



2018

**Operating
and**

Capital Improvements Budget



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October 20, 2017

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 fourth budget, the 2018 Operating and Capital Improvements Budget. We continue to be faced with many challenges such as levy limits imposed by the State, zero increases in shared revenue aid, minimal increases in general transportation dollars and insuring adequate compensation for our city's top notch employees who provide high quality services we expect and enjoy. We continue to prioritize spending in a way which provides citizens assurances that services will be maintained at a high level within our community while keeping the taxpayer's ability to pay in mind. After a long and detailed review process with department heads, I'm very pleased to provide a document that will achieve those goals and provide outstanding quality services to our residents.

This budget has a few major fiscal items that will be sure to garner discussion but I feel are necessary to sustain our core services such as refuse garbage and recycling collection, legal and administrative services, along with additional hours of service and personnel for the Library.

I have often stated that our ability to increase spending is dependent on growing our value so we can further invest in programs and initiatives that will help our tax base. This year our equalized value growth as determined by the state was 5.20%

The principles for this budget changed slightly as I crafted this document:

1. Continue to fully optimize our excellent staff and Council, to include reorganization of tasks and/or departments to continuously improve the quality of services provided to our citizens.
2. Hold the property tax levy for city purposes below the amount allowed by the state limit.

3. Maintain rates for municipal fees at or below their current level whenever possible.
4. Continue to reduce the city debt load.
5. Implement Phase II Washington Parks Plan and begin researching and applying for Arrowhead Park grant opportunities.
6. Continue to invest in economic development opportunities for future valuation growth.
7. Continue to invest in our roads and infrastructure needs.

As in previous budgets, my goals were to stay within the levy limits by keeping spending increases within range to qualify for the Expenditure Rate Program, while continuing the tradition of paying off more than we borrow, to improve our infrastructure and look for ways to enhance economic development opportunities to grow our tax base, with the expectation to continue the high level of services and quality of life we enjoy here in Neenah.

With regard to the operating budget, our department heads identified needs of just over \$25 million for 2018. I am recommending a reduction from the requests of almost \$440,000 leaving a final expenditure budget of \$24,587,660 which is supported by a tax levy of \$13,424,960. Including debt service, the proposed levy prior to the TIF Levy adjustment is \$16,814,960, an increase of just over 232,000, or 1.4%. The tax levy increase is \$76,110 less than the maximum amount allowed under levy limits. That amount will then be available for levy limit carryforward to future years.

My goal for 2018 is to maintain a tax rate that reflects only a small increase for our taxpayers. As proposed, the anticipated final assessed tax rate (pending final assessed value numbers) for property owners will go up 1.94%. That translates to an increase in property taxes for city purposes of .18 per \$1,000 of assessed valuation. This means the owner of a home assessed at \$150,000 will see an increase of their taxes for city purposes of \$27. Keep in mind that changes to the estimated final assessed value numbers could change these amounts slightly either up or down.

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

We were fortunate to receive very good news regarding our health care costs for 2018. We will be moving to the Wisconsin Counties Association Group Health Trust Plan at a 2% increase from our current costs. This plan will provide more flexibility to our employees for treatment as they will be able to choose any of the three options which

include ThedaCare, Affinity and Aurora with additional access to the Menasha School District/City of Menasha Employee Clinic. Our own Health Care Clinic for employees continues to see increases in utilization and helps keep costs down. Our HR Director has done an excellent job in helping to control these costs.

Our downtown continues to shine and be prosperous for small and big businesses alike. The new Gateway Office Tower with over 280 Plexus employees is up and running. Our commitment to provide adequate parking for both retail and office space usage with the new parking enforcement vehicle in place and the implementation of other parking lot changes.

Our Community Development Department works hard at delivering new projects and retaining our valued businesses. In 2018, I have asked for additional dollars to help replenish TIF 10 costs relative to acquiring properties in the area and to be prepared for additional opportunities if they arise.

My budget also includes a reduction from \$900,000 to \$700,000 in the amount of debt service levy dollars that have been earmarked to assist in funding debt payments in TIF districts in which increment is not sufficient to meet all debt service requirements. The City began this practice in 2012 and this reduction is a direct result of the continued improvement in financial performance we are experiencing within the City's TIF Districts, both specifically and as a whole.

Our public safety departments, notably Police and Fire services are both fully staffed and are providing outstanding services to our residents. The Police Department requested additional positions which I was not able to recommend at this time. A new Fire Engine is in my recommendation for this year. The budget also provides dollars to both departments to continue training that is critical to ensuring the highest qualified personnel are in these positions.

Our Library has requested an increase in dollars to offer additional weekend hours based upon patron's feedback from a recent survey asking for their priorities. I have recommended an increase equal to half of the request and challenge the Library Board to find ways to realize and implement the request without increasing FTE positions and within allocated dollars.

Neenah takes pride in our recreation facilities and the special events that are held around the community. In this budget we once again provide dollars for playground equipment in our neighborhood parks including Southview and Liberty Parks. In addition, I have included the second phase of the Washington Park Master Plan.

Our Parks personnel understand the need for continued management of our terrific parks and trail system because they greatly benefit current residents as well as impacting people and companies considering a move to Neenah. The "Loop the Lake Trestle Project" will begin shortly and is expected to be ready in early 2018. I believe this will become a

destination attraction. It will bring visitors and revenue in from outside the area as folks enjoy their time within the community.

Safety of our residents is vitally important. And that is why I have agreed to fund speed/radar and pedestrian crossing devices on all of our major east/west corridors including Bell Street, Main Street and Winneconne Avenue. In addition I have added another pedestrian crossing device after many requests from residents for Commercial Street at North Water Street by the YMCA due to safety concerns.

One of our most important and essential departments is our Public Works Department. While I tend to stay away from putting policy in budgets I believe certain initiatives with large fiscal implications are acceptable and proper.

This Council has looked at a previous recommendation to change to automated collection of refuse in our community. After much research and a thorough analysis by staff, I will be recommending the City solicit bids for a 10-year contract to provide private hauler refuse and recycling services starting July 1, 2018. I am also recommending to remove funding for two unfilled positions as of January 1, 2018 effectively eliminating 2 FTE in the Public Works Department. I'm asking to maintain funding of one other position until a retirement occurs to allow for elimination of that position through attrition. This will allow a floater position to assist with catch up or to assist with various duties and necessary services within Public Works, Parks or Water Department.

This action is estimated to save the city about \$90,000 in 2018 and overall about \$125,000 per year thereafter. We also attain automated service without the expense of buying the new equipment and purchasing cans for residents. I fully expect there to be no charge to residents for the trash bins as this was in the sample quotes discussed with vendors during our research. We also expect to receive over \$200,000 through the sale of our used trucks we currently use.

Another positive impact is the City Recycling Fee residents pay will be lowered by \$1 under this proposal from \$37 to \$36 dollars.

There is no doubt we continue to fall behind in road work throughout the city. We continue to be aggressive in our road reconstruction and have identified more streets than we can afford at this time. Our major street project for 2018 will be the east end of Cecil Street along with six other road projects. I attempt to level out the workload and the borrowing for the upcoming years. Eliminating peaks and valleys in the program spending provides greater budget stability.

This decision has also helped us continue our efforts to pay off more than we borrow by over \$100,000 dollars. We are doing so without the use of any unspent capital reserves, allowing those funds to be used to further reduce current or future borrowing. Specifically, the Infrastructure Reserve fund balance is estimated to remain at a very healthy balance in excess of \$3.5 million.

I also respectfully ask the Council to revisit the proposed Transportation Fee that was discussed this year to refine a process for all property owners to pay towards street projects. This would help ease the financial burden on those residents whose streets are being upgraded. Everyone uses the streets in our community. The Council has discussed changing the way we assess these type of projects to homeowners in the future and it has become apparent to me the need to change our process system. I look forward to working with you to come up with an equitable plan next year.

LEAN concepts will continue to be a focus and staff is eagerly willing to find ways to implement changes to reduce waste in our processes through ongoing training and process improvement events. The goal is to have more employees participate in this valuable training.

Investing in our staff is crucial towards delivering quality services. The budget provides for a 2% wage increase, stipulating that 1% will be paid on January 1, 2018 and 1% on July 1, 2018 thus saving some dollars in 2018. We also continue our efforts to provide some resources for mid-point adjustments, merit pay and exemplary performance awards that were started last year. I have also recommended \$10,000 dollars for a salary plan review in 2018 that will help determine future needs.

Lastly, another major initiative I'm presenting to the Council is a request for a reorganization of personnel in the Legal and Administrative Services Department. This request follows recommendations from the first Succession and Efficiency Departmental Study by Carlson Dettman. I'm recommending the following: The City recruit and hire an Assistant City Attorney, eliminate the position of paralegal, remove funding for contracted legal services related to Municipal Court prosecutions and liability claims investigations and make the Office Manager position full time all beginning on 7/1/2018. A community of this size with as many large projects and initiatives as we have needs additional legal and administrative capabilities.

The net cost of these changes affecting the 2018 budget would be an increase of \$10,000. This will make the office more efficient and help with succession planning.

While these ideas are a collection of my budget priorities as our elected leader, I look forward to working with you to further enhance the document and I welcome your suggestions and ideas to make it even better. I listen to the staff's rationale and weigh that against all the priorities in the budget. This is a document that will continue to move us forward, meet many of the needs of our community and ensure we do not fall behind. The department heads worked tirelessly to address the needs of the community, they and their department carefully scrutinized requests while keeping the taxpayers in mind. My purpose was to prioritize and determine the best solutions and present to you for guidance.

I want to thank Mike Easker and his staff in the Finance Department for helping me put together this budget. Mike's hard work, insight and vision helped craft this fiscally

Members of the Common Council and Community
City of Neenah
October 20, 2017
Page 6

responsible document. I look forward to working with the Council and interested citizens to improve this document in the coming weeks.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dean R. Kaufert". The signature is written in black ink and is positioned above the printed name and title.

Dean R. Kaufert
Mayor

City of Neenah Wisconsin

2018

Operating and Capital Improvements Budget

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

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

CITY OF NEENAH
2018 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

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CITY OF NEENAH
2018 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET
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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
2017 – 2018**

MAYOR

Dean R. Kaufert

PRESIDENT OF THE COUNCIL

Todd Stevenson

COUNCIL MEMBERS

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

OFFICERS

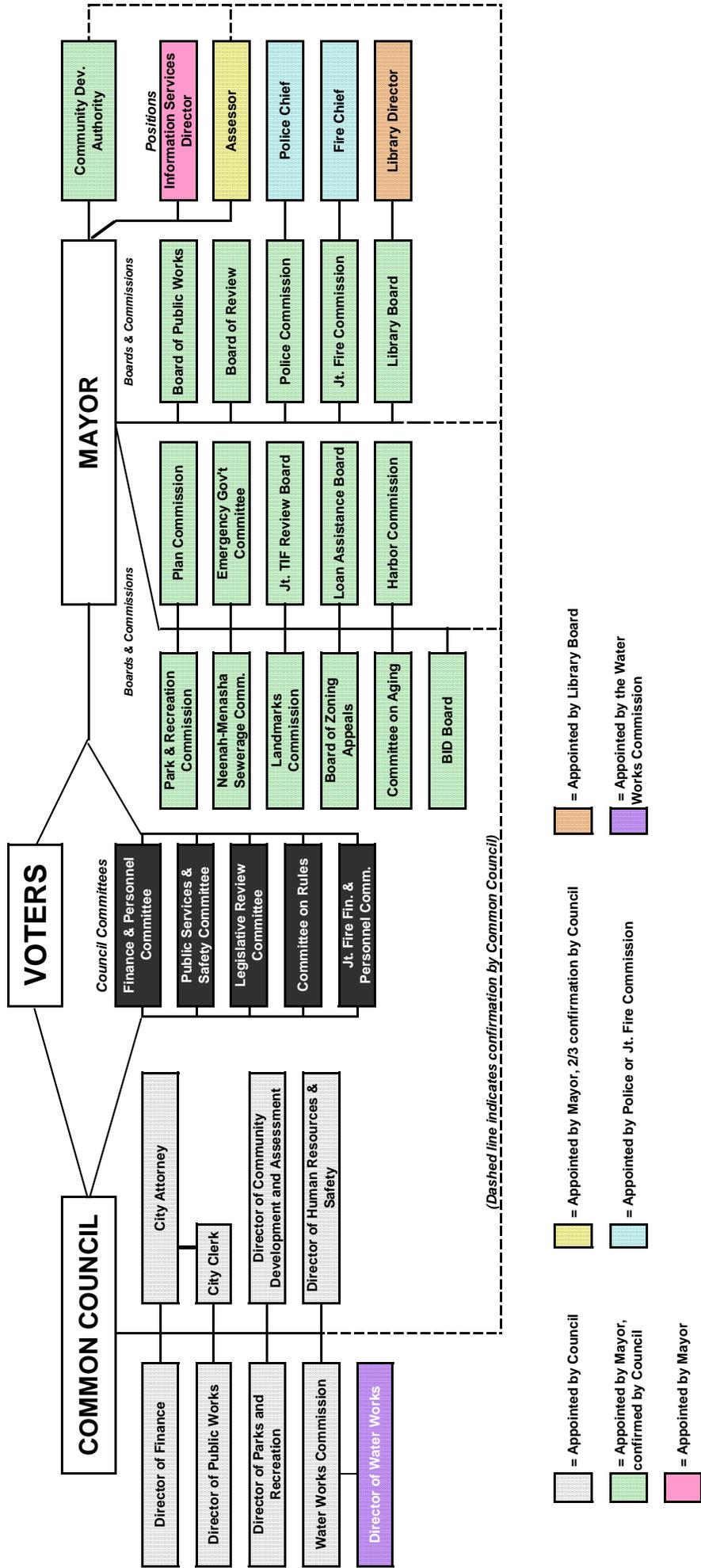
Director of Finance	Michael K. Easker
City Attorney	James G. Godlewski
City Clerk	Patricia A. Sturn
Director of Human Resources and Safety	Heather C. Barber
Police Chief	Kevin Wilkinson
Fire Chief	Kevin Kloehn
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment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

STANDING FINANCE AND PERSONNEL COMMITTEE

Aldersperson William Pollnow, Jr. (Chairman)
Aldersperson Tami Erickson (Vice Chairman)
Aldersperson Kathie Boyette
Aldersperson Christopher Kunz
Aldersperson Todd Stevenson

STANDING PUBLIC SERVICES AND SAFETY COMMITTEE

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



- = Appointed by Council
- = Appointed by Mayor, 2/3 confirmation by Council
- = Appointed by Mayor, confirmed by Council
- = Appointed by Police or Jt. Fire Commission
- = Appointed by Mayor
- = Appointed by Library Board
- = Appointed by the Water Works Commission

**CITY OF NEENAH
2018 EXECUTIVE BUDGET
MAYOR RECOMMENDED**

FUND	2017 Tax Levy Adopted	2018 Tax Levy Requested	% Increase (Decrease)	2018 Tax Levy Recommended	% Increase (Decrease)
General Fund Tax Levy	\$13,222,390	\$14,447,570	9.27%	\$13,424,960	1.53%
Operating Tax Levy	\$13,222,390	\$14,447,570	9.27%	\$13,424,960	1.53%
Debt Service Fund Tax Levy (2015)	3,210,000	3,210,000	n/a	3,210,000	n/a
Tax Levy Subject To Levy Limit Before Debt Adjustments	\$16,432,390	\$17,657,570	7.46%	\$16,634,960	1.23%
Debt Service Fund-2016-17 Levy Increase	150,000	150,000	n/a	150,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	\$16,582,390	\$17,807,570	7.39%	\$16,784,960	1.22%
Debt Service Fund - 2018 Levy Increase	0	0	n/a	30,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	\$16,582,390	\$17,807,570	7.39%	\$16,814,960	1.40%
City Property Assessed Value (est)	1,956,028,634	1,961,605,630	0.29%	1,961,605,630	0.29%
Assessed Tax Rate (Before TIF)	\$8.4776	\$9.0781	7.08%	\$8.5720	1.11%
City Property Equalized Value	1,991,660,100	2,095,284,800	5.20%	2,095,284,800	5.20%
Equalized Tax Rate (Before TIF)	\$8.3259	\$8.4989	2.08%	\$8.0251	-3.61%
T.I.F. Districts Tax Levy	1,664,095	1,928,482	15.89%	1,838,868	10.50%
Total Tax Levy (After TIF)	\$ 18,246,485	\$ 19,736,052	8.16%	\$ 18,653,828	2.23%
Assessed Tax Rate (After TIF)	\$9.3283	\$10.0612	7.86%	\$9.5095	1.94%
Equalized Tax Rate (After TIF)	\$9.1614	\$9.4193	2.81%	\$8.9028	-2.82%

NOTE: * Budget Year 2018 Levy is proposed to be reduced by the application of \$150,000 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of \$181,870 used to reduce the 2017 Budget Year Levy.

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

* Tax Levy amount is \$76,110 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 \$3,390,000.

2018 GENERAL FUND BUDGET

Requested Expenditures **\$25,027,700**

Requested Revenue - includes previous year's tax levy amount **24,005,090**

Budget Deficit based upon Requests **1,022,610**

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

*** Total General Fund Expenditure**

Recommended Increases (Decreases) **(440,040)**

* Specific details are listed in the Mayor's comments that follow and on the individual budget summary pages.

<u>Expenditure Restraint Program (ERP)</u>	
2017 General Fund Adopted	
Expenditure Budget	\$24,049,490
Estimated 2018 ERP Limit-2.99%	1.0299
2018 Gen. Fund Expenditure Limit	
2018 Department Requested Expenditures	24,768,570
25,027,700	
Expenditure Reductions Needed to Qualify for 2018 ERP Program	
	259,130
Expenditure Decreases Recommended by Mayor	
	(440,040)
Expenditure Decreases Recommended in Excess of Amount Needed to Qualify for 2018 ERP Program	
	(\$180,910)

Increases (Decreases) to Revenue Requested

	<u>Amount</u>
1). Property Tax Levy Increase - Levy Limit	180,070

Mayor's Comments:

Per levy limit restrictions based upon net new construction, the City maximum levy increase for its operating budget is limited to \$256,180. I am recommending a tax levy increase of \$180,070, which is \$76,110 less than the maximum amount allowed. That amount would then be available for levy limit carryforward to future years.

2). Property Tax Levy Increase - Fire/Rescue Levy Limit Exemption	22,500
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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 up to a certain amount. For 2018, the amount the City could exempt is approximately \$95,000. I am recommending a Joint Fire levy limit exemption of \$22,500, or the amount of increase directly caused by the increase in the formula determining Neenah's share of Fire/Rescue services from 59.29% to 59.56%.

3). General Fund Reserves	150,000
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Mayor's Comments:

The City ended fiscal year 2016 with a General Fund undesignated fund balance of \$3,825,574 and a total fund balance of \$4,186,667. Current estimates for 2017 indicate the City should end the year with a surplus of approximately \$200,000 from 2017 General Fund operations. I am recommending the use of \$150,000 of General Fund fund balance as part of the proposed 2018 General Fund budget. This compares to the use of \$181,870 of fund balance in the 2017 adopted budget.

4). Library Operating Carryforward	10,000
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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. Currently, those available carry forward funds total \$37,440. I am recommending that \$10,000 of those carry forward funds be used to offset expenditures in the 2018 Library budget.

5). Sale of Used Equipment	210,000
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Mayor's Comments:

See comments related to Refuse Garbage Collection in expenditure section below

6). Transfer from I/S Fund	10,000
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Mayor's Comments:

Based upon my proposed expenditure reductions in the 2018 I/S budget.

Total General Fund Revenue Increases (Decreases) Recommended **582,570**

Mayor's Recommended Budget Adjustments

General Fund

Increases (Decreases) to Expenditures Requested

Common Council

No changes recommended

Mayor

No changes recommended

Finance/Risk Management

No changes recommended

Legal and Administrative Services

10,000

Mayor's Comments:

Per recommendations from the succession and efficiency departmental study by Carlson Dettman, I am recommending the following:

- 1). Recruit and hire an Assistant City Attorney effective 7/1/18.
- 2). Eliminate the position of Paralegal effective 7/1/18.
- 3). Remove funding for contracted legal services related to municipal court prosecutions and liability claim investigations effective 7/1/18.
- 4). Make Office Manager position full-time effective 7/1/18.

The net cost of these changes affecting the 2018 budget would be an increase of \$10,000. Any further costs associated with income or health insurance continuation for any affected employees would be funded with either 2017 carry forward funds and/or existing health insurance reserves.

Human Resources & Safety

No changes recommended

Municipal Building

No changes recommended

Police

(76,000)

Mayor's Comments:

I am recommending the following changes:

- 1). Remove funding for new half-time ISU Support position per budgeted cost of position (\$28,000 reduction).
- 2). Remove funding for new half-time State Accreditation Support position per budgeted cost of position (\$28,000 reduction).
- 3). Reduce Overtime budgeted request from \$340,000 to \$320,000 (\$20,000 reduction). Overtime budget would still be increased by \$16,000 from 2017 adopted budget.

Joint Fire/Rescue

(35,730)

Mayor's Comments:

City of Neenah 59.56% share of net total of \$60,000 of expenditure reductions and revenue increases as agreed upon 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.

Public Works

Refuse Garbage and Recycling Collection

(60,810)

Mayor's Comments:

The City has been studying various options with regard to refuse and recycling collection. Part the analysis included the potential of the City moving toward automated collection in the near future, an action that would require a capital investment in new trucks and containers estimated to cost between \$2-3 million. Another aspect of the analysis are the ongoing challenges of recruiting and retaining sanitation workers within the Public Works department. Currently, two of the ten sanitation positions remain unfilled, leaving other Public Works staff to fill in to maintain the 3.8 FTE required to provide weekly collection services.

City staff has presented me with three basic options and the estimated cost of each over a period of years. Those options are:

- 1). Maintain the current collection process.
- 2). Move to a City funded and operated automated collection process.
- 3). Hire a private hauler to provide refuse and recycling collection services.

Mayor's Recommended Budget Adjustments

General Fund (con't)

Upon a thorough analysis of the options presented, I am recommending the following:

- 1). Solicit bids to provide private hauler refuse and recycling collection services to begin on or about July 1, 2018.
- 2). Remove funding for the two unfilled sanitation positions as of January 1, 2018, effectively eliminating 2 FTE in the Public Works department.
- 3). Maintain funding of a third FTE position:
 - a). through 6/30/18 to assist in the City collection services until private collection takes over;
 - b). then maintain funding for the position through 12/31/18 and beyond or until a retirement occurs within the Public Works department to allow for elimination of the position through attrition. During that time, the position would serve as a "floater" to assist with or catch-up on various duties within the Public Works, Parks, Cemetery and Water departments.
- 4). Allow the final .8 FTE of the 3.8 FTE currently assigned to refuse and recycling collection to become permanently absorbed within the department to fulfill a number of much needed duties within the Public Works department on an ongoing basis.
- 5). Initiate the sale of the existing five refuse and recycling vehicles after July 1, 2018. Budgeted revenue of \$210,000 for the sale is included in the proposed 2018 General Fund revenue budget.

All told, the annual savings estimated from a ten-year private hauling contract is approximately \$125,000, affecting both the operating and capital budgets. While it will take a couple of years to fully realize those annual savings, the following is a breakdown of the 2018 effect:

- 1). General Fund net savings - \$60,810
- 2). Recycling Fund net savings - \$30,000
- 3). Debt Service Fund net cost - \$90,500

Park & Recreation

No changes recommended

Community Development & Assessment

Mass Transit Net Cost

(12,500)

Mayor's Comments:

Reduce net cost increase from 19% to 5%

Library

(40,000)

Mayor's Comments:

The Library has requested approximately \$80,000 to add extra hours to allow the Library to remain open on Sundays year-round. I am recommending reducing that request by \$40,000 and am asking the Library search for ways to implement the increase in Sunday hours at a lower cost and without the addition of a full-time position.

Cemetery

No changes recommended

Forestry

No changes recommended

Special Reserves & Escrow/Mayor's Executive Adjustments

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

(199,800)

This savings number includes:

- a). a \$100,000 permanent reduction in the current \$800,000 structural health insurance budget surplus;
- b). a \$130,000 one-time reduction in the current structural surplus to offset the one-time costs for the updated Salary Plan Review (\$10,000) in the H/R budget, the net levy cost for the ADA Compliance Audit in the DOLAS budget (\$30,000) and the cost to hire contract assessor firm to assist with the city-wide revaluation (\$90,000);
- c). a \$30,200 increase to cover increased costs associated with the City's approved employee health insurance plan for 2018.

