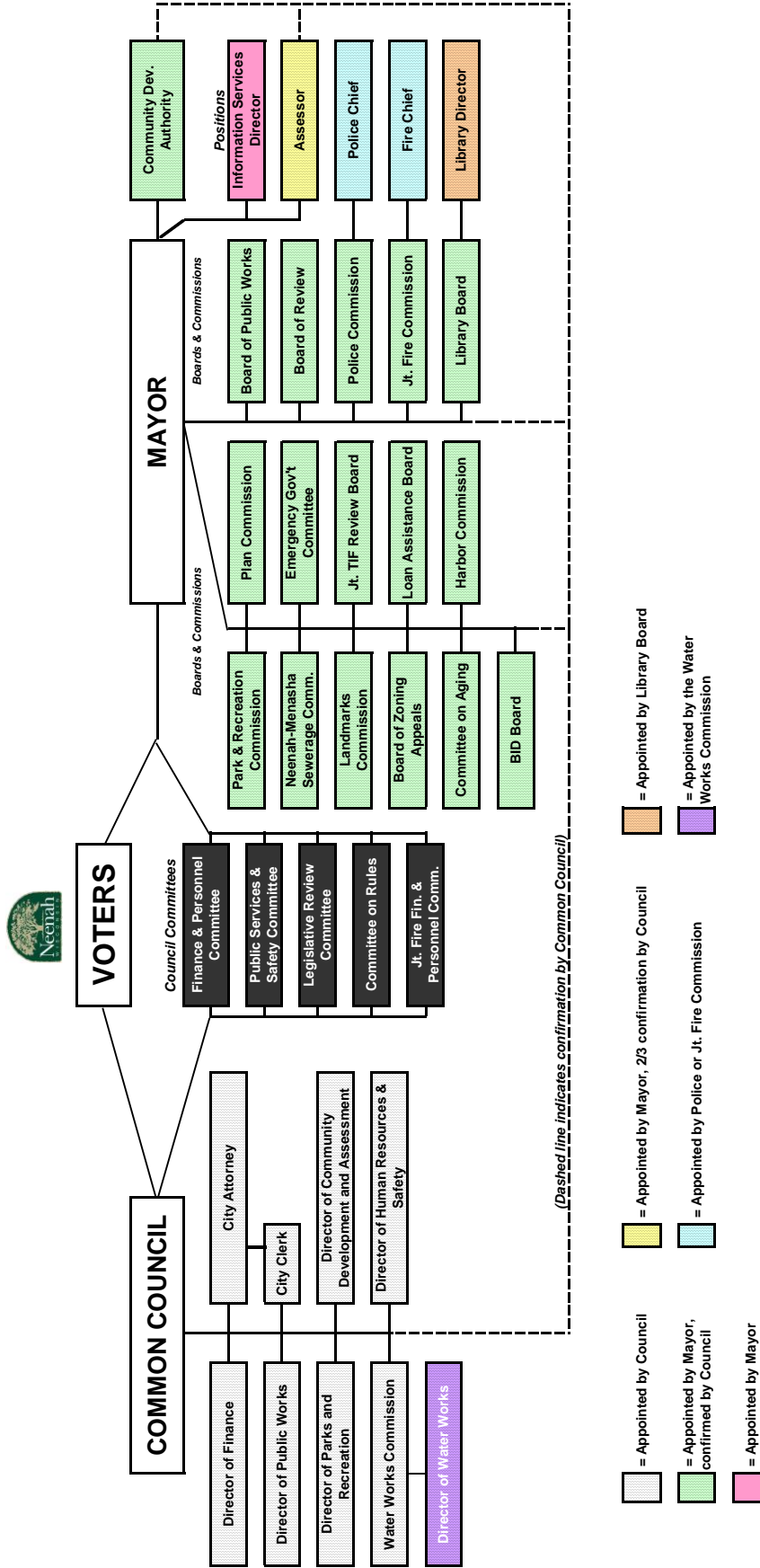
Director of Finance	Michael K. Easker
City Attorney	Adam J. Westbrook
City Clerk	Charlotte K. Nagel
Director of Human Resources and Safety	Lindsay Kehl
Police Chief	Aaron Olson
Fire Chief	Kevin Kloehn
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment	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	Anthony Mach

STANDING FINANCE AND PERSONNEL COMMITTEE

Aldersperson Tami Erickson (Chairman)
Aldersperson Kathie Boyette (Vice Chairman)
Aldersperson John Skyrms
Aldersperson Brian Borchardt
Aldersperson Todd Stevenson

STANDING PUBLIC SERVICES AND SAFETY COMMITTEE

Aldersperson Marge Bates (Chairman)
Aldersperson Jane Lang (Vice Chairman)
Aldersperson Cari Lendrum
Aldersperson Lee Hillstrom
Aldersperson Todd Stevenson





CITY OF NEENAH
2022 EXECUTIVE BUDGET
MAYOR RECOMMENDED
(w/Est. Assessed Value)

FUND	2021 Budget Tax Levy/Rate Adopted	2022 Budget Tax Levy/Rate Requested	% Increase (Decrease)	2022 Budget Tax Levy/Rate Recommended	% Increase (Decrease)
General Fund Tax Levy	\$14,012,860	\$15,443,350	10.21%	\$14,279,330	1.90%
Operating Tax Levy	\$14,012,860	\$15,443,350	10.21%	\$14,279,330	1.90%
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	\$17,222,860	\$18,653,350	8.31%	\$17,489,330	1.55%
Debt Service Fund-2016-21 Levy Increase	240,000	390,000	n/a	390,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	\$17,462,860	\$19,043,350	9.05%	\$17,879,330	2.38%
Debt Service Fund - 2022 Levy Increase	150,000	200,000	n/a	200,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	\$17,612,860	\$19,243,350	9.26%	\$18,079,330	2.65%
City Property Assessed Value (est)	2,351,400,500	2,349,459,245	-0.08%	2,349,459,245	-0.08%
Assessed Tax Rate (Before TIF)	\$7.4904	\$8.1905	9.35%	\$7.6951	2.73%
City Property Equalized Value	2,440,145,100	2,547,115,400	4.38%	2,547,115,400	4.38%
Equalized Tax Rate (Before TIF)	\$7.2180	\$7.5550	4.67%	\$7.0980	-1.66%
T.I.F. Districts Tax Levy (est)	2,128,874	2,000,000	-6.05%	1,984,206	-6.80%
Total Tax Levy (After TIF)	\$ 19,741,734	\$ 21,243,350	7.61%	\$ 20,063,536	1.63%
Assessed Tax Rate (After TIF)	\$8.3957	\$9.0418	7.70%	\$8.5396	1.71%
Equalized Tax Rate (After TIF)	\$8.0904	\$8.3402	3.09%	\$7.8770	-2.64%

NOTE: * Budget Year 2022 Levy is proposed to be reduced by the application of \$100,000 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of \$225,000 used to reduce the 2021 Budget Year Levy.

* Tax Levy amount includes a Prior Year Levy Limit Carry Forward of \$46,470 (\$46,470 available)

* Tax Levy amount includes a Joint Fire/Rescue Levy Limit Exemption of \$145,000

* Tax Levy amount is \$2,638 less than the maximum levy increase amount allowed under levy limits. That amount will then be carried forward for use in future years.

* Tax Levy for Debt Service totals \$3,800,000, a \$200,000 (5.55%) increase

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2022 GENERAL FUND BUDGET

Requested Expenditures	\$27,876,920
Requested Revenue - includes previous year's tax levy amount	26,543,870
Budget Deficit based upon Requests	\$1,333,050
<u>Mayor's Recommended Budget Adjustments</u>	
<u>Increases (Decreases) to Expenditures Requested</u>	
(b) Total General Fund Expenditure Recommended Increases (Decreases)	(927,330)
* Specific details are listed in the Mayor's comments that follow and on the individual budget summary pages.	
(a) Total General Fund Revenue Recommended Increases (Decreases)	405,720
* Specific details are listed in the Mayor's comments that follow.	
Recommended General Fund Budget Deficit	\$0

<u>Expenditure Restraint Program (ERP)</u>	
2021 General Fund Adopted	
Expenditure Budget	\$26,137,510
Estimated 2022 ERP Limit - 3.5%	1.035
2022 Gen. Fund Expenditure Limit	27,052,322
2022 Department Requested Expenditures	27,876,920
Expenditure Reductions Needed to Qualify for 2022 ERP Program	
	824,598
Expenditure Decreases Recommended by Mayor	
	(927,330)
Expenditure Decreases Recommended in Excess of Amount Needed to Qualify for 2022 ERP Program	
	(102,732)

Mayor's Recommended Revenue Budget Adjustments

Increases (Decreases) to Revenue Requested

1). Property Tax Levy Increase - Levy Limit **\$75,000**

Mayor's Comments:

Per levy limit restrictions based upon net new construction, the City maximum levy increase for its operating budget is limited to \$77,625. As such, I am recommending using \$75,000 of that amount to apply towards the 2022 operating budget, leaving \$2,625 available for levy limit carryforward to future years.

2). Property Tax Levy Increase - Levy Limit Carry Forward **46,470**

Mayor's Comments:

Per levy limit law, the City may carry forward unused levy limit from previous years for the current year budget. The City currently has \$46,470 available in previous year's unused levy limit. I am proposing to use the full amount of those funds as part of the proposed tax levy to balance the 2022 operating budget.

3). Property Tax Levy Increase - Fire/Rescue Levy Limit Exemption **145,000**

Mayor's Comments:

Per levy limit law, any municipality with a joint Fire Department is able to exempt from the levy limit the portion of their municipality's increase in fire service cost so long as the total Joint Fire/Rescue expenditure budget increase does not exceed CPI + 2%. The 2022 Fire/Rescue budget meets that standard. In addition, the exemption can only be for the municipality's increase in fire service cost that exceeds 2%. The City of Neenah increase for Fire/Rescue services for 2022 totals \$254,500, with the amount eligible for levy limit exemption totaling \$149,212. Of this eligible amount, the 2022 budget recommends the use of a Joint Fire/Rescue Levy Limit Exemption of \$145,000.

4). Use General Fund Unassigned Reserves **100,000**

Mayor's Comments:

The City ended fiscal year 2020 with a General Fund undesignated fund balance of \$5,026,480 and a total fund balance of \$5,393,892. Current estimates for 2021 indicate the City would end the year with a net expenditure less revenue deficit of \$399,820. This number excludes the budgeted application of both assigned (\$27,507) and unassigned (\$225,000) fund balance. I am recommending the use of \$100,000 of unassigned fund balance as part of the proposed 2022 General Fund budget, a decrease of \$125,000 from the \$225,000 of unassigned fund balance applied as part of the 2021 budget. The amount is also \$250,000 less than initial budget projections prior to my decision to recommend the use of \$250,000 of American Recovery Plan Act (ARPA) funds to partially offset the use of General Fund Reserves. Please see No. 7 below for a more detailed explanation.

Mayor's Recommended Revenue Budget Adjustments

General Fund Revenues (con't)

5). Library Operating Carryforward

20,000

Mayor's Comments:

State law mandates that all accumulated unspent funds that were appropriated for Library use in previous years must be specifically identified and used only for future Library purposes. Those available carry forward funds total \$68,895 as of 12/31/20. At this point, no additional funds are expected to be available from 2020 operations. \$30,000 of those funds were used to offset expenditures in the 2021 budget. I am recommending using \$20,000 of those ongoing carry forward funds to offset expenditures in the 2022 Library operating budget.

6). Fines & Forfeitures

20,000

Mayor's Comments:

As stated in the Police Department expenditure narrative, I am recommending funding one additional new patrol officer dedicated specifically to traffic enforcement. With the addition of the new traffic enforcement officer, I would assume that revenue through fines and forfeitures would increase with the increased emphasis on traffic enforcement and education will produce more revenue. While the new position is being created to deal with a perceived problem, the decision is not to generate revenue, however, the results will more than likely result increased revenue.

7). General Fund Reserves/Transfers/Use of ARPA Funds for Public Safety

Mayor's Comments:

As we discussed in recent months, the City of Neenah was very fortunate, as an CDBG entitlement city, to receive a much higher allotment of American Recovery Plan Act (ARPA) funds than what was typical for a community of our size. In recent weeks we also discussed that the City finds itself in an advantageous position because of our ability to access the entire \$5.55 million allotment by using the "Revenue Replacement" provision under ARPA legislation. Capturing the funds under that provision allows the City much broader latitude and substantially increases the number of purposes for which the funds can ultimately be expended. This includes the ability to use the funds to assist in funding ongoing public safety operating costs.

Taking all of this into consideration, my recommendation for the use of City ARPA funds includes allocating approximately 70% of the funds (\$4.0 million) to assist in funding ongoing public safety operating costs. The City would then still have the remaining 30% (\$1.55 million) available for special projects and initiatives.

Under this proposal, 2022 would be the first year of a three year plan to earmark approximately \$1.3 million of ARPA funds per year to assist in funding ongoing public safety operating costs. In order to not have the City become dependent on a revenue source that will eventually no longer be available, I am also recommending the City defer the use of various Fund Transfers and Application of Fund Balance over that same three year period that also total approximately \$1.3 million.

With this approach, the City would directly fund \$1.3 million of public safety operating costs using ARPA funds in each of the next three years. By doing so, the City would then essentially postpone the need for these Fund Transfers for the next three years. By not depleting additional dollars over the next three year period, this, in turn, will help these various Funds maintain their integrity and viability. Once the ARPA funding earmarked for this purpose has been exhausted, the affected Funds would then be in a healthier position financially for the City to again apply these Fund Transfers to assist in funding General Fund operations.

Regarding following federal guidelines on the use of ARPA funds, both City staff and our auditors Baker Tilly agree that, since the ARPA funds themselves would specifically be used to fund the "direct provision of services to citizens", using the funds in this manner would not violate the federal guidance that prohibits specifically using the funds to "replenish rainy day or other reserve funds".

Below is a summary of the recommended use of ARPA funds and postponed transfers offsets:

Use of General Fund Reserves	(250,000)	
Transfer from Benefit Accrual Fund	(265,000)	
Transfer from I/S Fund	(180,000)	
Transfer from Parking Fund	(143,560)	
Transfer from Cemetery Perpetual Care Fund	(5,000)	
Transfer from Dial-A-Ride	(5,000)	
Transfer from Compost	(5,000)	
Transfer from Industrial Development Fund	(5,000)	
Transfer from Recycling Fund	(30,000)	
Transfer from Small Business Loan Fund	(5,000)	
Transfer from Preparedness Grant Fund	(10,000)	
Transfer from Alliant Energy PILOT Fund	(247,190)	
Transfer from Developer Land Sales Fund	(100,000)	
Transfer from NMFR Fund	(50,000)	(1,300,750)
Transfer from ARPA Fund	1,300,000	

(a) Total General Fund Revenue Increases

(Decreases) Recommended

\$405,720

Mayor's Recommended Expenditure Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council

(250)

Mayor's Comments:

I am recommending a \$250 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Common Council President will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor

(500)

Mayor's Comments:

Operations

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Mayor will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Finance/Risk Management

(2,500)

Mayor's Comments:

Operations

I am recommending a \$2,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Legal and Administrative Services

(1,500)

Mayor's Comments:

Operations

I am recommending a \$1,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

(\$4,750)

Human Resources & Safety

(500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2020.

Mayor's Comments:

(40,000)

The 2022 budget includes a \$40,000 increase to Outside Services to conduct a full salary plan review that will consider the effects of both internal and external (market) conditions. Given that the review is a one-time cost that directly affects the City's wage and benefit structure, I am recommending that the cost be funded within the City's Benefit Accrual Fund.

Municipal Building

(1,500)

Mayor's Comments:

I am recommending a \$1,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Police

(35,000)

Mayor's Comments:

I am recommending a \$35,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Comments:

(20,000)

I am recommending a \$20,000 reduction in budgeted Overtime to assist in balancing the 2022 budget. The reduction would create a budget number that more closely reflects recent trends in actual Police overtime costs.

Mayor's Comments:

(238,630)

The Police Department 2022 budget included the request to add three additional staff positions. Those positions with annual costs are Police Captain (\$131,020), Investigator (\$107,610) and Traffic Enforcement Officer (\$90,830).

While the statistics and National staffing standards would suggest additional sworn personnel I am recommending funding one additional new Traffic Enforcement Officer Position in the Police Department. At a time of difficult levy limits I believe our citizens support Public Safety initiatives and funding. The position of traffic enforcement officer position will address an issue of significant concern in the community and also allow other concentrate on the increased call for service throughout the community. This position will help to educate and send a message that aggressive driving behavior will not be tolerated within our community. I have received many requests from citizens and elected positions for more patrols throughout the community.

Due to operating budget constraints I will not recommend the additional Captain position and an additional investigator position at this time that has been requested. While Neenah like many cities our size around the country is experiencing an uptick in criminal activity we are handling the complaints in a timely manner currently. We also have mutual aid agreements in place with neighboring communities to deal with major cases. After the building addition is complete, we can take another look at these positions in the future.

Joint Fire/Rescue

Recommendations as jointly directed by the Mayor's of both cities. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments:

(12,940)

City of Neenah 60.65% share of total \$21,330 of wage and fringe expenditure reductions by eliminating funding for requested new position of Career Development Specialist. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments:

(75,810)

City of Neenah 60.65% share of net total of \$125,000 of Executive Adjustments as recommended by the Mayor's of both cities. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Recommended Expenditure Budget Adjustments

General Fund Expenditures (con't)

Public Works

Mayor's Comments:

(25,000)

I am recommending a \$25,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Comments:

(50,000)

I am recommending the transfer of \$50,000 budgeted for Traffic Control-Lane Marking from the operating budget to Public Infrastructure capital budget. Rationale for the change includes the 5-10 year useful life of the work along with the annual approval of the contracted service by the Board of Public Works and Common Council, which is consistent with other street related capital projects.

Park & Recreation

(5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Celebrations/Commemorations

0

Community Development & Assessment

(1,000)

Mayor's Comments:

I am recommending a \$1,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Library

(40,000)

Mayor's Comments:

I am recommending a \$40,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Cemetery

(500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

(545,880)

Forestry

0

No changes recommended

Special Reserves & Escrow

Mayor's Comments:

This area of the budget is used to identify budget adjustments that affect multiple departments across various budget line items. My recommended changes to those various line items are as follows:

1). Health Insurance	(105,000)
2). Fringes	(30,000)
3). Electricity	(32,400)
4). Natural Gas	(4,000)
5). Water/Sewer	(5,000)
6). Internal I/S Services	(190,000)
7). Gas/Oil/Misc	(10,300)
Total Special Reserves & Escrow	(376,700)

(b) Total General Fund Expenditure Adjustments	(927,330)
Increases (Decreases)	

Total Budget Adjustments Recommended	
to Balance 2022 General Fund Budget	\$1,333,050

Budget Adjustments Recommended - Other Operating Funds

Information Systems Fund

Geographic Information Systems

(48,590) (a)

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician (\$63,590 reduction). Add \$15,000 Temporary Wages for GIS Intern. It will then reduce I/S service related fees to all City operating budgets.

Operations

(176,880)

Mayor's Comments:

Proposed funding change to prepay for five years various annual I/S service and maintenance contracts and fund those costs with borrowed funds. The change would both eliminate the expenditure from the operating budget and operating levy as well as saving almost 16% in total I/S services and maintenance contract costs over the five-year period. The net cost savings is reflected as a General Fund expenditure reduction in the Special Reserves and Escrow section. It will then reduce various I/S service related fees to all City operating budgets.

Charged to Departments in General Fund

(151,380) (a)

Charged to Departments in Other Funds

Neenah-Menasha Fire/Rescue

(18,500)

Neenah Water Utility

(5,600)

Joint Municipal Court

(1,400)

Total I/S Operating Cost Savings/Reduced Charges to City Depts.

(176,880)

Due to the funding change to prepay for five years various annual I/S service and maintenance contracts noted above, an additional \$48,620 was removed from various departmental expenditure line items related to I/S (see above). (b)

CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2013-2022

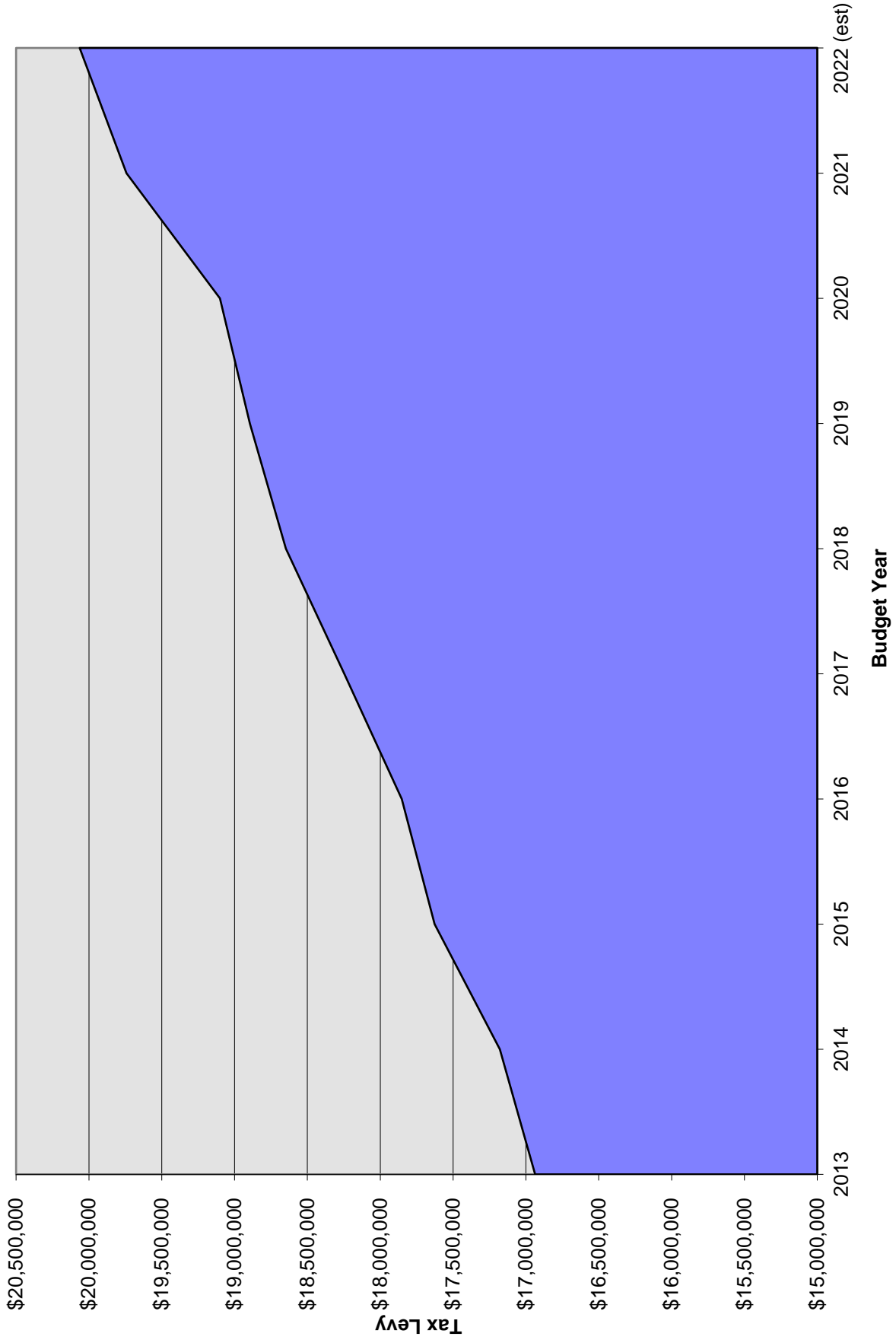
Tax Levy and Tax Rates						
Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2013	16,936,628		9.09		9.20	
2014	17,179,057	1.43%	9.04	-0.55%	9.27	0.76%
2015	17,626,503	2.60%	9.19	1.66%	9.19	-0.86%
2016	17,853,228	1.29%	9.21	0.22%	9.24	0.54%
2017	18,246,485	2.20%	9.33	1.30%	9.16	-0.87%
2018	18,647,504	2.20%	9.49	1.71%	8.90	-2.84%
2019	18,895,021	1.33%	9.63	1.48%	8.55	-3.93%
2020	19,101,052	1.09%	8.19	-14.95%	8.05	-5.85%
2021	19,741,734	3.35%	8.39	2.44%	8.09	0.50%
2022 (est)	20,063,536	1.63%	8.54	1.79%	8.09	0.00%
Average		1.35%		-1.01%		-1.45%

Assessed and Equalized Property Values					
Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2013	1,863,894,145		1,840,562,900		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	1,956,028,634	0.95%	1,991,660,100	3.03%	98.21%
2018	1,964,662,341	0.44%	2,095,284,800	5.20%	93.77%
2019	1,961,250,400	-0.17%	2,209,662,100	5.46%	88.76%
2020	2,331,327,200	18.87%	2,374,159,900	7.44%	98.20%
2021	2,351,400,500	0.86%	2,440,145,100	2.78%	96.36%
2022 (est)	2,349,459,245	-0.08%	2,547,115,400	4.38%	92.24%
Average		2.75%		3.70%	

**CITY OF NEENAH
2022 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT**

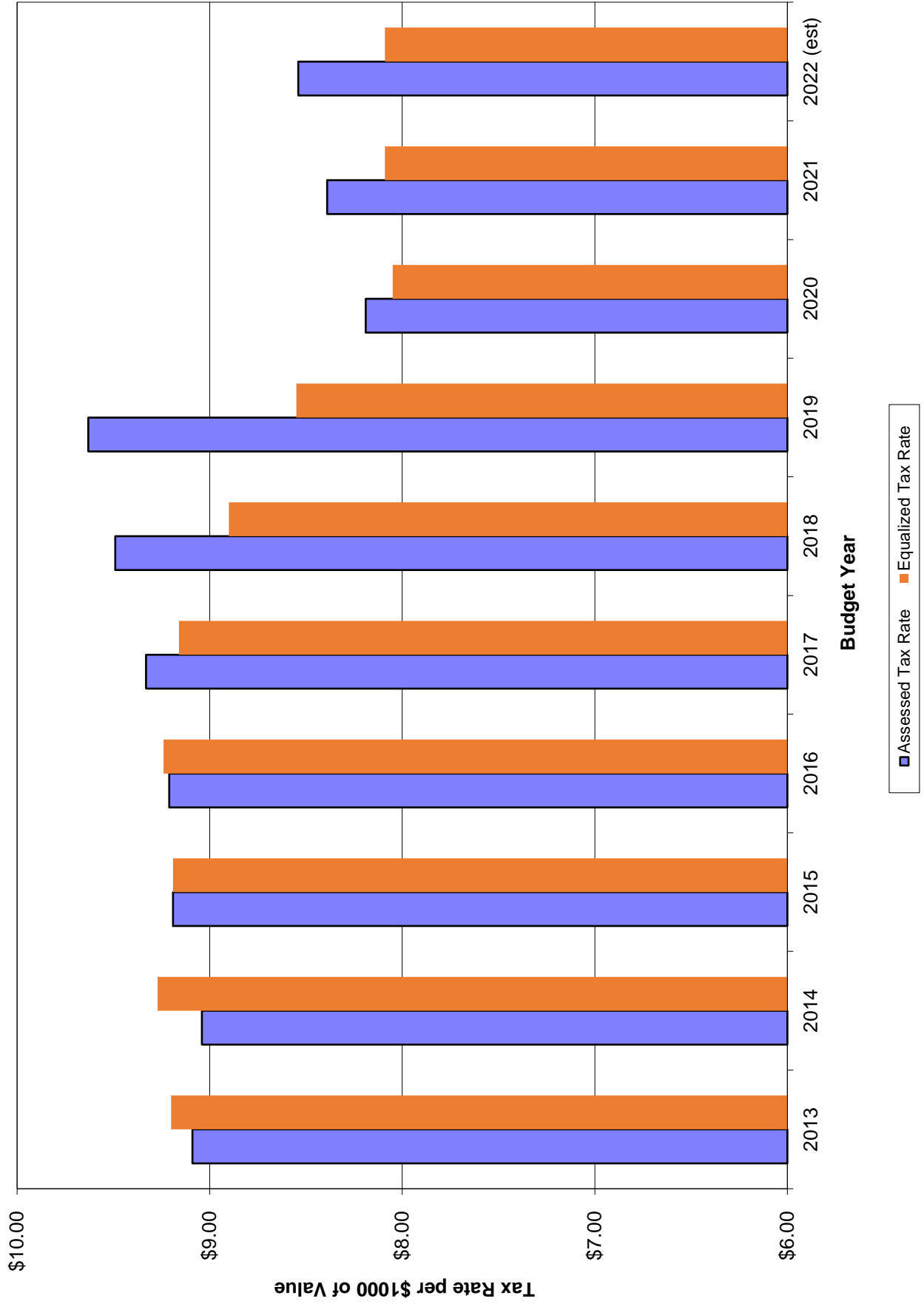
<u>Operating Budget Levy Limit Calculation</u>	<u>Tax Levy</u>	<u>%</u>
<u>2022 Budget Operating Levy Subject to Levy Limit</u>		
2021 Budget Operating Levy - actual levy (excluding unused capacity)	\$17,612,860	
Plus: 2021 Personal Property Tax State Aid	68,920	
Total 2021 Budget Operating Levy plus 2021 Personal Property Tax State Aid	17,681,780	
Less: 2021 Budget Levy for Debt Service on debt authorized after 7/1/05	(234,000)	
Total 2021 Budget Operating Levy Subject to Levy Limit	17,447,780	\$17,447,780
Allowable Budget Levy % Increase for 2022	0.905%	
	17,605,682	
2022 Budget Operating Levy Increase Allowed Due To Levy Limit-Before PP Tax Aid	157,902	
Less: 2022 Personal Property Tax Aid (EST)	(80,890)	
2022 Budget Operating Levy Increase Allowed Due To Levy Limit-After PP Tax Aid	77,012	
2022 Budget Total Operating Levy Allowed by Levy Limit (Before Adjustments)	17,524,792	0.44%
2022 Budget Total Operating Levy - Mayor Recommended (Before Adjustments) (EST)	18,079,330	3.62%
2022 Budget Total Operating Levy Recommended Below Levy Limit (Before Adjustments)	(554,538)	
<u>Adjustments to Levy Limit - Current Year</u>		
2022 Budget Total Operating Levy Allowed by Levy Limit (Before Adjustments)	17,524,792	
<u>Adjustments</u>		
2022 Budget Levy - For increase in charges assessed by a joint fire department	145,000	
2022 Budget Levy - Unused Levy Carryforward	46,470	
2022 Budget Levy Increase for Debt Service for Debt Authorized After July 1, 2005.	365,700	
2022 Budget Total Operating Levy Allowed by Levy Limit (After Adjustments)	\$18,081,962	
2022 Budget Total Operating Levy Recommended Subject to Levy Limit (After Adjustments)	18,079,330	
2022 Budget Total Operating Levy Recommended Below Levy Limit (After Adjustments)	\$2,632	
<u>* Previous Year's Unused Levy Limit Adjustment</u>		
Previous Year's Allowable Levy	\$17,659,344	
Previous Year's Actual Levy	17,612,868	
Previous Year's Unused Levy Limit	46,476	
Previous Year's Actual Levy	17,612,868	x
		1.50%
	264,193	
Allowable Operating Levy Limit Unused Levy (lesser of lines above)	46,476	
Mayor's Recommended Use of Unused Levy Limit	46,470	
Allowable Previous Year Unused Levy Limit Still Available	6	
2022 Budget Total Operating Levy Recommended Below Levy Limit (After Adjustments)	2,632	
Total Unused Levy Limit Available for Future Years	\$2,638	

CITY OF NEENAH
Total Annual Tax Levy
Budget Years 2013-2022

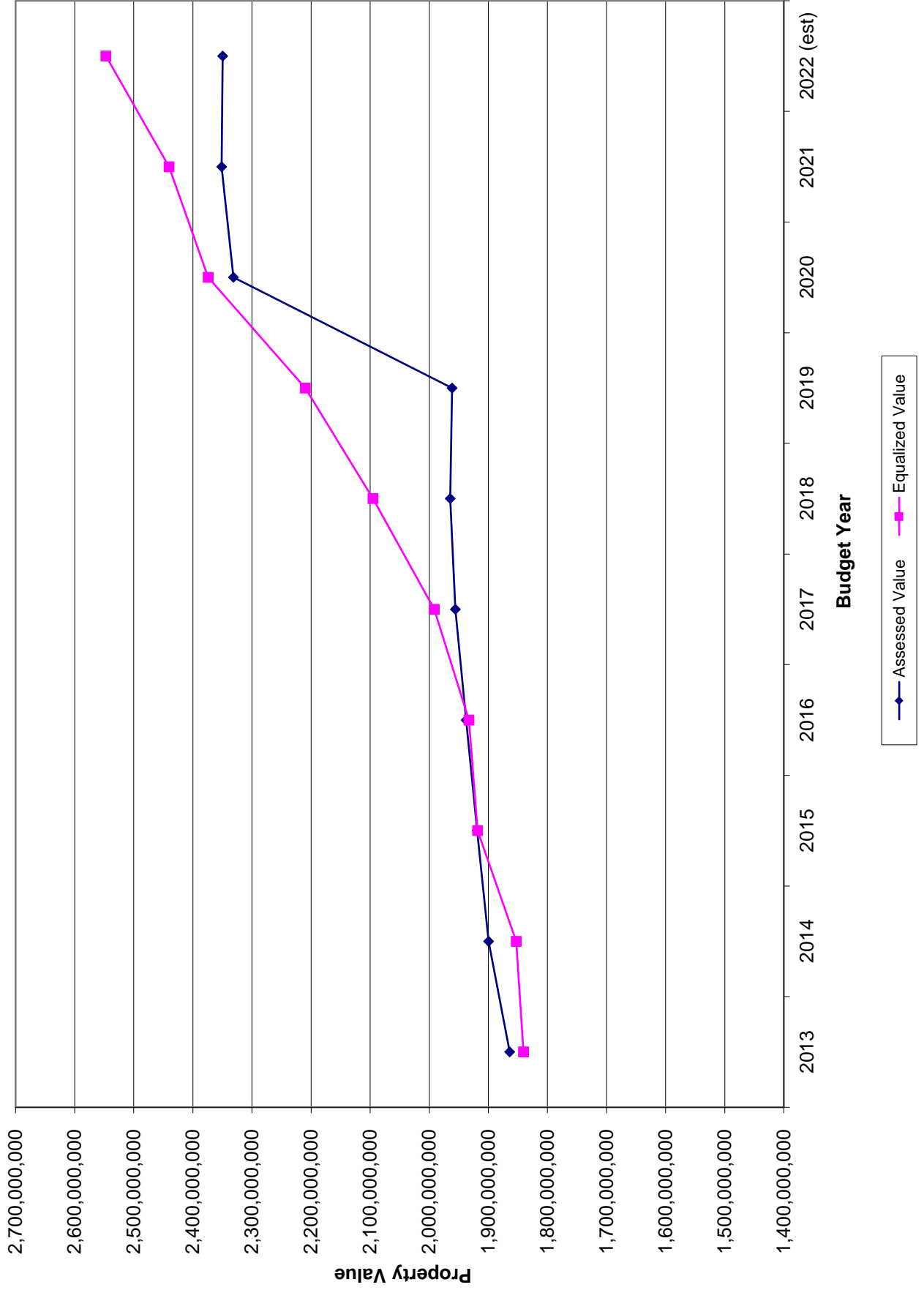




CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2013-2022

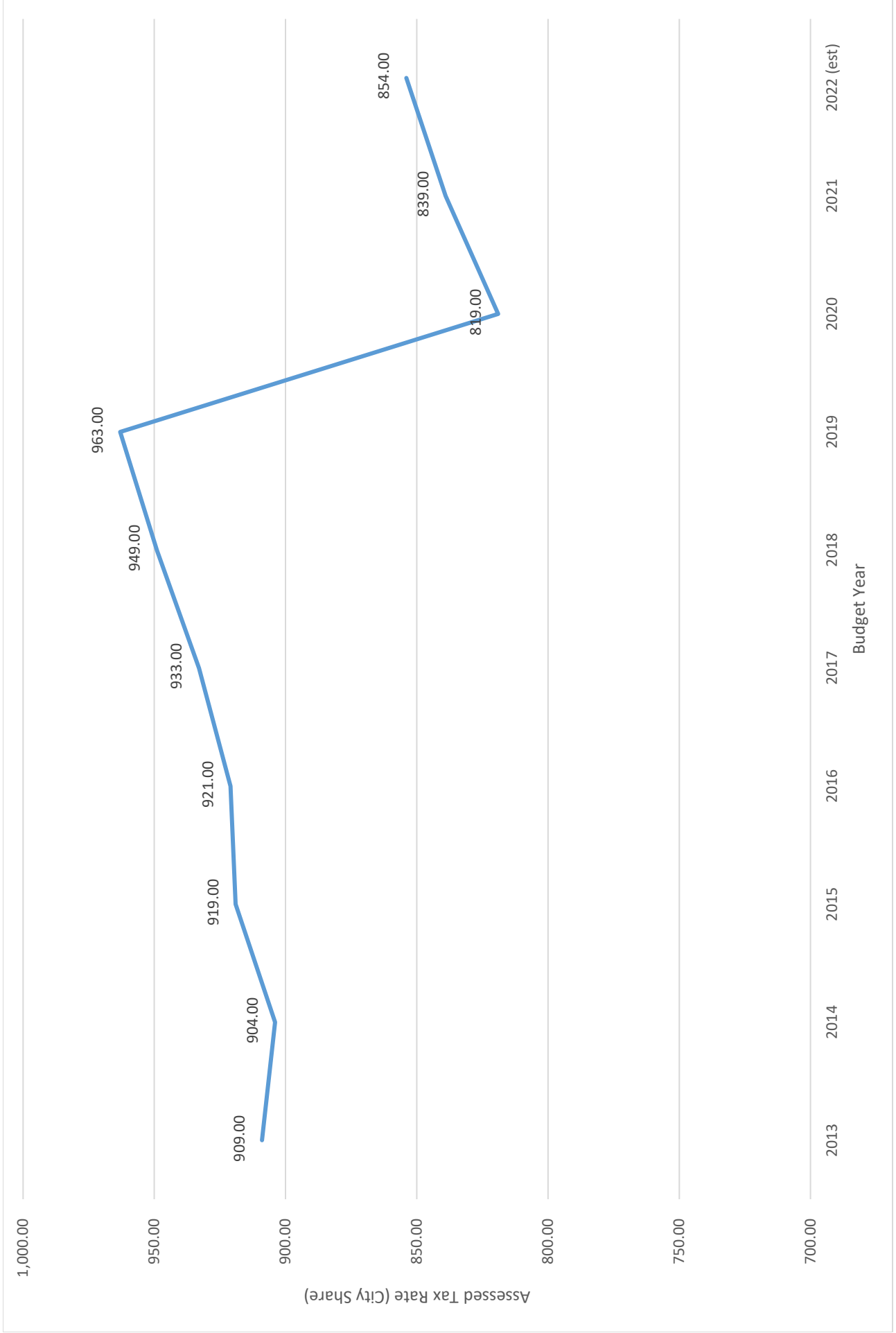


CITY OF NEENAH **Comparison of Assessed and Equalized Values** **Budget Years 2013-2022**





CITY OF NEENAH
Property Taxes on \$100,000 of Assessed Value
Budget Years 2013-2022



CITY OF NEENAH
SCHEDULE OF ALL STATE AID PAYMENTS
2013-2022



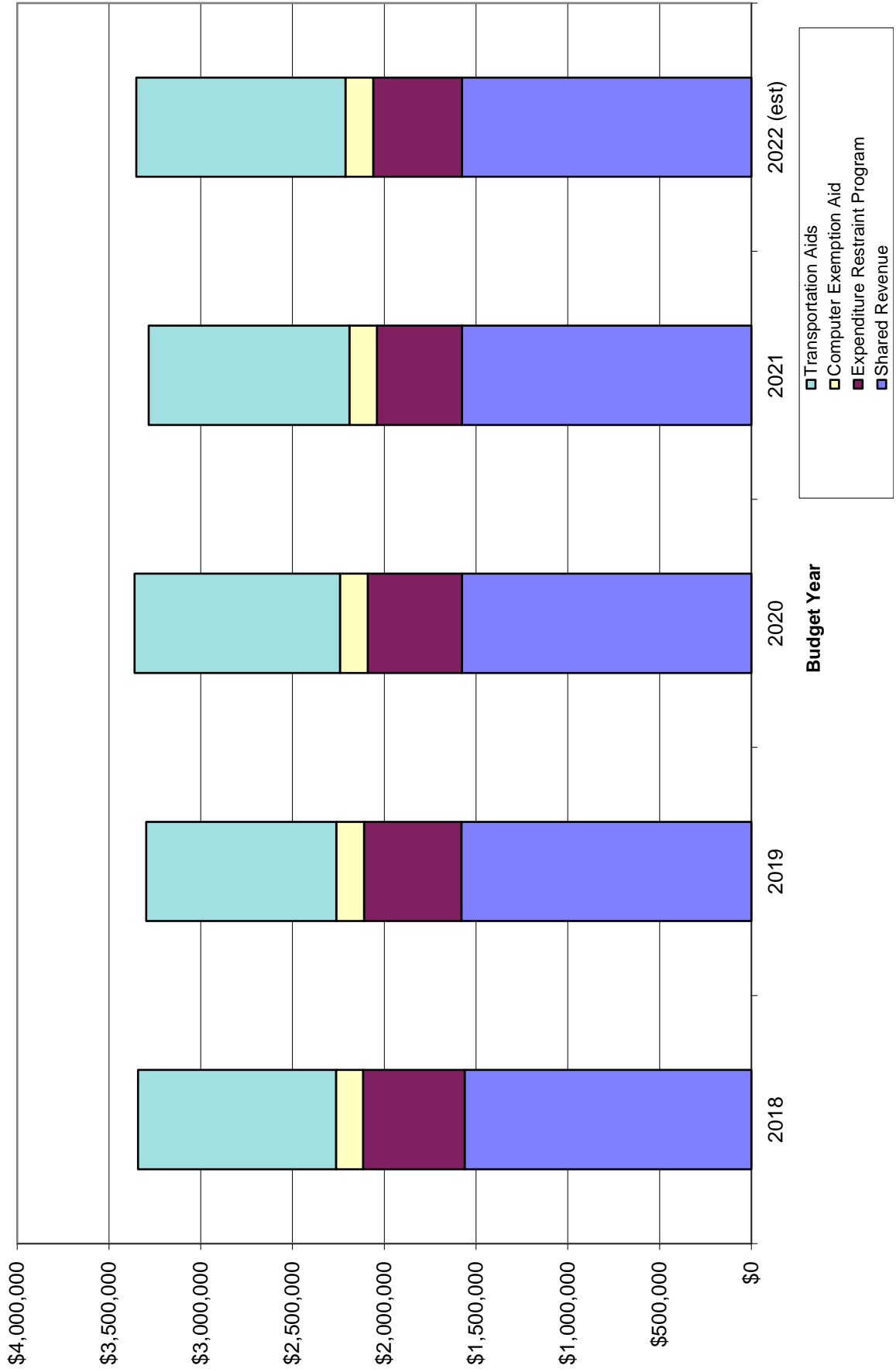
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
State Shared Revenue	\$ 1,524,920	\$ 1,524,930	\$ 1,526,500	\$1,520,500	\$1,524,360
Expenditure Restraint Program	561,070	561,740	556,250	544,830	566,880
Computer Exemption Aid	157,950	131,850	119,700	167,110	144,880
Transportation Aids	1,091,800	1,119,500	1,064,830	1,038,930	1,058,480
Total State Aid Payments	\$ 3,335,740	\$ 3,338,020	\$ 3,267,280	\$ 3,271,370	\$3,294,600

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022 (est)</u>	<u>Ten-Year \$ Increase (Decrease)</u>	<u>Ten-Year % Increase (Decrease)</u>
State Shared Revenue	\$1,562,614	\$1,580,010	\$1,577,290	\$1,576,660	\$1,576,630	51,710	3.39%
Expenditure Restraint Program	553,680	530,670	513,160	462,970	483,900	(77,170)	-13.75%
Computer Exemption Aid	147,020	150,580	150,580	150,580	150,580	(7,370)	-4.67%
Transportation Aids	1,078,260	1,036,080	1,120,130	1,093,610	1,140,220	48,420	4.43%
Total State Aid Payments	\$3,341,574	\$3,297,340	\$3,361,160	\$3,283,820	\$3,351,330	\$15,590	0.47%

* Excludes payments for the State Personal Property Exemption Credit that began in 2019. Per State Levy Limit mandate, the amount of the payment reduces the City's levy limit dollar-for-dollar, thereby making it revenue neutral to the City.



CITY OF NEENAH
Schedule of All State Aid Payments
2018-2022



**CITY OF NEENAH
2022 RECOMMENDED BUDGET
ALL FUNDS SUMMARY**

OPERATIONS/UTILITIES

<u>Funds</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Request</u>	<u>2022 Proposed</u>	<u>Budget Change</u>
<u>General Fund</u>						
Total Expenditures	\$ 25,058,154	\$ 26,165,017	\$ 26,171,980	\$ 27,876,920	\$ 26,949,590	3.00%
<u>Special Revenue Funds (Excludes TIF Special Revenue Fund/Developer Land Fund/Alliant Energy Payment Fund)</u>						
Total Expenditures	1,108,681	1,560,968	1,662,197	2,666,080	2,637,130	68.94%
<u>Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)</u>						
Total Expenditures	10,093,667	10,932,493	10,932,493	10,941,410	10,941,410	0.08%
<u>Capital Project Funds (Excludes Utilities and Internal Transfers)</u>						
Total Expenditures	6,622,854	8,998,430	8,998,430	20,863,640	13,411,190	49.04%
<u>Enterprise Funds (Includes Capital/Depreciation - Excludes Sanitary/Storm Debt Service)</u>						
Total Expenses	16,207,958	17,141,740	17,465,550	17,084,600	16,731,040	-2.40%
<u>Trust Funds</u>						
Total Expenditures	21,725	23,500	28,500	18,500	18,500	-21.28%
<u>All Operations/Utilities</u>						
Total Expenditures	\$ 59,113,039	\$ 64,822,148	\$ 65,259,150	\$ 79,451,150	\$ 70,688,860	9.05%

CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2022 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED

<u>Budget Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Request</u>	<u>2022 Proposed</u>	<u>Budget Change</u>	<u>% of Total</u>
<u>EXPENDITURES</u>							
<u>General Fund</u>							
General Government	\$ 2,721,257	2,597,130	\$ 2,568,170	\$ 2,757,860	\$ 2,711,110	4.39%	10.06%
Public Safety	11,790,066	12,547,616	12,584,910	13,415,420	13,033,040	3.87%	48.36%
Public Works	4,364,968	4,463,696	4,505,280	4,645,910	4,570,910	2.40%	16.96%
Parks and Recreation	2,312,636	2,468,220	2,530,240	2,627,420	2,621,920	6.23%	9.73%
Health and Welfare	0	250	250	250	250	0.00%	0.00%
Community Development	1,657,438	1,773,865	1,669,290	1,676,530	1,675,530	-5.54%	6.22%
Library	2,193,079	2,299,240	2,296,880	2,406,750	2,366,750	2.94%	8.78%
All Other	18,710	15,000	16,960	346,780	(29,920)	-299.47%	-0.11%
TOTAL EXPENDITURES	\$ 25,058,154	\$ 26,165,017	\$ 26,171,980	\$ 27,876,920	\$ 26,949,590	3.00%	100%

<u>REVENUES</u>							
<u>General Fund</u>							
Other Taxes & PILOT	\$ 1,087,040	\$ 1,062,030	\$ 1,134,380	\$ 1,178,020	\$ 1,178,020	10.92%	4.38%
State & Federal Revenue	4,430,509	3,854,290	3,857,250	3,930,600	3,930,600	1.98%	14.60%
Licenses, Permits and Fees	708,745	632,300	627,970	641,260	641,260	1.42%	2.39%
Charges for Services	1,746,955	1,851,010	1,837,010	1,865,150	1,885,150	1.84%	7.01%
Investment Income	507,194	493,500	421,000	471,000	471,000	-4.56%	1.76%
Fines & Forfeitures	67,997	98,000	96,000	98,000	118,000	20.41%	0.45%
Other Revenue	344,096	290,060	262,570	318,980	318,980	9.97%	1.19%
Park & Recreation Revenue	301,405	588,020	575,280	589,230	589,230	0.21%	2.20%
Fund Transfers	2,336,378	3,030,440	2,947,830	3,188,770	3,438,020	13.45%	12.77%
Applied Fund Balance	0	252,507	0	350,000	100,000	-60.40%	0.38%
Sub-Total	\$ 11,530,319	\$ 12,152,157	\$ 11,759,290	\$ 12,631,010	\$ 12,670,260	4.26%	47.13%
Tax Levy	13,907,682	14,012,860	14,012,870	14,012,860	14,279,330	1.90%	52.99%
TOTAL REVENUES	\$ 25,438,001	\$ 26,165,017	\$ 25,772,160	\$ 26,643,870	\$ 26,949,590	3.00%	100%
2022 \$ Increase over 2021 Levy					\$266,470		

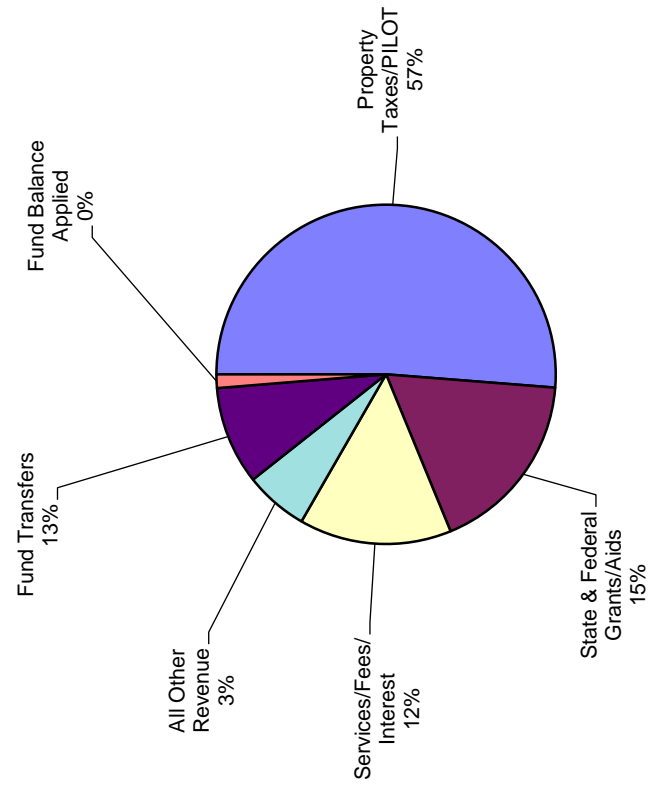
<u>Debt Service Fund</u>							
Expenditures	\$ 6,828,750	\$ 10,932,493	\$ 10,932,493	\$ 10,941,910	\$ 10,941,910	0.09%	100.00%
Fund Revenue	\$ 4,016,231	\$ 7,938,252	\$ 7,938,252	\$ 7,668,823	\$ 7,668,823	-3.39%	66.87%
Tax Levy	3,450,000	3,600,000	3,600,000	3,800,000	3,800,000	5.56%	33.13%
TOTAL REVENUES	\$ 7,466,231	\$ 11,538,252	\$ 11,538,252	\$ 11,468,823	\$ 11,468,823	-0.60%	100%
2022 \$ Increase over 2021 Levy					\$200,000		



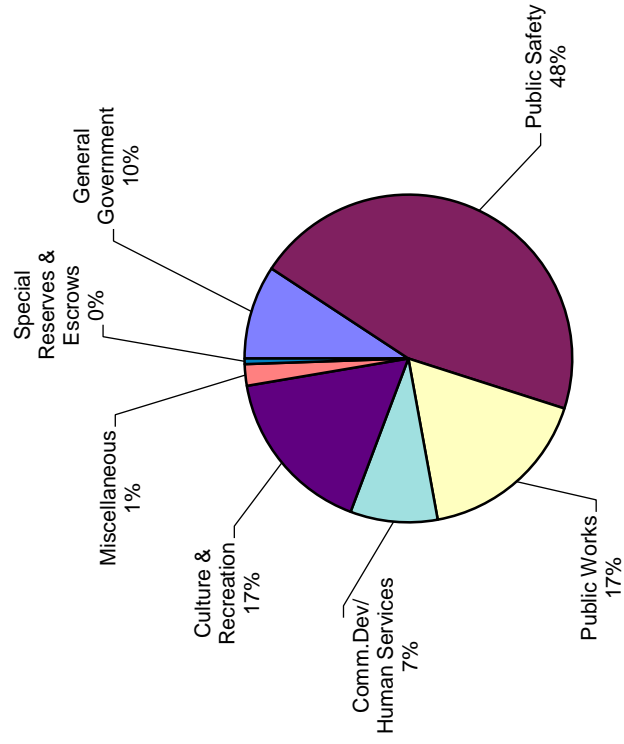
CITY OF NEENAH

2022 General Fund Operating Budget

2022 Proposed Revenues



2022 Proposed Expenditures



CITY OF NEENAH
SUMMARY OF 2022 RECOMMENDED BUDGET
By Type of Expenditures

	2020 ACTUAL	2021 BUDGET	2021 (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	\$ 18,858,887	\$ 19,842,985	\$ 10,863,477	\$ 19,726,930	\$ 21,114,370	\$ 20,648,600	4.06%	76.62%
Contractual Services	5,052,600	5,054,420	7,364,091	5,131,090	5,489,510	5,162,400	2.14%	19.16%
Supplies & Materials	1,060,726	1,178,442	788,215	1,183,780	1,177,160	1,164,960	-1.14%	4.32%
Other	30,728	1,230	43,517	59,230	11,420	(110,830)	N/A	-0.41%
Capital Outlay	55,213	87,940	27,500	70,950	84,460	84,460	-3.96%	0.31%
TOTAL EXPENDITURES	\$ 25,058,154	\$ 26,165,017	\$ 19,086,800	\$ 26,171,980	\$ 27,876,920	\$ 26,949,590	3.00%	100.00%
Recycling								
Personal Services	\$ 308,317	\$ 306,170	\$ 222,618	\$ 288,980	\$ 309,690	\$ 310,740	1.49%	57.19%
Contractual Services	152,959	187,220	119,715	171,350	174,510	174,510	-6.79%	32.12%
Supplies & Materials	55,420	60,310	36,797	55,770	58,110	58,110	-3.65%	10.69%
Transfers	25,000	30,000	22,500	30,000	30,000	-	-100.00%	0.00%
TOTAL EXPENDITURES	\$ 541,696	\$ 583,700	\$ 401,630	\$ 546,100	\$ 572,310	\$ 543,360	-6.91%	100.00%
Storm Sewer								
Personal Services	\$ 403,156	\$ 524,670	\$ 224,960	\$ 449,700	\$ 476,460	\$ 476,460	-9.19%	35.79%
Contractual Services	235,455	243,550	191,718	240,470	265,010	265,010	8.81%	19.91%
Supplies & Materials	31,297	44,450	21,346	45,190	47,450	47,450	6.75%	3.56%
Other	61,888	64,020	53,463	64,020	67,000	67,000	4.65%	5.03%
Transfers	439,430	452,610	339,458	452,610	475,240	475,240	5.00%	35.70%
TOTAL EXPENDITURES	\$ 1,171,226	\$ 1,329,300	\$ 830,945	\$ 1,251,990	\$ 1,331,160	\$ 1,331,160	0.14%	100.00%
Fleet Management								
Personal Services	\$ 487,503	\$ 506,340	\$ 375,454	\$ 500,790	\$ 524,620	\$ 524,620	3.61%	70.53%
Contractual Services	38,502	45,540	29,519	43,540	46,110	46,110	1.25%	6.20%
Supplies & Materials	146,286	163,100	109,025	167,420	173,100	173,100	6.13%	23.27%
TOTAL EXPENDITURES	\$ 672,291	\$ 714,980	\$ 513,998	\$ 711,750	\$ 743,830	\$ 743,830	4.04%	100.00%
Parking Utility								
Personal Services	\$ 49,078	\$ 97,670	\$ 33,836	\$ 69,690	\$ 99,870	\$ 99,870	2.25%	35.28%
Contractual Services	172,200	160,450	101,155	160,380	165,760	165,760	3.31%	58.56%
Supplies & Materials	11,097	17,350	2,047	17,440	17,350	17,350	0.00%	6.13%
Other	4,046	100	0	100	100	100	0.00%	0.04%
Transfers	132,740	136,720	102,540	136,720	143,560	-	-100.00%	0.00%
TOTAL EXPENDITURES	\$ 369,161	\$ 412,290	\$ 239,578	\$ 384,330	\$ 426,640	\$ 283,080	-31.34%	100.00%
Information Systems								
Personal Services	\$ 633,651	\$ 654,320	\$ 462,106	\$ 630,520	\$ 563,470	\$ 563,470	-13.88%	79.53%
Contractual Services	220,988	116,100	91,818	110,930	122,710	122,710	5.69%	17.32%
Supplies & Materials	3,665	5,650	4,266	4,620	3,300	3,300	-41.59%	0.47%
Other	0	(16,080)	0	0	0	(1,000)	0.00%	-0.14%
Capital Outlay	33,797	20,000	14,696	20,700	20,000	20,000	0.00%	2.82%
Transfers	25,000	160,000	120,000	160,000	180,000	-	-100.00%	0.00%
TOTAL EXPENDITURES	\$ 917,101	\$ 939,990	\$ 692,886	\$ 926,770	\$ 889,480	\$ 708,480	-24.63%	100.00%

**CITY OF NEENAH
2022 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Dept. Request</u>	<u>2022 Proposed</u>	<u>% Budget Change</u>
<u>GENERAL GOVERNMENT</u>						
<u>Common Council</u>						
Council Operations	73,860	77,510	73,780	83,300	83,050	
	73,860	77,510	73,780	83,300	83,050	7.15%
<u>Mayor's Office</u>						
Mayors Office	200,163	208,070	207,940	217,620	217,120	
City Publication	27,314	28,000	28,500	28,500	28,500	
LEAN Training	138	4,550	500	4,550	4,550	
	227,615	240,620	236,940	250,670	250,170	3.97%
<u>Finance</u>						
Finance Operations	624,240	641,820	634,720	648,490	645,990	
Annual Audit/GASB#34 Impl	46,082	52,360	51,970	53,930	53,930	
Risk Management	233,328	239,800	254,660	265,900	265,900	
General	23,187	5,000	4,000	5,000	5,000	
Purchasing / P-Card	1,020	1,020	1,020	1,180	1,180	
Central Services	8,383	11,700	12,740	10,450	10,450	
Utility Billing	171,178	178,750	180,080	183,960	183,960	
Water Utility	57,220	60,970	60,270	63,170	63,170	
Capital Outlay-Finance	0	0	2,200	7,000	7,000	
	1,164,638	1,191,420	1,201,660	1,239,080	1,236,580	3.79%
<u>Legal & Admin Services</u>						
City Attorney Operation	302,538	265,680	262,630	255,070	253,570	
Prosecutn/Ext Legal Serv	4,449	2,000	350	2,000	2,000	
City Clerk Operations	187,206	195,770	190,810	213,690	213,690	
Elections	108,315	51,670	26,840	91,830	91,830	
Board of Review	656	1,190	660	1,190	1,190	
	603,164	516,310	481,290	563,780	562,280	8.90%
<u>Human Resources and Safety</u>						
Human Resources & Safety	262,527	271,970	267,660	331,150	290,650	
	262,527	271,970	267,660	331,150	290,650	6.87%
<u>Municipal Building</u>						
Municipal Building Oper	279,977	277,120	277,170	271,790	270,290	
Training/Redundant Data	15,984	14,830	10,550	10,620	10,620	
Monument Maintenance	1,538	1,350	1,750	1,470	1,470	
Capital Outlay-Mun Bldg	5,968	6,000	6,000	6,000	6,000	
	303,467	299,300	295,470	289,880	288,380	-3.65%
<u>COVID-19 Response</u>						
Elections	34,388	0	0	0	0	
IS	577	0	2,530	0	0	
Building Maintenance	43,753	0	8,840	0	0	
P&R Admin/Recreation	7,268	0	0	0	0	
	85,986	0	11,370	0	0	0.00%
<u>Total General Government</u>	2,721,257	2,597,130	2,568,170	2,757,860	2,711,110	4.39%

**CITY OF NEENAH
2022 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Dept. Request</u>	<u>2022 Proposed</u>	<u>% Budget Change</u>
<u>PUBLIC SAFETY</u>						
<u>Police</u>						
Operations	6,244,101	6,753,086	6,717,710	7,172,370	6,878,740	
Police Firing Range	16,728	20,610	20,250	28,410	28,410	
School Liaison Program	180,009	296,110	286,260	301,770	301,770	
Police Crossing Guards	46,390	70,380	65,200	70,450	70,450	
Code Enforcement	0	0	0	98,660	98,660	
CSA / Animal Control	75,674	71,390	71,580	72,640	72,640	
K-9 Project	19,341	18,370	18,520	18,700	18,700	
Capital Outlay-Police	24,591	43,200	68,940	34,700	34,700	
	<u>6,606,834</u>	<u>7,273,146</u>	<u>7,248,460</u>	<u>7,797,700</u>	<u>7,504,070</u>	<u>3.18%</u>
<u>Neenah Share of NMFR</u>						
Fire	5,146,314	5,142,570	5,284,110	5,525,560	5,436,810	
Fire Station Buildings	22,663	26,000	26,000	26,000	26,000	
Reg Spec Oper Resp Team	5,733	18,390	12,260	13,930	13,930	
Joint Fire Commission	2,168	2,880	4,880	3,760	3,760	
Special Reserves & Escrow	0	74,530	0	38,370	38,370	
	<u>5,176,878</u>	<u>5,264,370</u>	<u>5,327,250</u>	<u>5,607,620</u>	<u>5,518,870</u>	<u>4.83%</u>
<u>Other Public Safety</u>						
Emergency Government	960	1,870	640	1,870	1,870	
Police Commission	5,394	8,230	8,560	8,230	8,230	
	<u>6,354</u>	<u>10,100</u>	<u>9,200</u>	<u>10,100</u>	<u>10,100</u>	<u>0.00%</u>
<u>Total Public Safety</u>	<u>11,790,066</u>	<u>12,547,616</u>	<u>12,584,910</u>	<u>13,415,420</u>	<u>13,033,040</u>	<u>3.87%</u>
<u>PUBLIC WORKS</u>						
Engineering	798,376	834,840	833,080	815,040	790,040	
Capital Outlay-P.W. Admin	0	200	200	200	200	
Tullar Garage	491,935	510,070	487,220	497,990	497,990	
Cecil Street Garage	15,991	17,540	18,390	18,170	18,170	
Refuse Garbage Collection	794,807	764,800	801,860	836,490	836,490	
Sanit Sewers/Lift Station	292,867	313,090	317,240	328,170	328,170	
T-V San Sewers Insp/Seal	23,708	32,260	31,760	37,200	37,200	
Repair of Streets	448,074	377,140	423,850	439,380	439,380	
Snow & Ice Removal	458,613	532,530	496,090	530,330	530,330	
Weed Cutting	45,277	44,890	58,060	51,500	51,500	
Traffic Control	242,443	268,126	258,160	253,470	203,470	
Street Lighting	537,700	560,130	560,350	612,430	612,430	
Capital Outlay-P.W. Equip	830	6,100	6,150	6,100	6,100	
DPW Services-Undesignated	9,068	4,890	4,900	4,780	4,780	
<u>Total Public Works</u>	<u>4,159,689</u>	<u>4,266,606</u>	<u>4,297,310</u>	<u>4,431,250</u>	<u>4,356,250</u>	<u>2.10%</u>

**CITY OF NEENAH
2022 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Dept. Request</u>	<u>2022 Proposed</u>	<u>% Budget Change</u>
<u>COMMUNITY/ECONOMIC DEVELOPMENT</u>						
<u>Community Development</u>						
Comm Development Admin	469,149	484,730	451,100	499,890	498,890	
Inspections	349,839	400,455	346,180	335,140	335,140	
Weights/Measures	25,428	48,110	24,130	19,400	19,400	
Assessor Operations	266,637	269,690	282,700	262,750	262,750	
	<u>1,111,053</u>	<u>1,202,985</u>	<u>1,104,110</u>	<u>1,117,180</u>	<u>1,116,180</u>	<u>-7.22%</u>
<u>Other Community Services</u>						
Landmark Operations	165	3,550	2,050	3,550	3,550	
Sustainable Neenah Commit	50	3,200	3,200	3,200	3,200	
Commun Develop Authority	13,112	7,450	10,750	7,550	7,550	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	455,323	448,410	447,410	443,330	443,330	
Y-Senior Friends Program	15,500	16,050	16,050	16,450	16,450	
Neenah Committee on Aging	0	250	250	250	250	
	<u>496,150</u>	<u>490,910</u>	<u>491,710</u>	<u>486,330</u>	<u>486,330</u>	<u>-0.93%</u>
<u>Total Community/Economic Development</u>	<u>1,607,203</u>	<u>1,693,895</u>	<u>1,595,820</u>	<u>1,603,510</u>	<u>1,602,510</u>	<u>-5.39%</u>
<u>CULTURE AND RECREATION</u>						
<u>Neenah Public Library</u>						
Library Operations	1,979,769	2,087,850	2,102,060	2,174,710	2,114,710	
WALS Computerization	182,109	181,390	181,870	186,890	186,890	
Special Reserves & Escrow	0	0	0	45,150	45,150	
Funds Carried Forward	31,201	30,000	12,950	0	20,000	
	<u>2,193,079</u>	<u>2,299,240</u>	<u>2,296,880</u>	<u>2,406,750</u>	<u>2,366,750</u>	<u>2.94%</u>
<u>Other Culture</u>						
Harbor Committee	6,862	6,300	13,560	10,890	10,890	
	<u>6,862</u>	<u>6,300</u>	<u>13,560</u>	<u>10,890</u>	<u>10,890</u>	<u>72.86%</u>

**CITY OF NEENAH
2022 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Dept. Request</u>	<u>2022 Proposed</u>	<u>% Budget Change</u>
<u>CULTURE AND RECREATION (cont.)</u>						
<u>Park & Recreation</u>						
Park & Rec Admin Office	675,150	686,150	690,460	711,910	706,910	
Gen Unallocated Overhead	16,354	20,470	21,730	23,150	23,150	
Adult Programs	981	1,700	1,270	1,850	1,850	
Contracted Programs	15,299	39,800	35,530	48,000	48,000	
Youth Programs	118,317	138,060	136,500	148,690	148,690	
Other Pk & Rec Activities	9,864	14,830	9,220	11,950	11,950	
Riverside Players	2,834	31,450	17,960	30,950	30,950	
Parks	928,066	915,760	964,410	989,940	989,940	
	<u>1,766,865</u>	<u>1,848,220</u>	<u>1,877,080</u>	<u>1,966,440</u>	<u>1,961,440</u>	<u>6.13%</u>
<u>Independent Programs</u>						
Municipal Pool	217,737	253,660	279,360	283,870	283,870	
	<u>217,737</u>	<u>253,660</u>	<u>279,360</u>	<u>283,870</u>	<u>283,870</u>	<u>11.91%</u>
<u>Celebrations/Commemorations</u>						
4th of July/Communityfest	33,054	52,000	51,600	50,170	50,170	
Concerts/Parades/Others	17,181	28,220	22,120	23,100	23,100	
	<u>50,235</u>	<u>80,220</u>	<u>73,720</u>	<u>73,270</u>	<u>73,270</u>	<u>-8.66%</u>
<u>Total Culture and Recreation</u>	<u>4,234,778</u>	<u>4,487,640</u>	<u>4,540,600</u>	<u>4,741,220</u>	<u>4,696,220</u>	<u>4.65%</u>
<u>MISCELLANEOUS</u>						
<u>Oak Hill Cemetery</u>						
Cemetery Operations	255,238	273,030	276,860	284,740	284,240	
	<u>255,238</u>	<u>273,030</u>	<u>276,860</u>	<u>284,740</u>	<u>284,240</u>	<u>4.11%</u>
<u>City-Wide Forestry Program</u>						
Public Right-of-Way	205,279	197,090	207,970	214,660	214,660	
Parks	54,011	66,480	66,870	65,910	65,910	
Invasive Species Control	11,923	15,530	16,510	15,570	15,570	
	<u>271,213</u>	<u>279,100</u>	<u>291,350</u>	<u>296,140</u>	<u>296,140</u>	<u>6.11%</u>
<u>Other</u>						
Tax Refunds	10,000	10,000	10,000	10,000	10,000	
Cash Short & Over	13	0	(40)	0	0	
Uncollectible Write Offs	(1,303)	0	(3,000)	0	0	
	<u>8,710</u>	<u>10,000</u>	<u>6,960</u>	<u>10,000</u>	<u>10,000</u>	<u>0.00%</u>
<u>Mayor's Executive Adjustments</u>						
Mayor's Adjustments	0	0	0	0	(376,700)	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(376,700)</u>	<u>N/A</u>
<u>Transfers Out</u>						
Transfer to Joint Court-Neenah Share	10,000	10,000	10,000	10,000	10,000	
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
<u>Total Miscellaneous</u>	<u>545,161</u>	<u>572,130</u>	<u>585,170</u>	<u>600,880</u>	<u>223,680</u>	<u>-60.90%</u>
<u>SPECIAL RESERVES & ESCROWS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>326,780</u>	<u>326,780</u>	<u>N/A</u>
<u>TOTAL GENERAL FUND BUDGETS</u>	<u>25,058,154</u>	<u>26,165,017</u>	<u>26,171,980</u>	<u>27,876,920</u>	<u>26,949,590</u>	<u>3.00%</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	10,624,174	10,938,820	5,484,352	10,867,940	11,517,590	11,312,660	
0102	Full Time Hourly Wages	1,678,471	1,731,980	1,282,506	1,731,720	1,770,280	1,770,280	
0103	Temporary Wages	594,326	612,800	477,234	570,490	664,620	664,620	
0104	Overtime Wages	507,700	610,080	308,204	627,350	621,720	600,080	
0105	Reimbursable Overtime	(21,680)	(23,440)	(9,880)	(20,410)	(28,440)	(35,670)	
0106	FLSA Overtime Wages	36,619	32,220	1,392	34,910	35,360	35,360	
0108	Grant Overtime	4,001	20,000	4,974	10,000	10,000	10,000	
0109	Premium Pay	5,115	10,000	8,594	10,000	11,000	11,000	
0110	Health Insurance	2,603,254	2,895,310	1,729,807	2,906,110	3,225,250	3,080,500	
0111	Fringes	2,689,282	2,802,730	1,472,388	2,782,650	3,013,610	2,927,790	
0112	Grant Fringes	910	4,640	1,154	2,320	2,370	2,370	
0115	Schools/Seminars/Training	37,221	86,735	45,245	78,050	87,590	86,190	
0116	Test/Certification for Eq	5,141	6,340	0	6,340	7,040	7,040	
0117	Clothing Allowance	78,072	104,290	52,174	106,560	106,920	106,920	
0118	License Renewal	1,377	1,280	371	700	2,660	2,660	
0120	Protective Vest Repl Fd	0	3,000	0	3,000	3,900	3,900	
0122	Travel Expenses	385	1,000	890	1,330	1,000	1,000	
0123	Auto Allowance	1,723	1,900	661	1,650	2,050	2,050	
0124	Meal Allowance	1,406	1,640	828	1,370	1,640	1,640	
0125	Employee School Reimb	5,205	690	0	0	0	0	
0126	Department Awards	3,691	3,500	2,082	3,500	3,500	3,500	
0127	DOT Emp Notification Prog	0	50	0	50	50	50	
0128	Empl Recognition Awards	2,494	1,920	500	1,300	2,160	2,160	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
0130	Police Wages	0	0	0	0	72,480	72,480	
0131	Police Fringes	0	0	0	0	17,520	17,520	
0140	Midpoint/Other Adj Wages	0	0	0	0	10,000	10,000	
0141	Midpoint/Other Adj Fringe	0	0	0	0	2,500	2,500	
0160	Retirements-Wages	0	0	0	0	(42,730)	(42,730)	
0161	Retirements-Fringes	0	0	0	0	(7,270)	(7,270)	
0170	Vol. Furlough-Wages	0	(4,250)	0	0	0	0	
0171	Vol. Furlough-Fringes	0	(750)	0	0	0	0	
	PERSONAL SERVICES	18,858,887	19,842,985	10,863,476	19,726,930	21,114,370	20,648,600	805,615
CONTRACTUAL SERVICES								
0202	Outside Printing	49,026	50,470	30,119	47,920	53,020	53,020	
0203	Postage	78,432	63,980	36,989	61,220	81,750	81,750	
0204	Conferences & Meetings	11,038	29,140	9,933	21,480	32,350	32,350	
0205	Credit/Debit Charges	12,694	12,300	10,404	13,120	11,120	11,120	
0206	Advertising & Publication	19,000	24,790	10,688	18,180	22,210	22,210	
0207	Dues & Memberships	21,937	25,270	19,354	24,250	26,350	26,350	
0209	Maintenance of PPE/SCBA	1,561	1,970	0	3,320	2,170	2,170	
0210	Maint of Computer Hardwre	154	3,870	1,372	1,380	3,740	3,740	
0211	Maint of Fixed Equipment	25,853	12,520	12,420	19,310	12,730	12,730	
0212	Maint of Office Equipment	6,834	7,050	4,675	6,450	8,400	8,400	
0213	Maint of Motor Vehicles	46,132	51,450	11,242	50,020	56,360	54,720	
0214	Maintenance of Buildings	140,174	179,040	109,536	170,190	178,710	178,710	
0215	Maint of Radio Equipment	13,753	14,860	7,650	14,860	15,010	15,010	
0216	Maint of Operating Equip	12,035	15,650	4,471	16,210	15,540	15,540	
0217	Maint of Traffic Signals	7,980	9,000	3,858	9,000	9,000	9,000	
0218	Maint of Software	116,055	81,770	31,207	76,980	55,680	55,680	
0219	Maintenance of Land	15,137	10,550	3,075	7,960	10,950	10,950	
0220	Maint of Athletic Fields	3,301	2,000	4,005	4,010	2,000	2,000	
0221	Telephone	30,570	28,450	19,575	29,510	29,420	29,420	
0222	Electricity	814,767	838,240	539,930	840,590	915,020	880,800	
0223	Natural Gas	59,853	73,000	46,343	80,440	83,480	78,450	
0224	Water & Sewer	83,903	78,140	28,419	90,560	100,140	95,140	
0225	Commercial Dumpster	9,262	8,760	4,724	9,910	9,570	9,570	
0226	Storm Water	42,086	41,200	26,366	49,830	43,070	43,070	
0227	Cellular Telephone	41,123	39,030	28,421	42,740	45,660	45,660	
0228	Other Communications/GPS	899	900	740	900	900	900	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0229	Maint of Pavement Marking	59,183	51,000	25,248	52,100	51,000	1,000	
0231	Care of Prisoners	4,837	12,000	3,808	9,000	12,000	12,000	
0232	Auditing Services	46,466	52,290	42,337	52,290	53,860	53,860	
0233	Other Services	38,033	66,790	36,783	61,530	77,670	77,670	
0234	Credit Card Payment Fees	11,133	14,000	13,736	14,230	16,000	16,000	
0235	Outside Software Services	16,364	14,500	2,502	14,100	4,900	4,900	
0236	Outside Services	1,027,569	985,240	747,851	997,360	1,071,380	1,031,380	
0237	Pest Control	5,901	5,500	4,836	6,490	6,050	6,050	
0238	Professional Services	32,148	15,940	4,403	15,610	25,300	25,300	
0239	Misc Insurance	2,017	2,500	1,211	2,500	2,500	2,500	
0241	Tree Planting & Landscape	17,128	17,600	16,000	17,300	17,610	17,610	
0242	Permit	597	1,130	597	830	1,130	1,130	
0243	Tipping Fees	365,533	345,000	243,125	360,000	375,000	375,000	
0244	Commercial Dumpsters	75,627	70,500	45,452	71,310	74,000	74,000	
0245	License Fees	52,425	53,820	64,312	64,520	67,700	67,700	
0246	Property & Liability Ins	101,004	104,480	85,427	107,850	115,030	115,030	
0247	Auto/Physical Damage Ins	47,527	50,370	39,747	50,000	52,790	52,790	
0248	Boiler:Machine Insurance	4,224	4,500	5,002	5,010	5,250	5,250	
0249	Collection Services	42,010	45,000	20,503	44,500	44,500	44,500	
0250	Copy Mach. Lease/Supplies	22,636	26,990	17,305	24,990	27,000	27,000	
0251	Rental	13,689	13,100	8,034	10,260	13,500	13,500	
0252	Rental of Equipment	7,195	12,660	13,424	16,820	11,340	11,340	
0253	Technology Res Fund	27,490	27,490	27,490	27,490	28,000	28,000	
0254	Printer / Copies	29,545	28,770	18,989	28,060	27,560	27,560	
0255	IS Service / Internal	734,489	756,600	512,723	756,600	722,290	532,290	
0256	Neenah City Finance Ser.	14,884	15,410	0	15,410	16,070	16,070	
0257	Neenah City H/R Services	33,564	35,900	0	35,900	39,420	39,420	
0258	GIS Services/Internal	0	0	0	0	99,800	99,800	
0261	Misc Expenditures	10,763	11,600	8,178	11,620	11,780	11,780	
0262	Public Relations/Services	7,526	10,290	2,499	9,890	11,570	10,350	
0264	Drug & Alcohol Testing	1,666	2,500	1,346	2,500	2,500	2,500	
0265	EE Safety Compliance Acct	9,249	10,000	3,786	7,000	10,000	10,000	
0268	Connector Cost	1,157	12,380	0	12,380	12,000	12,000	
0271	Self-Insured Direct Costs	70,000	70,000	52,500	70,000	70,000	70,000	
0280	Neenah-Menasha FireRescue	0	(17,290)	3,928,778	0	(11,520)	(19,910)	
0293	Maint of Motor Veh/Fleet	283,999	250,790	206,843	261,650	294,090	294,090	
0294	Oil and Fluids/Fleet	14,326	17,540	13,372	18,370	19,440	19,440	
0296	Maint of Oper Eq/Fleet	157,137	136,340	140,427	164,780	175,130	175,130	
CONTRACTUAL SERVICES		5,052,600	5,036,630	7,364,090	5,130,590	5,477,990	5,142,490	105,860
SUPPLIES & MATERIALS								
0301	Office Supplies	24,520	29,910	16,558	27,900	31,550	31,240	
0302	Inhouse Printing	755	1,050	489	700	1,100	1,100	
0303	Computer Operation Supply	1,466	3,000	599	2,150	3,150	3,150	
0305	Chemicals	1,993	1,800	1,295	2,240	1,700	1,700	
0306	Cleaning/Janitor Supplies	67,422	56,490	33,001	56,000	58,670	58,670	
0308	Books and Periodicals	10,033	9,470	5,316	9,370	11,280	11,280	
0310	Gasoline & Oil	167,768	203,000	147,920	208,370	226,640	216,340	
0311	Fixed Equipment Maint.Sup	3,638	5,680	2,728	5,490	5,450	5,450	
0312	Playground Maintenance	12,039	11,000	1,962	11,000	11,000	11,000	
0313	Motor Vehicle Maint Suppl	397	1,320	42	1,320	1,320	1,320	
0314	Building Maint Supplies	22,337	16,800	13,671	17,200	16,800	16,800	
0315	Land Maint Supplies	21,507	17,400	17,831	22,030	18,500	18,500	
0316	Equipment Maint Supplies	6,777	10,500	3,670	10,140	10,500	10,500	
0317	Traffic Signal Supplies	4,759	26,158	12,040	26,160	17,000	17,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS (CONT.)</u>								
0318	Maps and Records	693	900	367	400	900	900	
0319	Safety Supplies	43,554	30,910	13,770	32,550	31,630	31,260	
0320	Small Tools	5,462	8,330	3,915	8,410	8,390	8,390	
0321	Athletic Field Maint. Sup	18,939	16,900	10,870	16,900	16,900	16,900	
0323	Dog Supplies	3,801	4,000	3,236	4,000	4,000	4,000	
0324	Pavement Marking Supplies	3,856	1,500	725	1,500	1,500	1,500	
0325	Consumable supplies	878	1,790	0	350	1,820	1,210	
0326	Photography Supplies	1,742	2,750	193	1,520	2,700	2,700	
0327	Sign & Barricade Supplies	6,942	15,938	12,934	15,940	13,000	13,000	
0329	Targets & Ammunition	16,095	19,000	5,095	19,000	25,000	25,000	
0330	Calcium Chloride	1,696	0	0	0	0	0	
0331	Sand Gravel Hot/Cold Mix	21,040	19,300	19,955	20,050	20,300	20,300	
0332	Salt & Stone Chips	111,818	114,100	123,592	123,700	96,100	96,100	
0333	All Other Supplies	47,790	70,070	40,484	65,740	73,100	73,100	
0334	Other- WI Building Seals	1,160	1,000	0	1,000	1,200	1,200	
0335	Set Design/Construction	1,738	4,200	2,003	2,230	4,200	4,200	
0336	Concession Supplies	13,240	26,600	28,325	28,340	26,700	26,700	
0337	Tickets	0	270	0	0	270	270	
0338	Costumes	0	1,200	740	740	1,200	1,200	
0339	Tires & Tire Maintenance	27,197	23,500	18,033	23,500	23,500	23,500	
0340	Library Books & Materials	216,552	230,000	158,870	230,000	230,000	230,000	
0341	Library Supplies	7,843	8,000	5,603	6,000	8,640	8,640	
0342	Tech Service Supplies	9,611	9,000	8,464	12,000	8,940	8,940	
0343	Small Program Packages	536	3,800	1,034	3,250	4,550	4,550	
0344	Small Equipment	27,196	35,110	11,120	28,720	36,220	35,610	
0345	Shop Supplies	2,467	2,520	1,237	2,560	2,620	2,620	
0346	Maint of Lift Station	2,518	4,000	4,000	4,000	4,000	4,000	
0347	Small Computer Hardware	16,776	17,520	6,358	17,400	13,140	13,140	
0348	Per Protective Equipment	37,912	47,516	150	47,520	36,570	36,570	
0349	Electronic Materials	61,627	61,600	47,774	61,600	61,650	61,650	
0350	Training Supplies	2,665	2,540	0	2,540	2,760	2,760	
0376	Marker/Monument Foundation	1,971	1,000	2,246	2,250	1,000	1,000	
	SUPPLIES & MATERIALS	1,060,726	1,178,442	788,215	1,183,780	1,177,160	1,164,960	(13,482)
<u>OTHER</u>								
0531	Community Contribution	4,434	7,500	4,000	7,500	7,500	7,500	
0588	Uncollectible Write Offs	(1,303)	0	(2,992)	(3,000)	0	0	
	OTHER	3,131	7,500	1,008	4,500	7,500	7,500	0
<u>PROPERTY DAMAGE</u>								
0721	Police	20,614	0	0	0	0	0	
0737	Public Works	0	0	836	1,000	0	0	
0793	Community Development	0	0	1,604	1,610	0	0	
0799	Undesignated	2,573	5,000	0	1,390	5,000	5,000	
	PROPERTY DAMAGE	23,187	5,000	2,440	4,000	5,000	5,000	0

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	9,342	8,350	3,212	8,400	8,490	8,490	
8113	Communication Equipment	3,496	9,130	0	9,130	5,180	5,180	
8114	Computer Software Outlay	0	600	25,736	27,670	610	610	
8115	Computer Hardware Outlay	524	5,600	4,500	8,700	18,120	18,120	
8116	Maintenance Equipment	0	4,000	0	4,000	4,000	4,000	
8133	All Other Equipment	30,772	51,400	26,620	48,900	42,600	41,990	
8149	Household Purchases	5,489	5,380	0	5,380	5,900	5,900	
	CAPITAL OUTLAY	49,623	84,460	60,068	112,180	84,900	84,290	(170)
<u>MAYOR'S EXECUTIVE ADJUSTMENTS</u>								
	Various Departments	0	0	0	0	0	(13,250)	
	Police	0	0	0	0	0	(35,000)	
	Public Works	0	0	0	0	0	(25,000)	
	Library	0	0	0	0	0	(40,000)	
	MAYOR'S ADJUSTMENTS	0	0	0	0	0	(113,250)	(113,250)
<u>TRANSFERS OUT</u>								
9999	Joint Court-Neenah Share	10,000	10,000	7,500	10,000	10,000	10,000	
	TRANSFERS OUT	10,000	10,000	7,500	10,000	10,000	10,000	0
TOTAL GENERAL FUND		25,058,154	26,165,017	19,086,797	26,171,980	27,876,920	26,949,590	784,573
Percent Budget Change								3.00%

**CITY OF NEENAH
2022 BUDGET
PERMANENT POSITIONS**

DEPARTMENT	2021 ORIGINAL BUDGET		2021 CURRENT STAFF		2022 DEPT. REQUEST		2022 PROPOSED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government								
Office of Mayor	2.00	-	2.00	-	2.00	-	2.00	-
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	1.60	1.00	1.60	1.00	1.60
Information Systems	6.00	-	6.00	-	5.00	-	5.00	-
GIS	-	-	-	-	1.00	-	1.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	21.95	2.00	21.95	2.27	21.95	2.27	21.95	2.27
Public Safety								
Police Department	52.00	1.20	52.00	1.20	56.00	1.20	54.00	1.20
Fire	40.68	-	40.68	-	41.24	0.30	41.24	-
Total Public Safety	92.68	1.20	92.68	1.20	97.24	1.50	95.24	1.20
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.73	28.50	0.73	28.50	0.73	28.50	0.73
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.73	41.00	0.73	41.00	0.73	41.00	0.73
Community Development and Human Services								
Community Development	11.00	-	10.00	0.77	9.00	0.77	9.00	0.77
Total Community Develop. and Human Services	11.00	-	10.00	0.77	9.00	0.77	9.00	0.77
Culture and Recreation								
Library	11.05	12.47	11.05	12.47	11.05	12.47	11.05	12.47
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.05	13.14	24.05	13.14	24.05	13.14	24.05	13.14
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.53	17.00	0.53	17.00	0.53	17.00	0.53
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	210.68	18.60	209.68	19.64	213.24	19.94	211.24	19.64

Notes

1. Fire Department (Neenah's portion for 2022 is 60.65 * 68 = 41.24).
2. Excludes Aldermanic.
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.

CITY OF NEENAH
For Fiscal Year 2021
Projected 2021 Year End Operating Budget Variances
(From Data through 9/30/21)

Projected Positive (Negative) Expenditure Variances

General Government	\$28,960
Public Safety	(37,294)
Public Works	(41,584)
Parks and Recreation	(50,930)
Health and Welfare	0
Community Development	104,575
Library	2,360
All Other	(13,050)

<u>Projected Positive (Negative) Expenditure Variance</u>	<u>\$(6,963)</u>
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Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	72,360
State & Federal Revenue	2,960
Licenses, Permits and Fees	(4,330)
Charges for Services	(14,000)
Investment Income	(72,500)
Fines & Forfeitures	(2,000)
Other Revenue	(27,490)
Park & Recreation Revenue	(12,740)
Fund Transfers	(82,610)

<u>Projected Positive (Negative) Revenue Variance</u>	<u>\$(140,350)</u>
---	---------------------------

<u>Projected 2021 Operating Surplus (Deficit) before Applying Fund Balance</u>	<u>\$(147,313)</u>
--	---------------------------

<u>Applied Assigned Fund Balance</u>	<u>(27,507)</u>
--------------------------------------	-----------------

<u>Projected 2021 Operating Surplus (Deficit) after Assigned Fund Balance</u>	<u>\$(174,820)</u>
---	---------------------------

<u>Applied Unassigned Fund Balance</u>	<u>(225,000)</u>
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<u>Projected 2021 Operating Surplus (Deficit) after Unassigned Fund Balance</u>	<u>(\$399,820)</u>
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**CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2012 – 2021**

<u>At December 31</u>	<u>Total Fund Balance</u>	<u>Nonspendable/ Assigned</u>	<u>Unassigned/ Undesignated</u>	<u>Percent of Next Year Operating Budget</u>
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%
2016	4,186,667	361,093	3,825,574	16.4%
2017	4,389,996	411,827	3,978,169	16.5%
2018	4,602,170	381,336	4,220,834	16.7%
2019	4,988,913	409,579	4,579,334	17.7%
2020	5,393,892	367,412	5,026,480	19.2%
2021	(a)4,994,072	(b)235,000	4,759,072	17.7%

(a) 2021 Beginning Total Fund Balance	\$5,393,892
2021 Applied Fund Balance/Carryovers	(252,507)
2021 Projected Net Unused Expenditures/ Excess Revenue Balance	(147,313)

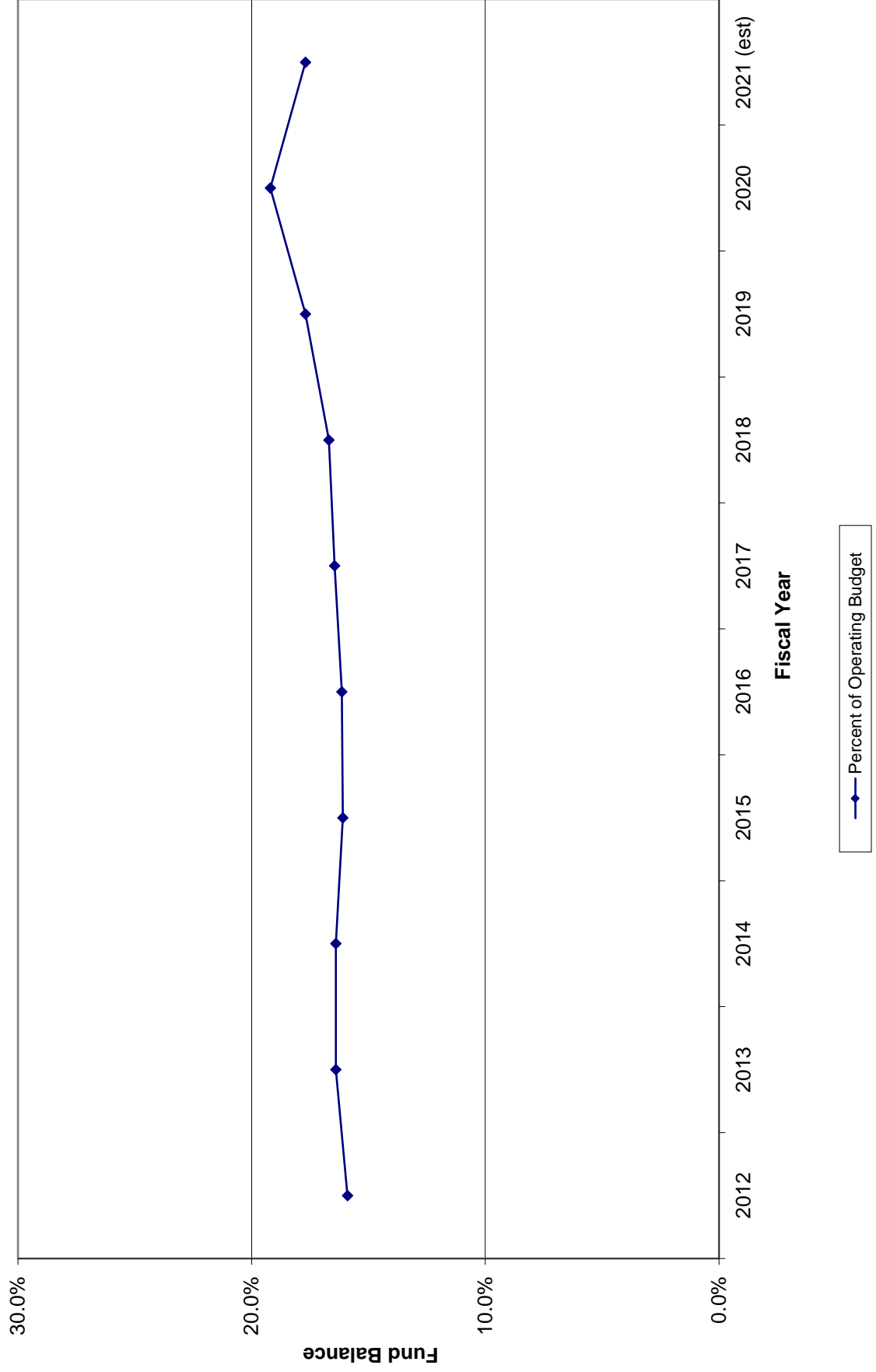
2021 Estimated Ending Total Fund Balance	<u>\$4,994,072</u>
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(b) 2022 Budget - Applied Fund Balance	\$100,000
2021 Anticipated Carryovers to 2020	75,000
2021 Estimated Nonspendable Funds	40,000
2022 Budget – Applied Library Carryforward Funds	<u>20,000</u>

2021 Fund Balance Designated for 2022	<u>\$235,000</u>
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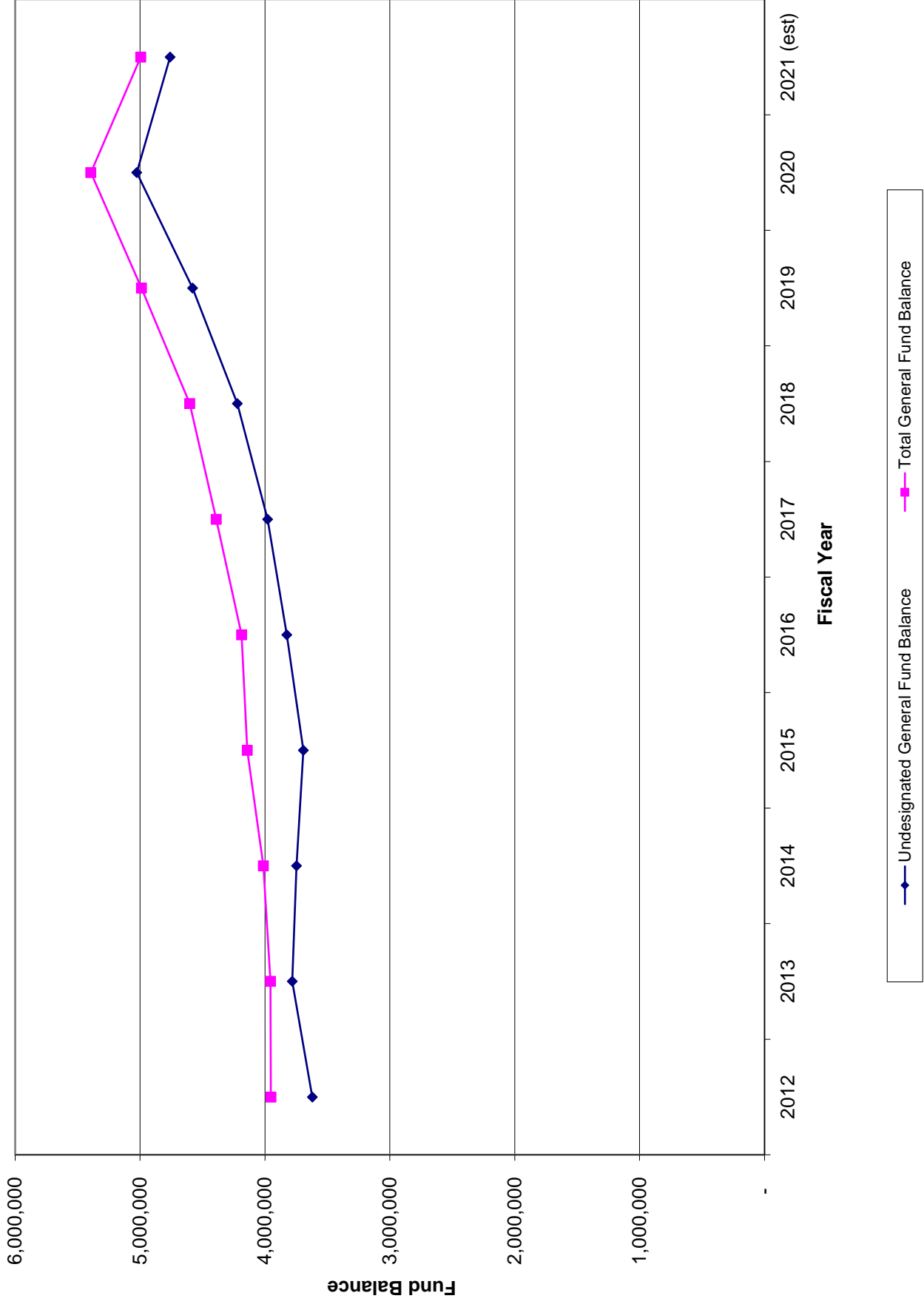
CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2012-2021



CITY OF NEENAH

History of General Fund Balances

2012-2021



**CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2016-2020**

	*** Year End ***				
Fund	2016	2017	2018	2019	2020
<u>Governmental Funds</u>					
<u>General</u>	\$4,186,667	\$4,389,996	\$4,602,170	\$4,988,913	\$5,393,892
<u>Special Revenue</u>					
TIF #5	(371,868)	(376,591)	(335,631)	(217,829)	(135,212)
TIF #6	(1,430,108)	(1,072,396)	(753,915)	(332,696)	23,645
TIF #7	0	0	0	1,475,000	0
TIF #8	(4,418,455)	(5,122,091)	(6,004,893)	(6,605,833)	(7,661,550)
TIF #9	(65,443)	49,823	162,287	231,432	218,134
TIF #10	(70,055)	(127,378)	(244,191)	(227,430)	(156,078)
TIF #11	0	(37,097)	(75,917)	(98,653)	(90,826)
CDBG	28,276	117,271	159,828	(143,323)	(120,896)
Housing/Business	832,859	794,120	529,871	537,114	491,974
Industrial Development	60,164	72,905	87,210	106,474	109,134
Recycling	174,261	178,490	176,947	277,496	283,403
Health Grants	92,459	92,459	79,908	78,859	68,859
Park/Rec Trust	315,555	315,986	329,284	355,475	359,216
Dial-A Ride	72,847	76,090	88,422	96,002	123,173
Public Safety Trust	121,202	131,231	186,480	246,491	174,229
Civic/Social Trust	150,429	149,801	160,683	172,453	195,271
Library Trust	1,391,401	1,505,913	1,425,267	1,618,601	1,691,664
Cemetery Perp. Care	1,272,265	1,345,006	1,299,124	1,435,445	1,513,327
Cemetery Flowers	169,231	167,335	167,141	167,577	164,871
Other	906	1,409	1,413	1,680	0
<u>Debt Service</u>	4,552,191	5,532,395	6,138,212	7,396,361	8,033,841
<u>Capital Projects (Before Carry Forwards)</u>					
Public Infrastructure	4,086,792	3,765,046	3,433,423	4,075,731	4,021,889
TIF #5	222,664	222,164	222,164	222,164	220,586
TIF #6	94,539	94,039	94,039	94,039	94,039
TIF #7	1,046,646	730,172	705,172	680,172	656,172
TIF #8	1,919,465	1,967,180	2,113,953	2,465,588	2,758,058
TIF #9	370,449	220,384	98,360	283,957	669,199
TIF #10	575,989	(632,701)	(679,943)	451,371	1,139,363
TIF #11	0	14,500	29,500	45,144	55,144
Facilities	380,038	251,511	1,147,188	492,455	920,575
Capital Equipment	770,554	930,093	(1,155,161)	909,012	748,969
Equip. Replacement	161,352	164,838	166,148	10,308	7,256
Redevelopment	15,165	1,343	(907)	(907)	916,438
Total Gov't Funds	16,708,437	15,913,246	14,353,636	21,288,643	22,887,759
<u>Internal Service (Net Position)</u>					
Fleet Management	283,531	268,558	293,292	285,139	279,851
Benefit Accrual	168,616	750,015	1,255,088	1,752,351	2,061,961
Liability Insurance	49,926	28,971	93,412	83,804	190,332
Information Systems	118,974	110,510	123,889	97,492	88,583
Total Inter. Service Funds	621,047	1,158,054	1,765,681	2,218,786	2,620,727
<u>Enterprise (Cash and Cash Equivalents)</u>					
Parking Utility	119,962	50,516	4,533	(120,766)	(94,484)
Sanitary Sewer Utility	2,394,224	2,459,191	2,399,558	2,803,944	2,728,320
Stormwater Utility	3,397,167	3,742,369	3,420,342	2,790,612	2,993,014
Water Utility	6,668,726	7,105,257	8,104,528	8,506,845	9,129,308
Total Enterprise Funds	12,580,079	13,357,333	13,928,961	13,980,635	14,756,158
Grand Total	\$29,909,563	\$30,428,633	\$30,048,278	\$37,488,064	\$40,264,644

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: Non-Tax Levy Revenues	Submitted by: Michael Easker

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 2020-2021. **For 2022, that payment is estimated to increase from the 2021 budgeted amount by \$90,990, or 9.44%.** An expenditure item in a like amount is included in the Water Utility's budget in 2022. Also included in 2022 is \$16,400 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. In addition, 2022 is the sixth year of a payment (\$12,000) 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. 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 in 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 for administration purposes. **Due to the continued effects of COVID-19 on the travel and tourism industry, room tax collections are expected to remain flat in 2022.**

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. After four years of payments remaining flat, the City received a 1% increase in both 2019 and 2020. **As with 2021, Shared Revenue will remain flat for 2022.**

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. The City's ERP payment decreased in 2018 by 2.33%, 4.16% in 2019, 3.3% in 2020 and 9.78% in 2021. **For 2022 the City's ERP payment is now expected to increase by 4.52%, or \$20,930.**

The total of the combined State Revenue Sharing Programs of \$2,060,530 which includes the Expenditure Restraint Payment. **This compares to \$3,013,800 received as recently as 2003 – a loss in actual dollars of \$1 million over that 19 year period. Furthermore, this funding 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 now under 8% of the City's operating budget in 2022.**

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. Previous to this year, the annual amount was based upon the value of computer equipment reported by City manufacturing and commercial businesses to the Department of Revenue. As part of the recently passed state budget, payments for 2018 and 2019 beyond will be based upon the 2017 payment increased by a CPI factor. Starting in 2020 and beyond, the State froze the payment at the 2019 level. **For 2022 the amount then will remain flat at the 2019 amount of \$150,800.**

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 recently as 2009, the City received \$1,253,920 in State Transportation Aids. 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. In 2017, aids increased \$19,550

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: Non-Tax Levy Revenues	Submitted by: Michael Easker

(1.88%) and \$21,985 (2.08%) in 2019. Due to increased funding in the recent State budget, the City realized an increase for 2020 totaling \$83,330, or 8.11%. For 2021, the state determined that funding would remain flat. **For 2022, the City is expected to receive an increase of \$46,610, or 4.26%. Even with the 2022 increase, all told, since 2009 the City has seen a real dollar reduction in State Transportation Aids of \$113,700, which calculates to a 9.07% decrease in actual dollars over a 13-year period.**

Also included in this category are estimated Federal and State Mass Transit (bus subsidy) reimbursements and payments related to fire protection. New in 2020 was a state Video Services Provider Aid payment (\$30,140) equal to 5% of the City's Cable TV Franchise Fee Revenue. **That payment is projected to remain flat at \$59,980 for 2022.** Per state mandate, the City then is expected to receive that much less in Cable TV Franchise Fees in 2020, leaving it as a net neutral revenue for the City.

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 number of 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. The 2017 budget applied \$181,870 of fund balance, with the 2018 budget using \$150,000, \$151,000 in 2019, \$200,000 in 2020 and \$225,000 in 2021. **This plan contemplates using a maximum of \$100,000 of General Fund reserves to balance the 2022 operating budget.**

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 remain essentially flat in at \$67,050 in 2022.**

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 2022, fees are estimated to remain essentially flat at \$25,520.**

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. **Due to the continuing trend of lower Cable TV Franchise Fees, the City will budget a decrease for these revenue sources in 2022 of \$28,360, or 8.91%.**

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 decrease by \$9,960, or 1.04% in 2022, along with the use of \$20,000 of Library operating carryforward funds.**

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: Non-Tax Levy Revenues	Submitted by: Michael Easker

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, which is approximately 75% of the cost of the program.

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 \$15,130, or 3.71%, in 2022.**

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. The City has completed the 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 increase by \$4,700 (3.73%) in 2022.**

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. 2022 is the sixth 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. Based upon a review of surrounding areas and the lack of an increase in fees for a number of years, Cemetery staff received approval to increase fees effective starting in 2022. **With that increase in place, total cemetery revenues for 2022 are anticipated to increase by \$27,770 (21.7%) from 2021 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. Investment income estimated for 2018 and 2019 reflected a significant increase in shorter terms rates over that period. Unfortunately, the effects of COVID-19 continue on the financial markets, leading to persistently low short and long term rates. **Taken as a whole, revenue for investment income in 2022 is budgeted to decrease by \$22,500, or 4.56%.**

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, previous years were adversely affected by the economic downturn and a reduction in citations issued. Collections have begun to trend up in 2018, leading to increased fine revenue. Also includes false alarm fees from residential and commercial security systems. The 2022 proposed operating budget includes funding for a Traffic Control Officer within the Police Department, which will likely lead to increased traffic citations. **All told, the City is budgeting \$20,000 (20.4%) more in revenue for 2022.**

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). Also included is the anticipated annual dividend reflecting the City's ownership stake in CVMIC and rebate revenue from the City's P-Card purchasing program. **Total Reimbursement revenue is expected to increase 3.74%, or \$5,000, in 2022.**

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: Non-Tax Levy Revenues	Submitted by: Michael Easker

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). **Overall revenue in this category is expected to increase by \$8,940, or 9.23%, in 2022.**

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. Given the uneven nature of revenue generated by the sale of assets, this category will experience significant swings in anticipated revenue on an annual basis. **As such, overall revenue in this category is expected to total \$67,500 in 2022, \$14,980 more than the 2021 budget.**

Other Revenue

Miscellaneous general government revenue including photocopy fees and other minor, unclassified revenue.

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 expected to remain basically flat for 2022.**

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 used in recent years. 2022 is the tenth year of the estimated transfer of the City of Neenah's share of unspent 2021 budgeted funds from the operation of the Neenah-Menasha Fire Rescue. New in 2021 were transfers from two newly created Special Revenue Funds. The first accounts for funds that the City anticipates will be generated from land sales related to the City's planned resale of land to a residential developer from whom the City purchased the land in 2020. The second is for new revenue generated from a state mandate revenue share related to the generating capacity of the Alliant Energy Plant on CTH CB. The plant was attached to the City from the Town of Neenah as part of an intergovernmental agreement that includes the City and Town equally sharing the state payment. New for 2022 is the City transfer of \$1.3 million from the City's \$5.5 million allotment of American Recovery Plan Act (ARPA) funds. This would be the first year of a three year plan to use ARPA funds for this purpose. In order to not have the City become dependent on a revenue source that will eventually no longer be available, the City would plan to defer the use of various fund transfers and application of fund balance over that same period that also total approximately \$1.3 million. The City would then again plan to apply these Fund Transfers once the ARPA funding for this purpose had been exhausted. **Overall, fund transfers for 2022 are budgeted to increase by \$407,580 (13.45%) from the 2021 budgeted amount.**

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Property Taxes	13,907,682	14,012,860	14,012,868	14,012,870	14,037,860	14,304,330	291,470
Payment in lieu	1,051,823	992,030	18,758	1,079,380	1,083,020	1,083,020	90,990
Other Taxes	35,217	70,000	26,264	55,000	70,000	70,000	0
State Revenues	2,354,185	2,319,110	978,941	2,319,110	2,351,980	2,351,980	32,870
State & Federal Aids	2,077,381	1,535,180	1,062,385	1,535,620	1,578,620	1,578,620	43,440
Winnebago County	(1,057)	0	2,514	2,520	0	0	0
License Revenue	44,350	67,300	54,162	58,660	67,050	67,050	(250)
Permits Revenue	314,847	220,700	224,788	250,670	258,750	258,750	38,050
Weights & Measures Fees	25,520	26,000	25,805	25,810	25,520	25,520	(480)
General Gov't Revenues	324,028	318,300	156,746	292,830	289,940	289,940	(28,360)
Special Charges	11,675	11,000	8,495	8,500	8,000	8,000	(3,000)
Public Library	870,055	924,820	683,765	916,950	924,860	924,860	40
Police Revenue	176,815	223,000	96,978	202,500	222,500	222,500	(500)
General Gov't Services	386,930	408,240	307,103	408,240	423,370	423,370	15,130
Public Works	176,801	125,950	111,598	133,560	130,650	130,650	4,700
Oak Hill Cemetery Revenue	124,679	128,000	131,069	167,260	155,770	155,770	27,770
Investment Income	507,194	493,500	236,804	421,000	471,000	471,000	(22,500)
Fines & Forfeitures	67,997	98,000	67,562	96,000	98,000	118,000	20,000
Property Damage Recovery	22,694	5,000	3,459	3,460	5,000	5,000	0
Reimbursements	121,240	133,700	46,051	136,830	138,700	138,700	5,000
Lease/Rental Revenue	96,569	96,890	79,125	100,930	105,830	105,830	8,940
Sale of City Properties	102,709	52,520	400	20,400	67,500	67,500	14,980
Other Revenue	884	1,950	622	950	1,950	1,950	0
Community Fest	13,000	18,450	16,048	16,050	17,500	17,500	(950)
General Receipts	(3,969)	(13,690)	(7,502)	(9,090)	(14,170)	(14,170)	(480)
Adult Program Revenue	2,608	3,250	3,853	4,480	3,420	3,420	170
Contracted Progm Revenue	17,274	46,300	43,459	56,730	57,150	57,150	10,850
Municipal Pool Revenue	85,942	220,750	205,023	206,160	210,850	210,850	(9,900)
Youth Program Revenue	120,834	155,680	165,153	166,290	164,750	164,750	9,070
Other Park & Rec Revenue	461	1,450	25	490	1,450	1,450	0
Riverside Players	477	38,300	14,335	14,440	33,900	33,900	(4,400)
Parks Revenue	64,778	117,530	118,566	119,730	114,380	114,380	(3,150)
Fund Transfers	2,336,378	3,030,440	2,027,829	2,947,830	3,188,770	3,438,020	407,580
TOTAL REVENUES BEFORE							
APPLICATION OF FUND BALANCE	25,438,001	25,882,510	20,923,051	25,772,160	26,293,870	26,829,590	947,080
APPLICATION OF FUND BALANCE	0	282,507	0	282,507	350,000	120,000	(162,507)
TOTAL REVENUES	25,438,001	26,165,017	20,923,051	26,054,667	26,643,870	26,949,590	784,573
					Percent Budget Change		3.00%

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PROPERTY TAXES</u>							
Property Taxes	13,907,682	14,012,860	14,012,868	14,012,870	14,012,860	14,279,330	
Omitted Property Taxes	0	0	0	0	25,000	25,000	
PROPERTY TAXES	13,907,682	14,012,860	14,012,868	14,012,870	14,037,860	14,304,330	291,470
<u>PAYMENTS IN LIEU OF TAXES</u>							
Water Utility	1,029,202	963,630	0	1,054,620	1,054,620	1,054,620	
Fox-City Ret Village Home	0	6,000	0	6,000	6,000	6,000	
Winnebago County Housing	10,688	10,000	7,490	7,490	10,000	10,000	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	11,533	12,000	10,868	10,870	12,000	12,000	
PAYMENTS IN LIEU OF TAXES	1,051,823	992,030	18,758	1,079,380	1,083,020	1,083,020	90,990
<u>OTHER TAXES</u>							
Hotel Room Tax Direct	35,217	70,000	26,264	55,000	70,000	70,000	
OTHER TAXES	35,217	70,000	26,264	55,000	70,000	70,000	0
<u>STATE SHARED REVENUES</u>							
State Shared Revenue	1,579,437	1,576,660	236,499	1,576,660	1,576,630	1,576,630	
Expend Restraint Program	513,153	462,970	462,970	462,970	483,900	483,900	
Computer Exempt Credit	150,575	150,580	150,575	150,580	150,580	150,580	
Per Prop Exempt Credit	80,889	68,920	68,920	68,920	80,890	80,890	
Video Serv Provider Aid	30,131	59,980	59,977	59,980	59,980	59,980	
STATE SHARED REVENUES	2,354,185	2,319,110	978,941	2,319,110	2,351,980	2,351,980	32,870
<u>STATE & FEDERAL AIDS</u>							
Mass Transit Subsidy	368,191	341,570	142,770	341,570	335,400	335,400	
Highway Maintenance Aids	1,118,676	1,093,610	819,181	1,093,610	1,140,220	1,140,220	
Fire Protect Ins Prem Ref	97,598	100,000	100,434	100,440	103,000	103,000	
COVID-WEC Elections	17,518	0	0	0	0	0	
COVID-CARES Act R2R	475,398	0	0	0	0	0	
STATE & FEDERAL AIDS	2,077,381	1,535,180	1,062,385	1,535,620	1,578,620	1,578,620	43,440
<u>WINNEBAGO COUNTY</u>							
Ag. Use Conversion Charge	(1,057)	0	2,514	2,520	0	0	
WINNEBAGO COUNTY	(1,057)	0	2,514	2,520	0	0	0
<u>LICENSE REVENUE</u>							
Liquor and Bev License	8,593	25,000	22,124	22,130	25,000	25,000	
Operator License	11,710	15,000	10,815	11,000	15,000	15,000	
Cigarette License	2,400	2,500	2,300	2,500	2,500	2,500	
Pet License	10,465	13,500	8,089	11,500	13,000	13,000	
Amusement Device License	9,225	10,000	9,600	10,000	10,000	10,000	
Rooming House License	150	150	-	150	150	150	
Honey Bee License	25	50	25	30	50	50	
Tourist House License	100	100	250	250	250	250	
Miscellaneous License	1,682	1,000	960	1,100	1,100	1,100	
LICENSE REVENUE	44,350	67,300	54,163	58,660	67,050	67,050	(250)
<u>PERMITS REVENUE</u>							
Building Permits	150,540	110,000	100,871	114,000	117,250	117,250	
Electrical Permits	50,693	30,000	31,854	37,000	41,500	41,500	
Plumbing Permits	43,587	30,000	30,969	34,000	35,590	35,590	
Parking Lot Const. Permit	800	500	1,000	1,000	800	800	
Heating Permits	50,922	30,000	40,284	44,000	41,290	41,290	
Home Occupation Permits	0	0	50	50	50	50	
Dance Permit	150	150	100	150	150	150	
Street Use Permit	100	1,000	300	600	1,000	1,000	
Sprinkler Permits	2,335	1,000	75	250	1,000	1,000	
Fire Pit Permit	14,670	16,500	18,165	18,500	19,000	19,000	
Hotel & Motel Permits	120	150	120	120	120	120	
All Other Permits	930	1,400	1,000	1,000	1,000	1,000	
PERMITS REVENUE	314,847	220,700	224,788	250,670	258,750	258,750	38,050

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>WEIGHTS AND MEASURES FEES</u>							
License Fees	25,520	26,000	25,805	25,810	25,520	25,520	
WEIGHTS AND MEASURES FEES	25,520	26,000	25,805	25,810	25,520	25,520	(480)
<u>GENERAL GOVERNMENT REVENUES</u>							
Special Use Fees	2,000	800	1,200	1,200	800	800	
Board of Appeals	750	250	250	250	250	250	
Rezoning Deposits	500	1,200	1,200	1,200	600	600	
Publication Fees	1,186	1,500	1,034	1,500	1,500	1,500	
Real Property Status Fees	25,768	25,000	19,040	26,000	26,000	26,000	
Cable TV Franchise Fee	269,501	270,000	111,752	240,000	240,000	240,000	
Com Devel Document Sales	735	400	450	450	400	400	
Site Plan Review Fee	2,063	1,500	525	530	1,000	1,000	
Plat Review Fees/Annex	1,400	1,200	2,800	2,800	1,500	1,500	
Project Plan Review Fees	900	300	600	600	900	900	
Comp Plan/Map Amend	400	400	0	400	400	400	
Property Record Maint Fee	13,475	12,000	9,925	9,930	12,000	12,000	
Code Enforce Reinspect	4,775	3,000	7,950	7,950	4,000	4,000	
Exempt Prop Filing Fees	575	750	20	20	590	590	
GENERAL GOV'T REVENUES	324,028	318,300	156,746	292,830	289,940	289,940	(28,360)
<u>SPECIAL CHARGES</u>							
Snow Removal Charges	3,465	3,000	3,255	3,260	3,000	3,000	
Weed Cutting Charges	8,210	8,000	5,240	5,240	5,000	5,000	
SPECIAL CHARGES	11,675	11,000	8,495	8,500	8,000	8,000	(3,000)
<u>PUBLIC LIBRARY</u>							
Library Receipts	10,967	15,000	5,419	12,000	1,000	1,000	
Coffee Sales	329	1,000	129	600	1,500	1,500	
Bottled Beverages/Snacks	1,553	3,000	359	1,500	3,500	3,500	
Copier/Printer Fees	4,957	10,000	4,576	7,000	12,000	12,000	
Lost/Damaged Materials	4,002	5,000	1,905	5,000	5,000	5,000	
Sale of Library Property	44	0	23	30	0	0	
P-Card Rebate	6,207	6,300	2,723	6,300	6,300	6,300	
Winnebago County	817,697	856,640	642,479	856,640	866,140	866,140	
Calumet County	21,045	23,300	23,297	23,300	24,000	24,000	
Fond Du Lac County	1,371	1,590	1,590	1,590	1,500	1,500	
Waushara County	749	970	967	970	900	900	
Green Lake County	97	20	15	20	20	20	
Collection Fee Charges	1,037	2,000	284	2,000	3,000	3,000	
PUBLIC LIBRARY	870,055	924,820	683,766	916,950	924,860	924,860	40
<u>PUBLIC SAFETY REVENUE</u>							
Police Sundry Revenues	137	1,000	105	500	500	500	
Fingerprints	1,590	2,000	1,581	2,000	2,000	2,000	
Sch Dist Liaison Program	175,088	220,000	95,292	200,000	220,000	220,000	
PUBLIC SAFETY REVENUE	176,815	223,000	96,978	202,500	222,500	222,500	(500)
<u>GENERAL GOV'T SERVICES</u>							
Utility Billing/Finance	185,010	198,840	149,130	198,840	202,360	202,360	
Water Utility/Finance Ser	63,780	65,890	49,418	65,890	69,490	69,490	
Water Utility/HR & Safety	20,000	20,500	15,375	20,500	21,120	21,120	
Water Utility/Legal & Adm.	28,850	29,570	22,178	29,570	30,460	30,460	
Joint Fire/Finance Ser	25,100	25,750	19,313	25,750	26,500	26,500	
Joint Fire/HR & Safety	56,600	60,000	45,000	60,000	65,000	65,000	
Joint Fire/Fiber Lease	4,010	4,000	3,000	4,000	4,640	4,640	
Muni Ct Bldg use/Menasha	3,580	3,690	3,690	3,690	3,800	3,800	
GENERAL GOV'T SERVICES	386,930	408,240	307,104	408,240	423,370	423,370	15,130

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>STREET & HIGHWAY REVENUE</u>							
Misc Equipment Rental	5,493	1,000	777	780	1,000	1,000	
Misc Service Revenue	44,773	7,000	7,018	7,020	7,000	7,000	
Other S & H Receipts	1,115	500	730	800	600	600	
Recoveries fm Damaged Prp	7,031	10,000	13,806	18,000	12,000	12,000	
Sale of City Materials	0	50	50	50	50	50	
Street Excavation Charges	48,021	40,000	34,492	40,000	45,000	45,000	
Special Garbage Collectn	4,209	2,000	2,050	2,050	2,000	2,000	
Commercial Dumpsters	66,159	65,000	49,818	62,000	60,000	60,000	
Additional Cart Fee	0	400	2,857	2,860	3,000	3,000	
STREET & HIGHWAY REVENUE	176,801	125,950	111,598	133,560	130,650	130,650	4,700
<u>OAK HILL CEMETERY REVENUE</u>							
Cemetery Misc. Revenue	18,600	19,000	11,950	15,000	20,000	20,000	
Lot Sale Revenue	44,340	34,000	68,190	80,000	47,400	47,400	
Transfer fm Perp Care-Int	13,169	18,000	10,846	21,690	18,000	18,000	
Grave Openings	39,200	46,000	31,325	40,000	56,100	56,100	
Foundation/Marker Charges	9,370	11,000	8,758	10,570	14,270	14,270	
OAK HILL CEMETERY REVENUE	124,679	128,000	131,069	167,260	155,770	155,770	27,770
<u>INTEREST INCOME</u>							
Interest on Investments	336,787	425,000	171,090	250,000	400,000	400,000	
Interest on Taxes	45,613	42,500	32,285	35,000	40,000	40,000	
Interest on Market Apprec	102,870	0	0	100,000	0	0	
Interest Revl Fund Assmts	21,924	25,000	33,304	35,000	30,000	30,000	
Personal Property I	0	1,000	125	1,000	1,000	1,000	
INTEREST INCOME	507,194	493,500	236,804	421,000	471,000	471,000	(22,500)
<u>FINES & FORFEITURES</u>							
Neenah Court Bonds/Fines	4,393	7,000	3,714	5,000	7,000	7,000	
Municipal Courts Fines	63,354	90,000	63,724	90,000	90,000	110,000	
False Alarms	250	1,000	125	1,000	1,000	1,000	
FINE & FORFEITURES	67,997	98,000	67,563	96,000	98,000	118,000	20,000
<u>PROPERTY DAMAGE RECOVERY</u>							
Police	22,694	0	0	0	0	0	
Public Works	0	5,000	3,459	3,460	5,000	5,000	
PROPERTY DAMAGE RECOVERY	22,694	5,000	3,459	3,460	5,000	5,000	0
<u>REIMBURSEMENTS</u>							
Workers Compensation	54,567	70,000	0	70,000	70,000	70,000	
Emp Practices Liab Ins.	2,268	2,500	1,852	1,860	2,500	2,500	
Local Governments	1,200	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	25,475	25,000	23,769	23,770	25,000	25,000	
P-Card Rebate	37,730	35,000	19,230	40,000	40,000	40,000	
REIMBURSEMENTS	121,240	133,700	46,051	136,830	138,700	138,700	5,000
<u>LEASE/RENTAL REVENUE</u>							
Adm Bld Water Utility	10,580	10,890	8,168	10,890	11,220	11,220	
City Garage Rentals	6,876	6,900	5,428	7,000	7,000	7,000	
Communication Tower Rent	76,873	77,500	62,494	80,000	85,000	85,000	
Dumpster Rental Agreement	2,240	1,600	2,665	2,670	2,240	2,240	
Harrison St. Warehouse	0	0	370	370	370	370	
LEASE/RENTAL REVENUE	96,569	96,890	79,125	100,930	105,830	105,830	8,940

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SALE OF CITY PROPERTIES</u>							
Police	59,699	20,000	0	20,000	20,000	20,000	
Public Works	39,675	30,000	400	400	37,500	37,500	
Park & Rec.	2,551	0	0	0	0	0	
Comm. Dev.	784	0	0	0	0	0	
Misc Sales of City Prop	0	2,520	0	0	10,000	10,000	
SALE OF CITY PROPERTIES	102,709	52,520	400	20,400	67,500	67,500	14,980
<u>OTHER REVENUE</u>							
Commercial Dumpsters	109	400	0	50	400	400	
Miscellaneous Revenue	746	2,000	619	1,000	2,000	2,000	
Sales Tax	29	(450)	4	(100)	(450)	(450)	
OTHER REVENUE	884	1,950	623	950	1,950	1,950	0
<u>OTHER SPEC EVENTS-COMMUNITYFEST</u>							
Vender Fees	0	4,950	3,048	3,050	4,500	4,500	
Contributions	13,000	13,500	13,000	13,000	13,000	13,000	
OTHER SPEC EVENTS-COM. FEST	13,000	18,450	16,048	16,050	17,500	17,500	(950)
<u>GENERAL RECEIPTS-PARKS/REC</u>							
Sun Shine Program	2,534	300	623	750	350	350	
Work Permits	720	1,000	1,080	1,080	1,000	1,000	
Work Permit State Payment	(1,118)	(1,080)	(1,493)	(1,500)	(1,100)	(1,100)	
Miscellaneous	0	0	4,500	4,500	0	0	
Sales Tax Collections	(6,144)	(14,500)	(12,284)	(14,000)	(14,500)	(14,500)	
Sales Tax	39	90	72	80	80	80	
WPRA Ticket Money Collect	0	12,500	0	0	0	0	
WPRA Ticket Money Payment	0	(12,000)	0	0	0	0	
GENERAL RECEIPTS-PARKS/REC	(3,969)	(13,690)	(7,502)	(9,090)	(14,170)	(14,170)	(480)
<u>ADULT PROGRAM REVENUE</u>							
Open Gym	883	800	0	0	400	400	
Volleyball-Summr Team Fee	0	720	0	0	720	720	
Tennis Instruction	1,725	770	3,853	3,900	800	800	
Pickleball	0	960	0	580	1,500	1,500	
ADULT PROGRAM REVENUE	2,608	3,250	3,853	4,480	3,420	3,420	170
<u>CONTRACTED PROGRAM REVENUE</u>							
Fitness	3,955	10,000	5,369	7,150	10,000	10,000	
Sports Clinics	1,209	26,800	0	11,730	21,850	21,850	
Contracted Youth Programs	12,110	9,500	37,850	37,850	25,300	25,300	
CONTRACTED PROGRAM REVENUE	17,274	46,300	43,219	56,730	57,150	57,150	10,850
<u>POOL & REC BLDG REVENUE</u>							
Special Events	0	0	821	830	700	700	
Taxable Concessions	22,137	44,600	49,270	49,270	45,000	45,000	
Pool-Daily Receipts	47,051	68,000	57,748	58,860	60,000	60,000	
Pool-Season Pass Receipts	80	53,000	55,473	55,480	55,000	55,000	
Swim Lessons Receipts	16,674	55,000	41,632	41,640	50,000	50,000	
Locker Rental	0	150	76	80	150	150	
POOL & REC BLDG REVENUE	85,942	220,750	205,020	206,160	210,850	210,850	(9,900)

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>YOUTH PROGRAM REVENUE</u>							
Archery	1,298	1,520	2,098	2,100	1,800	1,800	
Crafts	324	1,000	96	100	0	0	
Operation Recreation	83,506	106,000	105,967	105,970	107,000	107,000	
Adventure	2,638	3,780	6,263	6,270	6,000	6,000	
Filthy Fun Kids Run	1,440	6,500	3,340	3,340	6,670	6,670	
Special Events	14,785	3,200	13,186	14,000	7,730	7,730	
Tennis	6,815	10,630	10,744	10,750	11,000	11,000	
Tennis-Accelerated	1,960	1,700	1,978	1,980	1,700	1,700	
Tot Lot	1,343	1,900	2,370	2,400	2,400	2,400	
TOT Sports	1,100	2,000	3,000	3,000	3,050	3,050	
Children's Playtime	3,216	15,000	12,835	12,840	14,000	14,000	
Start Smart	759	500	862	870	600	600	
Sport Explorers	1,650	1,950	2,655	2,670	2,800	2,800	
YOUTH PROGRAM REV	120,834	155,680	165,394	166,290	164,750	164,750	9,070
<u>OTHER PARKS & REC REVENUE</u>							
Doty Cabin	0	300	25	30	300	300	
Ice-Rink Taxable Concess	48	150	0	50	150	150	
Community Band	413	1,000	0	410	1,000	1,000	
OTHER PARKS & REC REVENUE	461	1,450	25	490	1,450	1,450	0
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	477	34,400	12,112	12,210	30,000	30,000	
Other Revenues	0	1,500	1,200	1,200	1,500	1,500	
Taxable Concessions	0	2,400	1,023	1,030	2,400	2,400	
RIVERSIDE PLAYERS	477	38,300	14,335	14,440	33,900	33,900	(4,400)
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	12	0	0	0	0	0	
Rentals - Shattuck	260	500	110	110	0	0	
Facility Leases	3,500	18,000	21,461	21,470	18,000	18,000	
Facility User Fees	2,180	1,500	3,540	3,540	2,000	2,000	
Rentals - Green Park	300	650	1,035	1,040	620	620	
Rentals - Memorial Park	2,915	6,350	5,432	5,440	6,300	6,300	
Rentals - Gazebo	583	700	470	500	700	700	
Rentals - Riverside Park	1,842	4,000	4,561	4,570	4,000	4,000	
Rentals - Washington Park	2,290	7,000	7,045	7,050	7,000	7,000	
Rentals -Whiting Boathse	9,917	26,000	26,378	26,380	25,500	25,500	
Rentals - Southview Park	100	30	75	80	30	30	
Rentals -Memorial Pk Open	95	300	335	340	300	300	
Rental-Shattuck BoatStall	8,605	10,500	9,870	9,870	10,000	10,000	
Rentals - Doty Park	155	1,400	1,330	1,330	1,400	1,400	
Rentals - Cook Park	0	0	110	110	0	0	
Rentals - Miller Park	15	0	0	0	0	0	
Rental - Great Northern	25	400	400	400	300	300	
Rentals - Douglas Park	0	0	30	30	30	30	
Rentals-Memorial LG Room	5,285	10,500	9,766	10,500	11,000	11,000	
Rental-Memorial SM Room	835	1,000	1,240	1,240	1,000	1,000	
Herb & Dolly Smith Park	0	0	25	30	0	0	
Boat Launch User Fees	24,716	27,000	24,691	24,700	25,000	25,000	
Boat Wash Fees	1,148	1,700	663	1,000	1,200	1,200	
PARKS REVENUE	64,778	117,530	118,567	119,730	114,380	114,380	(3,150)

**CITY OF NEENAH
2022 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
ARPA-Public Safety	0	0	0	0	0	1,300,000	
Benefit Accrual Fund	165,000	265,000	198,750	265,000	265,000	0	
Information Systems	25,000	160,000	120,000	160,000	180,000	0	
Parking Fund	132,740	136,720	102,540	136,720	143,560	0	
Sewer Fd Maintenance	325,150	334,900	251,175	334,900	351,650	351,650	
Sewer Fd Admin	565,740	582,710	437,033	582,710	611,850	611,850	
Storm Water Management	439,430	452,610	339,458	452,610	475,240	475,240	
Cemetery Perp Care	5,000	5,000	3,750	5,000	5,000	0	
Dial-A-Ride	5,000	5,000	3,750	5,000	5,000	0	
Transfer from Compost	0	5,000	3,750	5,000	5,000	0	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	0	
TIF #11	40,000	40,000	30,000	40,000	42,000	42,000	
TIF #11 Interest	0	1,000	0	0	0	0	
Transfer from TIF #12	0	0	0	0	42,000	42,000	
TIF #5 Administrative Chg	80,000	80,000	60,000	80,000	84,000	84,000	
TIF #6 Administrative Chg	60,000	60,000	45,000	60,000	63,000	63,000	
Transfer From TIF # 7	120,000	120,000	90,000	120,000	126,000	126,000	
TIF #8 Administrative Chg	120,000	120,000	90,000	120,000	126,000	126,000	
TIF #8 Interest	21,739	45,000	2,486	3,500	15,000	15,000	
TIF #9 Administrative Chg	80,000	80,000	60,000	80,000	84,000	84,000	
TIF # 10	40,000	40,000	30,000	40,000	42,000	42,000	
TIF #10 Interest	0	1,000	0	0	0	0	
Recycling Fund	25,000	30,000	22,500	30,000	30,000	0	
Small Business Loan Fd	0	5,000	0	5,000	5,000	0	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	26,225	25,000	0	25,000	25,000	25,000	
CDBG COVID Program	0	0	0	0	14,280	14,280	
Preparedness Grant	10,000	10,000	7,500	10,000	10,000	0	
Joint Municipal Court	1,053	2,500	138	200	1,000	1,000	
Alliant Energy PILOT Fund	0	254,000	0	247,190	247,190	0	
Developer Land Sales Fund	0	100,000	100,000	100,000	100,000	0	
Neenah Menasha Fire Rescu	9,301	30,000	0	0	50,000	0	
FUND TRANSFERS	2,336,378	3,030,440	2,027,830	2,947,830	3,188,770	3,438,020	407,580
TOTAL REVENUES BEFORE							
APPLICATION OF FUND BALANCE	25,438,001	25,882,510	20,923,056	25,772,160	26,293,870	26,829,590	947,080
UNASSIGNED FUND BALANCE	0	225,000	0	225,000	350,000	100,000	
ASSIGNED FUND BALANCE	0	27,507	0	27,507	0	0	
LIBRARY FUND BALANCE	0	30,000	0	30,000	0	20,000	
APPLICATION OF FUND BALANCE	0	282,507	0	282,507	350,000	120,000	(162,507)
TOTAL REVENUES	25,438,001	26,165,017	20,923,056	26,054,667	26,643,870	26,949,590	784,573
					Percent Budget Change		3.00%



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 November 6, 2019 Resolution No. 2019-22:

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
GENERAL FEES				
Notary Service	No Charge			Res. No. 7170
Copies/Open Records Requests	25¢ 1 st page 15¢ Add'l pages			Res. No. 7170 Res. No. 7170
Tapes/Other Media	Actual Cost	Materials/Reproduction		Res. No. 7170
Maps	Actual Cost of Reproduction			Res. No. 7170
Mail & Shipping of Records Request	Actual Cost of Mailing			Res. No. 7170
Prepayment of Records Request	Cost of reproduction	Only if total charge exceeds \$5		Res. No. 7170
Cost to Locate Records	\$25.00/hr	If locate cost exceeds \$50		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
Temporary Extension of Licensed Premise	\$10	Per Day	\$125.10	Ord. No. 2019-15
				Code Sec. 4-106
				Res. No. 2019-15

Publication Fee-renewal	\$22	Annual due 4/15	\$125.04(3)(g)	Res. No. 7309
Publication Fee-new app	\$65	Initial – due upon application	\$125.04(3)(g)	-----
Change of Agent	\$10	Due upon application	\$125.04(6)(b)	Res. No. 2019-17
Late Fee – April 15 filing deadline for renewals expiring 6/30	\$50	Per Year		Code Sec. 4-65(m)
Late Fee – beginning June 15 filing deadline for renewals expiring 6/30	\$20	Per Day		Res. No. 2019-17
Beverage Operator	\$60	Two year license – expires 6/30 Includes fee for picture	\$125.17(1)	Code Sec. 4-65(f)
				Ord. No. 1234
				Ord. No. 1345
				increase to \$60 effective 1/1/2007

Duplicate Beverage Operator	\$10	Per license	\$125.17	Ord. No. 1234
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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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
Taxi Cab	\$50 yearly fee	Annual – expires 6/30	\$349.24	Ord. No. 1223 / Res. 2019-09
	\$0 No fee, Report Vehicle by VIN	Annual – expires 6/30	\$349.24	Ord. No. 1223 / Res 2019-09
Escort License or Registration	\$500	Annual – expires 6/30		Code Sec. 4-65 Ord. No. 2014-9
Escort Service Licenses	\$500	Annual – expires 6/30		Res. No. 2014-10 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
Solicitor Permit – New	\$25	1 st Year – Expires 12/31	\$59.55	Res. No. 2011-7
Solicitor Permit - renewal	\$15	Annually – Expires 12/31	\$59.55	Res. No. 2011-25
Mobile Food Vendor	\$100	Per Mobile Food Vendor vehicle or cart		Sec. 14-129(e) & (f)
BID Surcharge	\$50	Per Mobile Food Vendor or Transient Merchant located in the BID District		Ord. No. 858 Ord. No. 858 Sec. 4-353(a) 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			Ord. No. 858
Voter Registration List	\$25.00 plus \$5 per 1,000 voters	Seniors – over age 65 Includes Voter History	\$6.36(6)	Set by State Elections Board Res. No. 7242
INFORMATION SYSTEMS ASSESSMENT DEPT:				

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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			
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
Scales 0 to 30 lbs.	\$30 (per unit)	Annual	\$ 98.04	Res. No. 2012-35 Sec. 4-30
Scales 31 to 1000 lbs	\$40 (per unit)	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Weight Sets	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Follow-up Inspection Fee (1 st)	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Follow-up Inspection Fee (2 nd)	\$200	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Penalty Nonregistered Device	Fee x 2	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Timing Devices	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Meters (Taxi)	\$50	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Electric Pill Counters	\$10	Annual	\$ 98.04	Res. No. 2012-35 Sec. 4-30
Gas Pumps (Retail)	\$40	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
HS Pumps (Diesel)	\$55	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Vehicle Tank/Bulk Plant Meter	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Linear (Fabric, Wire, Rope Meters)	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Farmer's Market Annual Fee (includes 7 or more devices)	\$150	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Scanners 1 to 3 scanners (total) 4 or more (total)	\$75 \$130	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Aluminum Can Recycle Machine	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Late Payment Fee	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Misc. Specialized Devices	\$50/Hour	Annual	\$ 98.04\$ATCP 92.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
PLUMBING				
New Plumbing: 1 & 2 Family	\$50 + \$0.03 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Multi-family	\$50 + \$0.05 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Commercial/Industrial	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft New: \$100 Replacement:	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$50)		Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Residential	\$50			Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Commercial	Commercial: \$50 + \$10 per inch diameter			Ch. 21, Art. V Res. No. 2017-04
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	\$30			Ch. 21, Art. V Res. No. 2011-17

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Replacement Water Heater	\$30	Minimum permit fee \$30 or \$8 per fixture if water Heater is included as part of the plumbing project		Res. No. 2017-04 Ch. 21, Art. V Res. No. 2017-04
ELECTRICAL				
New Electrical: 1 &2 Family and additions	\$50 + \$0.03 sq ft all areas	If no square footage available: \$30 for all work between \$1 and \$300 in cost \$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost \$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Electrical Code Ch. 21, Art. III Res. No. 2017-04
New Electrical: Multi-family and additions	\$50 + \$0.05 sq ft all areas	If no square footage available: \$30 for all work between \$1 and \$300 in cost \$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost \$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Ch. 21, Art. III Res. No. 2017-04
New Electrical: Commercial/Industrial and additions	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft	If no square footage available: \$30 for all work between \$1 and \$300 in cost \$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost \$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Ch. 21, Art. III Res. No. 2017-04
Electrical Service	\$50 + \$10 per 100 amp	\$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Ch. 21, Art. III Res. No. 2017-04
BUILDING				
New Construction: Residential/Duplex/Condo	\$100 + \$0.18 per sq ft all areas	Minimum \$200		Building Code Ch. 21, Art. II Res. No. 2017-04
New Construction: Multi-family	\$100 + \$0.25 per sq ft all areas	Minimum \$200		Ch. 21, Art. II Res. No. 2017-04
New Construction: Commercial/Industrial	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II Res. No. 2017-04
New Construction: Community Facility	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II Res. No. 2017-04
New Construction: Garage	\$10 + \$0.10 per sq ft	Minimum \$50		Ch. 21, Art. II Res. No. 2017-04
New Construction: Residential: Accessory Building (small sheds, decks, gazebos)	\$30	Over 24" above grade		Ch. 21, Art. II Res. No. 2017-04
New Construction: Commercial: Accessory Building (small sheds, decks, gazebos)	\$60			Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: 1 & 2 Family	\$10 + \$0.10 per sq ft	Minimum \$50 If no square footage available, based on project cost:		Ch. 21, Art. II Res. No. 2017-04

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
MISCELLANEOUS PERMIT FEES				
Apiary Registration Fee	\$30.00	Per Apiary		Building Code Sec. 3-41(c) Res. No. 2017-14 Code 21-25 & 21-26; Res. No. 2017-04
Code Enforcement Re-inspection Fees	\$25 – 2 nd notice \$50 – 3 rd notice \$50 – 4 th notice etc.			
Commercial Plan Review Building Plan HVAC	\$125 \$125			Ch. 21, Div. II Res. No. 2011-17 Ch. 21, Div. II Res. No. 2011-17 Ch. 21, Div. II Res. No. 2017-04
Demolition: Garage/Shed	\$30 plus bond			
Demolition: Residential	\$100 plus bond			\$500 Bond/Check for building <25,000 cu. Ft. \$1,000 Bond/Check for building 25,000-50,000 cu. Ft. \$2,000 Bond/Check for building over 50,000 cu. Ft. \$500 Bond/Check for building <25,000 cu. Ft. \$1,000 Bond/Check for building 25,000-50,000 cu. Ft. \$2,000 Bond/Check for building over 50,000 cu. Ft. \$500 Bond/Check for building <25,000 cu. Ft. \$1,000 Bond/Check for building 25,000-50,000 cu. Ft. \$2,000 Bond/Check for building over 50,000 cu. Ft.
Demolition: Commercial/Industrial	\$200 plus bond			
Erosion Control Residential	\$175			Ch. 21, Div. II Res. No. 2017-04
Erosion Control Commercial Industrial Community Facility Fence: Residential	\$300 per acre \$20			Ch. 22, Art. IV Res. 7309 Res. No. 2017-04 Ch. 22, Art. IV Res. No. 2017-04 Ch. 21, Div. II
Fence: Commercial	\$50			Res. No. 2017-04 Ch. 21, Div. II
Foundation Repair	\$40			Res. No. 2017-04 Ch. 21, Div. II
Mobile Home Park	\$100			Res. No. 2011-17 Res. No. 2017-04
Moving Permit Newspaper Vending Machines Permit	\$200 plus bond \$25	\$10,000-\$25,000 bond and insurance required Initial Fee; Permit must be renewed yearly at no charge and expires December 31 st		Res. No. 2017-04 Res. 7292 Code §14-146 Res. No. 2011-17 Ch. 21, Div. II
Parking Lot	\$200			Res. No. 2017-04 Ch. 21, Div. II
Pools – Above Ground	\$30			Res. No. 2017-04 Ch. 21, Div. II
Pools – In Ground	\$100			Res. No. 2017-04 Ch. 21, Div. II
Sandwich Board Signs	\$25	Annual – expires March 31 st		Res. No. 2017-04 Code Sec 4-29
Signs – Wall Signs	\$50			Res. No. 2017-04 Sign Code Ch. 24
Signs – Pole/ground Signs	\$100			Res. No. 2017-04 Sign Code Ch. 24
Accessory Use (Solar, Wind, etc.)	\$10 per KW-PV			Res. No. 2017-04

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Street Furniture	450 – Geo or HW (Minimum \$30) \$15	Annual		Ch. 14, Art. VII Res. No. 7367 Res. No. 2011-17
LICENSE RENEWALS				
Heating – Warm Air	\$20			
Heating – Hot Water	\$20			
Heating – Steam	\$20			
PLANNING & ZONING FEES				
Rezoning Application	\$400	Per Application		Zoning Code Ch. 26/Res. No. 2017-21
Variance Application	\$250	Per Application		Ch. 26/Res. No. 2017-21
Special Use Application	\$400	Per Application		Ch. 26/Res. No. 2017-21
Annexation Review	\$400	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Minor)	\$150	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Major)	\$300	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Telecommunication Tower)	\$3,000	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Landscape Plan)	NA	Per Review		Ch. 26/Res. No. 2017-21
Certified Survey Map Review	\$100	Per Map		Ch. 26/Res. No. 2017-21
Extraterritorial CSM	\$100	Per Review		Ch. 26/Res. No. 2017-21
Preliminary Plat Review	\$150 + \$35/lot	Per Review		Ch. 26/Res. No. 2017-21
Final Plat Review	\$100	Per Map		Ch. 26/Res. No. 2017-21
Official Street Map Amendment	\$400	Per Map		Ch. 26/Res. No. 2017-21
P.D.D. Review	\$500	Per Approval		Ch. 26/Res. No. 2017-21
Tourist Housing Permit	\$50 no annual fee	Per License		Ch. 26/Res. No. 2017-21
Home Occupational License	\$50	Per License		Ch. 26/Res. No. 2017-21
Rooming House License (Annual)	\$50			Ch. 26/Res. No. 2017-21
Flood Plain Permits:		Per Permit		Ch. 26/Res. No. 2017-21
Land Use Permit – Residential	\$50	Per Permit		Ch. 26/Res. No. 2017-21
Land Use Permit – Commercial	\$100	Per Application		Ch. 26/Res. No. 2017-21

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Map Amendment Application	\$200	Per Letter		Ch. 26/Res. No. 2017-21
Waiver Letter	\$25	Per Approval		Ch. 26/Res. No. 2017-21
Project Plan Approval	\$300	Per Approval		Ch. 26/Res. No. 2017-21
PDD Review/Master Plan Approval	\$500	Per Approval		Ch. 26/Res. No. 2017-21
Comprehensive Plan Amendment	\$350	Per Amendment		Ch. 26/Res. No. 2017-21
Zoning Verification/Research (Standard)	\$25	Per Verification (Standard)		Ch. 26/Res. No. 2017-21
Zoning Verification/Research (Enhanced)	\$100	Per Verification (Enhanced)		Ch. 26/Res. No. 2017-21
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
Color Copies	\$2 per 11x17		\$19.35	Res. No. 7170
FINANCE				
LICENSES				
Cat (if spayed or neutered)	\$7	Annual		Res, 2019-22
Cat (if not spayed or neutered)	\$12	Annual		Res, 2019-22
Dog (if spayed or neutered)	\$7	Annual		Res, 2019-22
Dog (if not spayed or neutered)	\$12	Annual		Res, 2019-22
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 – Day Pass Tier 1	\$2	Daily (Permit Locations)		Res. No. 2017-11
Parking – Day Pass Tier 2	\$4	Daily (3 Hour & 4 Hour Locations)		Res. No. 2017-11
Parking – Tier 1	\$22	Monthly (All Permit Locations Unless Otherwise Noted)		Res. No. 2017-05
Parking – Tier 2	\$34	Monthly (Marketplace Lot)		Res. No. 2017-05
Real Estate Status Report	\$30	Per Report – normal turn around		Res. No. 7309
Special Assessment Installment Plan	\$50	Per Report - Rush		
	Prime Rate as of 3/1/2017 plus 1.75% = 5%	Annual Rate	\$66.0715	Code Sec. 13-2 Res. No. 2017-12

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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			Ch. 7
Each Riser	\$25	Including Additions		Ch. 7
Each Floor Above the First Floor	\$25			Ch. 7
Re-inspection Fee	\$100	Per inspection starting with the 2 nd inspection		Sec. 7-34
Smoke Detector Installation	\$30	Per Detector		Res. No. 2013-34
				\$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			
	\$2.00/glossy sheet			
	\$5.00			
Photograph for ID				
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
			\$19.35(3)(a)	Res. No. 7170
Incident Reports	25¢		\$19.35(3)(a)	Res. No. 7170
1 st Page	15¢		\$19.35(3)(a)	Res. No. 7170
Additional Pages			\$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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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
Audio Cassette	Actual Cost of Tape (Estimated at \$5.00)		\$19.35(3)(a)	Res. No. 7170
				Res. No. 7309
PUBLIC WORKS				
AUTOMATED COLLECTION CART FEES				
Change cart size (Existing Property Owner)	\$25.00 per cart	Each		Ch 12, Res 2019-06
Additional Recycling Cart (Residential)	\$25.00 per cart	Annual		Ch 12, Res 2019-06
Additional Refuse Cart (Residential)	\$185.00 per cart	Annual		Ch 12, Res 2019-06
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, Erosion Plan Review and Inspection, Residential	\$200.00	Subdivision plus \$150/lot		Ch. 22, Art. IV Res. No. 7309
Erosion Plan Review and Inspection, Commercial, Industrial	\$275	Up to one acre, \$200 for each additional acre		Ch. 22, Art. IV Res. No. 7309
Post Construction Storm Water Plan Review and Inspection	\$500	Up to one acre, \$200 per additional acre		Ch. 22, Art. IV 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		
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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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FEE TYPE	FEE 2018-2022	BASIS	STATUTE NO.	ORD/RES/CODE
Street Degradation Base Fee	\$4.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Permit Fee	\$200.00	Each		Ch. 14, Div II, Res.2017-33
New Gas Service/Abandon/Maintenance	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Curb Cut	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Tunnel/Bore/Directional Bore	\$.50	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New Poles/Guywires/Sm Peds/Boxes	\$30.00	Each		Ch. 14, Div II, Res.2017-33
New Overhead Wires	\$.15	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New or Repl Manholes/Handholes	\$75.00	Each		Ch. 14, Div II, Res.2017-33
Large Cabinets/Peds/Huts/Vaults/VRADS	\$200.00	Each		Ch. 14, Div II, Res.2017-33
Trees	\$300.00	Each		Ch. 14, Div II, Res.2017-33
Marker Post/Post Mounted Signs	\$5.00	Each		Ch. 14, Div II, Res.2017-33
Failure to Obtain Permit	\$200.00	Each		Ch. 14, Div II, Res.2017-33

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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$73,860	\$77,510	\$83,300	7.47%	\$83,050	7.15%
No. of Aldermen	9	9	9	0%	9	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council

(250)

Mayor's Comments:

I am recommending a \$250 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Common Council President will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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 2022 Budget Request: 5% wage increase for three aldermen elected in April 2022.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	47,360	47,990	35,756	47,820	48,800	48,800	
0111	Fringes	1,941	1,910	1,416	1,900	2,050	2,050	
	Personal Services	49,301	49,900	37,172	49,720	50,850	50,850	950
0202	Outside Printing	299	400	60	400	400	400	
0203	Postage	7	0	3	10	0	0	
0204	Conference & Meetings	300	1,900	0	500	1,900	1,900	
0206	Advertising & Publication	9,632	12,000	3,124	8,000	10,000	10,000	
0218	Maintenance of Software	1,358	1,200	0	390	390	390	
0227	Cellular Telephone	360	360	1,050	2,000	4,320	4,320	
0233	Other Ser/Televising Mtng	6,173	6,000	4,064	7,150	7,500	7,500	
0236	Outside Services	0	250	0	0	250	250	
0255	IS Services / Internal	6,300	5,180	3,885	5,180	6,700	6,700	
0258	GIS Services/Internal	0	0	0	0	670	670	
	Contractual Services	24,429	27,290	12,186	23,630	32,130	32,130	4,840
0301	Office Supplies	0	100	0	0	100	100	
0302	Inhouse Printing	0	20	0	0	20	20	
0303	Computer Oper Supplies	130	50	0	0	50	50	
0308	Books and Periodicals	0	50	52	60	50	50	
0333	All Other Supplies	0	100	368	370	100	100	
	Supplies & Materials	130	320	420	430	320	320	0
8000	Mayor's Exec Adj	0	0	0	0	0	(250)	
	Mayor's Exec Adj	0	0	0	0	0	(250)	(250)
	OPERATIONS	73,860	77,510	49,778	73,780	83,300	83,050	5,540
COUNCIL								
		73,860	77,510	49,778	73,780	83,300	83,050	5,540
Percent Budget Change								7.15%



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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$227,615	\$240,620	\$250,670	4.18%	\$250,170	3.97%
No. of Employees (FTE)	2	2.00	2.00	0%	2.00	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Mayor

(500)

Mayor's Comments:

Operations

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Mayor will be responsible to identify specific reductions to incorporate into the line item budget prior to December 30, 2021.

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**CITY OF NEENAH
2022 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 and Plan Commission meetings 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.

2021 Accomplishments:

- Actively involved in sustainability of current businesses, support for new ones and assisting small businesses to grow and flourish in the City.
- Continued consulting and collaboration with ThedaCare and other health care resources to navigate and respond to COVID related health care directives to influence the safety and well-being of city employees and residents.
- Implemented new hours of business for City Hall during summer to extend access to do business at city hall until 5 PM. This was a trial that proved successful with improved customer service for our residents.
- Arrowhead Park enhancement for the Neenah portion of "Loop the Lake" trail continues with phase 1b; prairie, pathways and pier. Final design and planning documents will be prepared with the bidding process occurring in late fall of 2021.
- Cautiously and carefully opened the City up for events in 2021. Worked closely with our partner Future Neenah, event planners, city staff and public health officials to hold successful and safe events for the community to attend.
- Our downtown continues to see extraordinary new growth and development. There is a very high percentage of occupancy because of the unique atmosphere the downtown presents.
- Continued participation with local media outlets to further promote news and events within the City including: WHBY – Focus Fox Valley Show, WFRV – Community Updates, The Post Crescent, WBAY, WVBO and WOSH interviews throughout the year.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Mayor's Office	Budget: Mayor's Office/City Publication
Program: General Government	Submitted by: Dean R. Kaufert

- Continued networking and involvement with local cities, county and state organizations such as Fox Cities Chamber, East Central Wisconsin Planning Commission, Economic Development Council – Fox Cities Regional Partnership and League of Wisconsin Municipalities.
- Connecting with the community through guest speaker/presenter events with the local Girls and Boy Scouts, Boys & Girls Brigade, local area schools, Neenah Club, Retirement Complexes (Island Shores), GFCFA Habitat for Humanity, N/M Elks Lodge and Fox Cities Morning Rotary Club to name a few.
- Lakeshore Avenue road and trail construction completed in late spring of 2021. The trail unearthed a large amount of Native American historical artifacts including gravesites that date from A.D. 0 to A.D. 1400. To help tell the story of this important geological and Native American historic site, interpretive and interactive signs were installed along this scenic trail. The recently completed road and newly added trail, will only enhance and invite more visitors to what is already a favorite destination to look out over picturesque Lake Winnebago.
- The social media experience with Facebook, Instagram, twitter, our website and the scrolling marquee in the lobby continue to keep the community up-to-date and informed on many of the happenings and the issues that affect them. A website 'refresh' is in the works and expected to be unveiled mid-December. The renewed layout and appearance will only add to the customer experience. Approval for digital signage installation to the exterior of City Hall will further the goal of connecting residents to city business. Sign will be installed in early 2022.
- Online city services grew extensively in 2021. Many services sought by residents are now a click away, available 24/7 including fire permits, boat launch permits, large item pickup and refuse cart request or exchange to name a few.
- The Dog Park is open! Development will continue as funding is available to complete entryway concrete and a mow guard under the fencing.
- The city's efforts to improve efficiencies through our city-wide LEAN initiatives has really taken root resulting in time and cost savings in all departments. LEAN is a means to both identify and then implement the most efficient, value added way to provide government services. It is a method that eliminates waste to help maximize efficiencies

2022 Goals/Plans:

In 2022 our focus will be on continuing the high level of service to our residents throughout city government. Our employees will strive to provide a level of quality services and find ways to do things efficiently with limited resources. Continued communication and listening to our residents on ways to improve services will be a top priority.

As Mayor, the open-door policy will continue. This Council and Mayor will be active and visible in the community and will give residents many opportunities to provide valuable input and suggestions for the Mayor and Council to consider.

Our economic development policies have begun to pay off with projects being completed and some moving forward throughout the City. Creating opportunities to enhance our tax base and provide good paying jobs in our community will improve our quality of life for our residents. The State has made the ability to grow our financial resources dependent upon new growth in the community. We are in a unique position in that our public/private partnership ventures will help stimulate growth.

New residential growth continues with Integrity Acres subdivision (37 lots), Freedom Acres subdivision (14 lots) and with the future development of 100 acres of city-owned land north and west of Freedom Acres (approximately 100 more lots).

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Mayor's Office	Budget: Mayor's Office/City Publication
Program: General Government	Submitted by: Dean R. Kaufert

Apartment developments continue to positively impact our housing needs. Solaris on Main (71 units overlooking Arrowhead Park in Downtown) is expected to be completed in spring 2022. 201 W. Wisconsin Avenue (39 units, 4000 square feet of commercial space, and 7,000 square feet of office space) looks to be complete in summer 2022. The Cobblestone Creek Apartments (53 units) are nearing completion with many units already occupied and a waiting list formed.

The Plaza at Gateway Park is nearing completion and will be open in October 2021. This is a "game changer" for this community and will put Neenah on the map as a tourist destination.

Continued development is imperative to allow our tax base to grow. An emphasis will be made to deliver new projects throughout Neenah. The South Commercial Street district has recently begun to see new life and effort will be made to formulate a plan for continued investment.

Our recreation facilities, parks and trails will continue to be enhanced with new equipment and upgrades.

A new trail that will connect with the current trail around the former golf course is being planned with financial help from Jewelers Mutual and a land donation from Bridgewood Conference Center. The trail will go over the slough and join up on Jewelers Park Drive and Harrison Street.

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 up-to-date of policies, schedules and items of interest.

Our forward thinking has put us in a good position to be able to plan and acquire property in the downtown district for additional parking needs. An effort to find a suitable location for a possible parking structure is underway and design and engineering is planned for 2022.

Training opportunities for our employees and making sure they have the proper equipment to adequately provide the service to our residents is a priority. We will have the best public safety officers consisting of police, fire and first responders to continue to show the public that we are a great place to live, work and play.

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 we will be able to weather the storm 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. "Neenah, No Place I'd Rather Be!"

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
<u>OPERATIONS (0201-701)</u>								
0101	Salaries	122,035	123,080	90,506	123,130	125,990	125,990	
0110	Health Insurance	31,780	34,960	26,190	34,960	36,720	36,720	
0111	Fringes	22,769	23,180	17,007	23,190	23,620	23,620	
0123	Auto Allowance	450	450	338	450	450	450	
	Personal Services	177,034	181,670	134,041	181,730	186,780	186,780	5,110
0202	Outside Printing	1,263	200	0	1,200	1,200	1,200	
0203	Postage	262	300	136	300	300	300	
0204	Conference & Meetings	50	900	50	50	900	900	
0207	Dues & Memberships	6,843	6,950	7,074	7,080	7,100	7,100	
0218	Maintenance of Software	383	350	90	90	220	220	
0236	Outside Services	320	100	166	170	100	100	
0254	Printer / Copies	84	160	47	160	160	160	
0255	IS Services / Internal	8,900	8,590	6,443	8,590	10,900	10,900	
0258	GIS Services/Internal	0	0	0	0	1,110	1,110	
0261	Misc Expenditures	218	500	703	710	500	500	
0262	Public Relations	31	500	93	100	500	500	
	Contractual Services	18,354	18,550	14,802	18,450	22,990	22,990	4,440
0301	Office Supplies	341	150	260	260	150	150	
0302	Inhouse Printing	0	50	0	0	50	50	
0308	Books and Periodicals	0	50	0	0	50	50	
0344	Small Equipment	0	50	0	0	50	50	
0347	Small Computer Hardware	0	50	0	0	50	50	
	Supplies & Materials	341	350	260	260	350	350	0
0531	Community Contribution	4,434	7,500	4,000	7,500	7,500	7,500	
	Other	4,434	7,500	4,000	7,500	7,500	7,500	0
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	OPERATIONS	200,163	208,070	153,103	207,940	217,620	217,120	9,050
<hr/>								
<u>CITY PUBLICATION (0202-701)</u>								
0202	Outside Printing	19,541	20,000	13,761	20,000	20,000	20,000	
0203	Postage	7,773	8,000	6,215	8,500	8,500	8,500	
	Contractual Services	27,314	28,000	19,976	28,500	28,500	28,500	500
	CITY PUBLICATION	27,314	28,000	19,976	28,500	28,500	28,500	500
<hr/>								
<u>LEAN TRAINING (0203-701)</u>								
0115	Schools/Seminars/Training	138	4,550	293	500	4,550	4,550	
	Personal Services	138	4,550	293	500	4,550	4,550	0
	LEAN TRAINING	138	4,550	293	500	4,550	4,550	0
MAYOR'S OFFICE		227,615	240,620	173,372	236,940	250,670	250,170	9,550
Percent Budget Change								3.97%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Mayor	Budget: Mayor's Office
Program: General Government	Submitted by: Dean R. Kaufert

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Mayor	6,604 mo.	1.00	6,802 mo.	1.00	\$79,250	\$79,250	\$80,930
Administrative Assistant	Grade G3	1.00	Grade G3	1.00	43,670	43,720	45,060
OTHER COMPENSATION							
Accrued Wages	-		-		160	160	0
TOTAL	XXX	2.00	XXX	2.00	\$123,080	\$123,130	\$125,990

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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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$1,164,638	\$1,191,420	\$1,239,080	4.00%	\$1,236,580	3.79%
No. of Employees (FTE)	8.67	8.67	8.67	0.00%	8.67	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Finance/Risk Management (2,500)

Mayor's Comments:

Operations

I am recommending a \$2,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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 Controllershship 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. Oversee all debt issuance and payments. 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, including initiating and monitoring all City investments. 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. Assist in administration of NuPark parking permit and 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 the City's Board of Public Works.

2021 Accomplishments:

- Successfully issued \$11,750,000 in G.O. Promissory Notes to finance 2021 capital projects.
- City's AA/Stable bond rating was again affirmed by Standard and Poors. This bond rating continues to put the City of Neenah in the top echelon of all comparable 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 2020 audit, including issuance of unqualified audit opinion. Audit completed with ongoing trend of very few if any auditor adjustments required as well as resolution of internal control deficiencies.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 36th 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), GASB No. 54 (Fund Balance Reporting) and GASB 89 Accounting for Interest incurred before the End of a Construction Period), as well as Statement on Auditing Standards (SAS) No. 112 (Communicating Internal Control Matters Identified in an Audit).
- In cooperation with various departments, continued evaluation and trouble-shooting of parking system software.
- Implemented first phase of new Central Square Utility Billing software by providing customers with paper bills generated from the new system. Future phases will include on-line customer portal, paperless billing and enhanced payment options.
- Department processed approximately: Accounts Payable/Accounts Receivable/Payroll – 9,500 payment vouchers, 7,000 P-card transactions, 10,000 payroll direct deposits, 2,500 vendor checks and 750 invoices; Treasurer/Utility Billing – 43,000 cash/check transactions, 30,000 credit card/e-check transactions, 7,700 direct deposits, 3,400 debit card transactions, 3,400 ACH transactions, 200 money orders, 10,550 property tax bills and 53,000 utility service invoices.
- Continue phased implementation of new CIMS cemetery software to the public.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: General Government	Submitted by: Michael Easker

2021 Accomplishments (cont'd):

- Extensive implementation of SeamlessDocs software to provide citizens and businesses online access and payment options for various documents and forms that were previously only available in person. Forms and documents now available online through SeamlessDocs include Fire Permits, Property Status Forms, Cemetery burial requests and Cemetery monument company foundation work orders.

2022 Goals/Plans:

- * Execute additional phases to Central Square Utility Billing software, and introduce associated Click2Gov online customer service platform.
- * Prepare to implement all requirements related to the Governmental Accounting Standards Board new pronouncements, including GASB No. 87 (Leases), GASB No. 89 (Construction Period Interest) and GASB No. 91 (Conduit Debt).
- * Ongoing analysis of parking enforcement and permitting solutions. Explore using parking software for customer purchase of Boat Launch Permits.
- * Ongoing cemetery verification and updates to the new CIMS program.
- * Explore using SeamlessDocs software for online pet licensing.
- * Continue to add and update procedure books.
- * Continue to explore opportunities to use LEAN tools and methods to create greater departmental and organization efficiency.

Major Increases (Decreases) in 2022 Budget Request:

All Cost Centers:

GIS Services/Internal - \$5,880 increase. Reflects separation of GIS Services from other I/S Services.

Risk Management:

Property Insurance - \$14,000 increase. Reflects ongoing updated property values by MPIC and current property insurance market.

Liability Insurance - \$8,100 increase. Reflects current general liability and employment practices liability insurance market.

Capital Outlay:

Capital Equipment - \$7,000. Cost of new postage equipment/software.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
<u>OPERATIONS (0501-703)</u>								
0101	Salaries	373,633	382,460	271,314	376,930	377,670	377,670	
0103	Temporary Wages	7,954	2,600	3,096	4,600	2,600	2,600	
0110	Health Insurance	96,010	103,090	77,310	103,090	109,400	109,400	
0111	Fringes	67,987	69,670	49,235	69,030	67,920	67,920	
0123	Auto Allowance	25	0	0	0	0	0	
0128	Empl Recognition Awards	15	0	0	0	0	0	
	Personal Services	545,624	557,820	400,955	553,650	557,590	557,590	(230)
0202	Outside Printing	2,768	3,250	393	3,250	3,250	3,250	
0203	Postage	6,347	7,000	1,869	7,000	7,300	7,300	
0204	Conference & Meetings	210	2,800	110	200	3,500	3,500	
0205	Debit Card Charges	2,391	2,800	2,476	3,000	3,000	3,000	
0207	Dues & Memberships	1,735	1,500	1,385	1,500	1,700	1,700	
0210	Maintenance of Hardware	0	1,000	1,372	1,380	1,010	1,010	
0212	Maint of Office Equipment	520	550	532	550	550	550	
0218	Maint of Software	2,617	2,950	1,640	1,700	1,700	1,700	
0227	Cellular Telephone	480	480	360	480	480	480	
0254	Printer / Copies	3,788	3,780	2,235	3,500	3,260	3,260	
0255	IS Services / Internal	51,000	53,770	40,328	53,770	54,100	54,100	
0258	GIS Services/Internal	0	0	0	0	5,880	5,880	
	Contractual Services	71,856	79,880	52,700	76,330	85,730	85,730	5,850
0301	Office Supplies	2,311	2,250	1,166	2,250	2,300	2,300	
0302	Inhouse Printng/Dist Cost	0	20	0	20	20	20	
0303	Computer Oper Supplies	125	200	133	200	300	300	
0308	Books and Periodicals	435	400	480	500	500	500	
0333	All Other Supplies	32	50	27	50	50	50	
0343	Small Program Packages	0	300	0	300	500	500	
0344	Small Equipment	755	400	288	300	500	500	
0347	Small Computer Hardware	3,102	500	1,112	1,120	1,000	1,000	
	Supplies & Materials	6,760	4,120	3,206	4,740	5,170	5,170	1,050
8000	Mayor's Exec Adj	0	0	0	0	0	(2,500)	
	Supplies & Materials	0	0	0	0	0	(2,500)	(2,500)
<u>CAPITAL OUTLAY-FINANCE</u>								
8115	Computer Hardware Outlay	0	0	2,195	2,200	7,000	7,000	
	Capital Outlay	0	0	2,195	2,200	7,000	7,000	7,000
	FINANCE OPERATIONS	624,240	641,820	459,056	636,920	655,490	652,990	11,170
Percent Budget Change								1.74%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	400	400	0	400	400	400	
0111	Fringes	10	10	0	10	70	70	
	Personal Services	410	410	0	410	470	470	60
0202	Outside Printing	373	400	310	400	400	400	
0203	Postage	49	50	156	160	60	60	
0204	Conference & Meetings	0	500	0	0	500	500	
0232	Accounting & Auditing	45,250	51,000	42,337	51,000	52,500	52,500	
	Contractual Services	45,672	51,950	42,803	51,560	53,460	53,460	1,510
	ANNUAL FINANCIAL AUDIT	46,082	52,360	42,803	51,970	53,930	53,930	1,570
Percent Budget Change								3.00%
RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	0	300	110	110	300	300	
0239	Misc Insurance	2,017	2,500	1,211	2,500	2,500	2,500	
0244	Pollution Insurance	3,389	3,500	4,308	4,310	5,000	5,000	
0245	Property Insurance	51,728	53,000	63,815	63,820	67,000	67,000	
0246	Liability Insurance	64,144	66,000	69,154	69,160	74,100	74,100	
0247	Auto Insurance	37,826	40,000	39,747	39,750	41,750	41,750	
0248	Boiler:Machine Insurance	4,224	4,500	5,002	5,010	5,250	5,250	
0271	Self-Insured Direct Costs	70,000	70,000	52,500	70,000	70,000	70,000	
	Contractual Services	233,328	239,800	235,847	254,660	265,900	265,900	26,100
	RISK MANAGEMENT	233,328	239,800	235,847	254,660	265,900	265,900	26,100
Percent Budget Change								10.88%
PROPERTY DAMAGE (0509-703)								
0721	Police	20,614	0	0	0	0	0	
0737	Public Works	0	0	836	1,000	0	0	
0793	Community Development	0	0	1,604	1,610	0	0	
0799	Undesignated	2,573	5,000	0	1,390	5,000	5,000	
	Other	23,187	5,000	2,440	4,000	5,000	5,000	0
	PROPERTY DAMAGE	23,187	5,000	2,440	4,000	5,000	5,000	0
Percent Budget Change								0.00%
PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	1,000	1,000	0	1,000	1,000	1,000	
0111	Fringes	20	20	0	20	180	180	
	Personnel Services	1,020	1,020	0	1,020	1,180	1,180	160
	PURCHASING/P-CARD	1,020	1,020	0	1,020	1,180	1,180	160
Percent Budget Change								15.69%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>CENTRAL SERVICES (0515-703)</u>								
0203	Postage	1,123	1,500	1,170	1,500	1,600	1,600	
0207	Dues & Memberships	255	300	0	300	300	300	
0212	Maint of Office Equipment	405	500	405	410	500	500	
0236	Outside Services	2,535	2,500	1,961	2,500	2,500	2,500	
0252	Rental of Equipment	2,051	2,000	1,973	2,000	650	650	
	Contractual Services	6,369	6,800	5,509	6,710	5,550	5,550	(1,250)
0301	Office Supplies	2,014	4,500	3,127	4,500	4,500	4,500	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	0	200	1,330	1,330	200	200	
	Supplies & Materials	2,014	4,900	4,457	6,030	4,900	4,900	0
	CENTRAL SERVICES	8,383	11,700	9,966	12,740	10,450	10,450	(1,250)
Percent Budget Change								-10.68%
<hr/>								
<u>UTILITY BILLING (0525-703)</u>								
0101	Salaries	81,000	83,680	62,760	83,680	87,980	87,980	
0110	Health Insurance	21,010	24,930	18,720	24,930	25,480	25,480	
0111	Fringes	14,370	15,020	11,265	15,020	15,710	15,710	
	Personal Services	116,380	123,630	92,745	123,630	129,170	129,170	5,540
0202	Outside Printing	2,317	3,000	863	2,500	2,500	2,500	
0203	Postage	22,661	22,000	12,154	23,000	23,000	23,000	
0204	Conference & Meetings	0	1,200	0	500	1,200	1,200	
0205	Debit Card Charges	2,391	3,000	2,331	3,000	3,000	3,000	
0218	Maint of Software	7,116	6,000	7,330	7,330	0	0	
0236	Outside Services	5,130	5,000	5,296	5,500	5,500	5,500	
0255	IS Services / Internal	15,000	14,620	10,965	14,620	14,300	14,300	
0258	GIS Services/Internal	0	0	0	0	4,990	4,990	
	Contractual Services	54,615	54,820	38,939	56,450	54,490	54,490	(330)
0303	Computer Oper Supplies	0	100	0	0	100	100	
0347	Small Computer Hardware	183	200	0	0	200	200	
	Supplies & Materials	183	300	0	0	300	300	0
	UTILITY BILLING	171,178	178,750	131,684	180,080	183,960	183,960	5,210
Percent Budget Change								2.91%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
WATER UTILITY (0526-703)								
0101	Salaries	39,000	39,660	29,745	39,660	41,400	41,400	
0103	Temporary Wages	1,000	1,000	750	1,000	1,000	1,000	
0110	Health Insurance	10,120	11,810	8,820	11,810	12,000	12,000	
0111	Fringes	7,100	7,300	5,475	7,300	7,570	7,570	
	Personal Services	57,220	59,770	44,790	59,770	61,970	61,970	2,200
0204	Conference & Meetings	0	1,000	0	500	1,000	1,000	
0236	Outside Services	0	200	0	0	200	200	
	Contractual Services	0	1,200	0	500	1,200	1,200	0
	WATER UTILITY	57,220	60,970	44,790	60,270	63,170	63,170	2,200
						Percent Budget Change		3.61%
FINANCE		1,164,638	1,191,420	926,586	1,201,660	1,239,080	1,236,580	45,160
						Percent Budget Change		3.79%

**CITY OF NEENAH
REQUEST FOR 2022 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 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$120,410	\$119,870	\$120,620
Deputy Director	Grade L3	1.00	Grade L3	1.00	66,120	65,820	66,980
Assistant Treasurer	Grade K3	1.00	Grade K3	1.00	60,650	60,380	60,900
Payroll - A/P - A/R Coordinator	Grade H3	1.00	Grade H3	1.00	54,300	54,060	54,400
Utility Billing Coordinator - A/P	Grade G3	1.00	Grade G3	1.00	49,610	49,390	49,630
Office Manager	Grade G3	1.00	Grade G3	1.00	47,130	46,920	48,620
Accounting Clerk	Grade G3	1.00	Grade G3	1.00	42,190	38,900	42,000
Cashier	Grade F3	1.00	Grade F3	1.00	40,170	40,000	40,500
Subtotal		8.00		8.00	\$480,580	\$475,340	\$483,650
PART-TIME							
Cashier	Grade EH	0.67	Grade EH	0.67	23,310	23,020	23,400
OTHER COMPENSATION							
Accrued Wages	-		-		1,910	1,910	0
TEMPORARY							
Intern/Co-op Student	11.00/hr.		12.00/hr.		5,000	7,000	5,000
TOTAL	XXX	8.67	XXX	8.67	\$510,800	\$507,270	\$512,050

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DEPARTMENT OF LEGAL & ADMINISTRATIVE SERVICES

Department Head

Adam Westbrook

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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$603,164	\$516,310	\$563,780	9.19%	\$562,280	8.90%
No. of Employees (FTE)	4.00	4.00	4.00	0.00%	4.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Legal and Administrative Services (1,500)

Mayor's Comments:

Operations

I am recommending a \$1,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Department of Legal and Administrative Services/City Attorney	Budget: City Attorney/ External Legal Services/ADA Compliance
Program: General Government	Submitted by: Adam J Westbrook

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 Attorney's Office and City Clerk's Office. Supervise and manage City's response to litigation in which it becomes involved. Fulfill the duties of the Americans with Disabilities Act (ADA) Coordinator.

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. Represent the City in legal disputes. 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.

2021 Accomplishments:

- Transitioned in a new City Attorney and Legal Assistant.
- Negotiated contracts with Fire and Police Unions
- Continued working with the HR department to develop policies and procedures to deal with COVID-19.
- Continued to work closely with the CDA to implement redevelopment plans for the Downtown Gateway redevelopment area (PH Glatfelter Mill Redevelopment).
- Assisted with multiple residential development agreements within the City.
- Continued to defend the City against claims by the residents of Lake Shore Avenue.
- Developed and planned strategies with regard to the City's relationship with our neighboring municipalities.
- Drafted agreements with the Town of Neenah securing a \$250,000 payment for the power plant.
- Drafted a significant amendment to the Town of Neenah Boundary Agreement.
- Successfully defended against Clayton's incorporation.
- Continued the ADA Facilities audit, and began the City's work in our efforts to comply with Title II of the ADA.

2022 Goals/Plans:

- Continue work to update and create necessary City policies, as needed.
- Continue to prosecute municipal citations.
- Fully develop and implement ADA Title II compliance program.
- Continue to work with Community Development on the development of the Plexus area.
- Assist in defense of litigation filed against the City.

Major Increases and Decreases in 2022 Budget Request:

Overall, when including all costs attributable to the City Attorney's office operations, the City Attorney's budget shows a net decrease in budget expenditures of 4.26% or \$11,310 for 2022 under 2021. These decreases are due primarily to Salaries and Fringes and IS Services. The greatest decrease is in Salaries and Fringes with a decrease of \$18,270, and IS Services with a decrease of \$1,770. The largest increase is \$1,000 for Conferences and Meetings and \$500 for Dues and Membership. The following items showed increases or decreases of at least \$500:

INCREASES	DECREASES
Health Insurance - \$1,760	Salaries - \$17,480
Conferences & Meetings - \$1,000	Fringes - \$2,550
Dues & Memberships - \$500	IS Services - \$1,770
Small Program Packages - \$500	Total Changes under \$500 - \$920
Total changes under \$500 - \$50	

**CITY OF NEENAH
2022 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: Charlotte Nagel

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.

2021 Accomplishments:

- 2021 Board of Review
- Administered two elections
- Hired and Trained new Clerk and Deputy Clerk
- Continued training on the Badger Books for poll workers
- Continued working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continued 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.
- Continue Implementation of numerous Legislative Updates for Elections.

2022 Goals/Plans:

- 2022 Board of Review.
- Administer four elections including US Senate and Gubernatorial Races
- Continue training on the Badger Books for staff and poll workers
- 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 numerous Legislative Updates for Elections.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue training new Deputy Clerk on all aspects of the job.

Major Increases (Decreases) in 2022 Budget Request:

City Clerk

- Salary and Fringes: There is an increase of \$15,720 in salaries and fringes due to the hiring of a new Clerk and Deputy Clerk that are paid at a higher rate than their predecessors.
- GIS Services: There is an increase of \$6,660 for GIS Services

Elections

We are anticipating the 2022 election to be very similar to the 2020 presidential election. Wisconsin will host a very competitive Senate race and has the Governor's race which is expected to be close as well. Because of this the budget for elections shows significant increases in comparison to 2021, but lower projections than 2020.