2). Water/Sewer

(4,000)

Reduced by 5% due to delay in implementation of Sanitary Sewer Study

3). Electricity

(11,500)

Reduce line items to 2017 level.

4). Natural Gas

(2,500)

Reduce line items to 2017 level.

5). Professional Services

(4,200)

Reduce line items to 2017 level.

6). Gas & Oil

(13,000)

Reduce line items to 2017 level.

Mayor's Recommended Budget Adjustments

General Fund (con't)

Interfund Transfers

Menasha-Neenah Joint Municipal Court **10,000**

Mayor's Comments:

The court has experienced operating deficits averaging approximately \$20,000 since its inception in 2002. The 2018 deficit is estimated at \$11,880. Even with those deficits, I continue to believe the benefits of having a local joint municipal court far outweigh the alternative of having all municipal violations prosecuted in circuit court in Oshkosh. I also believe it is time to begin to provide a small City subsidy to start to reduce, and eventually eliminate, the City of Neenah share of the deficit. That deficit amount is estimated at \$186,188 as of the end of 2018, prior to the \$10,000 proposed subsidy.

Total General Fund Expenditure

Increases (Decreases) **(440,040)**

**Total Budget Adjustments Recommended
to Balance 2018 General Fund Budget**

\$1,022,610

Budget Adjustments Recommended - Other Funds

Recycling Fund

Curbside Collection **(30,000)**

Mayor's Comments:

See "Refuse Garbage and Recycling Collection" above.

Information Systems Fund

Geographic Information Systems **(31,930)**

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician budgeted to begin 7/1/18.

**CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2009-2018**

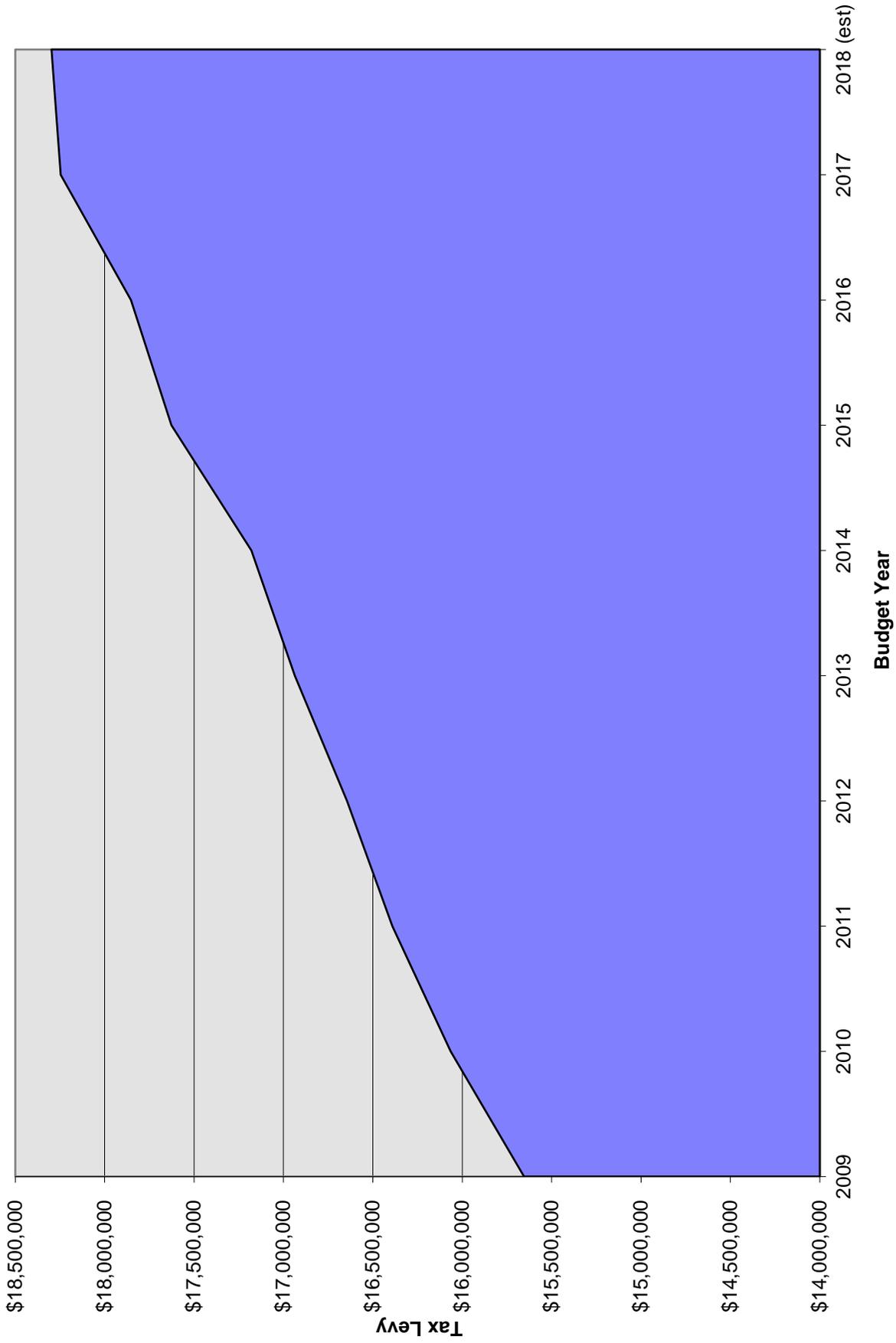
Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2009	15,654,515		8.39		8.11	
2010	16,064,696	2.62%	8.47	0.95%	8.11	0.00%
2011	16,391,111	2.03%	8.52	0.59%	8.54	5.30%
2012	16,644,846	1.55%	8.97	5.28%	8.68	1.64%
2013	16,936,628	1.75%	9.09	1.34%	9.20	5.99%
2014	17,179,057	1.43%	9.04	-0.55%	9.27	0.76%
2015	17,626,503	2.60%	9.19	1.66%	9.19	-0.86%
2016	17,853,228	1.29%	9.21	0.22%	9.24	0.54%
2017	18,246,485	2.20%	9.33	1.30%	9.16	-0.87%
2018 (est)	18,297,458	0.28%	9.51	1.93%	8.90	-2.84%
Average		1.75%		1.41%		1.07%

Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2009	1,866,357,890		1,931,434,600		96.63%
2010	1,896,663,157	1.62%	1,981,348,900	2.58%	95.73%
2011	1,922,974,901	1.39%	1,918,845,500	-3.15%	100.22%
2012	1,854,865,912	-3.54%	1,916,768,500	-0.11%	96.77%
2013	1,863,894,145	0.49%	1,840,562,900	-3.98%	101.27%
2014	1,899,744,900	1.92%	1,852,907,500	0.67%	102.53%
2015	1,918,933,800	1.01%	1,918,342,400	3.53%	100.03%
2016	1,937,527,000	0.97%	1,933,055,000	0.77%	100.23%
2017	1,956,028,634	0.95%	1,991,660,100	3.03%	98.21%
2018 (est)	1,961,605,630	0.29%	2,095,284,800	5.20%	93.62%
Average		0.57%		0.95%	

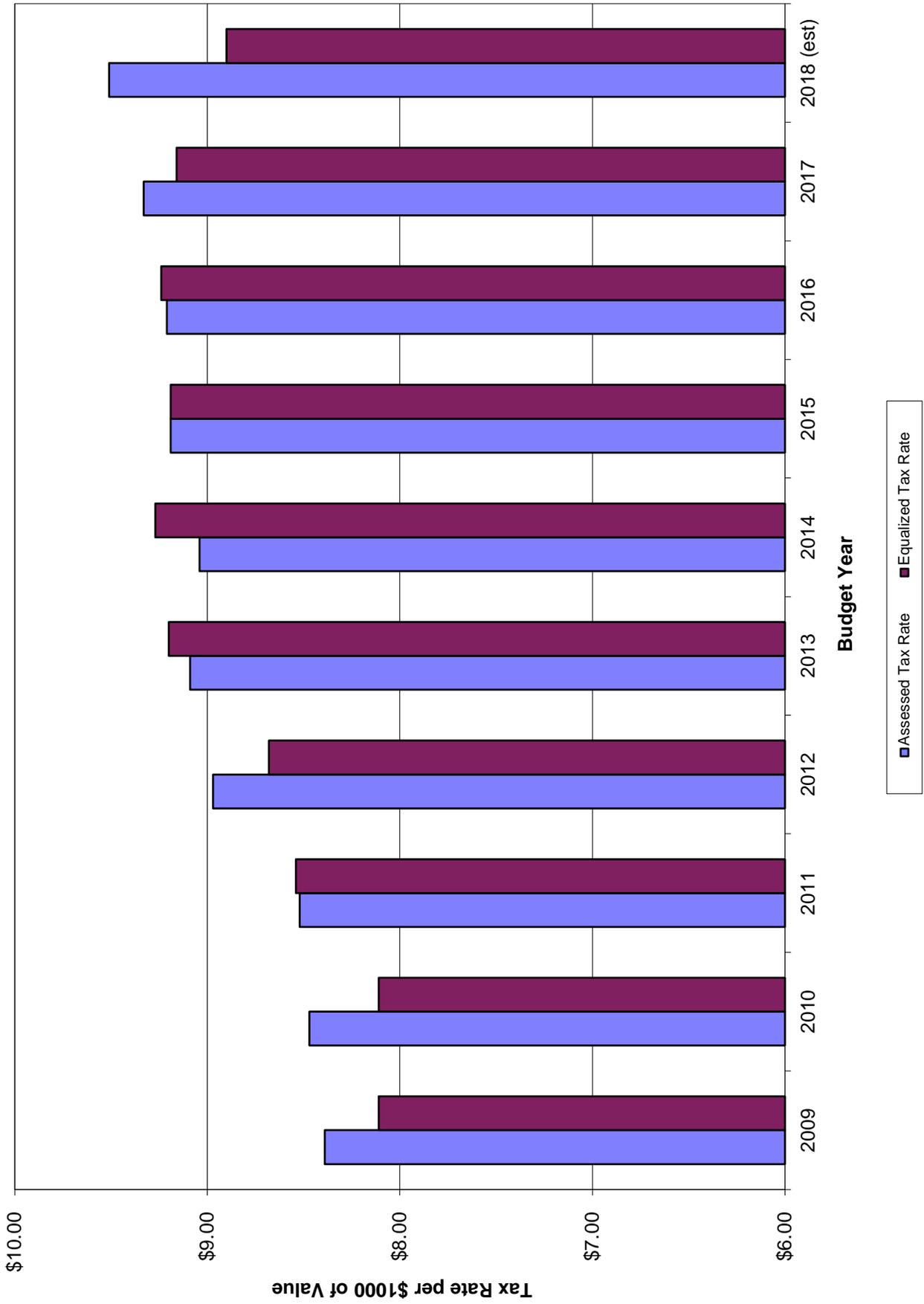
**CITY OF NEENAH
2018 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT**

<u>Operating Budget Levy Limit Calculation</u>	<u>Tax Levy</u>	<u>%</u>
<i>2018 Budget Operating Levy Subject to Levy Limit</i>		
2016 payable 2017 allowable levy (excluding 2017 unused capacity)	\$16,582,397	
Less: 2017 Budget Levy - Debt Service on debt authorized after 7/1/05	(150,000)	
<u>Total 2017 Budget Operating Levy Subject to Levy Limit</u>	<u>16,432,397</u>	<u>\$16,432,397</u>
<u>Allowable Budget Levy % Increase for 2018</u>		<u>1.559%</u>
2018 Budget Operating Levy Increase Allowed Under Levy Limit	256,181	<u>256,181</u>
2018 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,688,578	1.56%
* <u>Amount Used from Previous Year's Unused Levy Limit</u>		<u>0</u>
2018 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,688,578	1.56%
2018 Budget Total Operating Levy - Mayor Recommended (Before Adjustments)	16,612,460	1.10%
<u>2018 Budget Total Operating Levy Recommended Below Levy Limit (Before Adjustments)</u>	<u>76,118</u>	
<u>Adjustments to Levy Limit - Current Year</u>		
2018 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,688,578	
<u>Adjustments</u>		
2018 Budget Levy - For increase in charges assessed by a joint fire department	22,500	
Cumulative Net Levy Increase for Debt Service for Debt Authorized After July 1, 2005.	180,000	
<u>2018 Budget Total Operating Levy Allowed Under Levy Limit (After Adjustments)</u>	<u>\$16,891,078</u>	
* <u>Previous Year's Unused Levy Limit Adjustment</u>		
Previous Year's Allowable Levy		\$16,582,866
Previous Year's Actual Levy		16,582,397
Previous Year's Unused Levy Limit		469
Previous Year's Actual Levy	16,582,866 x	1.50%
		248,743
<u>Allowable Operating Levy Limit Unused Levy (lesser of lines above)</u>		<u>469</u>
Mayor's Recommended Use of Unused Levy Limit		<u>0</u>
Allowable Previous Year Unused Levy Limit Still Available		469
2018 Budget Total Operating Levy Recommended Below Levy Limit		76,118
<u>Total Unused Levy Limit Available for Future Years</u>		<u>\$76,587</u>

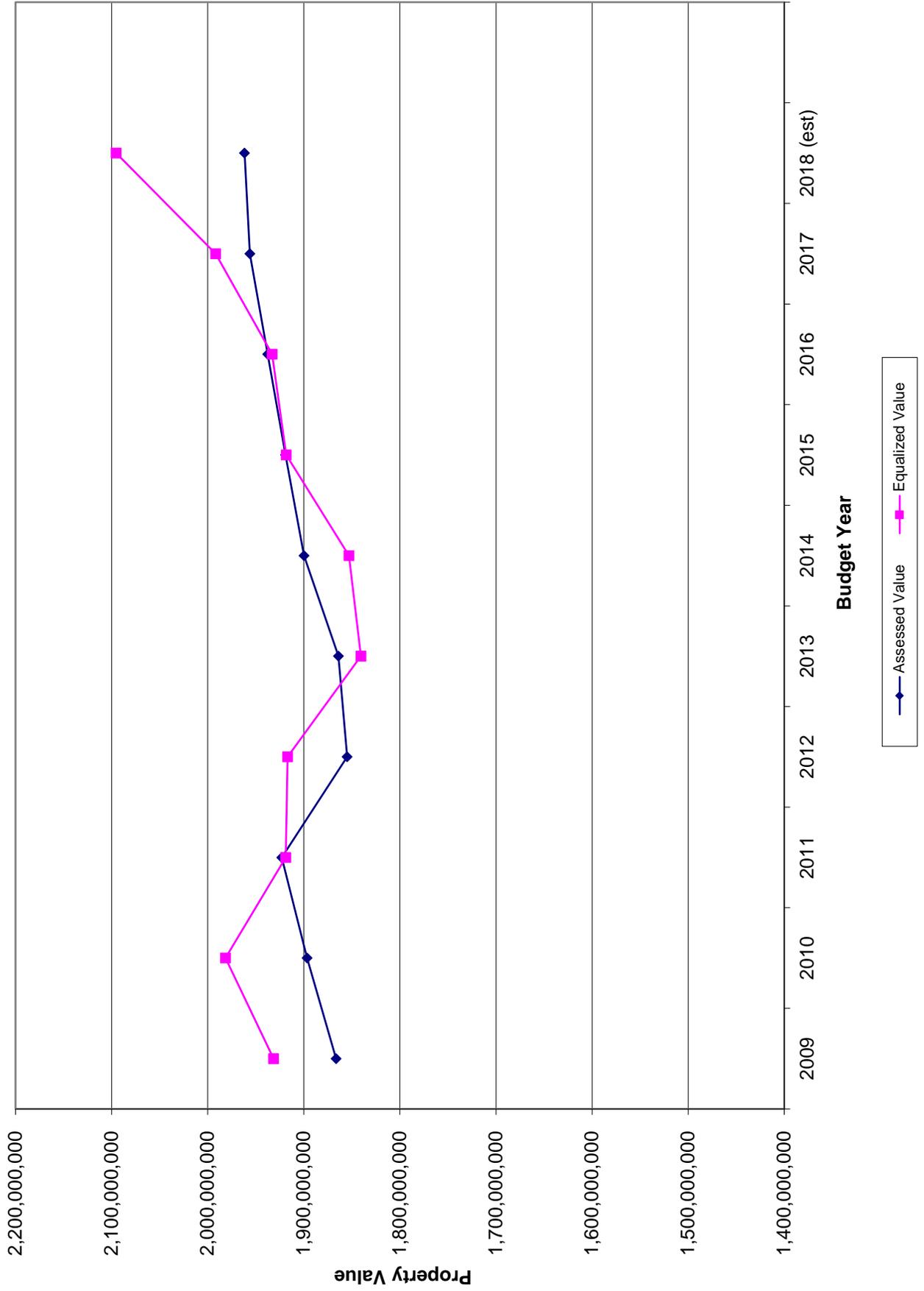
**CITY OF NEEENAH
Total Annual Tax Levy
Budget Years 2009-2018**



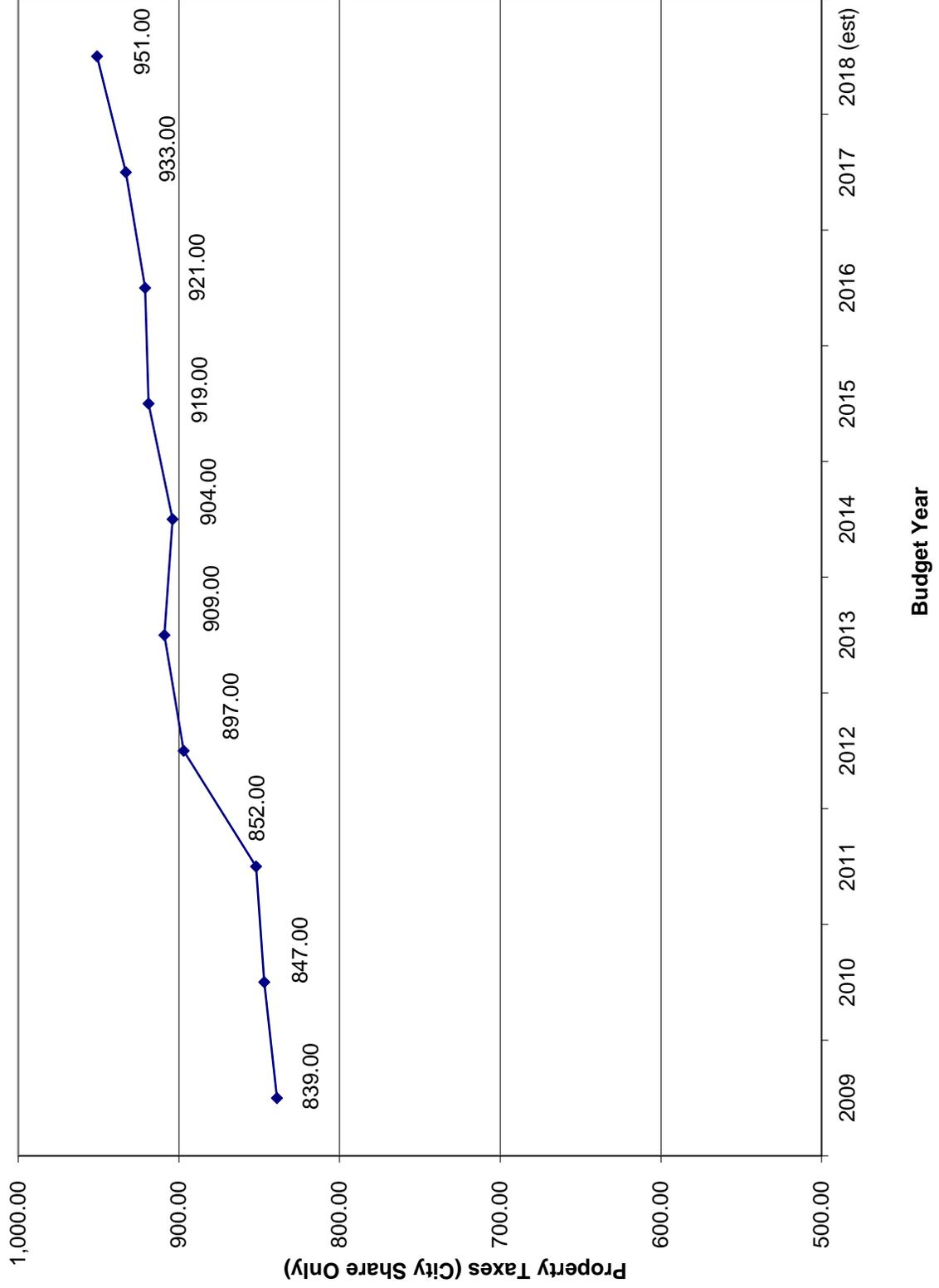
CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2009-2018



CITY OF NEENAH
Comparison of Assessed and Equalized Values
Budget Years 2009-2018



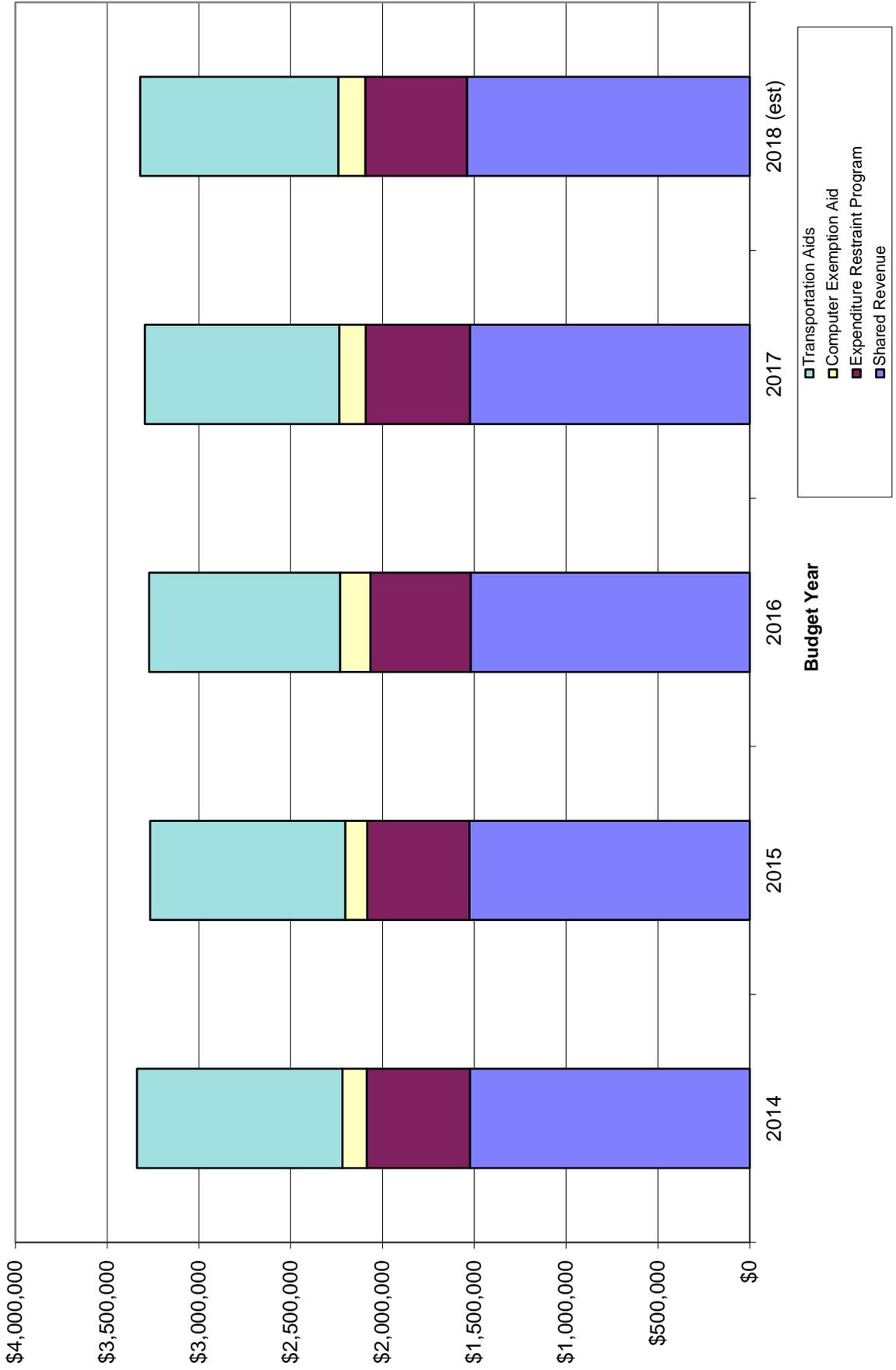
CITY OF NEEENAH
Property Taxes on \$100,000 of Assessed Value (City Share Only)
Budget Years 2009-2018



CITY OF NEENAH
SCHEDULE OF ALL STATE AID PAYMENTS
2014-2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 (est)</u>	<u>Five-Year \$ Increase (Decrease)</u>	<u>Five-Year % Increase (Decrease)</u>
State Shared Revenue	\$ 1,524,930	\$ 1,526,830	\$ 1,520,500	\$ 1,524,360	\$ 1,540,150	15,220	1.00%
Expenditure Restraint Program	561,740	556,250	544,830	566,880	553,680	(8,060)	-1.43%
Computer Exemption Aid	131,850	120,280	167,110	144,880	147,000	15,150	11.49%
Transportation Aids	1,119,500	1,062,870	1,038,930	1,058,480	1,079,000	(40,500)	-3.62%
Total State Aid Payments	\$ 3,338,020	\$ 3,266,230	\$ 3,271,370	\$ 3,294,600	\$ 3,319,830	\$ (18,190)	-0.54%

CITY OF NEENAH
Schedule of All State Aid Payments
2014-2018



**CITY OF NEENAH
2018 RECOMMENDED BUDGET
ALL FUNDS SUMMARY**

OPERATIONS/UTILITIES

<u>Funds</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>	<u>Budget Change</u>
<u>General Fund</u>						
Total Expenditures	\$ 23,221,849	\$ 24,104,990	\$ 23,909,210	\$ 25,027,700	\$ 24,587,660	2.00%
<u>Special Revenue Funds (Excluding TIF Special Revenue)</u>						
Total Expenditures	1,099,654	1,164,029	1,052,669	1,235,979	1,205,979	3.60%
<u>Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)</u>						
Total Expenditures	8,651,381	9,591,012	9,591,012	10,126,374	10,126,374	5.58%
<u>Capital Project Funds (Excluding Utilities and Internal Transfers)</u>						
Total Expenditures	4,979,442	6,330,800	6,330,880	8,720,880	6,889,180	8.82%
<u>Enterprise Funds (Including Capital/Depreciation - Excluding Sanitary/Storm Debt Service)</u>						
Total Expenses	15,457,118	16,136,746	15,383,886	15,563,370	15,138,370	-6.19%
<u>Trust Funds</u>						
Total Expenditures	38,203	18,500	19,500	18,500	18,500	0.00%
<u>All Operations/Utilities</u>						
Total Expenditures	\$ 53,447,647	\$ 57,346,077	\$ 56,287,157	\$ 60,692,803	\$ 57,966,063	1.08%

**CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2018 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED**

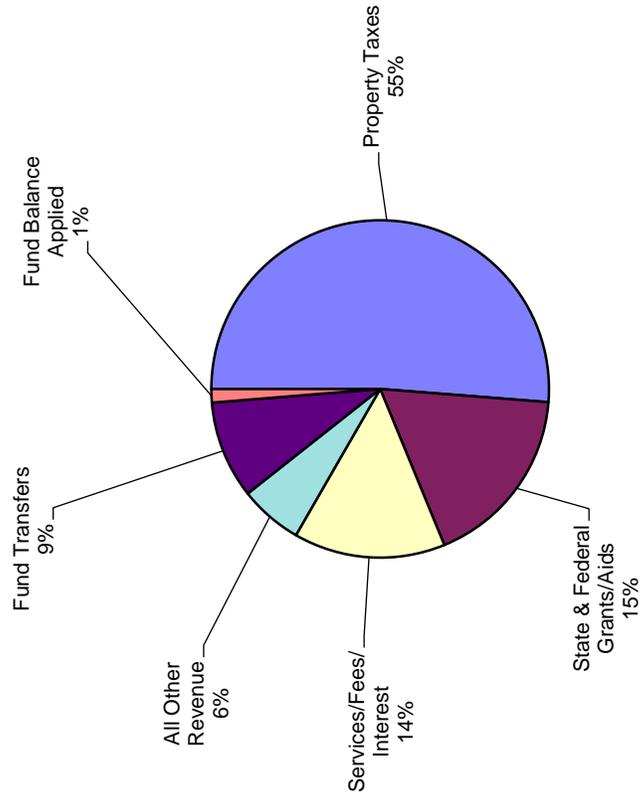
<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>	<u>Budget Change</u>	<u>% of Total</u>
<u>EXPENDITURES</u>							
<u>General Fund</u>							
General Government	\$ 2,333,870	\$ 2,409,460	\$ 2,401,530	\$ 2,495,730	\$ 2,505,730	4.00%	10.19%
Public Safety	10,937,581	11,429,130	11,378,930	11,897,820	11,786,090	3.12%	47.92%
Public Works	3,926,510	4,059,890	3,968,090	4,050,660	3,989,850	-1.73%	16.23%
Comm. Dev./Human Services	1,378,814	1,524,570	1,483,190	1,676,080	1,663,580	9.12%	6.77%
Culture and Recreation	4,087,423	4,117,040	4,126,240	4,239,290	4,199,290	2.00%	17.08%
Miscellaneous	557,651	551,710	551,230	555,540	565,540	2.51%	2.30%
Special Reserves & Escrows	0	13,190	0	112,580	(122,420)	NA	-0.50%
TOTAL EXPENDITURES	\$ 23,221,849	\$ 24,104,990	\$ 23,909,210	\$ 25,027,700	\$ 24,587,660	2.00%	100%

<u>REVENUES</u>							
<u>General Fund</u>							
State & Fed. Grants & Aids	\$ 3,615,100	\$ 3,656,420	\$ 3,664,200	\$ 3,738,530	\$ 3,738,530	2.25%	15.21%
Services, Fees, Interest	3,511,224	3,385,270	3,433,750	3,404,110	3,404,050	0.55%	13.84%
All Other Revenues	1,392,233	1,491,530	1,598,180	1,457,700	1,667,760	11.82%	6.78%
Transfers From Other Funds	1,866,977	2,112,810	2,194,350	2,182,360	2,192,360	3.77%	8.92%
Applied Fund Balance	0	236,570	0	0	160,000	-32.37%	0.65%
Sub-Total	\$ 10,385,534	\$ 10,882,600	\$ 10,890,480	\$ 10,782,700	\$ 11,162,700	2.57%	45.40%
Tax Levy	12,984,170	13,222,390	13,222,400	13,222,390	13,424,960	1.53%	54.60%
TOTAL REVENUES	\$ 23,369,704	\$ 24,104,990	\$ 24,112,880	\$ 24,005,090	\$ 24,587,660	2.00%	100%
2018 \$ Increase over 2017 Levy					\$202,570		

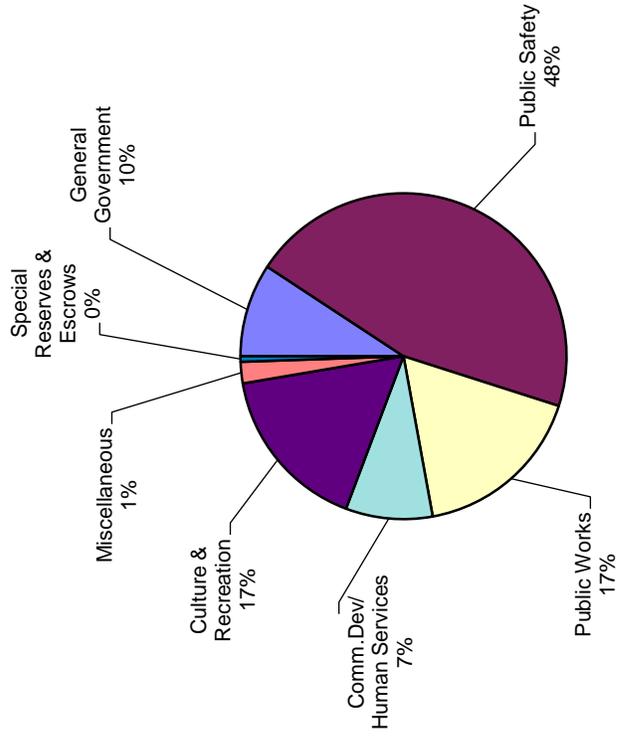
<u>Debt Service Fund</u>							
Expenditures	\$ 5,651,522	\$ 9,549,739	\$ 9,549,739	\$ 10,126,374	\$ 10,126,374	6.04%	N/A
Fund Revenue	\$ 3,363,694	\$ 7,060,475	\$ 7,060,475	\$ 7,528,236	\$ 7,528,236	6.63%	68.95%
Tax Levy	3,285,000	3,360,000	3,360,000	3,390,000	3,390,000	0.89%	31.05%
TOTAL REVENUES	\$ 6,648,694	\$ 10,420,475	\$ 10,420,475	\$ 10,918,236	\$ 10,918,236	4.78%	100%
2018 \$ Increase over 2017 Levy					\$30,000		

CITY OF NEENAH 2018 General Fund Operating Budget

2018 Proposed Revenues



2018 Proposed Expenditures



**CITY OF NEENAH
SUMMARY OF 2018 RECOMMENDED BUDGET
By Type of Expenditures**

	2016 ACTUAL	2017 BUDGET	2017 (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	\$ 17,363,907	\$ 17,915,370	\$ 9,623,655	\$ 17,805,510	\$ 18,594,970	\$ 18,319,170	2.25%	74.51%
Contractual Services	4,630,121	4,907,330	6,907,414	4,811,780	5,142,170	5,107,470	4.08%	20.77%
Supplies & Materials	1,114,205	1,200,950	810,584	1,176,760	1,195,550	1,182,550	-1.53%	4.81%
Other	42,933	17,420	59,213	51,190	17,280	(99,260)	N/A	-0.40%
Capital Outlay	70,683	63,920	19,403	63,970	77,730	77,730	21.61%	0.32%
TOTAL EXPENDITURES	\$ 23,221,849	\$ 24,104,990	\$ 17,420,269	\$ 23,909,210	\$ 25,027,700	\$ 24,587,660	2.00%	100.00%
Recycling								
Personal Services	\$ 285,969	\$ 288,580	\$ 236,384	\$ 303,410	\$ 291,020	\$ 291,020	0.85%	51.25%
Contractual Services	168,971	165,840	134,988	187,100	218,490	218,490	31.75%	38.48%
Supplies & Materials	56,795	63,110	45,215	62,260	63,310	63,310	0.32%	11.15%
Other	0	0	0	0	0	(30,000)	N/A	-5.28%
Transfers	22,000	22,000	16,500	22,000	25,000	25,000	13.64%	4.40%
TOTAL EXPENDITURES	\$ 533,735	\$ 539,530	\$ 433,087	\$ 574,770	\$ 597,820	\$ 567,820	5.24%	100.00%
Storm Sewer								
Personal Services	\$ 479,490	\$ 512,490	\$ 223,915	\$ 435,220	\$ 507,140	\$ 507,140	-1.04%	40.26%
Contractual Services	227,738	236,600	161,255	238,340	238,810	238,810	0.93%	18.96%
Supplies & Materials	39,523	44,130	28,290	44,820	40,680	40,680	-7.82%	3.23%
Other	57,838	59,820	43,699	60,460	59,760	59,760	-0.10%	4.74%
Transfers	377,068	413,110	309,833	389,880	413,340	413,340	0.06%	32.81%
TOTAL EXPENDITURES	\$ 1,181,657	\$ 1,266,150	\$ 766,992	\$ 1,168,720	\$ 1,259,730	\$ 1,259,730	-0.51%	100.00%
Fleet Management								
Personal Services	\$ 443,028	\$ 451,240	\$ 326,414	\$ 452,140	\$ 466,510	\$ 466,510	3.38%	70.11%
Contractual Services	36,314	41,850	27,011	42,990	46,030	46,030	9.99%	6.92%
Supplies & Materials	166,218	132,300	134,783	142,100	152,850	152,850	15.53%	22.97%
Transfers	0	10,000	7,500	10,000	0	0	100.00%	0.00%
TOTAL EXPENDITURES	\$ 645,560	\$ 635,390	\$ 495,708	\$ 647,230	\$ 665,390	\$ 665,390	4.72%	100.00%
Parking Utility								
Personal Services	\$ 52,856	\$ 87,160	\$ 44,648	\$ 74,350	\$ 84,050	\$ 84,050	-3.57%	23.91%
Contractual Services	133,096	155,570	95,327	117,530	130,530	130,530	-16.10%	37.13%
Supplies & Materials	17,670	19,090	5,342	18,640	19,250	19,250	0.84%	5.48%
Other	5,195	0	0	530	530	530	N/A	0.15%
Transfers	102,076	125,270	93,953	105,240	117,230	117,230	-6.42%	33.34%
TOTAL EXPENDITURES	\$ 310,893	\$ 387,090	\$ 239,270	\$ 316,290	\$ 351,590	\$ 351,590	-9.17%	100.00%
Information Systems								
Personal Services	\$ 558,081	\$ 579,060	\$ 405,493	\$ 569,630	\$ 627,630	\$ 595,700	2.87%	67.16%
Contractual Services	144,002	150,160	133,928	155,770	144,920	144,920	-3.49%	16.34%
Supplies & Materials	7,457	5,510	3,598	5,710	5,870	5,870	6.53%	0.66%
Capital Outlay	20,091	20,500	6,943	6,950	20,500	20,500	0.00%	2.31%
Transfers	0	65,000	48,750	65,000	110,000	120,000	100.00%	13.53%
TOTAL EXPENDITURES	\$ 729,631	\$ 820,230	\$ 598,712	\$ 803,060	\$ 908,920	\$ 886,990	8.14%	100.00%

**CITY OF NEENAH
2018 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Dept. Request</u>	<u>2018 Proposed</u>	<u>% Budget Change</u>
<u>GENERAL GOVERNMENT</u>						
<u>Common Council</u>						
Council Operations	65,162	75,770	68,560	73,470	73,470	
Capital Outlay-Council	5,738	0	0	0	0	
	<u>70,900</u>	<u>75,770</u>	<u>68,560</u>	<u>73,470</u>	<u>73,470</u>	<u>-3.04%</u>
<u>Mayor's Office</u>						
Mayors Office	154,056	162,390	160,710	164,770	164,770	
City Publication	24,764	19,500	19,500	20,200	20,200	
LEAN Training	12,108	11,450	11,450	7,670	7,670	
	<u>190,928</u>	<u>193,340</u>	<u>191,660</u>	<u>192,640</u>	<u>192,640</u>	<u>-0.36%</u>
<u>Finance</u>						
Finance Operations	587,597	632,610	619,560	603,550	603,550	
Annual Audit/GASB#34 Impl	43,930	56,420	58,570	56,610	56,610	
Risk Management	189,670	199,550	195,300	201,330	201,330	
General	11,528	19,200	56,800	20,000	20,000	
Purchasing / P-Card	805	2,940	3,140	3,230	3,230	
Central Services	7,944	12,370	13,020	14,420	14,420	
Utility Billing	155,149	158,420	159,420	156,700	156,700	
Water Utility	67,090	64,730	64,730	62,100	62,100	
Capital Outlay-Finance	4,623	0	0	0	0	
	<u>1,068,336</u>	<u>1,146,240</u>	<u>1,170,540</u>	<u>1,117,940</u>	<u>1,117,940</u>	<u>-2.47%</u>
<u>Legal & Admin Services</u>						
City Attorney Operation	246,336	248,650	248,770	251,800	261,800	
Prosecutn/Ext Legal Serv	14,500	15,800	16,550	16,300	16,300	
Cable TV/Cellular Comm	0	250	100	250	250	
ADA Compliance	0	0	520	40,000	40,000	
City Clerk Operations	180,115	201,090	194,520	198,120	198,120	
Elections	78,995	26,980	24,840	89,740	89,740	
Board of Review	520	2,070	1,250	2,470	2,470	
	<u>520,466</u>	<u>494,840</u>	<u>486,550</u>	<u>598,680</u>	<u>608,680</u>	<u>23.01%</u>
<u>Human Resources and Safety</u>						
Operations	210,644	228,960	214,630	241,830	241,830	
	<u>210,644</u>	<u>228,960</u>	<u>214,630</u>	<u>241,830</u>	<u>241,830</u>	<u>5.62%</u>
<u>Municipal Building</u>						
Municipal Building Oper	251,839	256,610	255,380	257,230	257,230	
Training/Redundant Data	8,437	7,700	8,210	7,940	7,940	
Capital Outlay-Mun Bldg	12,320	6,000	6,000	6,000	6,000	
	<u>272,596</u>	<u>270,310</u>	<u>269,590</u>	<u>271,170</u>	<u>271,170</u>	<u>0.32%</u>
<u>Total General Government</u>	<u><u>2,333,870</u></u>	<u><u>2,409,460</u></u>	<u><u>2,401,530</u></u>	<u><u>2,495,730</u></u>	<u><u>2,505,730</u></u>	<u><u>4.00%</u></u>

**CITY OF NEENAH
2018 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Dept. Request</u>	<u>2018 Proposed</u>	<u>% Budget Change</u>
<u>PUBLIC SAFETY</u>						
<u>Police</u>						
Operations	5,748,949	6,058,590	6,136,420	6,352,660	6,276,660	
Police Firing Range	19,015	19,610	19,610	19,610	19,610	
School Liaison Program	251,946	272,210	245,620	272,040	272,040	
Police Crossing Guards	60,310	70,310	65,210	70,420	70,420	
CSO / Animal Control	64,277	59,910	73,310	64,390	64,390	
K-9 Project	8,381	10,590	7,690	35,950	35,950	
Capital Outlay-Police	15,388	21,800	12,620	24,150	24,150	
	<u>6,168,266</u>	<u>6,513,020</u>	<u>6,560,480</u>	<u>6,839,220</u>	<u>6,763,220</u>	<u>3.84%</u>
<u>Neenah Share of NMFR</u>						
Fire	4,696,710	4,817,750	4,753,050	4,932,800	4,897,070	
Fire Station Buildings	26,791	26,000	26,000	26,000	26,000	
Reg Spec Oper Resp Team	6,780	8,320	3,710	7,320	7,320	
Joint Fire Commission	5,940	2,670	1,520	2,690	2,690	
Special Reserves & Escrow	0	24,390	0	48,970	48,970	
	<u>4,736,221</u>	<u>4,879,130</u>	<u>4,784,280</u>	<u>5,017,780</u>	<u>4,982,050</u>	<u>2.11%</u>
<u>Development</u>						
Water Rescue Services	8,350	12,790	11,070	8,390	8,390	
	<u>8,350</u>	<u>12,790</u>	<u>11,070</u>	<u>8,390</u>	<u>8,390</u>	<u>-34.40%</u>
<u>Other Public Safety</u>						
Emergency Government	960	1,620	1,620	1,620	1,620	
Police Commission	8,864	7,650	7,880	17,650	17,650	
Pension Plan Contribution	14,920	14,920	13,600	13,160	13,160	
	<u>24,744</u>	<u>24,190</u>	<u>23,100</u>	<u>32,430</u>	<u>32,430</u>	<u>34.06%</u>
<u>Total Public Safety</u>	<u>10,937,581</u>	<u>11,429,130</u>	<u>11,378,930</u>	<u>11,897,820</u>	<u>11,786,090</u>	<u>3.12%</u>
<u>PUBLIC WORKS</u>						
Engineering	713,328	724,640	724,040	738,340	738,340	
Capital Outlay-P.W. Admin	0	800	200	200	200	
Tullar Garage	479,829	458,170	462,300	478,440	478,440	
Cecil Street Garage	14,341	16,890	18,240	16,830	16,830	
Refuse Garbage Collection	676,740	644,280	670,010	671,770	610,960	
Sanit Sewers/Lift Station	264,519	276,490	277,880	275,810	275,810	
T-V San Sewers Insp/Seal	7,151	90,270	90,260	48,270	48,270	
Repair of Streets	397,709	398,870	351,280	392,890	392,890	
Snow & Ice Removal	456,842	514,050	506,810	506,370	506,370	
Weed Cutting	46,079	45,700	41,150	42,370	42,370	
Traffic Control	277,560	296,880	232,350	284,290	284,290	
Street Lighting	577,938	583,030	583,370	582,990	582,990	
Capital Outlay-P.W. Equip	5,028	5,100	5,100	5,100	5,100	
DPW Services - City Hall	167	120	20	120	120	
DPW Services - Clerk	4,757	1,830	2,350	3,750	3,750	
DPW Services - Emer Gov't	165	0	0	0	0	
DPW Services - Police	151	180	180	130	130	
DPW - Fire	96	0	120	100	100	
Riverwalk/Shattuck Park	652	0	0	0	0	
DPW Services - Comm Devel	300	490	490	490	490	
Downtown	331	560	580	580	580	
DPW Services - Library	78	120	120	120	120	
DPW Services-Undesignated	2,749	1,420	1,240	1,700	1,700	
<u>Total Public Works</u>	<u>3,926,510</u>	<u>4,059,890</u>	<u>3,968,090</u>	<u>4,050,660</u>	<u>3,989,850</u>	<u>-1.73%</u>

**CITY OF NEENAH
2018 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Dept. Request</u>	<u>2018 Proposed</u>	<u>% Budget Change</u>
<u>COMMUNITY/ECONOMIC DEVELOPMENT</u>						
<u>Community Development</u>						
Comm Development Admin	438,003	450,530	431,530	436,250	436,250	
Inspections	289,592	318,350	326,080	352,100	352,100	
Weights/Measures/Code Enf	805	76,500	47,040	41,880	41,880	
Assessor Operations	260,968	259,580	268,630	370,170	370,170	
	<u>989,368</u>	<u>1,104,960</u>	<u>1,073,280</u>	<u>1,200,400</u>	<u>1,200,400</u>	<u>8.64%</u>
<u>Other Community Services</u>						
Landmark Operations	2,588	5,000	1,970	3,450	3,450	
Sustainable Neenah Commit	1,705	2,900	1,500	2,900	2,900	
Commun Develop Authority	1,969	6,300	2,550	5,350	5,350	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	356,854	378,630	377,260	436,930	424,430	
Y-Senior Friends Program	14,230	14,530	14,530	14,800	14,800	
Neenah Committee on Aging	100	250	100	250	250	
	<u>389,446</u>	<u>419,610</u>	<u>409,910</u>	<u>475,680</u>	<u>463,180</u>	<u>10.38%</u>
<u>Total Community/Economic Development</u>	<u>1,378,814</u>	<u>1,524,570</u>	<u>1,483,190</u>	<u>1,676,080</u>	<u>1,663,580</u>	<u>9.12%</u>
<u>CULTURE AND RECREATION</u>						
<u>Neenah Public Library</u>						
Library Operations	1,868,887	1,909,750	1,892,590	1,985,810	1,945,810	
WALS Computerization	159,358	171,100	171,140	176,030	176,030	
Special Reserves & Escrow	0	0	0	17,340	17,340	
Funds Carried Forward	20,529	0	17,710	3,000	3,000	
	<u>2,048,774</u>	<u>2,080,850</u>	<u>2,081,440</u>	<u>2,182,180</u>	<u>2,142,180</u>	<u>2.95%</u>
<u>Other Culture</u>						
Harbor Commiss Operation	4,851	6,600	4,790	6,340	6,340	
	<u>4,851</u>	<u>6,600</u>	<u>4,790</u>	<u>6,340</u>	<u>6,340</u>	<u>-3.94%</u>