Board of Review

- There are no major changes for Board of Review.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
<u>CITY ATTORNEY OPERATION (0901-705)</u>								
0101	Salaries	194,381	160,950	124,436	160,950	143,470	143,470	
0103	Temporary Wages	3,061	3,500	0	2,500	3,500	3,500	
0110	Health Insurance	31,780	34,960	26,190	34,960	36,720	36,720	
0111	Fringes	33,070	28,050	21,064	27,880	25,500	25,500	
0115	Schools/Seminars/Training	558	450	0	0	450	450	
0123	Auto Allowance	0	200	0	200	200	200	
	Personal Services	262,850	228,110	171,690	226,490	209,840	209,840	(18,270)
0202	Outside Printing	9	50	27	40	50	50	
0203	Postage	137	250	64	200	250	250	
0204	Conferences & Meetings	1,815	5,000	2,460	5,200	6,000	6,000	
0207	Dues & Memberships	2,803	2,000	1,634	1,640	2,500	2,500	
0212	Maint of Office Equipment	0	50	0	0	0	0	
0218	Maint of Software	1,890	480	90	90	90	90	
0227	Cellular Telephone	1,665	960	408	560	480	480	
0236	Outside Services	24	0	0	0	0	0	
0238	Professional Services	0	0	300	300	300	300	
0254	Printer / Copies	506	450	386	400	500	500	
0255	IS Services / Internal	22,700	20,270	15,202	20,270	18,400	18,400	
0258	GIS Services/Internal	0	0	0	0	8,100	8,100	
0261	Misc Expenditures	2	50	11	30	50	50	
	Contractual Services	31,551	29,560	20,582	28,730	36,720	36,720	7,160
0301	Office Supplies	298	250	535	540	250	250	
0302	Inhouse Printing	0	10	0	0	10	10	
0303	Computer Oper Supplies	0	50	0	0	50	50	
0308	Books and Periodicals	7,839	6,750	3,982	6,750	6,750	6,750	
0343	Small Program Packages	0	250	0	0	750	750	
0344	Small Equipment	0	200	0	0	200	200	
0347	Small Computer Hardware	0	500	118	120	500	500	
	Supplies & Materials	8,137	8,010	4,635	7,410	8,510	8,510	500
8000	Mayor's Exec Adj	0	0	0	0	0	(1,500)	
	Mayor's Exec Adj	0	0	0	0	0	(1,500)	(1,500)
	CITY ATTORNEY OPERATIONS	302,538	265,680	196,907	262,630	255,070	253,570	(12,110)
<hr/>								
<u>EXTERNAL LEGAL SERVICES (0905-705)</u>								
0238	Professional Services	4,449	2,000	346	350	2,000	2,000	
	Contractual Services	4,449	2,000	346	350	2,000	2,000	0
	PROSECUTION/EXTERNAL LEGAL SERVICES	4,449	2,000	346	350	2,000	2,000	0

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	103,849	100,860	69,094	99,600	114,510	114,510	
0103	Temporary Wages	3,308	2,500	3,257	3,500	3,000	3,000	
0110	Health Insurance	27,830	34,960	26,190	34,960	36,720	36,720	
0111	Fringes	18,896	18,850	13,056	18,720	20,920	20,920	
0115	Schools/Seminars/Training	40	750	210	500	1,000	1,000	
0123	Auto Allowance	0	100	0	0	100	100	
	Personal Services	153,923	158,020	111,807	157,280	176,250	176,250	18,230
0202	Outside Printing	483	200	58	200	200	200	
0203	Postage	1,817	1,000	836	1,500	1,500	1,500	
0204	Conferences & Meetings	0	1,000	49	500	1,000	1,000	
0207	Dues & Memberships	210	200	115	200	200	200	
0212	Maint of Office Equipment	0	200	0	0	100	100	
0218	Maint of Software	837	1,560	525	530	130	130	
0221	Telephone	0	10	0	0	0	0	
0227	Cellular Telephone	474	400	274	480	480	480	
0235	Outside Software Services	99	400	0	0	100	100	
0236	Outside Services	2,315	6,000	2,729	5,000	6,000	6,000	
0254	Printer / Copies	4,283	3,300	1,543	3,300	2,920	2,920	
0255	IS Services / Internal	18,900	19,730	14,797	19,730	15,200	15,200	
0258	GIS Services/Internal	0	0	0	0	6,660	6,660	
	Contractual Services	29,418	34,000	20,926	31,440	34,490	34,490	490
0301	Office Supplies	876	1,000	372	500	1,000	1,000	
0302	Inhouse Printing	0	200	0	0	0	0	
0303	Computer Oper Supplies	0	50	0	0	250	250	
0308	Books and Periodicals	542	600	609	610	600	600	
0318	Maps and Records	693	400	367	400	400	400	
0333	All Other Supplies	0	200	0	100	200	200	
0343	Small Program Packages	0	50	0	0	0	0	
0344	Small Equipment	930	750	0	250	250	250	
0347	Small Computer Hardware	824	500	225	230	250	250	
	Supplies & Materials	3,865	3,750	1,573	2,090	2,950	2,950	(800)
	CITY CLERK OPERATIONS	187,206	195,770	134,306	190,810	213,690	213,690	17,920
ELECTIONS (0916-705)								
0103	Temporary Wages	57,417	25,750	13,740	13,740	50,000	50,000	
0111	Fringes	2,354	1,020	544	550	2,130	2,130	
0123	Auto Allowance	59	100	0	0	0	0	
	Personal Services	59,830	26,870	14,284	14,290	52,130	52,130	25,260
0202	Outside Printing	4,751	2,000	1,025	1,030	3,000	3,000	
0203	Postage	22,533	10,000	3,612	3,620	20,000	20,000	
0206	Advertising & Publication	354	200	354	360	300	300	
0212	Maint of Office Equipment	5,909	4,000	3,738	3,740	5,500	5,500	
0236	Outside Services	9,356	5,000	3,491	3,500	8,000	8,000	
0251	Building Rental	0	300	0	0	0	0	
	Contractual Services	42,903	21,500	12,220	12,250	36,800	36,800	15,300
0301	Office Supplies	1,204	500	293	300	1,000	1,000	
0302	Inhouse Printing	0	100	0	0	0	0	
0303	Computer Oper Supplies	269	500	0	0	200	200	
0333	All Other Supplies	3,172	1,000	0	0	1,000	1,000	
0342	Tech Service Supplies	351	1,000	0	0	300	300	
0344	Small Equipment	586	200	0	0	400	400	
	Supplies & Materials	5,582	3,300	293	300	2,900	2,900	(400)
	ELECTIONS	108,315	51,670	26,797	26,840	91,830	91,830	40,160

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	500	700	500	500	700	700	
0111	Fringes	7	10	7	10	10	10	
0115	Schools/Seminars/Training	0	100	0	0	100	100	
	Personal Services	507	810	507	510	810	810	0
0203	Postage	0	30	0	0	30	30	
0206	Advertising & Publication	149	100	144	150	100	100	
0236	Outside Services	0	200	0	0	200	200	
	Contractual Services	149	330	144	150	330	330	0
0333	All Other Supplies	0	50	0	0	50	50	
	Supplies & Materials	0	50	0	0	50	50	0
	BOARD OF REVIEW	656	1,190	651	660	1,190	1,190	0
<hr/>								
LEGAL & ADMIN SERVICES		603,164	516,310	359,007	481,290	563,780	562,280	45,970
Percent Budget Change								8.90%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Legal & Administrative	Budget: Legal Services & Administrative
Program: General Government	Submitted by: Adam Westbrook

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	\$120,550	\$120,590	\$98,150
Legal Assistant/Paralegal	Grade H3	1.00	Grade H3	1.00	39,650	39,650	45,320
City Clerk	Grade M3	1.00	Grade M3	1.00	63,350	62,050	67,000
Deputy Clerk	Grade G3	1.00	Grade G3	1.00	<u>37,110</u>	<u>37,110</u>	<u>47,510</u>
Subtotal		4.00		4.00	260,660	259,400	257,980
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	1,150	1,150	0
TEMPORARY							
Board of Review	-	-	-	-	700	500	700
Election Poll Workers	\$120-\$215/day	-	\$120-\$215/day	-	25,750	13,740	50,000
DOLAS Intern	12.00 /hr	-	12.00 /hr	-	6,000	6,000	6,500
TOTAL	XXX	4.00	XXX	4.00	\$294,260	\$280,790	\$315,180



DEPARTMENT OF HUMAN RESOURCES AND SAFETY

Department Head

Lindsay Kehl

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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$262,527	\$271,970	\$331,150	21.76%	\$290,650	6.87%
No. of Employees (FTE)	2.33	2.6	2.6	0.00%	2.6	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Human Resources & Safety

Mayor's Comments:

(500)

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Comments:

(40,000)

The 2022 budget includes a \$40,000 increase to Outside Services to conduct a full salary plan review that will consider the effects of both internal and external (market) conditions. Given that the review is a one-time cost that directly affects the City's wage and benefit structure, I am recommending that the cost be funded within the City's Benefit Accrual Fund.

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Human Resources and Safety	Budget: Human Resources and Safety
Program: General Government	Submitted by: Lindsay Kehl

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:

Oversee all functions of human resources and safety to include recruitment and selection, compensation, employee benefits, worker's compensation, safety, personnel policies and performance management and discipline.

2021 Accomplishments:

- Filled several vacancies including the hiring and onboarding of a new HR-Recruiter/Coordinator
- Completed a thorough RFP process for the City's Benefit Broker; began new partnership with M3 insurance effective July 1, 2021 in an effort to enhance employee health while balancing cost
- Executed the second year of a City-wide training calendar providing a variety of learning opportunities to all staff; partnered with the Mayor & NMFR leadership team to train all staff on hands-only CPR and basic utilization of an AED.
- Carried out safety initiatives with efforts of the SAFE Team
- Coordinated annual audiograms, random drug screens, etc.
- Collaborated with City Attorney and Finance departments to complete labor contracts for both Police and Fire.
- Worked on HR standardization of work and process standardization
- Advised management on personnel and employee relations concerns
- Presented to Finance and Personnel Committee, Council, Water Commission, Joint Finance, Fire Commission, Police Commission, Library Board and Parks and Rec Commission as needed

2022 Goals/Plans:

In addition to activities listed above, continue standardization of work progress for HR processes with the implementation of Seamless Docs into the City. Large focus on salary plan review process and planning for implementation. Continued focus on employee safety, supervisor and employee training and development and LEAN initiatives.

Major Increases (Decreases) in 2022 Budget Request:

Requesting a \$40,000 increase to Outside Services to conduct a full salary plan review that reviews both internal and external (market) conditions. Last full plan review was conducted in 2013.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT		2020	2021	2021 YTD	2021	2022 DEPT	2022	BUDGET
#	ACCOUNT DESCRIPTION	ACTUAL	BUDGET	(9 MONTHS)	ESTIMATE	REQUEST	PROPOSED	CHANGE
HUMAN RESOURCES & SAFETY								
OPERATIONS (1001-707)								
0101	Salaries	168,562	172,910	128,072	172,000	185,240	185,240	
0103	Temporary Wages	0	1,500	0	1,500	1,500	1,500	
0110	Health Insurance	15,890	17,480	13,140	17,480	18,360	18,360	
0111	Fringes	24,221	25,770	18,698	25,640	31,150	31,150	
0115	Schools/Seminars/Training	0	200	477	480	200	200	
0123	Auto Allowance	0	100	40	100	100	100	
	Personal Services	208,673	217,960	160,427	217,200	236,550	236,550	18,590
0202	Outside Printing	0	0	0	0	0	0	
0203	Postage	193	280	140	280	300	300	
0204	Conferences & Meetings	879	3,000	3,275	3,280	3,000	3,000	
0206	Advertising & Publication	6,572	7,500	5,802	6,500	7,500	7,500	
0207	Dues & Memberships	265	350	265	300	350	350	
0218	Maint of Software	476	580	135	580	130	130	
0227	Cellular Telephone	480	480	320	480	480	480	
0236	Outside Services	14,451	10,500	10,093	10,500	50,500	10,500	
0254	Printer / Copies	1,355	1,340	1,580	1,580	1,640	1,640	
0255	IS Services / Internal	17,900	16,250	12,187	16,250	16,300	16,300	
0258	GIS Services/Internal	0	0	0	0	670	670	
0264	Drug & Alcohol Testing	1,666	2,500	1,346	2,500	2,500	2,500	
0265	EE Safety Compliance Acct	9,249	10,000	3,786	7,000	10,000	10,000	
	Contractual Services	53,486	52,780	38,929	49,250	93,370	53,370	590
0301	Office Supplies	332	650	559	650	650	650	
0302	Inhouse Printing	0	30	0	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	50	30	30	50	50	
0347	Small Computer Hardware	36	450	159	450	450	450	
	Supplies & Materials	368	1,230	748	1,210	1,230	1,230	0
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	OPERATIONS	262,527	271,970	200,104	267,660	331,150	290,650	18,680
						Percent Budget Change		6.87%
HUMAN RESOURCES & SAFETY								
		262,527	271,970	200,104	267,660	331,150	290,650	18,680
						Percent Budget Change		6.87%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Human Resources & Safety	Budget: Human Resources & Safety
Program: General Government	Submitted by: Lindsay Kehl

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME Director	Grade S3	1.00	Grade S3	1.00	\$100,880	\$100,880	\$102,260
PART TIME HR Admin. Asst (.80 FTE)	Grade GH	0.80	Grade HH	0.80	40,160	40,160	42,420
Recruiter / HR Coordinator	Grade IH	0.80	Grade IH	0.80	31,220	30,310	40,560
OTHER COMPENSATION Accrued Wages	-		-		650	650	0
TEMPORARY Human Resource	\$15.00		\$15.00		1,500	1,500	1,500
TOTAL	XXX	2.60	XXX	2.60	\$174,410	\$173,500	\$186,740

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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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$303,467	\$299,300	\$289,880	-3.15%	\$288,380	-3.65%
No. of Employees (FTE)	0.95	0.95	0.95	0%	0.95	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Municipal Building (1,500)

Mayor's Comments:

I am recommending a \$1,500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

**Municipal Building
(010-1801)**

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.

2021 Accomplishments:

- Completed DOLAS remodeling.
- Replaced door handles on First Floor for ADA compliance.
- Made building modifications necessary for COVID-19 pandemic.

2022 Goals/Plans:

- Make new arrangements to televise Council meetings.
- Continue addressing handicapped accessibility issues.

Major Increases (Decreases) in 2022 Budget Request: None

**Training Center/Redundant Data Center
(010-1802)**

Goals/Responsibilities:

Maintain and repair the Training Center/Redundant Data Center located in Fire Station 31 in coordination with NMFR and the Health Clinic.

2021 Accomplishments:

- Maintained facility.

2022 Goals/Plans:

- Maintain facility.
- Continue to coordinate maintenance of Training Center with Information Systems and Neenah-Menasha Fire Rescue.

Major Increases (Decreases) in 2022 Budget Request: None

**Monument Maintenance
(010-1803)**

Goals/Responsibilities:

Maintain and repair the City's monuments, including the Clock Tower and streetscape sculptures.

2021 Accomplishments:

- Maintained items as appropriate.

2022 Goals/Plans:

- Maintain items as appropriate.

Major Increases (Decreases) in 2022 Budget Request: None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING								
<u>OPERATIONS (1801-709)</u>								
0101	Salaries	63,380	65,020	50,604	65,840	55,910	55,910	
0103	Temporary Wages	10,813	12,000	4,637	4,640	7,000	7,000	
0104	Overtime Wages	169	200	0	200	200	200	
0110	Health Insurance	13,120	15,550	11,700	15,550	16,160	16,160	
0111	Fringes	13,220	13,660	9,709	12,480	11,840	11,840	
	Personal Services	100,702	106,430	76,650	98,710	91,110	91,110	(15,320)
0213	Maint of Motor Vehicles	0	200	31	200	200	200	
0214	Maintenance of Buildings	30,174	30,000	27,807	30,000	30,000	30,000	
0216	Maint of Operating Equip	894	1,000	1,118	1,120	1,000	1,000	
0218	Software Maintenance	199	200	0	200	200	200	
0219	Maintenance of Land	1,450	1,600	449	1,600	1,600	1,600	
0221	Telephone	9,407	10,500	8,798	11,300	11,300	11,300	
0222	Electricity	48,477	44,570	35,931	49,000	49,000	49,000	
0223	Natural Gas	9,820	9,900	7,937	11,800	11,800	11,800	
0224	Water & Sewer	3,261	3,500	1,677	3,500	3,500	3,500	
0225	Commercial Dumpster	970	1,000	485	900	900	900	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	547	700	66	70	70	70	
0236	Outside Services	44,904	39,000	33,843	40,000	42,000	42,000	
0237	Pest Control	803	600	1,118	1,120	900	900	
0293	Maint of Motor Veh/Fleet	1,602	1,000	1,707	1,800	1,100	1,100	
0294	Oil and Fluids/Fleet	52	70	71	80	80	80	
0296	Maint of Equipment/Fleet	0	750	0	750	830	830	
	Contractual Services	153,946	145,980	121,731	154,830	155,870	155,870	9,890
0301	Office Supplies	19	100	23	100	100	100	
0302	Inhouse Printing	0	10	35	40	10	10	
0303	Computer Operating Supply	0	150	0	100	150	150	
0306	Cleaning/Janitor Supplies	8,620	10,500	6,597	9,500	10,500	10,500	
0310	Gasoline & Oil	1,242	1,250	1,219	1,250	1,350	1,350	
0313	Vehicle Maint Supplies	0	50	0	50	50	50	
0314	Building Maint. Supplies	3,673	4,200	3,229	4,200	4,200	4,200	
0315	Land Maintenance Supplies	907	500	216	500	500	500	
0316	Equip. Maint. Supplies	0	300	337	340	300	300	
0319	Safety Supplies	317	250	124	250	250	250	
0320	Small Tools	1,871	3,000	1,492	3,000	3,000	3,000	
0333	All Other Supplies	3,309	2,100	2,002	2,100	2,200	2,200	
0344	Small Equipment	4,478	1,200	883	1,200	1,200	1,200	
0345	Shop Supplies	893	1,100	0	1,000	1,000	1,000	
	Supplies & Materials	25,329	24,710	16,157	23,630	24,810	24,810	100
8000	Mayor's Exec Adj	0	0	0	0	0	(1,500)	
	Supplies & Materials	0	0	0	0	0	(1,500)	(1,500)
	OPERATIONS	279,977	277,120	214,538	277,170	271,790	270,290	(6,830)
<u>TRAINING/REDUNDANT DATA (1802-709)</u>								
0103	Temporary Wages	5,150	5,000	100	200	200	200	
0111	Fringes	299	210	6	10	10	10	
	Personal Services	5,449	5,210	106	210	210	210	(5,000)
0214	Maintenance of Buildings	3,776	2,750	1,969	2,500	2,750	2,750	
0216	Maint of Operating Equip	0	250	0	200	200	200	
0219	Maintenance of Land	77	150	154	160	150	150	
0222	Electricity	3,730	3,200	2,498	3,500	3,850	3,850	
0223	Natural Gas	1,017	1,000	1,062	1,400	1,200	1,200	
0224	Water & Sewer	220	260	102	240	250	250	
0225	Commercial Dumpster	54	200	0	0	0	0	
0226	Storm Water	252	250	126	250	250	250	
0236	Outside Services	1,251	1,000	1,211	1,500	1,200	1,200	
0237	Pest Control	158	110	115	120	110	110	
	Contractual Services	10,535	9,170	7,237	9,870	9,960	9,960	790
0306	Cleaning/Janitor Supplies	0	300	302	310	300	300	
0314	Building Maint. Supplies	0	100	21	100	100	100	
0333	All Other Supplies	0	50	59	60	50	50	
	Supplies & Materials	0	450	382	470	450	450	0
	OPERATIONS	15,984	14,830	7,725	10,550	10,620	10,620	(4,210)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>MONUMENT MAINTENANCE (1803-709)</u>								
0222	Electricity	803	1,160	928	1,160	1,280	1,280	
0226	Storm Water	63	90	42	90	90	90	
0236	Outside Services	672	100	11	500	100	100	
	CAPITAL OUTLAY	1,538	1,350	981	1,750	1,470	1,470	120
<u>CAPITAL OUTLAY (1881-709)</u>								
8108	Office Furniture & Equip.	4,665	4,000	1,998	4,000	4,000	4,000	
8133	All Other Equipment	1,303	2,000	944	2,000	2,000	2,000	
	CAPITAL OUTLAY	5,968	6,000	2,942	6,000	6,000	6,000	0
MUNICIPAL BUILDING		303,467	299,300	226,186	295,470	289,880	288,380	(10,920)
Percent Budget Change								-3.65%

**CITY OF NEENAH
REQUEST FOR 2022 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 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Buildings Manager	Grade L3	0.95	Grade L3	0.95	\$69,090	\$69,910	\$60,330
OTHER COMPENSATION							
Accrued Wages	-		-		260	260	0
Overtime	-		-		0	200	200
TEMPORARY							
Building Maint. Assistance	11.00 / hr.		12.00 / hr.		17,000	4,700	7,200
TOTAL	XXX	0.95	XXX	0.95	\$86,350	\$75,070	\$67,730

NEENAH POLICE DEPARTMENT

Department Head

Aaron Olson

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 neighborhood policing, 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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$6,606,834	\$7,273,146	\$7,797,700	7.21%	\$7,504,070	3.18%
No. of Employees (FTE)	53.20	53.20	57.20	7.52%	55.20	3.76%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Police (35,000)

Mayor's Comments:

I am recommending a \$35,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Comments: (20,000)

I am recommending a \$20,000 reduction in budgeted Overtime to assist in balancing the 2022 budget. The reduction would create a budget number that more closely reflects recent trends in actual Police overtime costs.

Mayor's Comments: (238,630)

The Police Department 2022 budget included the request to add three additional staff positions. Those positions with annual costs are Police Captain (\$131,020), Investigator (\$107,610) and Traffic Enforcement Officer (\$90,830).

While the statistics and National staffing standards would suggest additional sworn personnel I am recommending funding one additional new Traffic Enforcement Officer Position in the Police Department. At a time of difficult levy limits I believe our citizens support Public Safety initiatives and funding. The position of traffic enforcement officer position will address an issue of significant concern in the community and also allow other concentrate on the increased call for service throughout the community. This position will help to educate and send a message that aggressive driving behavior will not be tolerated within our community. I have received many requests from citizens and elected positions for more patrols throughout the community.

Due to operating budget constraints I will not recommend the additional Captain position and an additional investigator position at this time that has been requested. While Neenah like many cities our size around the country is experiencing an uptick in criminal activity we are handling the complaints in a timely manner currently. We also have mutual aid agreements in place with neighboring communities to deal with major cases. After the building addition is complete, we can take another look at these positions in the future.

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Operations
Program: Public Safety	Submitted by: Aaron L. Olson

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. The two major emphases of our department are to treat all people with dignity and respect and to have out-of-squad-car experiences with our community.

Activities:

In 2021, the Neenah Police Department added a code enforcement officer to our staff. This position will allow us to be more proactive with minor problems.

In 2021, the Neenah Police Department became re-accredited through the Wisconsin Law Enforcement Accreditation Group (WILEAG). Only about 7% of all Wisconsin law enforcement agencies are accredited by WILEAG.

In 2021, the Neenah Police Department hired five new police officers, four new community service aides and one professional staff member.

Most of our regular 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 driver 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
- Conduct self-defense classes
- Maintain strong relations with schools, employers, and community groups
- Participate in parades and special events
- Conduct station tours
- Participate in community events
- Maintain a vibrant social media presence
- Participate in classroom presentations

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Operations
Program: Public Safety	Submitted by: Aaron L. Olson

2021 Accomplishments

We have continued our effort to initiate “out-of-squad” contacts that provide friendly, high-visibility connections with citizens.

Other accomplishments over the past year include the following:

- Played a leadership role in the Special Olympics, Rotary, Leadership Fox Cities, YMCA, Fox Valley Tech Criminal Justice Advisory Board, Youth Go and Friendship Place
- Continued our ongoing relationship with Fox Valley Technical College, to include free training space for equipment donation
- Continued our social media outreach
- Participated in all Child Abuse Review Team (CART) meetings, Child Death Review Team meetings, Child Abduction Response Team meetings, Tri-County Sexual Assault Review Team and Internet Crimes Against Children task forces (ICAC)
- Worked to enhance our Wisconsin Incident Based Reporting (WIBRS) compliancy
- Streamlined report process to make it more time efficient, which is an ongoing process
- Assisted with statewide child forensic interview training
- Expanded upon hallway stations within the different departmental units to showcase historical and present-day photographs
- Conducted a clergy meeting with representatives from Neenah’s various religious organizations to assist with the dissemination of information
- Performed other community outreach programs, such as “Chat with the Chief” and live social media programs
- Further enhanced the crime analyst position to track and analyze crime trends
- Continued our citizen survey program
- Continued to conduct thorough use-of-force investigations
- Improved our bias training
- Hosted the first annual “Cast with a Cop” fishing event for children in the community
- Conducted active shooter training with Neenah-Menasha Fire Rescue and Gold Cross Ambulance
- Hired five new police officers
- Hired four new community service aides
- Hired one new professional staff member
- Completed one promotional process for the rank of sergeant
- Completed two special assignment processes
- Continued our voluntary fitness incentive challenge program
- Made significant progress in the process of seeking state-level re-accreditation and are on track to being fully re-accredited in December
- Had an internal audit of our evidence facilities, which resulted in 100% accuracy
- Continued to grow our social media outreach
- Conducted several crosswalk initiatives to educate motorists and pedestrians on crosswalk laws
- Maintained stable staffing levels, which reduced our overtime budget (through August)
- Added a code enforcement officer to the police department staff

2022 Goals/Plans:

- Continue to build on our Neighborhood Policing strategy
- Send one supervisor to the Wisconsin Command College
- Send two supervisors to Leading Police Organization (LPO) school
- Send one supervisor to Leadership Fox Cities
- Enhance our Drone Program with Neenah-Menasha Fire Rescue
- Enhance our Tactical Emergency Medical Support (TEMS) Program with Neenah-Menasha Fire Rescue

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

Department/Office: Police	Budget: Police Capital Outlay
Program: Public Safety	Submitted by: Aaron L. Olson

2022 Goals/Plans (continued):

- Create a citizens' police academy to help our citizens understand law enforcement procedures and policies
- Continue researching the Department's history for its 150th anniversary in 2023
- Keep expenses at or below median for municipalities with a population of 17,500-30,000
- Add one investigator to our staff
- Add one police officer to our staff who will be dedicated to traffic enforcement
- Add one captain to our staff to oversee our patrol division
- Break ground on and finish building the new training facility

Major Increases (Decreases) in 2022 Budget Request:

Salaries (0101) – Increase of \$229,180 due to the creation of 1 new captain of operations position, 1 additional investigator and 1 new traffic enforcement officer position

Overtime Wages (0104) – Increase of \$2,000 due to higher wages

Grant Overtime (0108) – Decrease of \$10,000 due to forecasting less grant participation

Health Insurance (0110) – Increase of \$99,130 based on the above-mentioned 3 new sworn positions

Fringes (0111) – Increase of \$71,630 based on the above-mentioned 3 new sworn positions

Conferences/Meetings (0204) – Increase of \$1,500 due to additional FBI NA seminars and meetings

Maintenance of Software (0218) – Decrease of \$10,700, per IS Budget Projection

Electricity (0222) – 10% increase, per Finance Department, resulting in a \$3,980 increase

Natural Gas (0223) – 10% increase, per Finance Department, resulting in \$1,390 increase

Outside Software Services (0235) – Decrease of \$9,300, per IS Budget Projection

IS Services/Internal (0255) – Increase of \$18,340, per IS Budget Projection

Cleaning/Janitor Supplies (0306) – Increase of \$1,500 due to line item being historically over budget and additional building coverage with the new expansion

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

Department/Office: Police	Budget: Police Capital Outlay
Program: Public Safety	Submitted by: Aaron L. Olson

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
8108	<u>Office Furniture and Equipment</u> <u>Office Furniture Replacement</u> Replacement of chairs, tables, and desks as necessary	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Portable Radio Encryption (\$4,000 reduction from 2021)	\$2,000	\$2,000
8115	<u>Computer Hardware Outlay</u> Our Information Services professionals help us define what computer equipment needs to be replaced and which product(s) to use for replacement	\$9,500	\$9,500
8133	<u>All Other Equipment</u> <u>Batshields</u> Replace 2 expired Batshields, \$2,500 each (squads 6 and 8) <u>Automated External Defibrillators</u> Replace as needed, \$1,600 each <u>Level IV Ballistic Shied</u> Replace second expired unit (expired in 2020), \$6,000 <u>Traffic Lasers x2</u> Assist with speed enforcement, \$2,000 each <u>Door Lock Fob Access System</u> Outfit 1 additional door from the 2019 project (IS Rack), \$1,500 per door	\$5,000 \$3,200 \$6,000 \$5,000 \$1,500	\$20,700

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	3,702,806	3,919,920	2,793,750	3,906,160	4,195,280	4,034,210	
0103	Temporary Wages	95,874	107,000	63,429	102,000	107,000	107,000	
0104	Overtime Wages	304,122	373,500	216,574	371,090	375,000	355,000	
0105	Reimbursement Wage/Fringe	(19,278)	(20,000)	(9,880)	(10,000)	(10,000)	(10,000)	
0106	FLSA Overtime Wages	1,420	2,300	1,392	2,000	2,000	2,000	
0108	Grant Overtime	4,001	20,000	4,974	10,000	10,000	10,000	
0110	Health Insurance	812,950	908,910	681,660	908,910	1,028,160	991,440	
0111	Fringes	930,756	1,026,630	718,773	1,022,460	1,107,810	1,066,970	
0112	Grant Fringes	910	4,640	1,154	2,320	2,370	2,370	
0115	Training	28,600	53,300	39,054	48,000	54,500	54,500	
0117	Clothing Allowance	38,483	63,000	33,040	63,000	63,300	63,300	
0120	Protective Vest Repl Fd	0	3,000	0	3,000	3,900	3,900	
0122	Travel Expenses	385	1,000	567	1,000	1,000	1,000	
0125	Employee Schooling Reimb.	5,106	600	0	0	0	0	
0126	Department Awards	3,691	3,500	2,082	3,500	3,500	3,500	
0128	Empl Recognition Awards	323	480	200	200	150	150	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
	PERSONAL SERVICES	5,910,149	6,468,280	4,546,769	6,433,640	6,943,970	6,685,340	217,060
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	1,005	1,500	215	1,500	2,000	2,000	
0203	Postage	1,801	2,100	979	2,100	5,270	5,270	
0204	Conferences & Meetings	1,482	2,930	2,796	3,070	4,430	4,430	
0207	Dues & Memberships	3,216	3,350	2,284	3,380	3,430	3,430	
0210	Maint of Computer Hardwre	0	2,000	0	0	2,000	2,000	
0212	Maint of Office Equipment	0	500	0	500	500	500	
0213	Maint of Motor Vehicles	17,079	20,450	9,375	19,450	22,000	22,000	
0214	Maint of Buildings	20,897	38,000	12,447	33,000	38,000	38,000	
0215	Maint of Radio Equipment	9,993	10,800	7,650	10,800	10,900	10,900	
0216	Maint of Operating Equip	237	4,300	1,380	4,300	4,300	4,300	
0218	Maint Of Software	31,322	17,340	1,693	17,340	6,640	6,640	
0219	Maintenance of Land	535	2,000	14	1,000	2,000	2,000	
0221	Telephone	5,257	5,280	3,423	5,280	5,280	5,280	
0222	Electricity	36,982	39,730	27,242	41,000	43,710	43,710	
0223	Natural Gas	11,320	13,900	10,787	13,900	15,290	15,290	
0224	Water & Sewer	3,934	4,170	2,057	4,200	4,410	4,410	
0225	Commercial Dumpster	1,600	1,600	800	1,600	1,600	1,600	
0226	Storm Water	1,932	1,940	966	1,940	1,940	1,940	
0227	Cellular Telephone	20,320	17,040	14,668	17,240	20,290	20,290	
0228	Other Communications/GPS	899	900	740	900	900	900	
0231	Care of Prisoners	4,837	12,000	3,808	9,000	12,000	12,000	
0235	Outside Software Services	16,265	14,100	2,502	14,100	4,800	4,800	
0236	Outside Services	35,175	39,300	28,396	39,000	43,340	43,340	
0237	Pest Control	573	400	129	400	400	400	
0238	Professional Services	4,316	1,500	1,944	1,950	1,800	1,800	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>CONTRACTUAL SERVICES cont.</u>								
0254	Printer / Copies	7,866	7,630	6,466	7,630	7,950	7,950	
0255	IS Services / Internal	290,250	301,570	226,103	301,570	329,500	329,500	
0258	GIS Services/Internal	0	0	0	0	13,350	13,350	
0262	Public Relations/Services	4,920	5,000	2,406	5,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	14,891	24,500	13,834	23,500	29,260	29,260	
0294	Oil and Fluids/Fleet	1,535	2,180	1,211	2,180	2,560	2,560	
	CONTRACTUAL SERVICES	550,439	598,010	386,315	586,830	644,850	644,850	46,840
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	7,344	10,000	5,261	9,000	10,500	10,500	
0302	Inhouse Printing	755	500	455	500	750	750	
0303	Computer Operation Suppli	469	1,000	185	1,000	1,000	1,000	
0306	Cleaning/Janitor Supplies	9,810	8,500	6,260	9,000	10,000	10,000	
0308	Books and Periodicals	24	250	0	250	250	250	
0310	Gasoline & Oil	37,148	53,400	38,011	59,220	61,400	61,400	
0319	Safety Supplies	12,498	18,000	3,700	15,000	18,000	18,000	
0320	Small Tools	1,172	1,000	664	1,000	1,000	1,000	
0323	Dog Supplies	3,801	4,000	3,236	4,000	4,000	4,000	
0326	Photography Supplies	1,518	2,100	177	1,100	2,100	2,100	
0329	Targets & Ammunition	16,095	19,000	5,095	19,000	25,000	25,000	
0333	All Other Supplies	8,058	9,660	4,813	9,730	11,230	11,230	
0343	Small Program Packages	0	1,500	0	1,500	1,500	1,500	
0344	Small Equipment	8,832	16,800	4,031	10,800	17,950	17,950	
0347	Small Computer Hardware	11,577	12,000	3,418	12,000	6,000	6,000	
0348	Bike Patrol	1,554	4,446	150	4,450	2,000	2,000	
0349	Neighborhood Policing	1,000	1,500	628	1,500	1,500	1,500	
	SUPPLIES & MATERIALS	121,655	163,656	76,084	159,050	174,180	174,180	10,524
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	2,385	2,500	914	2,500	2,500	2,500	
8113	Communication Equipment	1,233	6,000	0	6,000	2,000	2,000	
8114	Computer Software Outlay	0	0	25,736	25,740	0	0	
8115	Computer Hardware Outlay	0	5,000	2,305	5,000	9,500	9,500	
8133	All Other Equipment	20,973	29,700	24,725	29,700	20,700	20,700	
	CAPITAL OUTLAY	24,591	43,200	53,680	68,940	34,700	34,700	(8,500)
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	0	0	0	0	(35,000)	
	MAYOR'S ADJUSTMENT	0	0	0	0	0	(35,000)	(35,000)
<u>TOTAL POLICE</u>								
		6,606,834	7,273,146	5,062,848	7,248,460	7,797,700	7,504,070	230,924
Percent Budget Change								3.18%

**CITY OF NEENAH
OPERATING BUDGET
*** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2022**

POLICE DEPARTMENT DIVISION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Operations	6,244,101	6,753,086	4,756,652	6,717,710	7,172,370	6,878,740	125,654
Police Firing Range	16,728	20,610	5,402	20,250	28,410	28,410	7,800
School Liaison Program	180,009	296,110	149,222	286,260	301,770	301,770	5,660
Police Crossing Guards	46,390	70,380	35,300	65,200	70,450	70,450	70
Code Enforcement	0	0	0	0	98,660	98,660	98,660
CSA / Animal Control	75,674	71,390	50,415	71,580	72,640	72,640	1,250
K-9 Project	19,341	18,370	12,175	18,520	18,700	18,700	
Capital Outlay-Police	24,591	43,200	53,680	68,940	34,700	34,700	(8,500)
TOTAL POLICE	6,606,834	7,273,146	5,062,846	7,248,460	7,797,700	7,504,070	230,594
Percent Budget Change							3.17%

POLICE REVENUES:

Public Safety Revenue	176,815	223,000	96,978	202,500	222,500	222,500	(500)
Fines/Forfeitures/Other	67,997	98,000	67,562	96,000	98,000	118,000	20,000
TOTAL REVENUES	244,812	321,000	164,540	298,500	320,500	340,500	19,500
Percent Budget Change							6.07%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Police	Budget: Police Operations
Program: Public Safety	Submitted by: Aaron Olson

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	\$103,360	\$103,360	\$108,590
Assistant Chief	Grade P3	1.00	Grade P3	1.00	97,690	97,690	98,260
Captain	Grade P3	1.00	Grade P3	2.00	97,690	97,690	188,260
Lieutenants	77,016-85,971	6.00	77,016-85,971	6.00	540,040	540,040	542,220
School Resource Officers	66,358-78,174	2.00	66,358-78,174	2.00	163,560	157,210	163,850
Investigative	66,358-78,174	4.00	66,358-78,174	5.00	326,950	326,950	396,490
Community Policing Coord.	66,358-78,174	1.00	66,358-78,174	1.00	81,230	81,230	81,230
Sergeants-Patrol	66,718-78,534	4.00	66,718-78,534	4.00	324,130	315,170	328,580
Sergeant-Investigative	66,718-78,534	1.00	66,718-78,534	1.00	82,480	82,480	82,480
Patrol Officer	52,024-74,467	20.00	52,024-74,467	20.00	1,441,540	1,433,490	1,433,600
Traffic Officer	-	-	52,024-74,467	1.00	0	0	55,970
Communication Techs	Grade F3	3.00	Grade F3	3.00	122,950	122,950	123,770
Support SVC Supervisor	Grade K3	1.00	Grade K3	1.00	58,480	58,480	59,500
Code Enforcement Officer	-	-	Grade H3	1.00	0	11,500	46,000
Administrative Services Tech	Grade G3	1.00	Grade H3	1.00	47,680	47,680	50,760
Evidence Custodian	Grade G3	1.00	Grade G3	1.00	50,590	50,590	50,900
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	50,610	50,610	50,920
Rec. Clerk/Crt Coordinator	Grade G3	1.00	Grade G3	1.00	41,000	41,000	41,500
Building Custodian	Grade G3	1.00	Grade G3	1.00	55,260	55,260	55,600
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	43,760	43,760	44,440
Records/Accreditation Asst.	Grade F3	1.00	Grade F3	1.00	43,200	43,200	43,790
Subtotal		52.00		56.00	\$3,772,200	\$3,760,340	\$4,046,710
PART-TIME							
Fleet Maint. Specialist	Grade GH	0.53	Grade GH	0.53	23,320	23,320	23,690
Admin. Asst.	Grade FH	0.67	Grade FH	0.67	22,300	22,300	24,700
OTHER COMPENSATION							
Holiday Worked	-		-		32,000	32,000	32,000
Firearm Certifications	-		-		57,660	57,510	60,710
Accrued Wages	-		-		11,440	11,440	8,470
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		3,000	3,000	3,000
Community Service Aide (6)	\$12.00-\$12.50/hr.		\$12.00-\$12.50/hr.		40,000	40,000	40,000
Parking Officers (2)	\$12.00-\$12.50/hr.		\$12.00-\$12.50/hr.		40,000	20,000	40,000
Crossing Guards (20)	16.50-21.27/hr.		16.50-21.27/hr.		64,000	59,000	64,000
Overtime							
Operating	-		-		373,500	371,000	375,000
FLSA Overtime	-		-		2,300	2,000	2,000
TOTAL	XXX	53.20	XXX	57.20	\$4,441,720	\$4,401,910	\$4,720,280

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
<u>POLICE OPERATIONS (2101-711)</u>								
0101	Salaries	3,603,638	3,746,870	2,709,546	3,739,540	3,976,050	3,814,980	
0103	Temporary Wages	2,214	3,000	155	3,000	3,000	3,000	
0104	Overtime Wages	290,197	346,000	205,970	344,000	348,000	328,000	
0105	Reimbursement Wage/Fringe	(19,278)	(20,000)	(9,880)	(10,000)	(10,000)	(10,000)	
0106	FLSA Overtime Wages	1,420	2,300	1,392	2,000	2,000	2,000	
0108	Grant Overtime	4,001	20,000	4,974	10,000	10,000	10,000	
0110	Health Insurance	781,170	873,950	655,470	873,950	973,080	936,360	
0111	Fringes	900,550	973,700	693,265	971,410	1,045,330	1,004,490	
0112	Grant Fringes	910	4,640	1,154	2,320	2,370	2,370	
0115	Training	27,220	50,000	38,297	46,000	50,000	50,000	
0117	Clothing Allowance	35,832	57,000	30,509	57,000	57,000	57,000	
0120	Protective Vest Repl Fd	0	3,000	0	3,000	3,900	3,900	
0122	Travel Expenses	385	1,000	567	1,000	1,000	1,000	
0125	Employee Schooling Reimb.	5,106	600	0	0	0	0	
0126	Department Awards	3,691	3,500	2,082	3,500	3,500	3,500	
0128	Empl Recognition Awards	323	480	200	200	150	150	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
	Personal Services	5,637,379	6,066,540	4,333,701	6,046,920	6,465,380	6,206,750	140,210
0202	Outside Printing	1,005	1,500	215	1,500	1,500	1,500	
0203	Postage	1,801	2,100	979	2,100	2,270	2,270	
0204	Conferences & Meetings	1,448	2,500	2,741	3,000	4,000	4,000	
0207	Dues & Memberships	2,936	3,100	2,084	3,100	3,100	3,100	
0210	Maint of Computer Hardwre	0	2,000	0	0	2,000	2,000	
0212	Maint of Office Equipment	0	500	0	500	500	500	
0213	Maint of Motor Vehicles	15,448	18,000	8,866	17,000	18,500	18,500	
0214	Maint of Buildings	20,897	38,000	12,447	33,000	38,000	38,000	
0215	Maint of Radio Equipment	9,066	9,500	7,377	9,500	9,500	9,500	
0216	Maint of Operating Equip	237	4,300	1,380	4,300	4,300	4,300	
0218	Maint Of Software	31,322	17,340	1,693	17,340	6,640	6,640	
0219	Maintenance of Land	535	2,000	14	1,000	2,000	2,000	
0221	Telephone	5,257	5,280	3,423	5,280	5,280	5,280	
0222	Electricity	36,982	39,730	27,242	41,000	43,710	43,710	
0223	Natural Gas	11,320	13,900	10,787	13,900	15,290	15,290	
0224	Water & Sewer	3,934	4,170	2,057	4,200	4,410	4,410	
0225	Commercial Dumpster	1,600	1,600	800	1,600	1,600	1,600	
0226	Storm Water	1,932	1,940	966	1,940	1,940	1,940	
0227	Cellular Telephone	18,021	15,240	13,387	15,240	15,240	15,240	
0228	Other Communications/GPS	899	900	740	900	900	900	
0231	Care of Prisoners	4,837	12,000	3,808	9,000	12,000	12,000	
0235	Outside Software Services	16,265	13,600	2,502	13,600	4,300	4,300	
0236	Outside Services	17,727	21,000	14,766	21,000	21,600	21,600	
0237	Pest Control	573	400	129	400	400	400	
0254	Printer / Copies	7,866	7,630	6,466	7,630	7,950	7,950	
0255	IS Services / Internal	278,950	290,660	217,920	290,660	309,000	309,000	
0258	GIS Services/Internal	0	0	0	0	12,010	12,010	
0262	Public Relations/Services	4,920	5,000	2,406	5,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	13,120	20,000	13,156	19,000	22,000	22,000	
0294	Oil and Fluids/Fleet	1,472	1,500	1,110	1,500	1,650	1,650	
	Contractual Services	510,370	555,390	359,461	544,190	576,590	576,590	21,200

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	7,344	10,000	5,261	9,000	10,000	10,000	
0302	Inhouse Printing	755	500	455	500	750	750	
0303	Computer Operation Suppli	469	1,000	185	1,000	1,000	1,000	
0306	Cleaning/Janitor Supplies	9,810	8,500	6,260	9,000	10,000	10,000	
0308	Books and Periodicals	24	250	0	250	250	250	
0310	Gasoline & Oil	33,714	47,630	34,658	53,400	53,400	53,400	
0319	Safety Supplies	12,498	18,000	3,700	15,000	18,000	18,000	
0320	Small Tools	1,172	1,000	664	1,000	1,000	1,000	
0326	Photography Supplies	1,518	2,100	177	1,100	2,100	2,100	
0333	All Other Supplies	6,599	6,830	4,178	7,000	7,000	7,000	
0343	Small Program Packages	0	1,500	0	1,500	1,500	1,500	
0344	Small Equipment	8,318	15,900	3,758	9,900	15,900	15,900	
0347	Small Computer Hardware	11,577	12,000	3,418	12,000	6,000	6,000	
0348	Bike Patrol	1,554	4,446	150	4,450	2,000	2,000	
0349	Neighborhood Policing	1,000	1,500	628	1,500	1,500	1,500	
	Supplies & Materials	96,352	131,156	63,492	126,600	130,400	130,400	(756)
	POLICE OPERATIONS	6,244,101	6,753,086	4,756,654	6,717,710	7,172,370	6,913,740	160,654
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CAPITAL OUTLAY (2181-711)								
8108	Office Furniture & Equip	2,385	2,500	914	2,500	2,500	2,500	
8113	Communication Equipment	1,233	6,000	0	6,000	2,000	2,000	
8114	Computer Software Outlay	0	0	25,736	25,740	0	0	
8115	Computer Hardware Outlay	0	5,000	2,305	5,000	9,500	9,500	
8133	All Other Equipment	20,973	29,700	24,725	29,700	20,700	20,700	
	Capital Outlay	24,591	43,200	53,680	68,940	34,700	34,700	(8,500)
MAYOR'S EXECUTIVE ADJUSTMENT								
8000	Mayor's Executive Adj	0	0	0	0	0	(35,000)	
	Mayor's Adjustment	0	0	0	0	0	(35,000)	(35,000)
POLICE OPERATIONS/CAP OUTLAY		6,268,692	6,796,286	4,810,334	6,786,650	7,207,070	6,913,440	117,154
Percent Budget Change								1.72%

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Firing Range
Program: Public Safety	Submitted by: Aaron L. Olson

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 of Wisconsin 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 (non-lethal training ammunition) exercises (marking cartridges)
- SIRT training (non-live fire that uses lasers to identify shot placement)
- Scenario and isolation exercises
- Active shooter team responses, including inter-departmental training
- Moving target drills
- Movement and cover exercises
- Less-lethal force and changing force drills

2021 Accomplishments:

- Maintained 100% compliance with State of Wisconsin handgun standards
- Utilized improved training tower at Station 31
- Implemented Micro Red Dot Sight (MRDS) program for duty use for handguns. "They allow police officers to focus on the threat, make a good use-of-force decision and then superimpose the red dot on the threat." (SIG SAUER Academy Director of Training Scott Reidy)
- Received free facility rental at FVTC PSTC due to ongoing exchange of services agreement

2022 Goals/Plans:

- Maintain 100% compliance with State of Wisconsin handgun standards
- Begin to transition officers to the Micro Red Dot Sight (MRDS) system on their issued handguns

Major Increases/Decreases in 2022 Budget Request:

Targets & Ammunition (0329) - \$6,000 increase due to inflation of ammunition prices

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: School Liaison Program
Program: Public Safety	Submitted by: Aaron L. Olson

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:

The School Resource Officer (SRO) 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 SRO Program is perhaps our most successful community program within the department.

Activities:

- Conduct daily patrols in and around schools
- Give classroom presentations
- Investigate and document crimes
- Act as a juvenile law expert for the police department
- Monitor and enforce truancy violations
- Participate in school board meetings as requested by the district
- Testify in expulsion hearings
- Provide security at school events/games
- Respond to reports of crimes/disturbances in schools
- Conduct parking lot checks and enforce school parking
- Serve as a liaison between the police department, Neenah Joint School District (NJSD) and the Winnebago County Human Services
- Conduct welfare checks and work with school staff on mental health aspects for students

2021 Accomplishments:

- For spring 2021, SROs had a total of 308 reported calls for service between Officer Vicki Strebel and Officer Robert Ross, not including calls over the summer
- Officers gave numerous in-class presentations; SRO Ross gave presentations, both in-person and virtually, to over 800 students throughout the year. SRO Strebel gave in-person presentations to over 100 students
- Continued usage of the title/position "School Resource Officer" to reflect state and national trends and verbiage
- Provided law enforcement presence at all home football games
- Coordinated graduation events, led the graduation parade and attended the graduation ceremony
- Contributed as members to the District Emergency Operations Planning Committee, with a focus on updating post-critical incident plans (beginning in 2019) and building security
- Participated in multiple school lockdown drills throughout the district
- Gave Choices presentations to over 100 students at Wilson and Hoover Schools
- Took an active role in updating and implementing a more modern approach to threat assessments, including mental health risk assessment training with school mental health teams and follow-up planning sessions
- Coordinated with the district and the Department of Human Services on several sexual assaults reported to SROs
- Met with students on school grounds as well as at students' homes to perform welfare checks, which have significantly increased
- Navigated a difficult COVID schedule and adapted to the different needs for each school (outdoor mask breaks, more entrance and exit points in the schools, etc.)
- Accommodated other agencies who needed to meet with NJSD students
- Continued training (January 2021: Wisconsin Juvenile Officer Association conference, which focused on current drug trends, computer crimes and search warrants)
- Created a flow chart for school staff members to assist them on knowing when to contact the police

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: School Liaison Program
Program: Public Safety	Submitted by: Aaron L. Olson

2021 Accomplishments (continued):

- Investigated tips from “Speak up – Speak out” with the school district’s mental health coordinator

2022 Goals/Plans:

- Continue our excellent working relationship with the NJSD
- Promote and train a new SRO for Neenah High School
- Maintain cooperation with NJSD on changing COVID guidelines
- Conform to or stay consistent with new state level SRO standards
- Attend non-violent crisis control training with the school district

Major Increases/Decreases in 2022 Budget Request:

IS Services/Internal (0255) – Increase of \$1,690, per IS Budget Projection

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Crossing Guards
Program: Public Safety	Submitted by: Aaron L. Olson

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

2021 Accomplishments:

- Conducted hiring process for additional crossing guards
- Completed an evaluation for each crossing guard
- Trained several new crossing guards
- Continued with annual training for safely crossing children
- Recognized our members in 2021 during Crossing Guard Appreciation Week
- Worked on a significant pay increase to have each crossing guard's salary be based on years of service

2022 Goals/Plans:

- Monitor traffic changes caused by detours, construction, etc. for impacts on student safety
- Share information with the city traffic engineer to identify crossing guard locations that should be created/eliminated
- Continue with the annual evaluations for each crossing guard after the 2021/2022 school year
- Continue with annual training for safely crossing children

Major Increases/Decreases in 2022 Budget Request:

No major changes

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Code Enforcement
Program: Public Safety	Submitted by: Aaron L. Olson

CODE ENFORCEMENT (2106-711)

Goals/Responsibilities:

The purpose and goal of this position is to provide general code enforcement functions and to administer and enforce municipal codes. The majority of work involves performing enforcement tasks in gaining compliance with a variety of quality of life ordinances including property inspections, order issuance, and compliance checks.

Activities:

- Plans and coordinates inspection work assignments and scheduling
- Secures code compliance through education and enforcement, which may include citation preparation, citation issuance, and legal testimony
- Performs education and enforcement tasks in gaining compliance with a variety of property maintenance and quality of life ordinances in the City of Neenah including, but not limited to, long grass, sidewalk snow removal, brush, garbage, vision clearance, banners and signs, junk and debris, junk or unlicensed vehicles, improper parking of vehicles and trailers, etc.
- Initiates warning letters, citations, or civil actions on violations
- Meets with homeowners, landlords, and tenants to discuss concerns with code issues found and correction notices issued by the Code Enforcement Inspector as a result of inspection activity

2021 Accomplishments:

- Not applicable. This position has not yet started within the police department.

2022 Goals/Plans:

- Reduce the number of code enforcement complaints within the City of Neenah
- Fix code enforcement problems before they become law enforcement problems
- Work with the Neenah Police Department sworn staff by being proactive with minor code enforcement concerns

Major Increases/Decreases in 2022 Budget Request:

- This is a new position that has been added to the police department
 - Full salary and benefits for one full-time position

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: CSA/Animal Control
Program: Public Safety	Submitted by: Aaron L. Olson

CSA/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:

The Community Service Aide (CSA) Program improves our ability to provide valued services to our community. CSA duties are limited to tasks that do not require a sworn officer. Additionally, we have found the CSA Program is one of our best means of recruitment for sworn officer positions. We intend to grow the program and further enhance our recruitment ability for the future.

The CSAs are also our parking enforcement officers, but those activities and associated costs are addressed under the parking budget.

Activities:

- Conduct station tours
- Complete reports for non-criminal incidents
- Investigate and document animal complaints
- Enforce parking regulations
- 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

2021 Accomplishments:

- Provided more regularly scheduled coverage for parking enforcement and CSA duties
- Hired two additional CSAs
- Hired two former CSAs as Neenah Police Department officers
- Created a new CSA manual and training guides

2022 Goals/Plans:

- Implement new evaluation form
- Continue to provide more regularly scheduled coverage for parking enforcement and CSA duties
- Increase training to better prepare CSAs for future jobs in law enforcement

Major Increases/Decreases in 2022 Budget Request:

No major changes

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: K9 Program
Program: Public Safety	Submitted by: Aaron L. Olson

K9 Program (2109-711)

Goals/Responsibilities:

The K9 Program exists as an enhancement to the patrol effort and provides a unique tool for locating contraband, recovering evidence, controlling subjects and finding subjects.

The K9 Program was recently expanded and we currently have two dogs. This allows us to continue with two working K9 teams, with the dogs having staggered retirement dates (estimated working life of a K9 is approximately six years).

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

2021 Accomplishments:

- Sent current team to S.K.I.D.D.S (SWAT & K9s Interacting During Deployment School)
- Sent all teams to basic/advanced K9 first aid classes
- Continued fundraising efforts for future needs (new shipment of K9 plush toys and continued sale of other items)
- Conducted multiple narcotics sniffs and subject tracks for wanted individuals
- Participated in multiple public demonstrations and presentations
- Successfully recertified both K-9 teams

2022 Goals/Plans:

- Send both teams to Urban Tracking School
- Spearhead one drug interdiction operation
- Send teams to K9 first aid classes (include TEMS for advanced)

Major Increases/Decreases in 2022 Budget Request:

No major changes

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	0	360	0	0	360	360	
	Contractual Services	0	360	0	0	360	360	0
0329	Targets & Ammunition	16,095	19,000	5,095	19,000	25,000	25,000	
0333	All Other Supplies	319	500	112	500	1,400	1,400	
0344	Small Equipment	314	750	195	750	1,650	1,650	
	Supplies & Materials	16,728	20,250	5,402	20,250	28,050	28,050	7,800
	POLICE FIRING RANGE	16,728	20,610	5,402	20,250	28,410	28,410	7,800
<hr/>								
POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	92,953	167,050	79,770	160,620	167,230	167,230	
0104	Overtime Wages	13,925	27,500	10,521	27,000	27,000	27,000	
0110	Health Insurance	31,780	34,960	26,190	34,960	36,720	36,720	
0111	Fringes	25,595	47,700	22,137	46,000	48,470	48,470	
0115	Training	0	1,300	0	0	2,000	2,000	
0117	Clothing Allowance	1,340	1,500	1,170	1,500	1,500	1,500	
	Personal Services	165,593	280,010	139,788	270,080	282,920	282,920	2,910
0207	Dues & Memberships	80	50	0	80	80	80	
0213	Maint of Motor Vehicles	7	750	27	750	800	800	
0215	Maint of Radio Equipment	716	1,000	182	1,000	1,000	1,000	
0227	Cellular Telephone	1,352	1,250	654	1,250	1,250	1,250	
0235	Outside Software Services	0	500	0	500	500	500	
0255	IS Services / Internal	11,300	10,910	8,182	10,910	12,600	12,600	
0258	GIS Services/Internal	0	0	0	0	670	670	
0293	Maint Of Motor Veh/Fleet	769	1,000	0	1,000	1,210	1,210	
0294	Oil and Fluids/Fleet	0	220	0	220	240	240	
	Contractual Services	14,224	15,680	9,045	15,710	18,350	18,350	2,670
0310	Gasoline & Oil	192	420	389	470	500	500	
	Supplies & Materials	192	420	389	470	500	500	80
	POLICE SCHOOL LIAISON	180,009	296,110	149,222	286,260	301,770	301,770	5,660

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SCHOOL CROSSING GUARDS (2105-711)</u>								
0103	Temporary Wages	43,320	64,000	32,474	59,000	64,000	64,000	
0111	Fringes	1,489	2,340	1,187	2,160	2,410	2,410	
0117	Clothing Allowance	519	2,440	1,288	2,440	2,440	2,440	
	Personal Services	45,328	68,780	34,949	63,600	68,850	68,850	70
0204	Conferences & Meetings	34	70	55	70	70	70	
	Contractual Services	34	70	55	70	70	70	0
0333	All Other Supplies	1,028	1,530	295	1,530	1,530	1,530	
	Supplies & Materials	1,028	1,530	295	1,530	1,530	1,530	0
	SCHOOL CROSSING GUARDS	46,390	70,380	35,299	65,200	70,450	70,450	70
<u>CODE ENFORCEMENT (2106-711)</u>								
0101	Salaries	0	0	0	0	46,000	46,000	
0110	Health Insurance	0	0	0	0	18,360	18,360	
0111	Fringes	0	0	0	0	8,660	8,660	
0115	Training	0	0	0	0	500	500	
0117	Clothing Allowance	0	0	0	0	300	300	
	Personal Services	0	0	0	0	73,820	73,820	73,820
0202	Outside Printing	0	0	0	0	500	500	
0203	Postage	0	0	0	0	3,000	3,000	
0207	Dues & Memberships	0	0	0	0	50	50	
0213	Maint of Motor Vehicles	0	0	0	0	1,000	1,000	
0215	Maint of Radio Equipment	0	0	0	0	100	100	
0227	Cellular Telephone	0	0	0	0	3,000	3,000	
0236	Outside Services	0	0	0	0	3,000	3,000	
0255	IS Services / Internal	0	0	0	0	7,900	7,900	
0258	GIS Services/Internal	0	0	0	0	670	670	
0293	Maint Of Motor Veh/Fleet	0	0	0	0	2,200	2,200	
0294	Oil and Fluids/Fleet	0	0	0	0	170	170	
	Contractual Services	0	0	0	0	21,590	21,590	21,590
0301	Office Supplies	0	0	0	0	500	500	
0310	Gasoline & Oil	0	0	0	0	2,000	2,000	
0333	All Other Supplies	0	0	0	0	500	500	
0344	Small Equipment	0	0	0	0	250	250	
	Supplies & Materials	0	0	0	0	3,250	3,250	3,250
	CODE ENFORCEMENT	0	0	0	0	98,660	98,660	98,660

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>CSA/ANIMAL CONTROL (2107-711)</u>								
0103	Temporary Wages	50,340	40,000	30,800	40,000	40,000	40,000	
0104	Overtime Wages	0	0	83	90	0	0	
0111	Fringes	1,724	1,460	1,127	1,460	1,500	1,500	
0117	Clothing Allowance	792	2,060	72	2,060	2,060	2,060	
	Personal Services	52,856	43,520	32,082	43,610	43,560	43,560	40
0213	Maint of Motor Vehicles	188	500	307	500	500	500	
0215	Maint of Radio Equipment	211	300	91	300	300	300	
0227	Cellular Telephone	947	550	627	750	800	800	
0236	Outside Services	17,280	18,000	13,630	18,000	18,540	18,540	
0293	Maint Of Motor Veh/Fleet	655	2,500	363	2,500	2,750	2,750	
0294	Oil and Fluids/Fleet	63	220	102	220	240	240	
	Contractual Services	19,344	22,070	15,120	22,270	23,130	23,130	1,060
0310	Gasoline & Oil	3,242	5,350	2,963	5,350	5,500	5,500	
0333	All Other Supplies	32	300	172	200	300	300	
0344	Small Equipment	200	150	78	150	150	150	
	Supplies & Materials	3,474	5,800	3,213	5,700	5,950	5,950	150
	CSA/ANIMAL CONTROL	75,674	71,390	50,415	71,580	72,640	72,640	1,250
<hr/>								
<u>K-9 PROJECT (2109-711)</u>								
0101	Salaries	6,215	6,000	4,435	6,000	6,000	6,000	
0111	Fringes	1,398	1,430	1,057	1,430	1,440	1,440	
0115	Training	1,380	2,000	757	2,000	2,000	2,000	
	Personal Services	8,993	9,430	6,249	9,430	9,440	9,440	10
0207	Dues & Memberships	200	200	200	200	200	200	
0213	Maint of Motor Vehicles	1,436	1,200	175	1,200	1,200	1,200	
0236	Outside Services	168	300	0	0	200	200	
0238	Professional Services	4,316	1,500	1,944	1,950	1,800	1,800	
0293	Maint Of Motor Veh/Fleet	347	1,000	315	1,000	1,100	1,100	
0294	Oil and Fluids/Fleet	0	240	0	240	260	260	
	Contractual Services	6,467	4,440	2,634	4,590	4,760	4,760	320
0323	Dog Supplies	3,801	4,000	3,236	4,000	4,000	4,000	
0333	All Other Supplies	80	500	56	500	500	500	
	Supplies & Materials	3,881	4,500	3,292	4,500	4,500	4,500	0
	K-9 PROJECT	19,341	18,370	12,175	18,520	18,700	18,700	330
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TOTAL POLICE DEPARTMENT		6,606,834	7,273,146	5,062,847	7,248,460	7,797,700	7,504,070	230,924
								Percent Budget Change 3.18%



NEENAH-MENASHA FIRE RESCUE

Department Head

Kevin Kloehn

Major Activities

Neenah-Menasha Fire rescue (NMFR) is committed to providing a 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. NMFR spends numerous hours training to prepare its firefighters and provide skills needed to deal with the many hazardous conditions that occur when responding to emergencies. Fire prevention activities include conducting over 3,200 inspections annually, fire investigations, tank inspections and plan reviews. NMFR's award winning public education programs reach over 12,000 people a year through open houses, safety fairs, parades, station tours, school visits and formal programs. The Cities of Neenah and Menasha share department costs based upon a four-factor formula.

The estimated City of Neenah share of departmental costs for 2022 is 60.65%.

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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$5,176,878	\$5,264,370	\$5,607,620	6.52%	\$5,518,870	4.83%
No. of Employees (FTE)	40.32	40.68	41.54	2.11%	41.24	1.38%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue

Recommendations as jointly directed by the Mayor's of both cities. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments: (12,940)

City of Neenah 60.65% share of total \$21,330 of wage and fringe expenditure reductions by eliminating funding for requested new position of Career Development Specialist. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments: (75,810)

City of Neenah 60.65% share of net total of \$125,000 of Executive Adjustments as recommended by the Mayor's of both cities.

Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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.

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.

Our department activities can be broken down into three major divisions: Operations, Training and Prevention

Operations

COVID19 – The pandemic changed many operations during 2020. Our department scaled back the types of medical calls to focus on priority medical incidents. Preparation and decontamination after medical calls dramatically affected how our crews operated. Our focus for the entire year was to “keep our employees’ healthy”. Our stations and equipment were sanitized continuously throughout the day and after every call. Unfortunately, public education and fire inspections were dramatically reduced as businesses were closed, schools were closed to visitors and training was reduced to small group training to prevent large gatherings of our employees. Due to not being able to conduct many of the “normal” things we do, our crews had a renewed focus on training both for COVID response as well as firefighting skills. The 2020* numbers in the following graphs show how this affected each of these areas of operation.

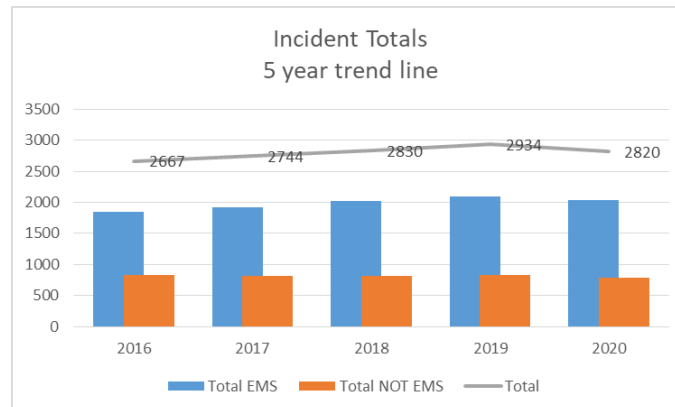
Neenah – Menasha Fire Rescue maintains and operates out of four fire stations strategically placed in Neenah and Menasha to ensure an excellent response time to all areas of the cities. Each station is staffed with full-time lifesaving crews that consist of 1 Fire Officer, 1 Driver and 1 – 2 Firefighters per fire truck. Additionally our department operates a full service water rescue service, special operations (technical rescue) service and a light/medium duty crash rescue service.

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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased especially as we add on more advanced skills.
- **Total NOT EMS** is all the other calls we respond to such as structure fires, vehicle fires, grass fires, water/ice rescues, high angle, confined space and crash rescue. Unintentional false alarms, mutual aid, etc.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn



Average response time for First arriving fire apparatus
5 minutes, 24 seconds

In June of 2018 our automatic aid with the Appleton Fire Department was suspended due to a change made by Outagamie County. We continue to work with Appleton FD, and many of our neighbors as needed for structure fires via our Mutual Aid Box Alarm System (MABAS). MABAS is our preferred method of getting additional resources to the scene in a timely manner. **D/C Voss**

Professional Development

“Professional Development” for many jobs you get “trained” on how to use or do a specific tool or task on your orientation, other careers that require perfection with specific equipment and decision making skills have continued education or “Professional Development”.

Professional Development and Credentialing: A wide variety of people, such as teachers, military officers, health care professionals, firefighters, law enforcement officers, lawyers, accountants and engineers engage in professional development. Individuals may participate in professional development because of an interest in lifelong learning, a sense of moral obligation, to maintain and improve professional competence, to enhance career progression, to keep abreast of new technology and practices, or to comply with professional regulatory requirements. Approaches to professional development, include consultation, coaching, lesson study, mentoring, reflective supervision and technical assistance.

NMFR uses all of these professional development approaches through our Job Performance Requirements (JPR's), Task Books and Subject Matter Experts (SME). Currently, NMFR has nearly 200 JPR's which are used to train and hone firefighters skills. We use these JPR's in our Task Books which include: Probationary Firefighter, Driver/Operator, Inspector/Investigator (under development) and Fire Officer. One of my greatest challenges is the department structure 3 shifts, 4 stations and 68 personnel. NMFR has SME's in; water rescue, technical rescue, vehicle extrication, fire suppression and incident management. I use these SME's to continue to develop department personnel skills and knowledge.

NMFR and the Oshkosh Fire Department completed our first joint recruit class in the beginning of the COVID-19 pandemic. This is a great partnership between neighboring communities as it reduced the time commitment of on-duty crews working with recruit school (5 weeks).

NMFR continuously trains with neighboring fire departments and our police departments along with Gold Cross Ambulance. Training Topics have included, but not limited to:

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

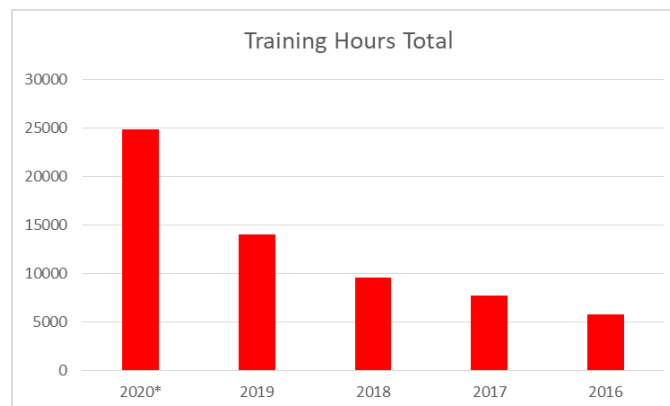
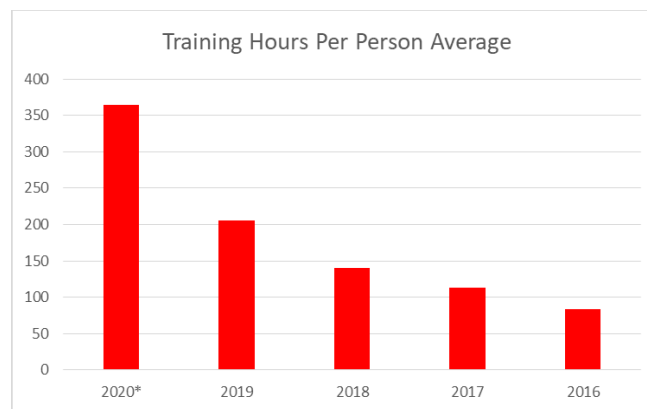
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

• Structure Fire Attack	• SCUBA Dive Rescue – Open Water & Ice
• Wild Land Fire Attack	• Active Shooter
• Pump Operations – Water Movement	• Emergency Medical Training
• High Rise – Aerial Operations	• Technical Rescue – Trench, Building Collapse, High Angle
• Shore & Boat Based Open Water Rescue	• Mental Health – EAP, PTSD & Suicide

Professional Development and Credentialing, when you dial “911” it is your emergency and our citizens expect the very best are coming to help. In 2019, we trained nearly 14,000 hours, which sounds like a lot of training, but when it is YOUR EMERGENCY, you want to know the very best is coming to help!

Professional Development is not practicing until you get it right...

... It is practicing until you can't get it wrong.



In developing our firefighters, there is a tremendous amount to do. I am very fortunate to have so many subject matter experts (SME) on the department. These SME's are great assets to our department, I am able to schedule training to be given to the rest of the department by these individuals. **A/C Peglow**

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

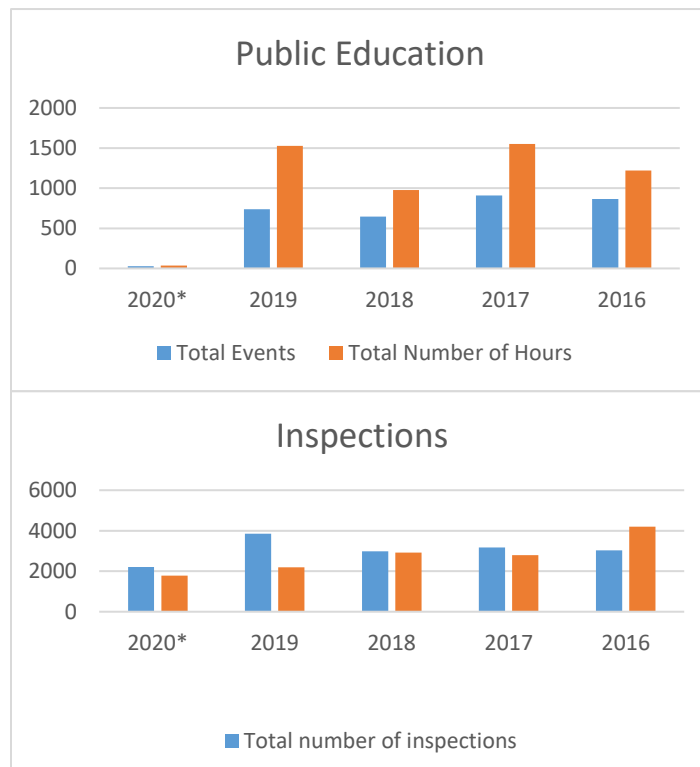
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

Fire Prevention, Fire Investigations and Public Education

NMFR Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations, and Public Education. Fire prevention programs include detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, and changes to any and all fire detection and suppression systems of all commercial properties and multi-family residential facilities. Neenah and Menasha continue to have significant construction projects and growth throughout the two communities. NMFR work very closely with city staff, property owners, architects, engineers, developers, and building officials to ensure that all projects are completed with fire and life safety as our number one priority.

Each year, NMFR conducts in excess of 3,000 inspections to assist property and business owners with identifying potential fire and life safety concerns. Both municipalities contracted with “The Compliance Engine” (TCE) facilitating a more efficient review, tracking, and follow-up process with properties to correct deficiencies and maintain systems. This allows NMFR to easily see if a business is in compliance for all fire detection, suppression, and notification systems throughout our jurisdiction. TCE also notifies our local business direct in an effort to help the business maintain compliance. NMFR actively continues to meet with and provide information for industrial, commercial, and residential facilities, to assist them with creating and maintaining proper fire and life safety emergency action plans.

NMFR is required, by Wisconsin State Statute, to perform fire inspections for all commercial businesses and multi-family (3 family or more) residential structures, within our jurisdiction, two times annually (with few exceptions). *This requirement is aided by the 2% dues funding from the State of Wisconsin. In 2021, the City of Neenah’s 2% dues funding check was \$100,434.46, and the City of Menasha’s was \$51,951.57.*



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn



The Fire Prevention Bureau also oversees all fire investigations. Wisconsin State statute 165.55 requires that every fire shall be investigated for cause, origin and circumstances. NMFR conducts investigations of every fire that occurs within our jurisdiction. These investigations are conducted by the Shift Inspector/Investigator and/or the Assistant Chief/Fire Marshal depending on the size and complexity of the incident. NMFR works in conjunction with law enforcement when a fire is determined or suspected to be incendiary or criminal in nature. The size and complexity of the fire may require NMFR to request assistance from the Wisconsin Department of Criminal Investigations (DCI) to assist with in-depth evidence collection and sampling to be sent to the state crime lab for analysis.

NMFR remains active in our fire prevention and public safety educational programs, as well as, the juvenile fire setter intervention program. While the COVID pandemic limited in-person presentations in 2020, our Public Education Team, along with operations personnel, provided public education programs, fire/life safety presentations, and general fire safety educational information, to more than 17,400 children and adults through video, social media, and virtual meetings when in person meetings couldn't be held. The team continues to conduct fire safety programs at public and private schools in the Neenah and Menasha school districts during the fire prevention month of October. NMFR has a multi age based program for Elementary, Middle and High School students to provide age appropriate fire safety presentations. NMFR focuses on adult and elderly programs including our ongoing residential smoke detector installs in single family residential homes throughout the cities of Neenah and Menasha at no cost to the residents through donations from the American Red Cross.

Public education programs, fire prevention inspections, and fire/life safety education have proven to reduce injury and death yet is difficult when we attempt to compile a true perspective of the impact. Actual quantifiable numbers for fires prevented, and/or lives saved, by the information shared and lessons learned during our interaction with individuals cannot be measured as we cannot place a number or dollar amount on an incident that never occurs. However, we are very confident that maintaining the outstanding level of service that is provide through NMFR, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha. **A/C Krueger**

2021 Accomplishments:

- Found a way to continue to meet the department's growing need for training all personnel during the pandemic.
- Held the 2nd Regional Joint Recruit Training Academy with Oshkosh and Grand Chute Fire Departments.
- Hired and trained eight new firefighters to replace the eight who retired. This is the biggest turnover we have ever had in our department.
- Continued to provide high level 24/7 response during the challenges of Covid.
- Made policy adjustments to meet the needs of the community during the pandemic.
- Successfully created a Regional Covid-19 Fire Service Mutual Aid Pact to keep service levels for the region the same during the pandemic.
- Set up a way to continue our fire prevention education within the two school districts during the pandemic.
- Continued to improve on communication with City Officials.
- Continued to improve on communication with all NMFR staff.
- Continued to improve working relationships with all City Departments.
- Goal setting with Shift Commanders and Administration Staff.
- Implementation of Quarterly Fire Officer development.
- Successfully completed the State of Wisconsin 2% Dues Audit.
- Transitioned our training records software to a new system.
- Completed the Confined Space Training tool installed at the Training Tower.
- Completed Shift Inspector Task Book.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

2021 Accomplishments cont'd:

- Implemented the Compliance Engine which is a secure internet-based cloud environment in which third-party contractors that inspect, test and maintain fire protection systems, submit their reports via a web portal directly to the NMFR, facilitating a more efficient review, tracking and follow-up process with properties to correct deficiencies and maintain systems.
- Continue funding our smoke alarm program through donations from Kuehl Electric and the American Red Cross.
- Worked on updating our Strategic Plan for the next five years.
- Addition of second rescue Task Force Medic to Neenah Police Department.
- Exploring areas to work together with Oshkosh Fire Department.
- Hired a new Assistant Chief/Fire Marshal.
- Approved a study to have area fire departments look at service cooperation.
- Worked with both cities Water Departments to upgrade water flow for hydrants.
- Established a new corporate partnership during our Covid response for needed equipment saving over \$600.
- Negotiated a new labor agreement with Local 275.

2021/2022 Goals:

- Prepare the department for the upcoming turnover in personnel.
- Hire a new Deputy Chief.
- Switch our records management system to a new operating system.
- Work on changing processes with the inspection bureau.
- Expand Joint Recruit Academy to include Appleton Fire Department.
- Improve the onboarding of our new firefighters, i.e. position descriptions, application process, interview scoring and how we make offers.

Major Increases/Decreases in 2022 Operating Budget Request: Listed below are major increases/decreases \$1,500 and over. Increases/decreases less than \$1,500 are not listed below.

Salaries (0101): Increase of \$178,000 per City of Neenah Finance Department, as well as request of Career Development Specialist position.

FLSA Overtime (0106): Increase of \$5,000 per City of Neenah Finance Department.

Health Insurance (0110): Increase of \$7,030 per City of Neenah Finance Department.

Fringes (0111): Increase of \$121,030 per City of Neenah Finance Department.

Clothing Allowance (0117): Increase of \$2,720. This is set by 275's Labor Agreement and dress uniform purchase for new Deputy Chief.

License Renewal (0118): Increase of \$1,980. First responder re-certification was completed in 2020. Licenses are good for three years.

Maintenance of Motor Vehicles (0213): Increase of \$5,000. With the unbudgeted repairs we needed to make to E32 in 2021, we had to push back some repairs for other vehicles and will need additional money to cover these repairs.

Maint. of Software (0218): Increase of \$11,100. As determined by Neenah I/S Department and to renewal for our records management software.

Electricity (0222): Increase of \$3,000. Per the City of Neenah Finance Department.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

Natural Gas (0223): Increase of \$1,700. Per the City of Neenah Finance Department.

Professional Services (0238): Increase of \$14,210. EKG's are performed every other year. They are due in 2022.

Neenah I/S Services (0255): Increase of \$5,800. Per City of Neenah I/S Department.

Neenah H/R Services (0257): Increase of \$5,000. Per City of Neenah Finance Department.

Neenah GIS Services (0258): Increase of \$11,980. New separate budget line item, per the City of Neenah Finance Department. In previous years, this was part of the Neenah I/S Services budget.

Public Relations (0262): Increase of \$2,000. We have done very little public education/relations since 2020 due to the pandemic. We will need additional funds to resume activities.

Gas & Oil (0310): Increase of \$2,840. Per the City of Neenah Finance Department. We also buy fluids in bulk (i.e. oil, DEF, etc.) for a savings.

Personal Protective Equipment (0348): Decrease of \$15,000. We will not have as much turnover in 2022 where replacement gear is needed. This is to continue with our replacement plan of gear, helmets, boots, etc.

**CITY OF NEENAH
2022 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
	<u>SUPPLEMENTARY DETAIL WORKSHEET FOR CAPITAL OUTLAY</u>		
8108	<u>Office Furniture & Equipment</u> To replace old office/living furniture as necessary for the four stations.	\$2,700	\$2,700
8113	<u>Communication Equipment</u> Funds are used monthly for the cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Total projected cost is \$4,000	\$4,000	\$4,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2022 upon failure or based on Neenah IS's recommendation.	\$2,500	\$2,500
8133	<u>All Other Equipment</u> These funds are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment. This includes water rescue and in-house EMS training. Total projected cost \$23,000.	\$23,000	\$23,000
8149	<u>Household Purchases</u> 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. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,720.	\$9,720	\$9,720

**CITY OF NEENAH
2022 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:

In 2005, NMFR joined with other 11 fire departments from around the state including: Green Bay, Appleton and Oshkosh Fire Departments to create Wisconsin Task Force (WITF). WITF has provided beneficial, and extremely technical training to many members of NMFR. This training has created several subject matter experts (SME's) that have assisted NMFR Training Bureau with department awareness and operations training to better protect 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 as Wisconsin Task Force 1 (WI-TF1). Their participation increases their level of knowledge, skills, and abilities, enabling them to bring those skills and provide this service at the local level. 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. Currently as of August 27, 2021 WI-TF1 is non-deployable due to no contract signed between the 11 fire departments and State of Wisconsin Emergency Management (WEM). The State of Wisconsin has now budgeted for WI-TF1 but WEM and the partnering departments are waiting for legislators to create and approve legislation to support WI-TF1.

In this time of no WI-TF1 training, area departments including Appleton, Green Bay, Oshkosh and NMFR are continuing to train to maintain a response capability for our communities. NMFR currently has six (6) members trained to Technician Level in the Technical Rescue. When WI-TF1 is stood back up, NMFR is committed to participating with WI-TF1 and WEM again.

Major Increases (Decreases) in 2022 Budget Request:

Overtime (0104): Increase of \$15,000. The increase is based upon the information we are receiving from the State on the estimated hours of training that will be conducted in 2022.

Reimbursement/Overtime (0105): Increase of \$26,000. The increase is based upon the information we are receiving from the State on anticipated reimbursements in 2022.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	720	1,310	0	900	1,330	1,020	
0306	Cleaning/Janitor Supplies	7,151	9,240	0	9,240	10,120	10,120	
0308	Books and Periodicals	872	420	0	420	2,200	2,200	
0310	Gasoline & Oil	14,036	16,990	0	16,990	18,950	18,950	
0319	Safety Supplies	7,385	4,010	0	4,010	4,430	4,060	
0320	Small Tools	667	660	0	660	720	720	
0325	Consumable supplies	878	1,790	0	350	1,820	1,210	
0326	Photography Supplies	210	300	0	350	300	300	
0333	All Other Supplies	977	2,270	0	1,790	2,300	2,300	
0344	Small Equipment	2,227	5,860	0	5,860	6,370	5,760	
0347	Small Computer Hardware	377	370	0	360	490	490	
0348	Per Protective Equipment	32,401	38,890	0	38,890	30,330	30,330	
0350	Training Supplies	2,326	2,240	0	2,240	2,460	2,460	
	Supplies & Materials	70,227	84,350	0	82,060	81,820	79,920	(4,430)
	OPERATIONS	5,128,851	5,136,240	3,928,778	5,258,260	5,511,030	5,431,280	295,040
							Percent Budget Change	5.74%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	1,462	1,500	0	1,500	1,640	1,640	
8113	Communication Equipment	2,263	2,380	0	2,380	2,430	2,430	
8114	Computer Software Outlay	0	600	0	1,930	610	610	
8115	Computer Hardware Outlay	524	600	0	1,500	1,520	1,520	
8133	All Other Equipment	7,725	13,160	0	13,160	13,950	13,340	
8149	Household Purchases	5,489	5,380	0	5,380	5,900	5,900	
	CAPITAL OUTLAY	17,463	23,620	0	25,850	26,050	25,440	1,820
<u>OTHER</u>								
9005	Revenue Offset	0	(17,290)	0	0	(11,520)	(19,910)	
	OTHER	0	(17,290)	0	0	(11,520)	(19,910)	(2,620)
FIRE OPERATIONS/CAPITAL OUTLAY		5,146,314	5,142,570	3,928,778	5,284,110	5,525,560	5,436,810	294,240
							Percent Budget Change	5.72%
<u>FIRE STATION BUILDINGS (2304-712)</u>								
0214	Maint of Buildings	22,663	26,000	18,344	26,000	26,000	26,000	
	Contractual Services	22,663	26,000	18,344	26,000	26,000	26,000	0
	FIRE STATION BUILDINGS	22,663	26,000	18,344	26,000	26,000	26,000	0
							Percent Budget Change	0.00%
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	0	11,970	0	5,980	21,230	21,230	
0105	Reimbursement / Overtime	0	(2,390)	0	(1,200)	(18,200)	(18,200)	
0111	Fringes	0	2,650	0	1,320	4,660	4,660	
	Personal Services	0	12,230	0	6,100	7,690	7,690	(4,540)
0216	Maint of Operating Equip	482	540	0	540	550	550	
	Contractual Services	482	540	0	540	550	550	10
0320	Small Tools	184	300	0	300	300	300	
0348	Per Protective Equipment	3,957	4,180	0	4,180	4,240	4,240	
0350	Training Supplies	339	300	0	300	300	300	
	Supplies & Materials	4,480	4,780	0	4,780	4,840	4,840	60
8133	All Other Equipment	771	840	0	840	850	850	
	Capital Outlay	771	840	0	840	850	850	10
REG SPEC OPER RESP TEAM		5,733	18,390	0	12,260	13,930	13,930	(4,460)
							Percent Budget Change	-24.25%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>JOINT FIRE COMMISSION (2320-712)</u>								
0206	Advertising & Publication	0	1,080	0	0	300	300	
0236	Outside Services	1,823	1,500	0	4,460	2,730	2,730	
0261	Misc Expenditures	345	300	0	420	730	730	
	Contractual Services	2,168	2,880	0	4,880	3,760	3,760	880
	JOINT FIRE COMMISSION	2,168	2,880	0	4,880	3,760	3,760	880
Percent Budget Change								30.56%
<u>SPECIAL RESERVES & ESCROW (2326-712)</u>								
0101	Salaries	0	4,200	0	0	6,700	6,700	
0110	Health Insurance	0	69,440	0	0	30,330	30,330	
0111	Fringes	0	890	0	0	1,340	1,340	
		0	74,530	0	0	38,370	38,370	(36,160)
FIRE DEPARTMENT		5,176,878	5,264,370	3,947,122	5,327,250	5,607,620	5,518,870	254,500
Percent Budget Change								4.83%

**CITY OF NEENAH
REQUEST FOR 2022 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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$104,740	\$104,740	\$105,390
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	97,410	73,100	98,530
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	81,710	81,710	82,210
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	78,500	78,500	81,000
Management Assistant	Grade H3	1.00	Grade H3	1.00	52,540	52,540	53,560
Fire Officers	82,913 - 83,742	15.00	85,417	15.00	1,325,920	1,314,170	1,351,760
Mechanics	80,253 - 83,742	4.00	82,678 - 85,417	4.00	343,910	370,220	355,180
Assistant Inspectors	78,687 - 79,474	6.00	81,063	6.00	498,960	498,960	511,400
Shift Commanders	86,015 - 86,875	3.00	88,613	3.00	275,090	273,860	281,880
Drivers	77,342 - 78,115	12.00	79,677	12.00	971,960	971,960	1,006,050
Fire Fighters	48,440 - 75,429	<u>23.00</u>	49,902 - 76,938	<u>23.00</u>	<u>1,578,690</u>	<u>1,580,150</u>	<u>1,641,640</u>
Subtotal		68.00		68.00	\$5,409,430	\$5,399,910	\$5,568,600
PART TIME							
Career Development Spec.	-	-	Grade GH	0.50	\$0	\$0	\$20,480
OTHER COMPENSATION							
Work in Other Classification	-		-		47,000	47,000	47,000
First Responders Pay	-		-		44,100	42,500	44,100
Accrued Wages	-		-		15,790	15,790	14,140
OVERTIME							
Operating Overtime	-		-		160,000	215,000	160,000
Special OPER Overtime	-		-		20,000	10,000	35,000
FLSA Overtime (2470 Hrs.)	-		-		50,000	55,000	55,000
TOTAL	XXX	68.00	XXX	68.50	\$5,746,320	\$5,785,200	\$5,944,320

**CITY OF NEENAH
2022 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 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.

2021 Accomplishments:

- Due to the situation of Covid-19 there was no exercise.

2022 Goals/Plans:

- Update Emergency Response Plan
- Hold a tabletop exercise coordinated with both Cities.