**CITY OF NEENAH
2018 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Dept. Request</u>	<u>2018 Proposed</u>	<u>% Budget Change</u>
<u>CULTURE AND RECREATION (cont.)</u>						
<u>Park & Recreation</u>						
Park & Rec Admin Office	569,356	559,350	564,350	578,440	578,440	
Gen Unallocated Overhead	18,334	17,450	19,320	18,460	18,460	
Adult Programs	23,596	25,820	21,030	20,670	20,670	
Youth Programs	25,334	23,810	25,040	24,500	24,500	
Playground Programs	95,800	95,690	102,500	100,110	100,110	
Other Pk & Rec Activities	12,714	15,820	14,610	16,040	16,040	
Riverside Players	25,924	28,150	31,140	28,500	28,500	
Parks	906,264	916,090	911,690	912,010	912,010	
	<u>1,677,322</u>	<u>1,682,180</u>	<u>1,689,680</u>	<u>1,698,730</u>	<u>1,698,730</u>	<u>0.98%</u>
<u>Independent Programs</u>						
Municipal Pool	243,390	241,820	243,460	241,680	241,680	
Sports Clinics	24,934	22,170	26,140	25,530	25,530	
Dance Lesson Program	10,531	13,130	11,100	10,540	10,540	
	<u>278,855</u>	<u>277,120</u>	<u>280,700</u>	<u>277,750</u>	<u>277,750</u>	<u>0.23%</u>
<u>Celebrations/Commemorations</u>						
4th of July/Communityfest	43,497	44,410	42,870	48,040	48,040	
Concerts/Parades/Others	34,124	25,880	26,760	26,250	26,250	
	<u>77,621</u>	<u>70,290</u>	<u>69,630</u>	<u>74,290</u>	<u>74,290</u>	<u>5.69%</u>
<u>Total Culture and Recreation</u>	<u>4,087,423</u>	<u>4,117,040</u>	<u>4,126,240</u>	<u>4,239,290</u>	<u>4,199,290</u>	<u>2.00%</u>
<u>MISCELLANEOUS</u>						
<u>Oak Hill Cemetery</u>						
Cemetery Operations	249,748	251,570	259,900	252,920	252,920	
	<u>249,748</u>	<u>251,570</u>	<u>259,900</u>	<u>252,920</u>	<u>252,920</u>	<u>0.54%</u>
<u>City-Wide Forestry Program</u>						
City Wide Forestry Program	213,557	194,370	184,760	192,810	192,810	
Parks	38,497	69,230	67,460	65,100	65,100	
Invasive Species Control	17,539	16,540	23,020	24,710	24,710	
	<u>269,593</u>	<u>280,140</u>	<u>275,240</u>	<u>282,620</u>	<u>282,620</u>	<u>0.89%</u>
<u>Other</u>						
Tax Refunds	7,500	20,000	20,000	20,000	20,000	
Cash Short & Over	5	0	(120)	0	0	
Uncollectible Write Offs	30,805	0	(3,790)	0	0	
	<u>38,310</u>	<u>20,000</u>	<u>16,090</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
<u>Mayor's Executive Adjustments</u>						
Mayor's Adjustments	0	0	0	0	(235,000)	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(235,000)</u>	<u>N/A</u>
<u>Transfers Out</u>						
Transfer to Joint Court-Neenah Share	0	0	0	0	10,000	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>N/A</u>
<u>Total Miscellaneous</u>	<u>557,651</u>	<u>551,710</u>	<u>551,230</u>	<u>555,540</u>	<u>330,540</u>	<u>-40.09%</u>
<u>SPECIAL RESERVES & ESCROWS</u>	<u>0</u>	<u>13,190</u>	<u>0</u>	<u>112,580</u>	<u>112,580</u>	<u>753.53%</u>
<u>TOTAL GENERAL FUND BUDGETS</u>	<u>23,221,849</u>	<u>24,104,990</u>	<u>23,909,210</u>	<u>25,027,700</u>	<u>24,587,660</u>	<u>2.00%</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	9,437,194	9,772,280	4,641,989	9,676,260	10,196,590	10,140,590	
0102	Full Time Hourly Wages	1,498,658	1,544,090	1,085,235	1,483,690	1,541,810	1,541,810	
0103	Temporary Wages	574,267	533,840	471,914	552,680	581,280	581,280	
0104	Overtime Wages	610,351	495,050	380,281	621,920	555,360	535,360	
0105	Reimbursable Overtime	(58,165)	(20,500)	(12,430)	(23,170)	(20,500)	(20,500)	
0106	FLSA Overtime Wages	30,965	30,170	1,794	30,770	30,290	30,290	
0107	Substitutions	0	4,000	0	0	0	0	
0108	Grant Overtime	22,990	20,000	12,513	20,000	20,000	20,000	
0109	Premium Pay	11,949	11,000	7,738	11,000	16,500	16,500	
0110	Health Insurance	2,476,739	2,567,000	1,515,744	2,478,790	2,554,130	2,354,330	
0111	Fringes	2,573,681	2,750,720	1,389,472	2,750,720	2,884,940	2,884,940	
0112	Grant Fringes	4,876	2,200	2,753	4,650	4,650	4,650	
0115	Schools/Seminars/Training	67,342	77,630	48,986	81,420	83,420	83,420	
0117	Test/Certification for Eq	800	3,550	0	3,560	3,570	3,570	
0118	Clothing Allowance	88,424	95,670	64,897	95,410	96,120	96,120	
0120	License Renewal	6,523	1,400	708	1,130	7,250	7,250	
0122	Protective Vest Repl Fd	8,000	6,400	6,400	6,400	3,200	3,200	
0123	Travel Expenses	492	3,000	548	1,500	3,000	3,000	
0124	Auto Allowance	2,173	2,740	953	2,250	2,650	2,650	
0125	Meal Allowance	1,291	1,730	1,009	1,670	1,650	1,650	
0127	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,500	1,500	
0128	Department Awards	1,541	1,000	2,226	2,230	1,500	1,500	
0129	DOT Emp Notification Prog	0	110	0	50	50	50	
0132	Empl Recognition Awards	2,616	1,090	325	1,230	4,310	4,310	
0133	Misc Personal/Union Contr	0	500	0	150	500	500	
0133	Midpoint/Other Adj Wages	0	7,730	0	0	17,500	17,500	
0133	Midpoint/Other Adj Fringe	0	1,470	0	0	3,700	3,700	
	PERSONAL SERVICES	17,363,907	17,915,370	9,623,655	17,805,510	18,594,970	18,319,170	403,800
CONTRACTUAL SERVICES								
0202	Outside Printing	46,503	41,810	29,515	41,930	43,870	43,870	
0203	Postage	50,936	54,270	33,342	50,580	54,520	54,520	
0204	Conferences & Meetings	19,550	25,270	18,146	25,500	26,170	26,170	
0205	Credit/Debit Charges	6,079	6,200	4,422	6,500	6,500	6,500	
0206	Advertising & Publication	20,331	25,070	19,431	24,330	24,960	24,960	
0207	Dues & Memberships	19,138	21,830	17,128	20,890	21,950	21,950	
0209	Maintenance of PPE/SCBA	4,700	4,740	0	4,750	2,390	2,390	
0210	Maint of Computer Hardwre	1,896	3,720	2,515	3,290	2,050	2,050	
0211	Maint of Fixed Equipment	13,828	10,680	7,115	10,890	10,680	10,680	
0212	Maint of Office Equipment	1,590	8,600	5,867	8,000	8,500	8,500	
0213	Maint of Motor Vehicles	46,053	42,960	12,737	38,080	43,290	43,290	
0214	Maintenance of Buildings	141,059	155,170	104,229	153,230	160,080	157,780	
0215	Maint of Radio Equipment	10,628	12,900	10,197	16,420	12,710	12,710	
0216	Maint of Operating Equip	15,984	18,570	5,859	17,070	18,250	18,250	
0217	Maint of Traffic Equip	7,229	10,000	5,631	10,000	10,000	10,000	
0218	Maint of Software	91,955	117,740	94,017	109,940	116,970	116,970	
0219	Maintenance of Land	5,126	11,800	2,889	6,700	9,600	9,600	
0220	Maint of Athletic Fields	1,595	2,000	2,778	3,000	2,000	2,000	
0221	Telephone	29,886	27,280	17,154	28,940	26,790	26,790	
0222	Electricity	875,232	899,970	501,684	872,250	883,870	872,370	
0223	Natural Gas	60,782	90,080	37,323	80,290	82,540	80,040	
0224	Water & Sewer	76,026	86,520	37,959	84,340	84,560	80,560	
0225	Commercial Dumpster	8,865	7,560	5,726	7,960	7,970	7,970	
0226	Storm Water	40,392	41,250	25,904	41,300	41,410	41,410	
0227	Cellular Telephone	25,919	26,760	19,943	28,930	29,810	29,810	
0227	Other Communications/GPS	420	420	355	420	420	420	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0231	Care of Prisoners	10,863	9,000	5,432	9,000	9,000	9,000	
0232	Auditing Services	43,545	53,040	47,300	51,940	53,470	53,470	
0233	Other Services	74,789	77,320	43,496	79,770	75,280	75,280	
0234	Credit Card Payment Fees	12,749	10,500	12,165	12,170	10,900	10,900	
0235	Outside Software Services	9,588	20,260	15,483	18,260	18,730	18,730	
0236	Outside Services	948,798	1,033,030	724,766	1,017,660	1,202,480	1,192,280	
0237	Pest Control	3,718	4,350	3,941	4,810	4,160	4,160	
0238	Professional Services	12,597	15,870	10,107	19,350	22,450	18,250	
0239	Misc Insurance	1,129	1,150	1,314	1,320	1,380	1,380	
0241	Tree Planting & Landscape	16,887	17,210	16,466	17,320	17,410	17,410	
0242	Permit	1,172	1,440	618	940	1,260	1,260	
0243	Tipping Fees	277,913	273,000	189,933	273,000	280,000	280,000	
0244	Commercial Dumpsters	71,500	67,000	50,937	67,000	69,000	69,000	
0245	License Fees	28,615	30,170	30,443	30,780	32,440	32,440	
0246	Property & Liability Ins	90,447	98,250	73,919	96,790	100,300	100,300	
0247	Auto/Physical Damage Ins	35,743	41,520	26,524	34,410	36,180	36,180	
0248	Boiler:Machine Insurance	0	1,900	2,305	2,310	2,480	2,480	
0249	Collection Services	45,297	39,800	32,271	39,800	40,800	40,800	
0250	Copy Mach. Lease/Supplies	17,690	18,000	15,377	18,500	18,500	18,500	
0251	Rental	10,204	13,580	8,797	10,640	11,800	11,800	
0252	Rental of Equipment	6,512	10,610	7,419	12,030	11,110	11,110	
0254	Technology Res Fund	24,143	26,690	26,133	26,140	26,690	26,690	
0255	Printer / Copies	29,255	32,400	13,692	29,180	30,980	30,980	
0256	IS Service / Internal	669,472	664,000	443,895	662,820	733,350	733,350	
0257	Neenah City Finance Ser.	13,710	13,820	0	13,820	14,180	14,180	
0261	Neenah City H/R Services	24,010	26,090	0	26,090	28,590	28,590	
0262	Misc Expenditures	24,415	36,170	29,726	34,610	34,760	34,760	
0264	Public Relations/Services	6,155	7,200	2,722	7,760	8,770	8,770	
0265	Drug & Alcohol Testing	956	2,500	1,004	1,500	1,500	1,500	
0268	EE Safety Compliance Acct	2,399	11,930	1,931	2,000	11,930	11,930	
0269	Connecter Cost	0	10,000	0	10,000	14,200	14,200	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
0280	Neenah-Menasha FireRescue	0	(9,130)	3,650,195	(9,170)	(10,070)	(10,070)	
0292	Maint of Motor Veh/Fleet	270,412	252,360	218,441	257,590	268,230	268,230	
0293	Oil and Fluids/Fleet	15,949	20,520	14,494	19,150	19,520	19,520	
0294	Maint of Oper Eq/Fleet	137,787	143,480	94,304	137,790	128,480	128,480	
CONTRACTUAL SERVICES		4,630,121	4,898,200	6,907,416	4,802,610	5,132,100	5,097,400	199,200
SUPPLIES & MATERIALS								
0301	Office Supplies	32,598	36,540	25,299	37,190	36,410	36,410	
0302	Inhouse Printing	570	1,510	232	1,030	1,300	1,300	
0303	Computer Operation Supply	7,290	8,450	5,823	7,780	8,110	8,110	
0305	Chemicals	2,189	2,750	1,922	2,800	2,850	2,850	
0306	Cleaning/Janitor Supplies	52,330	48,240	34,376	48,860	49,420	49,420	
0308	Books and Periodicals	7,092	9,480	5,094	8,360	8,860	8,860	
0310	Gasoline & Oil	161,728	217,870	128,106	198,320	211,650	198,650	
0311	Fixed Equipment Maint.Sup	1,087	1,600	1,871	2,140	1,600	1,600	
0312	Playground Maintenance	14,654	7,000	8,566	8,570	8,000	8,000	
0313	Motor Vehicle Maint Suppl	69	1,470	726	1,320	1,320	1,320	
0314	Building Maint Supplies	16,114	18,200	7,523	15,710	17,200	17,200	
0315	Land Maint Supplies	19,468	15,200	19,540	22,190	17,200	17,200	
0316	Equipment Maint Supplies	10,964	12,800	7,526	12,810	12,300	12,300	
0317	Traffic Maint. Supplies	9,352	19,000	10,786	26,000	19,000	19,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS (CONT.)								
0318	Maps and Records	404	1,400	180	400	900	900	
0319	Safety Supplies	28,224	28,180	10,114	28,820	28,480	28,480	
0320	Small Tools	7,759	8,350	4,438	7,840	8,050	8,050	
0321	Athletic Field Maint. Sup	17,970	17,000	16,063	17,000	17,000	17,000	
0323	Dog Supplies	1,516	1,500	671	900	2,730	2,730	
0324	Traffic Paints	1,383	3,000	1,174	3,000	3,000	3,000	
0326	Consumable supplies	750	1,190	0	1,190	1,190	1,190	
0327	Photography Supplies	2,585	2,460	961	2,350	2,590	2,590	
0329	Sign Materials	24,345	17,000	8,696	10,000	17,000	17,000	
0330	Targets & Ammunition	17,936	18,000	15,610	18,000	18,000	18,000	
0331	Calcium Chloride	1,096	4,000	0	4,000	4,000	4,000	
0332	Sand Gravel Hot/Cold Mix	25,434	25,300	7,470	25,300	25,300	25,300	
0333	Salt & Stone Chips	105,731	115,250	72,155	115,100	115,100	115,100	
0334	All Other Supplies	64,692	61,890	42,117	59,380	77,570	77,570	
0335	Other- WI Building Seals	2,080	2,100	0	2,100	2,100	2,100	
0336	Set Design/Construction	5,639	4,600	3,747	4,750	4,200	4,200	
0337	Concession Supplies	30,640	27,000	29,048	29,110	27,000	27,000	
0338	Tickets	633	640	328	330	640	640	
0339	Costumes	107	1,200	906	1,200	1,200	1,200	
0340	Tires & Tire Maintance	22,530	21,300	21,027	26,320	22,300	22,300	
0341	Library Books & Materials	288,994	283,000	237,266	283,000	274,000	274,000	
0342	Library Supplies	11,005	7,200	10,177	10,180	7,800	7,800	
0343	Tech Service Supplies	21,000	21,200	17,478	21,000	21,200	21,200	
0344	Small Program Packages	1,597	5,160	1,241	2,660	3,150	3,150	
0345	Small Equipment	34,071	35,900	11,566	35,480	34,410	34,410	
0346	Shop Supplies	3,327	2,050	1,729	2,050	2,050	2,050	
0347	Maint of Lift Station	2,045	4,000	2,227	4,000	4,000	4,000	
0348	Small Computer Hardware	19,211	29,560	10,544	14,790	17,770	17,770	
0350	Per Protective Equipment	23,790	27,590	0	25,990	27,010	27,010	
0351	Electronic Materials	9,305	21,340	23,300	23,300	28,100	28,100	
0375	Training Supplies	840	1,480	0	1,180	1,490	1,490	
0376	Marker/Monument Foundtion	2,061	1,000	2,959	2,960	1,000	1,000	
	SUPPLIES & MATERIALS	1,114,205	1,200,950	810,582	1,176,760	1,195,550	1,182,550	(18,400)
OTHER								
0531	Community Contribution	600	7,350	6,200	7,350	7,350	7,350	
0582	Uncollectible Write Offs	30,805	0	(3,786)	(3,790)	0	0	
	OTHER	31,405	7,350	2,414	3,560	7,350	7,350	0
PROPERTY DAMAGE								
0719	Police	11,528	0	32,309	32,310	0	0	
0799	Undesignated	0	19,200	24,490	24,490	20,000	20,000	
	PROPERTY DAMAGE	11,528	19,200	56,799	56,800	20,000	20,000	800

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>								
8105	Office Furniture & Equip	12,356	6,830	3,125	7,060	10,840	10,840	
8108	Communication Equipment	6,491	4,700	120	4,620	5,510	5,510	
8113	Computer Software Outlay	8,750	1,490	0	590	600	600	
8114	Computer Hardware Outlay	15,551	14,450	3,573	11,520	14,820	14,820	
8115	Maintenance Equipment	2,715	3,000	0	3,000	3,000	3,000	
8116	Other Facility Kennel	0	1,000	0	0	1,500	1,500	
8118	All Other Equipment	21,840	29,490	12,585	34,220	37,290	37,290	
8133	Household Purchases	2,980	2,960	0	2,960	4,170	4,170	
	CAPITAL OUTLAY	70,683	63,920	19,403	63,970	77,730	77,730	13,810
<u>MAYOR'S EXECUTIVE ADJUSTMENTS</u>								
	DOLAS	0	0	0	0	0	10,000	
	Fire-Neenah Share	0	0	0	0	0	(35,730)	
	Refuse Garbage Collection	0	0	0	0	0	(60,810)	
	Library	0	0	0	0	0	(40,000)	
		0	0	0	0	0	(126,540)	(126,540)
<u>TRANSFERS OUT</u>								
0999	Joint Court-Neenah Share	0	0	0	0	0	10,000	
	TRANSFERS OUT	0	0	0	0	0	10,000	10,000
	TOTAL GENERAL FUND	23,221,849	24,104,990	17,420,269	23,909,210	25,027,700	24,587,660	482,670
						Percent Budget Change		2.00%

**CITY OF NEENAH
2018 BUDGET
PERMANENT POSITIONS**

<u>DEPARTMENT</u>	<u>2017 ORIGINAL BUDGET</u>		<u>2017 CURRENT STAFF</u>		<u>2018 DEPT. REQUEST</u>		<u>2018 PROPOSED</u>	
	<u>FULL TIME</u>	<u>PART TIME</u>	<u>FULL TIME</u>	<u>PART TIME</u>	<u>FULL TIME</u>	<u>PART TIME</u>	<u>FULL TIME</u>	<u>PART TIME</u>
General Government								
Office of Mayor	1.00	0.67	1.00	0.67	1.00	0.67	1.00	0.67
Department of Finance	8.00	0.67	8.00	0.67	8.00	0.67	8.00	0.67
Office of Legal & Admin.	4.00	-	4.00	-	4.00	-	4.00	0.33
Human Resources/Safety	1.00	1.33	1.00	1.33	1.00	1.33	1.00	1.33
Information Systems/GIS	6.00	-	6.00	-	7.00	-	6.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	20.95	2.67	20.95	2.67	21.95	2.67	20.95	3.00
Public Safety								
Police Department	51.00	1.67	51.00	1.67	51.00	2.67	51.00	1.67
Fire	40.32	-	40.32	-	40.50	-	40.50	-
Total Public Safety	91.32	1.67	91.32	1.67	91.50	2.67	91.50	1.67
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.75	28.50	0.75	28.50	0.75	26.50	0.75
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.75	41.00	0.75	41.00	0.75	39.00	0.75
Community Development and Human Services								
Community Development	11.00	-	11.00	-	11.00	-	11.00	-
Total Community Develop. and Human Services	11.00	-	11.00	-	11.00	-	11.00	-
Culture and Recreation								
Library	11.05	11.95	11.05	11.95	12.05	11.95	12.05	11.95
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.05	12.62	24.05	12.62	25.05	12.62	25.05	12.62
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.93	17.00	0.93	17.00	0.93	17.00	0.93
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	208.32	19.64	208.32	19.64	210.50	20.64	207.50	19.97

Notes

1. Fire Department (Neenah's portion for 2018 is 59.56 * 68 = 40.32).
2. Excludes Aldermanic.
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.
4. Library 2018 Proposed subject to change based on Mayor's recommended budget reductions.

CITY OF NEENAH
For Fiscal Year 2017
Projected 2017 Year End Operating Budget Variances
(From Data through 9/30/17)

Projected Positive (Negative) Expenditure Variances

General Government	\$7,930
Public Safety	50,200
Public Works	101,410
Parks and Recreation	(15,790)
Health and Welfare	150
Community Development	41,890
Library	(590)
All Other	<u>10,580</u>
Projected Positive (Negative) Expenditure Variance	<u><u>\$195,780</u></u>

Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	(1,370)
State & Federal Revenue	5,880
Licenses, Permits and Fees	11,680
Charges for Services	(17,840)
Investment Income	(13,980)
Fines & Forfeitures	(5,500)
Other Revenue	(88,600)
Park & Recreation Revenue	36,080
Fund Transfers	<u>81,540</u>
Projected Positive (Negative) Revenue Variance	<u><u>7,890</u></u>
Projected 2017 Operating Surplus (Deficit)	<u><u>\$203,670</u></u>

**CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2008 - 2017**

<u>At December 31</u>	<u>Total Fund Balance</u>	<u>Nonspendable/ Assigned</u>	<u>Unassigned/ Undesignated</u>	<u>Percent of Operating Budget</u>
2008	4,533,345	337,506	4,195,839	18.5%
2009	4,277,614	468,247	3,809,367	17.2%
2010	4,133,715	430,025	3,703,690	16.4%
2011	3,714,025	423,310	3,290,715	14.5%
2012	3,952,958	331,657	3,621,301	15.9%
2013	3,956,713	174,678	3,782,035	16.4%
2014	4,013,104	266,006	3,747,098	16.4%
2015	4,141,116	448,508	3,692,608	16.1%
2016	4,186,667	361,093	3,825,574	16.4%
(a) 2017	4,153,467	(b) 275,000	3,878,467	16.2%

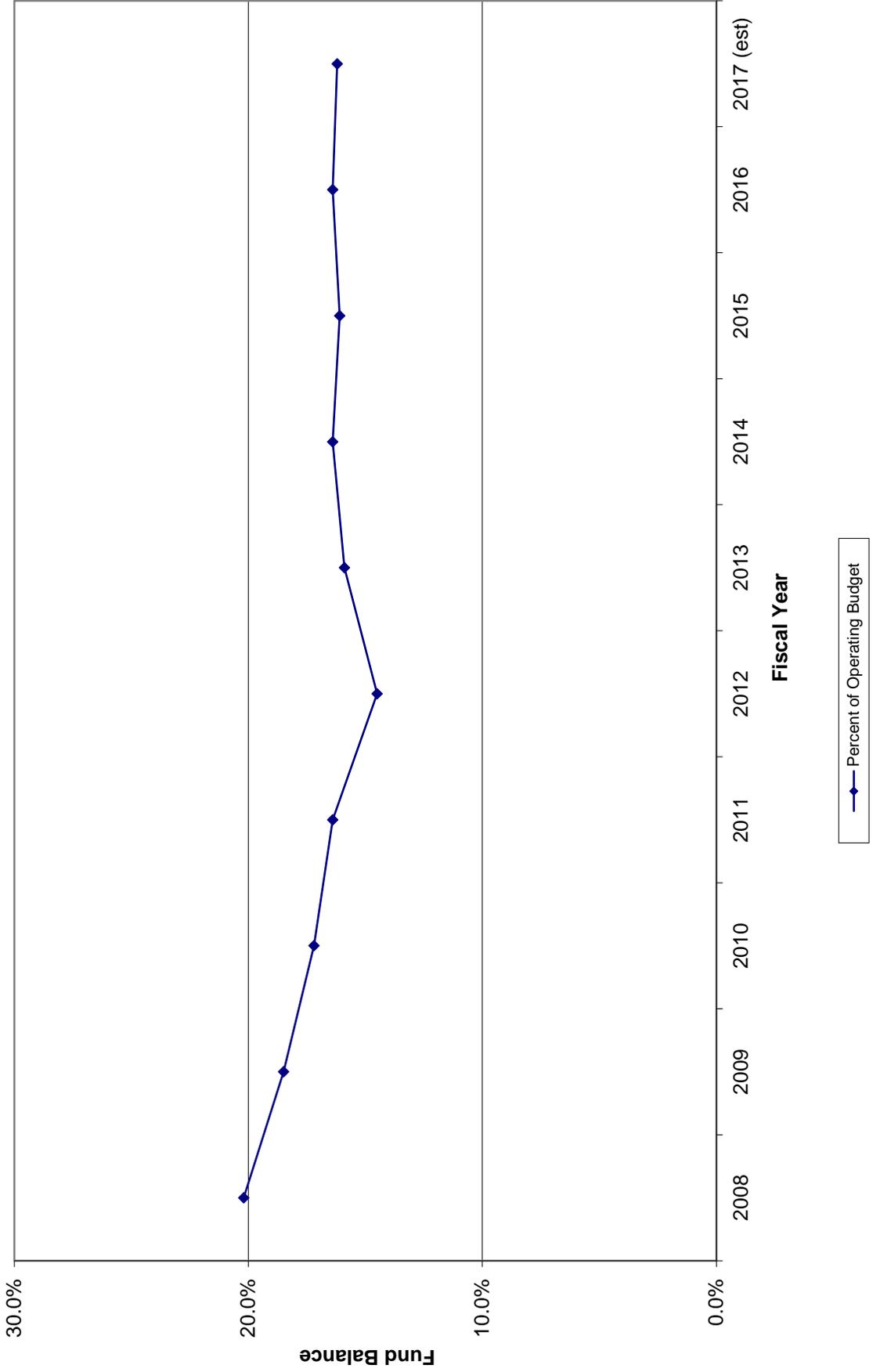
(a) 2017 Beginning Total Fund Balance	\$4,186,667
2017 Applied Fund Balance/Carryovers	(236,870)
2017 Projected Net Unused Expenditures/ Excess Revenue Balance	<u>203,670</u>

2017 Estimated Ending Total Fund Balance	<u>\$4,153,467</u>
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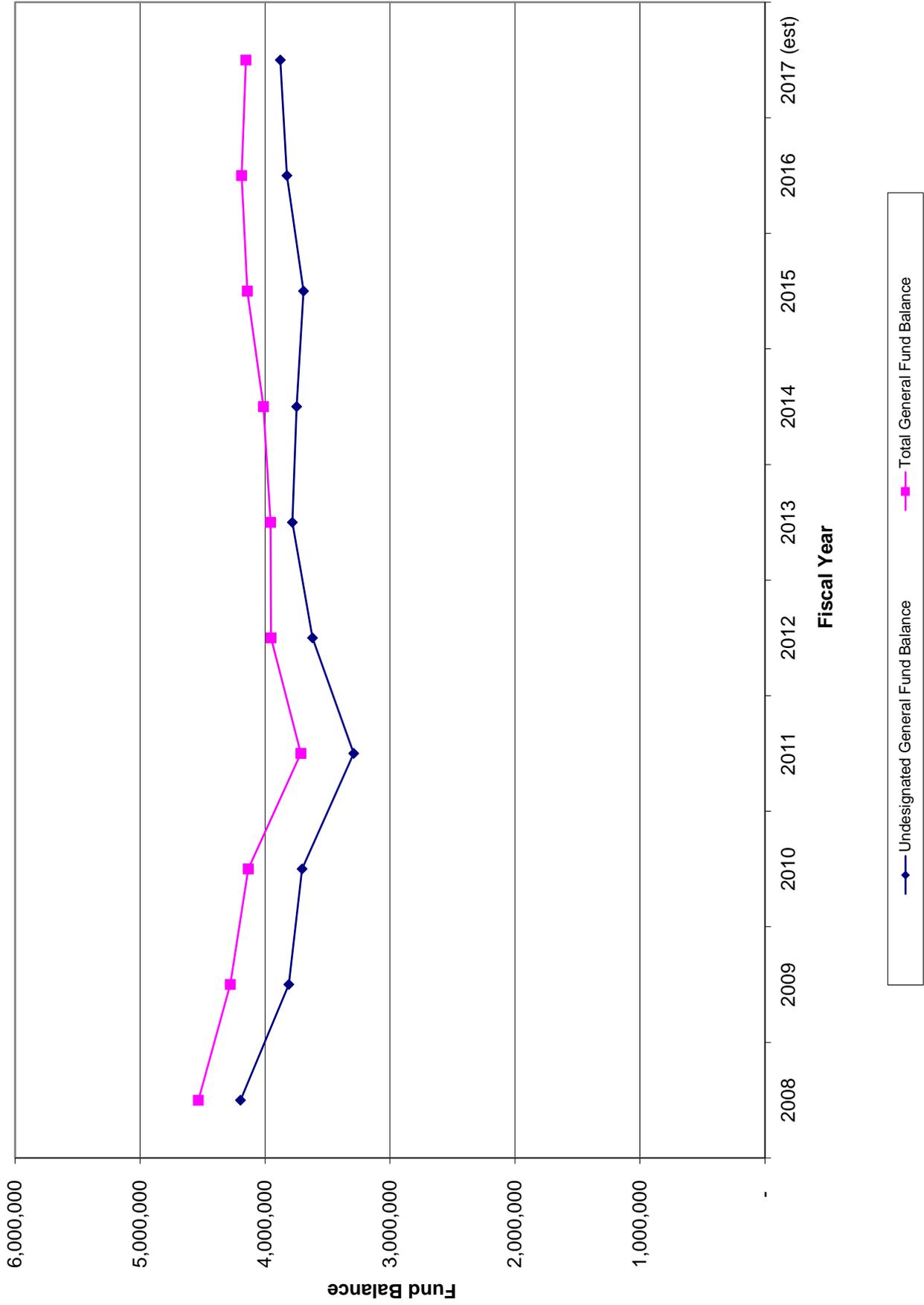
(b) 2018 Budget - Applied Fund Balance	\$150,000
2017 Anticipated Carryovers to 2018	25,000
2017 Estimated Nonspendable Funds	<u>100,000</u>

2017 Fund Balance Designated for 2018	<u>\$275,000</u>
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CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2008-2017



CITY OF NEENAH
History of General Fund Balances
2008-2017



**CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2012-2016**

Fund	*** Year End ***				
	2016	2015	2014	2013	2012
Governmental Funds					
General	\$4,186,667	\$4,141,116	\$4,013,104	\$3,956,713	\$3,952,958
Special Revenue					
TIF #5	371,868	(457,575)	(747,159)	(950,282)	(1,215,435)
TIF #6	(1,430,108)	(1,707,692)	(1,792,570)	(1,652,118)	(1,646,503)
TIF #7	0	1,687,558	1,048,277	419,378	(629,250)
TIF #8	(4,418,455)	(5,789,194)	(4,819,079)	(4,311,104)	(4,335,723)
TIF #9	(65,443)	(31,185)	0	0	0
TIF #10	(70,055)	1,148	0	0	0
CDBG	28,276	1,833	38	(22,132)	(38,923)
Housing/Business	832,859	872,102	904,884	935,013	969,910
Industrial Development	60,164	54,402	37,504	19,564	21,362
Recycling	174,261	169,884	213,347	305,882	398,586
Health Grants	92,459	114,459	114,459	120,188	150,460
Park/Rec Trust	315,555	363,747	345,410	353,801	353,780
Dial-A Ride	72,847	61,254	42,652	21,283	8,450
Public Safety Trust	121,202	132,920	134,009	145,080	124,845
Civic/Social Trust	150,429	143,735	109,018	112,068	108,319
Library Trust	1,391,401	1,344,114	1,345,502	1,111,677	957,729
Cemetery Perp. Care	1,272,265	1,237,253	1,269,375	1,260,683	1,204,632
Cemetery Flowers	169,231	171,734	174,837	178,118	181,327
Other	906	627	(3,410)	561	746
Debt Service					
	4,552,191	3,555,016	2,738,152	1,845,460	964,090
Capital Projects (Before Carry Forwards)					
Public Infrastructure	4,086,792	3,664,711	3,993,904	4,111,597	4,123,309
TIF #5	222,664	222,664	224,825	218,554	85,884
TIF #6	94,539	94,539	96,354	267,623	217,022
TIF #7	1,046,646	1,009,529	1,024,713	1,015,038	1,007,996
TIF #8	1,919,465	1,820,104	1,504,052	1,124,705	467,336
TIF #9	370,449	27,249	0	0	0
TIF #10	575,989	1,214,815	0	0	0
Facilities	380,038	296,009	37,161	73,811	(91,033)
Capital Equipment	770,554	632,413	257,692	564,239	479,785
Equip. Replacement	161,352	164,823	190,558	244,510	165,882
Redevelopment	15,165	33,903	37,161	16,767	20,746
Total Gov't Funds	17,452,173	15,248,015	12,494,770	11,486,677	8,008,287
Internal Service (Net Position)					
Fleet Management	283,531	272,016	266,562	275,924	275,924
Benefit Accrual	168,616	(333,227)	(25,991)	301,110	753,345
Liability Insurance	49,926	120,312	224,653	234,737	357,903
Information Systems	118,974	36,637	9,342	0	(2,859)
Total Inter. Service Funds	621,047	95,738	474,566	811,771	1,384,313
Enterprise (Cash and Cash Equivalents)					
Parking Utility	119,962	157,640	266,562	294,446	306,554
Sanitary Sewer Utility	2,394,224	2,214,298	1,606,342	1,050,369	693,107
Stormwater Utility	3,397,167	3,316,494	2,795,747	2,399,043	2,378,331
Water Utility	6,668,726	6,151,045	5,943,619	6,010,463	6,092,451
Total Enterprise Funds	12,580,079	11,839,477	10,612,270	9,754,321	9,470,443
Grand Total	\$30,653,299	\$27,183,230	\$23,581,606	\$22,052,769	\$18,863,043

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
Program: 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 2017-2018. **For 2018, that payment is estimated to decrease by \$41,500, or 3.92%.** An expenditure item in a like amount is included in the Water Utility's budget in 2018. Also included in 2018 is \$13,400 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. 2018 is the third year of a payment from the new Goodwill store based upon a formula to provide a tax equivalent for basic municipal services.

Other Taxes

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

State Revenue Sharing and Aid Programs

State Shared Revenue is a combination of State sales and income taxes returned to the City based on a complex growth/per capita/tax burden formula. State Shared Revenue to the City has declined dramatically since 1983. As part of the 2011 State Budget, Shared Revenue was again dramatically reduced for 2012. After four years of payments remaining flat, **Shared Revenue is expected to increase slightly by \$15,790. or 1.04 %.**

The Expenditure Restraint Payment (“ERP”) is a direct levy reduction payment program based on City expenditure restraint requirements. The ERP formula is designed to assist communities whose tax rates reflect the cost of providing a full range of municipal services. Recent State budgets have reduced funding for the program. Added to the fact that more municipalities are qualifying for the program, the City's payment has diminished in recent years. **In 2018 the City's ERP payment is expected to decrease by \$13,210, or 2.33%.**

The total of the combined State Revenue Sharing Programs of \$2,093,830 which includes the Expenditure Restraint Payment, **continues to be over 51% less** than the 1983 State Shared Revenue payment of \$4,285,700. **In 1983, State Shared Revenue programs funded over 45% of the City of Neenah's operating budget. State Shared Revenue programs are now projected to fund less than 9% of the City's operating budget in 2018.**

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 will be based upon the 2017 payment increased by a CPI factor. For 2020 and beyond, the amount will remain flat at the 2019 amount. **For 2018, that payment is expected to increase by \$2,110, a 1.47% increase from the 2017 payment.**

Federal, State, Local Aids

Includes highway maintenance aids received from the State Transportation Trust Fund (gasoline sales taxes and other automotive related fees) for street and highway maintenance. These aids are based on a prescribed cost reimbursement formula. From a historical perspective, as part of the 2011 State Budget, transportation aids declined substantially. In 2012, the reduction equaled a 9.6% decrease. After a small decrease in 2013, transportation aids rose 2.5% in 2014, only to decline an estimated \$54,670 (4.88%) for 2015 and \$24,880 (2.34%) for 2016. In 2017, aids increased \$19,550 (1.88%). **Based upon numbers recently received from the State of Wisconsin, the City is estimating a small increase for 2018 of \$21,420, or 2.02%.** Also included are estimated Federal and State Mass Transit (bus subsidy) reimbursements and payments related to fire protection.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Special Financing

Includes application of surplus resulting from resources being greater than expected and expenditures being less than planned permitting reappropriation of unused taxes. Over the past several years, the City has been working to reduce its reliance on the use of general fund undesignated fund balance to finance ongoing operations. As recently as 2005, the City had budgeted the application of \$550,000 of fund balance to balance the general fund budget. With the significant reductions in state aids and other revenues continuing, it has been necessary to maintain the use of reserves to balance recent budgets. The City's goal for 2012 and beyond was to reduce, stabilize or eliminate the use of reserves to balance ongoing operating budgets. While the 2012 adopted budget did contemplate using \$178,800 of reserves, specific concessions agreed to in Police and Fire union negotiations essentially eliminated the need to use these reserves for 2012. The 2013 budget included the use of \$70,000 in reserves, while the 2014 budget completely eliminated the use of reserves to balance budgeted expenditures and revenues in the General Fund. The 2015 budget applied \$66,850 of reserves, while the 2016 budget applied \$170,600 and the 2017 budget applied \$181,870 of fund balance. **The 2018 budget contemplates using a maximum of \$150,000 of General Fund reserves as well as \$10,000 of Library operating carryforward funds to balance the 2018 General Fund 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 increase slightly \$5,510, or 1.96%, in 2018.**

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 2018, fees are estimated to remain at that \$30,000 level.**

General Government

Derived from a variety of miscellaneous services provided by administrative offices to private parties. Included are document sales, cable TV franchise fees, room tax fees, planning and zoning related fees, exempt property filing fees and other general revenues. **Based upon current trends specifically in cable TV franchise fees, the City will budget these revenue sources at a lower level in 2018. The budgeted decrease is \$19,330, or 5.21%**

Special Charges

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

Public Library

Receipts from fines and rental fees. Winnebago County contributes funding for services provided to residents of the Towns of Vinland, Clayton, Menasha and Neenah based upon usage. Support from Calumet County reflects the use of the library by their residents. **Overall, Library revenues are expected to increase slightly by \$7,770, or .92% in 2018.**

Public Safety - Police Department

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

Government Services

Charges for services provided by the City Finance, Legal and Human Resources and Safety departments. These services are charged to the Neenah Water, Sewer and Storm Water Utilities, Neenah-Menasha Fire Rescue and Menasha-Neenah Municipal Court. **Total revenue posted to these accounts is anticipated to decrease slightly by \$2,550, or .7%, in 2018.**

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Public Works/Sanitation

Receipts from charges to private parties for services performed, occasional rental of equipment (e.g. tractor and driver) and purchase of materials from the City. Also included are receipts from charges for the occasional special residential garbage collection. 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 decrease by \$12,000 (12.33%) in 2018.**

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. 2018 is the third year funds are budgeted under Miscellaneous Revenue for net revenue generated from an agreement in which the City would provide services to the adjoining St. Margaret Cemetery. **For 2018, total cemetery revenues are anticipated to increase approximately \$9,600 (8.42%) from 2017 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. Starting in 2008, the Water Utility began making annual payments over a twenty year period to the City for funds advanced to create the Utility. In 2017, the utility decided to repay in full the amount of principal remaining, eliminating that revenue source to the City moving forward. 2018 is the second year of the specific revenue source of interest earned on the collection of delinquent personal property taxes. This is based upon the City more aggressively pursuing these delinquent accounts. **Taken as a whole, revenue for investment income in 2018 is still budgeted to increase \$10,730, or 2.51%.**

Fines and Forfeitures

Collections for City ordinance violations and other misdemeanors covered by City Code and State Statute collected by Menasha-Neenah Municipal Court. Despite enhanced collection efforts, the economic downturn and a reduction in citations issued continues to create a difficult collection environment. Also includes false alarm fees from residential and commercial security systems. **Based on current trends, the City is budgeting \$5,500 (5.79%) less in revenue for 2018.**

Property Damage Recovery

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

Reimbursements

This category includes the workers compensation insurance premium refund and employment practices liability insurance premium refund from Cities and Villages Mutual Insurance Company (CVMIC). Other governmental entities (school, County, FVTC, State) reimbursement for property taxes refunded or rescinded. Reimbursement from the City of Menasha for administrative costs of the Neenah-Menasha Dial-A-Ride Program. Also included is the fifth year of an anticipated annual dividend reflecting the City's ownership stake in CVMIC. Starting in 2015 is a partial year rebate revenue being generated through the City's recently implemented P-Card purchasing program. A full-year rebate revenue is budgeted for 2016 and beyond. **Total Reimbursement revenue is expected to decrease slightly by \$4,010 (2.40%) in 2018.**

Rental

Revenue from the leasing and rental of real property or building space (e.g., Cecil Street garage, fire station bay, communication towers at the Police Department and recently purchased industrial park land from the Town of Neenah). Starting in 2013, Winnebago County began renting space to staff the northern satellite office of the newly consolidated health department at an estimated annual payment of \$16,500. The health department was relocated to the Winnebago County Human Services building in Neenah in 2015, resulting in no revenue budgeted in 2016 and beyond. **Overall revenue in this category is expected to remain essentially flat in 2018.**

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Sale of City Properties

Casual sales of real estate, equipment and other property no longer used by the City. New in 2016 and beyond is the estimated sale value of all equipment disposed of by all city departments. Previously, some departments had applied those funds to reduce the overall cost and borrowing needs of new equipment. A major, one-time revenue of \$210,000 budgeted for 2018 would be for the sale of five used sanitation trucks in anticipation of the City contracting for collection of refuse and recycling by a private waste hauler effective July 1, 2018. **Overall revenue in this category is expected to total \$259,500 in 2018.**

Other Revenue

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

Parks and Recreation

Participant revenues from the various recreational programs, including rentals of park shelter facilities, fees for various adult and youth recreation programs, Riverside Players ticket sales, pool fees and recreation building revenue. **For all programs and rentals, the total estimated revenue budget-to-budget is increasing slightly (\$1,730) for 2018.**

Interfund Transfers

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

The transfer from the Sewer Fund Maintenance and Overhead is reimbursement for costs incurred for engineering and administration for services provided to the Sanitary Sewer Utility in accordance with the fee structure adopted in 1991. Similarly, the transfer from the Storm Water Management Fund is reimbursement for costs incurred for engineering and administration for services provided to the Storm Water Utility in accordance with the fee structure adopted in 2003. The transfer from the Parking Fund is for the costs incurred by the Police and Public Works Departments and administration costs for services provided to the Parking Utility. The transfer from the Recycling Fund is for engineering and administrative costs incurred by the Public Works and other departments. The Industrial Development Fund transfer includes reimbursement for administrative costs incurred for economic development planning and area wide storm water management studies. Transfers for the Benefit Accrual Fund health insurance reserve to help offset the cost of employee health insurance coverage have been stopped effective 2016. 2018 is the sixth year of the estimated transfer of the City of Neenah's share of unspent 2017 budgeted funds from the operation of the Neenah-Menasha Fire Rescue. **Overall, fund transfers for 2018 are budgeted to increase \$69,550, or 3.29% from the 2017 budgeted amount.**

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
Property Taxes	12,984,170	13,222,390	13,222,397	13,222,400	13,222,390	13,424,960	202,570
Payment in lieu	1,057,829	1,083,310	20,345	1,084,670	1,042,410	1,042,410	(40,900)
Other Taxes	61,876	73,000	21,751	73,000	73,000	73,000	0
State Revenues	2,236,821	2,234,240	940,425	2,236,140	2,240,830	2,240,830	6,590
State & Federal Aids	1,378,279	1,422,180	878,082	1,428,060	1,497,700	1,497,700	75,520
Special Financing	0	236,570	0	0	0	160,000	(76,570)
License Revenue	66,388	68,400	59,681	67,430	67,000	67,000	(1,400)
Permits Revenue	217,261	213,390	199,220	225,940	220,300	220,300	6,910
Weights & Measures Fees	26,170	30,000	30,100	30,100	30,000	30,000	0
General Gov't Revenues	346,095	371,130	178,840	343,570	351,800	351,800	(19,330)
Special Charges	12,220	13,600	6,605	11,600	12,100	12,100	(1,500)
Public Library	822,303	848,840	642,136	845,270	856,610	856,610	7,770
Police Revenue	203,891	210,450	105,429	217,090	214,600	214,600	4,150
General Gov't Services	356,013	366,470	275,682	365,540	362,920	362,920	(3,550)
Public Works	130,012	97,300	117,063	136,280	110,300	110,300	13,000
Oak Hill Cemetery Revenue	123,677	114,000	89,541	124,900	123,600	123,600	9,600
Investment Income	572,093	427,270	240,921	413,290	438,000	438,000	10,730
Fines & Forfeitures	83,922	95,000	64,347	89,500	89,500	89,500	(5,500)
Property Damage Recovery	11,435	20,000	131,299	131,310	20,000	20,000	0
Reimbursements	153,218	167,140	82,847	157,870	163,130	163,130	(4,010)
Lease/Rental Revenue	84,480	92,480	81,276	102,780	92,970	92,970	490
Sale of City Properties	7,055	38,050	20,117	30,880	49,500	259,500	221,450
Other Revenue	2,003	3,350	1,150	2,550	2,550	2,550	(800)
Community Fest	14,337	14,200	15,112	15,120	14,200	14,200	0
Other Celebrations/commem	0	0	0	0	0	0	0
General Receipts	(13,551)	(14,110)	(9,885)	(12,280)	(12,160)	(12,160)	1,950
Adult Program Revenue	26,849	30,760	19,011	24,670	24,420	24,420	(6,340)
Youth Program Revenue	28,808	26,860	28,350	28,860	27,940	27,940	1,080
Municipal Pool Revenue	213,245	202,250	214,876	215,120	202,250	202,250	0
Independent Programs	38,087	40,800	34,904	42,360	42,150	42,150	1,350
Playground Progm Revenue	116,064	110,460	115,874	116,110	110,440	110,440	(20)
Other Park & Rec Revenue	1,064	1,050	386	430	1,050	1,050	0
Riverside Players	34,222	29,970	39,582	39,800	30,320	30,320	350
Parks Revenue	106,391	101,380	106,457	108,170	100,910	100,910	(470)
Fund Transfers	1,866,977	2,112,810	1,671,696	2,194,350	2,182,360	2,192,360	79,550
TOTAL REVENUES	<u>23,369,704</u>	<u>24,104,990</u>	<u>19,645,617</u>	<u>24,112,880</u>	<u>24,005,090</u>	<u>24,587,660</u>	<u>482,670</u>
					Percent Budget Change		2.00%