Major Increases (Decreases) in 2022 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
<u>FIRE OPERATIONS (2301-712)</u>								
0101	Salaries	3,283,580	3,296,210	0	3,293,760	3,453,610	3,409,750	
0104	Overtime Wages	104,515	95,730	0	128,630	97,040	95,400	
0105	Reimbursement / Overtime	(2,402)	0	0	(8,970)	0	(7,230)	
0106	FLSA Overtime Wages	35,199	29,920	0	32,910	33,360	33,360	
0110	Health Insurance	552,121	546,100	0	638,820	628,260	625,230	
0111	Fringes	746,940	733,430	0	735,500	817,830	802,850	
0115	Schools/Seminars/Training	4,574	16,150	0	16,150	16,380	14,980	
0116	Test/Certification for Eq	5,141	6,340	0	6,340	7,040	7,040	
0117	Clothing Allowance	19,223	20,340	0	22,020	22,270	22,270	
0118	License Renewal	541	610	0	20	1,820	1,820	
0125	Employee School Reimb	99	90	0	0	0	0	
0128	Empl Recognition Awards	922	540	0	540	430	430	
	Personal Services	4,750,453	4,745,460	0	4,865,720	5,078,040	5,005,900	260,440
0202	Outside Printing	70	560	0	560	560	560	
0203	Postage	265	420	0	420	450	450	
0204	Conferences & Meetings	277	1,260	0	1,260	1,270	1,270	
0206	Advertising & Publication	0	120	0	0	120	120	
0207	Dues & Memberships	480	740	0	880	1,120	1,120	
0209	Maintenance of PPE/SCBA	1,561	1,970	0	3,320	2,170	2,170	
0210	Maint of Computer Hardwre	154	870	0	0	730	730	
0211	Maint of Other Equipment	732	2,220	0	2,220	2,430	2,430	
0213	Maint of Motor Vehicles	27,504	26,920	0	26,920	30,330	28,690	
0214	Maint of Buildings	2,450	4,490	0	4,490	5,160	5,160	
0215	Maint of Radio Equipment	3,666	4,010	0	4,010	4,060	4,060	
0216	Maint of Operating Equip	2,556	1,910	0	2,500	1,940	1,940	
0218	Maint of Software	21,698	20,170	0	21,110	27,180	27,180	
0221	Telephone	5,207	2,510	0	2,510	2,550	2,550	
0222	Electricity	30,395	28,120	0	28,120	30,330	28,510	
0223	Natural Gas	8,714	10,170	0	12,560	11,340	10,310	
0224	Water & Sewer	6,573	7,180	0	7,180	7,640	7,640	
0226	Storm Water	1,755	2,180	0	2,180	2,210	2,210	
0227	Cellular Telephone	4,788	6,100	0	6,100	6,390	6,390	
0232	Auditing Services	1,216	1,290	0	1,290	1,360	1,360	
0236	Outside Services	8,016	7,780	0	7,780	8,160	8,160	
0237	Pest Control	20	360	0	120	360	360	
0238	Professional Services	18,559	9,990	0	9,990	18,750	18,750	
0241	Tree Planting & Landscape	47	600	0	300	610	610	
0246	Liability Insurance	20,320	21,940	0	22,410	23,350	23,350	
0247	Auto/Physical Damage Ins	9,701	10,370	0	10,250	11,040	11,040	
0250	Maint of Training Tower	496	990	0	990	1,000	1,000	
0252	Rental of Equipment	427	210	0	210	240	240	
0254	Printer / Copies	1,462	1,530	0	1,530	1,620	1,620	
0255	Neenah City I/S Services	78,039	73,170	0	73,170	77,690	77,690	
0256	Neenah City Finance Ser.	14,884	15,410	0	15,410	16,070	16,070	
0257	Neenah City H/R Services	33,564	35,900	0	35,900	39,420	39,420	
0258	GIS Services/Internal	0	0	0	0	7,270	7,270	
0262	Public Relations/Services	2,575	4,790	0	4,790	6,070	4,850	
0280	Neenah-Menasha FireRescue	0	0	3,928,778	0	0	0	
0293	Maint of Motor Veh/Fleet	0	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	308,171	306,430	3,928,778	310,480	351,170	345,460	39,030

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
<u>OPERATIONS (2519-713)</u>								
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	960	1,000	640	640	1,000	1,000	
	Contractual Services	960	1,020	640	640	1,020	1,020	0
0301	Office Supplies	0	100	0	0	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0333	All Other Supplies	0	200	0	0	200	200	
0344	Small Equipment	0	50	0	0	50	50	
	Supplies & Materials	0	400	0	0	400	400	0
EMERGENCY GOVERNMENT		960	1,870	640	640	1,870	1,870	0
OTHER PUBLIC SAFETY								
<u>POLICE COMMISSION (2520-713)</u>								
0122	Travel Expenses	0	0	323	330	0	0	
	Personal Services	0	0	323	330	0	0	0
0203	Postage	0	30	0	30	30	30	
0236	Outside Services	5,209	8,000	1,457	8,000	8,000	8,000	
0261	Misc Expenditures	185	200	0	200	200	200	
	Contractual Services	5,394	8,230	1,457	8,230	8,230	8,230	0
POLICE & FIRE COMMISSION		5,394	8,230	1,780	8,560	8,230	8,230	0

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Other Public Safety
Program: Public Safety	Submitted by: Aaron Olson

POLICE COMMISSION

The Police Commission, made up of five citizens appointed by the mayor, is statutorily created to serve the staffing needs of the police department. The Commission is specifically tasked with conducting all sworn officer hires, promotions, and demotions/dismissals (excluding dismissals of probationary officers). The Commission approves hiring processes, conducts interviews, establishes eligibility lists, and approves hiring offers.



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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	\$4,159,689	\$4,266,606	\$4,431,250	3.86%	\$4,356,250	2.10%
No. of Employees (FTE) - All Funds	41.73	41.73	41.73	0.00%	41.73	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Public Works (25,000)

Mayor's Comments:

I am recommending a \$25,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

Mayor's Comments: (50,000)

I am recommending the transfer of \$50,000 budgeted for Traffic Control-Lane Marking from the operating budget to Public Infrastructure capital budget. Rationale for the change includes the 5-10 year useful life of the work along with the annual approval of the contracted service by the Board of Public Works and Common Council, which is consistent with other street related capital projects.

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**CITY OF NEENAH
2022 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
- City parking lots
- 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 collection, transmission and treatment
- traffic operations

Maintain records for:

- real property owned by City
- property maps

2022 PUBLIC WORKS STAFF

Engineering/Administration	
1	Director of Public Works
1	Civil Engineer III
1	Civil Engineer II
1	Traffic Engineer
1	Engineering Technician
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
25	Public Works Crew
1	Traffic Maintenance Worker
0.5	Building Attendant
29.25	TOTAL
Several crew 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
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	672,520	673,280	492,678	672,810	677,310	677,310	
0102	Full Time Hourly Wages	702,008	694,500	543,960	697,420	718,140	718,140	
0103	Temporary Wages	17,797	24,000	18,187	19,950	20,000	20,000	
0104	Overtime Wages	78,312	102,300	56,066	81,620	101,900	101,900	
0110	Health Insurance	390,680	419,660	339,696	433,300	451,400	451,400	
0111	Fringes	295,082	300,700	222,434	297,700	308,230	308,230	
0115	Schools/Seminars/Training	364	1,870	1,030	3,560	1,850	1,850	
0117	Clothing Allowance	11,697	12,000	10,240	12,000	12,000	12,000	
0118	License Renewal	388	200	40	200	360	360	
0124	Meal Allowance	1,390	1,610	816	1,320	1,610	1,610	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	659	410	100	100	110	110	
PERSONAL SERVICES		2,170,897	2,230,550	1,685,247	2,220,000	2,292,930	2,292,930	62,380
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	795	850	844	1,120	850	850	
0203	Postage	1,010	1,010	922	1,210	1,110	1,110	
0204	Conferences & Meetings	740	950	0	700	950	950	
0205	Debit Card Charges	13	0	106	120	120	120	
0206	Advertising & Publication	487	320	190	420	420	420	
0207	Dues & Memberships	273	80	410	460	250	250	
0212	Maint of Office Equipment	0	200	0	200	200	200	
0213	Maint of Motor Vehicles	8	1,330	37	830	1,330	1,330	
0214	Maintenance of Building	23,930	27,000	22,112	27,000	27,000	27,000	
0215	Maint of Radio Equipment	94	50	0	50	50	50	
0216	Maint of Operating Equip	5,671	4,750	1,925	4,650	4,650	4,650	
0217	Maint of Traffic Signals	7,980	9,000	3,858	9,000	9,000	9,000	
0218	Maintenance of Software	8,614	9,610	8,096	9,110	8,140	8,140	
0219	Maintenance of Land	0	200	0	200	200	200	
0221	Telephone	5,884	5,920	3,892	5,970	5,970	5,970	
0222	Electricity	590,605	613,080	402,101	612,580	671,650	671,650	
0223	Natural Gas	10,760	15,450	8,900	15,450	16,000	16,000	
0224	Water & Sewer	11,990	12,210	4,023	13,240	13,550	13,550	
0226	Storm Water	9,915	9,340	4,691	9,340	9,340	9,340	
0227	Cellular Telephone	4,464	4,750	4,163	5,520	5,720	5,720	
0229	Maint of Pavement Marking	59,183	51,000	25,248	52,100	51,000	1,000	
0236	Outside Services	109,852	123,900	78,540	123,370	130,900	130,900	
0237	Pest Control	531	550	375	550	550	550	
0238	Professional Services	2,100	1,200	0	1,200	1,200	1,200	
0242	Permits	20	200	20	200	200	200	
0243	Tipping Fees	365,533	345,000	243,125	360,000	375,000	375,000	
0244	Commercial Dumpsters	72,238	67,000	41,144	67,000	69,000	69,000	
0245	License Fees	697	820	497	700	700	700	
0249	Dumpster Pulls	41,401	41,500	20,198	41,000	41,000	41,000	
0252	Rental of Equipment	0	2,500	0	2,000	2,500	2,500	
0254	Printer / Copies	4,514	4,500	3,013	4,500	4,150	4,150	
0255	IS Services / Internal	71,300	98,250	73,688	98,250	55,400	55,400	
0258	GIS Services/Internal	0	0	0	0	22,580	22,580	
0293	Maint of Motor Veh/Fleet	221,242	188,500	152,356	190,250	215,380	215,380	
0294	Oil and Fluids/Fleet	9,636	11,980	9,110	12,480	13,350	13,350	
0296	Maint of Oper Equip/Fleet	61,367	50,400	55,649	66,900	67,540	67,540	
CONTRACTUAL SERVICES		1,702,847	1,703,400	1,169,233	1,737,670	1,826,950	1,776,950	73,550

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	1,334	1,070	468	1,070	1,070	1,070	
0302	Inhouse Printing	0	20	0	20	20	20	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0305	Chemicals	1,278	1,400	464	1,400	1,400	1,400	
0306	Cleaning/Janitor Supplies	1,999	2,250	1,360	2,250	2,250	2,250	
0308	Books and Periodicals	50	0	0	0	0	0	
0310	Gasoline & Oil	82,983	91,950	70,930	89,410	100,090	100,090	
0311	Fixed Equip. Maint Supply	2,270	3,230	1,407	3,000	3,000	3,000	
0313	Motor Vehicles Maint. Sup	0	670	0	670	670	670	
0314	Building Maint Supplies	1,070	1,500	19	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	1,218	2,800	1,022	2,800	2,800	2,800	
0317	Traffic Signal Supplies	4,759	26,158	12,040	26,160	17,000	17,000	
0319	Safety Supplies	2,280	2,850	1,571	3,360	2,850	2,850	
0320	Small Tools	890	1,120	827	1,190	1,120	1,120	
0324	Pavement Marking Supplies	3,856	1,500	725	1,500	1,500	1,500	
0327	Sign & Barricade Supplies	6,942	15,938	12,934	15,940	13,000	13,000	
0330	Calcium Chloride	1,696	0	0	0	0	0	
0331	Sand Gravel Hot/Cold Mix	21,040	19,300	19,955	20,050	20,300	20,300	
0332	Salt & Stone Chips	111,818	114,100	123,592	123,700	96,100	96,100	
0333	All Other Supplies	8,065	10,450	3,387	9,650	10,250	10,250	
0335	Manhole/Catch Basin/Pipe	938	1,000	277	500	1,000	1,000	
0339	Tires & Tire Maintance	26,253	22,500	17,447	22,500	22,500	22,500	
0343	Small Program Packages	0	200	0	200	300	300	
0344	Small Equipment	1,454	1,750	341	1,250	1,250	1,250	
0345	Shop Supplies	0	200	0	200	200	200	
0346	Maint of Lift Station	2,518	4,000	4,000	4,000	4,000	4,000	
0347	Small Computer Hardware	404	300	1,136	1,370	800	800	
SUPPLIES & MATERIALS		285,115	326,356	273,902	333,290	305,070	305,070	(21,286)
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	0	0	0	0	(25,000)	
MAYOR'S ADJUSTMENT		0	0	0	0	0	(25,000)	(25,000)
<u>CAPITAL OUTLAY</u>								
8103	Office Furniture & Equip.	830	350	300	400	350	350	
8113	Communication Equipment	0	750	0	750	750	750	
8115	Computer Hardware Outlay	0	0	0	0	100	100	
8116	Maintenance Equipment	0	4,000	0	4,000	4,000	4,000	
8133	All Other Equipment	0	1,200	291	1,200	1,100	1,100	
CAPITAL OUTLAY		830	6,300	591	6,350	6,300	6,300	0
TOTAL PUBLIC WORKS		4,159,689	4,266,606	3,128,973	4,297,310	4,431,250	4,356,250	89,644
Percent Budget Change								2.10%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	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	104,740	104,740	105,390
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	85,650	85,650	86,830
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	78,940	78,940	80,020
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	77,000	77,000	77,380
Traffic Engineer	Grade L3	1.00	Grade L3	1.00	66,670	66,670	67,960
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	68,070	68,070	68,490
Engineering Technician I	Grade J3	1.00	Grade J3	1.00	59,520	59,520	60,560
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	55,870	55,870	56,150
Office Manager	Grade G3	1.00	Grade G3	1.00	47,100	47,100	47,510
Traffic Maintenance Crew Person	Grade L7	1.00	Grade L7	1.00	61,510	56,030	52,420
Crew Person	Grade L6	17.00	Grade L6	25.00	843,070	799,200	1,176,230
Sanitation Worker	Grade L5	8.00	-	-	322,620	319,090	-
Garage Attendant	Grade L6	0.50	Grade L6	0.50	24,930	21,490	22,090
(shared w/ Fleet Management)							
Subtotal		35.50		35.50	\$1,895,690	\$1,839,370	\$1,901,030
PART-TIME							
Garage Admin Assistant (1,510 Hours)	Grade CH	0.73	Grade CH	0.73	26,650	26,650	27,020
OTHER COMPENSATION							
Accrued Wages	-		-		7,270	7,270	0
Work in Other Class	-		-		21,000	16,000	10,000
Overtime / Operations	-		-		146,500	119,290	146,200
TEMPORARY							
Operations	8.25-9.75/hr		10.00-10.75/hr		21,550	21,550	22,050
Administration	8.25-9.75/hr		12.00-13.50/hr		16,000	12,000	12,000
Public Weed Cutting	8.25-9.75/hr		10.00-10.75/hr		8,000	6,500	8,000
Fleet Management Employees	-		-		20,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		202,000	187,650	195,050
City-Wide Forestry Wages	-		-		93,990	100,800	100,700
Storm Water Management	-		-		327,930	274,000	292,000
Parking	-		-		32,370	27,000	32,000
TOTAL	XXX	36.23	XXX	36.23	\$2,162,660	\$2,068,630	\$2,146,300

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2022**

PUBLIC WORKS DEPARTMENT	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Engineering	798,376	834,840	618,006	833,080	815,040	790,040	(44,800)
Capital Outlay-Engineering	0	200	0	200	200	200	0
Tullar Garage	491,935	510,070	344,763	487,220	497,990	497,990	(12,080)
Cecil Street Garage	15,991	17,540	10,947	18,390	18,170	18,170	(12,080)
Refuse Garbage Collection	794,807	764,800	574,314	801,860	836,490	836,490	71,690
Sanitary Sewers/Lift Station	292,867	313,090	233,881	317,240	328,170	328,170	15,080
T-V Sewer Insp. & Sealing	23,708	32,260	9,434	31,760	37,200	37,200	4,940
Repair of Streets	448,074	377,140	367,319	423,850	439,380	439,380	62,240
Snow & Ice Removal	458,613	532,530	372,023	496,090	530,330	530,330	(2,200)
Weed Cutting	45,277	44,890	54,685	58,060	51,500	51,500	6,610
Traffic Control	242,443	268,126	168,249	258,160	253,470	203,470	(64,656)
Street Lighting	537,700	560,130	371,660	560,350	612,430	612,430	52,300
Capital Outlay - P.W. Equip.	830	6,100	591	6,150	6,100	6,100	0
DPW Services - Interdept.	9,068	4,890	3,104	4,900	4,780	4,780	(110)
TOTAL PUBLIC WORKS	4,159,689	4,266,606	3,128,976	4,297,310	4,431,250	4,356,250	89,644
							Percent Budget Change 2.10%

PUBLIC WORKS REVENUES:

Special Service Charges	11,675	11,000	8,495	8,500	8,000	8,000	(3,000)
San./Street/Hwy Service Charges	176,801	125,950	111,598	133,560	130,650	130,650	4,700
TOTAL REVENUES	188,476	136,950	120,093	142,060	138,650	138,650	1,700
							Percent Budget Change 1.24%

**CITY OF NEENAH
2022 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.

2021 Accomplishments:

- Replaced utilities and reconstructed/resurfaced streets identified in the capital improvement program.
- Bid projects for the Harrison Street Pond and the Jewelers Park Drive Trail.
- Continued development of NuPark parking management system. Transitioned to T2 Systems ownership of the program.
- Continued to assist with site grading and drainage for Arrowhead Park.
- Updated official traffic maps.
- Completed Phase 2 of downtown traffic study.
- Developed sanitary sewer and storm sewer utility mapping app with updated GIS data.
- Implemented tablets for utility mapping and erosion control tracking.
- Prepared for TDS Telecom city-wide build.

2022 Goals/Plans:

- Replace utilities, reconstruct streets, make facility changes and implement traffic signal projects identified in 2022 capital improvement program.

Major Increases (Decreases) in 2022 Budget Request:

- Reduced Information Systems service charges.

**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.

2021 Accomplishments:

Purchased equipment as per budget.

2022 Goals/Plans:

Purchase equipment as per budget.

Major Increases (Decreases) in 2022 Budget Request: None

**CITY OF NEENAH
2022 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.

2021 Accomplishments:

- Continued to evaluate all areas of activity to insure the highest efficiency.
- Maintained buildings and grounds.

2022 Goals/Plans:

- Continue to explore ways to increase productivity.
- Maintain building and grounds.
- Implement projects identified in the capital improvement program.

Major Increases (Decreases) in 2022 Budget Request: None

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:

Manage and maintain facility.

2021 Accomplishments:

- Continued use as a cold storage facility for City and community groups.
- Continued rental contract with Kids Kart Club and Youth-Go.
- Use as site for Marathon Avenue contractor to stage concrete crushing operation.

2022 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 2022 Budget Request: None

Refuse/Garbage Collection
(010-4101-733)

Goals/Responsibilities:

Provide cost effective collection and disposal of refuse, garbage and recyclable materials.

2021 Accomplishments:

- Administered contract for the commercial dumpster program.
- Transitioned to new vendor for commercial dumpster contract.
- Continued to bill 100% of cost of commercial dumpster program to participants.
- Continued program for card access to drop-off site.
- Staffed drop-off center full-time from April through November and part-time in March and December.
- Closed drop-off center in January and February.
- Audited inventory of in-service refuse and recycling carts.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Refuse Garbage Collection (continued)
(010-4101-733)

2022 Goals/Plans:

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

Major Increases (Decreases) in 2022 Budget Request:

- Increased the pay rate for drop-off site attendants to \$10.50 per hour.
- 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 - \$45 per ton.
 - Sweepings Refuse - \$43 per ton
 - Yard Waste - \$22 per ton.
 - Wood (clean) - \$45 per ton.
 - Single Stream Recycling - \$5 per ton, a decrease of \$10 per ton.
- Assumed combined tonnage will be 8,300 tons/year for refuse, curbside large item and drop-off large item.
- 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.

Sanitary Sewers
(010-4103-733)

Goals/Responsibilities:

To transport sewage 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)

2021 Accomplishments:

- Continued sanitary sewer utility rate analysis.
- Updated sanitary sewer system information in the GIS.
- Created app to provide sewer GIS information to mobile devices.
- Continued work to reduce inflow/infiltration. Identified areas to address in 2022.
- Replaced sanitary sewers in accordance with the capital improvement program.
- Continued sewer grouting and manhole repair.

2022 Goals/Plans:

- Continue progress on the elimination of inflow and infiltration.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in the capital improvement program.
- Implement conclusions of sanitary sewer utility rate study.
- Review sanitary sewer interceptor charge for annexations.

Major Increases (Decreases) in 2022 Budget Request: None

**CITY OF NEENAH
2022 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.

2021 Accomplishments:

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

2022 Goals/Plans:

- Continue to coordinate televising lines and sealing prior to street construction.

Major Increases (Decreases) in 2022 Budget Request:

- Increased amount of televising done with Outside Services.

**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.

2021 Accomplishments:

- Resurfaced and reconstructed streets listed in the CIP.
- Maintained streets by sealing joints, patching potholes, filling settled trenches and grading gravel streets.

2022 Goals/Plans:

- Continue crack sealing and other pavement maintenance practices.
- Identify streets for pavement maintenance surface treatment.
- Continue enforcing tire tracking of mud.
- Continue development of pavement maintenance plan and street project analysis process.

Major Increases (Decreases) in 2022 Budget Request: None

**Snow & Ice Removal
(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.

2021 Accomplishments:

- Continued providing snow and ice control as dictated by weather conditions.
- Expanded use of anti-icing techniques to reduce use of salt while maintaining good road conditions.
- 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.
- Purchased a replacement brine system.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

2022 Goals/Plans:

- Continue to provide snow and ice control as dictated by weather conditions.
- Continue to use anti-icing techniques to reduce use of salt and improve road conditions.
- 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 2022 Budget Request:

- Reduced the amount of salt that is purchased. This is mainly due to our current inventory of salt, which is a result of two successive light snowfall winters.
- Increased the budget for Maintenance of Operating Equipment.

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.

2021 Accomplishments:

- Worked with code enforcement to address complaints of high grass and overhanging shrubs.

2022 Goals/Plans:

- Maintain current program of responding to complaints.
- Continue using Parks Department temporary employees for hand mowing and trimming.
- Consider options to escalate charges for frequent violators.

Major Increases (Decreases) in 2022 Budget Request: None

Traffic Control
(010-7101-736)

Goals/Responsibilities:

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.

2021 Accomplishments:

- Accepted downtown traffic study.
- Worked with IS staff to provide fiber optic interconnection between downtown signalized intersections.
- Maintained existing traffic signs and signals as required.
- Maintained epoxy pavement marking.
- Provided temporary traffic control as necessary.
- Developed traffic sign inventory in GIS and implemented field tablet access.
- Utilized changeable message board to provide notice of traffic restrictions.

2022 Goals/Plans:

- Maintain traffic signals, signs and street painting.
- Continue having City crews paint crosswalks and small areas; use contractors for large areas.
- Sign and maintain projects in CIP.
- Maintain traffic sign inventory.

Major Increases (Decreases) in 2022 Budget Request:

- Increased Cell Telephone budget to account for provision of a tablet and MiFi for field work.

**CITY OF NEENAH
2022 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 and coordinate other street lighting with WE Energies.

2021 Accomplishments:

- Installed and maintained street lights as required.
- Coordinated conversion to LED fixtures on WE Energies upgrade project areas.

2022 Goals/Plans:

- Provide adequate street lighting.
- Evaluate systematic replacement of non-LED fixtures.

Major Increases (Decreases) in 2022 Budget Request: None

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

Goals/Responsibilities:

Provide for equipment replacement on a planned and necessary basis.

2021 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.

2022 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 2022 Budget Request: None

DPW Services – Undesignated
(010-7999-739)

Goals/Responsibilities:

Assist other city departments as needed.

2021 Accomplishments:

- Assist other city departments as needed.

2022 Goals/Plans:

- Assist other city departments as needed.

Major Increases (Decreases) in 2022 Budget Request: None.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Goals/Responsibilities:

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

2021 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.

2022 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.
- Explore options to replace the home-built fleet management software.

Major Increases (Decreases) in 2022 Budget Request: None

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

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENT**

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

Storm Sewers (continued)
(049-390x-733)

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

2021 Accomplishments:

- 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.
- Continue enforcing tire tracking of mud.
- Updated storm sewer system information in the GIS.
- Created app to provide storm sewer GIS information to mobile devices.
- Bid construction of the Harrison Street Pond.

2022 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.
- Complete construction of Harrison Street Pond.
- Update storm sewer annexation fee.
- Provide electronic GIS mapping for field staff.

Major Increases (Decreases) in 2022 Budget Request:

- Assumed a tipping fee of \$43/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 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
<u>ENGINEERING (3501-731)</u>								
0101	Salaries	486,838	481,080	353,237	480,830	483,440	483,440	
0103	Temporary Wages	11,411	16,000	13,444	13,450	12,000	12,000	
0104	Overtime Wages	6,860	6,500	5,772	6,500	6,500	6,500	
0110	Health Insurance	111,250	122,350	91,800	122,350	128,520	128,520	
0111	Fringes	99,083	99,630	73,068	99,380	100,090	100,090	
0115	Schools/Seminars/Training	0	500	0	500	500	500	
0118	License Renewal	208	0	0	0	280	280	
0128	Empl Recognition Awards	200	0	0	0	40	40	
0202	Outside Printing	31	250	512	520	250	250	
0203	Postage	999	1,000	922	1,200	1,100	1,100	
0204	Conferences & Meetings	740	750	0	500	750	750	
0206	Advertising & Publication	487	20	118	120	120	120	
0207	Dues & Memberships	50	50	0	50	50	50	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	8	30	7	30	30	30	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0218	Maint of Software	6,456	7,460	6,461	7,460	6,500	6,500	
0226	Storm Water	50	50	50	50	50	50	
0227	Cellular Telephone	3,162	3,200	2,426	3,200	3,200	3,200	
0236	Outside Services	1,688	200	0	200	200	200	
0238	Professional Services	2,100	200	0	200	200	200	
0254	Printer / Copies	2,660	2,660	1,491	2,660	2,280	2,280	
0255	IS Services / Internal	54,600	83,010	62,258	83,010	36,800	36,800	
0258	GIS Services/Internal	0	0	0	0	21,470	21,470	
0293	Maint of Motor Veh/Fleet	4,056	3,000	1,248	3,000	3,300	3,300	
0294	Oil and Fluids/Fleet	172	150	59	150	170	170	
0301	Office Supplies	906	550	339	550	550	550	
0302	Inhouse Printing	0	10	0	10	10	10	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0310	Gasoline & Oil	2,222	2,850	2,117	2,850	3,000	3,000	
0313	Motor Vehicles Maint. Sup	0	20	0	20	20	20	
0319	Safety Supplies	273	400	0	300	400	400	
0320	Small Tools	168	20	0	20	20	20	
0333	All Other Supplies	1,563	2,200	1,588	2,200	2,200	2,200	
0343	Small Program Packages	0	200	0	200	200	200	
0347	Small Computer Hardware	135	200	1,089	1,270	500	500	
8000	Mayor's Executive Adj	0	0	0	0	0	(25,000)	
	ENGINEERING	798,376	834,840	618,006	833,080	815,040	790,040	(44,800)
<u>CAPITAL OUTLAY - ENGINEERING (3581-731)</u>								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8133	All Other Equipment	0	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	0	200	0	200	200	200	0

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>MUNICIPAL GARAGE (3701-732)</u>								
0101	Salaries	184,928	192,200	139,440	191,980	193,870	193,870	
0102	Full Time Hourly Wages	62,408	69,110	34,834	50,000	52,000	52,000	
0104	Overtime Wages	0	100	0	100	100	100	
0110	Health Insurance	71,581	78,170	58,505	78,170	78,370	78,370	
0111	Fringes	50,182	53,100	35,248	49,180	50,440	50,440	
0115	Schools/Seminars/Training	150	500	860	2,210	500	500	
0117	Clothing Allowance	11,697	12,000	10,240	12,000	12,000	12,000	
0118	License Renewal	180	200	40	200	80	80	
0128	Empl Recognition Awards	459	410	100	100	70	70	
0202	Outside Printing	377	400	332	400	400	400	
0203	Postage	11	10	0	10	10	10	
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	223	30	410	410	200	200	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	0	50	31	50	50	50	
0214	Maint of Buildings	22,001	25,000	21,682	25,000	25,000	25,000	
0215	Maint of Radio Equipment	94	50	0	50	50	50	
0216	Maint of Operating Equip	5,644	4,000	1,867	4,000	4,000	4,000	
0218	Maintenance of Software	808	800	285	300	290	290	
0219	Maintenance of Land	0	200	0	200	200	200	
0221	Telephone	1,638	1,690	1,053	1,690	1,690	1,690	
0222	Electricity	14,155	15,500	6,570	15,000	16,500	16,500	
0223	Natural Gas	7,663	12,500	6,460	11,500	12,650	12,650	
0224	Water & Sewer	1,653	1,890	(2,357)	1,890	1,950	1,950	
0226	Storm Water	6,001	5,420	2,709	5,420	5,420	5,420	
0227	Cellular Telephone	1,062	1,200	1,029	1,350	1,200	1,200	
0236	Outside Services	18,334	5,500	3,515	5,500	5,500	5,500	
0237	Pest Control	531	550	375	550	550	550	
0242	Permits	20	100	20	100	100	100	
0245	License Fees	497	620	497	500	500	500	
0254	Printer / Copies	1,854	1,840	1,522	1,840	1,870	1,870	
0255	IS Services / Internal	16,700	15,240	11,430	15,240	18,600	18,600	
0258	GIS Services/Internal	0	0	0	0	1,110	1,110	
0293	Maint of Motor Veh/Fleet	440	300	498	600	660	660	
0294	Oil and Fluids/Fleet	23	150	194	200	110	110	
0296	Maint of Oper Eq/Fleet	4,818	4,000	3,960	4,000	4,400	4,400	
0301	Office Supplies	428	500	129	500	500	500	
0302	Inhouse Printing	0	10	0	10	10	10	
0306	Cleaning/Janitor Supplies	1,968	2,200	1,360	2,200	2,200	2,200	
0310	Gasoline & Oil	943	980	518	900	990	990	
0314	Building Maint Supplies	1,070	1,500	19	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	421	400	0	400	400	400	
0319	Safety Supplies	346	400	1,111	1,200	400	400	
0320	Small Tools	0	50	64	70	50	50	
0332	Salt & Stone Chips	0	100	0	100	100	100	
0333	All Other Supplies	336	500	167	500	500	500	
0343	Small Program Packages	0	0	0	0	100	100	
0344	Small Equipment	22	0	0	0	0	0	
0345	Shop Supplies	0	200	0	200	200	200	
0347	Small Computer Hardware	269	100	47	100	300	300	
MUNICIPAL GARAGE		491,935	510,070	344,764	487,220	497,990	497,990	(12,080)

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>CECIL STREET GARAGE (3702-732)</u>								
0102	Full Time Hourly Wages	1,597	2,540	1,943	2,200	2,300	2,300	
0110	Health Insurance	462	760	652	760	730	730	
0111	Fringes	327	520	396	450	470	470	
0214	Maint of Buildings	1,929	2,000	430	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	100	58	100	100	100	
0222	Electricity	1,415	1,960	1,553	1,960	2,150	2,150	
0223	Natural Gas	2,717	2,500	2,140	3,500	2,850	2,850	
0224	Water & Sewer	3,151	2,840	1,843	3,100	3,250	3,250	
0226	Storm Water	3,864	3,870	1,932	3,870	3,870	3,870	
0236	Outside Services	298	200	0	200	200	200	
0306	Cleaning/Janitor Supplies	31	50	0	50	50	50	
0333	All Other Supplies	200	200	0	200	200	200	
	CECIL STREET GARAGE	15,991	17,540	10,947	18,390	18,170	18,170	630
<u>REFUSE GARBAGE COLLECTION (4101-733)</u>								
0102	Full Time Hourly Wages	132,602	131,090	110,196	139,800	145,000	145,000	
0104	Overtime Wages	3,125	3,600	1,318	3,600	3,200	3,200	
0110	Health Insurance	39,280	40,400	37,436	40,400	47,220	47,220	
0111	Fringes	27,560	27,340	22,555	29,110	30,390	30,390	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
0124	Meal Allowance	4	10	0	10	10	10	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0202	Outside Printing	387	200	0	200	200	200	
0205	Debit Card Charges	13	0	106	120	120	120	
0206	Advertising & Publication	0	300	72	300	300	300	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0224	Water & Sewer	1,653	2,490	1,560	2,800	2,700	2,700	
0236	Outside Services	1,135	2,000	100	2,000	2,000	2,000	
0243	Tipping Fees	365,533	345,000	243,125	360,000	375,000	375,000	
0244	Commercial Dumpsters	72,238	67,000	41,144	67,000	69,000	69,000	
0245	License Fees	200	200	0	200	200	200	
0249	Dumpster Pulls	41,401	41,500	20,198	41,000	41,000	41,000	
0293	Maint of Motor Veh/Fleet	54,283	45,000	50,117	55,000	55,000	55,000	
0294	Oil and Fluids/Fleet	2,030	3,500	2,233	2,500	3,300	3,300	
0296	Maint of Oper Eq/Fleet	782	300	0	300	330	330	
0310	Gasoline & Oil	33,263	38,350	32,569	41,000	45,000	45,000	
0313	Motor Vehicles Maint. Sup	0	300	0	300	300	300	
0316	Equipment Maint. Supplies	0	100	0	100	100	100	
0319	Safety Supplies	276	400	0	400	400	400	
0320	Small Tools	36	150	0	150	150	150	
0333	All Other Supplies	42	150	0	150	150	150	
0339	Tires & Tire Maintenance	18,964	15,000	11,583	15,000	15,000	15,000	
	REFUSE GARBAGE COLLECTION	794,807	764,800	574,312	801,860	836,490	836,490	71,690

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SANITARY SEWERS/LIFT STATION (4103-733)</u>								
0102	Full Time Hourly Wages	121,331	128,050	94,446	128,000	129,000	129,000	
0104	Overtime Wages	2,132	2,000	1,445	2,000	2,000	2,000	
0110	Health Insurance	35,731	39,010	32,191	39,010	41,740	41,740	
0111	Fringes	25,061	26,400	19,395	26,390	26,860	26,860	
0115	Schools/Seminars/Training	214	220	0	200	200	200	
0124	Meal Allowance	4	50	4	50	50	50	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0221	Telephone	4,214	4,200	2,826	4,250	4,250	4,250	
0222	Electricity	33,654	36,320	23,215	36,320	40,000	40,000	
0223	Natural Gas	380	450	300	450	500	500	
0224	Water & Sewer	5,533	4,540	2,978	5,000	5,250	5,250	
0227	Cellular Telephone	167	240	212	320	320	320	
0236	Outside Services	14,423	25,000	16,134	25,000	25,000	25,000	
0238	Professional Services	0	500	0	500	500	500	
0242	Permits	0	100	0	100	100	100	
0252	Rental of Equipment	0	1,500	0	1,500	1,500	1,500	
0293	Maint of Motor Veh/Fleet	25,009	18,000	18,041	20,000	22,000	22,000	
0294	Oil and Fluids/Fleet	883	850	1,062	1,200	1,100	1,100	
0296	Maint of Oper Eq/Fleet	5,344	3,500	4,382	5,000	4,950	4,950	
0305	Chemicals	1,278	1,400	464	1,400	1,400	1,400	
0308	Books and Periodicals	50	0	0	0	0	0	
0310	Gasoline & Oil	8,237	9,810	8,674	10,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	780	750	426	750	750	750	
0319	Safety Supplies	989	1,000	353	800	1,000	1,000	
0320	Small Tools	191	200	234	250	200	200	
0331	Sand Gravel Hot/Cold Mix	300	300	1,042	1,050	300	300	
0333	All Other Supplies	973	1,000	510	1,000	1,000	1,000	
0335	Manhole/Catch Basin/Pipe	938	1,000	277	500	1,000	1,000	
0339	Tires & Tire Maintenance	1,163	1,000	980	1,000	1,000	1,000	
0344	Small Equipment	1,370	1,500	292	1,000	1,000	1,000	
0346	Maint of Lift Station	2,518	4,000	4,000	4,000	4,000	4,000	
	SAN. SEWERS/LIFT STATION	292,867	313,090	233,883	317,240	328,170	328,170	15,080
<u>SANITARY T-V SEWER INSP. & SEALING (4104-733)</u>								
0102	Full Time Hourly Wages	0	200	0	200	200	200	
0110	Health Insurance	0	70	0	70	60	60	
0111	Fringes	0	40	0	40	40	40	
0224	Water & Sewer	0	450	0	450	400	400	
0236	Outside Services	23,708	30,000	9,434	30,000	35,000	35,000	
0238	Professional Services	0	500	0	500	500	500	
0252	Rental of Equipment	0	1,000	0	500	1,000	1,000	
	T-V SEWER INSP. & SEALING	23,708	32,260	9,434	31,760	37,200	37,200	4,940

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>REPAIR OF STREETS (5101-734)</u>								
0102	Full Time Hourly Wages	215,544	166,670	174,950	199,000	200,000	200,000	
0104	Overtime Wages	484	100	18	100	100	100	
0110	Health Insurance	62,520	50,010	58,737	60,010	63,750	63,750	
0111	Fringes	43,858	33,870	35,388	40,440	41,030	41,030	
0115	Schools/Seminars/Training	0	50	0	50	50	50	
0124	Meal Allowance	0	0	8	10	0	0	
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	44,598	53,000	42,407	53,000	55,000	55,000	
0293	Maint of Motor Veh/Fleet	32,889	30,000	17,705	25,000	33,000	33,000	
0294	Oil and Fluids/Fleet	1,928	2,000	2,674	3,500	2,750	2,750	
0296	Maint of Oper Eq/Fleet	8,946	9,000	6,702	9,000	9,900	9,900	
0310	Gasoline & Oil	10,920	7,140	8,932	8,940	7,500	7,500	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	350	0	350	350	350	
0319	Safety Supplies	232	300	0	300	300	300	
0320	Small Tools	80	100	97	100	100	100	
0331	Sand Gravel Hot/Cold Mix	20,740	19,000	18,913	19,000	20,000	20,000	
0333	All Other Supplies	3,526	4,000	721	3,500	4,000	4,000	
0339	Tires & Tire Maintance	1,809	1,200	68	1,200	1,200	1,200	
	REPAIR OF STREETS	448,074	377,140	367,320	423,850	439,380	439,380	62,240
<u>SNOW & ICE REMOVAL (6102-735)</u>								
0102	Full Time Hourly Wages	61,334	91,460	44,673	71,930	85,000	85,000	
0104	Overtime Wages	62,515	83,000	42,122	63,000	83,000	83,000	
0110	Health Insurance	35,843	52,720	29,137	53,350	53,530	53,530	
0111	Fringes	25,147	35,360	17,555	28,580	34,450	34,450	
0115	Schools/Seminars/Training	0	200	70	200	200	200	
0124	Meal Allowance	1,358	1,500	784	1,200	1,500	1,500	
0213	Maint of Motor Vehicles	0	1,000	0	500	1,000	1,000	
0216	Maint of Operating Equip	27	200	0	100	100	100	
0236	Outside Services	74	2,500	72	80	2,500	2,500	
0293	Maint of Motor Veh/Fleet	93,047	85,000	58,995	80,000	93,500	93,500	
0294	Oil and Fluids/Fleet	4,512	5,000	2,520	4,500	5,500	5,500	
0296	Maint of Oper Eq/Fleet	32,025	25,000	32,735	40,000	38,500	38,500	
0310	Gasoline & Oil	24,261	28,540	14,951	22,000	28,500	28,500	
0313	Motor Vehicles Maint. Sup	0	200	0	200	200	200	
0316	Equipment Maint Supplies	0	500	0	500	500	500	
0319	Safety Supplies	0	200	0	200	200	200	
0320	Small Tools	0	100	0	100	100	100	
0330	Calcium Chloride	1,696	0	0	0	0	0	
0332	Salt & Stone Chips	111,818	114,000	123,592	123,600	96,000	96,000	
0333	All Other Supplies	639	1,000	0	1,000	1,000	1,000	
0339	Tires & Tire Maintance	4,317	5,000	4,817	5,000	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	458,613	532,530	372,023	496,090	530,330	530,330	(2,200)

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>WEED CUTTING (6103-735)</u>								
0102	Full Time Hourly Wages	14,352	12,190	22,062	22,070	16,000	16,000	
0103	Temporary Wages	6,386	8,000	4,743	6,500	8,000	8,000	
0104	Overtime Wages	0	0	276	280	0	0	
0110	Health Insurance	6,002	6,090	9,091	9,100	7,010	7,010	
0111	Fringes	4,214	4,100	5,484	5,490	4,860	4,860	
0293	Maint of Motor Veh/Fleet	2,710	2,500	2,945	2,950	2,750	2,750	
0294	Oil and Fluids/Fleet	0	200	289	300	280	280	
0296	Maint of Oper Eq/Fleet	9,452	8,500	7,870	8,500	9,350	9,350	
0310	Gasoline & Oil	1,418	1,960	1,917	1,920	2,100	2,100	
0319	Safety Supplies	143	50	0	50	50	50	
0333	All Other Supplies	600	1,000	8	600	800	800	
0339	Tires & Tire Maintenance	0	300	0	300	300	300	
	WEED CUTTING	45,277	44,890	54,685	58,060	51,500	51,500	6,610
<u>TRAFFIC CONTROL (7101-736)</u>								
0102	Full Time Hourly Wages	87,069	87,400	58,682	80,000	83,000	83,000	
0104	Overtime Wages	3,165	7,000	5,080	6,000	7,000	7,000	
0110	Health Insurance	26,114	28,340	21,405	28,340	28,670	28,670	
0111	Fringes	18,320	19,160	12,896	17,460	18,450	18,450	
0115	Schools/Seminars/Training	0	200	100	200	200	200	
0124	Meal Allowance	24	50	20	50	50	50	
0217	Maint of Traffic Signals	7,980	9,000	3,858	9,000	9,000	9,000	
0218	Maintenance of Software	1,350	1,350	1,350	1,350	1,350	1,350	
0221	Telephone	32	30	14	30	30	30	
0222	Electricity	12,460	11,820	8,189	11,820	13,000	13,000	
0227	Cellular Telephone	73	110	497	650	1,000	1,000	
0229	Maint of Pavement Marking	59,183	51,000	25,248	52,100	51,000	1,000	
0236	Outside Services	157	500	0	500	500	500	
0293	Maint of Motor Veh/Fleet	8,527	4,500	2,661	3,500	4,950	4,950	
0294	Oil and Fluids/Fleet	88	130	79	130	140	140	
0296	Maint of Oper Equip/Fleet	0	100	0	100	110	110	
0301	Office Supplies	0	20	0	20	20	20	
0310	Gasoline & Oil	1,719	2,320	1,252	1,800	2,000	2,000	
0316	Equipment Maint. Supplies	17	600	596	600	600	600	
0317	Traffic Signal Supplies	4,759	26,158	12,040	26,160	17,000	17,000	
0319	Safety Supplies	21	100	107	110	100	100	
0320	Small Tools	415	500	432	500	500	500	
0324	Pavement Marking Supplies	3,856	1,500	725	1,500	1,500	1,500	
0327	Sign & Barricade Supplies	6,942	15,938	12,934	15,940	13,000	13,000	
0333	All Other Supplies	110	100	34	100	100	100	
0344	Small Equipment	62	200	49	200	200	200	
	TRAFFIC CONTROL	242,443	268,126	168,248	258,160	253,470	203,470	(64,656)

CITY OF NEENAH
OPERATING BUDGET
***** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>STREET LIGHTING (7104-736)</u>								
0102	Full Time Hourly Wages	480	2,540	193	1,000	2,500	2,500	
0110	Health Insurance	139	760	65	760	800	800	
0111	Fringes	96	520	39	520	510	510	
0222	Electricity	528,921	547,480	362,574	547,480	600,000	600,000	
0236	Outside Services	5,437	5,000	6,878	6,890	5,000	5,000	
0293	Maint of Motor Veh/Fleet	281	200	146	200	220	220	
0311	Fixed Equip. Maint Supply	2,270	3,230	1,407	3,000	3,000	3,000	
0316	Equipment Maint. Supplies	0	100	0	100	100	100	
0333	All Other Supplies	76	300	359	400	300	300	
	STREET LIGHTING	537,700	560,130	371,661	560,350	612,430	612,430	52,300
<u>CAPITAL OUTLAY - P.W. EQUIP. (7581-737)</u>								
8108	Office Furniture & Equip.	830	250	300	300	250	250	
8113	Communication Equipment	0	750	0	750	750	750	
8115	Computer Hardware Outlay	0	0	0	0	100	100	
8116	Maintenance Equipment	0	4,000	0	4,000	4,000	4,000	
8133	All Other Equipment	0	1,100	291	1,100	1,000	1,000	
	CAP. OUTLAY - P.W. EQUIP.	830	6,100	591	6,150	6,100	6,100	0
<u>DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)</u>								
0101	Salaries	754	0	0	0	0	0	
0102	Full Time Hourly Wages	5,291	3,250	1,981	3,220	3,140	3,140	
0104	Overtime Wages	31	0	37	40	0	0	
0110	Health Insurance	1,758	980	677	980	1,000	1,000	
0111	Fringes	1,234	660	410	660	640	640	
	DPW SERVICES - INTERDEPT.	9,068	4,890	3,105	4,900	4,780	4,780	(110)
PUBLIC WORKS DEPARTMENT		4,159,689	4,266,606	3,128,979	4,297,310	4,431,250	4,356,250	89,644
						Percent Budget Change		2.10%



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. New in 2022 is oversight of the Geographic Information Systems (GIS) function. That budget is located within the City's Internal Service Funds

Operating Budget Information/Number of Employees

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$1,657,438	\$1,773,865	\$1,676,530	-5.49%	\$1,675,530	-5.54%
No. of Employees (FTE)	11	10.77	9.77	-9.29%	9.77	-9.29%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Community Development & Assessment

(1,000)

Mayor's Comments:

I am recommending a \$1,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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, code enforcement, and community and economic development programs.

Activities:

City planning; zoning and housing code administration; building, plumbing, electrical and heating permits/inspections; code enforcement; establish uniform values for all land, improvements and personal property in the City; economic development programs; Tax Incremental Finance 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.

2021 Accomplishments:

Planning

As of September 1, 2021, Staff has completed nearly 40 planning/zoning cases including site plans, special use permits, plats, annexations, variances/appeals, certified survey maps, and rezoning requests which is consistent with previous years. Between 2018 and 2020, Staff is averaging 49 planning/zoning reviews per year. The Department also led efforts to dismiss the Town of Clayton incorporation request which the State of Wisconsin Incorporation Review Board ultimately denied. Staff also participated and led internal City growth strategy meetings including negotiation of an amendment to the Town of Neenah/City of Neenah Boundary Agreement. The City grew by roughly 35 acres through several annexations in 2021, including a 30 acre annexation of land along County Highway G which will create approximately 45 single-family residential lots. Finally, staff continues to implement the S. Commercial Street Corridor Plan including the designation as a Redevelopment Area by the Community Development Authority and Common Council which allowed for the creation of a new façade improvement program for the corridor.

Inspections

As of August 2021, completed over 2,762 inspections in response to permits issued, complaints received, well abandonment, RPZ testing, housing rehab, sewer exemption programs and erosion control.

Code Enforcement/Weights and Measures

Through August 2021, 2,864 code enforcement inspections were conducted, 576 cases initiated. The City Sealer completed 50 inspections which included regulation inspections, complaint based inspections and recheck inspections.

City Assessor

The Assessment division completed a successful assessment maintenance year (2021 Assessment Cycle runs from end of Board of Review 2020 to Board of Review in 2021) which primarily included appraising construction projects resulting from a building permit and validating and analyzing property sales. Staff also created on-line fillable forms to assist property owners to provide valuable information related to property sales and information related to work resulting from a building permit. The number of Open Book cases decreased slightly from 2020 and the Board of Review had no appeals. Residential property sales continued to be strong in 2021 resulting in a projected assessment ratio of 92.24% which indicates that sales are higher than the assessed property values. Finally, Staff reviewed nearly 1,700 properties which included full walk-through inspections, exterior inspections, building permit inspections, and in-office property reviews.

Economic Development

Managed Community Development Authority projects. Provided direction to the growth and development of the City's seven Tax Increment Districts, including two amendments to TID 9. Successfully negotiated four development agreements in Neenah's downtown that will lead to the construction of a mixed-use development, a multifamily development and a new community amenity in the downtown. Expanded the City's land banking holdings in the Gateway Redevelopment Area. Assisted with Arrowhead Park redevelopment efforts. Continued marketing efforts for the Southpark Industrial Center expansion area. Coordinated downtown parking management program and on-going

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

implementation of parking enforcement software. Management and programming for Neenah Central City Business Improvement District. Maintained working partnerships with neighborhood and community groups. Managed small business Partnership on regional economic development efforts including the new Champion Center and bringing Major League Fishing to Neenah. Attended business retention visits with key businesses. Provided site location and planning assistance to businesses city wide. Provided business community with information and assistance in securing resources to deal with the impacts of the global pandemic.

Housing and Community Services

Prepared 2020 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.

2022 Goals/Plans:

Planning

Review of the Zoning Code, Subdivision Ordinance and other land use regulations to ensure consistency with the Comprehensive Plan and with assistance from the Plan Commission.
Review and assist commercial, industrial and residential development applicants.
Develop and begin implementation of a City growth strategy
Review and possibly update the City's Sign Ordinance
Expand use of computer/GIS systems and land records modernization for internal and external (public) use.
Continue effective internship program to the benefit of the City and upcoming planning and GIS professionals.
Update development review process and identify ways to make it more efficient.
Review City's residential subdivision fee structure and identify options to ensure costs/fees are compatible with other similarly-sized communities
Update the City's Official Street map.
Develop neighborhood plans for undeveloped land in the City's growth corridor.
Update the City's Trails Plan.
Document planning/zoning review processes

Inspections

Ongoing inspections/enforcement duties.
Continue staff cross-training efforts.
Expand mobile applications for inspection team.
Continue implementation of the permit management system and expansion of customer options to purchase and pay for building permits on-line, 24/7/365.

City Assessor

Monitor the need for an interim market update and prepare a detailed and analytical justification for the update.
Execute all permit, property sales and annual neighborhood inspections of residential properties.
Continue quality control initiatives in order to ensure accuracy of data.
Prioritize/modify office and field procedures to accelerate frequency of city-wide revaluations.
Evaluate personal property accounts to ensure accuracy and completeness.
Manage work of Statutory Assessor.
Conduct Open Book and Board of Review hearings.
Property Appraiser II position to value commercial properties along with the Statutory Assessor.
Develop tools to improve customer service and provide on-line and electronic assessment forms

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%.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Economic Development

Manage Downtown Gateway Redevelopment Area projects.
Manage Glatfelter Redevelopment Area project.
Manage expansion of Southpark Industrial Center.
Manage development projects within all seven Tax Increment Districts. Complete and Implement S. Commercial Street Corridor Redevelopment Plan.
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.
Coordinate downtown parking programs.

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 2022 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
COMM. DEVELOPMENT ADMIN. (9301-801)								
0101	Salaries	299,014	308,000	235,439	294,060	321,640	321,640	
0103	Temporary Wages	8,089	7,000	0	0	7,000	7,000	
0110	Health Insurance	63,570	69,920	49,670	62,960	73,440	73,440	
0111	Fringes	52,683	54,730	40,630	51,090	56,560	56,560	
0115	Schools/Seminars/Training	50	200	0	0	200	200	
0128	Empl Recognition Awards	116	100	100	100	130	130	
	Personal Services	423,522	439,950	325,839	408,210	458,970	458,970	19,020
0202	Outside Printing	754	400	0	100	0	0	
0203	Postage	923	900	1,388	1,390	1,200	1,200	
0204	Conferences & Meetings	100	500	5	10	500	500	
0206	Advertising & Publication	0	200	0	50	200	200	
0207	Dues & Memberships	501	500	551	560	550	550	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,258	870	525	570	810	810	
0227	Cellular Telephone	960	1,000	720	1,000	1,000	1,000	
0236	Outside Services	400	250	32	250	250	250	
0254	Printer / Copies	2,273	2,350	1,227	2,000	1,960	1,960	
0255	IS Services / Internal	37,700	35,280	26,460	35,280	23,300	23,300	
0258	GIS Services/Internal	0	0	0	0	8,770	8,770	
	Contractual Services	44,869	42,300	30,908	41,260	38,590	38,590	(3,710)
0301	Office Supplies	363	600	445	600	600	600	
0302	Inhouse Printing	0	30	0	30	30	30	
0303	Computer Oper Supplies	0	250	0	150	250	250	
0308	Books and Periodicals	82	100	30	100	100	100	
0333	All Other Supplies	0	50	0	50	50	50	
0343	Small Program Packages	299	500	95	250	500	500	
0344	Small Equipment	14	200	123	200	200	200	
0347	Small Computer Hardware	0	750	0	250	600	600	
	Supplies & Materials	758	2,480	693	1,630	2,330	2,330	(150)
8000	Mayor's Exec Adj	0	0	0	0	0	(1,000)	
	Mayor's Exec Adj	0	0	0	0	0	(1,000)	(1,000)
	COMM. DEVELOP. ADMIN.	469,149	484,730	357,440	451,100	499,890	498,890	14,160

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	210,664	237,840	150,051	211,880	204,840	204,840	
0103	Temporary Wages	0	2,250	0	0	0	0	
0110	Health Insurance	51,220	68,990	44,430	50,680	49,850	49,850	
0111	Fringes	42,597	48,250	30,029	42,580	41,280	41,280	
0115	Schools/Seminars/Training	445	2,105	1,070	1,850	2,200	2,200	
	Personal Services	304,926	359,435	225,580	306,990	298,170	298,170	(61,265)
0205	Debit Card Charges	5,241	4,500	3,552	4,500	4,500	4,500	
0207	Dues & Memberships	333	800	165	550	800	800	
0213	Maint of Motor Vehicles	11	200	0	200	200	200	
0218	Maint of Software	12,570	7,510	6,180	6,180	270	270	
0227	Cellular Telephone	2,277	2,500	1,444	2,200	2,200	2,200	
0236	Outside Services	135	300	0	300	280	280	
0254	Printer / Copies	78	90	153	160	150	150	
0255	IS Services / Internal	20,500	19,110	14,333	19,110	18,800	18,800	
0258	GIS Services/Internal	0	0	0	0	3,000	3,000	
0293	Maint Of Motor Veh/Fleet	1,202	2,000	390	2,000	2,310	2,310	
0294	Oil and Fluids/Fleet	92	150	45	130	140	140	
	Contractual Services	42,439	37,160	26,262	35,330	32,650	32,650	(4,510)
0302	Inhouse Printing	0	30	0	30	60	60	
0308	Books and Periodicals	138	450	63	450	480	480	
0310	Gasoline & Oil	1,077	2,230	1,194	2,230	2,400	2,400	
0333	All Other Supplies	99	150	83	150	180	180	
0334	Other- WI Building Seals	1,160	1,000	0	1,000	1,200	1,200	
	Supplies & Materials	2,474	3,860	1,340	3,860	4,320	4,320	460
	INSPECTIONS	349,839	400,455	253,182	346,180	335,140	335,140	(65,315)
WEIGHTS & MEASURES (9305-801)								
0101	Salaries	7,352	23,610	6,694	7,030	0	0	
0110	Health Insurance	7,950	8,740	4,370	4,370	0	0	
0111	Fringes	1,587	5,020	1,418	1,500	0	0	
0115	Schools/Seminars/Training	73	800	0	800	0	0	
	Personal Services	16,962	38,170	12,482	13,700	0	0	(38,170)
0203	Postage	92	150	112	150	200	200	
0207	Dues & Memberships	75	200	0	200	0	0	
0213	Maint of Motor Vehicles	0	50	4	50	0	0	
0218	Maint of Software	735	270	45	650	0	0	
0227	Cellular Telephone	0	500	0	500	0	0	
0236	Outside Services	95	200	197	200	17,500	17,500	
0254	Printer / Copies	0	0	0	50	0	0	
0255	IS Services / Internal	7,400	6,730	5,048	6,730	0	0	
0293	Maint Of Motor Veh/Fleet	0	300	0	300	0	0	
0294	Oil and Fluids/Fleet	0	50	0	50	0	0	
	Contractual Services	8,397	8,450	5,406	8,880	17,700	17,700	9,250
0301	Office Supplies	0	100	90	100	250	250	
0302	Inhouse Printing	0	30	0	30	100	100	
0303	Computer Oper Supplies	0	50	0	50	100	100	
0308	Books and Periodicals	0	100	0	100	0	0	
0310	Gasoline & Oil	0	510	0	570	0	0	
0333	All Other Supplies	69	250	0	250	500	500	
0344	Small Equipment	0	200	0	200	350	350	
0347	Small Computer Hardware	0	150	0	150	250	250	
0349	Decals	0	100	100	100	150	150	
	Supplies & Materials	69	1,490	190	1,550	1,700	1,700	210
	WEIGHTS & MEASURES	25,428	48,110	18,078	24,130	19,400	19,400	(28,710)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	119,117	119,530	82,411	131,870	117,100	117,100	
0103	Temporary Wages	261	2,500	0	0	2,500	2,500	
0110	Health Insurance	33,330	38,460	30,270	41,980	36,720	36,720	
0111	Fringes	24,298	24,790	16,663	26,790	24,380	24,380	
0115	Schools/Seminars/Training	227	1,000	400	1,000	1,000	1,000	
0128	Empl Recognition Awards	0	30	0	0	0	0	
	Personal Services	177,233	186,310	129,744	201,640	181,700	181,700	(4,610)
0202	Outside Printing	882	850	424	1,000	1,000	1,000	
0203	Postage	2,899	1,500	1,584	1,590	2,000	2,000	
0207	Dues & Memberships	1,946	2,000	1,780	2,000	2,000	2,000	
0213	Maint of Motor Vehicles	50	200	10	50	150	150	
0218	Maint of Software	8,566	1,750	180	180	180	180	
0227	Cellular Telephone	350	200	165	170	150	150	
0233	Other Serv-Manufac Fees	13,989	16,500	0	16,500	15,500	15,500	
0236	Outside Services	35,656	35,500	27,428	35,500	35,500	35,500	
0254	Printer / Copies	235	250	153	250	250	250	
0255	IS Services / Internal	23,800	22,820	17,190	22,820	20,600	20,600	
0258	GIS Services/Internal	0	0	0	0	2,440	2,440	
0293	Maint Of Motor Veh/Fleet	505	200	100	200	220	220	
0294	Oil and Fluids/Fleet	21	50	23	50	60	60	
	Contractual Services	88,899	81,820	49,037	80,310	80,050	80,050	(1,770)
0301	Office Supplies	0	300	55	200	200	200	
0303	Computer Oper Supplies	0	0	0	0	50	50	
0308	Books and Periodicals	31	100	0	0	100	100	
0310	Gasoline & Oil	75	310	95	200	250	250	
0333	All Other Supplies	126	200	0	150	150	150	
0344	Small Equipment	0	50	0	0	50	50	
0347	Small Computer Hardware	273	600	0	200	200	200	
	Supplies & Materials	505	1,560	150	750	1,000	1,000	(560)
	ASSESSOR OPERATIONS	266,637	269,690	178,931	282,700	262,750	262,750	(6,940)
<hr/>								
COMMUNITY DEVELOPMENT		1,111,053	1,202,985	807,631	1,104,110	1,117,180	1,116,180	(86,805)
Percent Budget Change								-7.22%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>COMMUNITY DEV. REVENUES:</u>								
	Weights & Measures	25,520	26,000	25,805	25,810	25,520	25,520	
	Licenses/Permits	298,499	201,800	206,263	231,580	238,190	238,190	
	Community Dev. Fees	27,573	21,800	24,920	25,330	22,440	22,440	
	TOTAL REVENUES	351,592	249,600	256,988	282,720	286,150	286,150	36,550
Percent Budget Change								14.64%

**CITY OF NEENAH
REQUEST FOR 2022 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 2021	Current Estimate for 2021	Requested For 2022
	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	\$111,770	\$111,770	\$115,270
Deputy Director-CD/Assessmt	Grade O3	1.00	Grade O3	1.00	81,940	82,000	84,660
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	77,240	77,240	77,900
Plumbing & Mech. Inspector	Grade K3	1.00	Grade L3	1.00	67,540	67,540	71,360
Building Inspector	Grade K3	1.00	Grade K3	1.00	56,270	56,270	56,480
Assistant Planner	Grade J3	1.00	Grade J3	1.00	67,110	67,110	67,520
Property Appraiser II	Grade J3	1.00	Grade J3	1.00	60,720	60,750	62,730
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	49,780	49,930	51,470
Weights & Measures/ Code Enforcement Officer	Grade H3	1.00	-	-	47,000	23,880	0
Office Manager	Grade G3	1.00	Grade G3	1.00	46,680	46,680	48,380
Admin Asst/Assessor Tech	Grade G3	1.00	Grade FH	0.77	41,070	19,810	29,030
Subtotal		11.00		9.77	\$707,120	\$662,980	\$664,800
OTHER COMPENSATION							
Accrued Wages	-		-		2,660	2,660	0
TEMPORARY							
Department Intern	10.00 /hr		12.00 /hr		7,000	0	7,000
Temp. Help-Inspections	10.00 /hr		-		2,250	0	0
Temp. Help-Assessment	10.00 /hr		10.00 /hr		2,500	0	2,500
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		20,800	20,800	21,220
TOTAL	XXX	11.00	XXX	9.77	\$721,530	\$665,640	\$674,300

**CITY OF NEENAH
2022 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.

2021 Accomplishments:

The Commission produced a poster showing historic restoration and preservation projects by Neenah property owners, and presented this and other information at Communityfest.

2022 Goals/Plans:

The Commission plans to evaluate 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 2022 Budget Request: None

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SUSTAINABLE NEENAH COMMITTEE

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.

2021 Accomplishments:

Supported the Neenah Farmers Market and provided educational presentations at the market. Reviewed City energy use for cost savings and promoted municipal solar projects.

2022 Goals/Plans:

Continue to educate the public about sustainable practices via Farmers Market events, the City website, City newsletter and other media. Continue partnering with residents to conserve resources and encourage recycling. Develop sustainability education materials for new officials 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 2022 Budget Request: None

**CITY OF NEENAH
2022 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. Oversee the final phases of the PH Glatfelter Redevelopment. Manage city-wide redevelopment efforts with particular attention on brownfield redevelopment efforts. Project management of Housing Fund activities. Research and report on funding opportunities. Direct local studies and reports. Direct public education and awareness activities.

2021 Accomplishments:

Facilitated the construction of The Plaza and Gateway Park on the Glatfelter Redevelopment.
Assisted T. Wall Enterprises with the continued construction of a \$12.6 million multi-family development on Site 6 of the Glatfelter Redevelopment.
Supported Tadych Investment Partners, LLC with the initiation of construction of a \$9 million mixed-use development (201 W. Wisconsin).
Executed agreements with Plexus Corp. to facilitate The Plaza at Gateway Park.
Coordinated utility relocations to allow construction of the 201 W. Wisconsin and The Plaza projects.
Continued efforts to secure an appropriate site for a parking structure to aid in downtown parking.
Began brownfield investigation of a former salvage yard in the Southpark Industrial Center to remove blight and provide another redevelopment option in the community.

2022 Goals/Plans:

Continue management of final phases of the Glatfelter Mill Redevelopment Project.
Assist with redevelopment of key Brownfield sites within the City.
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.
Begin design/construction of a parking structure.

Major Increases (Decreases) in 2021 Budget Request: None.

Y-SENIOR FRIENDS PROGRAM

Goals/Responsibilities:

Provide programs for senior citizens at Neenah-Menasha YMCA.

Activities:

Rental of Neenah-Menasha YMCA 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.

2021 Accomplishments:

Activities and services resumed in-person at the Y.

Past funding: 2020 - \$15,500
 2021 - \$16,050
Proposed funding: 2022 - \$16,450

2022 Goals/Plans:

Service provider continues to plan, organize and supervise programs and activities for 260 days per year.

**CITY OF NEENAH
2022 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

COMMITTEE ON AGING

Goals/Responsibilities/Plans:

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.

2021 Accomplishments: Distributed senior information flyer. Planned implementation of annual School for Seniors event in partnership with Lakeland University at Washington Park Shelter.

Major Increases (Decreases) in 2022 Budget Request: None.

**CITY OF NEENAH
2022 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 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

The Connector, which Valley Transit has operated since 2007, is currently operated through a contract with Running, Inc. This demand-responsive transportation is 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.

2021 Accomplishments:

Through June 2021, there were 29,560 passenger trips on Route 30 (downtown Appleton to downtown Neenah), with 35,187 in 2020; on Route 31/32 (internal Neenah route) 13,624 passenger trips (15,765 in 2020); and on Route 41 (Neenah to Grand Chute), 9,036 passenger trips (10,088 in 2020). Service is being provided with face covering and social distancing precautions and acrylic barriers in the bus operator area.

2022 Goals/Plans:

Maintain existing routes and programs and review for improvements. Continue to evaluate Church Street transfer center for improved service.

Major Increases (Decreases) in 2022 Budget Request:

	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Recommended</u>
Gross Bus Service Cost	\$432,460	\$432,460	\$428,574
Less: Grants/Aids	-341,570	-341,570	-335,391
Net Service Cost	90,890	90,890	93,183
Add: Shelter Operating Costs	3,650	3,650	2,750
Add: Connector Service	12,380	12,380	12,000
 NET BUS SERVICE COST	 <u>\$106,920</u>	 <u>\$106,920</u>	 <u>\$107,933</u>

**CITY OF NEENAH
2022 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:

Assist residents age 60 and older who need help with transportation to maintain or increase their independence by providing lower-cost taxi rides to medical appointments, food shopping and errands and social activities.

Activities:

Since 1976, the Cities of Neenah and Menasha, and more recently Valley Transit, have cooperated to provide the service. The City of Neenah and Valley Transit agree to provide the service by requesting proposals and contracting with a private provider to offer rides to qualified residents. Funding support is provided to the City of Neenah from the Cities of Neenah and Menasha, United Way and Winnebago County. Program users obtain ride tickets at outlets in Neenah and Menasha, schedule with the transportation provider for rides and pay a \$3.50 fare for each one-way trip at the time of the ride. Rides are provided to destinations throughout the Cities of Neenah and Menasha, Village of Fox Crossing, Town of Grand Chute, and City of Appleton, east to Hwy 441. Valley Transit applies State and Federal grants to the expense, pays the contractor the total ride cost (\$17.85 per trip in 2022) less the fare, and the City of Neenah reimburses Valley Transit for the balance of the cost (the local share.)

2021 Accomplishments:

Provide estimated 7,000 rides through contract with Fox Valley Cab, current program service provider.

2022 Goals/Plans:

Provide an estimated 8,000 rides. Service to be provided by Running, Inc.

Major Increases (Decreases) in 2022 Budget Request: None

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit) Jan. 1	96,002	123,174	123,174	137,834
Revenues				
City of Neenah	12,000	12,000	12,000	12,000
City of Menasha	10,000	10,000	10,000	10,000
Winnebago County	20,000	20,000	20,000	20,000
United Way	8,500	8,500	7,660	7,660
Interest & Misc.	753	1,500	1,000	1,500
Total Revenue	51,253	52,000	50,660	51,160
Expenditures				
Transportation Charges	17,963	42,570	30,000	59,420
Misc. Expenditures	1,118	1,000	1,000	1,000
Transfer to General Fund	5,000	5,000	5,000	-
Total Expenditures	24,081	48,570	36,000	60,420
Excess Revenue Over (Under)				
Expenditures	27,172	3,430	14,660	(9,260)
Fund Balance (Deficit) Dec. 31	123,174	126,604	137,834	128,574

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
LANDMARK OPERATIONS (9319-801)								
0202	Outside Printing	0	1,000	64	500	1,000	1,000	
0203	Postage	0	100	0	100	100	100	
0204	Conferences & Meetings	50	400	0	100	400	400	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	115	200	117	200	200	200	
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	165	2,300	181	1,500	2,300	2,300	0
0301	Office Supplies	0	50	0	50	50	50	
0318	Maps and Records	0	500	0	0	500	500	
0326	Photography Supplies	0	200	0	0	200	200	
0333	All Other Supplies	0	500	0	500	500	500	
	Supplies & Materials	0	1,250	0	550	1,250	1,250	0
	LANDMARK OPERATIONS	165	3,550	181	2,050	3,550	3,550	0
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
0115	Schools/Seminars/Training	0	300	0	300	300	300	
	Personal Services	0	300	0	300	300	300	0
0202	Outside Printing	0	500	0	500	500	500	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	50	1,000	1,000	1,000	1,000	1,000	
0261	Misc	0	300	0	300	300	300	
	Contractual Services	50	1,900	1,000	1,900	1,900	1,900	0
0333	All Other Supplies	0	1,000	0	1,000	1,000	1,000	
	Supplies & Materials	0	1,000	0	1,000	1,000	1,000	0
	SUSTAINABLE NEENAH	50	3,200	1,000	3,200	3,200	3,200	0
COMMUNITY DEVELOPMENT AUTHORITY (9321-801)								
0202	Outside Printing	0	50	0	0	50	50	
0203	Postage	0	50	0	0	50	50	
0204	Conferences & Meetings	0	200	0	200	200	200	
0206	Advertising & Publication	0	100	0	50	100	100	
0207	Dues & Memberships	0	1,000	0	500	750	750	
0219	Maintenance of Land	12,053	4,600	1,405	2,000	5,000	5,000	
0222	Electricity	794	870	525	800	850	850	
0224	Water & Sewer	66	130	0	100	100	100	
0226	Storm Water	158	350	6,676	7,000	350	350	
0236	Outside Services	41	100	0	100	100	100	
	Contractual Services	13,112	7,450	8,606	10,750	7,550	7,550	100
	COM DEV AUTHORITY	13,112	7,450	8,606	10,750	7,550	7,550	100

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>MASS TRANSIT (9323-801)</u>								
0214	Maintenance of Buildings	319	1,000	0	0	0	0	
0222	Electricity	3,038	2,420	1,710	2,420	2,600	2,600	
0226	Storm Water	95	150	32	150	150	150	
0236	Outside Services	450,714	432,460	288,304	432,460	428,580	428,580	
0268	Connector Cost	1,157	12,380	0	12,380	12,000	12,000	
	Contractual Services	455,323	448,410	290,046	447,410	443,330	443,330	(5,080)
	MASS TRANSIT	455,323	448,410	290,046	447,410	443,330	443,330	(5,080)
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<u>DIAL-A-RIDE PROGRAM (9322-801)</u>								
0236	Outside Services	12,000	12,000	9,000	12,000	12,000	12,000	
	Contractual Services	12,000	12,000	9,000	12,000	12,000	12,000	0
	DIAL-A-RIDE PROGRAM	12,000	12,000	9,000	12,000	12,000	12,000	0
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<u>Y-SENIOR FRIENDS PROGRAM (9324-801)</u>								
0236	Outside Services	15,500	16,050	15,810	16,050	16,450	16,450	
	Contractual Services	15,500	16,050	15,810	16,050	16,450	16,450	400
	Y-SENIOR FRIENDS PROGRAM	15,500	16,050	15,810	16,050	16,450	16,450	400
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<u>COMMITTEE ON AGING (9221-792)</u>								
0203	Postage	0	100	0	100	100	100	
0204	Conferences & Meetings	0	100	0	100	100	100	
0207	Dues & Memberships	0	50	0	50	50	50	
	Contractual Services	0	250	0	250	250	250	0
	COMMITTEE ON AGING	0	250	0	250	250	250	0
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OTHER COMMUNITY SERVICES		496,150	490,910	324,643	491,710	486,330	486,330	(4,580)
								Percent Budget Change
								-0.93%



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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$2,193,079	\$2,299,240	\$2,406,750	4.68%	\$2,366,750	2.94%
No. of Employees (FTE)	23.52	23.52	23.52	0.00%	23.52	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Library

(40,000)

Mayor's Comments:

I am recommending a \$40,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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 literacy, entertainment, educational and enrichment needs and interests of the community.
- Fulfill the Library's mission: Inspiring ideas, enriching lives, creating community, celebrating literacy.

Activities:

- Select, catalog, display and provide for efficient checkout and return of library materials for all ages in various formats, including electronic materials.
- Offer programming and services for the community at all stages of life and in various formats.
- Provide outreach services to schools, childcare 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.

Recent Accomplishments:

Circulation

According to preliminary statistics from the Wisconsin Department of Public Instruction, Neenah Public Library is the 7th highest circulating library in the state (as of the end of 2020). Neenah was the 9th highest circulating library in 2019, 8th in 2018, and 10th in 2017.

Neenah follows much larger, and in some cases multi-branch community libraries (Madison, Milwaukee, Brown County, Waukesha, etc.) in circulation. Neenah is the highest circulating library in the Winnefox Library System, having circulated 67% more items in 2020 than the next highest circulating library (Oshkosh).

Cost per Circulation

The library's cost per circulation was \$4.93 in 2020, an increase over the 2019 cost per circulation, but well below the average cost per circulation (\$7.90) in the Winnefox Library System. Out of the top 25 circulating libraries, only one other library has a lower cost per circulation.

Services and Programming

Throughout the pandemic, staff answered reference and reader's advisory questions, provided instruction in the use of a variety of electronic devices, assisted patrons in applying for employment and government services and in downloading electronic books and audio books. Staff also assisted patrons in finding materials for schoolwork and selecting recreational reading, viewing and listening materials, including "book bundles" and "binge bundles."

The Library established curbside delivery of materials early on in the pandemic and because of the popularity of the service, have continued the service well into 2021.

The Library's book bike (Bibliocycle), has been used extensively throughout the summer months to bring materials out into the community. Story times have been incorporated into some of the book bike stops.

Programming continued virtually over the past 18 months; in-person programming for some events has resumed. Children's story times and events will continue to be held outdoors throughout the fall months.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Donations

The Library's Trust Fund received \$11,000 in donations in 2020 and an additional \$46,000 in the first six months of 2021. Donations are used to fund programming and special projects and purchases.

Two new meeting rooms were created using Trust Funds --- the Yaz Community Room on the first floor and the Sensenbrenner Community Room on the second floor. Both rooms are comfortably furnished allowing for flexible setups based on needs of the groups. The Yaz Room is ideal for scout groups and school groups; the Sensenbrenner Room will have the option of dividing into two smaller independent study spaces.

Partnerships

The Library values strong partnerships we've established in the community. Library staff regularly work with the following organizations for special events, 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, AARP, Winnebago County (legal assistance clinics, WIC program), UW Extension-Winnebago County (Suburban Homesteading series; Master Gardeners-library landscaping), Lawrence University, St. Joe's Food Pantry, Goodwill Industries, ADVOCAP, Todd Steven and Associates, YMCA, Early Learning Center, Community Learning Center, Youth-Go, Boys and Girls Brigade and many more.

2022 Goals/Plans:

- Continue to provide materials in a variety of formats to meet the reading, listening, and viewing needs and interests of the community.
- Continue to offer engaging, innovative, educational, and entertaining programming and services for all ages and at all stages of life and in a variety of formats – in-person, in-house, in the community and virtually.

Major Increases (Decreases) in 2022 Budget Request:

CREDIT/DEBIT CHARGES

The Library Board approved eliminating the assessment of late fines on overdue materials. The fees associated with processing credit/debit charges will be significantly reduced. Patrons will continue to pay for damaged, lost and unreturned items by cash or credit/debit.

ELECTRONIC MATERIALS

The Electronic Materials budget request is increased. It includes subscriptions to downloadable audiobooks and electronic books: Overdrive and Hoopla, as well as reference sources: Ancestry, Pronunciator and Tumblebooks. The Library continues to see a significant increase in the use of electronic materials, particularly in 2020 and into 2021 with many patrons remaining at home during the pandemic.

WALS (Winnefox Automated Library System) COMPUTERIZATION

The 2022 fee for WALS will increase 2.76% for 2022. Neenah continues to be the highest circulating library in WALS, resulting in WALS fees higher than other libraries in the Winnefox system. Neenah's WALS' cost per item checked out remains low at \$.35 per checkout.

OPERATING RECEIPTS (revenue)

Overdue fines will no longer be assessed at the Library; that line item will be significantly reduced. The Library will continue to collect payments for lost library cards and overdue fines assessed at other libraries.

The Library anticipates a 1.1% increase (\$9,500) from Winnebago County for services to township residents (pending approval of the Winnebago County Board). The Library will also receive payments from Calumet, Waushara, Fond du Lac and Green Lake counties for checkout to their residents at the Neenah Public Library.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
<u>LIBRARY ADMINISTRATION (9501-821)</u>								
0101	Salaries	695,968	726,540	532,056	728,170	736,590	736,590	
0102	Hourly Wages	385,929	426,180	301,520	422,370	435,900	435,900	
0103	Temporary Wages	68,711	60,000	58,856	60,000	70,000	70,000	
0109	Premium Pay	5,115	10,000	8,594	10,000	11,000	11,000	
0110	Health Insurance	176,220	193,140	144,900	193,140	202,880	202,880	
0111	Fringes	165,912	167,490	123,421	167,160	173,970	173,970	
0115	Schools/Seminars/Training	359	600	0	600	600	600	
0123	Auto Allowance	896	600	98	600	900	900	
0128	Empl Recognition Awards	100	100	100	100	100	100	
	Personal Services	1,499,210	1,584,650	1,169,545	1,582,140	1,631,940	1,631,940	47,290
0202	Outside Printing	84	0	252	300	300	300	
0203	Postage	1,635	2,310	1,594	2,310	2,420	2,420	
0204	Conferences & Meetings	4,780	2,000	491	2,000	2,000	2,000	
0205	Credit/Debit Charges	2,658	2,000	1,940	2,500	500	500	
0206	Advertising & Publication	1,337	1,000	723	730	1,000	1,000	
0207	Dues & Memberships	857	2,300	1,199	1,800	2,300	2,300	
0212	Maint of Office Equipment	0	1,000	0	1,000	1,000	1,000	
0214	Maintenance of Buildings	32,857	43,000	22,327	40,000	43,000	43,000	
0218	Software Maintenance	4,434	5,060	4,214	5,060	5,200	5,200	
0219	Maintenance of Land	1,022	1,000	1,053	2,000	1,000	1,000	
0221	Telephone	2,900	3,100	2,321	3,100	3,100	3,100	
0222	Electricity	46,537	45,540	29,610	45,540	50,100	50,100	
0223	Natural Gas	9,607	11,000	7,308	11,000	12,100	12,100	
0224	Water & Sewer	5,649	9,550	3,102	9,550	10,030	10,030	
0225	Commercial Dumpster	748	700	374	700	760	760	
0226	Storm Water	924	1,000	462	1,000	1,000	1,000	
0227	Cellular Telephone	513	400	336	400	400	400	
0236	Outside Services	12,634	16,000	10,027	16,000	16,000	16,000	
0237	Pest Control	726	400	269	400	400	400	
0246	Property & Liability Ins	16,540	16,540	16,273	16,280	17,580	17,580	
0249	Collection Services	609	3,500	304	3,500	3,500	3,500	
0250	Copy Mach. Lease/Supplies	22,140	26,000	17,305	24,000	26,000	26,000	
0252	Rental of Equipment	586	500	456	1,200	500	500	
0255	IS Services/Internal	8,600	9,900	7,425	9,900	11,400	11,400	
	Contractual Services	178,377	203,800	129,365	200,270	211,590	211,590	7,790
0301	Office Supplies	6,591	6,000	3,676	6,000	6,500	6,500	
0303	Computer Operation Supply	96	100	0	100	100	100	
0306	Cleaning/Janitor Supplies	10,711	12,000	8,903	12,000	12,000	12,000	
0316	Equipment Maint Supplies	196	300	0	0	300	300	
0319	Safety Supplies	778	2,000	3,412	4,000	2,000	2,000	
0340	Library Books & Materials	216,552	230,000	158,870	230,000	230,000	210,000	
0341	Library Supplies	7,843	8,000	5,603	6,000	8,640	8,640	
0342	Tech Service Supplies	9,260	8,000	8,464	12,000	8,640	8,640	
0343	Small Program Packages	237	1,000	939	1,000	1,000	1,000	
0344	Small Equipment	1,291	2,000	514	1,500	2,000	2,000	
0349	Electronic Materials	48,627	30,000	47,046	47,050	60,000	60,000	
	Supplies & Materials	302,182	299,400	237,427	319,650	331,180	311,180	11,780
0800	Mayor's Executive Adjustment	0	0	0	0	0	(40,000)	
	Mayors Adjustment	0	0	0	0	0	(40,000)	(40,000)
	LIBRARY ADMINISTRATION	1,979,769	2,087,850	1,536,337	2,102,060	2,174,710	2,114,710	26,860

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>WALS COMPUTERIZATION (9503-821)</u>								
0203	Postage	0	600	0	200	200	200	
0236	Outside Services	154,619	153,300	154,176	154,180	158,690	158,690	
0253	Technology Res Fund	27,490	27,490	27,490	27,490	28,000	28,000	
	Contractual Services	182,109	181,390	181,666	181,870	186,890	186,890	5,500
	WALS COMPUTERIZATION	182,109	181,390	181,666	181,870	186,890	186,890	5,500
<u>SPECIAL RESERVES & ESCROW (9509-821)</u>								
0101	Salaries	0	0	0	0	30,780	30,780	
0110	Health Insurance	0	0	0	0	10,150	10,150	
0111	Fringes	0	0	0	0	4,220	4,220	
	Special Reserves & Escrow	0	0	0	0	45,150	45,150	45,150
<u>FUNDS CARRIED FORWARD</u>								
0236	Outside Services	19,201	0	0	0	0	0	
	Contractual Services	19,201	0	0	0	0	0	0
0340	Library Books & Materials	0	0	0	0	0	20,000	
0349	Electronic Materials	12,000	30,000	0	12,950	0	0	
	Supplies & Materials	12,000	30,000	0	12,950	0	20,000	(10,000)
	Funds Carried Forward	31,201	30,000	0	12,950	0	20,000	(10,000)
	TOTAL EXPENDITURES	2,193,079	2,299,240	1,718,003	2,296,880	2,406,750	2,366,750	67,510
<u>OPERATING RECEIPTS (010-0000-542)</u>								
0200	Library Receipts	10,967	15,000	5,419	12,000	1,000	1,000	
0300	Coffee Sales	329	1,000	129	600	1,500	1,500	
0400	Bottled Beverages/Snacks	1,553	3,000	359	1,500	3,500	3,500	
0500	Copier/Printer Fees	4,957	10,000	4,576	7,000	12,000	12,000	
0700	Lost/Damaged Materials	4,002	5,000	1,905	5,000	5,000	5,000	
1500	Sale of Library Property	44	0	23	30	0	0	
1900	P-Card Rebate	6,207	6,300	2,723	6,300	6,300	6,300	
2000	Winnebago County	817,697	856,640	642,479	856,640	866,140	866,140	
2100	Calumet County	21,045	23,300	23,297	23,300	24,000	24,000	
2200	Fond Du Lac County	1,371	1,590	1,590	1,590	1,500	1,500	
2300	Waushara County	749	970	967	970	900	900	
2400	Green Lake County	97	20	15	20	20	20	
4900	Collection Fee Charges	1,037	2,000	284	2,000	3,000	3,000	
	TOTAL OPERATING RECEIPTS	870,055	924,820	683,766	916,950	924,860	924,860	40
<u>DEBT SERVICE FOR NEW LIBRARY</u>								
0700	Winnebago County	111,225	14,758	11,069	14,758	0	0	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
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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

2018	2019	2020
39.6%	40.0%	39.3%

Winnebago County reimbursement for Township use:

	2020	2021	2022
Amount	815,550	856,640	866,140
% Change	2.370%	5.038%	1.109%

TOTAL EXPENDITURES	2,193,079	2,299,240	1,718,003	2,296,880	2,406,750	2,366,750	67,510
					Percent Budget Change		2.94%
TOTAL REVENUES	870,055	924,820	683,766	916,950	924,860	924,860	40
					Percent Budget Change		0.00%
EFFECT ON LEVY	1,323,024	1,374,420	1,034,237	1,379,930	1,481,890	1,441,890	67,470
					Percent Budget Change		4.91%
FUNDS CARRIED FORWARD	0	(30,000)	0	(30,000)	0	(20,000)	10,000
FINAL EFFECT ON LEVY	1,323,024	1,344,420	1,034,237	1,349,930	1,481,890	1,421,890	77,470
					Percent Budget Change		5.76%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$100,130	\$100,130	\$100,750
Deputy Director	Grade N3	1.00	Grade O3	1.00	80,390	80,390	85,240
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	77,100	77,100	77,580
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	77,290	77,290	77,770
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	227,640	227,640	231,650
Youth Services Librarian	Grade I3	1.00	Grade I3	1.00	58,670	58,670	59,040
Asst Libr. Tech Services	Grade G3	1.00	Grade G3	1.00	55,110	55,110	55,380
Building Maintenance	Grade L3	0.05	Grade L3	0.05	3,100	3,100	3,180
Building Custodian	Grade G3	1.00	Grade G3	1.00	46,000	46,000	46,000
Subtotal		11.05		11.05	\$725,430	\$725,430	\$736,590
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade FH	0.67	Grade FH	0.67	29,890	29,890	30,080
Adult Services Librarian	Grade IH	0.53	Grade IH	0.53	26,150	26,150	26,560
Asst. Libr. Tech Services	Grade EH	0.67	Grade EH	0.67	23,090	23,090	23,530
Asst Libr Circ. Svc	Grade EH	0.53	Grade EH	0.53	17,890	17,890	18,550
Lib Asst Circ. Svc (11,400 Hrs)	Grade CH	5.83	Grade CH	5.83	174,920	172,740	182,210
Lib Asst Tech. Svc (3,120 Hrs)	Grade CH	1.59	Grade CH	1.59	59,520	59,520	62,630
Asst Libr Yth Svc (5,200 hrs)	Grade EH	2.65	Grade EH	2.65	91,500	91,500	92,340
Total Part-time		12.47		12.47	\$422,960	\$420,780	\$435,900
OTHER COMPENSATION							
Premium Pay*	-		-		10,000	10,000	11,000
Accrued Wages	-		-		4,330	4,330	0
TEMPORARY							
Casual	8.00-17.57/hr.	-	9.97-22.64/hr.	-	60,000	60,000	70,000
TOTAL	XXX	23.52	XXX	23.52	\$1,222,720	\$1,220,540	\$1,253,490

* Sunday hours premium pay.

**CITY OF NEENAH
2022 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 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

2021 Accomplishments:

- Continued control measures
- Coordinated placement and removal of navigation buoys
- Coordinated the weed cutting throughout the channel / harbor area (2 cuttings were performed this year. The second cutting was paid by a generous donation
- Assigned city labor associated with weed cutting activity to budget
- Purchased/Replaced 3 buoys and associated hardware

2022 Goals/Plans:

- Continue replacement of buoys
- Studying the need for caution "high flow" buoys.
- Continue control measures
- Complete 3 year WI-DNR Weed Harvesting Permit

Major Increases (Decreases) in 2022 Budget Request: \$4,590 increase associated with weed cutting activities (direct labor and contractual increases)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
HARBOR COMMITTEE (9602-831)								
0102	Hourly	0	0	788	790	800	800	
0104	Overtime Wages	0	0	522	530	550	550	
0110	Health Insurance	0	0	440	500	270	270	
0111	Fringes	0	0	246	250	250	250	
0124	Meal Allowance	0	0	8	10	0	0	
	Personal Services	0	0	2,004	2,080	1,870	1,870	1,870
0236	Outside Services	5,550	5,000	10,525	10,530	7,700	7,700	
0242	Permit	0	300	0	0	300	300	
	Personal Services	5,550	5,300	10,525	10,530	8,000	8,000	2,700
0333	All Other Supplies	1,312	1,000	24	950	1,020	1,020	
	Supplies & Materials	1,312	1,000	24	950	1,020	1,020	20
	HARBOR COMMITTEE	6,862	6,300	12,553	13,560	10,890	10,890	4,590
Percent Budget Change								72.86%

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Bergstrom-Mahler Museum	Budget: Bergstrom-Mahler Museum
Program: Culture and Recreation	Submitted by: Amy Moorefield / John Timmer

Goal/Responsibility:

Bergstrom-Mahler Museum mission statement: *Engage, Excite and Educate our regional and global audiences using our 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.

2020 - 2021 Exhibitions included:

- ***Fox Valley Area High School Glass 2020***, March 2020 exhibit closed early due to COVID
- ***Form and Feeling: Expressions of Humanity***, July 2 to December 31, 2020
- ***Docents Know Glass***, January 21 to May 15, 2021
- ***Fox Valley Area High School Glass 2021***, March 4 to April 18, 2021
- ***New on View: Recent Acquisitions to the Permanent Collection***, May 28 to August 22, 2021
- ***Between Us, John Littleton and Kate Vogel***, October 1, 2021 to February 14, 2022

The Fox Valley Area High School Glass 2020

The show in 2020 continued to reflect the challenges classroom teachers find in getting students out on field trips. Students who participated found the visit rewarding and one that built self-confidence because of the creative endeavors. We continue to assess and modify this exhibit to provide the best service to the schools and students while maintaining the quality of the museum experience.