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

<u>ACCOUNT DESCRIPTION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>PROPERTY TAXES</u>							
Property Taxes	12,981,148	13,222,390	13,222,397	13,222,400	13,222,390	13,424,960	
Taxes Not on Tax Roll	3,022	0	0	0	0	0	
PROPERTY TAXES	12,984,170	13,222,390	13,222,397	13,222,400	13,222,390	13,424,960	202,570
<u>PAYMENTS IN LIEU OF TAXES</u>							
Water Utility	1,032,167	1,058,310	0	1,058,310	1,016,810	1,016,810	
Fox-City Ret Village Home	6,000	6,000	0	6,000	6,000	6,000	
Winnebago County Housing	7,204	6,500	7,843	7,850	7,000	7,000	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	12,058	12,100	12,102	12,110	12,200	12,200	
PAYMENTS IN LIEU OF TAXES	1,057,829	1,083,310	20,345	1,084,670	1,042,410	1,042,410	(40,900)
<u>OTHER TAXES</u>							
Hotel Room Tax Direct	49,137	60,000	18,914	60,000	60,000	60,000	
Hotel Room Tax Admin Fee	12,739	13,000	2,837	13,000	13,000	13,000	
OTHER TAXES	61,876	73,000	21,751	73,000	73,000	73,000	0
<u>STATE SHARED REVENUES</u>							
State Shared Revenue	1,524,887	1,524,360	228,655	1,524,360	1,540,150	1,540,150	
Expend Restraint Program	544,831	566,880	566,883	566,890	553,680	553,680	
Computer Exempt Credit	167,103	143,000	144,887	144,890	147,000	147,000	
STATE SHARED REVENUES	2,236,821	2,234,240	940,425	2,236,140	2,240,830	2,240,830	6,590
<u>STATE & FEDERAL AIDS</u>							
Mass Transit Subsidy	256,281	280,000	0	280,000	330,000	330,000	
Highway Maintenance Aids	1,038,928	1,058,480	792,206	1,058,480	1,079,000	1,079,000	
Fire Protect Ins Prem Ref	79,310	80,000	85,876	85,880	85,000	85,000	
Fire Fuel Tank Reimburse	3,760	3,700	0	3,700	3,700	3,700	
STATE & FEDERAL AIDS	1,378,279	1,422,180	878,082	1,428,060	1,497,700	1,497,700	75,520
<u>SPECIAL FINANCING</u>							
Applied Fund Balance	0	181,070	0	0	0	150,000	
Appl Carryover Balance	0	55,000	0	0	0	10,000	
Reserve For Encumbrance	0	500	0	0	0	0	
SPECIAL FINANCING	0	236,570	0	0	0	160,000	(76,570)
<u>LICENSE REVENUE</u>							
Liquor and Bev License	23,262	25,000	23,380	25,000	25,000	25,000	
Operator License	16,115	15,000	15,535	15,540	15,000	15,000	
Cigarette License	2,300	2,500	2,400	2,500	2,500	2,500	
Electrical Cont License	139	100	0	0	0	0	
Heating License	2,200	2,500	140	140	0	0	
Pet License	11,591	13,000	8,439	13,000	13,000	13,000	
Amusement Device License	9,360	10,000	9,120	10,000	10,000	10,000	
Rooming House License	150	100	50	50	0	0	
Honey Bee License	0	0	0	0	100	100	
Tourist House License	0	0	0	0	200	200	
Miscellaneous License	1,271	200	617	1,200	1,200	1,200	
LICENSE REVENUE	66,388	68,400	59,681	67,430	67,000	67,000	(1,400)
<u>PERMITS REVENUE</u>							
Building Permits	109,734	110,000	85,930	110,000	110,000	110,000	
Electrical Permits	28,056	27,000	28,224	28,230	28,000	28,000	
Plumbing Permits	26,454	24,000	34,121	34,130	30,000	30,000	
Parking Lot Const. Permit	750	500	700	700	500	500	
Heating Permits	30,260	30,000	31,197	31,200	30,000	30,000	
Home Occupation Permits	25	0	50	50	50	50	
Dance Permit	125	150	150	150	150	150	
Street Use Permit	1,275	1,200	675	1,200	1,200	1,200	
Fuel Storage Tank	2,687	1,000	579	1,000	1,000	1,000	
Sprinkler Permits	925	1,000	650	1,000	1,000	1,000	
Fire Pit Permit	15,975	17,000	16,184	17,000	17,000	17,000	
Hotel & Motel Permits	75	140	80	80	0	0	
All Other Permits	920	1,400	680	1,200	1,400	1,400	
PERMITS REVENUE	217,261	213,390	199,220	225,940	220,300	220,300	6,910

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>WEIGHTS AND MEASURES FEES</u>							
License Fees	26,170	30,000	30,100	30,100	30,000	30,000	
WEIGHTS AND MEASURES FEES	26,170	30,000	30,100	30,100	30,000	30,000	0
<u>GENERAL GOVERNMENT REVENUES</u>							
Special Use Fees	900	300	450	450	800	800	
Board of Appeals	250	250	250	250	500	500	
Rezoning Deposits	2,800	1,200	100	100	1,200	1,200	
Publication Fees	1,420	1,500	1,281	1,500	1,500	1,500	
Real Property Status Fees	24,040	24,000	18,730	24,000	25,000	25,000	
Cable TV Franchise Fee	308,560	340,000	143,093	300,000	300,000	300,000	
Com Devel Document Sales	395	200	1,181	1,190	200	200	
Site Plan Review Fee	2,455	1,250	2,230	2,230	2,000	2,000	
Plat Review Fees/Annex	4,675	2,000	2,050	2,050	3,000	3,000	
Project Plan Review Fees	200	400	0	450	600	600	
Comp Plan/Map Amend	0	0	0	350	350	350	
Property Record Maint Fee	0	0	7,000	8,000	12,000	12,000	
Code Enforce Reinspect	0	0	2,475	3,000	4,000	4,000	
Exempt Prop Filing Fees	400	30	0	0	650	650	
GENERAL GOV'T REVENUES	346,095	371,130	178,840	343,570	351,800	351,800	(19,330)
<u>SPECIAL CHARGES</u>							
Snow Removal Charges	3,465	3,500	840	1,500	2,000	2,000	
Weed Cutting Charges	8,705	10,000	5,765	10,000	10,000	10,000	
All Other Special Charges	50	100	0	100	100	100	
SPECIAL CHARGES	12,220	13,600	6,605	11,600	12,100	12,100	(1,500)
<u>PUBLIC LIBRARY</u>							
Library Receipts	33,380	35,000	19,476	26,000	26,000	26,000	
Coffee Sales	1,469	1,500	1,102	1,500	1,500	1,500	
Bottled Beverages/Snacks	1,746	1,500	2,064	2,600	2,600	2,600	
Copier/Printer Fees	13,886	14,500	11,147	15,000	15,000	15,000	
Lost/Damaged Materials	8,650	8,000	4,070	5,500	5,500	5,500	
Sale of Library Property	271	0	124	130	0	0	
P-Card Rebate	5,553	6,000	12,192	12,200	12,200	12,200	
Winnebago County	738,900	756,840	567,632	756,840	767,700	767,700	
Calumet County	14,633	22,500	22,497	22,500	21,200	21,200	
Fond Du Lac County	522	0	0	0	1,080	1,080	
Waushara County	0	0	0	0	660	660	
Green Lake County	0	0	0	0	170	170	
Collection Fee Charges	3,293	3,000	1,832	3,000	3,000	3,000	
PUBLIC LIBRARY	822,303	848,840	642,136	845,270	856,610	856,610	7,770
<u>PUBLIC SAFETY REVENUE</u>							
Police Sundry Revenues	1,901	2,000	1,909	8,000	2,000	2,000	
Photo ID's	1,821	1,000	1,640	1,640	1,000	1,000	
Sch Dist Liaison Program	200,169	207,450	101,880	207,450	211,600	211,600	
PUBLIC SAFETY REVENUE	203,891	210,450	105,429	217,090	214,600	214,600	4,150
<u>GENERAL GOV'T SERVICES</u>							
Utility Billing/Finance	170,664	174,480	130,860	175,360	172,400	172,400	
Water Utility/Finance Ser	73,799	71,200	53,400	71,200	68,500	68,500	
Water Utility/HR & Safety	14,500	16,900	12,675	16,900	17,200	17,200	
Water Utility/Legal &Adm.	25,500	26,000	19,500	26,000	26,800	26,800	
Joint Fire/Finance Ser	22,850	23,300	17,475	23,300	23,800	23,800	
Joint Fire/HR & Safety	40,000	44,000	33,000	44,000	47,000	47,000	
Joint Fire/Fiber Lease	5,450	7,270	5,453	5,460	3,820	3,820	
Muni Ct Bldg use/Menasha	3,250	3,320	3,320	3,320	3,400	3,400	
GENERAL GOV'T SERVICES	356,013	366,470	275,683	365,540	362,920	362,920	(3,550)

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>STREET & HIGHWAY REVENUE</u>							
Misc Equipment Rental	7,830	1,000	0	1,000	1,000	1,000	
Misc Service Revenue	7,812	4,000	12,147	12,150	5,000	5,000	
Other S & H Receipts	360	250	746	750	250	250	
Recoveries fm Damaged Prp	16,451	10,000	0	5,000	7,000	7,000	
Street Excavation Charges	28,542	20,000	55,825	55,830	30,000	30,000	
Restitution	0	50	0	50	50	50	
Special Garbage Collectn	2,241	2,000	1,132	1,500	2,000	2,000	
Commercial Dumpsters	66,776	60,000	47,214	60,000	65,000	65,000	
STREET & HIGHWAY REVENUE	130,012	97,300	117,064	136,280	110,300	110,300	13,000
<u>OAK HILL CEMETERY REVENUE</u>							
Cemetery Misc. Revenue	21,075	17,000	14,775	18,250	18,000	18,000	
Lot Sale Revenue	29,075	33,000	21,658	30,500	33,000	33,000	
Transfer fm Perp Care-Int	11,739	10,000	7,917	15,850	15,000	15,000	
Veterans Care Reimburse	3,122	3,000	3,198	3,200	3,100	3,100	
Grave Openings	48,275	45,000	33,025	46,800	45,000	45,000	
Foundation/Marker Charges	10,391	6,000	8,969	10,300	9,500	9,500	
OAK HILL CEMETERY REVENUE	123,677	114,000	89,542	124,900	123,600	123,600	9,600
<u>INTEREST INCOME</u>							
Interest on Investments	297,499	325,000	192,227	350,000	375,000	375,000	
Interest on Taxes	34,679	35,000	30,281	30,290	35,000	35,000	
Interest from Water Dept	327,162	32,270	0	0	0	0	
Interest on Market Apprec	(116,555)	0	0	0	0	0	
Interest Revl Fund Assmts	16,418	25,000	17,981	25,000	23,000	23,000	
Personal Property I	12,890	10,000	432	8,000	5,000	5,000	
INTEREST INCOME	572,093	427,270	240,921	413,290	438,000	438,000	10,730
<u>FINES & FORFEITURES</u>							
Neenah Court Fines	1,532	3,000	1,433	2,500	2,500	2,500	
Municipal Courts Fines	81,140	90,000	62,613	85,000	85,000	85,000	
False Alarms	1,250	1,000	300	1,000	1,000	1,000	
Fire Re-Inspection Fees	0	1,000	0	1,000	1,000	1,000	
FINE & FORFEITURES	83,922	95,000	64,346	89,500	89,500	89,500	(5,500)
<u>PROPERTY DAMAGE RECOVERY</u>							
Police	11,435	0	30,121	30,130	0	0	
Public Works	0	20,000	80,609	80,610	20,000	20,000	
Parks	0	0	20,570	20,570	0	0	
PROPERTY DAMAGE RECOVERY	11,435	20,000	131,300	131,310	20,000	20,000	0
<u>REIMBURSEMENTS</u>							
Workers Compensation	71,951	80,000	0	75,000	75,000	75,000	
Emp Practices Liab Ins.	4,148	4,270	4,271	4,280	4,470	4,470	
Auto/Physical Damage Ins.	8,200	8,230	8,235	8,240	7,200	7,200	
Local Governments	1,746	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	37,330	38,440	38,440	38,440	40,260	40,260	
P-Card Rebate	29,843	35,000	30,701	30,710	35,000	35,000	
REIMBURSEMENTS	153,218	167,140	82,847	157,870	163,130	163,130	(4,010)
<u>LEASE/RENTAL REVENUE</u>							
Adm Bld Water Utility	9,400	9,680	7,260	9,680	9,970	9,970	
City Garage Rentals	6,864	7,000	5,720	7,000	7,000	7,000	
Communication Tower Rent	67,016	75,000	67,196	85,000	75,000	75,000	
Dumpster Rental Agreement	1,200	800	1,100	1,100	1,000	1,000	
LEASE/RENTAL REVENUE	84,480	92,480	81,276	102,780	92,970	92,970	490

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>SALE OF CITY PROPERTIES</u>							
Bicycle Sales	55	50	0	0	0	0	
Police	0	0	9,986	9,990	0	0	
Public Works	7,000	31,000	8,035	8,040	42,000	42,000	
PW-Refuse Trucks	0	0	0	0	0	210,000	
Park & Rec.	0	5,000	2,051	7,550	7,500	7,500	
Cemetery	0	0	0	5,250	0	0	
Misc Sales of City Prop	0	2,000	46	50	0	0	
SALE OF CITY PROPERTIES	7,055	38,050	20,118	30,880	49,500	259,500	221,450
<u>OTHER REVENUE</u>							
Commercial Dumpsters	532	300	211	500	500	500	
Miscellaneous Revenue	1,432	3,000	922	2,000	2,000	2,000	
Sales Tax	39	50	17	50	50	50	
OTHER REVENUE	2,003	3,350	1,150	2,550	2,550	2,550	(800)
<u>OTHER SPEC EVENTS-COMMUNITYFEST</u>							
Vender Fees	4,337	4,200	5,112	5,120	4,200	4,200	
Contributions	10,000	10,000	10,000	10,000	10,000	10,000	
OTHER SPEC EVENTS-COM. FEST	14,337	14,200	15,112	15,120	14,200	14,200	0
<u>GENERAL RECEIPTS-PARKS/REC</u>							
Sun Shine Program	247	230	1,932	2,000	500	500	
Work Permits	6,470	4,850	2,650	2,700	2,000	2,000	
Work Permit State Payment	(5,873)	(4,270)	(2,820)	(2,820)	(500)	(500)	
Sales Tax Collections	(14,931)	(15,780)	(13,326)	(15,000)	(15,000)	(15,000)	
Sales Tax	75	80	67	80	80	80	
WPRA Ticket Money Collect	10,850	14,320	12,681	13,240	14,000	14,000	
WPRA Ticket Money Payment	(10,389)	(13,740)	(11,299)	(12,710)	(13,440)	(13,440)	
Boat Stall Key Deposit	0	200	230	230	200	200	
GENERAL RECEIPTS-PARKS/REC	(13,551)	(14,110)	(9,885)	(12,280)	(12,160)	(12,160)	1,950
<u>ADULT PROGRAM REVENUE</u>							
Adult Crafts	0	0	50	50	0	0	
Fitness Receipts	15,107	18,000	9,530	15,100	15,100	15,100	
Golf Lessons	1,500	1,500	1,380	1,380	1,380	1,380	
Softball-Team Reg	7,200	7,200	4,500	4,500	4,500	4,500	
Kickball	1,225	1,930	1,400	1,400	1,230	1,230	
Open Gym	610	960	872	960	960	960	
Volleyball-Summr Team Fee	620	620	840	840	840	840	
Tennis Instruction	587	550	440	440	410	410	
ADULT PROGRAM REVENUE	26,849	30,760	19,012	24,670	24,420	24,420	(6,340)
<u>YOUTH PROGRAM REVENUE</u>							
Youth Program Crafts	0	0	(50)	(50)	0	0	
Operation Recreation	2,808	2,800	4,594	4,600	4,590	4,590	
Children's Playtime	18,940	18,000	18,534	18,540	18,000	18,000	
Quick Start Tennis	1,080	1,240	690	1,080	1,080	1,080	
Start Smart	540	820	440	540	540	540	
Special Events	5,440	4,000	4,143	4,150	3,730	3,730	
YOUTH PROGRAM REVENUE	28,808	26,860	28,351	28,860	27,940	27,940	1,080
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	48,082	42,400	45,885	45,890	42,400	42,400	
Pool-Daily Receipts	64,973	60,000	64,277	64,280	60,000	60,000	
Pool-Season Pass Receipts	51,170	49,800	56,633	56,640	51,550	51,550	
Swim Lessons Receipts	48,725	49,800	47,826	48,050	48,050	48,050	
Locker Rental	295	250	256	260	250	250	
POOL & REC BLDG REVENUE	213,245	202,250	214,877	215,120	202,250	202,250	0

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

<u>ACCOUNT DESCRIPTION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	24,641	25,200	27,756	27,760	27,550	27,550	
Dance Lessons	13,446	15,600	7,148	14,600	14,600	14,600	
INDEPENDENT PROGRAM REV	38,087	40,800	34,904	42,360	42,150	42,150	1,350
<u>PLAYGROUND PROGRAM REVENUE</u>							
Archery	1,216	1,440	1,151	1,160	1,130	1,130	
Baseball	1,226	1,320	1,386	1,390	1,390	1,390	
Crafts	735	780	560	560	560	560	
Operation Recreation	81,990	77,500	83,041	83,230	80,000	80,000	
Adventure	2,944	3,900	2,538	2,540	2,530	2,530	
Filthy Fun Kids Run	6,554	6,560	6,390	6,390	6,390	6,390	
Park Kart Mobile Recreati	4,500	0	0	0	0	0	
Golf	745	750	440	440	440	440	
Nature Force	1,228	1,410	2,166	2,170	1,970	1,970	
Special Events	1,786	2,880	3,718	3,720	2,100	2,100	
Soccer Instruction	1,612	1,720	1,712	1,720	1,710	1,710	
Tennis	6,975	7,400	7,627	7,630	7,080	7,080	
Tennis-Accelerated	1,080	1,110	1,920	1,920	1,920	1,920	
Tot Lot	1,979	2,100	1,853	1,860	1,850	1,850	
TOT Sports	1,494	1,590	1,374	1,380	1,370	1,370	
PLAYGROUND PROGRAM REV	116,064	110,460	115,876	116,110	110,440	110,440	(20)
<u>OTHER PARKS & REC REVENUE</u>							
Doty Cabin	322	300	323	330	300	300	
Ice-Rink Taxable Concess	117	200	63	100	200	200	
Community Band	625	550	0	0	550	550	
OTHER PARKS & REC REVENUE	1,064	1,050	386	430	1,050	1,050	0
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	29,574	26,000	35,599	35,600	26,350	26,350	
Other Revenues	1,665	1,670	1,455	1,670	1,670	1,670	
Taxable Concessions	2,983	2,300	2,528	2,530	2,300	2,300	
RIVERSIDE PLAYERS	34,222	29,970	39,582	39,800	30,320	30,320	350
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	80	100	45	80	80	80	
Rentals - Shattuck	255	200	345	350	200	200	
Vandalism Reimbursement	0	0	450	450	0	0	
Facility Leases	16,100	16,100	15,600	16,100	16,100	16,100	
Facility User Fees	1,315	2,000	1,238	1,300	1,500	1,500	
Rentals - Green Park	610	400	545	550	500	500	
Rentals - Memorial Park	5,320	4,200	6,073	6,080	5,000	5,000	
Rentals - Gazebo	655	650	710	710	600	600	
Rentals - Riverside Park	3,294	3,600	3,047	3,100	3,300	3,300	
Rentals - Washington Park	6,503	4,800	3,210	3,800	4,800	4,800	
Rentals -Whiting Boathse	23,880	21,000	24,287	24,290	21,500	21,500	
Rentals - Southview Park	60	30	30	30	30	30	
Rentals -Memorial Pk Open	220	200	274	280	200	200	
Rental-Shattuck BoatStall	8,702	8,700	8,997	9,000	8,500	8,500	
Rentals - Doty Park	1,302	1,000	1,290	1,290	1,100	1,100	
Rentals - Cook Park	50	0	0	0	0	0	
Rental - Great Northern	180	200	380	380	200	200	
Rentals - Douglas Park	10	0	20	20	0	0	
Rentals-Memorial LG Room	10,144	9,000	10,493	10,720	10,000	10,000	
Rental-Memorial SM Room	1,760	1,200	1,311	1,520	1,300	1,300	
Boat Launch User Fees	25,951	28,000	28,113	28,120	26,000	26,000	
PARKS REVENUE	106,391	101,380	106,458	108,170	100,910	100,910	(470)

**CITY OF NEENAH
2018 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
Fleet Management	0	10,000	7,500	10,000	0	0	
Information Systems	0	65,000	48,750	60,000	110,000	120,000	
Parking Fund	102,076	125,270	93,953	105,240	117,230	117,230	
Sewer Fd Maintenance	271,670	449,370	337,028	495,360	426,080	426,080	
Sewer Fd Admin	490,968	403,160	302,370	429,680	406,860	406,860	
Storm Water Management	377,068	413,110	309,833	389,880	413,340	413,340	
Cemetery Perp Care	5,000	5,000	3,750	5,000	5,000	5,000	
Dial-A-Ride	5,000	5,000	3,750	5,000	5,000	5,000	
Trans fm Public Safety Tr	8,382	12,000	10,590	11,000	35,950	35,950	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	5,000	
TIF #11	0	36,000	27,250	36,000	36,000	36,000	
TIF #11 Interest	0	0	107	110	0	0	
TIF #5 Administrative Chg	71,000	71,000	53,500	71,000	71,000	71,000	
TIF #5 Interest Charge	595	1,000	638	1,000	1,000	1,000	
TIF #6 Administrative Chg	53,500	53,500	40,375	53,500	53,500	53,500	
TIF #6 Interest Charges	4,808	2,000	5,515	5,520	2,000	2,000	
Transfer From TIF # 7	106,000	106,000	79,750	106,000	106,000	106,000	
TIF #8 Administrative Chg	106,000	106,000	79,750	106,000	106,000	106,000	
TIF #8 Interest	24,340	10,000	26,049	26,050	10,000	10,000	
TIF #9 Administrative Chg	36,000	36,000	27,250	36,000	36,000	36,000	
TIF # 10	36,000	36,000	27,250	36,000	36,000	36,000	
TIF #10 Interest	0	0	1,053	1,060	0	0	
Recycling Fund	22,000	22,000	16,500	22,000	25,000	25,000	
Small Business Loan Fd	5,000	5,000	1,250	5,000	5,000	5,000	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	14,870	25,000	25,507	25,510	25,000	25,000	
Preparedness Grant	0	0	0	0	10,000	10,000	
Joint Municipal Court	915	400	1,399	1,400	400	400	
Neenah Menasha Fire Rescu	85,785	75,000	111,031	111,040	100,000	100,000	
FUND TRANSFERS	1,866,977	2,112,810	1,671,698	2,194,350	2,182,360	2,192,360	79,550
TOTAL REVENUES	23,369,704	24,104,990	19,645,617	24,112,880	24,005,090	24,587,660	482,670
					Percent Budget Change		2.00%

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 September 6, 2017 Resolution No. 2017-21:

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

Duplicate Beverage Operator	\$10	Per license	§125.17	-----
Temporary Beverage Operator	\$10	Per event	§125.17(4)	Ord. No. 1234
Provisional Beverage Operator	\$15	Per license	§125.185	Ord. No. 1234
Misc. Licenses				
Cigarette	\$100	Annual – expires 6/30	§134.65(2)(b)	Ord. No. 1234
Amusement Device	\$40/machine	Annual – expires 6/30		Code §4-172
				Res. No. 2013-37
Dance Hall	\$25	Annual – expires 6/30	§59.56(12)(b)	Ord. No. 858
Pawnbrokers License	\$210	Annual – expires 12/31	§134.71	Code Section 4-64
				Res. No. 7238
Secondhand Article Dealers	\$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64
				Res No 7238
Secondhand Jeweler Dealers	\$80.00	Annual – expires 12/31	§134.71	Code Sec. 4-64
				Res No 7238

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

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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Vehicle Tank/Bulk Plant Meter	\$100	Annual	\$ 98.04	Res. No. 2012-35 Sec. 4-30
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	\$75 \$130 \$100	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

PLUMBING Code				
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
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)		Res. No. 2017-04 Ch. 21, Art. V
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: \$50 Commercial: \$50 + \$10 per inch diameter	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$50)		Res. No. 2017-04 Ch. 21, Art. V
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Residential	\$25			Ch. 21, Art. V
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Commercial	\$25			Res. No. 2017-04 Ch. 21, Art. V
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service Ripipe Basement	\$25			Res. No. 2011-17 Ch. 21, Art. V
Cap Sewer	\$25			Res. No. 2011-17 Ch. 21, Art. V
Well License Renewal	\$30			Res. No. 2011-17 Ch. 21, Art. V
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

ELECTRICAL Code				
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 -		Ch. 21, Art. III Res. No. 2017-04

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
New Electrical: Multi-family and additions	\$50 + \$0.05 sq ft all areas	\$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 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 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	\$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 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	\$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		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: \$50 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$50 still applies)		Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: Multi-family	\$100 + \$0.20 per sq ft all areas	Minimum \$200 If no square footage available, based on project cost: \$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost		Ch. 21, Art. II Res. No. 2017-04

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Addition and Remodel: Commercial/Industrial	\$100 + \$0.20 per sq ft all areas	\$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$200 If no square footage available, based on project cost: \$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$200 If no square footage available: \$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$50		Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: Community Facility	\$10 + \$0.10 per sq ft			Ch. 21, Art. II Res. No. 2017-04
HEATING, VENTILATION & AC				
Fireplaces/Stove- wood or gas/garage heaters installation	\$30			Mechanical Code Ch. 21, Div. IV
1 & 2 Family and additions	\$50 + \$0.03 sq ft all areas	If no square footage available, based on project cost: \$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000		Res. No. 2017-04 Ch. 21, Div. IV Res. No. 2017-04
Multi-family and additions	\$50 + \$0.05 sq ft all areas	If no square footage available, based on project cost: \$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000		Ch. 21, Div. IV Res. No. 2017-04
Commercial/Industrial and additions	\$50 + \$0.08 per sq ft	If no square footage available, based on project cost: \$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000		Ch. 21, Div. IV Res. No. 2017-04
Replacement 1 & 2 Family	\$50 for first piece + \$10 each add'l piece (per dwelling unit)	If no square footage available, based on project cost: \$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000		Ch. 21, Div. IV Res. No. 2017-04
Replacement Commercial/Industrial	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000			Ch. 21, Div. IV Res. No. 2017-04
MISCELLANEOUS PERMIT FEES				
Apiary Registration Fee	\$30.00	Per Apiary		Building Code Sec. 3-41(c)
Code Enforcement Reinspection Fees	\$25 – 2 nd notice \$50 – 3 rd notice \$50 – 4 th notice etc			Res. No. 2017-14 Code 21-25 & 21-26; Res. No. 2017-04
Commercial Plan Review Building Plan HVAC	\$125 \$125			Ch. 21, Div. II Res. No. 2011-17 Ch. 21, Div. II