Form and Feeling: Expressions of Humanity

This exhibition places emphasis on the representation of human emotion and expression in figurative works of glass. The very nature of glass as a medium lends itself to countless emotionally evocative representational and abstract forms. Simultaneously strong and fragile, the glass pieces featured in this show draw a significant parallel to the condition of human feeling, be it pain, joy, anger, confusion, embarrassment, or a myriad of other emotions.

Docents Know Glass

Museum docents are an integral component of any museum's educational vision, facilitating learning in the museum galleries. Totalling more than 75 years of experience, several of Bergstrom-Mahler Museum of Glass's volunteer guides have hand-selected works for exhibition from the permanent collection that are most meaningful to them. From antique Baccarat paperweights and Germanic glass drinking vessels to Victorian baskets and contemporary glass sculpture, Docents Know Glass inspired an appreciation for everything Bergstrom-Mahler Museum of Glass has to offer – including our fantastic docents!

The Fox Valley Area High School Glass 2021

The show in 2021 reflect the classroom teachers finding creative ways to engage students with in-person and virtual classrooms. Students were invited to after-school studio sessions at the museum with limited capacity and social distancing. We continue to assess and modify this exhibit to provide the best service to the schools and students while maintaining the quality of the museum experience. This year we were able to extend the student show into April.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Bergstrom-Mahler Museum	Budget: Bergstrom-Mahler Museum
Program: Culture and Recreation	Submitted by: Amy Moorefield / John Timmer

New on View: Recent Acquisitions to the Museum – May 28 – August 22, 2021

This exhibition highlights recent acquisitions of works in glass to Bergstrom-Mahler Museum of Glass's permanent collection of contemporary glass and paperweights. The highlight of this exhibition includes a selection of antique and contemporary paperweights from the collection of longtime museum supporters Gary and Marge McClanahan. The show will feature works by artists including as Marvin Lipofsky, Mary Shaffer, Ken Rosenfeld, Debbie Tarsitano, Marc Petrovic and John Parsley, most of which have not previously been exhibited.

John Littleton and Kate Vogel, a Retrospective – October 1, 2021 – February 14, 2022

Working collaboratively since 1979, North Carolina-based artists John Littleton and Kate Vogel partner to create sculptural works of blown and cast glass. This exhibition is representative of a lifetime of this partnership and includes pieces from various series including *Captured Reflection*, *Clarity Imprisoned*, *Crystals*, *Bags* and more. The show also highlights a selection of works of John's father, Harvey Littleton, a pioneer of the Studio Glass Movement in the United States.

Thursday Evenings

Beginning in October of 2019 we opened our doors until 8:00pm on Thursdays. We plan to restart this program. This offers the museum to the community after normal business hours and provide a regular opportunity for evening visits. The museum has committed to extending our hours of operation to reach a larger audience.

Art After Dark

A popular means to serve a younger audience and keep extended hours at the museum. Art After Dark will be held again on September 16, 2021. The family friendly event, held in the evenings, was created to try and reach a new audience, one that might not be comfortable with traditional museum settings. It has proven to very popular, exceeding our expectations.

SPARK!

SPARK! is a cultural program for people with early- to mid-stage memory loss and their care partners. We welcome participants to stay actively engaged in their communities while joining peers to experience art, culture and nature in a comfortable environment with specially trained staff and volunteers. Offered free every second Tuesday of the month from 10:30am to noon, reservations suggested.

Bergstrom-Mahler Museum of Glass continues to participate in collaborative programming with the Neenah Arts Council.

2021 Outside services: (FY end June 2021) Bassett Mechanical (\$9,580), Boldt (\$7,215), Fox Cities Errands snow removal (\$7,120), Irrigation Services, Inc. (\$948), J.D. Ogden Plumbing & Heating Inc (\$5,020), J.F. Ahern (\$648), JC Security (\$1,220), Lowney's Landscaping Center, Inc. (\$10,500), PJ Electrical Services LLC (\$4,458), Schindler Elevator (\$5,688), Sentinel Security LLC (\$1,290), Servpro Appleton (\$3,592), Wil-Kil Pest Control (\$1,173), Xtreme Clean of the Fox Cities, LLC (\$10,410), other (\$4,009).

Total: \$72,871

2021 General Maintenance/Supplies: (FY end June 2021) Maintenance supplies, janitorial supplies, tools and non-capital related building maintenance. Total: \$1,776

2021 Utilities: (FY end June 2021) \$29,371

Fiscal Year 2021 Total: (FY end June 2021) \$104,018

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Bergstrom-Mahler Museum	Budget: Bergstrom-Mahler Museum
Program: Culture and Recreation	Submitted by: Amy Moorefield / John Timmer

2021 Allocation spent on:

Bassett Mechanical (\$8,409), Boldt (\$7,125), Environmental Management and Testing Service (\$1,175), JD Ogden (\$4,380), JC Security (\$650), PJ Electrical (\$2,211), Servpro (\$3,592), other (\$250).
(Total \$27,792 in 2021 calendar year-to-date)

2022 Capital Request:

Improve/expand collection storage (\$42,000 – \$62,000 pending specifications). Resurface or seal coat driveway (\$10,000 pending estimate). Upgrade galleries (\$60,000 pending estimate). Upgrade restrooms (\$25,000 pending estimate).

Major Increases (Decreases) in 2022 Budget Request:

The museum has independently 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 \$30,000 for the planned 2022 capital improvements.

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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:

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	\$1,984,602	\$2,106,880	\$2,250,310	6.81%	\$2,245,310	6.57%
No. of Employees (FTE) - All Funds	13.67	13.67	13.67	0%	13.67	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Park & Recreation (5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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
- Maintained facilities that host soccer, baseball, kickball leagues and tournaments
- Provided support for recreation programs, concerts and special events
- Plan for the acquisition and development of parkland and recreation facilities.
- Manage and maintain:

25-Parks (391 Acres)	16-Soccer Fields	32 Buildings, including the Lighthouse and Doty Cabin (Historic Home/Museum)
8,385 Feet of Shoreline	14-Tennis Courts	
4-Boating Facilities	18-Playgrounds	Flower Beds, Trails, Decorative Fountains, Fishing
4-Basketball Courts	1-Skate/Bike Park	Decks, Natural Areas and various other park and
4-Volleyball Courts	3-Ice Rinks	recreation facilities
1-Archery Range	8-Softball/Baseball Fields	1-Splash Pad
1-Outdoor Swim Pool Complex	2-Pickleball Courts	1-Discovery Field
		1-Outdoor Fitness

2021 Accomplishments:

Park Projects:

- Doty Court Redevelopment
- Memorial Park Tullar Play Equipment replacement (Fall 2021)
- Comprehensive Outdoor Recreation Plan Adoption (Fall 2021)
- Kimberly Point Concept Plan and Opinion of Probable Costs for future Budgets/Projects
- Arrowhead Park plans and grant applications. Secured \$325,000 Nelson Family Grant for pier; developing plans for Phase 1B Prairie, Pathways and Pier (Bidding Sept/Oct; Awarding November; Construction Winter 2021 – Fall 2022)

Recreation:

- Hosted the 7th Annual Filthy Fun Kids Run and the new Sweater Shuffle in cooperation with the Village of Fox Crossing
- Provided programs to promote health, wellness and safety through recreation programs, including Fun Runs, Children's Playtime, Swim Lessons, adult and youth sports
- Offered cultural opportunities: Riverside Players Community Theater, Neenah Community Band and youth programs
- Provided places and programs for family activities with Movie Nights, Park Kart, Park Scavenger Hunts and Storywalks

New Programs:

- | | | |
|---------------------|---------------------------|-----------------|
| • Young Artist Camp | • Tai Chi | • Budding Chefs |
| • E-Sports | • Parent and Me Date Days | • Summer Chess |
| • Kids Triathlon | • Escape Rooms | • Robotics |
| • Teen Pool Nights | • Aqua Zumba | |

Grants and Donations: Raised the following non-tax revenues to support programming and park development:

- | | | |
|---------------------------------|-------------------------------------|-------------------------------------|
| • Play It Forward\$400 | • Community Band \$220 | • Trees For The Living\$2,400 |
| • Fun Run Sponsors\$2,055 | • Filthy Fun Kids Run..... \$750 | • Tennis Awards\$500 |
| • Punt, Pass & Kick.....\$500 | • Op Rec \$500 | • Community Kids\$250 |
| • Park Kart.....\$500 | • Program Sponsorship \$7,350 | |

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Partnerships: Provided support to the following organizations for events and programs:

- Neenah Soccer Club
- Fox Valley Sailing School
- Neenah Nodaway Yacht Club
- Future Neenah Concerts
- Neenah Baseball Inc
- NJSD Facility Reciprocity
- YMCA Day Camp and Senior Games
- Youth-Go Baseball and The Hallows
- Neenah Animal Shelter Drool in the Pool
- Fox Crossing Park and Rec. Dept.
- Knights of Columbus Youth Sports Competitions

Volunteer Projects:

- Church Park Cleanup Days
- Community Cleanup
- Adopt-A-Garden

NEENAH 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.

	2017	2018	2019	2020*	2021	2022
Average Temperature	75°	75°	77°	76°	80.5°	
Lesson Registration	1,130	1,108	1,211	477	907	
Season Passes Sold	584	532	527	1513 Punch Cards	1590 individual passes	
Daily Passes	35,116	35,248	30,876	16,425	26,401	
Total Attendance	47,597	48,814	45,880	21,247	37,860	
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	\$239,842	\$265,241	\$257,166	\$217,737	\$276,800	\$280,980
Revenue	\$(216,820)	\$(208,068)	\$(214,424)	\$(85,942)	\$(205,920)	\$(210,850)
Levy Support	\$23,022	\$57,173	\$43,340	\$131,795	\$70,880	\$70,130
Cost Recovery Rate	90%	78%	83%	39%	74%	75%

*COVID-19 Greatly impacted pool numbers

2022 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
- Implement CIP / Park and Open Space Plan:
 - Arrowhead Park Phase 1B and Activity Building
 - Kimberly Point Vehicle, Bike and Ped
 - Pool: Slide, sand play equipment replacement, water heaters, pool vacuum
 - Riverside play surface
 - Fresh Air park drive, restroom and changing
 - Building Security
 - Southview Court Restoration
 - Shattuck Fountain
- Review all current recreation program offerings and determine future direction

Major Increases (Decreases) 2022 Budget Requests: None

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	417,921	430,780	312,764	430,470	433,930	433,930	
0102	Full Time Hourly Wages	336,518	347,600	245,966	345,670	348,690	348,690	
0103	Temporary Wages	276,864	321,100	281,569	322,230	351,720	351,720	
0104	Overtime Wages	16,956	20,580	25,828	29,360	20,300	20,300	
0105	Reimbursable Overtime	0	(1,050)	0	(240)	(240)	(240)	
0110	Health Insurance	190,230	208,190	156,779	207,690	219,490	219,490	
0111	Fringes	165,878	172,940	125,928	173,610	176,760	176,760	
0115	Schools/Seminars/Training	915	2,360	2,231	3,360	2,510	2,510	
0117	Clothing Allowance	7,667	7,950	7,920	8,560	8,350	8,350	
0118	License Renewal	0	40	0	40	40	40	
0123	Auto Allowance	169	350	185	300	300	300	
0124	Meal Allowance	16	20	0	20	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	259	260	0	260	1,240	1,240	
PERSONAL SERVICES		1,413,393	1,511,140	1,159,170	1,521,350	1,563,130	1,563,130	51,990
CONTRACTUAL SERVICES								
0202	Outside Printing	13,632	15,260	11,824	13,320	15,760	15,760	
0203	Postage	6,905	4,300	4,054	5,550	5,780	5,780	
0204	Conferences & Meetings	0	2,800	458	2,800	2,800	2,800	
0206	Advertising & Publication	469	1,750	349	1,500	1,750	1,750	
0207	Dues & Memberships	1,362	1,100	1,015	1,020	1,100	1,100	
0211	Maint of Fixed Equipment	25,121	10,300	12,420	17,090	10,300	10,300	
0213	Maint of Motor Vehicles	780	700	910	920	750	750	
0214	Maint of Buildings	3,108	6,500	4,378	6,900	6,500	6,500	
0216	Maint of Operating Equip	2,195	2,500	48	2,500	2,500	2,500	
0218	Software Maintenance	9,082	2,970	465	2,970	1,500	1,500	
0219	Maintenance of Land	0	1,000	0	1,000	1,000	1,000	
0220	Maint of Athletic Fields	3,301	2,000	4,005	4,010	2,000	2,000	
0221	Telephone	1,550	810	901	990	860	860	
0222	Electricity	50,031	56,220	37,413	53,140	58,050	58,050	
0223	Natural Gas	8,148	10,980	9,988	13,750	15,100	15,100	
0224	Water & Sewer	51,643	40,560	17,202	51,970	60,050	60,050	
0225	Commercial Dumpster	5,142	4,560	2,692	5,960	5,560	5,560	
0226	Storm Water	19,978	18,880	9,865	20,860	20,720	20,720	
0227	Cellular Telephone	1,838	1,760	1,507	1,610	1,800	1,800	
0233	Other Services	17,871	44,290	32,720	37,880	54,670	54,670	
0234	Credit Card Payment Fees	11,133	14,000	13,736	14,230	16,000	16,000	
0236	Outside Services	19,739	20,550	18,487	20,010	24,850	24,850	
0237	Pest Control	3,090	2,880	2,830	3,580	3,130	3,130	
0238	Professional Services	2,724	1,250	1,812	1,820	1,250	1,250	
0242	Permits	577	630	577	630	630	630	
0251	Rental	6,189	12,800	8,034	10,260	13,500	13,500	
0252	Rental of Equipment	4,131	2,000	5,341	5,400	2,000	2,000	
0254	Printer / Copies	3,101	3,390	2,187	3,000	3,000	3,000	
0255	IS Services / Internal	46,700	41,780	31,485	41,780	42,400	42,400	
0258	GIS Services/Internal	0	0	0	0	9,320	9,320	
0293	Maint of Motor Veh/Fleet	28,124	21,630	24,377	28,000	30,800	30,800	
0294	Oil and Fluids/Fleet	2,225	2,000	2,133	2,500	2,200	2,200	
0296	Maint of Oper Eq/Fleet	86,510	73,130	75,248	85,000	93,500	93,500	
CONTRACTUAL SERVICES		436,399	425,280	338,461	461,950	511,130	511,130	85,850

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	773	830	229	830	850	850	
0305	Inhouse Printing	0	0	0	0	0	0	
0306	Chemicals	715	400	831	840	300	300	
0308	Cleaning/Janitor Supplies	12,518	12,800	8,367	12,260	12,600	12,600	
0310	Gasoline & Oil	18,377	23,700	22,721	23,700	26,000	26,000	
0311	Fixed Equipment Maint. Sup	1,368	2,450	1,322	2,490	2,450	2,450	
0312	Playground Maintenance	12,039	11,000	1,962	11,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	391	400	42	400	400	400	
0314	Building Maint. Supplies	8,178	10,300	10,258	11,200	10,300	10,300	
0315	Land Maintenance Supplies	18,982	14,900	17,035	19,530	16,000	16,000	
0316	Equipment Maint. Supplies	2,266	3,400	1,097	3,400	3,400	3,400	
0319	Safety Supplies	3,243	2,600	1,988	2,360	2,600	2,600	
0320	Small Tools	259	900	577	1,010	900	900	
0321	Athletic Field Maint. Sup	18,939	16,900	10,870	16,900	16,900	16,900	
0326	Photography Supplies	14	150	16	70	100	100	
0333	All Other Supplies	16,502	33,390	27,038	31,270	34,110	34,110	
0335	Set Design/Construction	800	3,200	1,726	1,730	3,200	3,200	
0336	Concession Supplies	13,240	26,600	28,325	28,340	26,700	26,700	
0337	Tickets	0	270	0	0	270	270	
0338	Costumes	0	1,200	740	740	1,200	1,200	
0344	Small Equipment	5,278	3,700	2,423	3,700	3,700	3,700	
0345	Shop Supplies	928	720	619	720	720	720	
0347	Small Computer Hardware	0	1,150	190	1,150	2,350	2,350	
	SUPPLIES & MATERIALS	134,810	170,960	138,376	173,640	176,050	176,050	5,090
8000	Mayor's Exec Adj	0	(500)	0	(500)	0	(5,000)	
	SUPPLIES & MATERIALS	0	(500)	0	(500)	0	(5,000)	(4,500)
TOTAL PARK & RECREATION		1,984,602	2,106,880	1,636,007	2,156,440	2,250,310	2,245,310	138,430
Percent Budget Change								6.57%

**CITY OF NEENAH
REQUEST FOR 2022 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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$97,890	\$97,890	\$99,500
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	78,350	78,350	78,840
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	82,240	82,240	82,750
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	59,390	59,390	60,310
Parks Supervisor	Grade K4	1.00	Grade K4	1.00	60,350	60,350	61,180
Office Manager	Grade G3	1.00	Grade G3	1.00	49,450	49,450	49,750
Park Arborist	Grade L10	1.00	Grade L10	1.00	67,670	67,670	68,090
Park Lead Technician	Grade L9	2.00	Grade L9	2.00	126,600	126,600	127,230
Park Technician	Grade L6	<u>4.00</u>	Grade L6	<u>4.00</u>	<u>193,500</u>	<u>192,190</u>	<u>194,170</u>
Subtotal		13.00		13.00	\$815,440	\$814,130	\$821,820
PART-TIME							
Admin. Asst. (1,300 hrs.)	Grade D	0.67	Grade D	0.67	22,470	22,470	22,900
OTHER COMPENSATION							
Accrued Wages	-		-		3,170	3,170	0
Overtime							
Operations	-		-		13,730	15,780	12,950
Recreation					1,000	600	1,000
Pool					6,500	13,660	6,500
Community Fest	-		-		550	550	550
Celebrations	-		-		1,100	770	600
TEMPORARY	10.50 - 12.00 / hr.		12.00 - 15.50 / hr.				
Recreation					272,100	273,630	305,020
Parks					47,600	49,150	50,150
Celebrations					1,100	770	600
Park Forestry					<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Subtotal for Parks					\$50,700	\$51,920	\$52,750
INFORMATION ONLY							
City-Wide Forestry	-		-		55,450	55,050	55,450
TOTAL	XXX	13.67	XXX	13.67	\$1,186,760	\$1,196,680	\$1,224,090

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY ***
FOR FISCAL YEAR 2022**

ACCOUNT NUMBER	PARK & RECREATION DIVISION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS SUMMARY								
781	Park & Rec. Administration	675,150	691,150	502,135	690,460	711,910	706,910	15,760
781	General Unalloc. Overhead	16,354	20,470	20,255	21,730	23,150	23,150	2,680
782	Adult Programs	981	1,700	1,082	1,270	1,850	1,850	150
783	Contracted Programs	15,299	39,800	30,731	35,530	48,000	48,000	8,200
785	Youth Programs	118,317	138,060	120,288	136,500	148,690	148,690	10,630
786	Other Park & Rec. Activities	9,864	14,830	6,606	9,220	11,950	11,950	(2,880)
787	Riverside Players	2,834	31,450	17,780	17,960	30,950	30,950	(500)
788	Parks	928,066	915,760	691,652	964,410	989,940	989,940	74,180
TOTAL EXPENDITURES		1,766,865	1,853,220	1,390,529	1,877,080	1,966,440	1,961,440	108,220
						Percent Budget Change		5.84%
TOTAL REVENUES		202,463	348,820	337,891	353,070	360,880	360,880	12,060
						Percent Budget Change		3.46%
NET EFFECT ON LEVY		1,564,402	1,504,400	1,052,638	1,524,010	1,605,560	1,600,560	96,160
						Percent Budget Change		6.39%
INDEPENDENT PROGRAMS SUMMARY								
784	Municipal Pool	217,737	253,660	245,477	279,360	283,870	283,870	30,210
TOTAL EXPENDITURES		217,737	253,660	245,477	279,360	283,870	283,870	30,210
						Percent Budget Change		11.91%
Municipal Pool								
	Pool-Special Events	0	0	821	830	700	700	
	Pool-Taxable Concessions	22,137	44,600	49,270	49,270	45,000	45,000	400
	Pool-Daily Receipts	47,051	68,000	57,748	58,860	60,000	60,000	(8,000)
	Pool-Season Pass Receipts	80	53,000	55,473	55,480	55,000	55,000	2,000
	Pool-Swim Lessons Receipts	16,674	55,000	41,632	41,640	50,000	50,000	(5,000)
	Pool-Locker Rental	0	150	76	80	150	150	0
Municipal Pool Revenue		85,942	220,750	205,020	206,160	210,850	210,850	(9,900)
TOTAL REVENUES		85,942	220,750	205,020	206,160	210,850	210,850	(9,900)
						Percent Budget Change		-4.48%
NET EFFECT ON LEVY		131,795	32,910	40,457	73,200	73,020	73,020	40,110
						Percent Budget Change		121.88%
GRAND TOTAL EXPENDITURES		1,984,602	2,106,880	1,636,006	2,156,440	2,250,310	2,245,310	138,430
						Percent Budget Change		6.57%
GRAND TOTAL REVENUES		288,405	569,570	542,911	559,230	571,730	571,730	2,160
						Percent Budget Change		0.38%
NET EFFECT ON LEVY		1,696,197	1,537,310	1,093,095	1,597,210	1,678,580	1,673,580	136,270
						Percent Budget Change		8.86%

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2022**

<u>PROGRAM ACTIVITY</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>2021 YTD (9 MONTHS)</u>	<u>2021 ESTIMATE</u>	<u>2022 DEPT REQUEST</u>	<u>2022 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>PARK & REC. ADMINISTRATION</u>							
(781)							
Park & Rec Admin Office	675,150	691,150	502,135	690,460	711,910	706,910	
Gen Unallocated Overhead	16,354	20,470	20,255	21,730	23,150	23,150	
PARK & REC. ADMINISTRATION	691,504	711,620	522,390	712,190	735,060	730,060	18,440
<u>ADULT PROGRAMS</u>							
(782)							
Adult Open Gym	645	500	0	0	500	500	
Volleyball - Summer	0	350	0	0	350	350	
Tennis Lessons	336	700	518	700	700	700	
Pickleball	0	150	564	570	300	300	
ADULT PROGRAMS	981	1,700	1,082	1,270	1,850	1,850	150
<u>CONTRACTED PROGRAMS</u>							
(783)							
Sports Clinics	965	23,700	11,962	12,530	19,000	19,000	
Fitness	5,166	7,000	3,148	5,000	7,000	7,000	
Contracted Youth Programs	9,168	9,100	15,621	18,000	22,000	22,000	
CONTRACTED PROGRAMS	15,299	39,800	30,731	35,530	48,000	48,000	8,200
<u>INDEPENDENT PROGRAMS</u>							
(784)							
Municipal Pool	217,737	253,660	245,477	279,360	283,870	283,870	
INDEPENDENT PROGRAMS	217,737	253,660	245,477	279,360	283,870	283,870	30,210

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2022**

<u>PROGRAM ACTIVITY</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>2021 YTD (9 MONTHS)</u>	<u>2021 ESTIMATE</u>	<u>2022 DEPT REQUEST</u>	<u>2022 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>YOUTH PROGRAMS</u>							
(785)							
Office and Supervision	1,477	2,250	1,675	1,790	2,250	2,250	
Operation Recreations	53,969	56,100	52,862	59,900	66,240	66,240	
Filthy Fun Kids Run	2,850	6,500	2,946	2,950	5,800	5,800	
Park Kart Mobile Recreati	940	1,900	914	990	1,050	1,050	
Special Events	8,580	5,470	7,142	7,650	6,720	6,720	
Tennis - Playgrounds	18,555	20,650	20,894	20,900	20,150	20,150	
Children's Playtime	14,466	18,960	10,496	15,730	17,010	17,010	
Sports Programs	3,926	8,820	6,332	6,590	7,670	7,670	
Youth Programs	13,554	17,410	17,027	20,000	21,800	21,800	
YOUTH PROGRAMS	118,317	138,060	120,288	136,500	148,690	148,690	10,630
<u>OTHER PARK & REC. ACTIVITIES</u>							
(786)							
Doty Cabin	4,121	5,180	3,140	3,520	3,850	3,850	
Ice Rink Program	901	2,600	490	700	1,300	1,300	
Community Band	4,842	6,800	2,976	5,000	6,800	6,800	
Senior Games	0	250	0	0	0	0	
OTHER PARK & REC. ACTIVITIES	9,864	14,830	6,606	9,220	11,950	11,950	(2,880)
<u>RIVERSIDE PLAYERS</u>							
(787)							
Production	2,834	31,450	17,780	17,960	30,950	30,950	
RIVERSIDE PLAYERS	2,834	31,450	17,780	17,960	30,950	30,950	(500)
<u>PARKS</u>							
(788)							
Parks Operations	873,280	856,790	647,103	900,080	918,610	918,610	
Volunteers In Parks	0	750	226	760	750	750	
City Sculpture Maint	10,740	4,590	2,937	5,170	4,590	4,590	
Riverwalk	35,224	47,660	30,768	46,050	46,300	46,300	
Vandalism	8,041	4,220	9,208	9,870	4,210	4,210	
Boat Launching Repair	781	1,750	1,410	1,610	1,750	1,750	
Arrowhead Park	0	0	0	870	13,730	13,730	
PARKS	928,066	915,760	691,652	964,410	989,940	989,940	74,180
REGULAR PROGRAMS	1,984,602	2,106,880	1,636,006	2,156,440	2,250,310	2,245,310	138,430
					Percent Budget Change		6.57%

**CITY OF NEENAH
OPERATING BUDGET
*** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
<u>MUNICIPAL POOL (8405-784)</u>								
0103	Temporary Wages	130,360	146,250	143,001	153,000	168,300	168,300	
0104	Overtime Wages	5,144	6,500	13,658	13,660	6,500	6,500	
0111	Fringes	5,516	6,030	6,164	6,580	7,460	7,460	
0115	Schools/Seminars/Training	494	1,300	1,830	1,830	1,500	1,500	
0117	Clothing Allowance	2,953	2,400	3,009	3,640	3,000	3,000	
0123	Auto Allowance	0	50	0	0	0	0	
0211	Maint of Fixed Equipment	8,233	6,000	3,836	8,000	6,000	6,000	
0214	Maint of Buildings	0	2,000	151	2,000	2,000	2,000	
0216	Maint of Operating Equip	1,357	2,000	48	2,000	2,000	2,000	
0221	Telephone	0	0	70	70	0	0	
0222	Electricity	11,337	12,600	10,750	12,600	12,860	12,860	
0223	Natural Gas	2,372	4,000	5,707	6,500	7,150	7,150	
0224	Water & Sewer	9,293	9,920	3,154	9,920	10,400	10,400	
0225	Commercial Dumpster	0	560	0	560	560	560	
0226	Storm Water	5,418	5,420	2,709	5,420	5,580	5,580	
0236	Outside Services	13,693	13,000	16,370	16,370	13,500	13,500	
0237	Pest Control	573	500	973	980	830	830	
0242	Permits	577	580	577	580	580	580	
0301	Office Supplies	106	100	10	100	100	100	
0306	Cleaning/Janitor Supplies	910	1,800	1,158	1,160	1,500	1,500	
0311	Fixed Equip Maint Supply	1,177	850	686	850	850	850	
0314	Building Maintenance	702	1,000	1,512	1,520	1,000	1,000	
0315	Land Maintenance	710	500	129	500	500	500	
0316	Equip. Maint. Supplies	480	1,000	160	1,000	1,000	1,000	
0319	Safety Supplies	420	1,000	379	380	1,000	1,000	
0320	Small Tools	117	100	207	210	100	100	
0333	All Other Supplies	2,023	3,000	1,882	2,000	3,200	3,200	
0336	Concession Supplies	13,240	24,600	27,324	27,330	25,000	25,000	
0344	Small Equipment	532	200	23	200	200	200	
0347	Small Computer Hardware	0	400	0	400	1,200	1,200	
MUNICIPAL POOL		217,737	253,660	245,477	279,360	283,870	283,870	30,210

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2022**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS							
<u>GENERAL RECEIPTS</u>							
Sun Shine Program	2,534	300	623	750	350	350	
Work Permits	720	1,000	1,080	1,080	1,000	1,000	
Work Permit State Payment	(1,118)	(1,080)	(1,493)	(1,500)	(1,100)	(1,100)	
Miscellaneous	0	0	4,500	4,500	0	0	
Sales Tax Collections	(6,144)	(14,500)	(12,284)	(14,000)	(14,500)	(14,500)	
Sales Tax	39	90	72	80	80	80	
WPRA Ticket Money Collect	0	12,500	0	0	0	0	
WPRA Ticket Money Payment	0	(12,000)	0	0	0	0	
GENERAL RECEIPTS	(3,969)	(13,690)	(7,502)	(9,090)	(14,170)	(14,170)	(480)
<u>ADULT PROGRAM REVENUE</u>							
Open Gym	883	800	0	0	400	400	
Volleyball-Summr Team Fee	0	720	0	0	720	720	
Tennis Instruction	1,725	770	3,853	3,900	800	800	
Pickleball	0	960	0	580	1,500	1,500	
ADULT PROGRAM REVENUE	2,608	3,250	3,853	4,480	3,420	3,420	170
<u>CONTRACTED PROGRAM REVENUE</u>							
Fitness	3,955	10,000	5,369	7,150	10,000	10,000	
Sports Clinics	1,209	26,800	0	11,730	21,850	21,850	
Contracted Youth Programs	12,110	9,500	37,850	37,850	25,300	25,300	
CONTRACTED PROGRAM REVENUE	17,274	46,300	43,219	56,730	57,150	57,150	10,850
<u>POOL & REC BLDG REVENUE</u>							
Special Events	0	0	821	830	700	700	
Taxable Concessions	22,137	44,600	49,270	49,270	45,000	45,000	
Pool-Daily Receipts	47,051	68,000	57,748	58,860	60,000	60,000	
Pool-Season Pass Receipts	80	53,000	55,473	55,480	55,000	55,000	
Swim Lessons Receipts	16,674	55,000	41,632	41,640	50,000	50,000	
Locker Rental	0	150	76	80	150	150	
POOL & REC BLDG REVENUE	85,942	220,750	205,020	206,160	210,850	210,850	(9,900)
<u>YOUTH PROGRAM REVENUE</u>							
Archery	1,298	1,520	2,098	2,100	1,800	1,800	
Crafts	324	1,000	96	100	0	0	
Operation Recreation	83,506	106,000	105,967	105,970	107,000	107,000	
Adventure	2,638	3,780	6,263	6,270	6,000	6,000	
Filthy Fun Kids Run	1,440	6,500	3,340	3,340	6,670	6,670	
Special Events	14,785	3,200	13,186	14,000	7,730	7,730	
Tennis	6,815	10,630	10,744	10,750	11,000	11,000	
Tennis-Accelerated	1,960	1,700	1,978	1,980	1,700	1,700	
Tot Lot	1,343	1,900	2,370	2,400	2,400	2,400	
TOT Sports	1,100	2,000	3,000	3,000	3,050	3,050	
Children's Playtime	3,216	15,000	12,835	12,840	14,000	14,000	
Start Smart	759	500	862	870	600	600	
Sport Explorers	1,650	1,950	2,655	2,670	2,800	2,800	
YOUTH PROGRAM REV.	120,834	155,680	165,394	166,290	164,750	164,750	9,070

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2022**

ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>OTHER PARK & REC. REVENUE</u>							
Doty Cabin	0	300	25	30	300	300	
Ice-Rink Taxable Concess	48	150	0	50	150	150	
Community Band	413	1,000	0	410	1,000	1,000	
OTHER PARK & REC. REVENUE	461	1,450	25	490	1,450	1,450	0
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	477	34,400	12,112	12,210	30,000	30,000	
Other Revenues	0	1,500	1,200	1,200	1,500	1,500	
Taxable Concessions	0	2,400	1,023	1,030	2,400	2,400	
RIVERSIDE PLAYERS	477	38,300	14,335	14,440	33,900	33,900	(4,400)
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	12	0	0	0	0	0	
Rentals - Shattuck	260	500	110	110	0	0	
Facility Leases	3,500	18,000	21,461	21,470	18,000	18,000	
Facility User Fees	2,180	1,500	3,540	3,540	2,000	2,000	
Rentals - Green Park	300	650	1,035	1,040	620	620	
Rentals - Memorial Park	2,915	6,350	5,432	5,440	6,300	6,300	
Rentals - Gazebo	583	700	470	500	700	700	
Rentals - Riverside Park	1,842	4,000	4,561	4,570	4,000	4,000	
Rentals - Washington Park	2,290	7,000	7,045	7,050	7,000	7,000	
Rentals -Whiting Boathse	9,917	26,000	26,378	26,380	25,500	25,500	
Rentals - Southview Park	100	30	75	80	30	30	
Rentals -Memorial Pk Open	95	300	335	340	300	300	
Rental-Shattuck BoatStall	8,605	10,500	9,870	9,870	10,000	10,000	
Rentals - Doty Park	155	1,400	1,330	1,330	1,400	1,400	
Rentals - Cook Park	0	0	110	110	0	0	
Rentals - Miller Park	15	0	0	0	0	0	
Rental - Great Northern	25	400	400	400	300	300	
Rentals - Douglas Park	0	0	30	30	30	30	
Rentals-Memorial LG Room	5,285	10,500	9,766	10,500	11,000	11,000	
Rental-Memorial SM Room	835	1,000	1,240	1,240	1,000	1,000	
Herb & Dolly Smith Park	0	0	25	30	0	0	
Boat Launch User Fees	24,716	27,000	24,691	24,700	25,000	25,000	
Boat Wash Fees	1,148	1,700	663	1,000	1,200	1,200	
PARKS REVENUE	64,778	117,530	118,567	119,730	114,380	114,380	(3,150)
REGULAR PROGRAMS	288,405	569,570	542,911	559,230	571,730	571,730	2,160
Percent Budget Change							0.38%

Commission

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**CITY OF NEENAH
2022 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 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

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

2021 Accomplishments:

CommunityFest – Event was held. Attendance seemed to be at 75% of previous year's attendance. Vendors were intentionally limited but three of the food vendors ran out of food.

Others

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

2022 Goals:

CommunityFest

- Continue to manage event primarily with volunteer labor; provide opportunities for City Council and commission members to assist

Others

- Continue to support community events that improve quality of life

Major Increases (Decreases) in 2022 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	0	1,000	0	750	1,000	1,000	
0102	Full Time Hourly Wages	0	3,050	555	2,060	2,600	2,600	
0103	Temporary Wages	0	1,500	1,132	1,500	1,500	1,500	
0104	Overtime Wages	0	550	3,220	3,220	550	550	
0110	Health Insurance	0	2,130	1,647	2,130	850	850	
0111	Fringes	0	970	779	780	1,120	1,120	
	Personal Services	0	9,200	7,333	10,440	7,620	7,620	(1,580)
0236	Outside Services	33,054	33,900	33,054	33,060	34,000	34,000	
0252	Rental of Equipment	0	4,300	5,654	5,660	4,300	4,300	
	Contractual Services	33,054	38,200	38,708	38,720	38,300	38,300	100
0333	All Other Supplies	0	100	435	440	250	250	
	Supplies & Materials	0	100	435	440	250	250	150
8133	All Other Equipment	0	4,500	660	2,000	4,000	4,000	
	Capital Outlay	0	4,500	660	2,000	4,000	4,000	(500)
	4TH OF JULY/COMMUNITYFEST	33,054	52,000	47,136	51,600	50,170	50,170	(1,830)
<hr/>								
OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	6,254	11,180	4,070	7,500	8,000	8,000	
0104	Overtime Wages	150	1,100	762	770	600	600	
0110	Health Insurance	1,853	3,350	1,622	3,350	2,740	2,740	
0111	Fringes	1,296	2,460	966	1,660	1,870	1,870	
0118	License Renewal	328	330	331	340	340	340	
	Personal Services	9,881	18,420	7,751	13,620	13,550	13,550	(4,870)
0236	Outside Services	7,300	7,500	7,300	7,500	7,500	7,500	
0252	Rental of Equipment	0	1,000	0	200	1,000	1,000	
0261	Misc Expenditures	0	250	0	0	0	0	
	Contractual Services	7,300	8,750	7,300	7,700	8,500	8,500	(250)
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	0	1,000	577	750	1,000	1,000	
	Supplies & Materials	0	1,050	577	800	1,050	1,050	0
	OTHER CELE./COMMEMORATIONS	17,181	28,220	15,628	22,120	23,100	23,100	(5,120)
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CELEBRATIONS/COMMEMORATIONS		50,235	80,220	62,764	73,720	73,270	73,270	(6,950)
Percent Budget Change								-8.66%

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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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$255,238	\$273,030	\$284,740	4.29%	\$284,240	4.11%
No. of Employees (FTE)	2	2	2	0.00%	2	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Cemetery

(500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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**CITY OF NEENAH
2022 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

2021 Accomplishments:

- Maintained a high standard for property maintenance and customer service
- Provided grave opening services for nearby Catholic cemeteries, increasing revenue stream
- Analyze and propose fee increases (passed August)
- Have utilized on-line "Seamless Docs" to: create a "Foundation" Work Order form for monument companies and "Burial" request form for funeral homes and families. These forms are sent directly to Finance and the Cemetery reducing communication gaps while enhancing customer service.
- Continue to use CIMS to create in-house work orders and scan documents, thereby enhancing efficiency.
- Working towards on-line fee payment with credit cards. (late fall/winter)

2022 Goals:

- Implement new fee schedule
- Continue to explore new methods of improving cost recovery
- Look at investment strategies using the Perpetual Care Fund to take the cemetery off the tax roles
- Research Historical restoration of and use of the cemetery chapel

Major Increases (Decreases) in 2022 Budget Request:

Capital Improvement Plan - Chimney restoration

<u>Cemetery Statistics</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021 YTD*</u>
Graves Sold	51	51	69	72	77	100
Lot Sales	\$29,075	\$29,953	\$43,720	\$25,883	\$44,340	\$60,865**
Burials – Regular	50	35	39	45	33	20
Burials – Cremation	40	54	51	42	47	38
<u>Catholic Cemetery Services</u>						
Burials – Regular	28	32	31	13	27	17
Fees	\$21,075	\$21,500	\$22,375	\$9,250	\$18,600	\$11,850

**As of August, 2021*

***Includes a purchase of 24 lots by one family's revocable trust*

Lot sales go into the general fund to offset the levy.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
OAK HILL CEMETERY								
<u>CEMETERY OPERATIONS (9703-841)</u>								
0101	Salaries	7,618	8,000	5,734	8,000	8,000	8,000	
0102	Full Time Hourly Wages	114,583	115,980	84,421	115,910	116,150	116,150	
0103	Temporary Wages	26,225	29,500	25,587	28,600	32,000	32,000	
0104	Overtime Wages	1,894	3,500	4,589	5,000	3,500	3,500	
0110	Health Insurance	33,160	36,670	27,540	36,670	38,660	38,660	
0111	Fringes	25,760	27,350	20,785	27,440	27,770	27,770	
0115	Schools/Seminars/Training	0	300	200	200	300	300	
0117	Clothing Allowance	1,002	1,000	975	980	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	100	0	0	0	0	0	
	Personal Services	210,342	222,320	169,831	222,820	227,400	227,400	5,080
0206	Advertising & Publication	0	120	0	120	120	120	
0207	Dues & Memberships	258	270	0	270	270	270	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0214	Maintenance of Buildings	0	300	151	300	300	300	
0216	Maint of Operating Equip	0	300	0	300	300	300	
0218	Maint of Software	2,900	2,900	0	2,900	2,900	2,900	
0221	Telephone	365	320	240	360	360	360	
0222	Electricity	3,375	3,330	1,972	3,330	3,600	3,600	
0223	Natural Gas	467	600	362	580	650	650	
0224	Water & Sewer	567	580	255	580	610	610	
0225	Commercial Dumpster	748	700	374	750	750	750	
0226	Storm Water	5,628	5,630	2,814	5,630	5,630	5,630	
0227	Cellular Telephone	1,030	1,400	412	1,400	1,400	1,400	
0236	Outside Services	0	100	0	100	100	100	
0237	Pest Control	0	200	0	200	200	200	
0241	Tree Planting & Landscape	1,581	1,500	1,000	1,500	1,500	1,500	
0252	Rental of Equipment	0	150	0	150	150	150	
0255	IS Service / Internal	9,500	9,580	7,185	9,580	7,300	7,300	
0258	GIS Services/Internal	0	0	0	0	4,990	4,990	
0293	Maint of Motor Veh/Fleet	528	600	0	600	660	660	
0294	Oil and Fluids/Fleet	0	100	0	0	0	0	
0296	Maint of Oper Eq/Fleet	3,472	7,000	4,409	7,000	7,700	7,700	
	Contractual Services	30,419	35,880	19,174	35,850	39,690	39,690	3,810
0301	Office Supplies	0	50	0	50	50	50	
0303	Computer Operation Supply	377	250	281	300	300	300	
0306	Cleaning/Janitor Supplies	740	900	675	900	900	900	
0310	Gasoline & Oil	4,136	4,630	5,603	6,300	6,900	6,900	
0313	Motor Vehicle Maint Suppl	6	200	0	200	200	200	
0314	Building Maint Supplies	681	700	143	700	700	700	
0315	Land Maint Supplies	1,618	2,000	580	2,000	2,000	2,000	
0316	Equipment Maint Supplies	3,097	3,000	1,196	3,000	3,000	3,000	
0319	Safety Supplies	724	200	442	450	500	500	
0320	Small Tools	50	500	37	500	500	500	
0333	All Other Supplies	20	100	0	100	100	100	
0344	Small Equipment	411	800	0	800	800	800	
0345	Shop Supplies	646	500	618	640	700	700	
0376	Marker/Monument Foundtion	1,971	1,000	2,246	2,250	1,000	1,000	
	Supplies & Materials	14,477	14,830	11,821	18,190	17,650	17,650	2,820
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	CEMETERY OPERATIONS	255,238	273,030	200,826	276,860	284,740	284,240	11,210
	TOTAL EXPENDITURES	255,238	273,030	200,826	276,860	284,740	284,240	11,210
							Percent Budget Change	4.11%
	TOTAL REVENUES	124,679	128,000	131,069	167,260	155,770	155,770	27,770
							Percent Budget Change	21.70%
	NET EFFECT ON LEVY	130,559	145,030	69,757	109,600	128,970	128,470	(16,560)
							Percent Budget Change	-11.42%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office:	Budget:
Parks and Recreation	Cemetery Operations
Program:	Submitted by:
Miscellaneous	Michael Kading

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade I	1.00	Grade I	1.00	\$64,260	\$64,190	\$64,590
Cemetery Technician	Grade E	<u>1.00</u>	Grade E	<u>1.00</u>	<u>51,280</u>	<u>51,280</u>	<u>51,560</u>
Subtotal		2.00		2.00	\$115,540	\$115,470	\$116,150
OTHER COMPENSATION							
Accrued Wages	-		-		440	440	0
Overtime (40 Hours) (Reimbursable)	-		-		3,500	5,000	3,500
TEMPORARY	10.50-13.00/hr.		12.00-15.50/hr.		29,500	28,600	32,000
TOTAL	XXX	2.00	XXX	2.00	\$148,980	\$149,510	\$151,650

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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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$271,213	\$279,100	\$296,140	6.11%	\$296,140	6.11%
# of Employees (FTE)		Included in Public Works and Parks & Recreation sections.				

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Forestry

No changes recommended

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Parks and Recreation/Public Works	Budget: City-Wide Forestry Program
Program: Forestry	Submitted by: T. Fink/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 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.

2021 Accomplishments:

- Planted 200 trees in cemetery, parks, terraces and other public property throughout the City.
- Planted 13 memorial trees in parks and cemetery through the Trees for the Living Program.
- Continued managing construction and tree conflicts with increased effort with preserving trees in construction areas rather than removing them.
- Pruned over 2,000 public trees throughout the city.
- Continued Emerald Ash Borer (EAB) Management plan.
- Continued monitoring for and educating on invasive species.
- Continued to update tree inventory on the Tree Plotter platform in cooperation with the WDNR.
- Chipped brush to reduce landfill fees. Supplied wood chips free to the public. Sold compost made from leaves and wood mulch from brush grinding. Continued to sell ash logs to wood processor.
- Awarded Tree City USA for the 37th year.

2022 Goals/Plans:

- Continue executing EAB Management Plan with continued emphasis on replanting each ash tree that is removed.
- Continue educating and working with residents about the EAB problem.
- Continue proactively managing the urban forest using Best Management Practices.
- Continue updating and managing tree inventory.
- Continue managing invasive species.
- Tree planting priorities: Ash tree replacement, resident's requests and construction areas.

Major Increases (Decreases) in 2022 Budget Request: None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
<u>PUBLIC RIGHT-OF-WAY (8902-735)</u>								
0101	Salaries	7,263	8,000	6,160	7,880	8,000	8,000	
0102	Full Time Hourly Wages	98,123	93,490	78,803	100,000	100,000	100,000	
0104	Overtime Wages	1,086	500	642	800	700	700	
0110	Health Insurance	30,813	29,910	28,738	29,910	35,280	35,280	
0111	Fringes	21,567	20,660	17,283	22,040	22,240	22,240	
0115	Schools/Seminars/Training	683	1,000	65	500	750	750	
0124	Meal Allowance	0	0	4	10	0	0	
	Personal Services	159,535	153,560	131,695	161,140	166,970	166,970	13,410
0213	Maint of Motor Vehicles	700	1,200	875	1,200	1,200	1,200	
0236	Outside Services	150	500	75	500	500	500	
0241	Tree Planting & Landscape	12,000	12,000	12,000	12,000	12,000	12,000	
0293	Maint of Motor Veh/Fleet	15,905	12,000	14,079	15,000	14,300	14,300	
0294	Oil and Fluids/Fleet	765	900	779	900	990	990	
0296	Maint of Oper Eq/Fleet	5,788	5,000	5,121	5,130	5,500	5,500	
	Contractual Services	35,308	31,600	32,929	34,730	34,490	34,490	2,890
0310	Gasoline & Oil	8,694	8,030	8,147	8,500	9,300	9,300	
0316	Equipment Maint Supplies	0	500	18	400	500	500	
0319	Safety Supplies	(429)	800	311	700	800	800	
0320	Small Tools	169	400	0	300	400	400	
0333	All Other Supplies	722	1,000	0	1,000	1,000	1,000	
0339	Tires & Tire Maintance	944	1,000	585	1,000	1,000	1,000	
0344	Small Equipment	336	200	62	200	200	200	
	Supplies & Materials	10,436	11,930	9,123	12,100	13,200	13,200	1,270
	PUBLIC RIGHT-OF-WAY	205,279	197,090	173,747	207,970	214,660	214,660	17,570
						Percent Budget Change		8.91%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PARKS (8903-788)</u>								
0101	Salaries	5,056	4,300	2,903	4,060	4,300	4,300	
0102	Full Time Hourly Wages	26,253	35,000	22,423	35,000	35,000	35,000	
0103	Temporary Wages	1,093	1,000	764	1,000	1,000	1,000	
0104	Overtime Wages	0	150	0	150	150	150	
0110	Health Insurance	9,377	12,130	8,759	12,130	11,490	11,490	
0111	Fringes	6,168	7,590	4,896	7,590	7,650	7,650	
0115	Schools/Seminars/Training	195	250	215	250	250	250	
0118	License Renewal	120	100	0	100	100	100	
	Personal Services	48,262	60,520	39,960	60,280	59,940	59,940	(580)
0204	Conference & Meetings	355	400	130	400	400	400	
0207	Dues and Memberships	360	360	360	360	360	360	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0236	Outside Services	0	100	0	100	100	100	
0241	Tree Planting & Landscape	3500	3500	3,000	3,500	3,500	3,500	
	Contractual Services	4,215	4,460	3,490	4,460	4,460	4,460	0
0308	Books & Periodicals	20	100	70	100	100	100	
0316	Equipment Maint. Supplies	0	200	0	200	200	200	
0319	Safety Supplies	121	200	0	200	200	200	
0320	Small Tools	200	400	318	400	400	400	
0333	All Other Supplies	589	100	0	100	110	110	
0344	Small Equipment	604	500	1,125	1,130	500	500	
	Supplies & Materials	1,534	1,500	1,513	2,130	1,510	1,510	10
	PARKS	54,011	66,480	44,963	66,870	65,910	65,910	(570)
Percent Budget Change								-0.86%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	737	1,000	1,427	1,430	1,000	1,000	
0102	Full Time Hourly Wages	6,001	5,000	0	5,000	5,000	5,000	
0103	Temporary Wages	1,004	1,000	1,630	1,630	1,000	1,000	
0110	Health Insurance	2,240	1,830	1,026	1,830	1,640	1,640	
0111	Fringes	1,471	1,500	655	1,420	1,330	1,330	
	Personal Services	11,453	10,330	4,738	11,310	9,970	9,970	(360)
0206	Advertising & Publication	0	100	0	100	100	100	
0236	Outside Services	470	100	0	100	100	100	
	Contractual Services	470	200	0	200	200	200	0
0333	All Other Supplies	0	5,000	1,598	5,000	5,400	5,400	
	Supplies & Materials	0	5,000	1,598	5,000	5,400	5,400	400
	INVASIVE SPECIES CONTROL	11,923	15,530	6,336	16,510	15,570	15,570	40
						Percent Budget Change		0.26%
	TOTAL CITY WIDE FORESTRY	271,213	279,100	225,046	291,350	296,140	296,140	17,040
						Percent Budget Change		6.11%



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

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$8,710	\$5,000	\$336,780	n/a	(\$39,920)	n/a
No. of Employees (FTE)	n/a	n/a	n/a	n/a	n/a	n/a

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Special Reserves & Escrow

Mayor's Comments:

This area of the budget is used to identify budget adjustments that affect multiple departments across various budget line items. My recommended changes to those various line items are as follows:

1). Health Insurance	(105,000)
2). Fringes	(30,000)
3). Electricity	(32,400)
4). Natural Gas	(4,000)
5). Water/Sewer	(5,000)
6). Internal I/S Services	(190,000)
7). Gas/Oil/Misc	(10,300)
<u>Total Special Reserves & Escrow</u>	<u>(376,700)</u>

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Tax Refunds Reserve/ Special Reserves and Escrows
Program: Miscellaneous	Submitted by: Lindsay Kehl/Andy Kahl

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 2022 request is \$10,000, the same amount as 2021. The City has experienced a stabilization 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. Pending additional 2021 claims, that clearing account currently has a negative balance of approximately \$16,000.

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.

	<u>Requested</u>
Salaries/Wages – Non Represented Employees	\$136,540
Fringe Benefits – Non Represented Employees	<u>25,660</u>
Total	\$162,200
Salaries/Wages - Mid-Point Adjustment (Non-Rep Employees only)	\$10,000
Fringe Benefits – Mid-Point Adjustment (Non-Rep Employees only)	<u>2,500</u>
Total	\$12,500
Salaries/Wages – Represented Employees (Police)	\$72,480
Fringe Benefits – Represented Employees (Police)	<u>17,520</u>
Total	\$90,000
Salaries/Wages – Retirements	(\$42,730)
Fringe Benefits – Retirements	<u>(7,270)</u>
Total	(\$50,000)
Health Insurance – To assist in funding premium increases.	\$112,080

Major Increases (Decreases) in 2022 Budget Request:

January 1: 2021 adopted increase – 1%. 2022 requested increase – 2% = Requested increase – Additional 1%

July 1: 2021 adopted increase – 1%. 2022 requested increase – 1.25% = Requested increase – Additional .25%

Wages/Fringes/Health provides an amount for 2022 wage and fringe benefit adjustments. The full impact of existing contractual wage increases for Police and Fire/Rescue unionized employees are included in their departmental operating budget. Estimated increases for represented Police employees total \$90,000 as shown above, pending a new labor agreement after the current contract expires on 12/31/21.

Included in the net amount above of \$326,780 is \$162,200 for a projected average wage/fringe increase of 3.25% (1/1-2.0%; 7/1-1.25%) for 2022 for non-represented employees funded by the City's General Fund. The January increase is applied across the board to all eligible non-represented employees. Given competition in the current labor market and the City's desire to remain proactive in advance of the proposed salary plan review in 2022, this across the board adjustment is higher than in previous years. July increases would vary dependent upon employee performance in accordance with how increases are distributed through the merit pay plan rules still being formulated. The added 0.25% requested for July will provide additional opportunity for a more performance-based evaluation process. Health insurance premiums for those same employees are reflected in the department line item budgets funded by the City's

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Tax Refunds Reserve/ Special Reserves and Escrows
Program: Miscellaneous	Submitted by: Lindsay Kehl/Andy Kahl

General Fund, with \$112,080 also budgeted to offset projected 2022 premium increases. Wages/Fringes/Health increases for employees working in other funds (I/S, Fleet Management, Parking, Storm Water and Recycling) are budgeted in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of \$12,500 represents the additional cost associated with providing all current non-represented employees that are below the mid-point of their pay grade an adjustment to move their salary closer to the grade mid-point. The wage amount of \$10,000 assumes increases effective October 1, 2022, as in previous years. If adopted, the full annualized impact of the mid-point increases would be \$40,000. These adjustments would vary by employee dependent upon their time in position in accordance with the City's Salary Plan policy.

Annually, the Director of Human Resources, in consultation with the Mayor and Director of Finance, review the pay structure and recommend an adjustment to the salary plan based upon market conditions, the cost of living, and any third-party recommendations or sources, as deemed appropriate. Separate from the employee wage increases above, the salary plan is recommended to increase 2% in 2022. This move does not result in direct increases to employee wages, only their position relative to the midpoint.

The 2022 budget also includes a total of \$50,000 in wage and fringe benefit reductions for savings from planned employee retirements.

TRANSFERS OUT

In 2018, Neenah began transferring \$10,000 each year to reduce its share of the Joint Municipal Court deficit. At the end of 2022, Neenah will have contributed \$50,000 total toward reducing its share of the deficit. As of December 31, 2020, the total deficit of the Joint Municipal Court was \$347,328, of which Neenah is responsible for \$216,482.



INTERFUND TRANSFERS

Department Head

Michael K. Easker

Major Activities

This budget section accounts for interfund transfers from the General Fund to support other city funds.

Operating Budget Information/Number of Employees

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$10,000	\$10,000	\$10,000	n/a	\$10,000	n/a
No. of Employees (FTE)	n/a	n/a	n/a	n/a	n/a	n/a

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Interfund Transfers

Menasha-Neenah Joint Municipal Court

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Mayor's Comments:

Continue to eliminate City's share accumulated deficit within the Joint Municipal Court.

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**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>TAX REFUNDS (2605-721)</u>								
0236	Misc Expenditures	10,000	10,000	7,500	10,000	10,000	10,000	0
	Contractual Services	10,000	10,000	7,500	10,000	10,000	10,000	0
	TAX REFUNDS	10,000	10,000	7,500	10,000	10,000	10,000	0
Percent Budget Change								0.00%

SPECIAL RESERVES & ESCROWS (2603-721)

0101	Salaries	0	0	0	0	136,540	136,540	
0110	Health Insurance	0	0	0	0	112,080	112,080	
0111	Fringes	0	0	0	0	25,660	25,660	
0130	Police Wages	0	0	0	0	72,480	72,480	
0131	Police Fringes	0	0	0	0	17,520	17,520	
0140	Midpoint/Other Adj Wages	0	0	0	0	10,000	10,000	
0141	Midpoint/Other Adj Fringes	0	0	0	0	2,500	2,500	
0160	Retirements-Wages	0	0	0	0	(42,730)	(42,730)	
0161	Retirements-Fringes	0	0	0	0	(7,270)	(7,270)	
0170	Vol. Furlough-Wages	0	(4,250)	0	0	0	0	
0171	Vol. Furlough-Fringes	0	(750)	0	0	0	0	
	Personal Services	0	(5,000)	0	0	326,780	326,780	331,780
	SPECIAL RESERVES & ESCROWS	0	(5,000)	0	0	326,780	326,780	331,780

MAYOR'S EXECUTIVE ADJUSTMENTS (2606-721)

0110	Health Insurance	0	0	0	0	0	(105,000)	
0111	Fringes	0	0	0	0	0	(30,000)	
0222	Electricity	0	0	0	0	0	(32,400)	
0223	Natural Gas	0	0	0	0	0	(4,000)	
0224	Water	0	0	0	0	0	(5,000)	
0255	Internal I/S Service	0	0	0	0	0	(190,000)	
	Supplies & Materials	0	0	0	0	0	(366,400)	(366,400)
0310	Gas & Oil	0	0	0	0	0	(10,300)	
	Contractual Services	0	0	0	0	0	(10,300)	(10,300)
	MAYOR'S EXECUTIVE ADJUSTMENTS	0	0	0	0	0	(376,700)	(376,700)

TRANSFERS OUT (9988-999)

0999	Joint Court-Neenah Share	10,000	10,000	10,000	10,000	10,000	10,000	
	Transfers Out	10,000	10,000	10,000	10,000	10,000	10,000	0
	TRANSFER TO JOINT COURT	10,000	10,000	10,000	10,000	10,000	10,000	0

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: All TIF's
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).

**All TIF Districts
2022 Proposed Budget**

Description: This budget is a summary of all Tax Incremental Financing District Special Revenue Funds as described above.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>All TIF Funds</u>				
Fund Balance (Deficit), January 1	(\$7,251,009)	(\$7,837,988)	(\$7,837,988)	(\$7,078,577)
<u>Revenues</u>				
Property Tax Increment	\$4,369,970	\$5,543,050	\$5,708,418	\$5,286,890
Computer Exemption Aid	613,950	\$568,613	568,613	568,613
Transfer from TIF #7 - Donor TIF	719,508	1,311,894	1,386,047	1,426,948
Interest Income - Debt Reserve	4,000	4,000	4,000	4,000
Interest Income/Miscellaneous	122,105	5,000	5,000	5,000
Increment Shortfall Payments	80,000	80,000	80,000	80,000
Total Revenues	5,909,533	7,512,557	7,752,078	7,371,451
<u>Expenditures</u>				
Transfer to Debt Service Fund	4,808,603	4,672,374	4,672,374	4,157,083
Transfer to General Fund-Admin	500,000	500,000	500,000	525,000
Transfer to General Fund-Interest	64,852	68,000	55,000	64,000
Transfer to TIF #8 - Donor TIF	719,508	1,311,894	1,386,047	1,426,948
Developer Increment Reimbursement	196,867	188,290	203,246	405,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	36,682	6,000	6,000	6,000
Total Expenditures	6,496,512	6,916,558	6,992,667	6,754,031
Excess Revenues Over (Under) Expenditures	(586,979)	595,999	759,411	617,420
Fund Balance (Deficit), December 31	(\$7,837,988)	(\$7,241,989)	(\$7,078,577)	(\$6,461,157)
Cash Advance from Debt Service Levy (2012-21)	8,400,000	8,500,000	8,500,000	8,500,000
Cash Advance from Debt Service Levy (2022)	0	0	0	100,000
Net Cash Surplus (Deficit)	\$562,012	\$1,258,011	\$1,421,423	\$2,138,843

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #5 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 #5 was designated as "distressed" in 2015, adding ten years to it's maximum closure date to 12/31/2030.

**TIF #5 Fund (Downtown Business District)
2022 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: 04/22/2015
Max Close Date: 04/22/2030

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #5</u>				
Fund Balance (Deficit), January 1	(\$217,829)	(\$135,212)	(\$135,212)	\$195,184
<u>Revenues</u>				
Property Tax Increment	336,796	305,847	314,973	290,250
Computer Exemption Aid	155,731	154,381	154,381	154,381
Interest Income/Miscellaneous	622	1,000	1,000	1,000
Total Revenues	493,149	461,228	470,354	445,631
<u>Expenditures</u>				
Transfer to Debt Service Fund	318,657	44,941	44,941	13,561
Transfer to General Fund-Admin	80,000	80,000	80,000	84,000
Transfer to General Fund-Interest	0	1,500	1,500	1,500
Developer Increment Reimbursement	11,726	11,650	12,517	0
Sundry Costs/Miscellaneous	149	1,000	1,000	1,000
Total Expenditures	410,532	139,091	139,958	100,061
Excess Revenues Over (Under) Expenditures	82,617	322,137	330,396	345,570
Fund Balance (Deficit), December 31	(\$135,212)	\$186,925	\$195,184	\$540,754
Cash Advance from Debt Service Levy (2012-21)	0	0	0	0
Cash Advance from Debt Service Levy (2022)	0	0	0	0
Net Cash Surplus (Deficit)	(\$135,212)	\$186,925	\$195,184	\$540,754

* Note: In determining TIF closure date, TIF 5 also has an outstanding debt service liability of \$75,242 as of 12/31/22.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #6 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 #6 was designated as "distressed" in 2015, adding ten years to its maximum closure date to 12/31/2030.

**TIF #6 Fund (Southpark Industrial Center)
2022 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: 03/20/2015
Max Close Date: 03/20/2030

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #6</u>				
Fund Balance (Deficit), January 1	<u>(\$332,696)</u>	<u>\$23,645</u>	<u>\$23,645</u>	<u>\$426,426</u>
<u>Revenues</u>				
Property Tax Increment	586,448	590,156	607,762	596,711
Computer Exemption Aid	83,062	80,408	80,408	80,408
Interest Income/Miscellaneous	767	1,000	1,000	1,000
Total Revenues	<u>670,277</u>	<u>671,564</u>	<u>689,170</u>	<u>678,119</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	233,787	225,389	225,389	210,377
Transfer to General Fund-Admin	60,000	60,000	60,000	63,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	20,149	1,000	1,000	1,000
Total Expenditures	<u>313,936</u>	<u>286,389</u>	<u>286,389</u>	<u>274,377</u>
Excess Revenues Over (Under) Expenditures	356,341	385,175	402,781	403,742
Fund Balance (Deficit), December 31	<u>\$23,645</u>	<u>\$408,820</u>	<u>\$426,426</u>	<u>\$830,168</u>
Cash Advance from Debt Service Levy (2012-21)	<u>350,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2022)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$373,645</u>	<u>\$408,820</u>	<u>\$426,426</u>	<u>\$830,168</u>

* Note: In determining TIF closure date, TIF 6 also has an outstanding debt service liability of \$503,787 as of 12/31/22.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #7 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 #7 was designated as a "donor" TIF to TIF #8 in 2015, leading to the annual transfer of excess increment to TIF #8 while both districts remain open.

TIF #7 Fund (Westside Business Corridor)
2022 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: 07/05/2022

Max Close Date: 07/05/2037

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #7</u>				
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$0
<u>Revenues</u>				
Property Tax Increment	1,866,139	2,485,600	2,559,753	2,210,933
Computer Exemption Aid	88,246	58,547	58,547	58,547
Interest Income/Miscellaneous	7,511	1,000	1,000	1,000
Total Revenues	1,961,896	2,545,147	2,619,300	2,270,480
<u>Expenditures</u>				
Transfer to Debt Service Fund	1,027,238	1,017,253	1,017,253	621,532
Transfer to General Fund-Admin	120,000	120,000	120,000	126,000
Transfer to General Fund-Interest	0	0	0	0
Transfer to TIF #8 - Donor TIF	719,508	1,311,894	1,386,047	1,426,948
Developer Increment Reimbursement	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	150	1,000	1,000	1,000
Total Expenditures	1,961,896	2,545,147	2,619,300	2,270,480
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance (Deficit), December 31	\$0	\$0	\$0	\$0
Cash Advance from Debt Service Levy (2012-21)	0	0	0	0
Cash Advance from Debt Service Levy (2022)	0	0	0	0
Net Cash Surplus (Deficit)	\$0	\$0	\$0	\$0

**CITY OF NEENAH
2022 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 was designated as "distressed" in 2015, adding ten years to its maximum closure date to 12/31/2038.

TIF #8 Fund (Downtown/Doty Island Redevelopment)

2022 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: 09/05/2023

Max Close Date: 09/05/2038

	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
<u>TIF #8</u>				
Fund Balance (Deficit), January 1	<u>(\$6,605,833)</u>	<u>(\$7,661,550)</u>	<u>(\$7,661,550)</u>	<u>(\$7,760,434)</u>
<u>Revenues</u>				
Property Tax Increment	1,074,858	1,369,774	1,410,639	1,285,026
Computer Exemption Aid	238,734	227,400	227,400	227,400
Transfer from TIF #7 - Donor TIF	719,508	1,311,894	1,386,047	1,426,948
Interest Income - Debt Reserve	4,000	4,000	4,000	4,000
Interest Income/Miscellaneous	58,017	0	0	0
Increment Shortfall Payments	80,000	80,000	80,000	80,000
Total Revenues	<u>2,175,117</u>	<u>2,993,068</u>	<u>3,108,086</u>	<u>3,023,374</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	2,865,095	2,863,970	2,863,970	2,762,170
Transfer to General Fund-Admin	120,000	120,000	120,000	126,000
Transfer to General Fund-Interest	64,852	60,000	52,000	60,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	10,887	1,000	1,000	1,000
Total Expenditures	<u>3,230,834</u>	<u>3,214,970</u>	<u>3,206,970</u>	<u>3,119,170</u>
Excess Revenues Over (Under) Expenditures	(1,055,717)	(221,902)	(98,884)	(95,796)
Fund Balance (Deficit), December 31	<u>(\$7,661,550)</u>	<u>(\$7,883,452)</u>	<u>(\$7,760,434)</u>	<u>(\$7,856,230)</u>
Cash Advance from Debt Service Levy (2012-21)	<u>8,050,000</u>	<u>8,050,000</u>	<u>8,050,000</u>	<u>8,050,000</u>
Cash Advance from Debt Service Levy (2022)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$388,450</u>	<u>\$166,548</u>	<u>\$289,566</u>	<u>\$193,770</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #9 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 #9 Fund (US Hwy 41 Industrial Corridor)
2022 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: 03/18/2037

Max Close Date: 03/18/2042

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #9</u>				
Fund Balance (Deficit), January 1	\$231,432	\$218,134	\$218,134	\$61,179
<u>Revenues</u>				
Property Tax Increment	199,521	206,952	213,126	210,212
Computer Exemption Aid	48,147	47,847	47,847	47,847
Interest Income/Miscellaneous	16,585	1,000	1,000	1,000
Total Revenues	264,253	255,799	261,973	259,059
<u>Expenditures</u>				
Transfer to Debt Service Fund	134,394	269,682	269,682	277,054
Transfer to General Fund-Admin	40,000	40,000	40,000	42,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	101,867	93,290	108,246	110,000
Sundry Costs/Miscellaneous	1,290	1,000	1,000	1,000
Total Expenditures	277,551	403,972	418,928	430,054
Excess Revenues Over (Under) Expenditures	(13,298)	(148,173)	(156,955)	(170,995)
Fund Balance (Deficit), December 31	\$218,134	\$69,961	\$61,179	(\$109,816)
Cash Advance from Debt Service Levy (2012-21)	0	0	0	0
Cash Advance from Debt Service Levy (2022)	0	0	0	100,000
Net Cash Surplus (Deficit)	\$218,134	\$69,961	\$61,179	(\$9,816)

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #10 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 #10 Fund (Near Downtown District)
2022 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: 08/05/2037

Max Close Date: 08/05/2042

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #10</u>				
Fund Balance (Deficit), January 1	(\$227,430)	(\$156,078)	(\$156,078)	(\$91,004)
<u>Revenues</u>				
Property Tax Increment	306,208	340,620	350,782	340,554
Computer Exemption Aid	30	30	30	30
Interest Income/Miscellaneous	38,603	1,000	1,000	1,000
Total Revenues	344,841	341,650	351,812	341,584
<u>Expenditures</u>				
Transfer to Debt Service Fund	229,432	244,738	244,738	251,890
Transfer to General Fund-Admin	40,000	40,000	40,000	42,000
Transfer to General Fund-Interest	0	5,000	1,000	1,000
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	4,057	1,000	1,000	1,000
Total Expenditures	273,489	290,738	286,738	295,890
Excess Revenues Over (Under) Expenditures	71,352	50,912	65,074	45,694
Fund Balance (Deficit), December 31	(\$156,078)	(\$105,166)	(\$91,004)	(\$45,310)
Cash Advance from Debt Service Levy (2012-21)	300,000	450,000	450,000	450,000
Cash Advance from Debt Service Levy (2022)	0	0	0	0
Net Cash Surplus (Deficit)	\$143,922	\$344,834	\$358,996	\$404,690

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #11 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 #11 Fund (Near Downtown District)
2022 Proposed Budget**

Description: The area within TID #11 is characterized by a large area of undeveloped property on the fringe of the City that is bound by low density residential development on three sides and a commercial corridor along its remaining border. The site has been planned for and is expected to be developed as a multi-family home development. The basic development objectives of this plan are the following: project and site improvements, traffic improvements, public-private partnerships to achieve high value development, land assembly, the preservation of open space and maximization of public infrastructure, and the opportunity to offer a superior quality of life.

Created: 01/01/2015

Amendment #1: n/a

Max Exp. Date: 02/01/2033

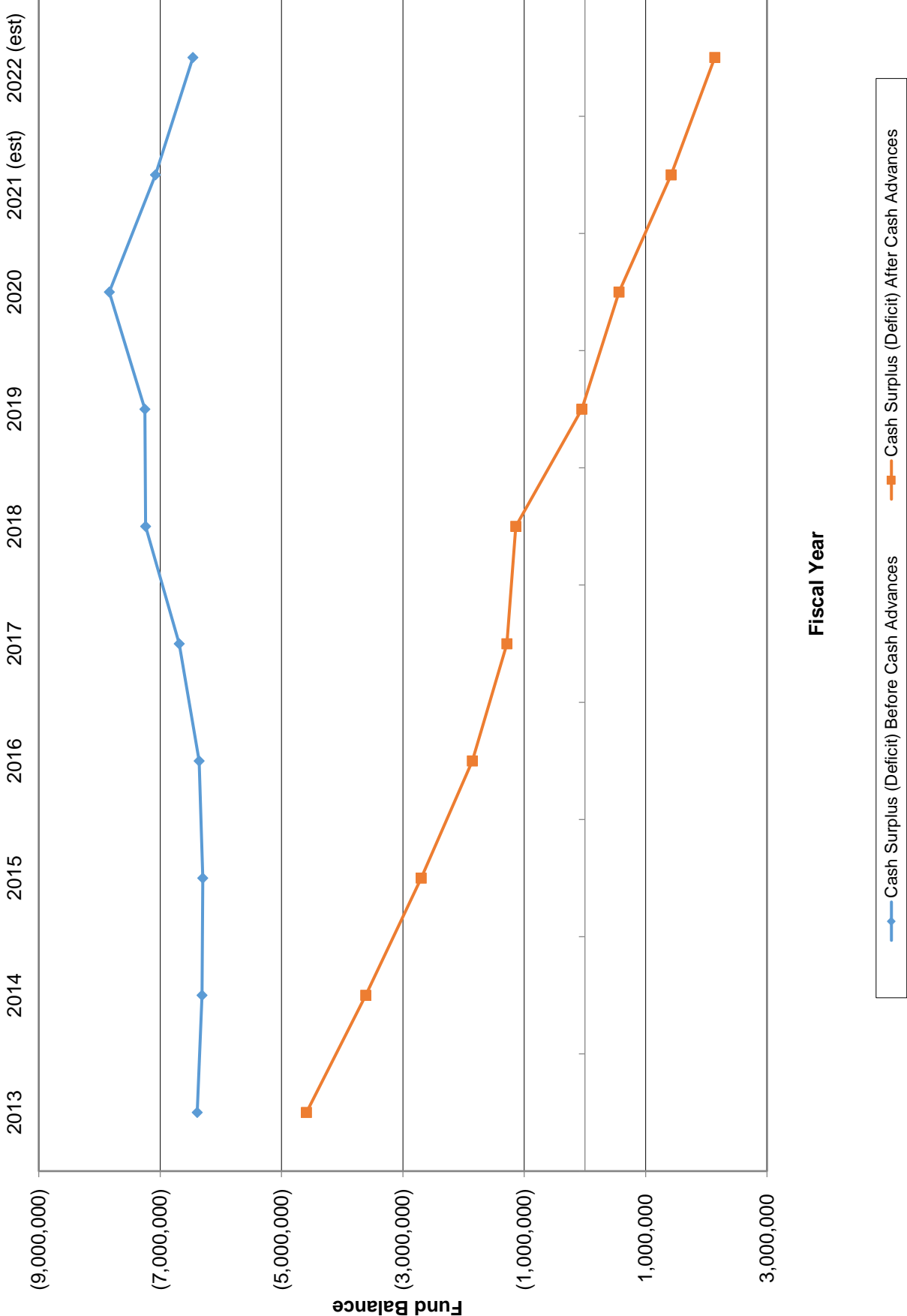
Max Close Date: 02/01/2038

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
<u>TIF #11</u>				
Fund Balance (Deficit), January 1	(\$98,653)	(\$90,826)	(\$90,826)	(\$58,719)
<u>Revenues</u>				
Property Tax Increment	141,069	244,101	251,383	353,204
Computer Exemption Aid	0	0	0	0
Interest Income/Miscellaneous	319	0	0	0
Total Revenues	141,388	244,101	251,383	353,204
<u>Expenditures</u>				
Transfer to Debt Service Fund	5,693	6,401	6,401	20,499
Transfer to General Fund-Admin	40,000	40,000	40,000	42,000
Transfer to General Fund-Interest	0	1,500	500	1,500
Developer Increment Reimbursement	87,814	107,500	172,375	200,000
Sundry Costs/Miscellaneous	54	0	0	0
Total Expenditures	133,561	155,401	219,276	263,999
Excess Revenues Over (Under) Expenditures	7,827	88,700	32,107	89,205
Fund Balance (Deficit), December 31	(\$90,826)	(\$2,126)	(\$58,719)	\$30,486
Cash Advance from Debt Service Levy (2012-21)	0	0	0	0
Cash Advance from Debt Service Levy (2022)	0	0	0	0
Net Cash Surplus (Deficit)	(\$90,826)	(\$2,126)	(\$58,719)	\$30,486

CITY OF NEENAH
HISTORY OF TIF DEFICITS AND CASH ADVANCES
2004-2022

Ending Calendar Year	Cumulative Cash Surplus (Deficit) Before Cash Advances	Cumulative Total Cash Advance	Cumulative Cash Surplus (Deficit) After Cash Advances	Annual TIF Surplus (Deficit)
2004	(1,842,263)	0	(1,842,263)	6,463
2005	(2,283,454)	0	(2,283,454)	(441,191)
2006	(4,409,186)	0	(4,409,186)	(2,125,732)
2007	(5,398,359)	0	(5,398,359)	(989,173)
2008	(5,621,273)	0	(5,621,273)	(222,914)
2009	(3,251,406)	0	(3,251,406)	2,369,867
2010	(5,942,971)	0	(5,942,971)	(2,691,565)
2011	(7,432,458)	0	(7,432,458)	(1,489,487)
2012	(7,826,911)	900,000	(6,926,911)	(394,453)
2013	(6,389,173)	1,800,000	(4,589,173)	1,437,738
2014	(6,310,531)	2,700,000	(3,610,531)	78,642
2015	(6,296,940)	3,600,000	(2,696,940)	13,591
2016	(6,355,929)	4,500,000	(1,855,929)	(58,989)
2017	(6,685,730)	5,400,000	(1,285,730)	(329,801)
2018	(7,237,720)	6,100,000	(1,137,720)	(551,990)
2019	(7,251,009)	7,200,000	(51,009)	(13,289)
2020	(7,837,988)	8,400,000	562,012	(586,979)
2021 (est)	(7,078,577)	8,500,000	1,421,423	759,411
2022 (est)	(6,461,157)	8,600,000	2,138,843	617,420

CITY OF NEENAH HISTORY OF TIF DEFICITS AND CASH ADVANCES 2013-2022



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Community Develop. Block Grant Program
Program: Special Revenue Funds	Submitted by: Chris Haese

Community Development Block Grant Program
2022 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 2021 the program provided funds to support community services for low and moderate income households, improve deteriorated conditions, upgrade neighborhoods, and support planning and program administration.

In establishing the 2022 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 2022 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2022.

	Prior Year Grants		2021 Grant		2022
	Allocation	2021 Exp.	Allocation	2021 Exp.	Budget
Grant Funds Available	<u>\$424,282</u>	<u>\$424,282</u>	<u>\$230,538</u>	<u>\$230,538</u>	<u>\$200,000</u>

ALLOCATIONS

Direct

Low/Moderate Income Households	\$184,000	\$127,044	\$99,538	\$22,000	\$100,000
Redevelopment & Blight Elimination	199,282	45,028	90,000	45,000	55,000
Community Planning & Projects	11,000	11,000	11,000	5,500	15,000

Transfers

Administration	<u>30,000</u>	<u>23,585</u>	<u>30,000</u>	<u>15,000</u>	<u>30,000</u>
Totals	<u>\$424,282</u>	<u>\$206,657</u>	<u>\$230,538</u>	<u>\$87,500</u>	<u>\$200,000</u>
Grant Balances		<u>\$217,625</u>		<u>\$143,038</u>	

CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Community Development	Housing Fund
Program:	Submitted by:
Special Revenue Funds	Chris Haese

Housing Fund
2022 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 2022 is:

HOMEOWNER REHABILITATION PROGRAM: This program encourages lower income homeowners to improve their properties, and thus enhance housing quality 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).

2021 Accomplishments:

Initiated and completed 5 owner-occupied rehabilitation projects.

2022 Goals/Plans:

OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners.

HOMEBUYERS ASSISTANCE PROGRAM: Working with Winnebago County Housing Authority, provide funding assistance to 2 first-time homebuyers with down payment/closing cost assistance and housing rehabilitation.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$24,438	(\$1,245)	(\$1,245)	\$14,211
<u>REVENUES</u>				
Loan Repayments	\$50,623	\$30,000	\$30,000	\$30,000
Community Dev. Block Grant	0	25,000	51,456	25,000
Interest and Miscellaneous	1,494	2,000	1,500	2,000
Total Revenue	\$52,117	\$57,000	\$82,956	\$57,000
<u>EXPENDITURES</u>				
Schools, Seminars, Training	\$0	\$0	\$0	\$0
Auto Allowance	0	150	0	150
Postage	0	300	0	300
Outside Services	2,659	2,500	2,500	2,500
Office Supplies	0	350	0	350
Printing	0	250	0	250
Misc Expenditures	0	200	0	200
Grants/Loans Issued	40,141	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	35,000	35,000
Total Expenditures	\$77,800	\$68,750	\$67,500	\$68,750
Excess Revenues Over (Under) Expenditures	(\$25,683)	(\$11,750)	\$15,456	(\$11,750)
Fund Balance, December 31	(\$1,245)	(\$12,995)	\$14,211	\$2,461
Loans Outstanding as of 12/31/2020: 98	\$533,860			
Loans Written Off Due to Foreclosure/Bankruptcy	0		0	

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Economic Development
Program: Special Revenue Funds	Submitted by: Chris Haese

Small Business Loan Program
2022 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 (CDBG) 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. Future loans will be issued from the loan repayment proceeds received from prior loans issued and any CDBG funds allocated from annual grant awards.

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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$12,787	\$12,787	\$12,787	\$12,787
<u>REVENUES</u>				
Loan Repayments	\$0	\$500	\$0	\$500
Interest and Miscellaneous	0	100	0	100
Total Revenue	\$0	\$600	\$0	\$600
<u>EXPENDITURES</u>				
Postage	\$0	\$10	\$0	\$10
Outside Services	0	200	0	200
Misc. Expenditures	0	200	0	200
Grants/Loans Issued	0	5,000	0	5,000
Transfer to General Fund	0	5,000	0	0
Total Expenditures	\$0	\$10,410	\$0	\$5,410
Excess Revenues Over (Under) Expenditures	\$0	(\$9,810)	\$0	(\$4,810)
Fund Balance, December 31	\$12,787	\$2,977	\$12,787	\$7,977
Loans Outstanding as of 12/31/2020: 0	\$0			
Loans Written Off Due to Bankruptcy	0			

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Industrial Development Fund
Program:	Submitted by:
Special Revenue Funds	Chris Haese

Industrial Development Fund
2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	<u>\$106,474</u>	<u>\$109,134</u>	<u>\$109,134</u>	<u>\$118,544</u>
REVENUES				
Per Capita Funding Allocation	<u>\$29,608</u>	<u>\$29,610</u>	<u>\$29,410</u>	<u>\$29,410</u>
Total Revenue	<u>\$29,608</u>	<u>\$29,610</u>	<u>\$29,410</u>	<u>\$29,410</u>
EXPENDITURES				
Recruitment/Retention	\$6,948	\$15,000	\$15,000	\$15,000
S. Commercial St. Plan	15,000	0	0	0
Downtown Plan	0	60,000	0	60,000
Transfer to General Fund	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>
Total Expenditures	<u>\$26,948</u>	<u>\$80,000</u>	<u>\$20,000</u>	<u>\$75,000</u>
Excess Revenues Over (Under) Expenditures	\$2,660	(\$50,390)	\$9,410	(\$45,590)
Fund Balance (Deficit), December 31	<u>\$109,134</u>	<u>\$58,744</u>	<u>\$118,544</u>	<u>\$72,954</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: Gerry Kaiser

Recycling Fund
2022 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. In 2012, 2013, 2014, and 2015, this fee offset a portion of the shortfall with the remainder of the shortfall covered through Recycling Fund reserves or tax levy. In 2016 through 2021 the fee offset the entire shortfall. The charge history is listed below.

2012 - \$22	2013 - \$30	2014 - \$30	2015 - \$32	2016 - \$37	2017 - \$37
2018 - \$36	2019 - \$40	2020 - \$37	2021 - \$40	2022 - \$37	

Yard Waste: Includes weekly collections in spring, monthly collections (including brush) in summer and fall and the 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. 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 additional cleanup collection, as needed, 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 person crew.

Drop-Off Center: The Tullar Garage Drop-Off Center was created in 2005 to provide residents with an alternative to curbside collection of recyclables, large items and yard waste. The use of the drop-off expanded to the point where part-time attendants were necessary to assist with daily oversight its use. The drop-off site is open from March through December. It operates Monday through Friday from 7:00 to 5:00 p.m. and Saturday from 8:30 a.m. to Noon from May through October. It is closed in January and February except for recyclables. Materials accepted at the drop-off site include yard waste, brush, recyclables, large items, metal, wood. Concrete and dirt are also accepted in limited quantities. In 2020 a card system was implemented to reduce abuse of the site by non-residents. This card system was continued in 2021. Drop-off site costs related to recyclables, yard waste, brush, metal, concrete and dirt are included in the Recycling Fund budget. Drop-off costs related to large item and wood are included in the Refuse Collection budget.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: Gerry Kaiser

2021 Accomplishments

- Continued recycling program despite reduction to State Recycling Grant by implementing a Recycling Special Charge to residential customers.
- Maintained Tullar Road drop-off site for City residents, March through December.
- Staffed the drop-off site part time in March, full time from April through November and part time in December.
- Continued to require a card to access the drop-off center to reduce abuse.

2022 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.

Major Increases (Decreases) in 2022 Budget Request:

- Decreased single stream recyclable tipping fees from \$15 per ton to \$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 2020.
- Assumed revenue from commodity sales to be \$20,000.
- Assumed 8,999 properties serviced comprising 9,086 charged units.
- Assumed a residential recycling special charge \$37.00 per unit. 2021 charge was \$40.00 per unit.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance, January 1	\$277,496	\$283,400	\$283,400	\$320,600	\$320,600
<u>REVENUES</u>					
Program Revenue	\$7,251	\$7,000	\$15,000	\$12,000	\$12,000
Grants	202,087	200,000	202,900	200,000	200,000
County Reimbursement	0	0	0	20,000	20,000
Punch Cards	2,950	300	1,920	2,000	2,000
Additional Cart Fee	425	430	720	700	700
Total Revenue	\$212,713	\$207,730	\$220,540	\$234,700	\$234,700
<u>EXPENDITURES</u>					
Curbside Collection	\$208,717	\$243,420	\$231,410	\$226,850	\$226,850
Drop Off Site Collection	138,868	121,940	108,700	111,960	113,010
Adm. & Public Information	5,969	3,360	6,680	6,780	6,780
Yard Waste	163,142	184,980	169,310	187,430	187,430
Special Reserves & Escrow	0	0	0	9,290	9,290
Trans. to General Fund for Adm	25,000	30,000	30,000	30,000	0
Total Expenditures	\$541,696	\$583,700	\$546,100	\$572,310	\$543,360
Excess Revenues Over (Under) Exp.	(\$328,983)	(\$375,970)	(\$325,560)	(\$337,610)	(\$308,660)
Residential Special Charge	\$334,887	\$362,080	\$362,760	\$336,180	\$336,180
Surplus (Deficit) after Special Charge	\$5,904	(\$13,890)	\$37,200	(\$1,430)	\$27,520
Fund Balance, December 31	\$283,400	\$269,510	\$320,600	\$319,170	\$348,120

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2022**

RECYCLING DIVISION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 months)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Curbside Collection	208,717	243,420	176,243	231,410	226,850	226,850	
Waste Oil/Dropoff Site	138,868	121,940	72,299	108,700	111,960	113,010	
Admin.& Public Informatio	5,969	3,360	3,453	6,680	6,780	6,780	
Yard Waste	163,142	184,980	127,135	169,310	187,430	187,430	
Special Reserves & Escrow	0	0	0	0	9,290	9,290	
Transfer	25,000	30,000	22,500	30,000	30,000	0	
TOTAL EXPENDITURES	541,696	583,700	401,630	546,100	572,310	543,360	(40,340)
					Percent Budget Change		-6.91%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	2,000	2,000	1,500	2,000	7,120	7,120	
0102	Full Time Hourly Wages	177,566	177,750	125,580	164,000	171,000	171,000	
0103	Temporary Wages	22,986	21,550	16,575	21,550	22,050	23,100	
0104	Overtime Wages	2,745	2,700	1,249	2,100	2,000	2,000	
0110	Health Insurance	59,414	61,120	48,646	61,120	65,880	65,880	
0111	Fringes	43,594	40,850	29,059	38,000	41,440	41,440	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
0124	Meal Allowance	12	0	8	10	0	0	
	PERSONAL SERVICES	308,317	306,170	222,617	288,980	309,690	310,740	4,570
CONTRACTUAL SERVICES								
0202	Outside Printing	4,398	3,100	1,515	4,500	4,500	4,500	
0203	Postage	1,871	20	1,938	1,940	2,040	2,040	
0204	Conferences & Meetings	0	100	0	100	100	100	
0205	Debit Card Charges	13	0	106	110	100	100	
0206	Debit Card Charges	0	400	72	300	310	310	
0207	Advertising & Publication	0	100	0	100	100	100	
0213	Dues & Memberships	1,000	0	0	0	0	0	
0216	Maint of Motor Vehicles	0	50	0	50	50	50	
0224	Maint of Operating Equip	2,236	2,730	1,560	2,730	2,870	2,870	
0236	Water & Sewer	8,083	9,530	2,145	8,030	8,030	8,030	
0238	Outside Services	0	100	0	100	100	100	
0243	Professional Services	31,877	62,000	27,012	42,000	35,000	35,000	
0245	Tipping Fees	181	190	0	190	190	190	
0249	License Fees	17,792	22,000	12,962	22,000	23,000	23,000	
0252	Dumpster Pulls	19,493	16,000	8,500	11,000	11,000	11,000	
0293	Rental of Equipment	55,677	54,500	55,693	65,500	70,950	70,950	
0294	Maint of Motor Veh/Fleet	1,882	2,800	1,540	2,100	2,310	2,310	
0296	Oil and Fluids/Fleet	8,456	13,600	6,672	10,600	13,860	13,860	
	CONTRACTUAL SERVICES	152,959	187,220	119,715	171,350	174,510	174,510	(12,710)
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0310	Gasoline & Oil	26,379	36,100	23,253	31,560	33,900	33,900	
0313	Motor Vehicles Maint. Sup	0	250	0	250	250	250	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	1,032	450	0	450	450	450	
0320	Small Tools	100	100	0	100	100	100	
0333	All Other Supplies	287	700	14	700	700	700	
0339	Tires & Tire Maintance	27,622	22,500	13,529	22,500	22,500	22,500	
	SUPPLIES & MATERIALS	55,420	60,310	36,796	55,770	58,110	58,110	(2,200)
TRANSFERS								
9999	Transfer to General Fund	25,000	30,000	22,500	30,000	30,000	0	
	TRANSFERS	25,000	30,000	22,500	30,000	30,000	0	(30,000)
	TOTAL RECYCLING	541,696	583,700	401,628	546,100	572,310	543,360	(40,340)
						Percent Budget Change		-6.91%

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
<u>CURBSIDE COLLECTION (081-6901-935)</u>								
0102	Full Time Hourly Wages	71,284	76,400	59,993	75,000	78,000	78,000	
0104	Overtime Wages	2,280	2,200	874	1,500	1,500	1,500	
0110	Health Insurance	21,290	23,530	20,434	23,530	25,330	25,330	
0111	Fringes	16,059	15,870	12,308	15,450	16,300	16,300	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
0202	Outside Printing	300	300	0	300	300	300	
0205	Debit Card Charges	13	0	106	110	100	100	
0206	Advertising & Publication	0	350	72	250	260	260	
0213	Maint of Motor Vehicles	1,000	0	0	0	0	0	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,236	2,730	1,560	2,730	2,870	2,870	
0236	Outside Services	2,080	4,000	1,085	3,000	3,000	3,000	
0243	Tipping Fees	21,713	40,000	20,736	30,000	15,000	15,000	
0245	License Fees	181	190	0	190	190	190	
0293	Maint of Motor Veh/Fleet	27,722	30,000	30,602	36,000	38,500	38,500	
0294	Oil and Fluids/Fleet	834	1,500	781	1,000	1,100	1,100	
0296	Maint of Oper Eq/Fleet	0	500	0	500	550	550	
0310	Gasoline & Oil	18,384	26,000	15,535	22,000	24,000	24,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0319	Safety Supplies	182	300	0	300	300	300	
0333	All Other Supplies	52	200	0	200	200	200	
0339	Tires & Tire Maintenance	23,107	19,000	12,156	19,000	19,000	19,000	
CURBSIDE COLLECTION		208,717	243,420	176,242	231,410	226,850	226,850	(16,570)
<u>WASTE OIL / DROP-OFF SITE (081-6902-935)</u>								
0101	Salaries	2,000	2,000	1,500	2,000	2,000	2,000	
0102	Full Time Hourly Wages	33,671	25,390	11,867	19,000	20,000	20,000	
0103	Temporary Wages	22,986	21,550	16,575	21,550	22,050	23,100	
0104	Overtime Wages	184	200	0	200	200	200	
0110	Health Insurance	17,029	14,710	10,052	14,710	14,060	14,060	
0111	Fringes	11,993	9,590	5,810	8,340	9,080	9,080	
0124	Meal Allowance	4	0	0	0	0	0	
0236	Outside Services	6,003	4,000	1,060	4,000	4,000	4,000	
0249	Dumpster Pulls	17,792	22,000	12,962	22,000	23,000	23,000	
0252	Rental of Equipment	19,493	15,000	8,500	10,000	10,000	10,000	
0293	Maint of Motor Veh/Fleet	5,147	4,500	3,743	4,500	4,950	4,950	
0294	Oil and Fluids/Fleet	0	100	53	100	110	110	
0296	Maint of Oper Eq/Fleet	0	100	0	100	110	110	
0310	Gasoline & Oil	2,407	2,600	163	2,000	2,200	2,200	
0333	All Other Supplies	159	200	14	200	200	200	
WASTE OIL / DROP-OFF SITE		138,868	121,940	72,299	108,700	111,960	113,010	(8,930)

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PUBLIC INFORMATION (081-6905-935)</u>								
0202	Outside Printing	4,098	2,800	1,515	4,200	4,200	4,200	
0203	Postage	1,871	20	1,938	1,940	2,040	2,040	
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	5,969	3,360	3,453	6,680	6,780	6,780	3,420
<u>YARD WASTE (081-6907-935)</u>								
0102	Full Time Hourly Wages	72,611	75,960	53,720	70,000	73,000	73,000	
0104	Overtime Wages	281	300	375	400	300	300	
0110	Health Insurance	21,095	22,880	18,160	22,880	23,350	23,350	
0111	Fringes	15,542	15,390	10,941	14,210	15,030	15,030	
0124	Meal Allowance	8	0	8	10	0	0	
0236	Outside Services	0	1,500	0	1,000	1,000	1,000	
0243	Tipping Fees	10,164	22,000	6,277	12,000	20,000	20,000	
0252	Rental of Equipment	0	1,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	22,808	20,000	21,349	25,000	27,500	27,500	
0294	Oil and Fluids/Fleet	1,048	1,200	705	1,000	1,100	1,100	
0296	Maint of Oper Eq/Fleet	8,456	13,000	6,672	10,000	13,200	13,200	
0310	Gasoline & Oil	5,588	7,500	7,555	7,560	7,700	7,700	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	850	150	0	150	150	150	
0320	Small Tools	100	100	0	100	100	100	
0333	All Other Supplies	76	200	0	200	200	200	
0339	Tires & Tire Maintance	4,515	3,500	1,373	3,500	3,500	3,500	
	YARD WASTE	163,142	184,980	127,135	169,310	187,430	187,430	2,450
<u>SPECIAL RESERVES & ESCROW (081-9026-733)</u>								
0101	Salaries	0	0	0	0	5,120	5,120	
0110	Health Insurance	0	0	0	0	3,140	3,140	
0111	Fringes	0	0	0	0	1,030	1,030	
	Special Reserves & Escrow	0	0	0	0	9,290	9,290	9,290
<u>TRANSFER TO GENERAL FUND (081-9910-935)</u>								
9999	Tranfer to General Fund	25,000	30,000	22,500	30,000	30,000	0	
	TRANSFER TO GENERAL FUND	25,000	30,000	22,500	30,000	30,000	0	(30,000)
RECYCLING PROGRAM		541,696	583,700	401,629	546,100	572,310	543,360	(40,340)
Percent Budget Change								-6.91%

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Health	Budget: Health Grants
Program: Special Revenue Funds	Submitted by: Andy Kahl

Health Grants Program
2022 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.