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Demolition: Garage/Shed	\$30 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.		Res. No. 2011-17 Ch. 21, Div. II Res. No. 2017-04
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.		Ch. 21, Div. II Res. No. 2017-04
Demolition: Commercial/Industrial	\$200 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.		Ch. 21, Div. II Res. No. 2017-04
Erosion Control Residential	\$175	\$2,000 Bond/Check for building over 50,000 cu. Ft.		Ch. 21, Div. II Res. No. 2017-04
Erosion Control Commercial Industrial Community Facility	\$300 per acre			Ch. 22, Art. IV Res. No. 2017-04
Fence: Residential	\$20			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. 2017-04 Ch. 21, Div. II
Moving Permit	\$200 plus bond	\$10,000-\$25,000 bond and insurance required		Res. No. 2011-17 Res. No. 2017-04
Newspaper Vending Machines Permit	\$25	Initial Fee; Permit must be renewed yearly at no charge and expires December 31st		Res. 7292 Code §14-146
Parking Lot	\$200			Res. No. 2011-17 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			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 450 – Geo or HW (Minimum \$30)			Res. No. 2017-04 Res. No. 2017-04
Street Furniture	\$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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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	Per License		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
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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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
	50¢	1" = 1,000' or basemap	\$19.35	Res. No. 7170
	\$2.25	1" = 500' map	\$19.35	Res. No. 7170
	\$1.25	Any Topo map	\$19.35	Res. No. 7170
	15¢/sq ft	Other maps	\$19.35	Res. No. 7170
Photocopies				Res. No. 7170
	25¢	Single Sheet	\$19.35	Res. No. 7170
	25¢ plus 15¢ per sheet	Multiple Sheets	\$19.35	Res. No. 7170
	\$2 per 11x17	Color Copies	\$19.35	Res. No. 7170
FINANCE				
LICENSES				
Cat	\$6	Annual (if spayed or neutered)		
Cat	\$11	Annual (if not spayed or neutered)		
Dog	\$6	Annual (if spayed or neutered)		
Dog License	\$11	Annual (if not spayed or neutered)		
Late Fee – dog/cat	\$5	Annual After 3/31 (license fee plus a \$5 state imposed fee)		Res. No. 7309
Dangerous Animal License	\$50	Per Dangerous Animal		Sec. 3-16(b)(3)
PERMITS				
Parking – 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		
	7.5%	Annual Rate	\$66.0715	Code Sec. 13-2
				Res. No. 7267
FIRE				
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)	\$75			Ch. 7
Any Underground Main	\$75			Ch. 7
Any Above Ground Piping (20+ Heads)	\$75			Ch. 7
Each Riser	\$25	Including Additions		Ch. 7

PUBLIC WORKS

NEW DEVELOPMENT

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
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
Post Construction Storm Water Plan Review and Inspection	\$500	Up to one acre, \$200 per additional acre		Ch. 22, Art. IV
Storm Water Utility Credit Review	\$200	Per Credit Application		Res. No. 7309 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
4 Inch Pump	\$20.00	Hour
Under 4 Inch Pump	\$15.00	Hour
Flat Bed Trailer	\$15.00	Hour
Pickup Truck	\$15.00	Hour
Chain Saw	\$12.50	Hour
Loader with Blower	\$75.00	Hour
Mower-Weed Eater	\$10.00	Hour
Bobcat Loader	\$30.00	Hour
Milling Machine and Bobcat	\$40.00	Hour
Park Loader (590)	\$35.00	Hour
Backhoe	\$35.00	Hour

Utility Cart
FEE \$10.00
BASIS Hour

CITY OF NEEHAH GARAGE SERVICES (GENERAL) (LABOR & EQUIPMENT)

Grass & Weed Removal (1 hr minimum charge) Hour + \$25 Admin. Fee
 Special Collections (1 hr minimum charge) Hour + \$25 Admin. Fee
 Snow Removal (1 hr minimum charge) Hour + \$25 Admin. Fee
 Res. No. 7309

GENERAL LABOR ("NON-CITY" WORK)

Actual Hourly Rate x 1-1/2 plus 70%
 Admin., Fringe Benefits, Overhead

MECHANIC LABOR TO ENTERPRISE FUNDS & UTILITIES

Small Equipment Hour Res. No. 7309
 Medium Equipment Hour Res. No. 7309
 Large Equipment Hour Res. No. 7309

MISCELLANEOUS PERMIT FEES

Natural Lawn Application Fee Per Event Ord. No. 1389
 Application for Appeal - Natural Lawn Revocation Per Event Sec. 10-5(c)(1)
 Res. No. 7334
 Bond for Due Process Hearing - Lawn Declared Public Nuisance Per Event Ord. No. 1389
 Sec. 10-35(d)(f)
 Res. No. 7334
 Ord. No. 1389
 Sec. 10-36(f)(2)
 Res. No. 7334

STREET / RIGHT OF WAY EXCAVATION PERMIT

Administration Fee Each \$200.00 Ch. 14, Div. II
 Res. No. 7309
 4" or 6" Sidewalk or Apron (Incl. Colored) Sq. Ft. 2013 \$9.00 2014 \$9.25 2015 \$9.50 2016 \$9.75 Res.2013-18
 Curb and Gutter Lin. Ft. \$40.00 \$41.00 \$42.00 \$43.00 Ch. 14, Div II,
 Res.2013-18
 Concrete Pavement - Final Patch Sq. Ft. \$12.00 \$12.50 \$13.00 \$13.50 Ch. 14, Div II,
 Res.2013-18
 Asphalt Pavement/Oil & Chip - Final Patch Sq. Ft. \$8.00 \$8.25 \$8.50 \$8.75 Ch. 14, Div II,
 Res.2013-18
 Terrace or Grass Turf Area Sq. Ft. \$1.50 \$1.55 \$1.60 \$1.65 Ch. 14, Div II,
 Res.2013-18
 Street Degradation Base Fee Sq. Ft. 2013 - 2016 \$4.00 Ch. 14, Div II,
 Res.2013-18
 Permit Fee Each \$200.00 Ch. 14, Div II,
 Res.2013-18
 New Gas Service/Abandon/Maintenance Each \$50.00 Ch. 14, Div II,
 Res.2013-18
 Curb Cut Each \$50.00 Ch. 14, Div II,
 Res.2013-18
 Tunnel/Bore/Directional Bore Lin. Ft. \$.50 Ch. 14, Div II,
 Res.2013-18
 New Poles/Guywires/Sm Peds/Boxes Each \$30.00 Ch. 14, Div II,
 Res.2013-18

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
New Overhead Wires	\$.15	Lin. Ft.		Ch. 14, Div II, Res.2013-18
New or Repl Manholes/Handholes	\$75.00	Each		Ch. 14, Div II, Res.2013-18
Large Cabinets/Peds/Huts/Vaults/VRADs	\$200.00	Each		Ch. 14, Div II, Res.2013-18
Trees	\$300.00	Each		Ch. 14, Div II, Res.2013-18
Marker Post/Post Mounted Signs	\$5.00	Each		Ch. 14, Div II, Res.2013-18
Failure to Obtain Permit	\$200.00	Each		Ch. 14, Div II, Res.2013-18

WATER DEPARTMENT

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

COMMON COUNCIL

Council President

Todd Stevenson

Major Activities

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$70,900	\$75,770	\$73,470	-3.04%	\$73,470	-3.04%
No. of Aldermen	9	9	9	0%	9	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council

No changes recommended

**CITY OF NEENAH
2018 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 2018 Budget Request:

Maintenance of Software: Decreased \$6,390 due to cancellation of Accela software.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	39,637	42,200	31,472	42,200	44,620	44,620	
0111	Fringes	2,288	2,330	1,738	2,330	2,620	2,620	
0115	Schools/Seminars/Training	110	0	0	0	0	0	
0128	Empl Recognition Awards	22	20	0	0	0	0	
	Personal Services	42,057	44,550	33,210	44,530	47,240	47,240	2,690
0202	Outside Printing	378	400	374	400	400	400	
0203	Postage	2	0	0	0	0	0	
0204	Conference & Meetings	1,390	2,000	1,140	1,140	2,000	2,000	
0206	Advertising & Publication	11,275	11,000	9,900	11,300	11,500	11,500	
0218	Maintenance of Software	500	7,600	206	1,200	1,210	1,210	
0227	Cellular Telephone	660	660	495	660	660	660	
0233	Other Ser/Televising Mtng	3,205	4,000	1,645	4,000	4,000	4,000	
0236	Outside Services	227	200	0	200	250	250	
0255	IS Services / Internal	5,307	4,890	3,668	4,910	5,890	5,890	
0261	Misc Expenditures	60	0	0	0	0	0	
	Contractual Services	23,004	30,750	17,428	23,810	25,910	25,910	(4,840)
0301	Office Supplies	66	100	10	100	100	100	
0302	Inhouse Printing	12	20	3	20	20	20	
0303	Computer Oper Supplies	0	200	12	50	50	50	
0308	Books and Periodicals	0	100	0	0	100	100	
0333	All Other Supplies	23	50	0	50	50	50	
	Supplies & Materials	101	470	25	220	320	320	(150)
	OPERATIONS	65,162	75,770	50,663	68,560	73,470	73,470	(2,300)
CAPITAL OUTLAY-COUNCIL (0181-700)								
8115	Computer Hardware	5,738	0	0	0	0	0	
	Capital Outlay	5,738	0	0	0	0	0	0
COUNCIL		70,900	75,770	50,663	68,560	73,470	73,470	(2,300)
							Percent Budget Change	-3.04%

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$190,928	\$193,340	\$192,640	-0.36%	\$192,640	-0.36%
No. of Employees (FTE)	1.67	1.67	1.67	0%	1.67	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Mayor

No changes recommended

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

This has been a good year overall for the Mayor's office. The community has seen many new economic developments finished and has begun reaping the benefits of new jobs and tax base. The office led by my Administrative Assistant Joni Heinz continues to provide excellent customer service to citizens and has taken the social media experience to a new level with Facebook, twitter, our website and the scrolling marquee in the lobby. We are keeping the community up-to-date and informed on many of the happenings and the issues that affect them. The city's social media presence continue to grow under her strong efforts. We continue to find new opportunities for this community to grow and prosper. The list of noteworthy, positive events this past year is impressive.

I continue to be impressed by the quality of managerial staff throughout city government and also the effectiveness and commitment of the elected City Council members.

Expansions of current businesses, ribbon cuttings for new ones, grand openings for small businesses and announcements of potential future projects helped keep me on the move and in the community. Plexus new office building downtown has brought over 280 new employees to the downtown district daily and brings over \$10 million in new valuation for the TIF District. The opportunities for more projects in this area are strong and being explored.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

We are proud that Plexus Corporation continues to be a major employee in the industrial park along with new companies like Horseshoe Beverage. Alta continues to prosper and recently purchased the former Mutual Savings Building for its training center. Our community and region is fortunate to have a world class level II trauma health care system named ThedaCare are along with a state of the art medical helicopter. We continue to work with them to find ways to continue serving our citizens in the present location. In addition we are blessed to have Children's Hospital Fox Valley serving our children's needs.

Our downtown continues to have a very high percentage of occupancy with new businesses coming in but the majority continuing to be successful because of the unique atmosphere the downtown presents. The hotel renovations are complete and the new branding should occur soon.

Our events and celebrations were huge successes with CommunityFest leading the way. We had great crowds downtown for the Wednesday and Thursday Shattuck Park Concerts, Streetball, the Farmers Markets and during December's very popular live mannequin event was awesome. Thanks to Future Neenah for partnering with us and taking the lead on these community events

We completed our goal to have all employees go through hands only CPR training with Gold Cross and Neenah-Menasha Fire in addition to offering classes to the general public.

The N-M Fire Rescue and Police Department continue to provide excellent public safety services to our residents and visitors. Our residents enjoy peace of mind knowing we have these dedicated professionals there when we need them. My efforts to get our officers out of the cars and into the community is being noticed also by our residents. Having our officers stop and say hello to our residents at many of the community functions leads to improved relations with the police. Our young people need to develop a relationship with our officers which will lead to better communication.

The year finally saw the Council's approval of the bids to build the "Loop the Lake Project" a new pedestrian bridge over the rivers in Neenah and Menasha to connect with the Trestle Trail over Lake Buttes des Morts forming a 3.2 mile trail system. This project was helped by the approval by the State Legislature of a stewardship grant to help offset the project cost. Our partner Future Neenah has raised over \$1 million helping to lessen the need for taxpayer dollars. Pfeifer Brothers Construction contributed greatly through their bid proposal to make this happen for their community. A real example of collaboration that will become a destination for many locals and visitors to be proud of.

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

2018 Goals/Plans: In 2018 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. We will stress continued communication and listening to our residents on ways to improve services will be a top priority.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

This will also be a year of major changes in the community for some departments and programs if the Council agrees with my recommendations in the budget. I'm requesting the city contract to provide private hauler refuse and recycling services starting mid-year. This proposal will bring automated collection to the community and save tax dollars.

I also want to reorganize the city Legal and Administrative Services Department. The large projects and legal needs we are involved in necessitate the need to have an Assistant City Attorney to help with workload in the department. I also would recommend making the Mayor's Administrative Assistant a full time position. The volume of work and the number of inquiries and requests of my office along with the assistance the position gives to the entire office warrants more hours.

I'm also hopeful the Library can find ways to be open more on the weekends. They have asked for additional dollars to extend hours of operation and I have provided some funds to try to help further the effort. In a recent survey, this was the number one request of library users.

As Mayor, the open door policy will continue and programs like "Working with the Staff" will continue in an effort to better understand the challenges we face providing the services we do with limited resources. 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. Small things, like the Council and the Mayor volunteering at the Saturday City Garage Recycling Center, will continue and give residents the opportunity to help us by bringing things directly to us and saving our crews time during the week.

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.

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 an effort will be made to formulate a plan for continued investment. We will begin looking at grants and available dollars for Arrowhead Park development opportunities.

Our recreation facilities, parks and trails will continue to be enhanced with new equipment and upgrades. The second phase of the Washington Park Master Plan will begin. The "Loop the Lake Trestle Project" will begin shortly and is expected to be ready in early 2018. Concerts in the Park, CommunityFest and all the other community-oriented events will continue. Our parks and swimming pool will provide an outlet to relax and have fun with our children or grandchildren.

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. Infrastructure changes in the downtown area so future development projects will materialize enhancing our tax base.

Our commitment to our employees will be shown by continuing a system of merit pay and an effort and dollars to help bring valued employees to midpoint in a reasonable amount of time. Planning for additional long-time employee retirements will require us to transition new employees quickly to insure a productive workforce will be a priority.

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. Having trained professionals offer citizens comfort and security that they and their family will receive

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

the best care if an incident happens to them and they need help. In addition, our community policing efforts are being noticed and with the addition of our Police Bike Patrol, our officers will be more visible at community events throughout the year to help establish good relationships with our citizens and children.

We made progress in our efforts to improve our community with an aggressive but understanding code enforcement program. In 2018 our efforts will continue to insure properties that are in disrepair will be dealt with. Our neighborhoods are our foundation and we will utilize any programs available to us to help homeowners maintain safe and healthy neighborhoods.

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 PUBLICATION 0202-701

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

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
OPERATIONS (0201-701)								
0101	Salaries	98,753	99,580	70,821	99,580	99,990	99,990	
0110	Health Insurance	15,740	15,740	11,808	15,740	15,740	15,740	
0111	Fringes	19,617	19,700	14,006	19,700	19,990	19,990	
0123	Auto Allowance	450	450	382	450	450	450	
	Personal Services	134,560	135,470	97,017	135,470	136,170	136,170	700
0202	Outside Printing	111	150	0	100	150	150	
0203	Postage	286	500	141	200	400	400	
0204	Conference & Meetings	614	1,350	556	600	1,350	1,350	
0207	Dues & Memberships	6,713	7,000	6,752	6,760	7,100	7,100	
0218	Maintenance of Software	227	230	221	230	230	230	
0227	Cellular Telephone	480	500	360	480	500	500	
0236	Outside Services	0	130	0	0	130	130	
0254	Printer / Copies	116	100	41	70	70	70	
0255	IS Services / Internal	9,684	8,060	6,045	8,490	9,720	9,720	
0261	Misc Expenditures	429	400	147	300	500	500	
0262	Public Relations	110	600	133	200	600	600	
	Contractual Services	18,770	19,020	14,396	17,430	20,750	20,750	1,730
0301	Office Supplies	111	150	452	460	150	150	
0302	Inhouse Printing	0	150	0	0	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0344	Small Equipment	0	100	0	0	100	100	
0347	Small Computer Hardware	15	100	0	0	100	100	
	Supplies & Materials	126	550	452	460	500	500	(50)
0531	Community Contribution	600	7,350	6,200	7,350	7,350	7,350	
	Other	600	7,350	6,200	7,350	7,350	7,350	0
	OPERATIONS	154,056	162,390	118,065	160,710	164,770	164,770	2,380
<hr/>								
CITY PUBLICATION (0202-701)								
0202	Outside Printing	17,556	12,500	7,508	12,500	13,000	13,000	
0203	Postage	7,208	7,000	5,373	7,000	7,200	7,200	
	Contractual Services	24,764	19,500	12,881	19,500	20,200	20,200	700
	CITY PUBLICATION	24,764	19,500	12,881	19,500	20,200	20,200	700
<hr/>								
LEAN TRAINING (0203-701)								
0115	Schools/Seminars/Training	11,660	11,450	8,591	11,450	7,670	7,670	
	Personal Services	11,660	11,450	8,591	11,450	7,670	7,670	(3,780)
0333	All Other Supplies	448	0	0	0	0	0	
	Supplies & Materials	448	0	0	0	0	0	0
	LEAN TRAINING	12,108	11,450	8,591	11,450	7,670	7,670	(3,780)
MAYOR'S OFFICE		190,928	193,340	139,537	191,660	192,640	192,640	(700)
								Percent Budget Change -0.36%

**CITY OF NEENAH
 REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME Mayor	6,604 mo.	1.00	6,604 mo.	1.00	\$79,250	\$79,250	\$79,250
PART-TIME Administrative Assistant	Grade F	0.67	Grade F	0.67	20,330	20,330	20,740
TOTAL	XXX	1.67	XXX	1.67	\$99,580	\$99,580	\$99,990

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$1,068,336	\$1,146,240	\$1,117,940	-2.47%	\$1,117,940	-2.47%
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

No changes recommended

**CITY OF NEENAH
2018 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 City Board of Public Works.

2017 Accomplishments:

- Successfully issued \$5,610,000 in G.O. Promissory Notes to finance 2017 capital projects.
- Successfully issued \$3,935,000 in G. O. Refunding Bonds, \$1,350,000 to refund Note Anticipation Notes (NAN)'s, and \$835,000 of Water Revenue Refunding Bonds
- City's AA bond rating was affirmed by Standard and Poors. This bond rating continue to put the City of Neenah in the top 25% of all bond ratings in the nation, enhancing the City's reputation and credit worthiness. This translates into a substantial savings of taxpayers' funds due to lower interest costs on future borrowing by the City.
- Completion of 2016 audit, including issuance of unqualified audit opinion. Audit completed with ongoing trend of minimal auditor adjustments required.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year.
- Continued to implement all requirements related to the Governmental Accounting Standards Board pronouncements, including GASB No. 40 (Enhanced Investment Reporting Standards), GASB No. 44 (Economic Condition Reporting) and GASB No. 45 (Other Post Employment Benefits Reporting), GASB No. 51 (Accounting and Financial Reporting for Intangible Assets) and GASB No. 54 (Fund Balance Reporting), as well as Statement on Auditing Standards (SAS) No. 112 (Communicating Internal Control Matters Identified in an Audit).
- In cooperation with various departments, began implementation of NuPark parking system.
- In cooperation with City Attorney's office, continued set up and administration of process for enhanced collection of delinquent personal property taxes.
- Continued implementation of ExecuTime payroll time management and reporting system.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

- Department processed approximately: Accounts Payable/Accounts Receivable/Payroll - 62,000 cash/check transactions, 8,500 payment vouchers 6,800 P-card transactions, 10,000 payroll direct deposits, 2,400 vendor checks and 1,000 invoices; Treasurer/Utility Billing - 15,000 credit card transactions, 6,500 direct deposits, 3,560 debit card transactions, 3,200 ACH transactions, 455 e-check transactions, 400 money orders, 10,540 property tax bills and 53,000 utility service invoices.

2018 Goals/Plans:

- In cooperation with Information Systems, continue process to move to utility billing software and other products as part of the City's Enterprise Resource Planning (ERP).
- Continue to explore additional options to provide banking and investment services.
- Continue to explore opportunities to use LEAN tools and methods to create greater departmental and organization efficiency.
- Prepare to implement all requirements related to the Governmental Accounting Standards Board new pronouncements, including GASB No. 61 (The Financial Reporting Entity: Omnibus), GASB No. 65 (Items Previously Reported as Assets and Liabilities) and GASB No. 67, 68 and 71 (Accounting and Financial Reporting for Pensions).

Major Increases (Decreases) in 2018 Budget Request:

Central Services:

Outside Services - \$2,500 increase. Reflects new mail pick-up and delivery service agreement.