	<u>2020 Actual</u>	<u>2021 Y-T- D</u>	<u>2022 Budget</u>
Fund Balance, January 1	<u>\$78,859</u>	<u>\$68,859</u>	<u>\$58,859</u>
<u>EXPENDITURES</u>			
Transfer to General Fund	<u>10,000</u>	<u>10,000</u>	<u>0</u>
Total Expenditures	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$0</u>
Fund Balance, December 31	<u>\$68,859</u>	<u>\$58,859</u>	<u>\$58,859</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Park and Recreation Fund
2022 Proposed Budget**

To account for monies received from private donations and requests to finance specific Park and Recreation related activities and the corresponding expenditures.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$355,475	\$359,216	\$359,216	\$364,716
<u>Revenues</u>				
Contributions	\$14,751	\$45,000	\$35,000	\$45,000
Interest & Miscellaneous	1,733	3,500	500	1,000
Total Revenues	\$16,484	\$48,500	\$35,500	\$46,000
<u>Expenditures</u>	\$12,743	\$40,000	\$30,000	\$40,000
Excess Revenues Over (Under) Expenditures	\$3,741	\$8,500	\$5,500	\$6,000
Fund Balance (Deficit), December 31	\$359,216	\$367,716	\$364,716	\$370,716

**Dial-A-Ride Fund
2022 Proposed Budget**

To account for the receipts and disbursements of the Neenah-Menasha Dial-A-Ride Transportation program for the elderly.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$96,002	\$123,174	\$123,174	\$137,834
<u>Revenues</u>				
Intergovernmental	\$42,515	\$42,000	\$42,000	\$42,000
Contribution/Interest	8,739	10,000	8,660	9,160
Total Revenues	\$51,254	\$52,000	\$50,660	\$51,160
<u>Expenditures</u>	\$24,082	\$48,570	\$36,000	\$60,420
Excess Revenues Over (Under) Expenditures	\$27,172	\$3,430	\$14,660	(\$9,260)
Fund Balance (Deficit), December 31	\$123,174	\$126,604	\$137,834	\$128,574

**Civic and Social Fund
2022 Proposed Budget**

To account for monies provided by private donors to finance specific civic improvement and social activities and the corresponding expenditures.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$172,453	\$195,271	\$195,271	\$214,371
<u>Revenues</u>				
Contributions	\$25,458	\$25,000	\$50,000	\$50,000
Sales (Compost and City Wear)	\$12,517	\$14,000	\$14,000	\$14,000
Interest & Miscellaneous	515	1,000	100	500
Total Revenue	\$38,490	\$40,000	\$64,100	\$64,500
<u>Expenditures</u>	\$15,672	\$40,000	\$45,000	\$35,000
Excess Revenues Over (Under) Expenditures	\$22,818	\$0	\$19,100	\$29,500
Fund Balance (Deficit), December 31	\$195,271	\$195,271	\$214,371	\$243,871

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Library Fund
2022 Proposed Budget**

To account for monies provided by private donors to finance specific Library improvements and services and the corresponding expenditures.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$1,618,601	\$1,691,664	\$1,691,664	\$1,951,664
<u>Revenues</u>				
Contribution	\$15,802	\$45,000	\$60,000	\$45,000
Interest & Market Adj.	185,729	50,000	250,000	100,000
Total Revenue	\$201,531	\$95,000	\$310,000	\$145,000
<u>Expenditures</u>	\$128,468	\$50,000	\$50,000	\$50,000
Excess Revenues Over (Under) Expenditures	\$73,063	\$45,000	\$260,000	\$95,000
Fund Balance (Deficit), December 31	\$1,691,664	\$1,736,664	\$1,951,664	\$2,046,664

**Public Safety Trust
2022 Proposed Budget**

To account for monies provided by private donors to finance specific public safety equipment and services and the corresponding expenditures.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$246,491	\$174,229	\$174,229	\$175,429
<u>Revenues</u>				
Contribution	\$12,761	\$40,000	\$25,000	\$40,000
Grants	\$5,920	\$6,000	\$6,000	\$6,000
Interest & Miscellaneous	620	1,000	200	500
Total Revenue	\$19,301	\$47,000	\$31,200	\$46,500
<u>Expenditures</u>	\$91,563	\$45,000	\$30,000	\$45,000
Excess Revenues Over (Under) Expenditures	(\$72,262)	\$2,000	\$1,200	\$1,500
Fund Balance (Deficit), December 31	\$174,229	\$176,229	\$175,429	\$176,929

**Developer Land Sales Fund
2022 Proposed Budget**

In 2020 the City of Neenah purchased land along County Road G for the purpose of future residential development. A developer has agreed with the City to repurchase and develop the land in phases over ten years. This fund is used to receipt sales to the developer, and the unrestricted funds can be transferred for other uses as necessary.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$51,203
<u>Revenues</u>				
Land Sales	0	100,000	151,203	100,000
Total Revenue	\$0	\$100,000	\$151,203	\$100,000
<u>Expenditures</u>				
Transfer to General Fund	\$0	\$100,000	\$100,000	\$0
Total Expenditures	\$0	\$100,000	\$100,000	\$0
Excess Revenues Over (Under) Expenditures	\$0	\$0	\$51,203	\$100,000
Fund Balance (Deficit), December 31	\$0	\$0	\$51,203	\$151,203

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Alliant Energy PILOT Fund
2022 Proposed Budget**

In 2020 the Alliant Energy facility on County Road CB attached to the City of Neenah via an ammendment to the City's border agreement with the Town of Neenah. As an energy utility, this facility is required to remit a "payment in lieu of tax" to the State of Wisconsin. By state law, the City of Neenah receives two-thirds of this payment annually. The City has agreed to share half of it's annual payment with the Town of Neenah, and retain the remaining half as unrestricted funds. The receipt of these funds, payment to the Town of Neenah, and any internal transfers are accounted for in this fund.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$0
<u>Revenues</u>				
Misc. Revenue	0	254,000	494,380	494,380
Total Revenue	\$0	\$254,000	\$494,380	\$494,380
<u>Expenditures</u>				
Town of Neenah Payment	\$0	\$0	\$247,190	\$247,190
Transfer to General Fund	0	254,000	247,190	0
Total Expenditures	\$0	\$254,000	\$494,380	\$247,190
Excess Revenues Over (Under) Expenditures	\$0	\$0	\$0	\$247,190
Fund Balance (Deficit), December 31	\$0	\$0	\$0	\$247,190

**American Rescue Plan Act Funds
2022 Proposed Budget**

In early 2021 the American Rescue Plan Act was signed into law. Among other objectives, the law allocated funds to state and local governments to be used in response to the COVID-19 pandemic. As a CDBG entitlement city, Neenah's allocation totals \$5,549,573. Half of the allocation was received in mid-2021, and the other half is expected to be received in mid-2022. Funds can be used for COVID-19 mitigation and response efforts, addressing negative economic impacts of the pandemic, water, sewer, and broadband infrastructure, and replacement of lost public sector revenue.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$2,771,108
<u>Revenues</u>				
ARPA Award	\$0	\$0	\$2,772,787	\$2,772,786
Interest	0	0	1,000	1,500
Total Revenue	\$0	\$0	\$2,773,787	\$2,774,286
<u>Expenditures</u>				
Professional Services	\$0	\$0	\$2,679	\$2,000
Transfer to General Fund-Public Safety	0	0	0	1,300,000
Total Expenditures	\$0	\$0	\$2,679	\$1,302,000
Excess Revenues Over (Under) Expenditures	\$0	\$0	\$2,771,108	\$1,472,286
Fund Balance (Deficit), December 31	\$0	\$0	\$2,771,108	\$4,243,394



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Debt Service Fund
Program:	Submitted by:
Debt Service Fund	Michael Easker

Debt Service Fund
2022 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, #10 and #11. 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, 2021, the City's outstanding General Obligation debt is estimated to total \$59,783,488. This amount represents 46.9% of the City's legal debt limit of \$127,355,770. The City also has Storm Water Revenue Bonds issued in 2009 totaling \$232,502. In addition, the City has Capital Lease obligations totaling \$15,510,000 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 2022 Debt Service tax levy of \$3,800,000 is an increase of \$200,000 from 2021, or 5.55%. The City will also apply an additional \$165,700 of levy dollars to pay levy funded debt, an amount that had previously been part of the annual levy surplus that was used as a cash advance to offset ongoing deficits in TIF Districts #6, #8 and #10.

2022
Budget

Estimated Fund Balance, January 1, 2022 \$8,800,000

Revenues

Tax Levy	3,800,000	
Transfer from Tax Increment Districts (total T.I.D. debt service)	4,157,083	
Transfer from Sanitary Sewer Utility (capital projects/equip)	1,321,748	
Transfer from Storm Water Utility (capital projects/equip)	789,992	
Special Assessments	250,000	
Transportation Assessment Replacement Fee (TARF)	400,000	
Winnebago County (Library-ends 2021)	0	
Net Premium on Debt Issuance	750,000	
Total Revenues		11,468,823

Expenditures

City General Obligation Debt Service:			
Principal	7,240,099		
Interest	1,521,419	8,761,518	
Storm Water Revenue Bonds			
Principal	26,005		
Interest	6,921	32,926	
Capital Leases			
Principal	1,220,000		
Interest	552,466	1,772,466	
Estimated Interest Payment on 2022 G.O. Borrowing		375,000	
Total Expenditures			10,941,910
Excess Revenues Over (Under) Expenditures			526,913
* Estimated Fund Balance, December 31, 2022			\$9,326,913

*Note: \$8.6 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #8, 9 and #10 Special Revenue Funds, where cumulative TIF increment has not been sufficient to have funded cumulative debt service costs.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Debt Service Fund
Program:	Submitted by:
Debt Service Fund	Michael Easker

2022 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2012A \$3,955,000	Streets/Facilities/Equip.	310,000	3,100	313,100	
NIC - 1.575%	Sanitary Sewer Utility	125,000	1,250	126,250	
	Storm Water Utility	30,000	300	30,300	469,650
2013 \$5,270,000	Streets/Facilities/Equip.	350,000	12,937	362,937	
NIC - 1.840%	TID #5	0	0	0	
	TID #6	10,000	488	10,488	
	TID #7	5,000	181	5,181	
	TID #8	80,000	2,900	82,900	
	Sanitary Sewer Utility	120,000	4,475	124,475	
	Storm Water Utility	45,000	1,631	46,631	632,612
2014 \$4,685,000	Streets/Facilities/Equip.	340,000	17,600	357,600	
NIC - 1.7465%	TID #5	0	200	200	
	TID #6	25,000	1,250	26,250	
	TID #7	5,000	250	5,250	
	TID #8	30,000	1,500	31,500	
	Sanitary Sewer Utility	100,000	5,100	105,100	
	Storm Water Utility	55,000	2,750	57,750	583,650
2015 \$6,250,000	Streets/Facilities/Equip.	295,000	24,800	319,800	
TIC - 1.89%	TID #5	0	250	250	
	TID #6	0	250	250	
	TID #7	0	250	250	
	TID #8	0	250	250	
	TID #9	15,000	1,325	16,325	
	Sanitary Sewer Utility	70,000	5,600	75,600	
	Storm Water Utility	75,000	6,000	81,000	493,725
2016 \$6,500,000	Streets/Facilities/Equip.	501,000	47,290	548,290	
TIC - 1.57%	TID #7	5,000	750	5,750	
	TID #8	0	200	200	
	TID #9	45,000	3,950	48,950	
	TID #10	40,000	3,600	43,600	
	Sanitary Sewer Utility	99,000	9,410	108,410	
	Storm Water Utility	60,000	5,600	65,600	820,800
2017 \$5,610,000	Streets/Facilities/Equip.	387,040	55,790	442,830	
TIC - 2.30%	TID #8	5,000	675	5,675	
	TID #9	15,000	2,025	17,025	
	TID #10	33,250	4,631	37,881	
	TID #11	1,750	244	1,994	
	Sanitary Sewer Utility	95,000	13,575	108,575	
	Storm Water Utility	77,960	11,485	89,445	703,425

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Debt Service Fund
Program:	Submitted by:
Debt Service Fund	Michael Easker

Promissory Notes/Note Anticipation Notes (Cont'd)

		Principal	Interest	Sub-Total	Total
2018 \$8,295,000	Streets/Facilities/Equip.	592,900	122,113	715,013	
TIC - 2.57%	TID #8	0	270	270	
	TID #9	0	405	405	
	TID #10	0	24,500	24,500	
	TID #11	0	405	405	
	Sanitary Sewer Utility	65,000	13,145	78,145	
	Storm Water Utility	77,100	15,518	92,618	911,356
2019 \$8,825,000	Streets/Facilities/Equip.	480,000	171,106	651,106	
TIC - 2.46%	TID #8	0	5,100	5,100	
	TID #9	0	5,925	5,925	
	TID #10	0	15,144	15,144	
	TID #11	0	3,450	3,450	
	Sanitary Sewer Utility	75,000	18,657	93,657	
	Storm Water Utility	15,000	3,732	18,732	793,114
2020 \$9,895,000	Streets/Facilities/Equip.	225,000	199,805	424,805	
TIC - 2.67%	TID #8	0	13,135	13,135	
	TID #9	0	520	520	
	TID #10	0	23,515	23,515	
	TID #11	10,000	250	10,250	
	Sanitary Sewer Utility	180,000	59,380	239,380	
	Storm Water Utility	100,000	32,665	132,665	844,270
2020B \$1,865,000	Redevelopment-Non TIF	0	15,252	15,252	
TIC - 1.54%	TID #9	179,000	8,704	187,704	202,956
2021 \$11,750,000	Streets/Facilities/Equip.	0	147,350	147,350	
TIC - .937%	TID #7	0	4,400	4,400	
	TID #8	0	150	150	
	TID #9	0	200	200	
	TID #10	0	6,150	6,150	
	TID #11	0	4,400	4,400	
	Sanitary Sewer Utility	195,000	41,725	236,725	
	Storm Water Utility	115,000	27,325	142,325	541,700
Total Promissory Notes		\$5,759,000	\$1,238,258	\$6,997,258	\$6,997,258

Bonds

2004C \$2,225,000	TID #7	2,688	207	2,895	
NIC - 4.952%	TID #8	237,312	18,293	255,605	258,500
2012B \$1,635,000	TID #5	0	0	0	
NIC - 1.789%	TID #6	0	0	0	
	TID #7	75,000	25,661	100,661	
	TID #8	0	5,287	5,287	105,948
2012C \$4,410,000	TID #5	10,680	982	11,662	
NIC - 1.789%	TID #6	51,005	3,951	54,956	
	TID #7	210,987	17,561	228,548	
	TID #8	182,327	16,156	198,483	
	Sanitary Sewer Utility	0	0	0	
	Storm Water Utility	0	0	0	493,649

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Bonds (Cont'd)

2013 \$1,030,000	TID #6	100,000	9,678	109,678	109,678
TIC - 3.27%					
2017 \$3,785,000	TID #5	1,140	309	1,449	
TIC - 2.42%	TID #6	2,660	720	3,380	
	TID #7	68,400	18,522	86,922	
	TID #8	307,800	83,349	391,149	482,900
2017 \$1,350,000	TID #10	60,000	41,100	101,100	101,100
TIC - 2.92%					
2019 \$1,450,000	TID #6	5,000	375	5,375	
TIC - 2.40%	TID #7	145,000	36,675	181,675	187,050
<i>Total General Obligation Bonds</i>		<i>\$1,459,999</i>	<i>\$278,826</i>	<i>\$1,738,825</i>	<i>\$1,738,825</i>

Other Debt

		Principal	Interest	Sub-Total	Total
<u>Clean Water Fund Loans - G.O.</u>					
2010 \$411,652	Sanitary Sewer Utility	21,099	4,332	25,431	25,431
NIC - 2.200%					
<i>Total Clean Water Fund Loans - G.O.</i>		<i>\$21,099</i>	<i>\$4,332</i>	<i>\$25,431</i>	<i>\$25,431</i>
Total G.O. Debt Service		\$7,240,098	\$1,521,416	\$8,761,514	\$8,761,514

**CITY OF NEENAH
2022 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	26,005	6,921	32,926	32,926
NIC - 3.153%				

<i>Total Storm Water Revenue Bonds</i>	<i>\$26,005</i>	<i>\$6,921</i>	<i>\$32,926</i>	<i>\$32,926</i>
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Capital Leases

2013 CDA Lease Refunding - 2004 TID #8	1,185,000	465,088	1,650,088	\$1,650,088
NIC - 4.772%				

2016 CDA Lease Refunding - 2004 TID #8	35,000	87,378	122,378	\$122,378
TIC - 2.82%				

<i>Total Capital Leases</i>	<i>\$1,220,000</i>	<i>\$552,466</i>	<i>\$1,772,466</i>	<i>\$1,772,466</i>
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Total Debt Service and Capital Leases	\$8,486,103	\$2,080,803	\$10,566,906	\$10,566,906
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Less: Other Debt Service Funding				6,766,906
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Net Tax Levy				\$3,800,000
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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Debt Service Fund
Program:	Submitted by:
Debt Service Fund	Michael Easker

Outstanding Indebtedness

	12/31/21	12/31/22	Principal Paid in '22
<u>General Obligation Promissory/Note Anticipation Notes</u>			
2012A \$3,955,000 Capital Improvements/Sanitary/Storm	465,000	0	465,000
2013A \$5,270,000 Capital Improvements/TID/Sanitary/Storm	1,240,000	630,000	610,000
2014A \$4,685,000 Capital Improvements/TID/Sanitary/Storm	1,710,000	1,155,000	555,000
2015A \$6,250,000 Capital Improvements/TID/Sanitary/Storm	1,915,000	1,460,000	455,000
2016A \$6,500,000 Capital Improvements/TID/Sanitary/Storm	3,915,000	3,165,000	750,000
2017A \$5,610,000 Capital Improvements/TID/Sanitary/Storm	3,255,000	2,640,000	615,000
2018A \$8,295,000 Capital Improvements/TID/Sanitary/Storm	6,570,000	5,835,000	735,000
2019A \$8,825,000 Capital Improvements/TID/Sanitary/Storm	8,005,000	7,435,000	570,000
2020A \$9,895,000 Capital Improvements/TID/Sanitary/Storm	9,400,000	8,885,000	515,000
2020B \$1,865,000 TID/Redevelopment (Non-TIF)	1,691,000	1,512,000	179,000
2021A \$11,750,000 Capital Improvements/TID/Sanitary/Storm	11,750,000	11,440,000	310,000
<u>Total G.O. Promissory Notes</u>	<u>\$49,916,000</u>	<u>\$44,157,000</u>	<u>\$5,759,000</u>
<u>General Obligation Bonds</u>			
2004C \$2,225,000 TID	490,000	250,000	240,000
2012B \$1,635,000 TID	1,045,000	970,000	75,000
2012C \$4,410,000 Refunding - Cap. Improvements/TID/Storm	2,160,000	1,705,000	455,000
2013A \$1,030,000 -Taxable Refunding-TID	310,000	210,000	100,000
2017A \$3,785,000 -Refunding-Cap Improvements/TID/Storm	3,105,000	2,725,000	380,000
2017B \$1,350,000 -Refunding-TID	1,240,000	1,180,000	60,000
2019A \$1,450,000 -Taxable Refunding-TID	1,310,000	1,160,000	150,000
<u>Total G.O. Bonds</u>	<u>\$9,660,000</u>	<u>\$8,200,000</u>	<u>\$1,460,000</u>
<u>Clean Water Fund Loans - G.O.</u>			
2010 \$411,652 Sanitary Sewer Utility	207,488	186,389	21,099
<u>Total Clean Water Fund Loans - G.O.</u>	<u>\$207,488</u>	<u>\$186,389</u>	<u>\$21,099</u>
<u>* Total City Outstanding Debt</u>	<u><u>\$59,783,488</u></u>	<u><u>\$52,543,389</u></u>	<u><u>\$7,240,099</u></u>

*** Note: Principal paid in 2022 excludes principal payments on Storm Water Revenue Bonds (\$26,005) and CDA Capital Lease Obligations (\$1,220,000). Including those payments, total debt principal scheduled for payment in 2022 is \$8,486,104.**

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Legal Debt Limit Per Wisconsin Law

	<u>G. O. Debt</u>	<u>State Statutory Limit</u>	<u>% of Statutory Limit</u>
End of 2021:	\$59,783,488	\$127,355,770 (a)	46.9%
End of 2020:	55,308,133	122,007,255	45.3%
End of 2019:	50,603,334	118,707,995	42.6%
End of 2018:	48,858,100	110,483,105	44.2%
End of 2017:	47,792,440	104,764,240	45.6%
End of 2016:	47,201,364	99,583,005	47.4%
End of 2015:	46,794,880	96,652,750	48.4%
End of 2014:	46,507,999	95,917,120	48.5%
End of 2013:	47,963,383	92,645,375	51.8%
End of 2012:	46,124,943	92,028,145	50.1%
(a) City Equalized Valuation 1/1/21		\$2,547,115,400	
Percent Limit of G.O. Debt		x 5%	
Amount Limit of G.O. Debt		\$127,355,770	

*** Total Debt Including Storm Water Revenue and CDA Lease Revenue Bonds**

End of 2021:	75,525,990	\$127,355,770	59.3%
End of 2020:	72,245,845	122,007,055	59.2%
End of 2019:	68,690,485	118,707,995	57.9%
End of 2018:	68,086,251	110,483,105	61.6%
End of 2017:	70,272,441	104,764,240	67.1%
End of 2016:	69,987,542	99,583,005	70.3%
End of 2015:	70,201,587	96,652,750	72.6%
End of 2014:	71,177,257	95,917,120	74.2%
End of 2013:	69,033,483	92,645,375	74.5%
End of 2012:	68,126,759	92,028,145	74.0%

**CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2021**

Outstanding Principal Balances

<u>Year Ended</u>	<u>Amount</u>	<u>% of Statutory Limit</u>
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	47,792,440	45.6
2018	48,858,100	44.2
2019	50,603,334	42.6
2020	55,308,133	45.3
2021	59,783,488	46.9
2022	52,543,389	n/a
2023	45,060,826	n/a
2024	37,955,788	n/a
2025	30,828,266	n/a
2026	24,103,248	n/a
2027	18,440,724	n/a
2028	12,429,682	n/a
2029	6,969,111	n/a
2030	2,955,000	n/a
2031	540,000	n/a
2032	455,000	n/a
2033	370,000	n/a
2034	280,000	n/a
2035	190,000	n/a
2036	95,000	n/a
2037	0	n/a

Excludes 2022 Estimated Borrowing for 2022 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2021

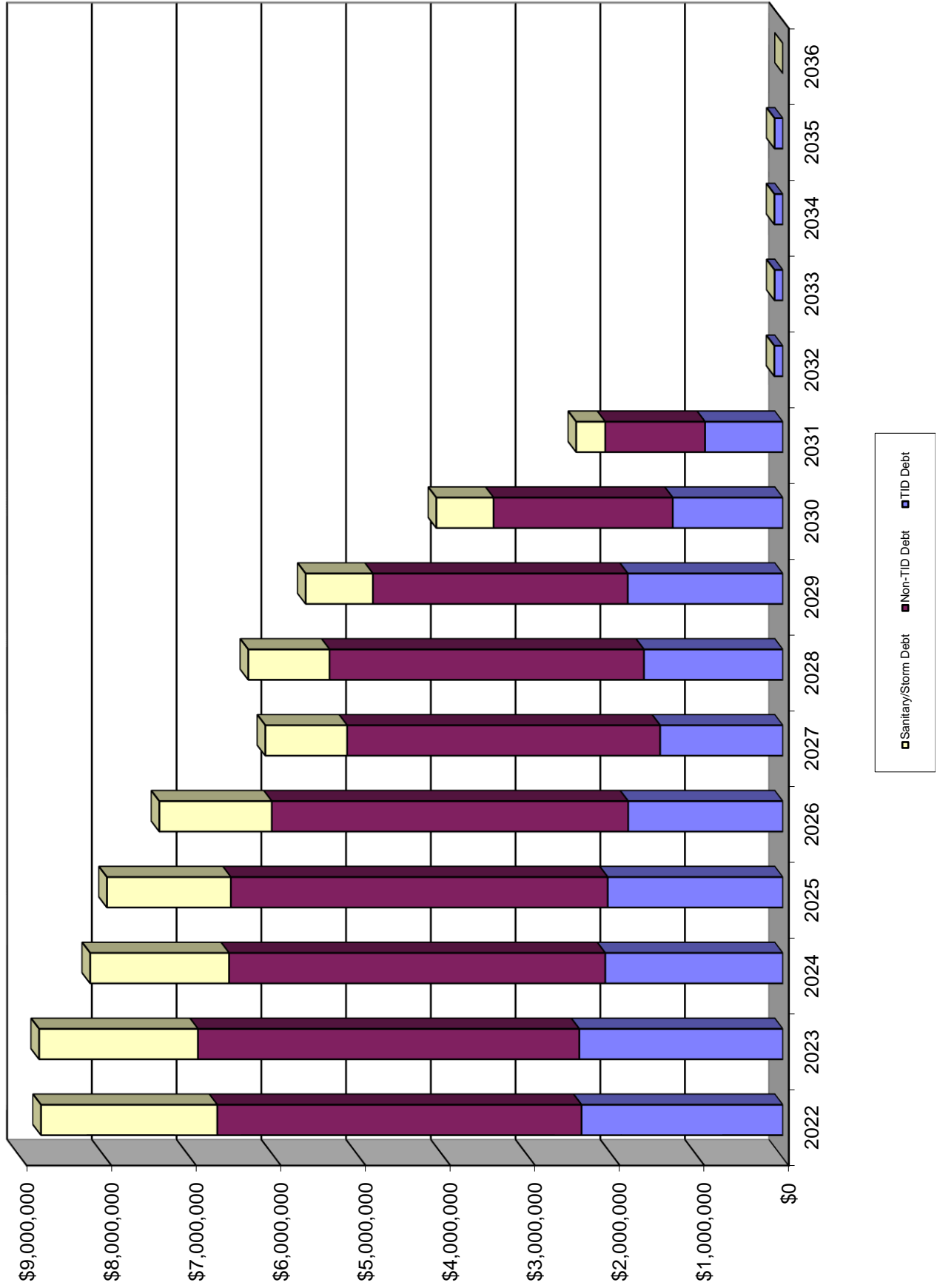
TID Supported G. O. Debt					Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2022	1,963,999	420,618	2,384,617		3,480,941	817,146	4,298,087	
2023	2,046,000	364,996	2,410,996		3,794,200	705,544	4,499,744	
2024	1,793,000	311,763	2,104,763		3,857,120	581,675	4,438,795	
2025	1,815,000	260,361	2,075,361		3,990,100	457,039	4,447,139	
2026	1,627,000	207,113	1,834,113		3,868,140	337,027	4,205,167	
2027	1,295,000	162,549	1,457,549		3,465,000	227,944	3,692,944	
2028	1,525,000	123,029	1,648,029		3,567,500	142,449	3,709,949	
2029	1,760,000	78,378	1,838,378		2,931,000	77,241	3,008,241	
2030	1,265,000	42,989	1,307,989		2,084,000	30,716	2,114,716	
2031	900,000	24,252	924,252		1,175,000	5,875	1,180,875	
2032	85,000	16,200	101,200		0	0	0	
2033	85,000	13,650	98,650		0	0	0	
2034	90,000	11,100	101,100		0	0	0	
2035	90,000	8,400	98,400		0	0	0	
2036	95,000	5,700	100,700		0	0		
2037	95,000	2,850	97,850		0	0		
	\$16,529,999	\$2,053,948	\$18,583,947	28.04%	\$32,213,001	\$3,382,656	\$35,595,657	53.69%

Sanitary/Storm Utility Supported G. O. Debt					Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2022	1,795,159	283,655	2,078,814		7,240,099	1,521,419	8,761,518	
2023	1,642,363	230,945	1,873,308		7,482,563	1,301,485	8,784,048	
2024	1,454,918	183,116	1,638,034		7,105,038	1,076,554	8,181,592	
2025	1,322,422	139,109	1,461,531		7,127,522	856,509	7,984,031	
2026	1,229,878	96,281	1,326,159		6,725,018	640,421	7,365,439	
2027	902,524	61,884	964,408		5,662,524	452,377	6,114,901	
2028	918,542	39,458	958,000		6,011,042	304,936	6,315,978	
2029	769,571	22,863	792,434		5,460,571	178,482	5,639,053	
2030	665,111	9,396	674,507		4,014,111	83,101	4,097,212	
2031	340,000	1,700	341,700		2,415,000	31,827	2,446,827	
2032	0	0	0		85,000	16,200	101,200	
2033	0	0	0		85,000	13,650	98,650	
2034	0	0	0		90,000	11,100	101,100	
2035	0	0	0		90,000	8,400	98,400	
2036	0	0	0		95,000	5,700	100,700	
2037	0	0	0		95,000	2,850	97,850	
	\$11,040,488	\$1,068,407	\$12,108,895	18.27%	\$59,783,488	\$6,505,011	\$66,288,499	100.00%

* Excludes 2022 Estimated Borrowing for 2022 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, 2021

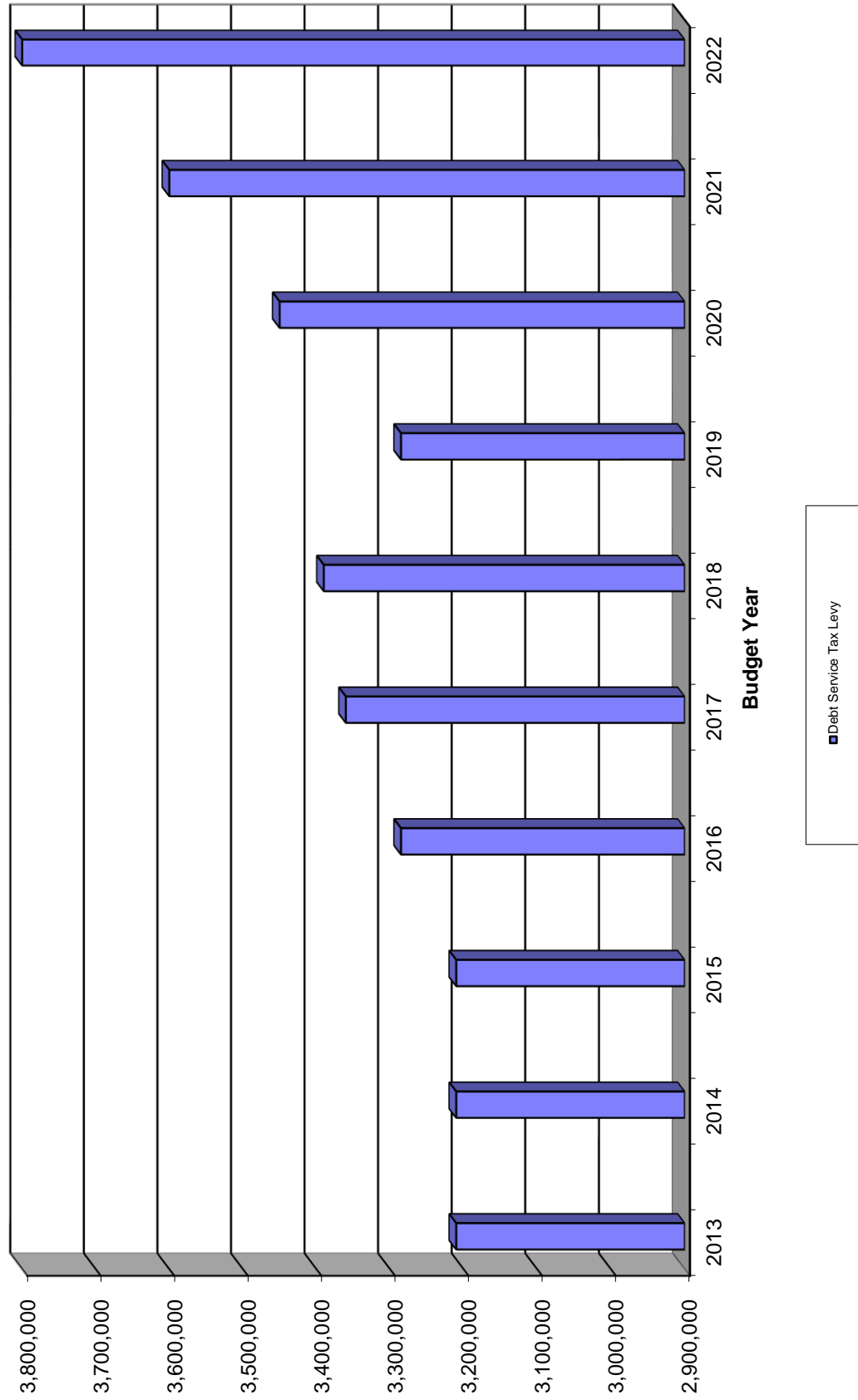


**CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2013-2022**

<u>Year</u>	<u>\$ Levy</u>	<u>\$ Change</u>	<u>% Change</u>
2013	3,210,000		
2014	3,210,000	0	0.00%
2015	3,210,000	0	0.00%
2016	3,285,000	75,000	2.34%
2017	3,360,000	75,000	2.28%
2018	3,390,000	30,000	0.89%
2019	3,285,000	(105,000)	-3.10%
2020	3,450,000	165,000	5.02%
2021	3,600,000	150,000	4.35%
2022	3,800,000	200,000	5.56%
<u>Ten-Year Average</u>			<u>2.04%</u>



CITY OF NEENAH
Annual Debt Service Levy
2013-2022





**CITY OF NEENAH
2022 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	\$3,200,000	\$2,970,000	\$230,000
Pedestrian Routes	199,400	104,000	95,400
Traffic Signals	65,000	25,000	40,000
Total Expenditures	\$3,464,400	\$3,099,000	\$365,400

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$3,464,400	\$3,099,000	\$365,400
Use of Reserves	0	0	0
Total Funding Sources	\$3,464,400	\$3,099,000	\$365,400

Tax Incremental Financing

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
TIF #7 Original (Westside Business Corridor)	\$35,000	\$35,000	\$0
TIF #8 Original (Doty Island Redevelopment)	10,000	10,000	0
TIF #9 Original (US Hwy. 41 Industrial)	15,000	15,000	0
TIF #10 Original (Near Downtown District)	5,160,000	610,000	4,550,000
TIF #11 Original (Pendleton Development Area)	785,000	785,000	0
Total Expenditures	\$6,005,000	\$1,455,000	\$4,550,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	\$35,000	\$35,000	\$0
General Obligation Borrowing-TIF #8	10,000	10,000	0
General Obligation Borrowing-TIF #9	15,000	15,000	0
General Obligation Borrowing-TIF #10	5,160,000	610,000	4,550,000
General Obligation Borrowing-TIF #11	785,000	785,000	0
Total G.O. Borrowing	6,005,000	1,455,000	
Use of TIF #7 Reserves	0	0	0
Total Funding Sources	\$6,005,000	\$1,455,000	\$4,550,000

Redevelopment (Non-TIF)

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Redevelopment (Non-TIF) Projects	\$50,000	\$50,000	\$0
Total Expenditures	\$50,000	\$50,000	\$0

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$50,000	\$50,000	\$0
Total Funding Sources	\$50,000	\$50,000	\$0

**CITY OF NEENAH
2022 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

***GENERAL SUMMARY*
(cont.)**

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	\$55,000	\$55,000	\$0
Police	5,508,700	5,508,700	0
Fire (100%)	0	0	0
Public Works	126,500	108,500	18,000
Library	129,500	129,500	0
Bergstrom-Mahler Museum	30,000	30,000	0
Park & Recreation	3,577,440	1,093,390	2,484,050
Cemetery	24,000	24,000	0
Total Expenditures	\$9,451,140	\$6,949,090	\$2,502,050

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$9,451,140	\$6,586,590	\$2,864,550
ARPA Funding - Shattuck Park	0	300,000	(300,000)
Private Donations - Island Park	0	62,500	(62,500)
Total Funding Sources	\$9,451,140	\$6,949,090	\$2,864,550

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
DOLAS	\$2,760	\$2,760	0
Information Systems	412,500	407,500	5,000
Police	249,340	219,340	30,000
Fire/Rescue (60.65% of Consolidated Department)	424,500	424,500	0
Public Works/Recycling	655,000	655,000	0
Community Development	0	0	0
Library	18,000	18,000	0
Parks and Recreation	131,000	131,000	0
Cemetery	0	0	0
Total Expenditures	\$1,893,100	\$1,858,100	\$35,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$1,893,100	\$1,858,100	\$35,000
Total Funding Sources	\$1,893,100	\$1,858,100	\$35,000

Utilities - Sanitary Sewer and Storm Water

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	\$1,532,000	\$1,532,000	\$0
Storm Water Projects	1,127,000	917,000	210,000
Total Expenditures	\$2,659,000	\$2,449,000	\$210,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	\$1,532,000	\$1,532,000	\$0
General Obligation Borrowing-Storm Water Supported	1,127,000	917,000	210,000
Use of Reserves-Storm Water	0	0	0
Total Funding Sources	\$2,659,000	\$2,449,000	\$210,000

**CITY OF NEENAH
2022 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

***GENERAL SUMMARY*
(cont.)**

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	\$3,464,400	\$3,099,000	\$365,400
Tax Incremental Financing	6,005,000	1,455,000	4,550,000
Redevelopment (Non-TIF)	50,000	50,000	0
Facilities	9,451,140	6,949,090	2,502,050
Capital Equipment	1,893,100	1,858,100	35,000
Utilities - Sanitary and Storm Sewer	2,659,000	2,449,000	210,000
Total Expenditures	\$23,522,640	\$15,860,190	\$7,662,450

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
<i>General Obligation Borrowing</i>			
General Obligation Borrowing-TIF Supported	\$6,005,000	1,455,000	\$4,550,000
General Obligation Borrowing-San. Sewer Supported	1,532,000	1,532,000	0
General Obligation Borrowing-Storm Utility Supported	1,127,000	917,000	210,000
General Obligation Borrowing-Gen. Tax Supported	14,858,640	11,593,690	3,264,950
General Obligation Borrowing-Total	\$23,522,640	\$15,497,690	\$8,024,950
Use of Reserves	0	0	0
Private Contributions/Grants/ARPA Funding	0	362,500	(362,500)
Total Funding Sources	\$23,522,640	\$15,860,190	\$7,662,450

Bank Qualified Limit	10,000,000	10,000,000
Bank Qual. Limit Less Proposed Borrowing	(\$13,522,640)	(\$5,497,690)

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CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

<u>PROGRAMS</u>	<u>2017 ACTUAL</u>		<u>2018 ACTUAL</u>		<u>2019 ACTUAL</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,341,000	24%	\$2,700,000	33%	\$1,990,000	23%
Tax Incremental Districts	455,000	8%	960,000	12%	1,085,000	12%
Facilities	1,158,500	21%	1,790,000	22%	1,590,000	18%
Capital Equipment	1,250,000	22%	1,380,200	17%	3,170,000	36%
Sanitary Sewer	882,500	16%	675,000	8%	825,000	9%
Storm Water	523,000	9%	789,800	10%	165,000	2%
TOTAL CAPITAL FINANCING	<u>\$5,610,000</u>	<u>100%</u>	<u>\$8,295,000</u>	<u>100%</u>	<u>\$8,825,000</u>	<u>100%</u>

<u>PROGRAMS</u>	<u>2019 ACTUAL</u>		<u>2021 ACTUAL</u>		<u>2022 PROPOSED</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,990,000	23%	\$2,750,000	23%	\$3,099,000	20%
Tax Incremental Districts/Redevel.	1,085,000	12%	1,555,000	13%	1,505,000	10%
Facilities	1,590,000	18%	1,810,000	15%	6,586,590	43%
Capital Equipment	3,170,000	36%	2,755,000	23%	1,858,100	12%
Sanitary Sewer	825,000	9%	1,820,000	15%	1,532,000	10%
Storm Water	165,000	2%	1,060,000	9%	917,000	6%
TOTAL CAPITAL FINANCING	<u>\$8,825,000</u>	<u>100%</u>	<u>\$11,750,000</u>	<u>100%</u>	<u>\$15,497,690</u>	<u>100%</u>

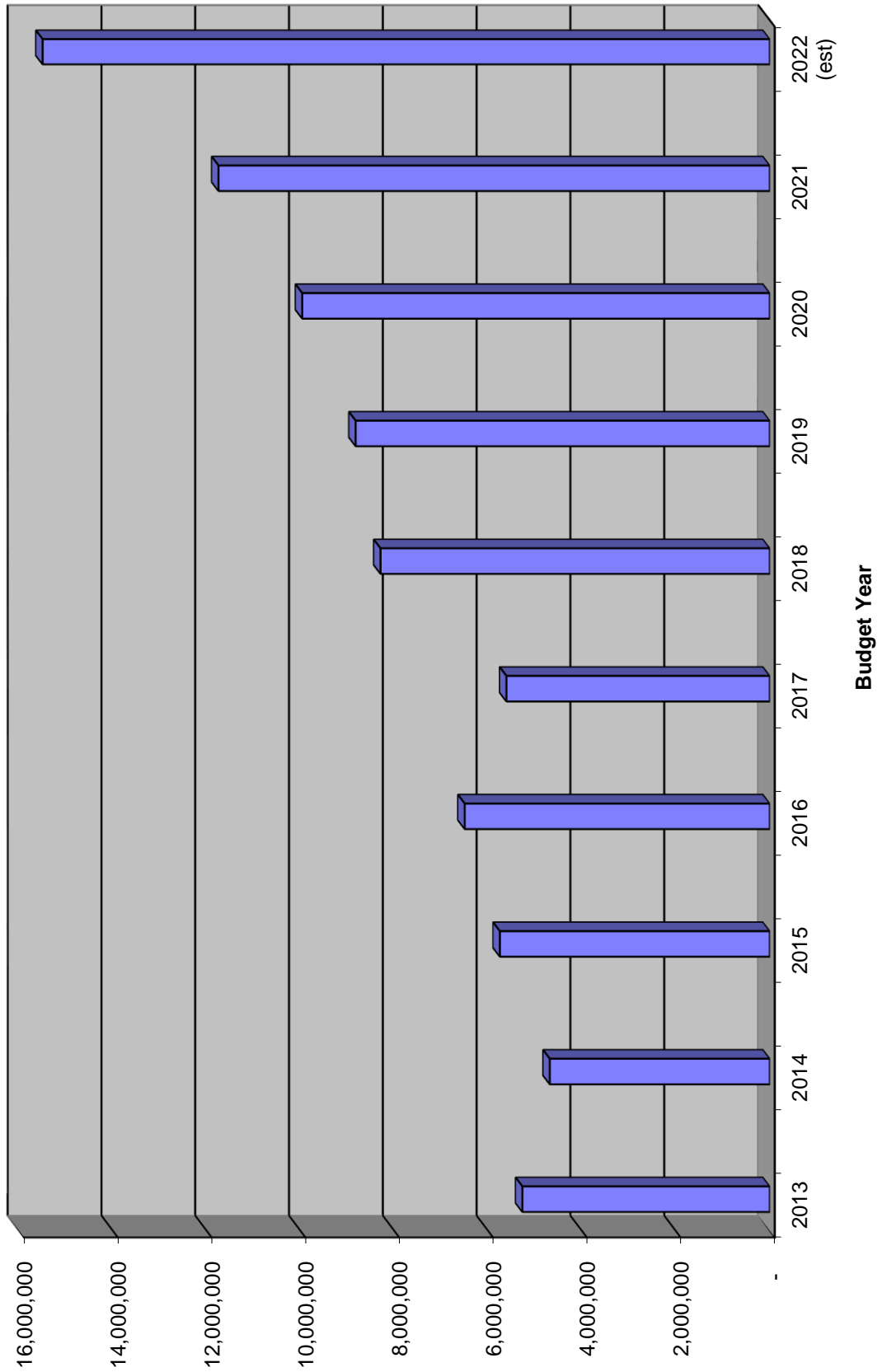
CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2013-2022

Year	Capital Borrowing	Annual Change	% Change
2013	5,270,000		
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	5,610,000	(890,000)	-13.69%
2018	8,295,000	2,685,000	47.86%
2019	8,825,000	530,000	6.39%
2020	9,964,130	1,139,130	12.91%
2021	11,750,000	1,785,870	17.92%
2022 (est)	15,500,000	3,750,000	31.91%
10 Yr. Average	\$8,214,913	\$1,136,667	12.80%

* Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.



CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2013-2022



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**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION**

BUDGETED RESOURCES

	2022 PROGRAM
Capital Borrowing Proceeds	\$15,497,690
Use of Reserves	0
Private Contributions/Grant/ARPA Funding	<u>362,500</u>
*TOTAL RESOURCES	<u>\$15,860,190</u>

BUDGETED EXPENDITURES

	2022 PROGRAM
Streets	\$2,970,000
Pedestrian Routes	104,000
Traffic Signals	<u>25,000</u>
Total Streets, Pedestrian Routes, Traffic Signals	3,099,000
 TIF #7 Original (Westside Business Corridor)	 35,000
TIF #8 Original (Doty Island Redevelopment)	10,000
TIF #9 (U.S.Hwy. 41 Industrial)	15,000
TIF #10 (Near Downtown District)	610,000
TIF #11 (Pendleton Development Area)	<u>785,000</u>
Total TIF's	1,455,000
 Redevelopment	 50,000
 Public Facilities	 6,949,090
 Capital Equipment	 1,858,100
 Sanitary Sewer Projects	 1,532,000
 Storm Sewer Projects	 <u>917,000</u>
 *TOTAL EXPENDITURES	 <u>\$15,860,190</u>

*Excludes Water Utility

**STREETS, PEDESTRIAN ROUTES,
TRAFFIC CONTROL PROGRAM
MAYOR'S RECOMMENDATION**

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$3,099,000
Use of Reserves	<u>0</u>
Total 2022 Program Funding	<u><u>\$3,099,000</u></u>

2022 PROGRAM EXPENDITURES

Major Streets	\$250,000
Street Upgrades - City Initiated	2,285,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	0
Streets Under Improvement Contracts	50,000
Pavement Repair (Streets/Bridges)	385,000
Pedestrian Routes	104,000
Traffic Control	<u>25,000</u>
Total 2022 Program Expenditures	<u><u>\$3,099,000</u></u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Infrastructure Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2022 Proposed Budget

The Public Infrastructure Fund accounts for all capital improvement to public streets, bridges, pedestrian routes and traffic control.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	<u>\$4,075,731</u>	<u>\$4,021,889</u>	<u>\$4,021,889</u>	<u>\$3,341,698</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	2,957,000	2,750,000	2,750,000	3,099,000
Transfers in	0	0	0	0
Total Revenues	<u>2,957,000</u>	<u>2,750,000</u>	<u>2,750,000</u>	<u>3,099,000</u>
Expenditures				
Capital Outlay - Current Budget	2,987,536	2,750,000	2,750,000	3,099,000
Transfers out	23,306	0	0	0
Total Expenditures	<u>3,010,842</u>	<u>2,750,000</u>	<u>2,750,000</u>	<u>3,099,000</u>
Excess Revenues Over (Under) Expenditures	<u>(53,842)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$4,021,889</u>	<u>\$4,021,889</u>	<u>\$4,021,889</u>	<u>\$3,341,698</u>
Capital Outlay - Carry Forwards	680,191	680,191	680,191	0
Fund Balance December 31 (After Carry Forwards)	<u>\$3,341,698</u>	<u>\$3,341,698</u>	<u>\$3,341,698</u>	<u>\$3,341,698</u>

Public Infrastructure Carry Forwards to 2021 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Shooting Star/Armstrong-2015 (Streets)	\$50,000	\$50,000	\$50,000
Industrial Drive-2017 (Streets)	132,808	132,808	132,808
Undesignated New Subdivison-2019 (Streets)	14,853	14,853	14,853
Commercial St. Interconnect-2019 (Traffic Control)	33,493	33,493	33,493
Commercial St. Upgrades (Traffic Control)	34,458	34,458	34,458
Lakeshore Ave. (Streets)	339,302	339,302	339,302
Undesignated New Subdivison (Streets)	50,000	50,000	0
Traffic Signal Interconnect (Traffic Control)	40,000	40,000	40,000
Traffic Signal Cabinet Upgrade (Traffic Control)	15,000	15,000	15,000
Misc. Sidewalk Repairs (Sidewalks)	20,277	20,277	20,277
Total Carry Forwards Funds to 2021	<u>\$730,191</u>	<u>\$730,191</u>	<u>\$680,191</u>

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL</u></p> <p style="text-align: center;"><u>2022 STREETS</u></p> <p><u>Major Streets</u></p> <p>1. S. Commercial Street (Stanley - Winneconne)/8,135 ft. (4,5) Professional services for design of street construction, storm sewer construction and real estate management. All services to be performed in compliance with WisDOT requirements. Future construction intended to be funded in part through STP-Urban program.</p> <p>Subtotal <u>2022 Major Streets</u></p> <p><u>Street Upgrades-City Initiated</u> Curb, gutter, bituminous pavement unless otherwise noted. The condition of each street is classified from (10) new to (1) completely deteriorated.</p> <p>1. Grove St/Dieckhoff St (Cecil - Oak)/1,440 ft. (4) Reconstruct. Coordinate with utility construction. Adopted Spring CIP \$360,000.</p> <p>2. Frederick Drive (Tullar - Primrose)/1,532 ft. (2) Resurface. Coordinate with utility construction. Adopted Spring CIP \$229,800.</p> <p>3. Meadow Lane (Frederick - Byrd)/2,218 ft. (3) Resurface. Coordinate with utility construction. Adopted Spring CIP \$277,250.</p> <p>4. Wild Rose Lane (Frederick - Byrd)/2,218 ft. (4) Resurface. Coordinate with utility construction. Adopted Spring CIP \$277,250.</p> <p>5. Green Acres Lane (Frederick - Byrd)/2,218 ft. (3) Resurface. Coordinate with utility construction. Adopted Spring CIP \$277,250.</p> <p>6. Honeysuckle Lane (Frederick - Byrd)/2,218 ft. (3) Resurface. Coordinate with utility construction. Adopted Spring CIP \$277,250.</p> <p>7. Primrose Lane (Frederick - Byrd)/2,218 ft. (3) Resurface. Coordinate with utility construction. Adopted Spring CIP \$277,250.</p> <p>8. Apple Blossom Drive (W Terminus - Baytree)/1,188 ft. Farm Ridge Rd. 739 ft. Blueberry Ln. 739 ft. Cherry Ln. 739 ft. Resurface to address surface treatment issues. Micro-mill and 1" resurface. Adopted Spring CIP \$100,000.</p> <p>Subtotal <u>2022 Street Upgrades-City Initiated</u></p>			
	\$500,000	\$250,000	Staff advises the work will be done over 2 years; late '22 early '23
	<u>\$500,000</u>	<u>\$250,000</u>	
	\$400,000	\$400,000	Continued planned road projects below
	250,000	250,000	
	305,000	305,000	
	305,000	305,000	
	305,000	305,000	
	305,000	305,000	
	305,000	305,000	
	110,000	110,000	
	<u>\$2,285,000</u>	<u>\$2,285,000</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Street Upgrades Citizen Petitioned</u> 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.	<u>\$0</u>	<u>\$0</u>	
<u>Railroad Crossings</u> <u>Subdivision Streets Under Improvement Contracts</u> 1. Undesignated new subdivision/2,000 ft. - 2" bituminous surface. <i>Estimated Escrow/Assessments: \$50,000</i> <u>Subtotal 2022 Subdivision Streets Under Improvement Contracts</u> <i>Est. Assessments/Direct Costs: \$50,000</i>	<u>\$0</u> \$50,000 <u>\$50,000</u>	<u>\$0</u> \$50,000 <u>\$50,000</u>	
<u>General Street and Bridge Repair</u> 1. Winneconne Avenue Overpass. Replace expansion joint over Pier 6 and repair delamination in the south column of that pier. <i>Adopted Spring CIP \$150,000.</i> 2. Undesignated concrete and asphalt pavement repair. 3. Annual pavement markings.	\$165,000 200,000 0	\$165,000 170,000 50,000	Budget constraints; slight reduction
<u>Subtotal 2022 General Street and Bridge Repair</u> <u>TOTAL ALL 2022 STREETS</u> <i>Estimated Assessments: \$50,000</i>	<u>\$365,000</u> <u>\$3,200,000</u>	<u>\$385,000</u> <u>\$2,970,000</u>	
<u>2022 PEDESTRIAN ROUTES</u> <u>New Pedestrian Routes</u> 1. North Park Avenue (N end of walk to Kimberly Point Park). Sidewalk on East side. Total sidewalk length of 360 feet. <i>Adopted Spring CIP \$15,000.</i> 2. Sidewalk associated with the Dog Park Byrd Avenue (South side) = \$25,400 Brooks Avenue (East side) = \$24,000 Joseph Street (North side) = \$36,000 <i>Not included in adopted Spring CIP.</i> <u>Subtotal 2022 New Pedestrian Routes</u> <i>Estimated Assessments: \$0</i>	\$14,000 \$85,400 <u>\$99,400</u>	\$0 24,000 <u>\$24,000</u>	Wait until park project Brooks Ave only at this time
<u>Pedestrian Routes Replacement/Repair (Sidewalks and Trails)</u> 1. Undesignated.	\$100,000	\$80,000	Continue maintenance program; slight reduction
<u>Subtotal 2022 Pedestrian Routes Replacement/Repair (Sidewalks and Trails)</u>	<u>\$100,000</u>	<u>\$80,000</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>TOTAL ALL 2022 PEDESTRIAN ROUTES</u> <i>Estimated Assessments:</i> \$0	<u>\$199,400</u>	<u>\$104,000</u>	
<u>2022 TRAFFIC CONTROL</u> 1. Commercial Street/Bell Street Traffic Signal. Replace vehicle detection equipment. Repurpose existing vehicle detection equipment. 2. Library Bumpout - Wisconsin Avenue The Yellow Lot on the south side of Wisconsin Avenue serves library employees. There is not a readily available crosswalk to cross Wisconsin. The bumpout with a crosswalk will provide a visible and safer crossing point. Approximately 6 on-street parking spaces will be lost.	\$25,000 40,000	\$25,000 0	High traffic area improvement Defer to 2023; budget constraints
<u>TOTAL ALL 2022 TRAFFIC CONTROL</u>	<u>\$65,000</u>	<u>\$25,000</u>	
<u>TOTAL ALL 2022 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS</u>	<u>\$3,464,400</u>	<u>\$3,099,000</u>	



TAX INCREMENTAL FINANCING DISTRICTS MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

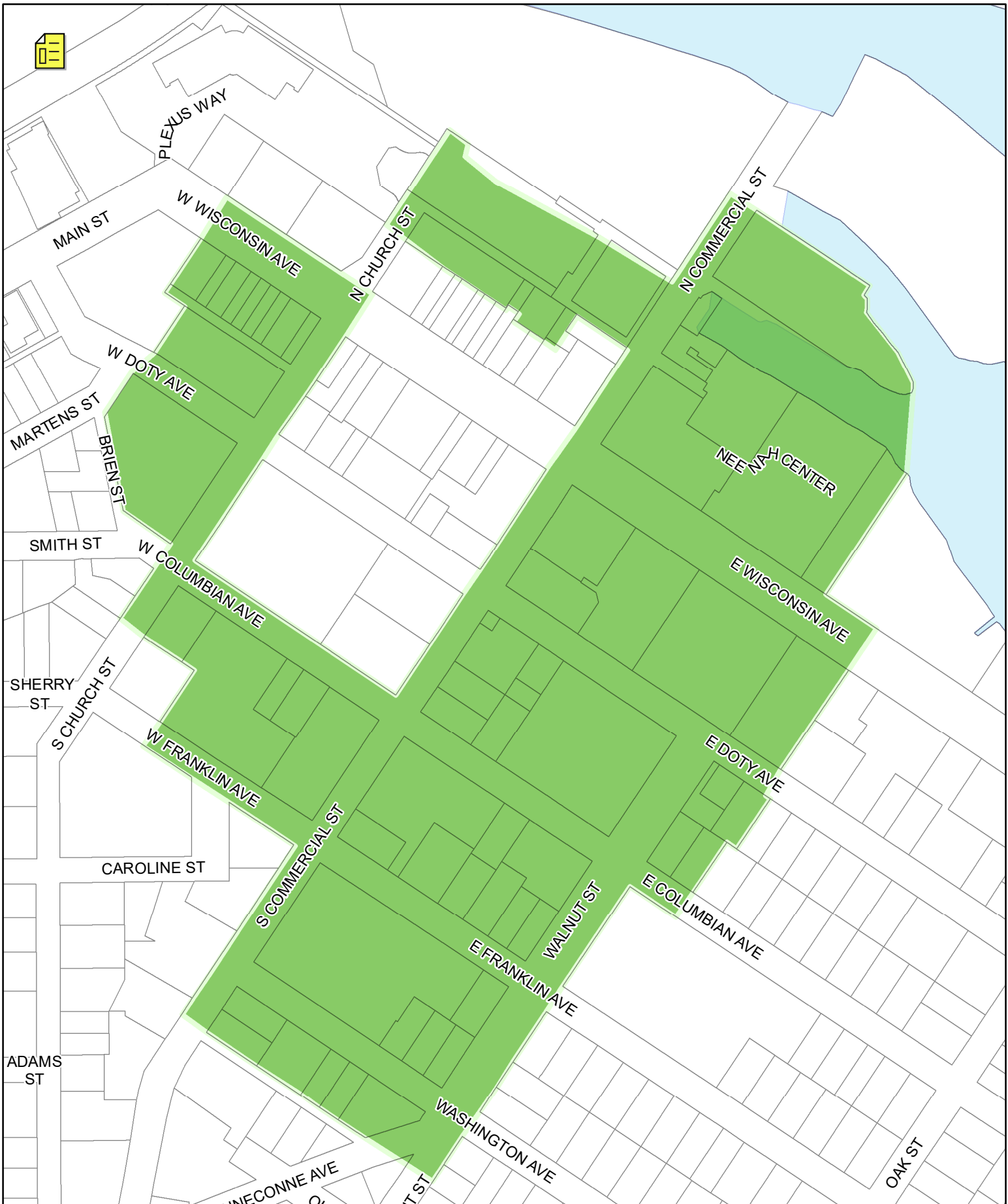
General Obligation Capital Borrowing Proceeds	\$1,455,000
Use of Reserves	<u>0</u>
Total 2022 Program Funding	<u><u>\$1,455,000</u></u>

2022 PROGRAM EXPENDITURES

TIF #7 (Westside Business Corridor)	\$35,000
TIF #8 (Doty Island Redevelopment)	10,000
TIF #9 (U.S. Hwy. 41 Industrial)	15,000
TIF #10 (Near Downtown District)	610,000
TIF #11 (Near Pendleton Development Area)	<u>785,000</u>
Total 2022 Program Expenditures	<u><u>\$1,455,000</u></u>

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

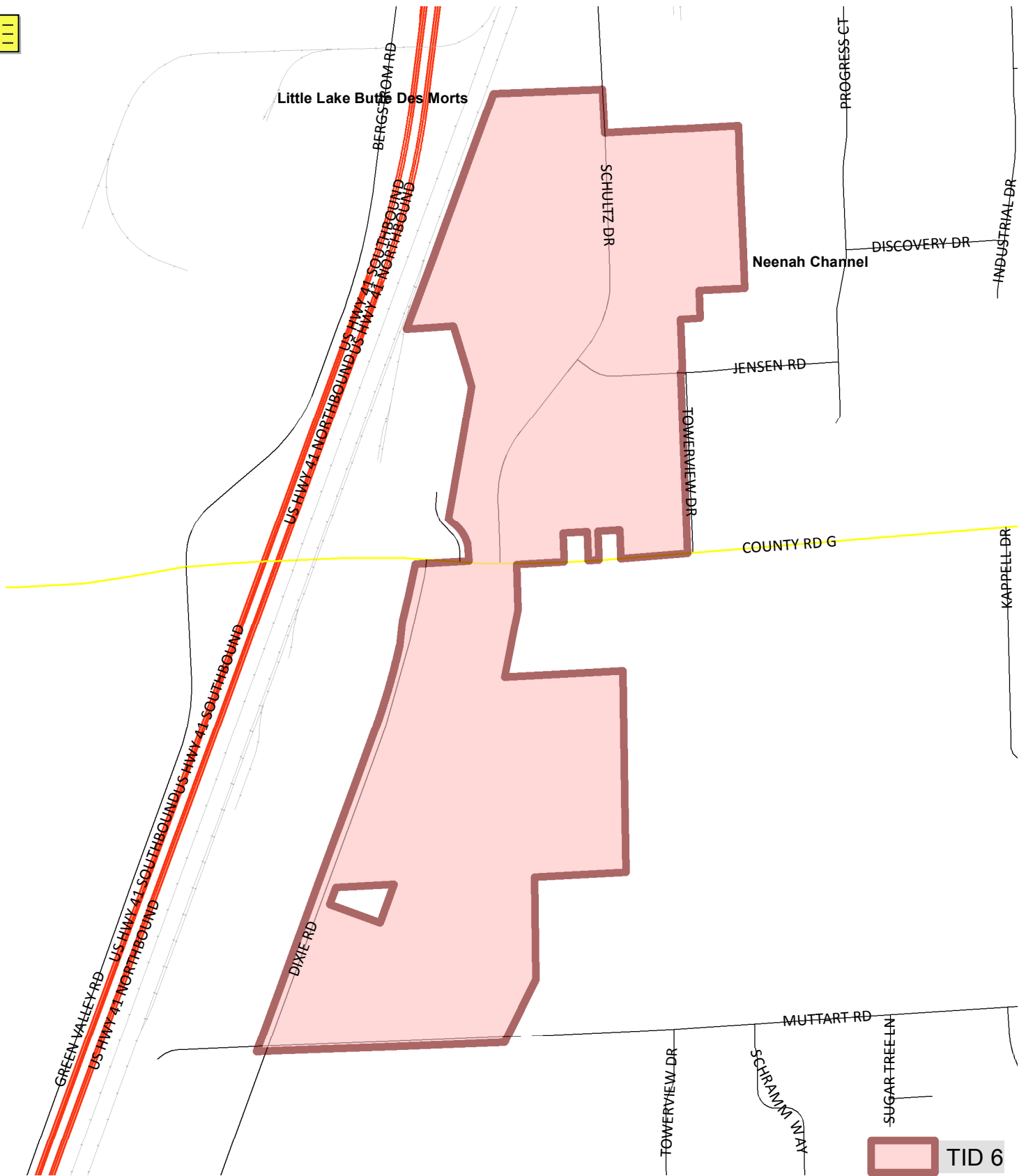
Department/Office: Finance	Budget: T.I.F. District #5 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2022 Proposed Budget

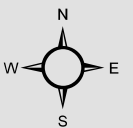
The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$222,164	\$220,586	\$220,586	\$220,586
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Transfers In	0	0	0	0
Total Revenues	0	0	0	0
<u>Expenditures</u>				
Capital Outlay - Current Budget	1,578	0	0	0
Transfers out	0	0	0	0
Total Expenditures	1,578	0	0	0
Excess Revenues Over (Under) Expenditures	(1,578)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$220,586	\$220,586	\$220,586	\$220,586
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$220,586	\$220,586	\$220,586	\$220,586

<u>TIF #5 Carry Forwards to 2021 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Increment District 6 Boundary Map



0 250 500
Feet

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

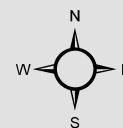
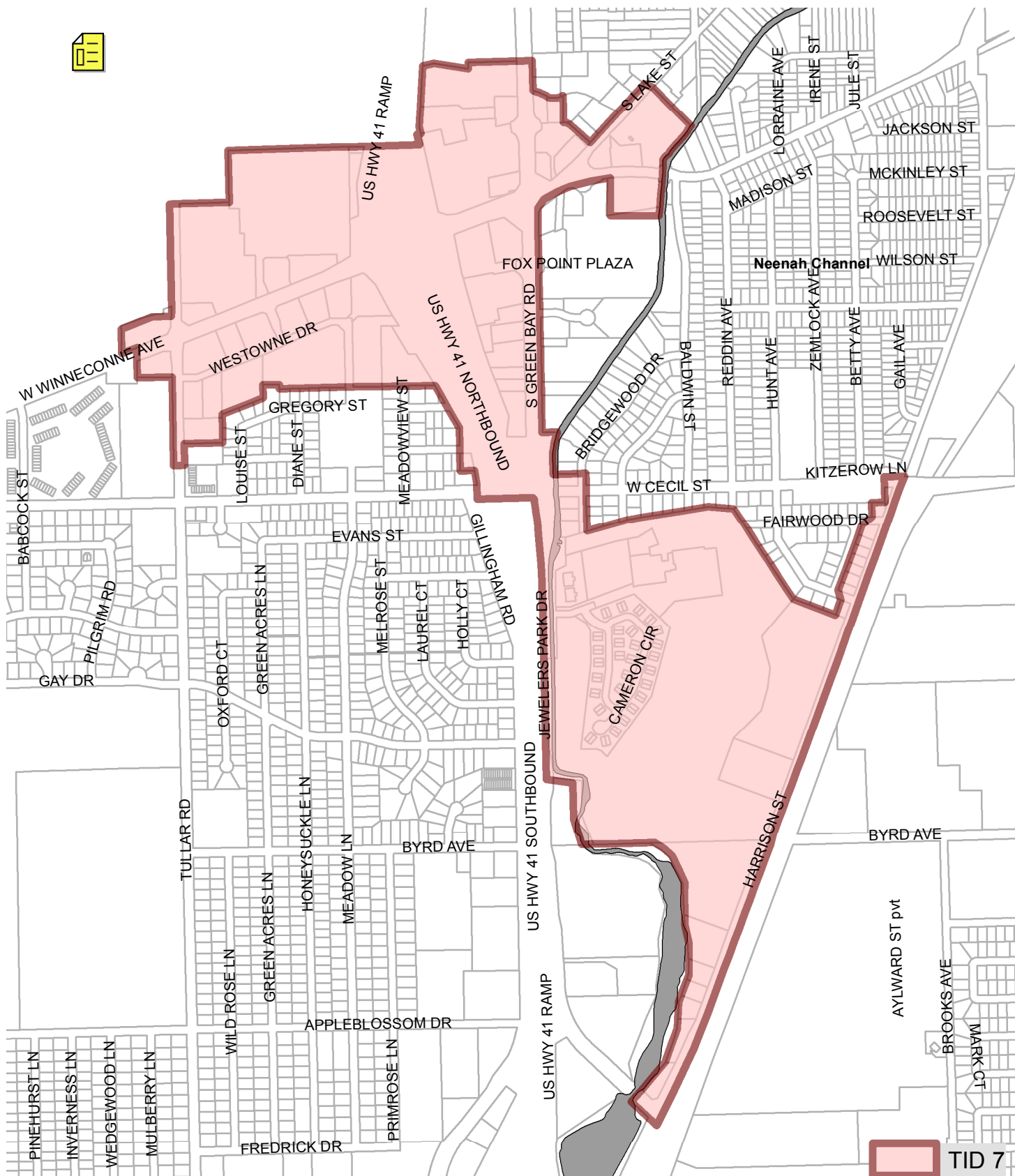
Department/Office: Finance	Budget: T.I.F. District #6 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess Revenues Over (Under) Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>	<u>\$94,039</u>

<u>TIF #6 Carry Forwards to 2021 from Adopted CIP</u>				
<u>PROJECT DESCRIPTION</u>	Department Request		Mayor Proposed	Council Adopted
None.				



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CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	T.I.F. District #7 Fund
Program:	Submitted by:
Capital Program Funds	Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$680,172	\$655,172	\$655,172	\$492,162
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	36,990	0	0	0
Debt Issuance	0	440,000	440,000	35,000
Total Revenues	36,990	440,000	440,000	35,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	61,990	440,000	440,000	35,000
Transfers out	0	0	0	0
Total Expenditures	61,990	440,000	440,000	35,000
Excess Revenues Over (Under) Expenditures	(25,000)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$655,172	\$655,172	\$655,172	\$492,162
Capital Outlay - Carry Forwards	163,010	163,010	163,010	0
Fund Balance December 31 (After Carry Forwards)	\$492,162	\$492,162	\$492,162	\$492,162

TIF #7 Carry Forwards to 2021 from Adopted CIP

<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Jewelers Drive Trail (TIF 7)	\$163,010	\$163,010	\$163,010
Total Funded Carry Forwards to 2021	\$163,010	\$163,010	\$163,010

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>2022 TAX INCREMENT DISTRICTS</u></p> <p><u>Tax Increment District #7 - Westside Business</u> Project expenditures can be made through 7/4/2022.</p> <p>1. Planning/marketing/project support. 2. Fox Cities Regional Partnership.</p> <p><u>Total 2022 Tax Increment District #7 - Westside Business Corridor</u></p>	<p></p> <p>\$10,000 25,000</p> <p><u>\$35,000</u></p>	<p></p> <p>\$10,000 25,000</p> <p><u>\$35,000</u></p>	<p></p> <p>Continued support Regional effort to attract companies</p>

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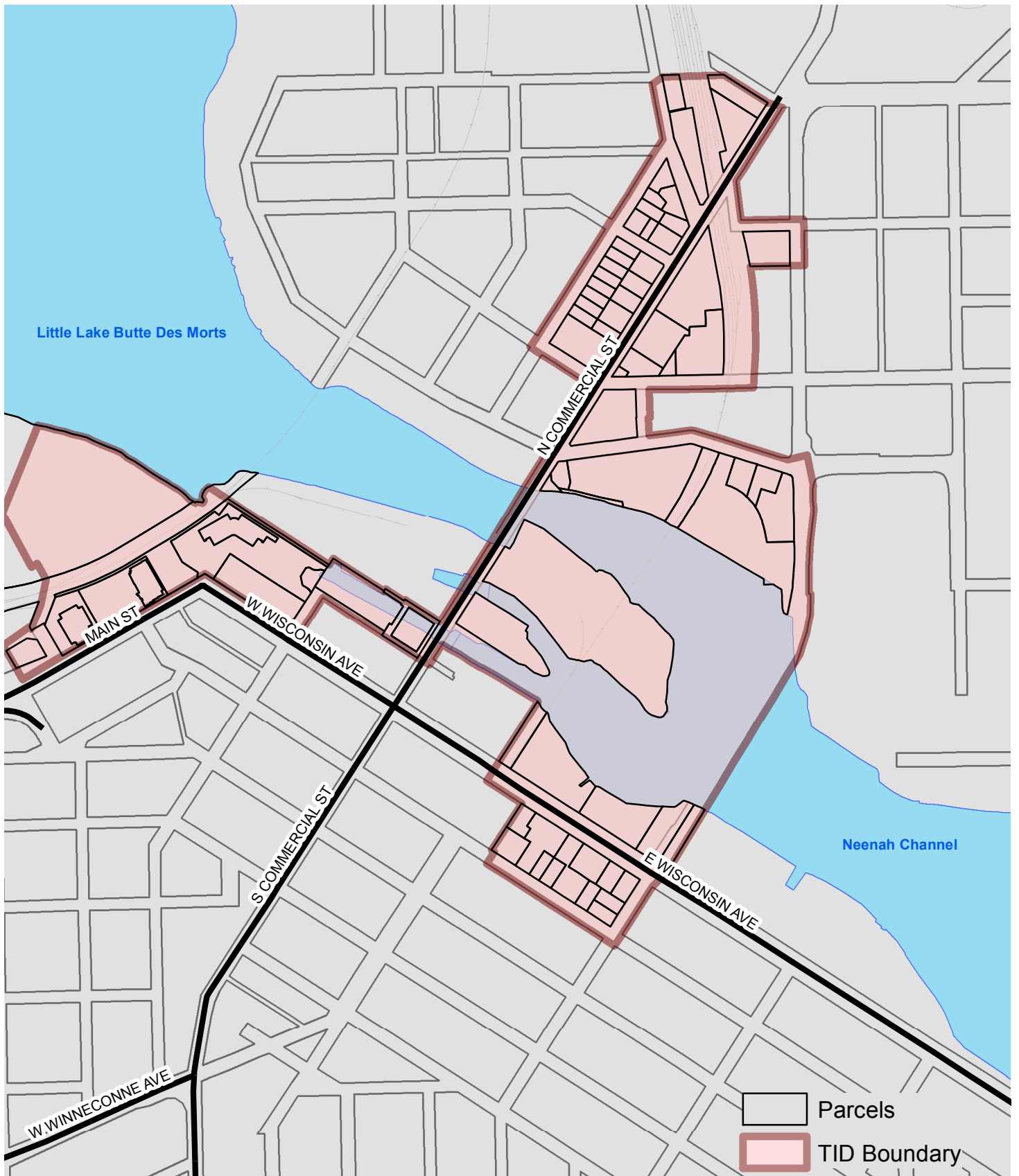
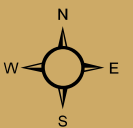


Figure 1
Tax Incremental District #8
Boundary Map



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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #8 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$2,465,588	\$2,758,058	\$2,758,058	\$1,931,000
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	515,000	15,000	15,000	10,000
Transfers In	170,000	170,000	170,000	170,000
Total Revenues	685,000	185,000	185,000	180,000
Expenditures				
Capital Outlay - Current Budget	392,530	15,000	15,000	10,000
Transfers out	0	0	0	0
Total Expenditures	392,530	15,000	15,000	10,000
Excess Revenues Over (Under) Expenditures	292,470	170,000	170,000	170,000
Fund Balance December 31 (Before Carry Forwards)	\$2,758,058	\$2,928,058	\$2,928,058	\$2,101,000
Capital Outlay - Carry Forwards	997,058	997,058	997,058	0
Fund Balance December 31 (After Carry Forwards)	\$1,761,000	\$1,931,000	\$1,931,000	\$2,101,000

* 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 two years (\$340,000) from TIF #8 Special Revenue Fund.

<u>TIF #8 Carry Forwards to 2021 from Adopted CIP</u>			
PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Arrowhead Park-2013 (TIF 8)	\$204,128	\$204,128	\$204,128
Downtown Parking-Multiple Years (TIF 8)	540,314	540,314	540,314
Parking Ramp Signage-2019 (TIF 8)	40,000	40,000	40,000
Downtown Public/Private Development (TIF 8)	212,616	212,616	212,616
Total Carry Forwards Funds to 2021	\$997,058	\$997,058	\$997,058

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #8 - Doty Island/Neenah Riverwalk</u> Project expenditures can be made through 9/4/2023. 1. Planning/marketing/project support. <u>Total 2022 Tax Increment District #8 - Doty Island/Neenah Riverwalk</u>	 \$10,000 <u>\$10,000</u>	 \$10,000 <u>\$10,000</u>	 Continued support

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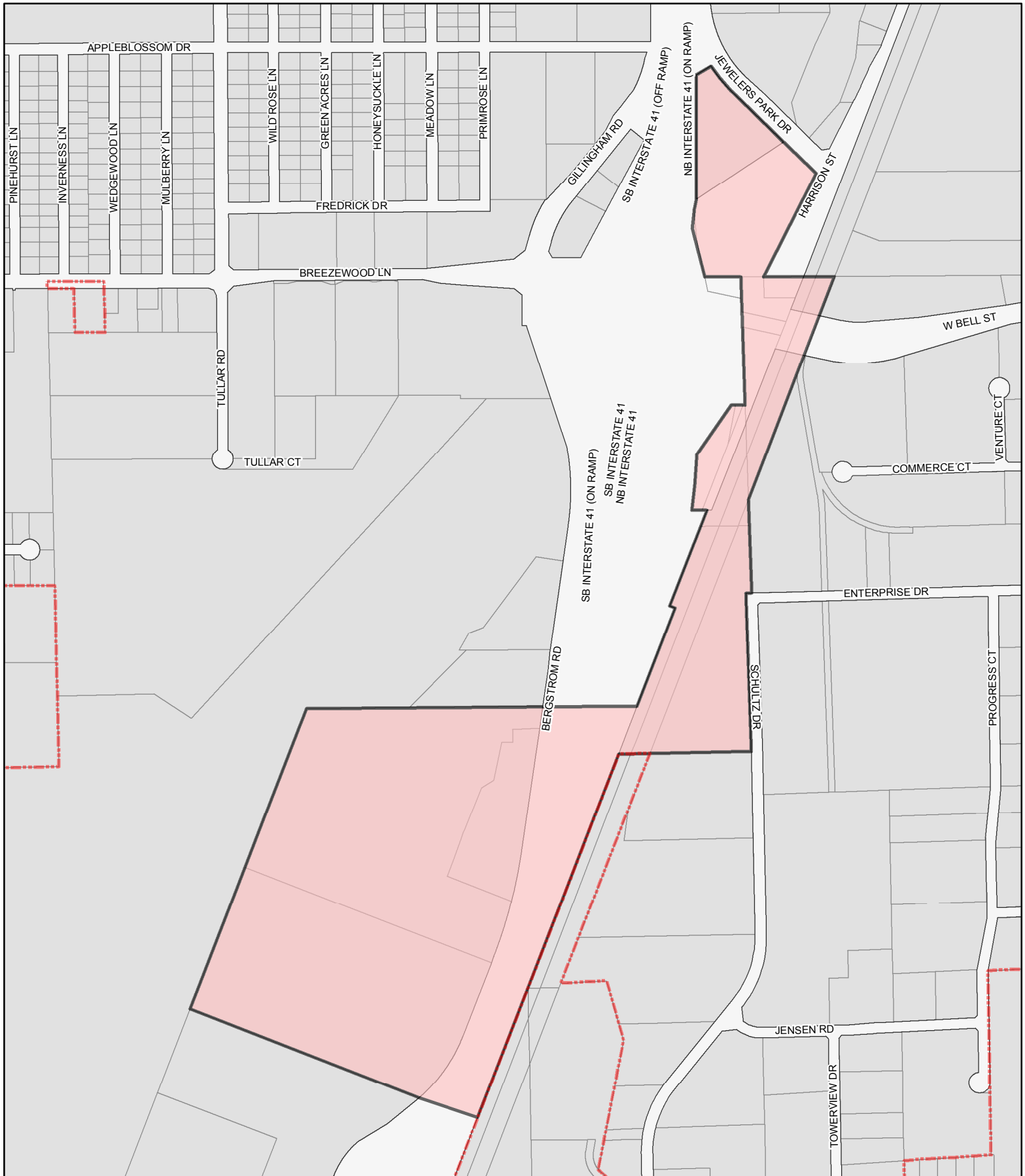


FIGURE 1
Tax Increment Financing District #9
Boundary Map

1 inch = 718 feet

CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	T.I.F. District #9 Fund
Program:	Submitted by:
Capital Program Funds	Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	<u>\$283,957</u>	<u>\$641,693</u>	<u>\$641,693</u>	<u>\$614,187</u>
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	970,000	20,000	20,000	15,000
Transfers In	0	0	0	0
Total Revenues	<u>970,000</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	584,758	20,000	20,000	15,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	<u>584,758</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>
Excess Revenues Over (Under) Expenditures	<u>385,242</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$669,199</u>	<u>\$641,693</u>	<u>\$641,693</u>	<u>\$614,187</u>
Capital Outlay - Carry Forwards	27,506	27,506	27,506	0
Fund Balance December 31 (After Carry Forwards)	<u>\$641,693</u>	<u>\$614,187</u>	<u>\$614,187</u>	<u>\$614,187</u>

TIF #9 Carry Forwards to 2021 from Adopted CIP

<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Neenah Sign-2017	\$27,506	\$27,506	\$27,506
Total Funded Carry Forwards to 2021	\$27,506	\$27,506	\$27,506

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u> Project expenditures can be made through 3/18/2036. 1. Planning/marketing/project support. <u>Total 2022 Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u>	 \$15,000 <u>\$15,000</u>	 \$15,000 <u>\$15,000</u>	 Continued support

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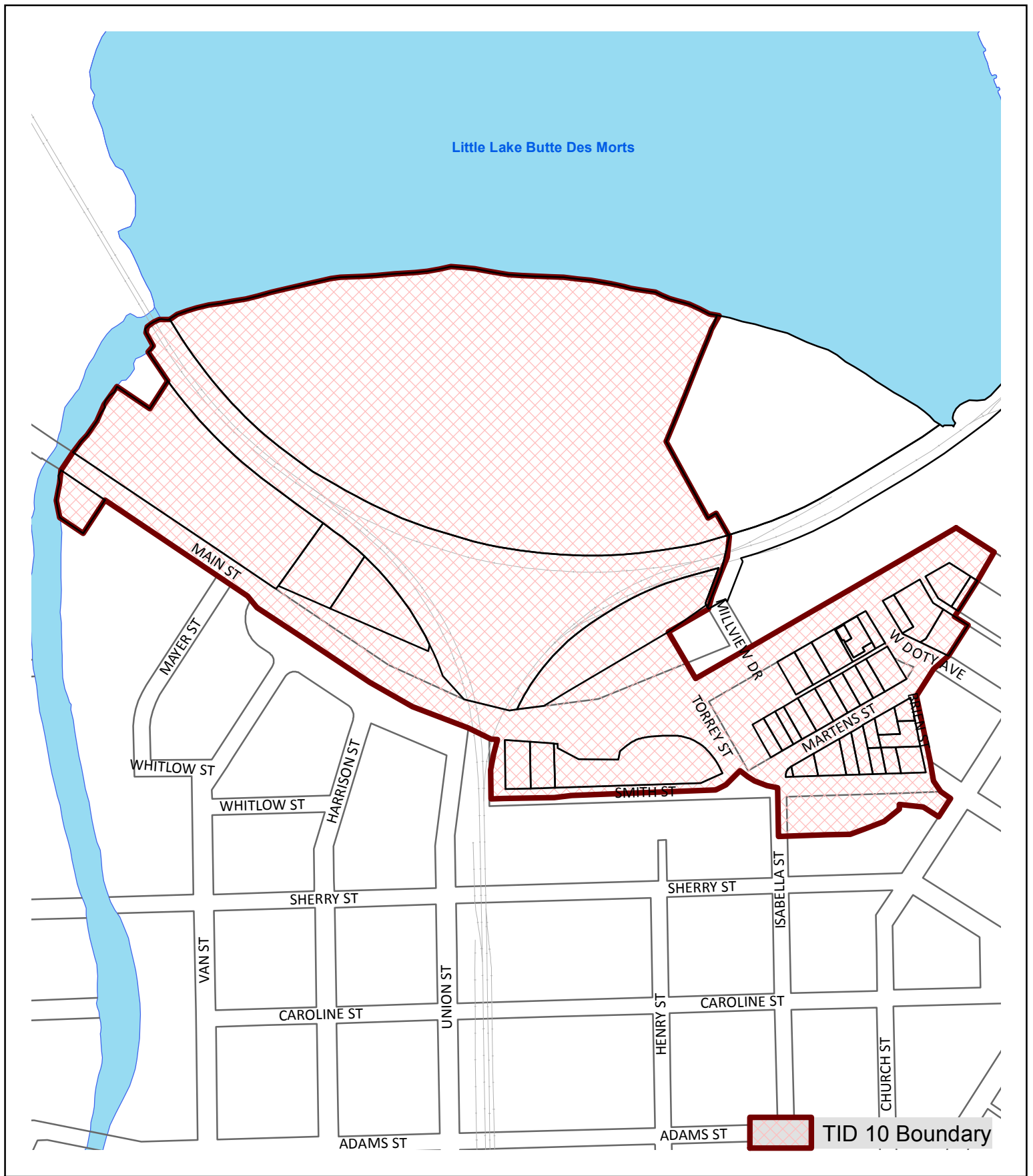
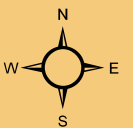


Figure 1
Tax Increment District #10
Boundary Map



0 250 500
Feet

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	T.I.F. District #10 Fund
Program:	Submitted by:
Capital Program Funds	Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	<u>\$451,371</u>	<u>\$1,139,363</u>	<u>\$1,139,363</u>	<u>\$3,219</u>
Revenues				
Intergovernmental	4,930	0	0	0
Miscellaneous	19,003	0	0	0
Debt Issuance	720,000	615,000	615,000	610,000
Transfers In	0	0	0	0
Total Revenues	<u>743,933</u>	<u>615,000</u>	<u>615,000</u>	<u>610,000</u>
Expenditures				
Capital Outlay - Current Budget	55,941	615,000	615,000	610,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	<u>55,941</u>	<u>615,000</u>	<u>615,000</u>	<u>610,000</u>
Excess Revenues Over (Under) Expenditures	<u>687,992</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$1,139,363</u>	<u>\$1,139,363</u>	<u>\$1,139,363</u>	<u>\$3,219</u>
Capital Outlay - Carry Forwards	1,136,144	1,136,144	1,136,144	0
Fund Balance December 31 (After Carry Forwards)	<u>\$3,219</u>	<u>\$3,219</u>	<u>\$3,219</u>	<u>\$3,219</u>

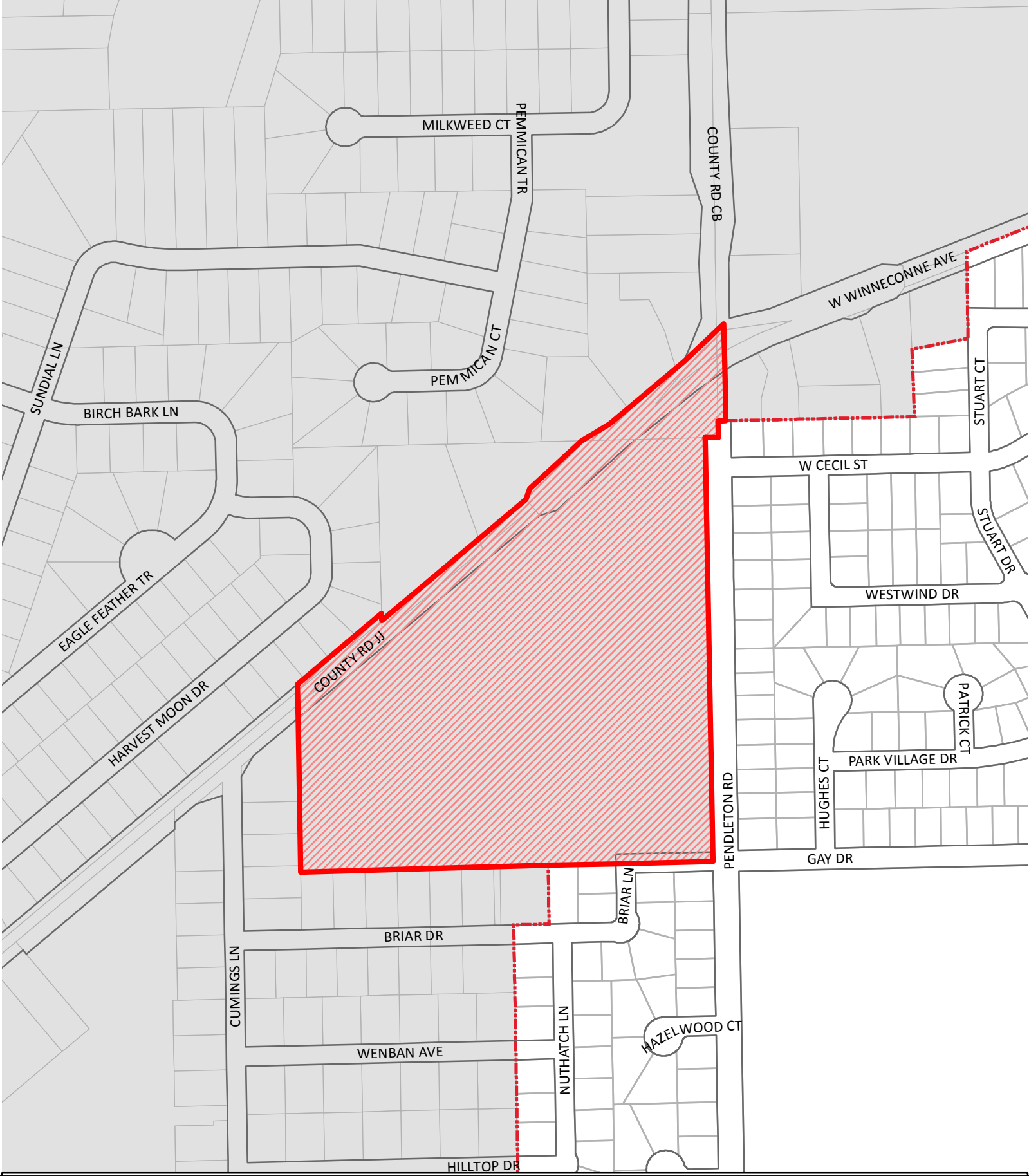
<u>TIF #10 Carry Forwards to 2021 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Land Assemblage-2019 (TIF 10)	\$293,306	\$293,306	\$293,306
Arrowhead Park-2017 (TIF 10)	20,981	20,981	20,981
Downtown Parking Study-2019 (TIF 10)	13,857	13,857	13,857
Gateway Plaza-2019 (TIF 10)	8,000	8,000	8,000
Parking Structure Design-2019 (TIF 10)	100,000	100,000	100,000
Land Assemblage (TIF 10)	200,000	200,000	200,000
Arrowhead Park (TIF 10)	500,000	500,000	500,000
Total Funded Carry Forwards to 2021	<u>\$1,136,144</u>	<u>\$1,136,144</u>	<u>\$1,136,144</u>
* Warehouse Acquisition-Downtown Parking (TIF 10)	900,000	900,000	900,000
Total Carry Forwards to 2021	<u>\$2,736,144</u>	<u>\$2,736,144</u>	<u>\$2,736,144</u>

* Budget for project approved in 2017 but funds have not been borrowed to date.

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #10 - Near Downtown District</u> Project expenditures can be made through 8/5/2036.			
1. Planning/marketing/project support.	\$10,000	\$10,000	Continued support
2. Land assemblage for additional parking, possible redevelopment and project assistance.	100,000	100,000	Pursue opportunities that become available
3. Arrowhead Park Fiber. Installation of fiber to the Community Center building will provide necessary bandwidth to handle security cameras, controlled access to facilities and public WiFi for citizens, in addition to necessary security layering to provide internet access for other yet to be determined needs. This request is very preliminary and will be firmed up as development of the park progresses.	50,000	0	Utilitze federal funds APRA Funding Community Benefit
4. Parking structure to support downtown redevelopment efforts and to address overall parking needs of the downtown. (Funding for the parking structure is identified over multiple years in the CIP but the total cost will likely be part of a single large CDA Lease Revenue Bond borrowing, similar to the funding of the Church Street Ramp.)	5,000,000	0	Parking structure is priority for business and industry downtown. We are still developing location. Due to cost and uncertainty of when we will proceed, I recommend waiting and consider a separate borrowing package.
5. Design and engineering of Parking Structure for Downtown Neenah	0	500,000	Move forward w/design when location is firm
<u>Total 2022 Tax Increment District #10 - Near Downtown District</u>	<u>\$5,160,000</u>	<u>\$610,000</u>	

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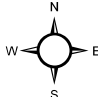

-  TID 11
-  City of Neenah
-  Town of Neenah

FIGURE 1
Tax Increment Financing District #11
TID Boundary Map

1 inch = 384 feet

CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	T.I.F. District #11 Fund
Program:	Submitted by:
Capital Program Funds	Michael K. Easker

2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$45,144	\$55,144	\$55,144	\$55,144
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	10,000	440,000	440,000	785,000
Transfers In	0	0	0	0
Total Revenues	10,000	440,000	440,000	785,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	440,000	440,000	785,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	440,000	440,000	785,000
Excess Revenues Over (Under) Expenditures	10,000	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$55,144	\$55,144	\$55,144	\$55,144
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$55,144	\$55,144	\$55,144	\$55,144

<u>TIF #11 Carry Forwards to 2021 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #11 - Pendleton Development Area</u> Project expenditures can be made through 8/5/2036. 1. Planning/marketing/project support. 2. Utility, Pedestrian Trail & Street Improvements. Neenah portion of Winnebago County Roundabout Construction.	\$10,000 775,000	\$10,000 775,000	Continued support In conjunction w/roundabout project
<u>Total 2022 Tax Increment District #11 - Pendleton Development Area</u>	<u>\$785,000</u>	<u>\$785,000</u>	
<u>TOTAL ALL 2022 TAX INCREMENT DISTRICTS</u>	<u>\$6,005,000</u>	<u>\$1,455,000</u>	



REDEVELOPMENT FUND PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$50,000</u>
Total 2022 Program Funding	<u><u>\$50,000</u></u>

2022 PROGRAM EXPENSES

Non-TIF Redevelopment Projects	<u>\$50,000</u>
Total 2022 Program Expenses	<u><u>\$50,000</u></u>

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**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Redevelopment Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2020 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.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$1,343	(\$907)	(\$907)	\$0
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	30,000
Transfers In	0	0	0	0
Total Revenues	0	0	0	30,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	2,250	0	0	30,000
Transfers out	0	0	0	0
Total Expenditures	2,250	0	0	30,000
Excess Revenues Over (Under) Expenditures	(2,250)	0	0	0
Fund Balance 12/31 (Before Grant Reconciliation)	(\$907)	(\$907)	(\$907)	\$0
Grant Reconciliation	(907)	(907)	(907)	
Fund Balance 12/31 (After Grant Reconciliation)	\$0	\$0	\$0	\$0

<u>Redevelopment Fund Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>2022 REDEVELOPMENT FUND</u></p> <p>1. Funds will assist with financing and construction of redevelopment planning and projects in non-TIF areas of the City.</p> <p>Total <u>2020 Redevelopment Fund</u></p>	<p>\$50,000</p> <p><u>\$50,000</u></p>	<p>\$50,000</p> <p><u>\$50,000</u></p>	<p>Important to have dollars to assist in new projects or retention of entities in non-TIF areas</p>



PUBLIC FACILITIES PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$6,586,590
Private Contributions/Grants/ARPA Funding	<u>362,500</u>
Total 2022 Program Funding	<u>\$6,949,090</u>

2022 PROGRAM EXPENDITURES

Existing Facilities:

Administration Building	\$55,000
Police Station	5,508,700
Fire/Rescue (100% City Funded)	0
Public Works	108,500
Library	129,500
Bergstrom-Mahler Museum	30,000
Parks & Recreation	1,093,390
Cemetery	<u>24,000</u>
Total 2022 Program Expenditures	<u>\$6,949,090</u>

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**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Facilities Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2022 Proposed Budget

The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

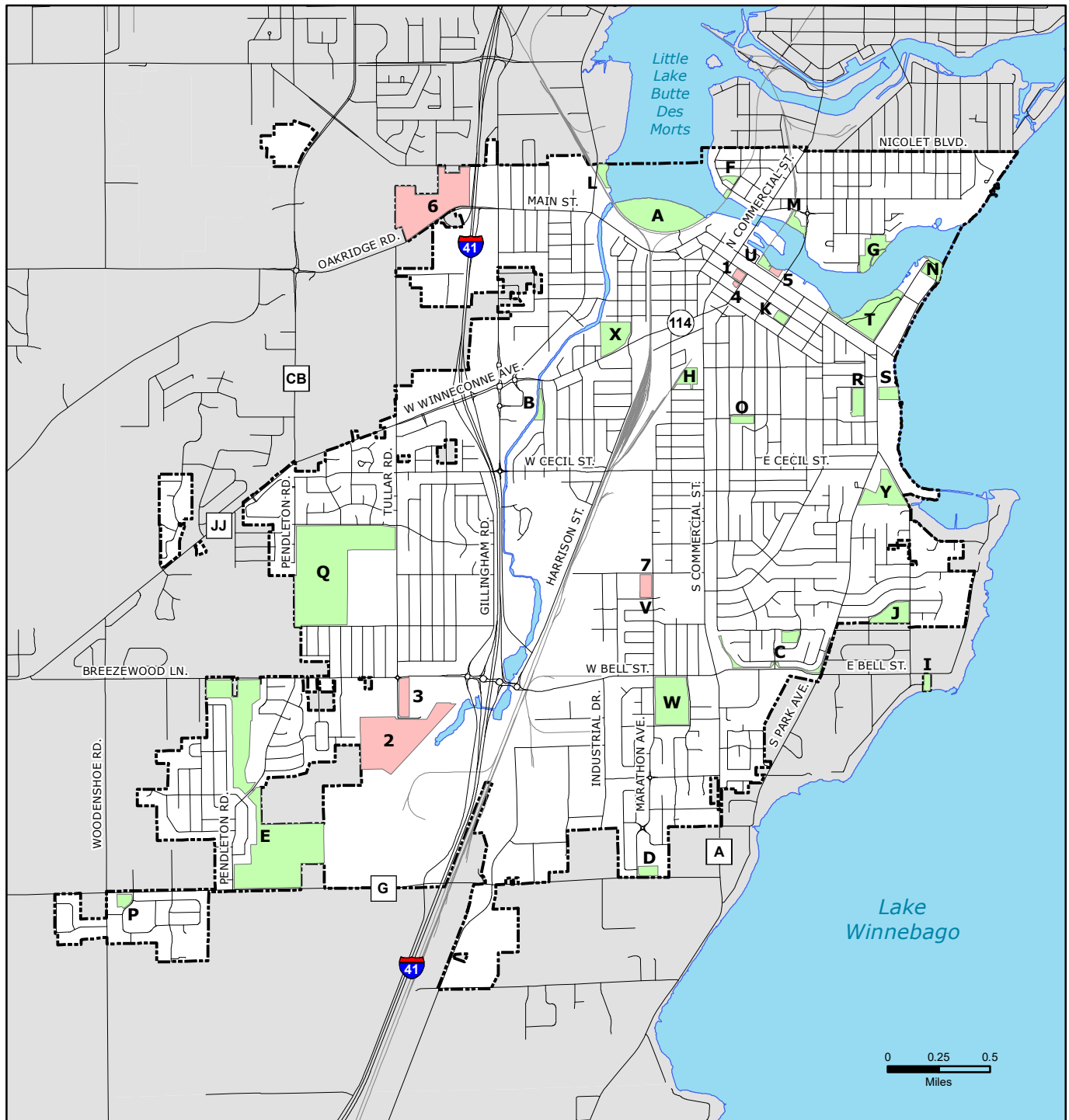
	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	<u>\$492,455</u>	<u>\$920,575</u>	<u>\$920,575</u>	<u>(\$231,175)</u>
<u>Revenues</u>				
Intergovernmental/Grants/Contributions	0	0	0	362,500
Debt Issuance	1,555,900	1,810,000	1,810,000	6,586,590
Miscellaneous	0	0	0	0
Transfers in	37,389	0	0	0
Total Revenues	<u>1,593,289</u>	<u>1,810,000</u>	<u>1,810,000</u>	<u>6,949,090</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	1,165,169	1,810,000	1,810,000	6,949,090
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	<u>1,165,169</u>	<u>1,810,000</u>	<u>1,810,000</u>	<u>6,949,090</u>
Excess Revenues Over (Under) Expenditures	<u>428,120</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$920,575</u>	<u>\$920,575</u>	<u>\$920,575</u>	<u>(\$231,175)</u>
Capital Outlay - Carry Forwards	1,151,750	1,151,750	1,151,750	0
Fund Balance December 31 (After Carry Forwards)	<u>(\$231,175)</u>	<u>(\$231,175)</u>	<u>(\$231,175)</u>	<u>(\$231,175)</u>

Public Facilities Carry Forwards to 2021 from Adopted CIP

<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Shattuck Park Concrete-2018, 2019 (Facilities)	\$50,000	\$50,000	\$50,000
Liberty Park-2018 (Facilities)	9,567	9,567	9,567
City Hall ADA Compliance-2016 (Facilities)	1,825	1,825	1,825
Haunch Repairs at Church St. Ramp-2018 (Facilities)	5,200	5,200	5,200
Security System (Facilities)	30,000	30,000	30,000
Library-Renovate Tech/Circ Services (Facilities)	12,402	12,402	12,402
Library-Building Security (Facilities)	12,000	12,000	12,000
Arrowhead Park (Facilities)	711,514	711,514	711,514
Shattuck Park Fountain (Facilities)	149,901	149,901	149,901
Dog Park (Facilities)	53,323	53,323	53,323
Resurface Basketball Courts (Facilities)	24,000	24,000	24,000
ADA Compliance (Facilities)	5,000	5,000	5,000
Repair Admin. Building Exterior Caulking (Facilities)	30,000	30,000	30,000
DOLAS Office Remodel (Facilities)	31,518	31,518	31,518
Caulk Joints at Tullar Garage (Facilities)	20,000	20,000	20,000
Replace Front Gate Operator-Tullar (Facilities)	5,500	5,500	5,500
Total Carry Forwards Funds to 2021	<u>\$1,151,750</u>	<u>\$1,151,750</u>	<u>\$1,151,750</u>



City of Neenah Public Facilities



Points of Interest

- 1 - City Hall
- 2 - City Garage
- 3 - Fire Station #31
- 4 - Fire Station #32
- 5 - Neenah Library
- 6 - Oakhill Cemetery
- 7 - Police Department

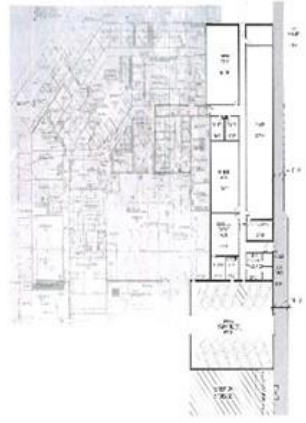
City Parks

- A - Arrowhead Park
- B - Baldwin Park
- C - Bill Miller Park
- D - Castle Oak Park
- E - Carpenter Preserve
- F - Cook Park
- G - Doty Park
- H - Douglas Park

- I - Fresh Air Park
- J - Great Northern Park
- K - Green Park
- L - Herb & Dolly Smith Park
- M - Island Park
- N - Kimberly Point Park
- O - Laudan Park
- P - Liberty Park
- Q - Memorial Park

- R - Quarry Park
- S - Recreation Park/Pool
- T - Riverside Park
- U - Shattuck Park
- V - Skatepark
- W - Southview Park
- X - Washington Park
- Y - Wilderness Park

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 FACILITIES</u></p> <p><u>Administration Building</u></p> <p>1. ADA compliance. Remodel first floor restrooms.</p> <p>2. Park & Rec. Remodel front counter to improve office security.</p> <p>3. Replace front entry doors.</p> <p>4. Install ionization air purifier in HVAC system.</p> <p><u>Total 2022 Administration Building</u></p> <p><u>Police Department</u></p> <p>1. Building Addition. We are proposing an addition to our current building. When it was built in 1994, it was considerably downscaled from its original design and we are outgrowing our space. Adding on to our existing building will be considerably cheaper than erecting a new building. This addition will also include an indoor range. The addition of a new training facility will free up approximately 800 square feet of office space to meet present and future needs. The addition would also have a garage to allow easy access for our armored vehicle, crime scene vehicle, our training trailer, and all of our Administrative and ISU vehicles. We believe that having vehicles parked inside will improve longevity and condition. Finally, the Community Room is frequently used by several external entities, and sometimes it is not available to us for our own purposes. With this proposed addition, we will have a large training room dedicated to our needs. Provided is a rough draft of what this addition would look like.</p>			
	\$15,000	\$15,000	
	10,000	10,000	Continue upgrades by Depts.
	10,000	10,000	
	20,000	20,000	Recommended by Building Manager
	<u>\$55,000</u>	<u>\$55,000</u>	
	\$5,500,000	\$5,500,000	Continue moving forward with project depending on bid results
	<p style="text-align: center;">NEENAH POLICE FACILITY STUDY</p>  <p style="text-align: center;">FGM ARCHITECTS FIRST FLOOR PLAN - GARAGE OPTION 2</p>		
2. Fire alarm system upgrade. The fire alarm panel is original to the current building. They have not made replacement parts for it since 2003, so we would like to upgrade to a current system with available replacement parts.	5,000	5,000	Necessary upgrade; try to include in building addition quotes

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
3. ADA Requirements: Parking lot stall striping, repair sidewalk transition points and required compliant signage.	3,700	3,700	
Total 2022 Police Department	<u>\$5,508,700</u>	<u>\$5,508,700</u>	
<u>City Facilities</u>			
1. Tullar Garage. HVAC upgrade - locker room area. Control panel, modules and other equipment.	\$25,000	\$25,000	Improve efficiency; current system is obsolete
2. Tullar Garage. Install diesel exhaust fluid (DEF) dispensing unit. This additive reduces the amount of air pollution created by a diesel engine and is required for all new diesel equipment. <i>Adopted Spring CIP \$12,000.</i>	17,500	17,500	Federal requirement & cleaner for environment
3. Church Street Ramp. Replace 2 corroded cast iron storm drain pipes in center of ramp.	30,000	30,000	Necessary repairs to stop further damage
4. Tullar Garage. Overhead Door and Opener replacement.	6,000	6,000	Necessary repair
5. Tullar Garage. Install ceiling fans for North Vehicle Storage. These aid in heating efficiency.	12,000	0	Budget constraints; look at further in year to see if any savings realized by other projects then bring forward
6. Tullar Garage. Replace ceiling fans in Park Shop Area. Two very small ceiling fans would be replaced by a single large fan. <i>Not included in adopted Spring CIP.</i>	6,000	0	Budget constraints; look at further in year to see if any savings realized by other projects then bring forward
7. Tullar Garage. Replace wash sink in men's locker room. <i>Adopted Spring CIP \$25,000.</i>	15,000	15,000	Current system outdated and obsolete
8. Tullar Garage. Replace exterior door locks. Change to electric key fobs.	15,000	15,000	Enhance security of building
Total 2022 City Facilities	<u>\$126,500</u>	<u>\$108,500</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Bergstrom-Mahler Museum</u>			
1. Annual subsidy. (Potential projects could include: Improve/expand collection storage. Resurface or seal coat driveway. Upgrade galleries. Upgrade restrooms.)	\$30,000	\$30,000	Projects for the upkeep and maintenance of the city-owned facility
Total <u>2022 Bergstrom-Mahler Museum</u>	<u>\$30,000</u>	<u>\$30,000</u>	
<u>Library</u>			
1. Replace carpeting in 1/2 of the building (remaining portion of first floor).	\$100,000	\$100,000	We have deferred this previously; need to move forward
2. Rearrange youth services desk (desk parts, electrical and data, etc.) <i>Adopted Spring CIP \$10,000.</i>	22,000	22,000	Improve efficiency
3. Patch, reseal and stripe parking lot.	7,500	7,500	Partner with Park & Rec and upgrade
Total <u>2022 Library</u>	<u>\$129,500</u>	<u>\$129,500</u>	
<u>Parks and Recreation Development</u>			
1. Arrowhead - Activity Building Design / Engineering. Scope to include: Building to include restrooms, rental space/pavilion, concessions/equip rental; connecting plaza, trail connection, stormwater mgmt.	\$180,000	\$180,000	Continue w/planning & design to show our commitment
2. Arrowhead - Activity Building/Surrounding Construction \$2.5m (\$580,000), 10% Budget Contingency \$250,000. Proposed Construction to occur Fall '22 - Summer '23	2,395,000	0	Defer to 2023; over \$2 mil in projects wanting to be completed
3. Kimberly Point Construction - Parking, bike/ped accommodations. (\$'s based upon '21 study)	200,000	0	Reluctantly defer to 2023 due to borrowing constraints

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4. Dog Park - Water and plumbing. <i>Not included in adopted Spring CIP.</i>	21,200	45,000	Include the remainder of the work necessary to complete the concrete work in entrance area that was not completed due to the fencing costs
5. Island Park - Upgrade and enhance in partnership w/Senator Ellis' Family	0	125,000	Due to budget constraints, this project will only move forward contingent on the matching donation from the family.
<u>Maintenance</u>			
5. Pool: Slides-10 yr inspect/restoration (2012).	49,500	49,500	Necessary upkeep
6. Pool: Replace sand play equip/plumbing (25 yrs. old).	88,000	88,000	Necessary upgrades
7. Pool: Water heaters for bath house (25 yrs. old).	18,000	18,000	End of lifespan replacement
8. Pool: Replacement of vacuum.	13,000	13,000	
9. Riverside Play Surface.	110,000	110,000	Safety factor
10. Fresh Air - asphalt drive/drainage.	64,890	64,890	Road is in dilapidated condition
11. Fresh Air - single ADA vault restroom/changing facility.	37,850	0	Continue to press County and Town for collaboration
12. Door Replacement/Building Security.	15,000	15,000	
13. Southview-Resurface/Rebuild courts (12 yrs. old).	85,000	85,000	Courts in very bad condition
14. Shattuck Park Splash Pad/Concrete Work. (To be borrowed for but reimbursed by alternative funds.)	300,000	300,000	
Total <u>2022 Parks and Recreation</u>	<u>\$3,577,440</u>	<u>\$1,093,390</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Cemetery</u> 1. Chapel Chimney Repair Total <u>2022 Cemetery</u> TOTAL <u>ALL 2022 FACILITIES</u>	\$24,000 <u>\$24,000</u> <u>\$9,451,140</u>	\$24,000 <u>\$24,000</u> <u>\$6,949,090</u>	Necessary repairs in order to utilize the chapel for events

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CAPITAL EQUIPMENT PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,858,100
Use of Reserves	<u>0</u>
Total 2022 Program Funding	<u>\$1,858,100</u>

2022 PROGRAM EXPENDITURES

Legal and Administrative Services	\$2,760
Information Systems	407,500
Police	219,340
Fire/Rescue (60.65% of Consolidated Department)	424,500
Public Works and Recycling	655,000
Community Development	0
Library	18,000
Parks and Recreation	131,000
Cemetery	<u>0</u>
Total 2022 Program Expenditures	<u>\$1,858,100</u>

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CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	Capital Equipment Fund
Program:	Submitted by:
Capital Program Funds	Michael K. Easker

2022 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments.

	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Fund Balance, January 1	\$909,012	\$748,969	\$748,969	\$380,025
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	4,660	0	0	0
Debt Issuance	1,134,420	2,755,000	2,755,000	1,858,100
Transfers in	70,377	0	0	0
Total Revenues	1,209,457	2,755,000	2,755,000	1,858,100
<u>Expenditures</u>				
Capital Outlay - Current Budget	1,369,500	2,755,000	2,755,000	1,858,100
Transfers out	0	0	0	0
Total Expenditures	1,369,500	2,755,000	2,755,000	1,858,100
Excess Revenues Over (Under) Expenditures	(160,043)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$748,969	\$748,969	\$748,969	\$380,025
Capital Outlay - Carry Forwards	368,944	368,944	368,944	0
Fund Balance December 31 (After Carry Forwards)	\$380,025	\$380,025	\$380,025	\$380,025

Capital Equipment Carry Forwards to 2021 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Door Swipe Access Control-2019 (Equipment)	\$35,000	\$35,000	\$35,000
Wireless Network Upgrade-2015 (Equipment)	10,852	10,852	10,852
ERP Suite-2017, 2019 (Equipment)	50,098	50,098	50,098
ERP Suite-Utility Billing-2017 (Equipment)	67,613	67,613	67,613
Windows 10 Upgrades-2019 (Equipment)	4,058	4,058	4,058
K9 Squad & Equipment-2019 (Equipment)	2,190	2,190	2,190
ISU Computer Project-2018, 2019 (Equipment)	2,955	2,955	2,955
Production Storage & Server Upgrade (Equipment)	100,000	100,000	100,000
Smart Cities Initiatives (Equipment)	45,000	45,000	45,000
Palo Alto HA Firewall (Equipment)	3,996	3,996	3,996
Taser Replacement (Equipment)	25,000	25,000	25,000
Confined Space Training Prop (Equipment)	4,088	4,088	4,088
RecTrac Upgrade (Equipment)	8,094	8,094	8,094
Engineering Survey Equip. (Equipment)	10,000	10,000	10,000
Total Carry Forwards Funds to 2021	\$368,944	\$368,944	\$368,944

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 EQUIPMENT</u></p> <p><u>Clerk</u></p> <p>1. Six (6) "One piece three person voting booth" @ \$460/each.</p> <p style="text-align: right;"><u>Total 2022 Clerk</u></p>	<p style="text-align: center;">\$2,760</p> <p style="text-align: center;"><u>\$2,760</u></p>	<p style="text-align: center;">\$2,760</p> <p style="text-align: center;"><u>\$2,760</u></p>	<p>Begin replacement of old outdated voting equipment</p>
<p><u>Information Systems</u></p> <p>1. Enterprise Resource Planning Suite (ERP). As the City's ERP implementation continues this funding will be utilized for Implementation of new modules, application modifications, training and SaaS Cloud access fees. When this project was initiated in 2019 it was anticipated to be a 3 - 4 year project. Benefits will include 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 web portals. <i>Adopted Spring CIP \$130,000.</i></p> <p>2. Switch Upgrades - The City Core switches (3) that transport data across the City's internal network and to/from the internet have reached End of Life by the manufacturer. These switches have been utilized for about the past 15 - 20 years and in addition to being End of Life we are starting to experience performance lags. <i>Adopted Spring CIP \$80,000.</i></p> <p>3. Multi-Year Hardware/Software Maintenance Agreements. Carrying on the effort to budget expenditures and tax levy dollars most efficiently, these additional funds will provide the necessary funding to implement 5 year agreements for hardware/software solutions purchased in 2021. <i>Not included in adopted Spring CIP.</i></p>	<p style="text-align: center;">\$180,000</p> <p style="text-align: center;">50,000</p> <p style="text-align: center;">67,500</p>	<p style="text-align: center;">\$180,000</p> <p style="text-align: center;">50,000</p> <p style="text-align: center;">67,500</p>	<p>Concur w/ recommendation</p> <p>Council approved plan; benefit to savings of levy dollars</p>

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4. Council Chambers Technology Upgrade. Complete upgrade that was started in 2021 by replacing equipment to improve the audio system, recording capabilities, high definition video/displays, etc. This initiative completes the replacement of the original equipment purchased in 2005. <i>Not included in adopted Spring CIP.</i>	50,000	50,000	
5. Cybersecurity Analysis - Perform an analysis of all City data systems, City staff use habits and all network connections with the assistance of a security vendor with the outcome being the identification of weaknesses and a formal roadmap for remediation. <i>Not included in adopted Spring CIP.</i>	25,000	25,000	Utmost importance to insure we are protected from outside influences and protect the City from cyber attacks
6. Website Refresh - Integrate new features, capabilities and tools to provide a better citizen and staff experience. This is the first major upgrade since the site was launched in early 2015. <i>Not included in adopted Spring CIP.</i>	25,000	20,000	Importance of an easy-to-navigate website for our customers; slight reduction
7. Training Center Audio Upgrade. In 2015/2016 when the Training Center at Fire 31 was established it was envisioned that the majority of training to be conducted at the facility would be hands-on computer training requiring very little in the way of audio technology, so very little audio technology was installed. Recently there has been a tremendous increase in utilization and the training has been more speaker lead with the assistance of presentation software or training videos, causing major issues with the limited audio installed in the room. This funding would add microphones, speakers and audio control equipment to significantly improve the audio capabilities. <i>Not included in adopted Spring CIP.</i>	15,000	15,000	Recommend only if equipment is moveable in near future
Total <u>2022 Information Systems</u>	<u>\$412,500</u>	<u>\$407,500</u>	

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Police Department</u>			
1. Vehicle purchases. Replace squad vehicles 2, 3, and 24.	\$137,500	\$137,500	Ongoing scheduled replacement
2. Axon Body Cam Equipment Contract (5th year out of 5-year contract with body cam provider). The contract is a service agreement, as well as equipment replacement. This includes new cameras and equipment upon signing, halfway (2.5 years), and at the end of the contract (5 years), replacing equipment 3 times in 5 years. Also adding 3 licenses (\$180/each).	27,000	27,000	Yearly maintenance contract
3. UTV Polaris Ranger or similar.	20,000	0	While valuable, a want not a need
4. Cellebrite. Hardware and software for extracting and analyzing information on mobile phones to assist with lawful search warrants. Cost includes hardware, software, and training for one person from the department, along with an annual cost of \$4,400 to maintain hardware/software. Recertification is every two years.	17,000	17,000	Valuable tool for criminal activity
5. Portable Speed Signs (5 total). These will be deployed all over the city in an attempt to reduce speeds.	25,000	15,000	Purchase three (3) signs
6. Night Vision Drone (FLIR). Cost of camera and required mounts in order to enable search operations at night, as well as checking for hot spots when assisting the Fire Department on fire scenes.	4,000	4,000	Utilizing technology to enhance capabilities
7. Axon Taser 7. Payment 2 of 5. Continued payment on purchase of 20 Taser 7s. Cost includes all training cartridges and accessories per year.	18,840	18,840	Ongoing yearly program
<u>Total 2022 Police Department</u>	<u>\$249,340</u>	<u>\$219,340</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<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. 2022 cost distribution formula (.6065%) is used for budgeting purposes.	\$15,165	\$15,165	Yearly dollars allocated for equipment needs
2. New engine to replace a 1997 Pierce Saber reserve engine. Total projected cost for the new engine and necessary equipment is \$675,000. The 2005 Pierce Quantum would be moved to reserve status. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2022 cost distribution formula (.6065%) is used for budgeting purposes.	409,340	409,340	Replacement schedule; urge FD to sell reserve truck
Total <u>2022 Fire Department</u>	<u>\$424,505</u>	<u>\$424,505</u>	
<u>Public Works</u>			
1. Purchase Aerial Work Platform Use by other city departments warrants having a second unit.	\$25,000	\$25,000	
2. Replace #71A/2003 Front mount leaf picker with Self-contained Trailer Unit. <i>Adopted Spring CIP \$95,000.</i>	110,000	110,000	
3. Purchase New Automated Solid Waste Truck. <i>Adopted Spring CIP \$275,000.</i>	300,000	300,000	
4. Replace Rosco Roller #90/1995. <i>Adopted Spring CIP \$25,000.</i>	30,000	30,000	
5. Replace 4" Self-Priming Pump/1979 (1st of 5 units from 1979)	40,000	40,000	
6. Replace #18A/2003 1-ton dump truck with plow. <i>Adopted Spring CIP \$60,000.</i>	75,000	75,000	
7. Replace #48/1999 Tractor with new. <i>Adopted Spring CIP \$55,000.</i>	75,000	75,000	
Total <u>2022 Public Works</u> (Equipment disposal value posted as revenue to the general fund.)	<u>\$655,000</u>	<u>\$655,000</u>	

**CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Library</u> 1. Tables for Shattuck Community Room - flip top; on casters (to replace the original tables, which are too heavy for many staff to set up and take down for programming.) <i>Not included in adopted Spring CIP.</i> <u>Total 2022 Library</u>	\$18,000 <u>\$18,000</u>	\$18,000 <u>\$18,000</u>	Replace outdated fixtures
<u>Parks and Recreation</u> 1. Replace 2013 Jacobson mower LM3. <i>Adopted Spring CIP \$60,000.</i> 2. Replace eight (8) AEDs <u>Total 2022 Parks and Recreation</u> <u>TOTAL ALL 2022 EQUIPMENT</u>	\$115,000 16,000 <u>\$131,000</u> <u>\$1,893,105</u>	\$115,000 16,000 <u>\$131,000</u> <u>\$1,858,105</u>	Life cycle replacement Life cycle replacement



SANITARY SEWER UTILITY PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$1,532,000</u>
Total 2022 Program Funding	<u>\$1,532,000</u>

2022 PROGRAM EXPENSES

System Repair/Replacement	\$1,462,000
Lift Station Upgrades	20,000
Other Improvements	<u>50,000</u>
Total 2022 Program Expenses	<u>\$1,532,000</u>

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CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 SANITARY SEWER</u></p> <p>Projects are funded by borrowed funds unless otherwise noted. Estimated cost is based on \$150 per foot for mains/manholes and \$7,500 each for laterals, unless otherwise noted.</p> <p>1. Grove Street (Cecil - Laudan)/1,390 ft. Dieckhoff Street (Grove - Oak)/350 ft. Replace main and laterals. Coordinate with street reconstruction. <i>Adopted Spring CIP \$360,000.</i></p> <p>2. S. Commercial Street (Stanley - Wright)/3,000 ft. Replace main and laterals. Work done in advance of street reconstruction. \$175 per foot for mains/manholes. <i>Adopted Spring CIP \$645,000.</i></p> <p>3. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation.</p> <p>4. Install generator at Doty Avenue Lift Station. (<i>Not included in adopted Spring CIP.</i>)</p> <p>5. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997. <i>Adopted Spring CIP \$40,000.</i></p> <p>6. Pavement repair: Concrete and asphalt patches.</p> <p><u>TOTAL ALL 2022 SANITARY SEWER</u></p>	<p>\$480,000</p> <p>832,000</p> <p>150,000</p> <p>30,000</p> <p>20,000</p> <p>20,000</p> <p><u>\$1,532,000</u></p>	<p>\$480,000</p> <p>832,000</p> <p>150,000</p> <p>30,000</p> <p>20,000</p> <p>20,000</p> <p><u>\$1,532,000</u></p>	<p>Window open for this work due to other streets not needing much sanitary work</p>

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STORM WATER UTILITY PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$917,000
Use of Reserves	<u>0</u>
Total 2022 Program Funding	<u>\$917,000</u>

2022 PROGRAM EXPENSES

Detention Pond Construction	\$300,000
Storm Sewer Repair/Replacement	522,000
Other Improvements	<u>95,000</u>
Total 2022 Program Expenses	<u>\$917,000</u>

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CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 STORM WATER</u></p> <p style="text-align: center;">Projects are funded by borrowed funds unless otherwise noted.</p> <p>1. Grove St (Cecil - Dieckhoff) Dieckhoff St (Grove - Oak) 1,740 ft. Misc. main and catch basin repairs. Coordinate with street construction. <i>Adopted Spring CIP \$130,000.</i></p> <p>2. Fredrick Dr (Tullar - Primrose) Wild Rose Ln (Fredrick - Byrd) Green Acres Ln (Fredrick - Byrd) Honeysuckle Ln (Fredrick - Byrd) Meadow Ln (Fredrick - Byrd) Primrose Ln (Fredrick - Byrd) 12,620 ft. Misc. main and catch basin repairs. Coordinate with street construction. <i>Adopted Spring CIP \$190,000.</i></p> <p>3. Miscellaneous repairs/Various streets. Storm sewer mains, catch basins and leads. Includes work on street paving projects that aren't listed above. Annual appropriation to continue this program. <i>Adopted Spring CIP \$200,000.</i></p> <p>4. Detention Ponds/Wetland Banking - various locations. <i>Adopted Spring CIP \$200,000.</i></p> <p>5. Developer reimbursement. Oversize storm pipes and ponds.</p> <p>6. Mini storm sewer. Various locations. Limited funds are recommended to continue elimination of backyard drainage problems.</p> <p>7. Pavement repair: Concrete and asphalt patches.</p> <p>TOTAL <u>ALL 2022 STORM WATER</u></p>	<p>\$170,000</p> <p>252,000</p> <p>100,000</p> <p>500,000</p> <p>50,000</p> <p>5,000</p> <p>50,000</p> <p><u>\$1,127,000</u></p>	<p>\$170,000</p> <p>252,000</p> <p>100,000</p> <p>300,000</p> <p>50,000</p> <p>5,000</p> <p>40,000</p> <p><u>\$917,000</u></p>	<p>Continue w/planned road projects</p> <p>Continue w/planned road projects</p> <p></p> <p>Slight reduction</p> <p></p> <p></p> <p>Slight reduction</p>

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WATER UTILITY PROGRAM MAYOR'S RECOMMENDATION

2022 PROGRAM FUNDING

Utility Revenues	\$3,092,400
Special Assessments	0
Revenue Bonds	<u>0</u>
Total 2022 Program Funding	<u><u>\$3,092,400</u></u>

2022 PROGRAM EXPENSES

Distribution System - Replacements	\$2,448,000
Distribution System – New Mainline Extensions	0
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	<u>644,400</u>
Total 2022 Program Expenses	<u><u>\$3,092,400</u></u>

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CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p style="text-align: center;"><u>2022 WATER UTILITY</u></p> <p>Distribution System-Replacements All items are funded through Utility revenues unless otherwise noted. <i>All dollar amounts include a 5%</i> <i>contingency.</i></p> <p>1. Grove Street / Dieckhoff Street (Cecil - Oak) Relay 13 longside lead services at \$2,750 each and 1 shortside lead service at \$1,800 each. <i>Adopted Spring CIP \$32,000.</i></p> <p>2. Fredrick Drive (Tullar - Primrose) 1,520' of 8" at \$180/ft., 8 main leaks, 1 service leak. Add tieover to Tullar Road. <i>Adopted Spring</i> <i>CIP \$224,000.</i></p> <p>3. Meadow Lane (Fredrick - Byrd) 2,240' of 8" at \$180/ft., 17 main leaks, 4 service leaks. <i>Adopted Spring CIP \$330,000.</i></p> <p>4. Wild Rose Lane (Fredrick - Byrd) 2,240' of 8" at \$180/ft., 5 main leaks. <i>Adopted Spring</i> <i>CIP \$330,000.</i></p> <p>5. Green Acres (Fredrick - Byrd) 2,240' of 8" at \$180/ft., 7 main leaks. <i>Adopted Spring CIP</i> <i>\$330,000.</i></p> <p>6. Honeysuckle Lane (Fredrick - Byrd) 2,240' of 8" at \$180/ft., 5 main leaks. <i>Adopted Spring</i> <i>CIP \$330,000.</i></p> <p>7. Primrose Lane (Fredrick - Byrd) 2,240' of 8" at \$180/ft., 11 main leaks, 5 service leaks. <i>Adopted Spring CIP \$330,000.</i></p> <p><u>Subtotal 2022 Distribution System-</u> <u>Replacement</u></p> <p><u>Distribution System-New Mainline</u> <u>Extensions</u></p> <p><u>Distribution System-New Service</u> <u>Expansion</u></p> <p>Total <u>2022 Distribution Systems</u></p>	<p>\$40,000</p> <p>288,000</p> <p>424,000</p> <p>424,000</p> <p>424,000</p> <p>424,000</p> <p>424,000</p> <p><u>\$2,448,000</u></p> <p><u>\$0</u></p> <p><u>\$0</u></p> <p><u>\$2,448,000</u></p>	<p>\$40,000</p> <p>288,000</p> <p>424,000</p> <p>424,000</p> <p>424,000</p> <p>424,000</p> <p><u>\$2,448,000</u></p> <p><u>\$0</u></p> <p><u>\$0</u></p> <p><u>\$2,448,000</u></p>	<p>Continued w/planned road projects</p>

CITY OF NEENAH
2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Plant, Metering and Equipment</u> All items are funded through Utility revenues unless otherwise noted.</p> <p>1. Commercial meter replacement. Regular meter replacement program.</p> <p>2. Rebuild (1) Finished Water Pump.</p> <p>3. Replace (1) Krohne mag meter Backwash.</p> <p>4. Replace (1) Washwater VFD.</p> <p>5. Replace Tractor Loader/Backhoe. Tractors are on a 10-year replacement cycle.</p> <p>6. Replace Road Breaker for Backhoe.</p> <p>7. Plate Compactor for Backhoe.</p> <p>8. Replace (3/3) Lime Slurry Pump.</p> <p>9. Miscellaneous tools and equipment.</p> <p>10. Technology upgrade.</p> <p>11. Miscellaneous consulting fees.</p> <p>12. Miscellaneous Plant contingency.</p> <p>13. Rebuild (1) Raw Water Pump.</p> <p>14. Floor Scrubber.</p> <p>15. Replace 2012 Dump Truck. Dump trucks are on a 10-year replacement cycle.</p> <p>16. 10% Mayoral Adjustment</p> <p>Total 2022 Plant, Metering and Equipment</p> <p>TOTAL <u>2022 WATER UTILITY</u></p>	<p>\$100,000</p> <p>20,000</p> <p>25,000</p> <p>35,000</p> <p>175,000</p> <p>16,000</p> <p>8,000</p> <p>45,000</p> <p>20,000</p> <p>10,000</p> <p>20,000</p> <p>50,000</p> <p>12,000</p> <p>5,000</p> <p>175,000</p> <p>0</p> <p><u>\$716,000</u></p> <p><u>\$3,164,000</u></p>	<p>\$100,000</p> <p>20,000</p> <p>25,000</p> <p>35,000</p> <p>175,000</p> <p>16,000</p> <p>8,000</p> <p>45,000</p> <p>20,000</p> <p>10,000</p> <p>20,000</p> <p>50,000</p> <p>12,000</p> <p>5,000</p> <p>175,000</p> <p>-71,600</p> <p><u>\$644,400</u></p> <p><u>\$3,092,400</u></p>	<p>Ongoing replacement program</p> <p>Necessary equipment replacement</p> <p>Necessary equipment replacement</p> <p>Planned 3 of 3</p> <p>Director & Water Commissioner can determine how to achieve savings</p>

CITY OF NEENAH
STATUS REPORT OF 2013-2019 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2020

2013-2019 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2021

PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
Information Systems			
Door Swipe Access Control-2019 (Equipment)	\$35,000	\$35,000	\$35,000
Wireless Network Upgrade-2015 (Equipment)	10,852	10,852	10,852
ERP Suite-2017, 2019 (Equipment)	50,098	50,098	50,098
ERP Suite-Utility Billing-2017 (Equipment)	67,613	67,613	67,613
Windows 10 Upgrades-2019 (Equipment)	4,058	4,058	4,058
Police			
K9 Squad & Equipment-2019 (Equipment)	2,190	2,190	2,190
ISU Computer Project-2018, 2019 (Equipment)	2,955	2,955	2,955
Parks/Cemetery			
Shattuck Park Concrete-2018, 2019 (Facilities)	50,000	50,000	50,000
Liberty Park-2018 (Facilities)	9,567	9,567	9,567
TIF			
Arrowhead Park-2013 (TIF 8)	204,128	204,128	204,128
Downtown Parking-Multiple Years (TIF 8)	540,314	540,314	540,314
Parking Ramp Signage-2019 (TIF 8)	40,000	40,000	40,000
I-41 Sign-2017 (TIF 9)	27,506	27,506	27,506
Land Assemblage-2019 (TIF 10)	293,306	293,306	293,306
Arrowhead Park-2017 (TIF 10)	20,981	20,981	20,981
Downtown Parking Study-2019 (TIF 10)	13,857	13,857	13,857
* Warehouse Acquisition-2017 (TIF 10)	900,000	900,000	900,000
Gateway Plaza-2019 (TIF 10)	8,000	8,000	8,000
Parking Structure Design-2019 (TIF 10)	100,000	100,000	100,000
Public Works/Sanitary/Storm			
ADA Compliance-2016 (Facilities)	1,825	1,825	1,825
Haunch Repairs at Church St. Ramp-2018	5,200	5,200	5,200
Shooting Star/Armstrong-2015 (Streets)	50,000	50,000	50,000
Industrial Drive-2017 (Streets)	132,808	132,808	132,808
Undesignated New Subdivision-2019 (Streets)	14,853	14,853	14,853
Commercial St. Interconnect-2019 (Traffic Control)	33,493	33,493	33,493
Various Repairs-Multiple Years (Sanitary)	227,757	227,757	227,757
Bell St.-2019 (Sanitary)	260,000	260,000	260,000
Detention Ponds-Multiple Years (Storm)	587,130	587,130	587,130
Total Prior Year Pre-2019 Non-Lapsing Project	\$3,693,491	\$3,693,491	\$3,693,491

* Project approved - funds not borrowed.

Summary (2013-2019)

Function	Amount
Streets/Ped Routes	\$231,154
Equipment	172,766
Facilities	66,592
TIF #8	784,442
TIF #9	27,506
TIF #10	1,336,144
Sanitary Sewer	487,757
Storm Water	587,130
Total	\$3,693,491

CITY OF NEENAH
STATUS REPORT OF 2020 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2020

2020 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2021

PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
<u>Information Systems</u>			
Production Storage & Server Upgrade (Equipment)	\$100,000	\$100,000	\$100,000
Smart Cities Initiatives (Equipment)	45,000	45,000	45,000
Palo Alto HA Firewall (Equipment)	3,996	3,996	3,996
<u>Police</u>			
Taser Replacement (Equipment)	25,000	25,000	25,000
Security System (Facilities)	30,000	30,000	30,000
<u>Fire</u>			
Confined Space Training Prop (Equipment)	4,088	4,088	4,088
<u>Library</u>			
Renovate Tech/Circ Services (Facilities)	12,402	12,402	12,402
Building Security (Facilities)	12,000	12,000	12,000
<u>Parks/Cemetery</u>			
RecTrac Upgrade (Equipment)	8,094	8,094	8,094
Arrowhead Park (Facilities)	711,514	711,514	711,514
Shattuck Park Fountain (Facilities)	149,901	149,901	149,901
Dog Park (Facilities)	53,323	53,323	53,323
Resurface Basketball Courts (Facilities)	24,000	24,000	24,000
<u>Non-TIF Redevelopment</u>			
Redevelopment Planning & Projects	29,641	29,641	29,641
<u>TIF</u>			
Jewelers Drive Trail (TIF 7)	163,010	163,010	163,010
Downtown Public/Private Development (TIF 8)	212,616	212,616	212,616
Land Assemblage (TIF 10)	200,000	200,000	200,000
Arrowhead Park (TIF 10)	500,000	500,000	500,000
<u>Public Works/Sanitary/Storm</u>			
Engineering Survey Equip. (Equipment)	10,000	10,000	10,000
ADA Compliance (Facilities)	5,000	5,000	5,000
Repair Admin. Building Exterior Caulking (Facilities)	30,000	30,000	30,000
DOLAS Office Remodel (Facilities)	31,518	31,518	31,518
Caulk Joints at Tullar Garage (Facilities)	20,000	20,000	20,000
Replace Front Gate Operator-Tullar (Facilities)	5,500	5,500	5,500
Lakeshore Ave. (Streets)	339,302	339,302	339,302
Undesignated New Subdivision (Streets)	50,000	50,000	0
Traffic Signal Interconnect (Traffic Control)	40,000	40,000	40,000
Traffic Signal Cabinet Upgrade (Traffic Control)	15,000	15,000	15,000
Misc. Sidewalk Repairs (Sidewalks)	20,277	20,277	20,277
Various Repairs (Sanitary)	150,000	150,000	150,000
Various Main Repairs (Storm)	81,620	81,620	81,620
Developer Reimbursement (Storm)	42,545	42,545	42,545
Detention Ponds (Storm)	100,000	100,000	100,000
Total 2020 Non-Lapsing Project Funds	\$3,225,347	\$3,225,347	\$3,175,347
Total All 2013-2020 Project Funds Requested For Carry Forward to 2021	\$6,918,838	\$6,918,838	\$6,868,838

Summary (2013-2019)

Function	Amount
Streets/Ped Routes	\$414,579
Equipment	196,178
Facilities	1,085,158
Redevelopment	29,641
TIF #7	163,010
TIF #8	212,616
TIF #10	700,000
Sanitary Sewer	150,000
Storm Water	224,165
Total	\$3,175,347

Summary (Total)

Function	Amount
Streets/Ped Routes	\$645,733
Equipment	368,944
Facilities	1,151,750
Redevelopment	29,641
TIF #7	163,010
TIF #8	997,058
TIF #9	27,506
TIF #10	2,036,144
Sanitary Sewer	637,757
Storm Water	811,295
Total	\$6,868,838



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise Funds	Submitted by: G. Kaiser/A. Kahl

Parking Utility Fund
2022 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 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.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Request</u>	<u>2022 Proposed</u>
Fund Balance, January 1	<u>(\$117,319)</u>	<u>(\$237,080)</u>	<u>(\$237,080)</u>	<u>(\$322,500)</u>	<u>(\$322,500)</u>
<u>REVENUES</u>					
Permits	195,464	247,050	213,910	223,860	223,860
Parking Fines	<u>61,770</u>	<u>140,200</u>	<u>85,000</u>	<u>120,000</u>	<u>120,000</u>
Total Revenue	<u>\$257,234</u>	<u>\$387,250</u>	<u>\$298,910</u>	<u>\$343,860</u>	<u>\$343,860</u>
<u>EXPENDITURES</u>					
Enforcement (Police)	\$31,004	\$59,260	37,610	\$59,760	\$59,760
Parking Lots	90,948	102,960	96,920	104,480	104,480
Parking Ramp - Canal	110,423	113,350	113,080	117,260	117,260
Special Reserves & Escrow	0	0	0	1,580	1,580
OPEB/Misc.	11,880	0	0	0	0
Administrative	<u>132,740</u>	<u>136,720</u>	<u>136,720</u>	<u>143,560</u>	<u>0</u>
Total Expenditures	<u>\$376,995</u>	<u>\$412,290</u>	<u>\$384,330</u>	<u>\$426,640</u>	<u>\$283,080</u>
Excess Revenues Over (Under)					
Expenditures	(\$119,761)	(\$25,040)	(\$85,420)	(\$82,780)	\$60,780
Fund Balance, December 31	<u>(\$237,080)</u>	<u>(\$262,120)</u>	<u>(\$322,500)</u>	<u>(\$405,280)</u>	<u>(\$261,720)</u>



**CITY OF NEENAH
2022 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 2022 Budget Request: None.

Parking Lots
(044-7702-738)

Goals/Responsibilities:

Maintain, clean, plow and haul snow from the following City owned or operated lots.

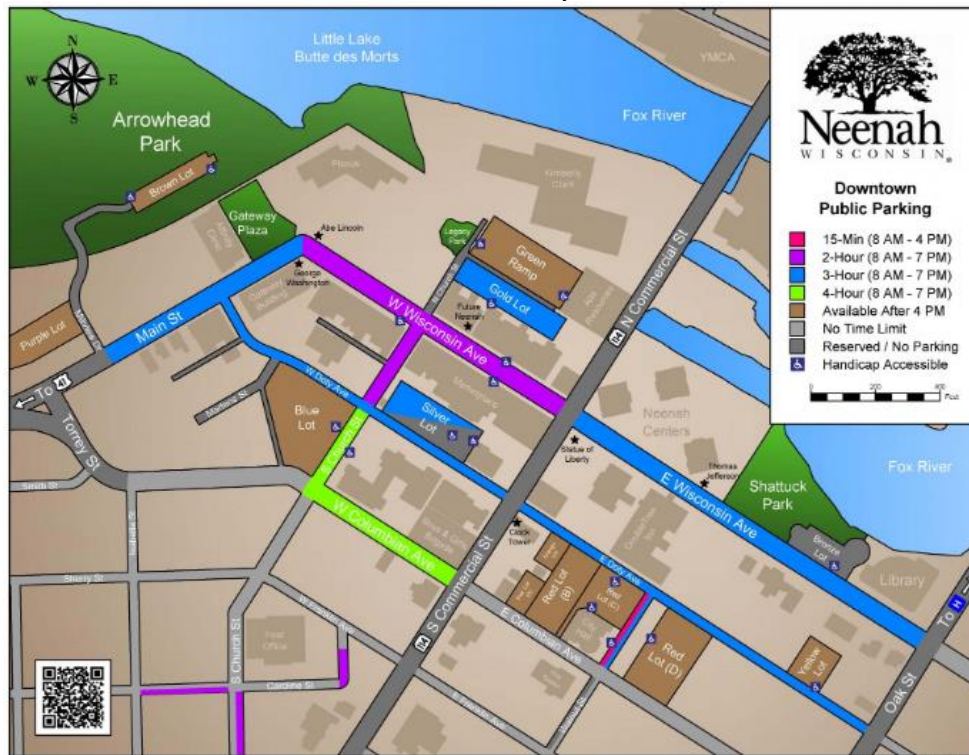
Lot No.	Description	Spaces ¹
1	Blue Lot (Church and W. Doty - leased from First Presbyterian Church)	129
2	Orange Lot (115 E. Doty Av)	16
3	Gold Lot (109 N. Church St)	51
4	High Street Lot (235 Bond St)	35
5	Silver Lot (119 W. Doty Av)	63
6	Red Lot A (216 Walnut St)	99
7	Red Lots B, C, D (around City Administration Building including 112 E. Columbian)	132
8	Brown Lot (Arrowhead Park, 355 Millview Dr)	62
9	Purple Lot (235 Main St)	70
10	Yellow Lot (231 E. Wisconsin Av)	75
11	Smith Street Lot (along Canadian National tracks between Sherry and Smith)	40
12	300 N. Commercial Lot (easement, no snow plowing)	12
13	322/328 N. Commercial Lot (easement)	12
14	307 N. Commercial Lot (easement, no snow plowing)	8
TOTAL		804

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
15	Associated Lot (118 W. Columbian Av) ²	60
16	X-Mill Lot (128 N. Commercial St, leased from Kimberly Clark)	47
TOTAL		107

Note 2: Leased from Associated Bank with maintenance billed to City.



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser

Parking Lots (cont'd)
(044-7702-738)

2021 Accomplishments:

- Maintained parking lots as required. Contracted maintenance of parking lot landscaping.
- Made adjustments as necessary for return to in-office work during COVID pandemic.
- Made adjustments as necessary for downtown construction projects.
- Maintained use of Passport (NuPark) parking management system. Prepared for transition to T2 Systems, the new owner of the NuPark software.
- Completed downtown traffic study, which included an analysis of traffic impacts from possible ramp locations.

2022 Goals/Plans:

- Maintain all lots as required. Contract parking lot landscaping.
- 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 2022 Budget Request: None.

Parking Ramp
(044-7705-738)

Goals/Responsibilities:

Maintain the N. Church Street Ramp (930 spaces).

2021 Accomplishments:

- Continued to maintain the Church Street Ramp.
- Investigated and repaired areas of spalled concrete.
- Evaluated alternate ramp sites as part of the downtown traffic study.

2022 Goals/Plans:

- Continue maintenance of ramp.
- With Community Development, evaluate future parking ramp needs.

Major Increases (Decreases) in 2022 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2022**

PARKING FUND DIVISION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Parking Enforcement	31,004	59,260	22,340	37,610	59,760	59,760	500
Parking Lots	90,948	102,960	59,294	96,920	104,480	104,480	1,520
Parking Ramp - Canal	110,423	113,350	55,404	113,080	117,260	117,260	3,910
Other	4,046	0	0	0	0	0	0
Special Reserves & Escrow	0	0	0	0	1,580	1,580	1,580
General Fund	132,740	136,720	102,540	136,720	143,560	0	(136,720)
TOTAL PARKING	369,161	412,290	239,578	384,330	426,640	283,080	(129,210)
Percent Budget Change							-31.34%

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PARKING BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	4,240	4,330	3,248	4,330	5,260	5,260	
0102	Full Time Hourly Wages	13,326	22,370	6,047	20,000	22,000	22,000	
0103	Temporary Wages	14,755	40,000	12,918	20,000	40,000	40,000	
0104	Overtime Wages	4,998	10,000	4,001	7,000	10,000	10,000	
0110	Health Insurance	6,530	10,800	4,464	10,800	12,040	12,040	
0111	Fringes	5,165	8,770	3,098	7,160	9,170	9,170	
0117	Clothing Allowance	0	1,200	0	300	1,200	1,200	
0124	Meal Allowance	64	200	60	100	200	200	
	PERSONAL SERVICES	49,078	97,670	33,836	69,690	99,870	99,870	2,200
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	1,312	1,400	0	1,400	1,400	1,400	
0203	Postage	653	1,050	630	1,000	1,000	1,000	
0204	Conferences & Meetings	197	0	0	0	0	0	
0205	Debit Card Fees	2,400	3,100	2,473	3,100	3,500	3,500	
0213	Maint of Motor Vehicles	1,712	1,000	463	1,000	1,000	1,000	
0214	Maint of Buildings	17,837	18,000	6,499	18,000	18,000	18,000	
0215	Maint of Radio Equipment	0	500	0	500	500	500	
0216	Maint of Operating Equip	0	50	193	200	200	200	
0218	Maint of Software	1,027	970	248	970	300	300	
0219	Maintenance of Land	266	15,000	8,375	13,000	15,000	15,000	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	33,947	30,250	20,451	31,250	34,380	34,380	
0224	Water & Sewer	4,213	4,400	1,816	4,200	4,400	4,400	
0226	Storm Water	5,407	5,680	2,735	5,680	5,680	5,680	
0227	Cellular Telephone	3,080	3,000	1,477	3,000	3,000	3,000	
0236	Outside Services	55,064	37,000	19,460	37,000	37,000	37,000	
0237	Pest Control	2,004	1,600	1,955	1,960	1,750	1,750	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	0	50	0	50	50	50	
0251	Rental	25,079	24,680	22,236	24,680	24,680	24,680	
0255	IS Services / Internal	3,950	0	0	0	0	0	
0293	Maint of Motor Veh/Fleet	12,569	11,000	11,659	11,670	12,100	12,100	
0294	Oil and Fluids/Fleet	44	200	68	200	220	220	
0296	Maint of Oper Eq/Fleet	974	800	109	800	880	880	
	CONTRACTUAL SERVICES	172,200	160,450	101,157	160,380	165,760	165,760	5,310
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	0	50	0	50	50	50	
0306	Cleaning/Janitor Supplies	572	1,000	214	1,000	1,000	1,000	
0310	Gasoline & Oil	1,097	3,500	701	3,500	3,500	3,500	
0314	Building Maint. Supplies	313	1,500	0	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	0	750	0	750	750	750	
0319	Safety Supplies	0	50	631	640	50	50	
0320	Small Tools	18	350	0	350	350	350	
0332	Salt & Stone Chips	8,897	9,500	500	9,500	9,500	9,500	
0333	All Other Supplies	200	400	0	400	400	400	
0344	Small Equipment	0	250	0	250	250	250	
	SUPPLIES & MATERIALS	11,097	17,350	2,046	17,440	17,350	17,350	0
<u>OTHER</u>								
0501	Vandalism	0	100	0	100	100	100	
	OTHER	0	100	0	100	100	100	0
<u>TRANSFERS</u>								
9999	General Fund	132,740	136,720	102,540	136,720	143,560	0	
	TRANSFERS	132,740	136,720	102,540	136,720	143,560	0	(136,720)
<u>ADMINISTRATIVE/GENERAL</u>								
9252	Pension Cost	4,046	0	0	0	0	0	
	ADMINISTRATIVE/GENERAL	4,046	0	0	0	0	0	0
	TOTAL PARKING	369,161	412,290	239,579	384,330	426,640	283,080	(129,210)
Percent Budget Change								-31.34%

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PARKING								
<u>PARKING ENFORCEMENT (2135-711)</u>								
0103	Temporary Wages	14,755	40,000	12,918	20,000	40,000	40,000	
0111	Fringes	531	1,460	472	730	1,500	1,500	
0117	Clothing Allowance	0	1,200	0	300	1,200	1,200	
	Personal Services	15,286	42,660	13,390	21,030	42,700	42,700	40
0202	Outside Printing	1,312	1,400	0	1,400	1,400	1,400	
0203	Postage	653	1,050	630	1,000	1,000	1,000	
0204	Conferences & Meetings	197	0	0	0	0	0	
0205	Debit Card Fees	2,400	3,100	2,473	3,100	3,500	3,500	
0213	Maint of Motor Vehicles	1,712	1,000	463	1,000	1,000	1,000	
0215	Maint of Radio Equipment	0	500	0	500	500	500	
0218	Maint Of Software	364	300	248	300	300	300	
0227	Cellular Telephone	3,080	3,000	1,477	3,000	3,000	3,000	
0236	Outside Services	1,218	3,000	2,000	3,000	3,000	3,000	
0255	IS Services / Internal	3,950	0	0	0	0	0	
0293	Maint Of Motor Veh/Fleet	145	1,000	1,026	1,030	1,100	1,100	
0294	Oil and Fluids/Fleet	44	100	68	100	110	110	
	Contractual Services	15,075	14,450	8,385	14,430	14,910	14,910	460
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	643	2,000	567	2,000	2,000	2,000	
0333	All Other Supplies	0	100	0	100	100	100	
	Supplies & Materials	643	2,150	567	2,150	2,150	2,150	0
	PARKING ENFORCEMENT	31,004	59,260	22,342	37,610	59,760	59,760	500

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PARKING LOT (7702-738)</u>								
0102	Full Time Hourly Wages	8,156	16,290	3,800	15,000	16,000	16,000	
0104	Overtime Wages	4,998	10,000	4,001	7,000	10,000	10,000	
0110	Health Insurance	3,807	7,920	2,619	7,920	8,280	8,280	
0111	Fringes	2,803	5,320	1,578	4,650	5,330	5,330	
0124	Meal Allowance	64	200	60	100	200	200	
	Personal Services	19,828	39,730	12,058	34,670	39,810	39,810	80
0219	Maintenance of Land	266	15,000	8,375	13,000	15,000	15,000	
0222	Electricity	1,831	2,250	1,291	2,250	2,480	2,480	
0226	Storm Water	4,231	4,500	2,147	4,500	4,500	4,500	
0236	Outside Services	24,636	4,000	1,545	4,000	4,000	4,000	
0237	Pest Control	125	0	375	380	150	150	
0251	Rental	25,079	24,680	22,236	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	12,424	10,000	10,633	10,640	11,000	11,000	
0294	Oil and Fluids/Fleet	0	100	0	100	110	110	
0296	Maint of Oper Eq/Fleet	874	500	0	500	550	550	
	Contractual Services	69,466	61,030	46,602	60,050	62,470	62,470	1,440
0310	Gasoline & Oil	454	1,500	134	1,500	1,500	1,500	
0332	Salt & Stone Chips	1,000	500	500	500	500	500	
0333	All Other Supplies	200	200	0	200	200	200	
	Supplies & Materials	1,654	2,200	634	2,200	2,200	2,200	0
	PARKING LOTS	90,948	102,960	59,294	96,920	104,480	104,480	1,520
<u>PARKING RAMP - CANAL (7705-738)</u>								
0101	Salaries	4,240	4,330	3,248	4,330	4,420	4,420	
0102	Full Time Hourly Wages	5,170	6,080	2,248	5,000	6,000	6,000	
0110	Health Insurance	2,723	2,880	1,845	2,880	3,190	3,190	
0111	Fringes	1,831	1,990	1,048	1,780	2,170	2,170	
	Personal Services	13,964	15,280	8,389	13,990	15,780	15,780	500
0214	Maint of Buildings	17,837	18,000	6,499	18,000	18,000	18,000	
0216	Maint of Operating Equip	0	50	193	200	200	200	
0218	Maint of Software	663	670	0	670	0	0	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	32,116	28,000	19,160	29,000	31,900	31,900	
0224	Water & Sewer	4,213	4,400	1,816	4,200	4,400	4,400	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	29,210	30,000	15,915	30,000	30,000	30,000	
0237	Pest Control	1,879	1,600	1,580	1,580	1,600	1,600	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	0	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	100	300	109	300	330	330	
	Contractual Services	87,659	84,970	46,170	85,900	88,380	88,380	3,410
0306	Cleaning/Janitor Supplies	572	1,000	214	1,000	1,000	1,000	
0314	Building Maint. Supplies	313	1,500	0	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	0	750	0	750	750	750	
0319	Safety Supplies	0	50	631	640	50	50	
0320	Small Tools	18	350	0	350	350	350	
0332	Salt & Stone Chips	7,897	9,000	0	9,000	9,000	9,000	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	0	250	0	250	250	250	
	Supplies & Materials	8,800	13,000	845	13,090	13,000	13,000	0
0501	Vandalism	0	100	0	100	100	100	
	Other	0	100	0	100	100	100	0
	PARKING RAMP - CANAL	110,423	113,350	55,404	113,080	117,260	117,260	3,910

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	840	840	
0110	Health Insurance	0	0	0	0	570	570	
0111	Fringes	0	0	0	0	170	170	
	Special Reserves & Escrow	0	0	0	0	1,580	1,580	1,580
<u>OTHER (0509-703)</u>								
9252	Pension Cost	4,046	0	0	0	0	0	
		4,046	0	0	0	0	0	0
<u>TRANSFER TO GENERAL FUND (9910-999)</u>								
9999	Transfers	132,740	136,720	102,540	136,720	143,560	0	
	TRANSFER TO GENERAL FUND	132,740	136,720	102,540	136,720	143,560	0	(136,720)
TOTAL PARKING		369,161	412,290	239,580	384,330	426,640	283,080	(129,210)
							Percent Budget Change	-31.34%

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Finance	Sewer Utility Fund
Program:	Submitted by:
Enterprise/Other Funds	G. Kaiser/A. Kahl

Sanitary Sewer Utility Fund
2022 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.

Currently, sanitary sewer rates in Neenah are still among the lowest in the State. The rate history is shown below. A rate study was currently conducted to determine the adequacy of the current rate structure. Further analysis is being done to finalize a recommendation.

Pre 2009: \$1.30/1000 gal.	2010: \$2.01/1000 gal.	2013: \$2.77/1000 gal.
2009: \$1.61/1000 gal.	2011: \$2.41/1000 gal.	2014: \$3.19/1000 gal.

Rate increases have been necessary to address a number of issues:

- Funding for an increase in capital system improvements needed to maintain compliance with the DNR general discharge permit issued in 2014. The system improvements have focused on repairs to reduce infiltration and inflow (I/I) from mains, manholes and laterals.
- Funding of the City's share of the 2013-2014 Neenah-Menasha Sewage Treatment Plant upgrade to equipment and processes. The total cost of those improvements was approximately \$23 million and the City of Neenah's share 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.
- Funding of 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. With approved settlements in the past several years, these costs should continue to decline.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance, January 1	\$3,795,092	\$4,074,308	\$4,074,308	\$4,026,819	\$4,026,819
REVENUES					
User Fees	\$4,613,008	\$4,500,000	\$4,600,000	\$4,600,000	\$4,600,000
Interest	9,360	25,000	2,500	5,000	5,000
Industrial Testing Fees	34,462	30,000	35,000	35,000	35,000
Sewer Assessments	301,105	25,000	175,000	175,000	175,000
Proceeds From Borrowing	1,885,000	1,815,000	1,820,000	1,532,000	1,532,000
Miscellaneous Revenues	18,425	45,000	18,000	45,000	45,000
Total Revenue	\$6,861,360	\$6,440,000	\$6,650,500	\$6,392,000	\$6,392,000
EXPENDITURES					
Treatment Plant Charges	\$2,376,533	\$2,539,980	\$2,460,280	\$2,652,510	\$2,652,510
Sewers/Lift Stations Maint.	292,130	300,890	300,890	315,930	315,930
T-V Sewer Insp. & Sealing	57,790	59,520	59,520	62,500	62,500
Administration/Overhead	540,970	557,200	557,200	585,070	585,070
Monthly Billings Charges	234,060	270,000	270,000	270,000	270,000
Ind. Wastewater Monitoring	34,462	30,000	35,000	35,000	35,000
City of Menasha Payment	45,782	50,000	50,000	50,000	50,000
Legal & Miscellaneous	6,656	15,000	15,000	15,000	15,000
Capital Expense	1,831,171	1,815,000	1,820,000	1,532,000	1,532,000
Debt Service Payments	1,162,590	1,108,020	1,130,099	1,321,748	1,321,748
Total Expenditures	\$6,582,144	\$6,745,610	\$6,697,989	\$6,839,758	\$6,839,758
Excess Revenues Over (Under) Expenditures	\$279,216	(\$305,610)	(\$47,489)	(\$447,758)	(\$447,758)
Fund Balance, December 31	\$4,074,308	\$3,768,698	\$4,026,819	\$3,579,061	\$3,579,061

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Works & Utilities	Budget: Storm Water Utility
Program: Enterprise/Other Funds	Submitted by: G. Kaiser

Storm Water Management Utility
2022 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). All single-family residential properties in the City are billed as 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance, January 1	\$3,034,933	\$3,302,088	\$3,302,088	\$2,295,506	\$2,295,506
REVENUES					
User Fees	1,758,782	\$1,700,000	\$1,770,000	\$1,770,000	\$1,770,000
Permit Fee	18,550	12,000	15,000	15,000	15,000
Interest	10,418	30,000	2,500	10,000	10,000
Def. Sewer Hook-Up Charge/ Mains	170,129	5,000	5,000	15,000	15,000
Proceeds from Borrowing	1,040,000	1,055,000	1,215,000	1,127,000	917,000
WDNR Grant	0	0	0	150,000	150,000
Miscellaneous Revenues	6,552	15,000	7,500	162,000	162,000
Total Revenue	\$3,004,431	\$2,817,000	\$3,015,000	\$3,249,000	\$3,039,000
EXPENDITURES					
Storm Sewer Operations	\$134,909	\$167,440	\$147,260	\$151,200	\$151,200
TV Sewers Insp/Sealing	225	7,020	4,260	7,030	7,030
Slough Control	0	8,130	8,030	8,120	8,120
Street Cleaning	158,923	176,690	171,730	181,340	181,340
Snow Hauling	98,343	161,040	116,580	132,750	132,750
Erosion Control Inspection	30,220	32,600	32,600	32,170	32,170
Detention Pond	61,440	80,930	74,860	86,090	86,090
Leaf Collection	181,541	174,580	175,810	185,970	185,970
Other Misc.	15,682	0	0	0	0
Special Reseves & Escrow	0	0	0	14,120	14,120
Capital Expense	989,082	1,055,000	2,102,130	1,127,000	917,000
Transfer to General Fund:					
Utility Monthly Billings	61,670	68,270	68,250	71,250	71,250
PW Support/Overhead	439,430	452,610	452,610	475,240	475,240
Debt Service Payment	565,811	653,100	667,462	789,992	789,992
Total Expenditures	\$2,737,276	\$3,037,410	\$4,021,582	\$3,262,272	\$3,052,272
Excess Revenues Over (Under) Exp.	\$267,155	(\$220,410)	(\$1,006,582)	(\$13,272)	(\$13,272)
Ending Fund Balance as 12/31	\$3,302,088	\$3,081,678	\$2,295,506	\$2,282,234	\$2,282,234

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2022**

STORM WATER DIVISION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
Sewer Operation	134,909	167,440	101,867	147,260	151,200	151,200	(16,240)
TV Storm Sewers	225	7,020	690	4,260	7,030	7,030	10
Slough Controls	0	8,130	1,535	8,030	8,120	8,120	(10)
Street Cleaning	158,923	176,690	143,185	171,730	181,340	181,340	4,650
Fund Charges	66,195	68,270	58,117	68,250	71,250	71,250	2,980
Snow Hauling	98,343	161,040	82,057	116,580	132,750	132,750	(28,290)
Erosion Contr Inspection	30,220	32,600	23,340	32,600	32,170	32,170	(430)
Detention Pond	61,440	80,930	47,196	74,860	86,090	86,090	5,160
Leaf Collection	181,541	174,570	33,501	175,810	185,970	185,970	11,400
Special Reserves	0	0	0	0	14,120	14,120	14,120
Transfers	439,430	452,610	339,458	452,610	475,240	475,240	22,630
TOTAL STORMWATER	1,171,226	1,329,300	830,946	1,251,990	1,345,280	1,345,280	15,980
Percent Budget Change							1.20%

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	20,400	20,800	15,600	20,800	28,890	28,890	
0102	Full Time Hourly Wages	222,618	296,930	117,865	247,000	261,000	261,000	
0104	Overtime Wages	25,343	31,000	13,080	27,020	31,000	31,000	
0110	Health Insurance	77,252	104,590	48,549	94,590	103,170	103,170	
0111	Fringes	57,183	70,510	29,634	59,570	65,700	65,700	
0115	Schools/Seminars/Training	76	400	0	400	400	400	
0124	Meal Allowance	284	450	232	320	420	420	
	PERSONAL SERVICES	403,156	524,680	224,960	449,700	490,580	490,580	(34,100)
CONTRACTUAL SERVICES								
0204	Conferences & Meetings	638	850	204	410	550	550	
0207	Dues & Memberships	2,290	2,400	2,360	2,400	2,520	2,520	
0216	Maint of Operating Equip	0	1,000	0	1,000	1,000	1,000	
0222	Electricity	13,366	16,100	9,886	13,400	15,990	15,990	
0224	Water & Sewer	6,895	7,300	4,394	7,300	7,690	7,690	
0232	Auditing Services	4,525	4,750	4,725	4,730	4,750	4,750	
0236	Outside Services	36,692	51,800	30,873	46,700	55,200	55,200	
0238	Professional Services	13,895	19,500	5,666	16,250	19,500	19,500	
0243	Tipping Fees	21,098	30,000	28,285	31,000	32,000	32,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	14,300	10,900	7,725	10,900	0	0	
0258	GIS Services	0	0	0	0	13,620	13,620	
0293	Maint of Motor Veh/Fleet	73,344	62,500	61,584	69,600	70,950	70,950	
0294	Oil and Fluids/Fleet	2,441	2,950	1,502	1,820	2,590	2,590	
0296	Maint of Oper Eq/Fleet	41,971	29,500	30,513	30,960	34,650	34,650	
	CONTRACTUAL SERVICES	235,455	243,550	191,717	240,470	265,010	265,010	21,460
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	50	0	0	0	0	0	
0310	Gasoline & Oil	22,721	32,000	18,720	32,740	35,000	35,000	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	7	2,650	0	2,650	2,650	2,650	
0319	Safety Supplies	69	300	0	300	300	300	
0320	Small Tools	116	300	0	300	300	300	
0331	Sand Gravel Hot/Cold Mix	1,066	1,500	1,559	2,000	1,500	1,500	
0333	All Other Supplies	1,976	3,400	1,026	2,900	3,400	3,400	
0339	Tires & Tire Maintenance	5,292	4,000	42	4,000	4,000	4,000	
0344	Small Equipment	0	100	0	100	100	100	
	SUPPLIES & MATERIALS	31,297	44,450	21,347	45,190	47,450	47,450	3,000
OTHER								
0555	Billing & Admin. Fees	61,670	63,510	53,392	63,520	66,500	66,500	
0588	Uncollectible Write Offs	218	500	71	500	500	500	
	OTHER	61,888	64,010	53,463	64,020	67,000	67,000	2,990
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	439,430	452,610	339,458	452,610	475,240	475,240	
	TRANSFER TO GENERAL FUN	439,430	452,610	339,458	452,610	475,240	475,240	22,630
	TOTAL STORM WATER	1,171,226	1,329,300	830,945	1,251,990	1,345,280	1,345,280	15,980
Percent Budget Change								1.20%

CITY OF NEENAH
OPERATING BUDGET
***** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
<u>SEWER OPERATION (3901-733)</u>								
0102	Full Time Hourly Wages	55,991	69,230	40,247	54,000	56,000	56,000	
0104	Overtime Wages	193	1,000	0	1,000	1,000	1,000	
0110	Health Insurance	16,260	21,020	13,511	21,020	18,160	18,160	
0111	Fringes	11,976	14,180	8,143	11,100	11,690	11,690	
0115	Schools/Seminars/Training	76	200	0	200	200	200	
0124	Meal Allowance	0	50	0	20	20	20	
	Personal Services	84,496	105,680	61,901	87,340	87,070	87,070	(18,610)
0204	Conferences & Meetings	638	650	204	210	350	350	
0207	Dues & Memberships	2,290	2,360	2,360	2,360	2,480	2,480	
0222	Electricity	760	1,100	424	900	990	990	
0224	Water & Sewer	1,509	1,800	991	1,800	1,890	1,890	
0236	Outside Services	6,949	10,000	4,863	8,000	8,500	8,500	
0238	Professional Services	0	4,000	0	4,000	4,000	4,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	14,300	10,900	7,725	10,900	0	0	
0258	GIS Services/Internal	0	0	0	0	13,620	13,620	
0293	Maint of Motor Veh/Fleet	6,696	4,000	6,731	7,000	5,500	5,500	
0294	Oil and Fluids/Fleet	585	1,500	597	700	1,100	1,100	
0296	Maint of Oper Eq/Fleet	2,474	2,500	3,098	3,100	2,750	2,750	
	Contractual Services	40,201	42,810	30,993	42,970	45,180	45,180	2,370
0301	Office Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	50	0	0	0	0	0	
0310	Gasoline & Oil	5,317	11,000	6,316	9,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	69	300	0	300	300	300	
0320	Small Tools	116	300	0	300	300	300	
0331	Sand Gravel Hot/Cold Mix	1,066	1,500	1,559	2,000	1,500	1,500	
0333	All Other Supplies	1,776	3,000	1,026	2,500	3,000	3,000	
0339	Tires & Tire Maintenance	1,600	2,000	0	2,000	2,000	2,000	
0344	Small Equipment	0	100	0	100	100	100	
	Supplies & Materials	9,994	18,450	8,901	16,450	18,450	18,450	0
0588	Uncollectible Write Offs	218	500	71	500	500	500	
	Other	218	500	71	500	500	500	0
	SEWER OPERATION	134,909	167,440	101,866	147,260	151,200	151,200	(16,240)
TV STORM SEWERS (3902-733)								
0102	Full Time Hourly Wages	0	1,010	0	1,000	1,000	1,000	
0110	Health Insurance	0	310	0	310	320	320	
0111	Fringes	0	200	0	200	210	210	
	Personal Services	0	1,520	0	1,510	1,530	1,530	10
0236	Outside Services	225	5,000	690	2,500	5,000	5,000	
0238	Professional Services	0	500	0	250	500	500	
	Contractual Services	225	5,500	690	2,750	5,500	5,500	0
	TV STORM SEWERS	225	7,020	690	4,260	7,030	7,030	10

CITY OF NEENAH
OPERATING BUDGET
***** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SLOUGH CONTROLS (3903-733)</u>								
0102	Full Time Hourly Wages	0	5,080	998	5,000	5,000	5,000	
0110	Health Insurance	0	1,530	335	1,530	1,590	1,590	
0111	Fringes	0	1,020	202	1,000	1,030	1,030	
	Personal Services	0	7,630	1,535	7,530	7,620	7,620	(10)
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	0	500	0	500	500	500	0
	SLOUGH CONTROLS	0	8,130	1,535	8,030	8,120	8,120	(10)
<u>STREET CLEANING (3904-733)</u>								
0102	Full Time Hourly Wages	59,609	67,950	46,586	59,000	64,000	64,000	
0104	Overtime Wages	80	0	18	20	0	0	
0110	Health Insurance	17,275	20,420	15,645	20,420	20,390	20,390	
0111	Fringes	12,722	13,720	9,425	11,910	13,120	13,120	
	Personal Services	89,686	102,090	71,674	91,350	97,510	97,510	(4,580)
0224	Water & Sewer	5,386	5,500	3,402	5,500	5,800	5,800	
0236	Outside Services	0	500	0	500	500	500	
0243	Tipping Fees	21,098	27,000	28,285	30,000	31,000	31,000	
0293	Maint of Motor Veh/Fleet	30,861	30,000	26,229	30,000	33,000	33,000	
0294	Oil and Fluids/Fleet	486	1,000	285	500	830	830	
0296	Maint of Oper Eq/Fleet	1,887	1,000	1,535	1,540	1,100	1,100	
	Contractual Services	59,718	65,000	59,736	68,040	72,230	72,230	7,230
0310	Gasoline & Oil	8,028	9,000	11,733	11,740	11,000	11,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0339	Tires & Tire Maintenance	1,491	500	42	500	500	500	
	Supplies & Materials	9,519	9,600	11,775	12,340	11,600	11,600	2,000
	STREET CLEANING	158,923	176,690	143,185	171,730	181,340	181,340	4,650
<u>FUND CHARGES (3905-733)</u>								
0232	Auditing Services	4,525	4,750	4,725	4,730	4,750	4,750	
	Contractual Services	4,525	4,750	4,725	4,730	4,750	4,750	0
0555	Billing & Admin. Fees	61,670	63,520	53,392	63,520	66,500	66,500	
	Other	61,670	63,520	53,392	63,520	66,500	66,500	2,980
	FUND CHARGES	66,195	68,270	58,117	68,250	71,250	71,250	2,980

CITY OF NEENAH
OPERATING BUDGET
***** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>SNOW HAULING (3906-733)</u>								
0102	Full Time Hourly Wages	34,667	71,230	25,991	45,000	50,000	50,000	
0104	Overtime Wages	15,621	20,000	13,062	16,000	20,000	20,000	
0110	Health Insurance	14,554	27,420	13,110	17,420	22,300	22,300	
0111	Fringes	10,718	18,490	7,897	12,360	14,350	14,350	
0124	Meal Allowance	280	400	232	300	400	400	
	Personal Services	75,840	137,540	60,292	91,080	107,050	107,050	(30,490)
0236	Outside Services	1,000	1,500	0	1,000	1,500	1,500	
0293	Maint of Motor Veh/Fleet	18,479	17,000	17,407	20,000	18,700	18,700	
0296	Maint of Oper Eq/Fleet	2,677	5,000	4,357	4,500	5,500	5,500	
	Contractual Services	22,156	23,500	21,764	25,500	25,700	25,700	2,200
0339	Tires & Tire Maintenance	347	0	0	0	0	0	
	Supplies & Materials	347	0	0	0	0	0	0
	SNOW HAULING	98,343	161,040	82,056	116,580	132,750	132,750	(28,290)
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<u>EROSION CONTROL (3907-733)</u>								
0101	Salaries	20,400	20,800	15,600	20,800	21,220	21,220	
0110	Health Insurance	5,490	6,160	4,590	6,160	5,230	5,230	
0111	Fringes	4,330	4,200	3,150	4,200	4,280	4,280	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
	Personal Services	30,220	31,360	23,340	31,360	30,930	30,930	(430)
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	0	40	0	40	40	40	
0236	Outside Services	0	1,000	0	1,000	1,000	1,000	
	Contractual Services	0	1,240	0	1,240	1,240	1,240	0
	EROSION CONTROL	30,220	32,600	23,340	32,600	32,170	32,170	(430)
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<u>DETENTION POND (3908-733)</u>								
0102	Full Time Hourly Wages	3,377	10,140	3,868	10,000	10,000	10,000	
0110	Health Insurance	977	3,050	1,299	3,050	3,190	3,190	
0111	Fringes	720	2,040	781	2,010	2,050	2,050	
	Personal Services	5,074	15,230	5,948	15,060	15,240	15,240	10
0216	Maint of Operating Equip	0	1,000	0	1,000	1,000	1,000	
0222	Electricity	12,606	15,000	9,462	12,500	15,000	15,000	
0236	Outside Services	28,518	33,000	25,320	33,000	38,000	38,000	
0238	Professional Services	13,895	15,000	5,666	12,000	15,000	15,000	
0293	Maint of Motor Veh/Fleet	564	500	594	600	550	550	
0296	Maint of Oper Eq/Fleet	776	1,000	206	500	1,100	1,100	
	Contractual Services	56,359	65,500	41,248	59,600	70,650	70,650	5,150
0316	Equipment Maint. Supplies	7	0	0	0	0	0	
0333	All Other Supplies	0	200	0	200	200	200	
	Supplies & Materials	7	200	0	200	200	200	0
	DETENTION POND	61,440	80,930	47,196	74,860	86,090	86,090	5,160

CITY OF NEENAH
OPERATING BUDGET
***** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2022

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>LEAF COLLECTION (3909-733)</u>								
0102	Full Time Hourly Wages	68,974	72,290	176	73,000	75,000	75,000	
0104	Overtime Wages	9,449	10,000	0	10,000	10,000	10,000	
0110	Health Insurance	22,696	24,680	59	24,680	27,080	27,080	
0111	Fringes	16,717	16,650	36	16,790	17,430	17,430	
0124	Meal Allowance	4	0	0	0	0	0	
	Personal Services	117,840	123,620	271	124,470	129,510	129,510	5,890
0236	Outside Services	0	300	0	200	200	200	
0243	Tipping Fees	0	3,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	16,744	11,000	10,623	12,000	13,200	13,200	
0294	Oil and Fluids/Fleet	1,370	450	620	620	660	660	
0296	Maint of Oper Eq/Fleet	34,157	20,000	21,317	21,320	24,200	24,200	
	Contractual Services	52,271	34,750	32,560	35,140	39,260	39,260	4,510
0310	Gasoline & Oil	9,376	12,000	671	12,000	13,000	13,000	
0316	Equipment Maint. Supplies	0	2,500	0	2,500	2,500	2,500	
0333	All Other Supplies	200	200	0	200	200	200	
0339	Tires & Tire Maintenance	1,854	1,500	0	1,500	1,500	1,500	
	Supplies & Materials	11,430	16,200	671	16,200	17,200	17,200	1,000
	LEAF COLLECTION	181,541	174,570	33,502	175,810	185,970	185,970	11,400
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	7,670	7,670	
0110	Health Insurance	0	0	0	0	4,910	4,910	
0111	Fringes	0	0	0	0	1,540	1,540	
	Special Reserves & Escrow	0	0	0	0	14,120	14,120	14,120
<u>TRANSFER TO GENERAL FUND (9910-999)</u>								
0999	Transfers	439,430	452,610	339,458	452,610	475,240	475,240	
	TRANSFER TO GENERAL FUND	439,430	452,610	339,458	452,610	475,240	475,240	22,630
STORM SEWER MANAGEMENT		1,171,226	1,329,300	830,945	1,251,990	1,345,280	1,345,280	15,980
							Percent Budget Change	1.20%

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Water Utility
2022 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 pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges, and the 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 2021 mid-year Replacement Reserve Totals reported are \$3,170,826. In 2022, the Utility will use funds from the account to pay for several maintenance projects. Revenues for 2021 are reflecting a positive upturn in the economy, but the effects of COVID-19 on the commercial and industrial sectors are still being felt City-wide.

Water sales continue to trend slightly upward and the Utility continues to be efficient and effective. This has allowed water rates to remain static since January 2011. Overall, the annual financial rate of return remained positive which indicates the Utility is in good overall financial condition. The long-term goal is to reduce outstanding debt, stabilize rates and focus on infrastructure improvements.

Major Accomplishments in 2021 include the replacement of water mains and services on Marathon Avenue, Fairview Avenue, Laudan Boulevard, Isabella Street, Washington Avenue, Olive Street and Winneconne Avenue. In addition, the Utility has completed replacement of the sludge line along Marathon Avenue and Fairview Avenue. The Water Plant Driveway Turnaround project slated for completion in the latter half of 2021 will allow for a safer delivery system for water treatment chemicals and supplies. Staff are planning on the installation of an 8.40 kW solar array at the Industrial Tower. This project, in conjunction with continued transitions to LED lighting, will help us lessen our carbon emissions while focusing on continued sustainability. Accurate water main and water service data continues to be collected and refined as the Water Utility takes full advantage of its GIS system. The Water Utility continues to focus on the removal of lead service lines within the system during all construction projects.

Goals for 2022 include the replacement of water mains and services on Grove Street, Dieckhoff Street, Fredrick Drive, Meadow Lane, Wild Rose Lane, Green Acres Lane, Honeysuckle Lane, and Primrose Lane. The Utility is planning on replacing the backhoe and dump truck. This will allow us to continue to provide exceptional water main and service maintenance 24/7/365. Staff continue to focus on pump refurbishments and replacements as well as other maintenance projects which will keep the operation safe and secure.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Revenues					
Water Sales					
Unmetered Sales					
Sales to General Customers	\$5,361	\$7,500	\$7,500	\$7,500	\$7,500
Public Fire Protection	\$1,689,033	\$1,685,000	\$1,690,000	\$1,690,000	\$1,690,000
Private Fire Protection	\$134,170	\$132,000	\$135,000	\$133,000	\$133,000
Total Unmetered Sales	\$1,828,564	\$1,824,500	\$1,832,500	\$1,830,500	\$1,830,500
Metered Sales					
Residential	\$3,308,682	\$3,184,700	\$3,197,000	\$3,200,000	\$3,200,000
Multi Family Residential	\$156,973	\$164,800	\$154,000	\$165,000	\$165,000
Commercial	\$824,053	\$850,000	\$830,000	\$840,000	\$840,000
Industrial	\$1,679,335	\$1,650,000	\$1,700,000	\$1,650,000	\$1,650,000
Public Authority	\$128,387	\$128,500	\$128,000	\$128,500	\$128,500
Total Metered Sales	\$6,097,430	\$5,978,000	\$6,009,000	\$5,983,500	\$5,983,500
Total Sales of Water	\$7,925,994	\$7,802,500	\$7,841,500	\$7,814,000	\$7,814,000

CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

	2020	2021	2021	2022	2022
Other Revenues	Actual	Budget	Estimate	Request	Proposed
Other Operating Revenues					
Forfeited Discounts	\$32,656	\$80,000	\$30,000	\$70,000	\$70,000
Miscellaneous Service	\$21,043	\$25,950	\$25,900	\$25,950	\$25,950
Rentals	\$111,343	\$112,800	\$113,400	\$115,700	\$115,700
Other	\$55,800	\$61,800	\$61,550	\$61,850	\$61,850
Total Other Operating Revenues	\$220,842	\$280,550	\$230,850	\$273,500	\$273,500
Income					
Merchandising & Jobbing	\$6,176	\$10,000	\$6,000	\$10,000	\$10,000
Interest	\$44,489	\$80,000	\$25,000	\$30,000	\$30,000
P-Card Rebate	\$8,624	\$7,000	\$8,000	\$7,500	\$7,500
Amort. On Long-term Debt Discounts	\$17,825	\$15,800	\$15,800	\$2,520	\$2,520
Miscellaneous Non-Operating	\$449,451	\$0	\$0	\$0	\$0
Total Income	\$526,565	\$112,800	\$54,800	\$50,020	\$50,020
Total Other Revenues	\$747,407	\$393,350	\$285,650	\$323,520	\$323,520
Total Sales and Other Revenues	<u>\$8,673,401</u>	<u>\$8,195,850</u>	<u>\$8,127,150</u>	<u>\$8,137,520</u>	<u>\$8,137,520</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$4,280	\$15,400	\$13,700	\$15,400	\$15,400
Lake and River Intake	\$9,409	\$20,000	\$11,000	\$20,000	\$20,000
Total Source of Supply	\$13,689	\$35,400	\$24,700	\$35,400	\$35,400
Pumping Expenses					
Supervision and Engineering	\$17,419	\$15,000	\$12,800	\$15,000	\$15,000
Structures and Improvements	\$0	\$1,000	\$0	\$1,000	\$1,000
Power and Production Equipment	\$0	\$1,000	\$0	\$1,000	\$1,000
Pumping Equipment	\$0	\$25,500	\$3,000	\$25,500	\$25,500
Total Pumping Expense	\$17,419	\$42,500	\$15,800	\$42,500	\$42,500
Water Treatment Expenses					
Supervision and Engineering	\$43,368	\$38,000	\$35,000	\$38,000	\$38,000
Structures and Improvements	\$543,638	\$458,000	\$458,000	\$458,000	\$458,000
Water Treatment Equipment	\$129,654	\$210,000	\$130,000	\$475,000	\$475,000
Total Water Treatment Exp.	\$716,660	\$706,000	\$623,000	\$971,000	\$971,000
Distribution Expenses					
Supervision and Engineering	\$15,380	\$30,000	\$7,100	\$30,000	\$30,000
Structures and Improvements	\$0	\$5,000	\$0	\$5,000	\$5,000
Reservoir and Standpipes	\$13,511	\$1,000	\$0	\$1,000	\$1,000
Mains	\$195,755	\$250,000	\$100,000	\$250,000	\$250,000
Services	\$69,491	\$100,000	\$30,000	\$100,000	\$100,000
Meters	\$345	\$11,000	\$3,000	\$11,000	\$11,000
Hydrants	\$23,889	\$15,000	\$10,000	\$15,000	\$15,000
Miscellaneous Plant	-\$3,852	\$6,000	\$6,000	\$6,000	\$6,000
Total Distribution Expenses	\$314,519	\$418,000	\$156,100	\$418,000	\$418,000
General Plant					
SCADA	\$0	\$0	\$0	\$0	\$0
Total General Plant	\$0	\$0	\$0	\$0	\$0
Total Maintenance Expenses	\$1,062,287	\$1,201,900	\$819,600	\$1,466,900	\$1,466,900

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$3,348	\$4,400	\$4,000	\$4,500	\$4,500
Labor & Other Expenses	\$0	\$500	\$0	\$500	\$500
Total Source of Supply	\$3,348	\$4,900	\$4,000	\$5,000	\$5,000
Pumping Expenses					
O & M Supervision	\$16,063	\$13,500	\$12,000	\$13,500	\$13,500
Fuel or Power for Pumping	\$119,180	\$129,800	\$110,000	\$133,000	\$133,000
Pumping Labor & Expenses	\$93,714	\$86,000	\$72,000	\$86,000	\$86,000
Miscellaneous Expenses	\$9,231	\$13,500	\$13,000	\$13,500	\$13,500
Total Pumping Expense	\$238,188	\$242,800	\$207,000	\$246,000	\$246,000
Water Treatment Expenses					
O & M Supervision	\$34,210	\$36,000	\$30,000	\$36,000	\$36,000
Chemicals	\$370,714	\$370,000	\$370,000	\$481,000	\$481,000
Treatment Labor & Expenses	\$308,015	\$297,000	\$280,000	\$297,000	\$297,000
Miscellaneous Expenses	\$66,995	\$82,400	\$60,000	\$82,400	\$82,400
Commercial Dumpster	\$970	\$1,000	\$1,000	\$1,100	\$1,100
Total Water Treatment Exp.	\$780,904	\$786,400	\$741,000	\$897,500	\$897,500
Distribution Expenses					
O & M Supervision	\$25,659	\$26,500	\$22,000	\$26,500	\$26,500
Storage Facility Expenses	\$6,676	\$9,800	\$9,800	\$9,800	\$9,800
Water Main Expenses	\$70,653	\$100,000	\$55,000	\$100,000	\$100,000
Meter Expenses	\$34,231	\$100,000	\$100,000	\$100,000	\$100,000
Customer Installation	\$21,984	\$38,000	\$37,500	\$38,000	\$38,000
Miscellaneous Expenses	\$71,005	\$63,000	\$56,600	\$70,000	\$70,000
Total Distribution Expenses	\$230,208	\$337,300	\$280,900	\$344,300	\$344,300
Customer Accounts Expenses					
Supervision	\$28,337	\$25,500	\$23,000	\$25,500	\$25,500
Meter Reading	\$7,691	\$24,500	\$10,000	\$24,500	\$24,500
Customer Records & Collection	\$94,284	\$102,000	\$100,800	\$102,000	\$102,000
Uncollectible Accounts	\$1,046	\$3,000	\$3,000	\$3,000	\$3,000
Total Customer Expenses	\$131,358	\$155,000	\$136,800	\$155,000	\$155,000
Total Operations Expenses	\$1,384,006	\$1,526,400	\$1,369,700	\$1,647,800	\$1,647,800

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Water	Water Utility
Program:	Submitted by:
Enterprise Funds	Anthony Mach

Expenses	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Admin & General Expenses					
Admin & General Salaries	\$182,170	\$184,500	\$180,000	\$189,000	\$189,000
Office Supplies & Expenses	\$3,690	\$8,000	\$3,000	\$8,000	\$8,000
Outside Services	\$23,483	\$100,000	\$20,000	\$100,000	\$100,000
Auditing Services	\$12,700	\$13,200	\$13,000	\$13,400	\$13,400
Property Insurance	\$29,222	\$30,000	\$29,220	\$30,000	\$30,000
Liability Insurance	\$34,451	\$40,000	\$37,500	\$40,000	\$40,000
Rent	\$10,580	\$10,900	\$11,000	\$11,300	\$11,300
Pensions & Benefits/OPEB	\$338,519	\$415,000	\$415,000	\$415,000	\$415,000
Miscellaneous Expenses	\$9,843	\$30,900	\$7,000	\$30,900	\$30,900
Special Reserves & Escrow	\$0	\$34,900	\$0	\$35,950	\$35,950
Regulatory Commission	\$0	\$0	\$0	\$0	\$0
Total Admin & Gen. Expenses	\$644,658	\$867,400	\$715,720	\$873,550	\$873,550
Total Maintenance Expenses	\$1,062,287	\$1,201,900	\$819,600	\$1,466,900	\$1,466,900
Total Operations Expenses	\$1,384,006	\$1,526,400	\$1,369,700	\$1,647,800	\$1,647,800
Depreciation	\$1,473,483	\$1,500,000	\$1,550,000	\$1,600,000	\$1,600,000
Tax Expense					
PILOT	\$1,029,202	\$963,630	\$1,055,000	\$1,055,000	\$1,055,000
PSC Remainder Assessment	\$8,498	\$9,000	\$8,500	\$9,000	\$9,000
Payroll Tax	\$66,870	\$70,900	\$70,500	\$70,900	\$70,900
DNR Lake Withdrawal Fees	\$5,264	\$5,900	\$5,270	\$5,900	\$5,900
Transportation Fee	\$661	\$790	\$790	\$790	\$790
Total Tax Expense	\$1,110,495	\$1,050,220	\$1,140,060	\$1,141,590	\$1,141,590
Total Operating Expenses	\$5,674,929	\$6,145,920	\$5,595,080	\$6,729,840	\$6,729,840
Non-Operating Expenses					
Interest on Long-term Debt	\$221,764	\$169,330	\$169,330	\$116,930	\$116,930
Amortization on Long-term Debt	\$4,022	\$3,040	\$3,040	\$0	\$0
Other Income Deductions	\$140,759	\$140,000	\$142,500	\$145,000	\$145,000
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,198,470	\$2,249,260	\$2,249,260	\$1,675,900	\$1,675,900
Total Non-Operating Expenses	\$2,565,015	\$2,561,630	\$2,564,130	\$1,937,830	\$1,937,830
Total Expenses	\$8,239,944	\$8,707,550	\$8,159,210	\$8,667,670	\$8,667,670

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office:	Budget:
Water	Water Utility
Program:	Submitted by:
Enterprise Funds	Anthony Mach

Neenah Water Utility Operating Budget Summary

Category	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Total Sales of Water	\$7,925,994	\$7,802,500	\$7,841,500	\$7,814,000	\$7,814,000
Total Other Revenues	\$747,407	\$393,350	\$285,650	\$323,520	\$323,520
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,673,401	\$8,195,850	\$8,127,150	\$8,137,520	\$8,137,520
Depreciation	\$1,473,483	\$1,500,000	\$1,550,000	\$1,600,000	\$1,600,000
Admin and General Expenses	\$644,658	\$867,400	\$715,720	\$873,550	\$873,550
Maintenance Expenses	\$1,062,287	\$1,201,900	\$819,600	\$1,466,900	\$1,466,900
Operation Expenses	\$1,384,006	\$1,526,400	\$1,369,700	\$1,647,800	\$1,647,800
Tax Expense	\$1,110,495	\$1,050,220	\$1,140,060	\$1,141,590	\$1,141,590
Total Operating Expenses	\$4,201,446	\$4,645,920	\$4,045,080	\$5,129,840	\$5,129,840
Total Non-Operating Expenses	\$2,565,015	\$2,561,630	\$2,564,130	\$1,937,830	\$1,937,830
Total Expenses	\$8,239,944	\$8,707,550	\$8,159,210	\$8,667,670	\$8,667,670
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	\$1,332,000	\$1,581,000	\$1,590,000	\$2,798,000	\$2,798,000
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$1,332,000	\$1,581,000	\$1,590,000	\$2,798,000	\$2,798,000

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Water Utilities	Budget: Water
Program: Enterprise Fund	Submitted by: Anthony Mach

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME							
Director of Water Utilities	Grade R3	1.00	Grade R3	1.00	\$94,010	\$94,010	\$95,480
Water Distribution Mgr.	Grade M4	1.00	Grade M4	1.00	80,870	80,870	81,680
Water Treatment Manager	Grade M4	1.00	Grade M4	1.00	79,890	79,890	81,140
Distribution Maint. Tech II	Grade JH	1.00	Grade JH	1.00	68,650	68,650	68,950
Plant Electrical Technician	Grade JH	1.00	Grade JH	1.00	66,660	66,660	67,080
Plant Operators & Relief	Grade HH	6.00	Grade HH	6.00	380,110	374,870	377,260
Plant Mechanical Technician	Grade IH	1.00	Grade IH	1.00	60,560	60,560	62,150
Distribution Maint. Tech I	Grade HH	5.00	Grade HH	5.00	268,580	268,580	277,190
Subtotal		17.00		17.00	\$1,099,330	\$1,094,090	\$1,110,930
PART-TIME							
Administrative Assistant (1033 Hrs)	Grade FH	0.53	Grade FH	0.53	23,910	23,910	24,060
OTHER COMPENSATION							
Overtime	-		-		87,000	90,000	90,000
Accrued Wages	-		-		4,250	4,250	0
On-Call Stipend	-		-		12,740	12,740	13,000
TOTAL	XXX	17.53	XXX	17.53	\$1,227,230	\$1,224,990	\$1,237,990

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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. The department is operated as an Internal Service Fund with revenue generated by annual charges back to all departmental budgets and other outside entities.

Starting in 2022, the responsibility for GIS services previous accounted for in this budget has been transferred to Community Development.

Operating Budget Information/Number of Employees

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$892,101	\$779,990	\$709,480	-9.04%	\$708,480	-9.17%
No. of Employees (FTE)	6	6	5	-16.67%	5	-16.67%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Information Systems Fund

Mayor's Comments: (1,000)

I am recommending a \$1,000 Mayor's Executive Adjustment to assist in balancing the 2022 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to December 31, 2021.

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CITY OF NEENAH
2022 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
2022 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 costs across all departments/entities identifying their true budget impact. The formula utilized to allocate the costs consists of:

- 1) All operating budget costs allocated based on a five factor formula (Formula factors/weighting - Network Utilization 30%, Number of Devices 25%, Number of Users 25%, Storage Requirements 15% and Department Specific Servers 5%); and
- 2) Pro-rated CIP budget costs, after life cycle amortization, allocated based on the five factor formula; and
- 3) 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.

The recommendation in the 2022 budget is to relocate GIS services to the Community Development department, accounted for in a separate internal service fund.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Request</u>	<u>2022 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$97,492</u>	<u>\$88,582</u>	<u>\$88,582</u>	<u>\$87,202</u>	<u>\$87,202</u>
<u>REVENUES</u>					
Printer/Copy Charges	\$31,668	\$35,000	\$32,000	\$32,000	\$32,000
IS Service Charges	862,000	878,830	878,830	842,700	652,700
Miscellaneous Charges	<u>14,523</u>	<u>14,530</u>	<u>14,560</u>	<u>16,530</u>	<u>16,530</u>
Total Revenue	\$908,191	\$928,360	\$925,390	\$891,230	\$701,230
<u>EXPENDITURES</u>					
Personal Services	\$633,651	\$654,320	\$630,520	\$546,930	\$546,930
Contractual Services	220,988	100,020	110,930	122,710	121,710
Supplies & Materials/Other	3,665	5,650	4,620	3,300	3,300
Capital Outlay	33,797	20,000	20,700	20,000	20,000
Special Reserves & Escrow	0	0	0	16,540	16,540
Transfer to General Fund	<u>25,000</u>	<u>160,000</u>	<u>160,000</u>	<u>180,000</u>	<u>0</u>
Total Expenditures	\$917,101	\$939,990	\$926,770	\$889,480	\$708,480
Excess Revenues Over (Under) Expenditures	(\$8,910)	(\$11,630)	(\$1,380)	\$1,750	(\$7,250)
Fund Balance, December 31	<u>\$88,582</u>	<u>\$76,952</u>	<u>\$87,202</u>	<u>\$88,952</u>	<u>\$79,952</u>

**CITY OF NEENAH
2022 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.

2021 Accomplishments:

Information Systems

- Continued effort to decommission Power 9 (iSeries) platform:
 - Migrate workflow applications from Domino platform in preparation of Office 365 implementation.
 - Implemented LaserFiche, a Windows Server Document Imaging solution and initiated document migration from IMS/21 application.
 - Develop strategy for outlier applications not accounted for in the City's "Strategic Technology Plan" developed in late 2019.
- Continued review and implement security measures, addressing:
 - City staff education through the "Employee Awareness" (KnowBe4) solution, adding the implementation of the solutions Security Awareness Proficiency Assessment (SAPA) testing and training.
 - Windows/Software patch processes. Implemented tools to more easily and quickly respond and distribute patches.
 - Utilization of City email for personal use.
- Continue implementation of identified CentralSquare modules as part of the City's multi-year ERP project.
 - Utility Billing (CX) implementation completed.
 - Utility Billing (CX) customer portal implemented.
 - Business License (BL) implementation 70% complete.
 - Prep work for additional module implementations in 2022.
- Continued SMART Cities initiative of project identification and implementation, including build outs to the City's fiber network where beneficial.
- Replacement of City's Data Storage solution that was purchased in 2013.
- Implemented an additional data backup solution to provide immutable backups.
- Continued to support user departments in pushing electronic documents, with and without payment options, to citizens via the City Website.
- Continued to research and move staff to the City's Citrix environment.
- Continued to participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Continued American with Disabilities Act (ADA) website and customer portal remediation.

GIS

- Continue to work with the GIS Leadership team to identify and implement beneficial applications, both internal and external, and to develop a City-wide strategy.
- Continue to extend accessibility of GIS to the field for remote workers.
- Assist the Police Department to identify and develop GIS tools to be utilized for Crime Analysis.
- Continue to work with reviewing and transferring Storm Water Utility responsibilities to Public Works staff.
- Continue to expand the utilization of the City's GIS system across additional departments, identify training opportunities for staff and confirm the accuracy of tabular data utilized as attributes.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

2022 Goals/Plans:
Information Systems

- Continue effort to decommission Power 9 (iSeries) platform:
 - Migrate workflow applications from Domino platform in preparation of Office 365 implementation.
 - Migrate documents from IMS/21 application to LaserFiche in addition to developing paperless workflows and integrating documents into the City's ERP solution.
 - Develop strategy for outlier applications not accounted for in the City's "Strategic Technology Plan" developed in late 2019.
- Continually review and implement security measures:
 - Perform, with the aid of a cybersecurity vendor, a full cybersecurity analysis of the City's data systems with a remediation roadmap.
 - City staff education through the "Employee Awareness" program.
 - Windows/Software patch processes. Implemented tools to more easily and quickly respond and distribute patches.
- Continue implementation of identified CentralSquare modules as part of the City's multi-year ERP project.
 - Cognos Budget Book.
 - Purchasing/Inventory Module.
 - Work Orders/Facility Management and Mobile Work Orders.
 - Fleet Management.
- Infrastructure Updates/Replacements.
 - Core switch in Production Data Center.
 - SAN Storage solution in Redundant Data Center.
- Continue SMART Cities initiative of project identification and implementation, including build outs to the City's fiber network where beneficial.
- Continue to research and move staff to the City's Citrix environment.
- Complete the Council Chambers Technology upgrade, addressing audio/recording/high definition video, etc.
- Refresh of City Website, integrating new features and capabilities into the current scheme and improve staff management of site with new tools.
- Continue to participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Continue American with Disabilities Act (ADA) website and customer portal remediation.

Major Increases (Decreases) in 2022 Budget Request:

Schools/Seminars/Training: \$3,300 increase due to the anticipation of staff attending a higher number of on-site learning opportunities because of no attendance of these events during the pandemic.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	370,348	378,690	275,809	378,230	379,200	379,200	
0110	Health Insurance	80,860	88,720	66,510	88,720	91,800	91,800	
0111	Fringes	68,033	66,830	48,677	66,750	66,870	66,870	
0115	Schools/Seminars/Training	1,469	4,700	276	480	8,000	8,000	
0123	Auto Allowance	710	900	553	820	850	850	
0128	Empl Recognition Awards	100	0	0	0	210	210	
	Personal Services	521,520	539,840	391,825	535,000	546,930	546,930	7,090
0203	Postage	28	20	16	20	30	30	
0204	Conferences & Meetings	0	800	0	0	500	500	
0207	Dues & Memberships	96	230	50	50	100	100	
0210	Maint of Hardware	24,660	15,000	14,135	15,000	16,000	16,000	
0218	Maint of Software	73,646	20,900	20,880	20,900	22,000	22,000	
0227	Cellular Telephone	1,249	1,150	684	910	1,000	1,000	
0235	Outside Software Services	24,436	15,000	13,587	15,260	20,000	20,000	
0236	Outside Services	2,976	3,000	112	2,000	3,000	3,000	
0251	Rental	4,189	4,800	4,189	4,800	4,800	4,800	
0254	Printer / Copies	37,822	32,000	20,546	32,000	32,000	32,000	
0263	Internet Access Services	15,739	15,000	10,192	11,650	15,000	15,000	
	Contractual Services	184,841	107,900	84,391	102,590	114,430	114,430	6,530
0301	Office Supplies	0	150	457	460	300	300	
0303	Computer Oper Supplies	666	1,200	980	980	1,000	1,000	
0343	Small Program Packages	972	750	0	0	500	500	
0347	Small Computer Hardware	1,549	2,000	2,076	2,080	1,500	1,500	
	Supplies & Materials	3,187	4,100	3,513	3,520	3,300	3,300	(800)
8000	Mayor's Executive Adj	0	0	0	0	0	(1,000)	
	Mayor's Executive Adj	0	0	0	0	0	(1,000)	(1,000)
	OPERATIONS	709,548	651,840	479,729	641,110	664,660	663,660	11,820

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	66,308	67,600	49,711	67,790	0	0	
0103	Temporary Wages	14,949	15,000	0	0	0	0	
0110	Health Insurance	16,170	17,740	13,320	17,740	0	0	
0111	Fringes	13,962	12,090	7,250	9,920	0	0	
0115	Schools/Seminars/Training	709	2,000	0	0	0	0	
0123	Auto Allowance	33	50	0	70	0	0	
	Personal Services	112,131	114,480	70,281	95,520	0	0	(114,480)
0204	Conferences & Meetings	0	100	0	0	0	0	
0210	Maint of Hardware	565	250	0	0	0	0	
0218	Maint of Software	27,140	900	896	900	0	0	
0227	Cellular Telephone	480	480	360	480	0	0	
0236	Outside Services	0	50	0	0	0	0	
	Contractual Services	28,185	1,780	1,256	1,380	0	0	(1,780)
0303	Computer Oper Supplies	478	750	639	800	0	0	
0343	Small Program Packages	0	250	0	0	0	0	
0347	Small Computer Hardware	0	300	114	300	0	0	
	Supplies & Materials	478	1,300	753	1,100	0	0	(1,300)
8000	Mayor's Exec Adj	0	(16,080)	0	0	0	0	
	Mayor's Executive Adj	0	(16,080)	0	0	0	0	16,080
	GEOGRAPHIC INFO SYSTEMS	140,794	101,480	72,290	98,000	0	0	(101,480)
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	2,743	1,000	2,380	2,500	2,500	2,500	
0216	Maint of Operating Equip	0	150	0	0	100	100	
0222	Electricity	3,730	3,500	2,498	2,500	3,300	3,300	
0223	Natural Gas	1,017	1,000	1,062	1,500	1,650	1,650	
0224	Water & Sewer	220	250	102	200	250	250	
0225	Commercial Dumpster	0	20	0	0	0	0	
0226	Storm Water	252	250	126	260	280	280	
0236	Outside Services	0	150	0	0	100	100	
0237	Pest Control	0	100	0	0	100	100	
	Contractual Services	7,962	6,420	6,168	6,960	8,280	8,280	1,860
0306	Cleaning/Janitor Supplies	0	100	0	0	0	0	
0314	Building Maint. Supplies	0	50	0	0	0	0	
0333	All Other Supplies	0	100	0	0	0	0	
	Supplies & Materials	0	250	0	0	0	0	(250)
	TRAINING/REDUNDANT DATA	7,962	6,670	6,168	6,960	8,280	8,280	1,610
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	29,542	10,000	4,000	10,000	10,000	10,000	
8115	Computer Hardware Outlay	4,255	10,000	10,696	10,700	10,000	10,000	
	Capital Outlay	33,797	20,000	14,696	20,700	20,000	20,000	0
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	9,960	9,960	
0110	Health Insurance	0	0	0	0	4,590	4,590	
0111	Fringes	0	0	0	0	1,990	1,990	
	Special Reserves & Escrow	0	0	0	0	16,540	16,540	16,540
GENERAL FUND TRANSFERS								
0999	Transfers	25,000	160,000	120,000	160,000	180,000	0	
	Transfers	25,000	160,000	120,000	160,000	180,000	0	(160,000)
	INFORMATION SYSTEMS	917,101	939,990	692,883	926,770	889,480	708,480	(231,510)
Percent Budget Change								-24.63%

**CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>IS SERVICES</u>								
547-01	Common Council	6,300	5,180	3,885	5,180	6,700	6,700	
547-02	Mayor's Office	8,900	8,590	6,443	8,590	10,900	10,900	
547-05	Finance Department	51,000	53,770	40,328	53,770	54,100	54,100	
547-05	Utility Billing	15,000	14,620	10,965	14,620	14,300	14,300	
547-09	Attorney	22,700	20,270	15,202	20,270	18,400	18,400	
547-09	Human Resources	17,900	16,250	12,187	16,250	16,300	16,300	
547-09	City Clerk	18,900	19,730	14,797	19,730	15,200	15,200	
547-21	Police Operating	278,950	290,560	217,920	290,560	309,000	309,000	
547-21	School Liaison Program	11,300	10,910	8,182	10,910	12,600	12,600	
547-21	Code Enforcement	0	0	0	0	7,900	7,900	
547-21	Parking Enforcement	3,950	0	0	0	0	0	
547-23	Fire	131,600	122,300	91,725	122,300	128,100	128,100	
547-35	Public Works Adm	54,600	83,010	62,258	83,010	36,800	36,800	
547-37	Municipal Garage	16,700	15,240	11,430	15,240	18,600	18,600	
547-39	Fleet	13,600	16,400	12,300	16,400	15,000	15,000	
547-49	Stormwater	14,300	10,300	7,725	10,300	0	0	
547-56	Water Utility	32,300	36,700	27,525	36,700	32,500	32,500	
547-81	Park & Rec Adm.	46,700	41,980	31,485	41,980	42,400	42,400	
547-88	Joint Municipal Court	9,800	9,500	7,125	9,500	12,500	12,500	
547-93	Community Development Opt	37,700	35,280	26,460	35,280	23,300	23,300	
547-93	Inspections	20,500	19,110	14,333	19,110	18,800	18,800	
547-93	Weights/Measures	7,400	6,730	5,048	6,730	0	0	
547-93	Assessor	23,800	22,920	17,190	22,920	20,600	20,600	
547-93	CD-GIS	0	0	0	0	10,000	10,000	
547-95	Library	8,600	9,900	7,425	9,900	11,400	11,400	
547-97	Cemetery	9,500	9,580	7,185	9,580	7,300	7,300	
547-98	City of Menasha	13,500	14,530	0	14,530	16,530	16,530	
547-99	Printer / Copies	31,668	35,000	21,770	32,000	32,000	32,000	
TOTAL IS REVENUES		907,168	928,360	680,893	925,360	891,230	891,230	(37,130)
Percent Budget Change								-4.00%
<u>OTHER REVENUE</u>								
573-07	Sale of Property	1,023	0	25	30	0	0	0
Percent Budget Change								-100.00%
MAYOR'S RECOMMENDED ADJUSTMENT		0	0	0	0	0	(190,000)	(190,000)
GRAND TOTAL		908,191	928,360	680,918	925,390	891,230	701,230	(227,130)
Percent Budget Change								-24.47%

**CITY OF NEENAH
REQUEST FOR 2022 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 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$104,610	\$104,610	\$105,130
Network Administrator	Grade L3	1.00	Grade L3	1.00	72,700	72,700	73,150
Programmer/Analyst	Grade L3	2.00	Grade L3	2.00	147,690	147,230	148,050
PC/Network Specialist	Grade H3	1.00	Grade H3	1.00	51,870	51,870	52,870
GIS System Operator	Grade K3	<u>1.00</u>	-	-	<u>67,600</u>	<u>67,790</u>	<u>0</u>
Subtotal		6.00		5.00	444,470	444,200	379,200
OTHER COMPENSATION							
Accrued Wages	-		-		1,820	1,820	0
TEMPORARY							
Student Intern	14.00/hr		-		15,000	0	0
TOTAL	XXX	6.00	XXX	5.00	\$461,290	\$446,020	\$379,200

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GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Department Head

Chris Haese

Major Activities

Starting in 2022, the responsibility for GIS services previously accounted for in this budget has been removed from the I/S Department and moved to the Community Development Department as a stand alone budget within the City Internal Service Funds.

Operating Budget Information/Number of Employees

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$0	\$0	\$120,990	n/a	\$120,990	n/a
No. of Employees (FTE)	1	1	1	0.00%	1	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

GIS

Mayor's Comments:

No changes recommended

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CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Geographic Info Systems	Budget: Geographic Info Systems Internal Service Fund
Program: Internal Service	Submitted by: Chris Haese

Geographic Information Systems Internal Service Fund
2022 Proposed Budget

The Geographic Information Systems (GIS) Internal Service Fund is proposed to be added in the 2022 Operating Budget under the supervision of the Community Development department. Costs of the GIS fund are recovered via transfers from other City departments in a manner consistent with the value of services received.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>					
GIS Service Charges	0	0	0	120,990	120,990
Total Revenue	\$0	\$0	\$0	\$120,990	\$120,990
<u>EXPENDITURES</u>					
Personal Services	\$0	\$0	\$0	\$99,190	\$99,190
Contractual Services	0	0	0	17,430	17,430
Supplies & Materials/Other	0	0	0	1,300	1,300
Special Reserves & Escrow	0	0	0	3,070	3,070
Total Expenditures	\$0	\$0	\$0	\$120,990	\$120,990
Excess Revenues Over (Under) Expenditures	\$0	\$0	\$0	\$0	\$0
Fund Balance, December 31	\$0	\$0	\$0	\$0	\$0

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS								
<u>OPERATIONS (1201-708)</u>								
0101	Salaries	0	0	0	0	68,130	68,130	
0110	Health Insurance	0	0	0	0	18,360	18,360	
0111	Fringes	0	0	0	0	12,150	12,150	
0115	Schools/Seminars/Training	0	0	0	0	500	500	
0123	Auto Allowance	0	0	0	0	50	50	
	Personal Services	0	0	0	0	99,190	99,190	99,190
0204	Conferences & Meetings	0	0	0	0	200	200	
0210	Maint of Hardware	0	0	0	0	250	250	
0218	Maint of Software	0	0	0	0	1,450	1,450	
0227	Cellular Telephone	0	0	0	0	480	480	
0235	Outside Software Services	0	0	0	0	5,000	5,000	
0236	Outside Services	0	0	0	0	50	50	
0255	IS Services / Internal	0	0	0	0	10,000	10,000	
	Contractual Services	0	0	0	0	17,430	17,430	17,430
0303	Computer Oper Supplies	0	0	0	0	750	750	
0343	Small Program Packages	0	0	0	0	250	250	
0347	Small Computer Hardware	0	0	0	0	300	300	
	Supplies & Materials	0	0	0	0	1,300	1,300	1,300
	OPERATIONS	0	0	0	0	117,920	117,920	117,920
<hr/>								
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	1,790	1,790	
0110	Health Insurance	0	0	0	0	920	920	
0111	Fringes	0	0	0	0	360	360	
	Special Reserves & Escrow	0	0	0	0	3,070	3,070	3,070
GEOGRAPHIC INFORMATION SYSTEMS		0	0	0	0	120,990	120,990	120,990

**CITY OF NEENAH
OPERATING BUDGET
GEOGRAPHIC INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>GIS SERVICES</u>								
547-01	Common Council	0	0	0	0	670	670	
547-02	Mayor's Office	0	0	0	0	1,110	1,110	
547-05	Finance Department	0	0	0	0	5,880	5,880	
547-05	Utility Billing	0	0	0	0	4,990	4,990	
547-09	Attorney	0	0	0	0	8,100	8,100	
547-09	Human Resources	0	0	0	0	670	670	
547-09	City Clerk	0	0	0	0	6,660	6,660	
547-21	Police Operating	0	0	0	0	12,010	12,010	
547-21	School Liaison Program	0	0	0	0	670	670	
547-21	Code Enforcement	0	0	0	0	670	670	
547-23	Fire	0	0	0	0	11,980	11,980	
547-35	Public Works Adm	0	0	0	0	21,470	21,470	
547-37	Municipal Garage	0	0	0	0	1,110	1,110	
547-39	Fleet	0	0	0	0	670	670	
547-49	Stormwater	0	0	0	0	13,620	13,620	
547-56	Water Utility	0	0	0	0	1,520	1,520	
547-81	Park & Rec Adm.	0	0	0	0	9,320	9,320	
547-88	Joint Municipal Court	0	0	0	0	670	670	
547-93	Community Development Opt	0	0	0	0	8,770	8,770	
547-93	Inspections	0	0	0	0	3,000	3,000	
547-93	Assessor	0	0	0	0	2,440	2,440	
547-97	Cemetery	0	0	0	0	4,990	4,990	
TOTAL GIS REVENUES		0	0	0	0	120,990	120,990	120,990

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Geographic Info Systems	Budget: Geographic Info Systems
Program: Internal Service	Submitted by: Chris Haese

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
GIS Coordinator	-	-	Grade K3	1.00	0	0	68,130
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	0
TOTAL	XXX	-	XXX	1.00	\$0	\$0	\$68,130

**CITY OF NEENAH
2022 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
2022 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, at worst, be a cost neutral operation. The fund balance shown below includes parts inventory and cash.

As the life of vehicles are extended, Motor Pool Supplies increases.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance (Deficit), January 1	<u>\$285,139</u>	<u>\$279,848</u>	<u>\$169,908</u>	<u>\$117,608</u>	<u>\$117,608</u>
REVENUES					
Vehicle Maintenance Charges	\$657,011	\$594,540	\$648,950	\$710,380	\$710,380
Fuel Revenue	9,989	10,500	10,500	10,500	10,500
Total Revenue	<u>\$667,000</u>	<u>\$605,040</u>	<u>\$659,450</u>	<u>\$720,880</u>	<u>\$720,880</u>
EXPENDITURES					
Personal Services	\$487,503	\$506,340	\$500,790	\$509,120	\$509,120
Contractual Services	38,502	45,540	43,540	46,110	46,110
Supplies & Materials	146,286	163,100	167,420	173,100	173,100
Special Reserves & Escrow	0	0	0	15,500	15,500
Total Expenditures	<u>\$672,291</u>	<u>\$714,980</u>	<u>\$711,750</u>	<u>\$743,830</u>	<u>\$743,830</u>
Excess Revenues Over (Under) Expenditures	(\$5,291)	(\$109,940)	(\$52,300)	(\$22,950)	(\$22,950)
Fund Balance (Deficit), December 31	<u>\$279,848</u>	<u>\$169,908</u>	<u>\$117,608</u>	<u>\$94,658</u>	<u>\$94,658</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	74,324	75,810	55,142	75,530	84,740	84,740	
0102	Full Time Hourly Wages	251,868	257,810	194,050	254,360	255,260	255,260	
0104	Overtime Wages	981	4,000	142	3,000	4,000	4,000	
0110	Health Insurance	87,820	95,680	71,730	95,680	105,400	105,400	
0111	Fringes	69,416	69,030	50,996	68,270	71,170	71,170	
0115	Schools/Seminars/Training	0	800	650	800	800	800	
0117	Clothing Allowance	3,082	3,100	2,745	3,100	3,200	3,200	
0124	Meal Allowance	12	50	0	50	50	50	
0128	Empl Recognition Awards	0	60	0	0	0	0	
	PERSONAL SERVICES	487,503	506,340	375,455	500,790	524,620	524,620	18,280
<u>CONTRACTUAL SERVICES</u>								
0214	Maint of Buildings	151	200	0	200	200	200	
0216	Maint of Operating Equip	761	1,200	548	1,200	1,200	1,200	
0218	Maintenance of Software	258	280	262	280	280	280	
0221	Telephone	191	190	116	190	190	190	
0222	Electricity	4,582	5,500	3,097	5,500	6,000	6,000	
0223	Natural Gas	2,554	3,500	2,153	3,300	3,600	3,600	
0224	Water & Sewer	4,439	4,500	2,741	4,700	4,900	4,900	
0226	Storm Water	1,355	1,810	903	1,810	1,810	1,810	
0227	Cellular Telephone	469	470	309	470	470	470	
0236	Outside Services	1,644	2,000	1,000	2,000	2,000	2,000	
0237	Pest Control	177	200	137	200	200	200	
0254	Printer / Copies	296	290	172	290	250	250	
0255	IS Services / Internal	13,600	16,500	13,000	16,500	15,000	15,000	
0258	GIS Services/Internal	0	0	0	0	670	670	
0263	Internet Access Services	3,968	4,500	2,978	3,500	4,500	4,500	
0293	Maint of Motor Veh/Fleet	3,386	3,500	1,617	2,500	3,850	3,850	
0294	Oil and Fluids/Fleet	144	400	217	400	440	440	
0296	Maint of Oper Eq/Fleet	527	500	270	500	550	550	
	CONTRACTUAL SERVICES	38,502	45,540	29,520	43,540	46,110	46,110	570
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	100	100	31	100	100	100	
0303	Computer Oper supplies	0	0	0	0	0	0	
0306	Cleaning/Janitor Supplies	554	1,000	144	600	800	800	
0310	Gasoline & Oil	1,624	2,100	1,581	2,100	2,300	2,300	
0314	Building Maint Supplies	0	300	52	300	300	300	
0316	Equipment Maint. Supplies	532	600	47	600	600	600	
0319	Safety Supplies	539	500	0	500	500	500	
0320	Small Tools	1,784	1,800	355	1,500	1,800	1,800	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	535	600	0	600	600	600	
0345	Shop Supplies	5,104	6,000	4,474	6,000	6,000	6,000	
0347	Small Computer Hardware	0	0	12	20	0	0	
0360	Motor Pool Supplies	135,514	150,000	102,328	155,000	160,000	160,000	
	SUPPLIES & MATERIALS	146,286	163,100	109,024	167,420	173,100	173,100	10,000
	TOTAL FLEET MAINT.	672,291	714,980	513,999	711,750	743,830	743,830	28,850
Percent Budget Change								4.04%

**CITY OF NEENAH
REQUEST FOR 2022 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Public Works	Budget: Fleet Division
Program: Internal Service	Submitted by: Gerry Kaiser

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	\$77,530	\$77,530	\$78,010
Mechanic	Grade L9	4.00	Grade L9	4.00	250,640	250,910	252,470
Shop/Building Attendant (shared with Public Works)	Grade L6	<u>0.50</u>	Grade L6	<u>0.50</u>	<u>21,490</u>	<u>21,490</u>	<u>22,090</u>
Subtotal		5.50		5.50	\$349,660	\$349,930	\$352,570
OTHER COMPENSATION							
Accrued Wages	-		-		1,260	1,260	0
Work in Other Class	-		-		700	700	700
Overtime	-		-		4,000	3,000	4,000
Wages Budgeted in other PW Divisions	-		-		(20,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	\$335,620	\$334,890	\$337,270

CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office:	Budget:
Finance	Liability Insurance Fund
Program: Internal Service/Trust/Agency Funds	Submitted by:
	Michael Easker

Liability Insurance Fund
2022 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.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>
Fund Balance (Current Assets less Current Liabilities), Jan. 1	<u>\$83,804</u>	<u>\$190,332</u>	<u>\$190,332</u>	<u>\$190,332</u>
<u>REVENUES</u>				
Transfers from General Fund for				
Liability Insurance Claims	70,000	70,000	70,000	70,000
Misc. Liability Adjustments	47,028	0	0	0
Total Revenue	<u>117,028</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>EXPENDITURES</u>				
Liability Claims	10,500	70,000	70,000	70,000
Total Expenditures	<u>10,500</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Excess Revenues Over (Under) Expenditures	106,528	0	0	0
Fund Balance, December 31	<u>\$190,332</u>	<u>\$190,332</u>	<u>\$190,332</u>	<u>\$190,332</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Benefit Accrual Fund
Program: Internal Service/ Trust/Agency Funds	Submitted by: Michael Easker

Benefit Accrual Fund
2022 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 continue to experience more stability in the health insurance area in the future.

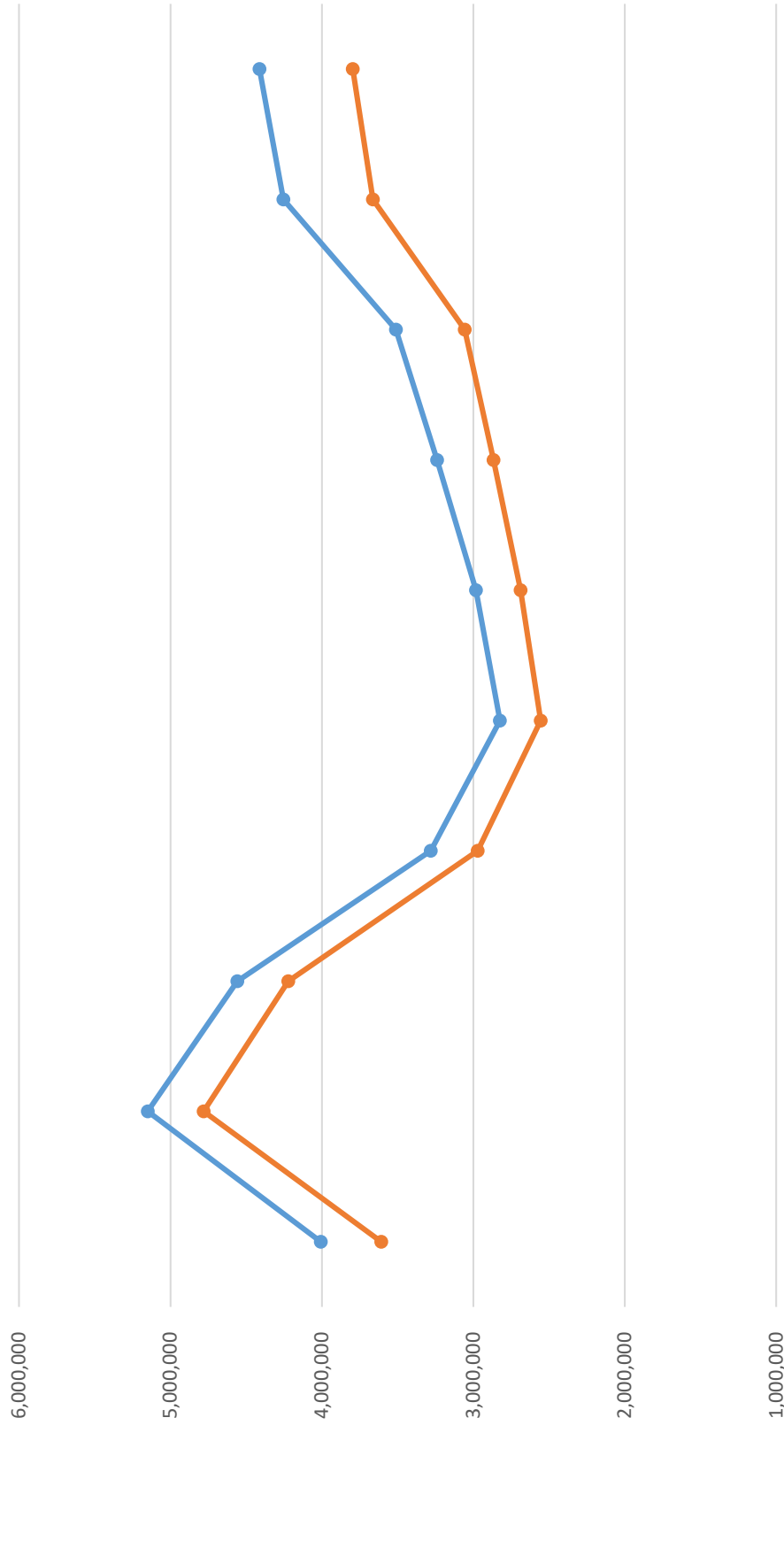
Also included in the Health Insurance Costs are the costs associated with a health clinic for city employees, which is located within Fire Station No. 31 in space previously occupied by the Fox Valley Technical College. The City currently has one public employer partner that assists the City in funding the costs of the clinic as well as providing additional hours for all participants to access clinic services.

The 2022 budget includes \$40,000 to conduct a full salary plan review that will consider the effects of both internal and external market conditions.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>
Fund Balance (Net Position), January 1	<u>\$1,752,351</u>	<u>\$2,061,961</u>	<u>\$2,061,961</u>	<u>\$2,142,671</u>
<u>REVENUES</u>				
Departmental Charges for Services	7,946,366	7,850,000	8,604,590	9,000,000
Total Revenue	<u>7,946,366</u>	<u>7,850,000</u>	<u>8,604,590</u>	<u>9,000,000</u>
<u>EXPENDITURES</u>				
Health Insurance Costs and Other Employee Benefits	3,647,155	3,700,000	4,363,880	4,700,000
Retirement System Expense	3,824,601	3,450,000	3,895,000	3,980,000
Transfer to General Fund	165,000	265,000	265,000	0
Total Expenditures	<u>\$7,636,756</u>	<u>\$7,415,000</u>	<u>\$8,523,880</u>	<u>\$8,680,000</u>
Excess Revenues Over (Under) Expenditures	\$309,610	\$435,000	\$80,710	\$320,000
Fund Balance, December 31	<u>\$2,061,961</u>	<u>\$2,496,961</u>	<u>\$2,142,671</u>	<u>\$2,462,671</u>

*Amounts above excludes funds set aside for employee benefit liabilities.

CITY OF NEENAH HEALTH INSURANCE COSTS 2013-2022



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total Cost	4,007,711	5,150,202	4,557,881	3,282,300	2,824,384	2,982,354	3,240,443	3,510,766	4,254,081	4,412,324
Less EE/Retiree Contr.	3,609,192	4,780,869	4,222,113	2,970,955	2,555,736	2,688,244	2,867,574	3,056,382	3,664,320	3,795,908

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Expendable Trust Funds
Program: Internal Service/ Trust/Agency Funds	Submitted by: Andy Kahl

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
2022 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.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>
Fund Balance, January 1	<u>\$1,435,445</u>	<u>\$1,513,327</u>	<u>\$1,513,327</u>	<u>\$1,588,327</u>
<u>REVENUES</u>				
Interest, Market Adj. & Miscellaneous	<u>\$96,051</u>	<u>\$30,000</u>	<u>\$100,000</u>	<u>\$50,000</u>
<u>EXPENDITURES</u>	<u>\$18,169</u>	<u>\$20,000</u>	<u>\$25,000</u>	<u>\$15,000</u>
Excess Revenues Over (Under) Expenditures	<u>\$77,882</u>	<u>\$10,000</u>	<u>\$75,000</u>	<u>\$35,000</u>
Fund Balance, December 31	<u>\$1,513,327</u>	<u>\$1,523,327</u>	<u>\$1,588,327</u>	<u>\$1,623,327</u>

Cemetery Flowers Fund
2022 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>
Fund Balance, January 1	<u>\$167,577</u>	<u>\$164,871</u>	<u>\$164,871</u>	<u>\$161,571</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$850</u>	<u>\$2,000</u>	<u>\$200</u>	<u>\$500</u>
<u>EXPENDITURES</u>	<u>\$3,556</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
Excess Revenues Over (Under) Expenditures	<u>(\$2,706)</u>	<u>(\$1,500)</u>	<u>(\$3,300)</u>	<u>(\$3,000)</u>
Fund Balance, December 31	<u>\$164,871</u>	<u>\$163,371</u>	<u>\$161,571</u>	<u>\$158,571</u>

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Business Improvement District
Program: Internal Service/Trust/Agency Funds	Submitted by: Michael Easker

Neenah Central City Business Improvement District
2022 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.

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>
Fund Balance, January 1	<u>\$52,078</u>	<u>\$52,134</u>	<u>\$52,134</u>	<u>\$52,134</u>
<u>REVENUES</u>	<u>\$143,274</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
<u>EXPENDITURES</u>	<u>\$143,218</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
Excess Revenues Over (Under) Expenditures	\$56	\$0	\$0	\$0
Fund Balance, December 31	<u>\$52,134</u>	<u>\$52,134</u>	<u>\$52,134</u>	<u>\$52,134</u>

**CITY OF NEENAH
2022 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
2022 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.

It is anticipated that the City of Neenah share of the 2022 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.

	2020 Actual	2021 Budget	2021 Estimate	2022 Request	2022 Proposed
Fund Balance (Deficit), January 1	(\$297,376)	(\$347,329)	(\$347,329)	(374,749)	(374,749)
<u>Revenues</u>					
Court Revenue	304,422	417,000	367,050	462,000	462,000
Reimbursement of Witness Fees	120	300	290	300	300
Miscellaneous Revenue	23	30	30	30	30
	304,565	417,330	367,370	462,330	462,330
<u>Expenditures</u>					
Personal Services	115,825	115,200	111,610	93,080	93,080
Contracted Services	20,881	24,630	24,090	27,710	27,710
Supplies and Materials	759	850	710	850	850
Witness Fees	64	300	0	300	300
Special Reserves & Escrow	0	0	0	1,730	1,730
Interest	1,053	2,500	200	1,000	1,000
Court Fine Reimbursements	225,936	295,000	268,180	341,000	341,000
Total Expenditures	364,518	438,480	404,790	465,670	465,670
Operating Revenues Over (Under) Exp.	(59,953)	(21,150)	(37,420)	(3,340)	(3,340)
Transfer In - Neenah	10,000	10,000	10,000	10,000	10,000
Transfer In - Menasha	0	0	0	0	0
Fund Balance (Deficit), December 31	(347,329)	(358,479)	(374,749)	(368,089)	(368,089)
<u>Fund Balance Allocation</u>					
Menasha Share of Fund Deficit	(130,847)	(147,392)	(153,900)	(155,236)	(155,236)
Neenah Share of Fund Deficit*	(216,482)	(211,087)	(220,849)	(212,853)	(212,853)

*In 2018, Neenah began transferring \$10,000/year to reduce its share of the deficit. At the end of 2022, Neenah will have contributed \$50,000 total toward reducing it's share of the deficit.

**CITY OF NEENAH
OPERATING BUDGET
MENASHA NEENAH MUNICIPAL COURT EXPENDITURES
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>COURT (7050-938)</u>								
0101	Salaries	86,533	84,940	67,136	86,910	76,210	76,210	
0110	Health Insurance	17,221	18,940	9,133	12,720	6,250	6,250	
0111	Fringes	12,071	11,120	8,259	11,380	9,820	9,820	
0115	Schools/Seminars/Training	0	200	565	600	800	800	
	Personal Services	115,825	115,200	85,093	111,610	93,080	93,080	(22,120)
0202	Outside Printing	0	150	66	150	150	150	
0203	Postage	1,427	1,300	877	1,300	1,300	1,300	
0205	Debit Card Services	498	1,000	365	500	1,000	1,000	
0207	Dues & Memberships	845	850	820	820	850	850	
0218	Maintenance of Software	5,887	7,700	5,913	7,700	7,700	7,700	
0221	Telephone	413	420	257	420	420	420	
0232	Auditing Services	1,600	1,700	1,700	1,700	1,800	1,800	
0239	Insurance	0	0	(10)	(10)	710	710	
0254	Printer / Copies	411	410	306	410	410	410	
0255	IS Services / Internal	9,800	10,900	7,125	10,900	12,500	12,500	
0258	GIS Services/Internal	0	0	0	0	670	670	
0272	Translator	0	200	0	200	200	200	
	Contractual Services	20,881	24,630	17,419	24,090	27,710	27,710	3,080
0301	Office Supplies	533	500	407	410	500	500	
0303	Computer Oper Supplies	226	250	249	250	250	250	
0333	All Other Supplies	0	100	0	0	100	100	
0347	Small Hardware	0	0	49	50	0	0	
	Supplies & Materials	759	850	705	710	850	850	0
	COURT	137,465	140,680	103,217	136,410	121,640	121,640	(19,040)
<u>COURT FINE REIMBURSEMENT (7051-938)</u>								
0574	City of Neenah	63,354	85,000	63,724	77,400	110,000	110,000	
0575	City Of Menasha	49,443	65,000	36,560	53,900	65,000	65,000	
0576	State of Wisconsin	79,949	105,000	65,403	97,250	118,000	118,000	
0577	Winnebago County Treasure	33,190	40,000	25,750	39,630	48,000	48,000	
	Fine Reimbursement	225,936	295,000	191,437	268,180	341,000	341,000	46,000
<u>NON-OPERATING EXPENSES (7052-938)</u>								
0248	Witness Fees	64	300	0	0	300	300	
	Non-Operating Expenses	64	300	0	0	300	300	0
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	1,180	1,180	
0110	Health Insurance	0	0	0	0	310	310	
0111	Fringes	0	0	0	0	240	240	
	Special Reserves & Escrow	0	0	0	0	1,730	1,730	1,730
<u>TRANSFERS (9910-999)</u>								
0999	Transfers	1,053	2,500	138	200	1,000	1,000	
	Transfers	1,053	2,500	138	200	1,000	1,000	(1,500)
MUNICIPAL COURT OPERATIONS		364,518	438,480	294,792	404,790	465,670	465,670	27,190
Percent Budget Change								6.20%

**CITY OF NEENAH
REQUEST FOR 2022 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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,590/mo	1.00	2,640/mo	1.00	\$30,720	\$30,720	\$31,230
Records Clerk	Grade G3	<u>1.00</u>	Grade G3	<u>1.00</u>	<u>54,020</u>	<u>55,990</u>	<u>44,980</u>
Subtotal		2.00		2.00	\$84,740	\$86,710	\$76,210
OTHER COMPENSATION							
Accrued Wages	-		-		200	200	0
TOTAL	XXX	2.00	XXX	2.00	\$84,940	\$86,910	\$76,210

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NEENAH-MENASHA FIRE RESCUE

Department Head

Kevin Kloehn

Major Activities

Neenah-Menasha Fire rescue (NMFR) is committed to providing a 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. NMFR spends numerous hours training to prepare its firefighters and provide skills needed to deal with the many hazardous conditions that occur when responding to emergencies. Fire prevention activities include conducting over 3,200 inspections annually, fire investigations, tank inspections and plan reviews. NMFR's award winning public education programs reach over 12,000 people a year through open houses, safety fairs, parades, station tours, school visits and formal programs. The Cities of Neenah and Menasha share department costs based upon a four-factor formula.

The estimated share of departmental costs for 2022 is City of Neenah - 60.65%/City of Menasha - 39.35

Operating Budget Information/Number of Employees (Full Department)

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$8,691,761	\$8,784,400	\$9,221,890	4.98%	\$9,089,460	3.47%
No. of Employees (FTE)	68.00	68.00	68.50	0.74%	68.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue

Recommendations as jointly directed by the Mayor's of both cities. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments: (21,330)

Total \$21,330 of wage and fringe expenditure reductions by eliminating funding for requested new position of Career Development Specialist.

Mayor's Comments: (125,000)

Total of \$125,000 of Executive Adjustments as recommended by the Mayor's of both cities.

Specific details of the changes can be found below:

Wages - Operations	(\$51,820)
Overtime Wages - Operations	(14,620)
Fringes - Operations	(23,860)
Health Insurance	(5,000)
Schools/Seminars/Training	(2,300)
Maintenance of Motor Vehicles	(2,700)
Electricity	(3,000)
Natural Gas	(1,700)
Public Education	(2,000)
Office Supplies	(500)
Safety Supplies	(600)
Consumable Supplies	(1,000)
Small Equipment	(1,000)
All Other Supplies	(1,000)
Increase to Sale of Equipment Revenues	(13,900)
Total Reductions and Revenue Adj.	(\$125,000)

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**CITY OF NEENAH
2022 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.

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.

Our department activities can be broken down into three major divisions: Operations, Training and Prevention

Operations

COVID19 – The pandemic changed many operations during 2020. Our department scaled back the types of medical calls to focus on priority medical incidents. Preparation and decontamination after medical calls dramatically affected how our crews operated. Our focus for the entire year was to “keep our employees’ healthy”. Our stations and equipment were sanitized continuously throughout the day and after every call. Unfortunately, public education and fire inspections were dramatically reduced as businesses were closed, schools were closed to visitors and training was reduced to small group training to prevent large gatherings of our employees. Due to not being able to conduct many of the “normal” things we do, our crews had a renewed focus on training both for COVID response as well as firefighting skills. The 2020* numbers in the following graphs show how this affected each of these areas of operation.

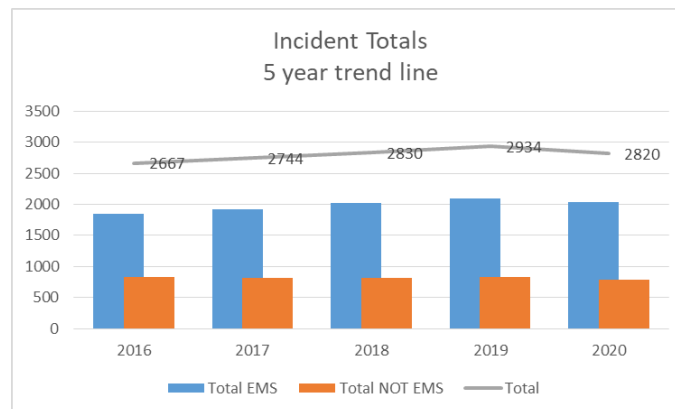
Neenah – Menasha Fire Rescue maintains and operates out of four fire stations strategically placed in Neenah and Menasha to ensure an excellent response time to all areas of the cities. Each station is staffed with full-time lifesaving crews that consist of 1 Fire Officer, 1 Driver and 1 – 2 Firefighters per fire truck. Additionally our department operates a full service water rescue service, special operations (technical rescue) service and a light/medium duty crash rescue service.

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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased especially as we add on more advanced skills.
- **Total NOT EMS** is all the other calls we respond to such as structure fires, vehicle fires, grass fires, water/ice rescues, high angle, confined space and crash rescue. Unintentional false alarms, mutual aid, etc.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn



Average response time for First arriving fire apparatus
5 minutes, 24 seconds

In June of 2018 our automatic aid with the Appleton Fire Department was suspended due to a change made by Outagamie County. We continue to work with Appleton FD, and many of our neighbors as needed for structure fires via our Mutual Aid Box Alarm System (MABAS). MABAS is our preferred method of getting additional resources to the scene in a timely manner. **D/C Voss**

Professional Development

“Professional Development” for many jobs you get “trained” on how to use or do a specific tool or task on your orientation, other careers that require perfection with specific equipment and decision making skills have continued education or “Professional Development”.

Professional Development and Credentialing: A wide variety of people, such as teachers, military officers, health care professionals, firefighters, law enforcement officers, lawyers, accountants and engineers engage in professional development. Individuals may participate in professional development because of an interest in lifelong learning, a sense of moral obligation, to maintain and improve professional competence, to enhance career progression, to keep abreast of new technology and practices, or to comply with professional regulatory requirements. Approaches to professional development, include consultation, coaching, lesson study, mentoring, reflective supervision and technical assistance.

NMFR uses all of these professional development approaches through our Job Performance Requirements (JPR's), Task Books and Subject Matter Experts (SME). Currently, NMFR has nearly 200 JPR's which are used to train and hone firefighters skills. We use these JPR's in our Task Books which include: Probationary Firefighter, Driver/Operator, Inspector/Investigator (under development) and Fire Officer. One of my greatest challenges is the department structure 3 shifts, 4 stations and 68 personnel. NMFR has SME's in; water rescue, technical rescue, vehicle extrication, fire suppression and incident management. I use these SME's to continue to develop department personnel skills and knowledge.

NMFR and the Oshkosh Fire Department completed our first joint recruit class in the beginning of the COVID-19 pandemic. This is a great partnership between neighboring communities as it reduced the time commitment of on-duty crews working with recruit school (5 weeks).

NMFR continuously trains with neighboring fire departments and our police departments along with Gold Cross Ambulance. Training Topics have included, but not limited to:

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

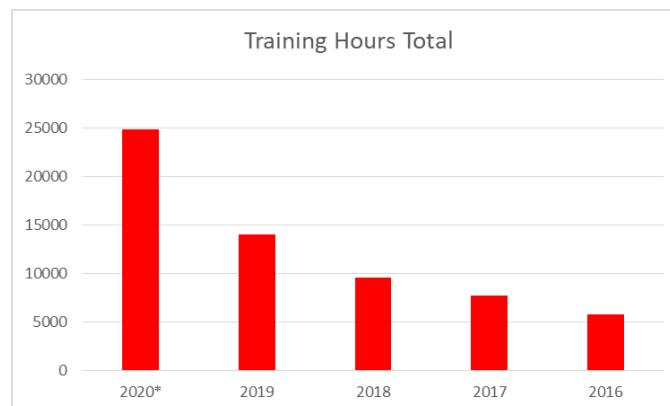
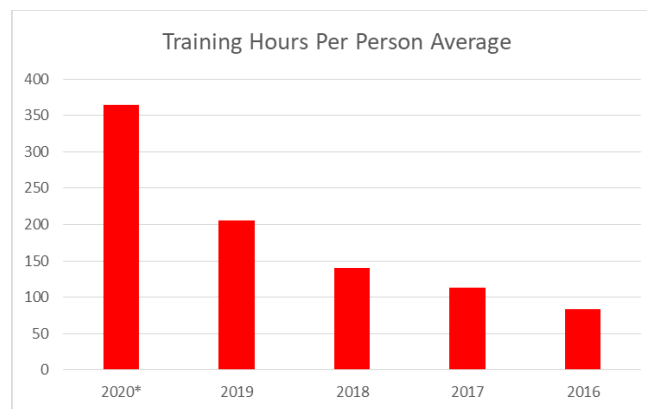
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

• Structure Fire Attack	• SCUBA Dive Rescue – Open Water & Ice
• Wild Land Fire Attack	• Active Shooter
• Pump Operations – Water Movement	• Emergency Medical Training
• High Rise – Aerial Operations	• Technical Rescue – Trench, Building Collapse, High Angle
• Shore & Boat Based Open Water Rescue	• Mental Health – EAP, PTSD & Suicide

Professional Development and Credentialing, when you dial “911” it is your emergency and our citizens expect the very best are coming to help. In 2019, we trained nearly 14,000 hours, which sounds like a lot of training, but when it is YOUR EMERGENCY, you want to know the very best is coming to help!

Professional Development is not practicing until you get it right...

... It is practicing until you can't get it wrong.



In developing our firefighters, there is a tremendous amount to do. I am very fortunate to have so many subject matter experts (SME) on the department. These SME's are great assets to our department, I am able to schedule training to be given to the rest of the department by these individuals. **A/C Peglow**

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

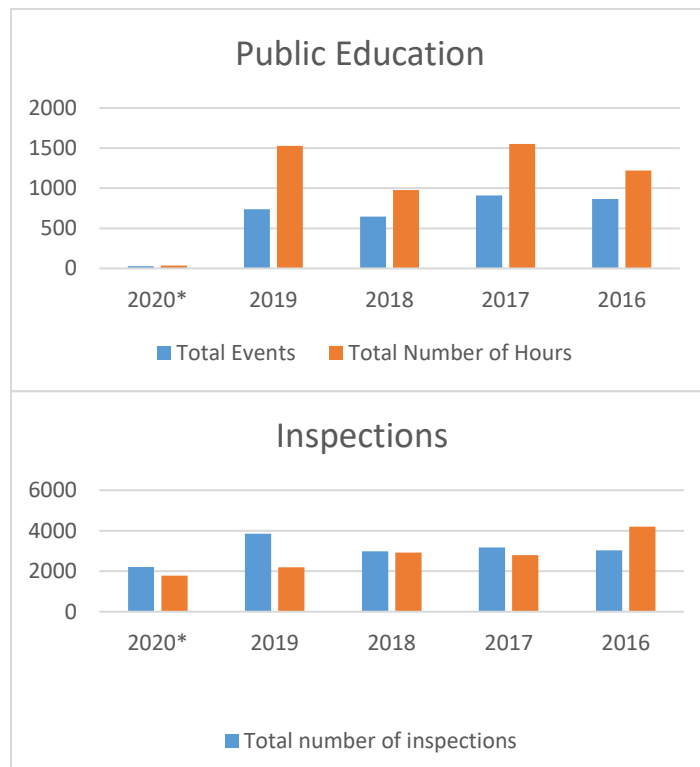
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

Fire Prevention, Fire Investigations and Public Education

NMFR Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations, and Public Education. Fire prevention programs include detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, and changes to any and all fire detection and suppression systems of all commercial properties and multi-family residential facilities. Neenah and Menasha continue to have significant construction projects and growth throughout the two communities. NMFR work very closely with city staff, property owners, architects, engineers, developers, and building officials to ensure that all projects are completed with fire and life safety as our number one priority.

Each year, NMFR conducts in excess of 3,000 inspections to assist property and business owners with identifying potential fire and life safety concerns. Both municipalities contracted with “The Compliance Engine” (TCE) facilitating a more efficient review, tracking, and follow-up process with properties to correct deficiencies and maintain systems. This allows NMFR to easily see if a business is in compliance for all fire detection, suppression, and notification systems throughout our jurisdiction. TCE also notifies our local business direct in an effort to help the business maintain compliance. NMFR actively continues to meet with and provide information for industrial, commercial, and residential facilities, to assist them with creating and maintaining proper fire and life safety emergency action plans.

NMFR is required, by Wisconsin State Statute, to perform fire inspections for all commercial businesses and multi-family (3 family or more) residential structures, within our jurisdiction, two times annually (with few exceptions). *This requirement is aided by the 2% dues funding from the State of Wisconsin. In 2021, the City of Neenah’s 2% dues funding check was \$100,434.46, and the City of Menasha’s was \$51,951.57.*



**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn



The Fire Prevention Bureau also oversees all fire investigations. Wisconsin State statute 165.55 requires that every fire shall be investigated for cause, origin and circumstances. NMFR conducts investigations of every fire that occurs within our jurisdiction. These investigations are conducted by the Shift Inspector/Investigator and/or the Assistant Chief/Fire Marshal depending on the size and complexity of the incident. NMFR works in conjunction with law enforcement when a fire is determined or suspected to be incendiary or criminal in nature. The size and complexity of the fire may require NMFR to request assistance from the Wisconsin Department of Criminal Investigations (DCI) to assist with in-depth evidence collection and sampling to be sent to the state crime lab for analysis.

NMFR remains active in our fire prevention and public safety educational programs, as well as, the juvenile fire setter intervention program. While the COVID pandemic limited in-person presentations in 2020, our Public Education Team, along with operations personnel, provided public education programs, fire/life safety presentations, and general fire safety educational information, to more than 17,400 children and adults through video, social media, and virtual meetings when in person meetings couldn't be held. The team continues to conduct fire safety programs at public and private schools in the Neenah and Menasha school districts during the fire prevention month of October. NMFR has a multi age based program for Elementary, Middle and High School students to provide age appropriate fire safety presentations. NMFR focuses on adult and elderly programs including our ongoing residential smoke detector installs in single family residential homes throughout the cities of Neenah and Menasha at no cost to the residents through donations from the American Red Cross.

Public education programs, fire prevention inspections, and fire/life safety education have proven to reduce injury and death yet is difficult when we attempt to compile a true perspective of the impact. Actual quantifiable numbers for fires prevented, and/or lives saved, by the information shared and lessons learned during our interaction with individuals cannot be measured as we cannot place a number or dollar amount on an incident that never occurs. However, we are very confident that maintaining the outstanding level of service that is provide through NMFR, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha. **A/C Krueger**

2021 Accomplishments:

- Found a way to continue to meet the department's growing need for training all personnel during the pandemic.
- Held the 2nd Regional Joint Recruit Training Academy with Oshkosh and Grand Chute Fire Departments.
- Hired and trained eight new firefighters to replace the eight who retired. This is the biggest turnover we have ever had in our department.
- Continued to provide high level 24/7 response during the challenges of Covid.
- Made policy adjustments to meet the needs of the community during the pandemic.
- Successfully created a Regional Covid-19 Fire Service Mutual Aid Pact to keep service levels for the region the same during the pandemic.
- Set up a way to continue our fire prevention education within the two school districts during the pandemic.
- Continued to improve on communication with City Officials.
- Continued to improve on communication with all NMFR staff.
- Continued to improve working relationships with all City Departments.
- Goal setting with Shift Commanders and Administration Staff.
- Implementation of Quarterly Fire Officer development.
- Successfully completed the State of Wisconsin 2% Dues Audit.
- Transitioned our training records software to a new system.
- Completed the Confined Space Training tool installed at the Training Tower.
- Completed Shift Inspector Task Book.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

2021 Accomplishments cont'd:

- Implemented the Compliance Engine which is a secure internet-based cloud environment in which third-party contractors that inspect, test and maintain fire protection systems, submit their reports via a web portal directly to the NMFR, facilitating a more efficient review, tracking and follow-up process with properties to correct deficiencies and maintain systems.
- Continue funding our smoke alarm program through donations from Kuehl Electric and the American Red Cross.
- Worked on updating our Strategic Plan for the next five years.
- Addition of second rescue Task Force Medic to Neenah Police Department.
- Exploring areas to work together with Oshkosh Fire Department.
- Hired a new Assistant Chief/Fire Marshal.
- Approved a study to have area fire departments look at service cooperation.
- Worked with both cities Water Departments to upgrade water flow for hydrants.
- Established a new corporate partnership during our Covid response for needed equipment saving over \$600.
- Negotiated a new labor agreement with Local 275.

2021/2022 Goals:

- Prepare the department for the upcoming turnover in personnel.
- Hire a new Deputy Chief.
- Switch our records management system to a new operating system.
- Work on changing processes with the inspection bureau.
- Expand Joint Recruit Academy to include Appleton Fire Department.
- Improve the onboarding of our new firefighters, i.e. position descriptions, application process, interview scoring and how we make offers.

Major Increases/Decreases in 2022 Operating Budget Request: Listed below are major increases/decreases \$1,500 and over. Increases/decreases less than \$1,500 are not listed below.

Salaries (0101): Increase of \$178,000 per City of Neenah Finance Department, as well as request of Career Development Specialist position.

FLSA Overtime (0106): Increase of \$5,000 per City of Neenah Finance Department.

Health Insurance (0110): Increase of \$7,030 per City of Neenah Finance Department.

Fringes (0111): Increase of \$121,030 per City of Neenah Finance Department.

Clothing Allowance (0117): Increase of \$2,720. This is set by 275's Labor Agreement and dress uniform purchase for new Deputy Chief.

License Renewal (0118): Increase of \$1,980. First responder re-certification was completed in 2020. Licenses are good for three years.

Maintenance of Motor Vehicles (0213): Increase of \$5,000. With the unbudgeted repairs we needed to make to E32 in 2021, we had to push back some repairs for other vehicles and will need additional money to cover these repairs.

Maint. of Software (0218): Increase of \$11,100. As determined by Neenah I/S Department and to renewal for our records management software.

Electricity (0222): Increase of \$3,000. Per the City of Neenah Finance Department.

**CITY OF NEENAH
2022 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

Natural Gas (0223): Increase of \$1,700. Per the City of Neenah Finance Department.

Professional Services (0238): Increase of \$14,210. EKG's are performed every other year. They are due in 2022.

Neenah I/S Services (0255): Increase of \$5,800. Per City of Neenah I/S Department.

Neenah H/R Services (0257): Increase of \$5,000. Per City of Neenah Finance Department.

Neenah GIS Services (0258): Increase of \$11,980. New separate budget line item, per the City of Neenah Finance Department. In previous years, this was part of the Neenah I/S Services budget.

Public Relations (0262): Increase of \$2,000. We have done very little public education/relations since 2020 due to the pandemic. We will need additional funds to resume activities.

Gas & Oil (0310): Increase of \$2,840. Per the City of Neenah Finance Department. We also buy fluids in bulk (i.e. oil, DEF, etc.) for a savings.

Personal Protective Equipment (0348): Decrease of \$15,000. We will not have as much turnover in 2022 where replacement gear is needed. This is to continue with our replacement plan of gear, helmets, boots, etc.

**CITY OF NEENAH
2022 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
	<u>SUPPLEMENTARY DETAIL WORKSHEET FOR CAPITAL OUTLAY</u>		
8108	<u>Office Furniture & Equipment</u> To replace old office/living furniture as necessary for the four stations.	\$2,700	\$2,700
8113	<u>Communication Equipment</u> Funds are used monthly for the cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Total projected cost is \$4,000	\$4,000	\$4,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2022 upon failure or based on Neenah IS's recommendation.	\$2,500	\$2,500
8133	<u>All Other Equipment</u> These funds are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment. This includes water rescue and in-house EMS training. Total projected cost \$23,000.	\$23,000	\$23,000
8149	<u>Household Purchases</u> 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. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,720.	\$9,720	\$9,720

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
<u>FIRE OPERATIONS (2301-712)</u>								
0101	Salaries	5,537,234	5,516,320	4,029,338	5,505,200	5,694,320	5,622,020	
0104	Overtime Wages	176,248	160,000	200,590	215,000	160,000	157,300	
0105	Reimbursement / Overtime	(4,051)	0	(11,121)	(15,000)	0	(11,920)	
0106	FLSA Overtime Wages	59,358	50,000	42,015	55,000	55,000	55,000	
0110	Health Insurance	931,064	1,028,850	810,874	1,067,730	1,035,880	1,030,880	
0111	Fringes	1,259,596	1,227,410	916,548	1,229,320	1,348,440	1,323,730	
0115	Schools/Seminars/Training	7,713	27,000	6,159	27,000	27,000	24,700	
0116	Test/Certification for Eq	8,669	10,590	6,706	10,590	11,600	11,600	
0117	Clothing Allowance	32,417	34,000	36,808	36,810	36,720	36,720	
0118	License Renewal	912	1,020	22	30	3,000	3,000	
0125	Employee School Reimb	167	150	0	0	0	0	
0128	Empl Recognition Awards	1,555	900	400	900	710	710	
	Personal Services	8,010,882	8,056,240	6,038,339	8,132,580	8,372,670	8,253,740	197,500
0202	Outside Printing	118	930	0	930	930	930	
0203	Postage	447	700	372	700	740	740	
0204	Conferences & Meetings	467	2,100	1,326	2,100	2,100	2,100	
0206	Advertising & Publication	0	200	0	0	200	200	
0207	Dues & Memberships	810	1,230	1,465	1,470	1,840	1,840	
0209	Maintenance of PPE/SCBA	2,633	3,300	5,550	5,550	3,570	3,570	
0210	Maint of Computer Hardwre	259	1,450	0	0	1,210	1,210	
0211	Maint of Other Equipment	1,235	3,710	2,265	3,710	4,010	4,010	
0213	Maint of Motor Vehicles	46,381	45,000	20,609	45,000	50,000	47,300	
0214	Maint of Buildings	4,132	7,500	6,594	7,500	8,500	8,500	
0215	Maint of Radio Equipment	6,182	6,700	6,613	6,700	6,700	6,700	
0216	Maint of Operating Equip	4,310	3,200	4,176	4,180	3,200	3,200	
0218	Maint of Software	36,590	33,710	35,290	35,290	44,810	44,810	
0221	Telephone	8,781	4,200	1,967	4,200	4,200	4,200	
0222	Electricity	51,256	47,000	33,063	47,000	50,000	47,000	
0223	Natural Gas	14,694	17,000	13,739	21,000	18,700	17,000	
0224	Water & Sewer	11,085	12,000	6,472	12,000	12,600	12,600	
0226	Storm Water	2,959	3,650	2,019	3,650	3,650	3,650	
0227	Cellular Telephone	8,074	10,200	4,524	10,200	10,530	10,530	
0232	Auditing Services	2,050	2,150	2,150	2,150	2,250	2,250	
0236	Outside Services	13,517	13,000	9,014	13,000	13,450	13,450	
0237	Pest Control	33	600	69	200	600	600	
0238	Professional Services	31,296	16,700	5,102	16,700	30,910	30,910	
0241	Tree Planting & Landscape	80	1,000	332	500	1,000	1,000	
0246	Liability Insurance	34,266	36,670	37,459	37,460	38,500	38,500	
0247	Auto/Physical Damage Ins	16,360	17,340	17,123	17,130	18,200	18,200	
0250	Maint of Training Tower	837	1,650	35	1,650	1,650	1,650	
0252	Rental of Equipment	720	350	214	350	400	400	
0254	Printer / Copies	2,466	2,560	1,992	2,560	2,670	2,670	
0255	Neenah City I/S Services	131,600	122,300	91,725	122,300	128,100	128,100	
0256	Neenah City Finance Ser.	25,100	25,750	19,313	25,750	26,500	26,500	
0257	Neenah City H/R Services	56,600	60,000	45,000	60,000	65,000	65,000	
0258	GIS Services/Internal	0	0	0	0	11,980	11,980	
0262	Public Relations/Services	4,342	8,000	731	8,000	10,000	8,000	
0293	Maint of Motor Veh/Fleet	0	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	519,680	512,150	376,303	518,930	579,000	569,600	57,450

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	1,215	2,190	1,099	1,500	2,190	1,690	
0306	Cleaning/Janitor Supplies	12,059	15,450	7,632	15,450	16,690	16,690	
0308	Books and Periodicals	1,470	700	516	700	3,620	3,620	
0310	Gasoline & Oil	23,669	28,400	19,873	28,400	31,240	31,240	
0319	Safety Supplies	12,453	6,700	5,171	6,700	7,300	6,700	
0320	Small Tools	1,125	1,100	460	1,100	1,190	1,190	
0325	Consumable supplies	1,481	3,000	582	590	3,000	2,000	
0326	Photography Supplies	354	500	573	580	500	500	
0333	All Other Supplies	1,648	3,800	1,672	3,000	3,800	3,800	
0344	Small Equipment	3,756	9,800	825	9,800	10,500	9,500	
0347	Small Computer Hardware	635	620	460	600	800	800	
0348	Per Protective Equipment	54,639	65,000	34,476	65,000	50,000	50,000	
0350	Training Supplies	3,922	3,750	552	3,750	4,050	4,050	
	Supplies & Materials	118,426	141,010	73,891	137,170	134,880	131,780	(9,230)
	OPERATIONS	8,648,988	8,709,400	6,488,533	8,788,680	9,086,550	8,955,120	245,720
							Percent Budget Change	2.82%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	2,466	2,500	200	2,500	2,700	2,700	
8113	Communication Equipment	3,817	3,980	2,995	3,980	4,000	4,000	
8114	Computer Software Outlay	0	1,000	3,224	3,230	1,000	1,000	
8115	Computer Hardware Outlay	883	1,000	1,920	2,500	2,500	2,500	
8133	All Other Equipment	13,027	22,000	8,659	22,000	23,000	22,000	
8149	Household Purchases	9,257	9,000	2,309	9,000	9,720	9,720	
	Capital Outlay	29,450	39,480	19,307	43,210	42,920	41,920	2,440
	CAPITAL OUTLAY	29,450	39,480	19,307	43,210	42,920	41,920	2,440
	FIRE OPERATIONS/CAPITAL OUTLAY	8,678,438	8,748,880	6,507,840	8,831,890	9,129,470	8,997,040	248,160
							Percent Budget Change	2.84%
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<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	0	20,000	0	10,000	35,000	35,000	
0105	Reimbursement / Overtime	0	(4,000)	0	(2,000)	(30,000)	(30,000)	
0111	Fringes	0	4,430	0	2,200	7,680	7,680	
	Personal Services	0	20,430	0	10,200	12,680	12,680	(7,750)
0216	Maint of Operating Equip	813	900	715	900	900	900	
	Contractual Services	813	900	715	900	900	900	0
0320	Small Tools	310	500	0	500	500	500	
0348	Per Protective Equipment	6,673	6,990	0	6,990	6,990	6,990	
0350	Training Supplies	571	500	0	500	500	500	
	Supplies & Materials	7,554	7,990	0	7,990	7,990	7,990	0
8133	All Other Equipment	1,300	1,400	97	1,400	1,400	1,400	
	Capital Outlay	1,300	1,400	97	1,400	1,400	1,400	0
	REG SPEC OPER RESP TEAM	9,667	30,720	812	20,490	22,970	22,970	(7,750)
							Percent Budget Change	-25.23%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2022**

ACCOUNT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGET	2021 YTD (9 MONTHS)	2021 ESTIMATE	2022 DEPT REQUEST	2022 PROPOSED	BUDGET CHANGE
<u>JOINT FIRE COMMISSION (2320-712)</u>								
0206	Advertising & Publication	0	1,800	0	0	500	500	
0236	Outside Services	3,075	2,500	7,452	7,460	4,500	4,500	
0261	Misc Expenditures	581	500	25	700	1,200	1,200	
	Contractual Services	3,656	4,800	7,477	8,160	6,200	6,200	1,400
	JOINT FIRE COMMISSION	3,656	4,800	7,477	8,160	6,200	6,200	1,400
Percent Budget Change								29.17%
<u>SPECIAL RESERVES & ESCROW (2326-712)</u>								
0101	Salaries	0	0	0	0	11,040	11,040	
0110	Health Insurance	0	0	0	0	50,000	50,000	
0111	Fringes	0	0	0	0	2,210	2,210	
	SPECIAL RESERVES & ESCROW	0	0	0	0	63,250	63,250	63,250
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FIRE DEPARTMENT		8,691,761	8,784,400	6,516,129	8,860,540	9,221,890	9,089,460	305,060
Percent Budget Change								3.47%
<u>REVENUES</u>								
	Boat Launch Fee	0	2,400	0	0	0	0	
	Interest on Investments	7,443	20,000	567	1,000	10,000	10,000	
	P-Card Rebate	5,867	4,000	2,526	6,000	6,500	6,500	
	Sale of Equipment	100	2,000	122	130	2,000	15,900	
	Consumable Supplies	0	500	0	0	500	500	
	Revenues	13,410	28,900	3,215	7,130	19,000	32,900	4,000
Percent Budget Change								13.84%
NET FIRE DEPARTMENT		8,678,351	8,755,500	6,512,914	8,853,410	9,202,890	9,056,560	301,060
								3.44%

**CITY OF NEENAH
REQUEST FOR 2022 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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2021	Current Estimate for 2021	Requested For 2022
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$104,740	\$104,740	\$105,390
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	97,410	73,100	98,530
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	81,710	81,710	82,210
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	78,500	78,500	81,000
Management Assistant	Grade H3	1.00	Grade H3	1.00	52,540	52,540	53,560
Fire Officers	82,913 - 83,742	15.00	85,417	15.00	1,325,920	1,314,170	1,351,760
Mechanics	80,253 - 83,742	4.00	82,678 - 85,417	4.00	343,910	370,220	355,180
Assistant Inspectors	78,687 - 79,474	6.00	81,063	6.00	498,960	498,960	511,400
Shift Commanders	86,015 - 86,875	3.00	88,613	3.00	275,090	273,860	281,880
Drivers	77,342 - 78,115	12.00	79,677	12.00	971,960	971,960	1,006,050
Fire Fighters	48,440 - 75,429	<u>23.00</u>	49,902 - 76,938	<u>23.00</u>	<u>1,578,690</u>	<u>1,580,150</u>	<u>1,641,640</u>
Subtotal		68.00		68.00	\$5,409,430	\$5,399,910	\$5,568,600
PART TIME							
Career Development Spec.	-	-	Grade GH	0.50	\$0	\$0	\$20,480
OTHER COMPENSATION							
Work in Other Classification	-		-		47,000	47,000	47,000
First Responders Pay	-		-		44,100	42,500	44,100
Accrued Wages	-		-		15,790	15,790	14,140
OVERTIME							
Operating Overtime	-		-		160,000	215,000	160,000
Special OPER Overtime	-		-		20,000	10,000	35,000
FLSA Overtime (2470 Hrs.)	-		-		50,000	55,000	55,000
TOTAL	XXX	68.00	XXX	68.50	\$5,746,320	\$5,785,200	\$5,944,320

**Neenah-Menasha Fire Rescue
Cost Distribution Formula For Budget Year 2022
Factors as of 12/31/20**

Item No.	Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	26,333	60.12%	0.25	0.1503	
	* Population-Menasha	17,468	39.88%	0.25		0.0997
	Population as of 1/1/20	43,801	100.00%			
2.	* Equalized Value (w/TIF)-Neenah	2,442,145,100	65.66%	0.25	0.1641	
	* Equalized Value (w/TIF)-Menasha	1,277,275,013	34.34%	0.25		0.0859
	Equalized Value as of 1/1/20	3,719,420,113	100.00%			
3.	* Service Calls-Neenah	1,724	61.20%	0.25	0.1530	
	* Service Calls-Menasha	1,093	38.80%	0.25		0.0970
	Service Calls during 2020	2,817	100.00%			
4.	* Square Miles-Neenah	9.716	55.60%	0.25	0.1391	
	* Square Miles-Menasha	7.760	44.40%	0.25		0.1109
	Square Miles as of 12/31/20	17.476	100.00%			
Total Weighted Factors					0.6065	0.3935
Total Proposed Cost Distribution Formula - 2020 Factor for 2022 Budget					60.65%	39.35%
Previous Year Cost Distribution Formula					59.83%	40.17%
Increase (decrease) from previous year					0.82%	-0.82%

a	<u>Neenah - Equalized Value</u>	
	Equalized Value	2,440,145,100
	Alliant Energy (from Dept. of Admin.)	2,000,000
		2,442,145,100
b	<u>Menasha - Equalized Value</u>	
	Equalized Value	1,233,535,500
	UW-Fox Valley (from Dept. of Admin.)	43,739,513
		1,277,275,013

c NMFR automatic aid for calls in the City of Menasha and the City of Appleton ended as of 12/31/18.

d Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2020.

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