Rental of Equipment - \$1,250 increase. Reflects higher cost on both new postage machine service agreement and rental of postage meter.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
OPERATIONS (0501-703)								
0101	Salaries	331,577	360,620	244,165	342,460	333,860	333,860	
0103	Temporary Wages	9,485	2,000	7,831	9,380	3,000	3,000	
0110	Health Insurance	76,910	93,500	70,128	93,500	93,250	93,250	
0111	Fringes	64,031	68,080	47,313	66,060	64,020	64,020	
0123	Auto Allowance	37	0	0	0	0	0	
0128	Empl Recognition Awards	0	0	100	100	140	140	
	Personal Services	482,040	524,200	369,537	511,500	494,270	494,270	(29,930)
0202	Outside Printing	2,752	3,000	866	3,000	3,000	3,000	
0203	Postage	6,361	8,000	1,796	7,000	7,000	7,000	
0204	Conference & Meetings	3,872	3,500	4,421	4,430	3,500	3,500	
0205	Debit Card Charges	2,546	3,000	1,921	3,000	3,000	3,000	
0207	Dues & Memberships	1,436	1,400	1,208	1,210	1,400	1,400	
0210	Maintenance of Hardware	910	950	963	970	1,000	1,000	
0212	Maint of Office Equipment	0	100	0	0	0	0	
0218	Maint of Software	30,095	32,730	31,992	32,310	33,940	33,940	
0227	Cellular Telephone	480	480	360	480	480	480	
0254	Printer / Copies	3,995	4,450	2,092	4,160	4,340	4,340	
0255	IS Services / Internal	48,050	45,650	34,237	47,350	46,600	46,600	
	Contractual Services	100,497	103,260	79,856	103,910	104,260	104,260	1,000
0301	Office Supplies	3,374	3,000	1,545	3,000	3,000	3,000	
0302	Inhouse Printng/Dist Cost	7	50	4	20	20	20	
0303	Computer Oper Supplies	344	500	125	400	400	400	
0308	Books and Periodicals	363	500	0	300	500	500	
0333	All Other Supplies	11	100	20	50	100	100	
0344	Small Equipment	0	500	0	0	500	500	
0347	Small Computer Hardware	961	500	379	380	500	500	
	Supplies & Materials	5,060	5,150	2,073	4,150	5,020	5,020	(130)
CAPITAL OUTLAY-FINANCE								
8115	Computer Hardware Outlay	4,623	0	0	0	0	0	
	Capital Outlay	4,623	0	0	0	0	0	0
	FINANCE OPERATIONS	592,220	632,610	451,466	619,560	603,550	603,550	(29,060)
							Percent Budget Change	-4.59%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	1,000	1,000	1,000	1,000	500	500	
0111	Fringes	20	20	20	20	10	10	
	Personal Services	1,020	1,020	1,020	1,020	510	510	(510)
0202	Outside Printing	320	350	298	300	350	350	
0203	Postage	45	50	0	50	50	50	
0204	Conference & Meetings	0	0	300	300	300	300	
0232	Accounting & Auditing	42,525	52,000	47,300	50,900	52,400	52,400	
0238	Professional Services	0	3,000	6,000	6,000	3,000	3,000	
	Contractual Services	42,890	55,400	53,898	57,550	56,100	56,100	700
0301	Office Supplies	20	0	0	0	0	0	
	Supplies & Materials	20	0	0	0	0	0	0
	ANNUAL FINANCIAL AUDIT	43,930	56,420	54,918	58,570	56,610	56,610	190
								Percent Budget Change 0.34%
RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	36	200	109	200	500	500	
0236	Outside Services	3,600	3,600	2,700	3,600	3,600	3,600	
0239	Misc Insurance	1,129	1,150	1,314	1,320	1,380	1,380	
0245	Property Insurance	27,846	29,250	29,958	29,960	31,500	31,500	
0246	Liability Insurance	58,406	61,700	61,380	61,380	64,000	64,000	
0247	Auto Insurance	28,653	31,750	26,524	26,530	27,870	27,870	
0248	Boiler:Machine Insurance	0	1,900	2,305	2,310	2,480	2,480	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
	Contractual Services	189,670	199,550	194,290	195,300	201,330	201,330	1,780
	RISK MANAGEMENT	189,670	199,550	194,290	195,300	201,330	201,330	1,780
								Percent Budget Change 0.89%
PROPERTY DAMAGE (0509-703)								
0721	Police	11,528	0	32,309	32,310	0	0	
0799	Undesignated	0	19,200	24,490	24,490	20,000	20,000	
	Other	11,528	19,200	56,799	56,800	20,000	20,000	800
	PROPERTY DAMAGE	11,528	19,200	56,799	56,800	20,000	20,000	800
								Percent Budget Change 4.17%
PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	750	1,500	750	1,500	1,500	1,500	
0111	Fringes	20	20	10	20	20	20	
	Personnel Services	770	1,520	760	1,520	1,520	1,520	0
0204	Conference & Meetings	0	0	200	200	300	300	
0207	Dues & Memberships	35	40	0	40	40	40	
0218	Maint of Software	0	1,380	0	1,380	1,370	1,370	
	Contractual Services	35	1,420	200	1,620	1,710	1,710	290
	PURCHASING/P-CARD	805	2,940	960	3,140	3,230	3,230	290
								Percent Budget Change 9.86%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CENTRAL SERVICES (0515-703)</u>								
0203	Postage	1,078	1,700	1,052	1,500	1,500	1,500	
0207	Dues & Memberships	331	500	0	500	500	500	
0212	Maint of Office Equipment	0	1,000	405	500	1,000	1,000	
0236	Outside Services	0	0	1,440	2,000	2,500	2,500	
0252	Rental of Equipment	648	750	1,698	2,000	2,000	2,000	
	Contractual Services	2,057	3,950	4,595	6,500	7,500	7,500	3,550
0301	Office Supplies	4,949	8,000	3,924	6,500	6,500	6,500	
0302	Inhouse Printng/Dist Cost	18	20	4	20	20	20	
0303	Computer Oper Supplies	0	100	0	0	100	100	
0333	All Other Supplies	0	100	0	0	100	100	
0344	Small Equipment	920	200	0	0	200	200	
	Supplies & Materials	5,887	8,420	3,928	6,520	6,920	6,920	(1,500)
	CENTRAL SERVICES	7,944	12,370	8,523	13,020	14,420	14,420	2,050
								Percent Budget Change
								16.57%
<hr/>								
<u>UTILITY BILLING (0525-703)</u>								
0101	Salaries	74,040	78,940	59,205	78,940	76,250	76,250	
0110	Health Insurance	20,560	20,800	15,597	20,800	21,300	21,300	
0111	Fringes	13,890	14,820	11,115	14,820	14,660	14,660	
	Personal Services	108,490	114,560	85,917	114,560	112,210	112,210	(2,350)
0202	Outside Printing	2,762	2,500	2,312	2,500	2,500	2,500	
0203	Postage	21,045	20,000	14,561	20,000	20,000	20,000	
0204	Conference & Meetings	429	500	155	500	500	500	
0205	Debit Card Charges	2,541	2,200	1,921	2,500	2,500	2,500	
0218	Maint of Software	6,386	6,510	6,510	6,510	6,510	6,510	
0236	Outside Services	5,014	3,600	3,042	4,500	4,500	4,500	
0255	IS Services / Internal	8,358	8,350	6,263	8,350	7,780	7,780	
	Contractual Services	46,535	43,660	34,764	44,860	44,290	44,290	630
0347	Small Computer Hardware	124	200	0	0	200	200	
	Supplies & Materials	124	200	0	0	200	200	0
	UTILITY BILLING	155,149	158,420	120,681	159,420	156,700	156,700	(1,720)
								Percent Budget Change
								-1.09%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>WATER UTILITY (0526-703)</u>								
0101	Salaries	44,290	42,620	31,965	42,620	40,700	40,700	
0103	Temporary Wages	1,500	1,500	1,125	1,500	1,500	1,500	
0110	Health Insurance	12,710	11,620	8,712	11,620	11,370	11,370	
0111	Fringes	8,590	8,290	6,218	8,290	7,830	7,830	
	Personal Services	<u>67,090</u>	<u>64,030</u>	<u>48,020</u>	<u>64,030</u>	<u>61,400</u>	<u>61,400</u>	<u>(2,630)</u>
0204	Conference & Meetings	0	500	500	500	500	500	
0236	Outside Services	0	200	0	200	200	200	
	Contractual Services	<u>0</u>	<u>700</u>	<u>500</u>	<u>700</u>	<u>700</u>	<u>700</u>	<u>0</u>
	WATER UTILITY	<u>67,090</u>	<u>64,730</u>	<u>48,520</u>	<u>64,730</u>	<u>62,100</u>	<u>62,100</u>	<u>(2,630)</u>
							Percent Budget Change	-4.06%
FINANCE		<u>1,068,336</u>	<u>1,146,240</u>	<u>936,157</u>	<u>1,170,540</u>	<u>1,117,940</u>	<u>1,117,940</u>	<u>(28,300)</u>
							Percent Budget Change	-2.47%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$109,750	\$109,750	\$110,290
Deputy Director	Grade N3	0.50	-	-	87,640	47,900	0
Assistant Comptroller	Grade K3	0.50	Grade K3	1.00	0	30,250	52,660
Assistant Treasurer	Grade K3	1.00	Grade K3	1.00	52,940	52,940	54,290
Accounting Specialist	Grade H3	1.00	Grade H3	1.00	43,270	34,480	40,920
Office Manager	Grade G3	1.00	Grade G3	1.00	39,920	39,920	40,410
Payroll/ A/P/ A/R Coordinator	Grade H3	1.00	Grade H3	1.00	47,930	47,930	48,270
Utility Billing Clerk/ A/P	Grade G3	1.00	Grade G3	1.00	42,860	42,860	43,410
Cashier	Grade F3	1.00	Grade F3	1.00	39,850	39,850	40,280
Subtotal		8.00		8.00	\$464,160	\$445,880	\$430,530
PART-TIME							
Cashier	Grade E	0.67	Grade E	0.67	18,020	18,140	18,550
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	1,730
TEMPORARY							
Intern/Co-op Student	9.00/hr.		9.00/hr.		6,000	13,380	6,500
TOTAL	XXX	8.67	XXX	8.67	\$488,180	\$477,400	\$457,310

DEPARTMENT OF LEGAL & ADMINISTRATIVE SERVICES

Department Head

James Godlewski

Major Activities

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

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$520,466	\$494,840	\$598,680	20.98%	\$608,680	23.01%
No. of Employees (FTE)	4	4	4	0.00%	4.33	8.25%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Legal and Administrative Services 10,000

Mayor's Comments:

Per recommendations from the succession and efficiency departmental study by Carlson Dettman, I am recommending the following:

- 1). Recruit and hire an Assistant City Attorney effective 7/1/18.
- 2). Eliminate the position of Paralegal effective 7/1/18.
- 3). Remove funding for contracted legal services related to municipal court prosecutions and liability claim investigations effective 7/1/18.
- 4). Make Office Manager position full-time effective 7/1/18.

The net cost of these changes affecting the 2018 budget would be an increase of \$10,000. Any further costs associated with income or health insurance continuation for any affected employees would be funded with either 2017 carry forward funds and/or existing health insurance reserves.

**CITY OF NEENAH
2018 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: James G. Godlewski

Goals/Responsibilities:

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

2017 Accomplishments:

- Continued to work closely with the CDA to implement redevelopment plans for the Downtown Gateway redevelopment area (PH Glatfelter Mill Redevelopment). Assisted in the acquisition of several properties on Main, Marten and Smith Streets as part of the Gateway Redevelopment.
- Assisted in the City's defense of Federal civil rights lawsuit filed by Theresa Mason-Funk.
- Continued involvement in the Fox River PCB cleanup issue, including negotiations with insurers to obtain maximum reimbursement of legal fees, and tentative settlement of environmental claims with the U.S. Government.
- Assisted in the negotiation and drafting of development agreements for TID #9 (Menasha Corp.) and prospective new TID.

2018 Goals/Plans:

- Continue work to update and create necessary City policies, as needed.
- Fully develop and implement ADA Title II compliance program.
- Complete the boundary agreement with the Village of Fox Crossing.
- Continue Fox River PCB litigation involvement.
- Complete transactions necessary to insure successful redevelopment of the Gateway Redevelopment Area.
- Assist in defense of litigation filed against the City.

Major Increases (Decreases) in 2018 Budget Request:

The budget for the City Attorney's office for 2018 is basically a cost to continue budget. The two largest increases are for IS Services (\$1,090 increase) and a \$40,000 request for an ADA audit of all City owned facilities. The following describes the ADA Audit:

The Americans with Disabilities Act (ADA) self-audit performed by City staff, with the help of CVMIC, identified the need to conduct an audit of all city-owned facilities to determine compliance with ADA 2010 design standards. The audit will encompass 25 parks with a variety of public buildings and recreational facilities and 9 buildings that house a variety of uses and with varying levels of general public access. The goal of the audit is to: 1) Provide an evaluation of City facilities including buildings and playgrounds; 2) Provide a spreadsheet and transition plan that can be used to track proposed modifications with the ability for the City to adjust timeframes and priorities; and 3) Provide the City with a cost estimate for remediation work required as a result of the evaluations.

Approximately \$17,000 in grant funding will be available to offset the projected cost (\$10,000 from the Preparedness Grant and \$7,000 from the annual CVMIC grant).

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Department of Legal and Administrative Services/City Clerk	Budget: City Clerk/Elections/Board of Review
Program: General Government	Submitted by: Patty Sturn

Goals/Responsibilities:

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

2017 Accomplishments:

- 2017 Board of Review.
- Administered two elections.
- 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.
- Completed Implementation of Act 23 Voter Photo I.D. Law.
- Implemented numerous Legislative Updates for Elections.
- Trained new Deputy Clerk on some aspects of the job.

2018 Goals/Plans:

- 2018 Board of Review.
- Administer four elections including Gubernatorial Election in November.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue implementation of the Help America Vote Act of 2002 (HAVA); HR811 Voter Confidence and Increased Accessibility Act 2007; 2011 Wisconsin Act 227; 2011 Wisconsin Act 45; the Move Act of 2012; the 2012 Consent Decree reporting requirements and reporting election cost estimates; the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Continue Implementation of numerous Legislative Updates for Elections.
- Continue training new Deputy Clerk on all aspects of the job.

Major Increases (Decreases) in 2018 Budget Request:

City Clerk

- Employee Recognition Awards: Increase to \$100 (+\$100 from 2017) Clerk Sturn 25 year recognition.
- Maintenance of Software: Increase to \$350 (+\$80 from 2017) I/S projections.
- Outside Software Services: Increase to \$400 (+\$400 from 2017) I/S projections.
- Printer/Copies: Decrease to \$2,700 (-\$1,180 from 2017) I/S projections.
- I/S Services/Internal: Decrease to \$22,650 (-\$4,440 from 2017) I/S projections.

Elections

- Temporary Wages: Increased \$56,000 (+42,500 from 2017) due to four elections in 2018.
- Auto Allowance: Increased to \$200 (+100 from 2017) due to four elections in 2018.
- Employee Recognition Awards: Increased to \$2,000 (+\$2,000 from 2017) Poll worker appreciation dinner after General Election.
- Outside Printing: Increased to \$2,500 (+\$1,500 from 2017) due to four elections in 2018.
- Postage: Increased to \$2,500 (+\$1,750 from 2017) due to four elections in 2018.
- Advertising & Publications: Increased to \$1,500 (+\$750 from 2017) due to four elections in 2018.
- Maintenance of Office Equipment: Increased to \$4,000 (+\$2,000 from 2017) due to four elections in 2018.
- Outside Services: Increased to \$9,000 (+\$5,000 from 2017) due to four elections in 2018.
- Building Rental: Increased to \$2,000 (+\$800 from 2017) due to four elections in 2018.
- Office Supplies: Increased to \$2,000 (+\$1,250 from 2017) due to four elections in 2018.
- Computer Operating Supplies: Decrease to \$200 (-\$100 from 2017) I/S Projects.
- All Other Supplies: Increased to \$3,500 (+\$2,750 from 2017) due to four elections in 2018.

Board of Review

- None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
<u>CITY ATTORNEY OPERATION (0901-705)</u>								
0101	Salaries	152,956	155,990	110,718	155,990	157,530	157,530	
0110	Health Insurance	31,480	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	27,758	28,490	20,224	28,490	28,890	28,890	
0115	Schools/Seminars/Training	239	300	0	450	450	450	
0123	Auto Allowance	0	230	0	230	230	230	
0128	Empl Reconition Awards	0	30	0	30	0	0	
	Personal Services	212,433	216,520	154,549	216,670	218,580	218,580	2,060
0202	Outside Printing	115	150	0	100	100	100	
0203	Postage	239	350	91	250	350	350	
0204	Conferences & Meetings	3,131	4,500	2,184	4,500	4,500	4,500	
0207	Dues & Memberships	1,901	1,700	1,825	1,830	1,800	1,800	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,534	1,200	1,156	1,200	1,300	1,300	
0221	Telephone	205	50	0	100	100	100	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	156	150	389	400	250	250	
0238	Professional Services	3,100	50	59	60	50	50	
0254	Printer / Copies	522	580	292	490	510	510	
0255	IS Services / Internal	16,363	16,290	12,218	16,230	17,380	17,380	
0261	Misc Expenditures	1	50	0	50	50	50	
	Contractual Services	27,747	25,600	18,574	25,740	26,920	26,920	1,320
0301	Office Supplies	229	400	30	250	250	250	
0302	Inhouse Printing	3	50	0	10	50	50	
0303	Computer Oper Supplies	337	30	0	50	50	50	
0308	Books and Periodicals	5,317	5,500	3,626	5,500	5,500	5,500	
0343	Small Program Packages	150	150	150	150	150	150	
0344	Small Equipment	0	300	0	300	200	200	
0347	Small Computer Hardware	120	100	44	100	100	100	
	Supplies & Materials	6,156	6,530	3,850	6,360	6,300	6,300	(230)
0800	Mayor's Executive Adjustment	0	0	0	0	0	10,000	
	Mayor's Adjustment	0	0	0	0	0	10,000	10,000
	CITY ATTORNEY OPERATIONS	246,336	248,650	176,973	248,770	251,800	261,800	13,150
<hr/>								
<u>EXTERNAL LEGAL SERVICES (0905-705)</u>								
0236	Outside Services	14,500	14,800	11,100	14,800	14,800	14,800	
0238	Professional Services	0	1,000	1,147	1,750	1,500	1,500	
	Contractual Services	14,500	15,800	12,247	16,550	16,300	16,300	500
	PROSECUTION/EXTERNAL LEGAL SERVICES	14,500	15,800	12,247	16,550	16,300	16,300	500
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<u>CABLE TELEVISION (0907-705)</u>								
0238	Professional Services	0	250	0	100	250	250	
	Contractual Services	0	250	0	100	250	250	0
	CABLE TELEVISION	0	250	0	100	250	250	0
<hr/>								
<u>ADA COMPLIANCE (0909-705)</u>								
0236	Outside Services	0	0	0	0	40,000	40,000	
0238	Professional Services	0	0	518	520	0	0	
	Contractual Services	0	0	518	520	40,000	40,000	40,000
	ADA COMPLIANCE	0	0	518	520	40,000	40,000	40,000

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	93,814	100,720	71,204	100,720	102,610	102,610	
0103	Temporary Wages	2,340	2,500	2,772	2,780	2,500	2,500	
0110	Health Insurance	26,280	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	18,355	19,580	14,037	19,590	19,970	19,970	
0115	Schools/Seminars/Training	20	1,700	1,758	1,760	1,200	1,200	
0123	Auto Allowance	29	50	0	50	50	50	
0128	Empl Reconition Awards	0	0	0	0	100	100	
	Personal Services	140,838	156,030	113,378	156,380	157,910	157,910	1,880
0202	Outside Printing	330	150	367	370	150	150	
0203	Postage	605	1,000	556	1,000	1,000	1,000	
0204	Conferences & Meetings	53	1,800	1,586	1,800	1,800	1,800	
0207	Dues & Memberships	260	500	375	380	500	500	
0212	Maint of Office Equipment	0	200	0	200	200	200	
0218	Maint of Software	658	270	236	270	350	350	
0221	Telephone	0	10	0	10	10	10	
0227	Cellular Telephone	480	500	360	500	500	500	
0235	Outside Software Services	0	0	371	400	400	400	
0236	Outside Services	1,489	5,850	6,284	6,290	6,000	6,000	
0254	Printer / Copies	3,260	3,880	1,504	2,590	2,700	2,700	
0255	IS Services / Internal	28,539	27,090	20,318	20,320	22,650	22,650	
	Contractual Services	35,674	41,250	31,957	34,130	36,260	36,260	(4,990)
0301	Office Supplies	715	1,000	999	1,000	1,000	1,000	
0302	Inhouse Printing	0	200	4	200	200	200	
0303	Computer Oper Supplies	290	250	167	250	250	250	
0308	Books and Periodicals	288	400	468	500	500	500	
0318	Maps and Records	404	400	180	400	400	400	
0333	All Other Supplies	54	100	119	200	200	200	
0343	Small Program Packages	0	200	0	200	100	100	
0344	Small Equipment	1,821	1,200	0	1,200	1,200	1,200	
0347	Small Computer Hardware	31	60	0	60	100	100	
	Supplies & Materials	3,603	3,810	1,937	4,010	3,950	3,950	140
	CITY CLERK OPERATIONS	180,115	201,090	147,272	194,520	198,120	198,120	(2,970)
ELECTIONS (0916-705)								
0103	Temporary Wages	55,774	13,500	11,190	12,000	56,000	56,000	
0111	Fringes	3,210	830	688	740	3,290	3,290	
0115	Schools/Seminars/Training	12	500	0	500	500	500	
0123	Auto Allowance	179	100	83	100	200	200	
0128	Empl Reconition Awards	1,021	0	0	100	2,000	2,000	
	Personal Services	60,196	14,930	11,961	13,440	61,990	61,990	47,060
0202	Outside Printing	2,076	1,000	0	1,000	2,500	2,500	
0203	Postage	2,117	750	689	750	2,500	2,500	
0204	Conferences & Meetings	0	50	0	0	50	50	
0206	Advertising & Publication	237	750	225	500	1,500	1,500	
0212	Maint of Office Equipment	0	2,000	3,738	4,000	4,000	4,000	
0236	Outside Services	8,157	4,000	2,609	3,000	9,000	9,000	
0251	Building Rental	1,371	1,200	546	1,200	2,000	2,000	
	Contractual Services	13,958	9,750	7,807	10,450	21,550	21,550	11,800
0301	Office Supplies	1,486	750	0	750	2,000	2,000	
0302	Inhouse Printing	0	100	0	0	100	100	
0303	Computer Oper Supplies	0	300	0	0	200	200	
0333	All Other Supplies	3,158	750	181	200	3,500	3,500	
0342	Small Equipment	197	200	0	0	200	200	
0344	Small Equipment	0	200	0	0	200	200	
	Supplies & Materials	4,841	2,300	181	950	6,200	6,200	3,900
	ELECTIONS	78,995	26,980	19,949	24,840	89,740	89,740	62,760

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	300	1,000	700	700	1,400	1,400	
0111	Fringes	24	20	14	20	20	20	
0115	Schools/Seminars/Training	72	100	80	80	100	100	
	Personal Services	396	1,120	794	800	1,520	1,520	400
0203	Postage	2	50	1	50	50	50	
0206	Advertising & Publication	108	300	107	110	300	300	
0236	Outside Services	0	500	275	280	500	500	
	Contractual Services	110	850	383	440	850	850	0
0333	All Other Supplies	14	100	3	10	100	100	
	Supplies & Materials	14	100	3	10	100	100	0
	BOARD OF REVIEW	520	2,070	1,180	1,250	2,470	2,470	400
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LEGAL & ADMIN SERVICES		520,466	494,840	358,139	486,550	598,680	608,680	113,840
						Percent Budget Change		23.01%

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Legal & Administrative	Budget: Legal Services & Administrative
Program: General Government	Submitted by: James Godlewski

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	\$113,980	\$113,980	\$114,540
Paralegal	Grade G3	1.00	Grade G3	1.00	42,010	42,010	42,390
City Clerk	Grade M3	1.00	Grade M3	1.00	66,050	66,050	67,360
Deputy Clerk	Grade F3	1.00	Grade F3	1.00	<u>34,670</u>	<u>34,670</u>	<u>34,850</u>
Subtotal		4.00		4.00	256,710	256,710	259,140
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	0	0	1,000
TEMPORARY							
Board of Review	-	-	-	-	1,000	700	1,400
Election Poll Workers	\$120-\$180/day	-	\$120-\$215/day	-	13,500	12,000	56,000
Clerks	-	-	-	-	2,500	2,780	2,500
TOTAL	XXX	4.00	XXX	4.00	\$273,710	\$272,190	\$320,040

DEPARTMENT OF HUMAN RESOURCES AND SAFETY

Department Head

Heather Barber

Major Activities

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$210,644	\$228,960	\$241,830	5.62%	\$241,820	5.62%
No. of Employees (FTE)	2.47	2.47	2.47	0.00%	2.47	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Human Resources & Safety

No changes recommended

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Human Resources and Safety	Budget: Human Resources and Safety
Program: General Government	Submitted by: Heather Barber

Goals/Responsibilities:

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

Activities:

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

2017 Accomplishments:

- Filled several vacancies
- Launched new Employee Health Clinic
- Successfully completed IRS ACA reporting process
- Coordinated annual audiograms, random drug screens, etc.
- Began new City-wide safety efforts
- Coordinated City-wide LEAN effort
- Updated policies
- Advised management on personnel issues and conducted investigations
- Presented to Finance and Personnel Committee, Council, Water Commission, Joint Finance, Fire Commission, Police Commission, Library Board, and Parks and Rec Commission as needed
- Updated work rules for former union groups

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

Requesting a \$10,000 increase to Outside Services to conduct a salary plan review.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
HUMAN RESOURCES & SAFETY								
OPERATIONS (1001-707)								
0101	Salaries	131,760	136,080	94,161	137,930	140,640	140,640	
0103	Temporary Wages	4,191	1,500	0	0	1,500	1,500	
0110	Health Insurance	15,740	15,740	11,808	15,740	15,740	15,740	
0111	Fringes	20,035	21,340	14,609	21,390	21,910	21,910	
0115	Schools/Seminars/Training	404	2,500	775	2,000	2,500	2,500	
0123	Auto Allowance	95	200	0	100	200	200	
0128	Empl Reconition Awards	0	0	0	0	100	100	
	Personal Services	172,225	177,360	121,353	177,160	182,590	182,590	5,230
0202	Outside Printing	95	0	0	0	0	0	
0203	Postage	211	250	142	250	250	250	
0204	Conferences & Meetings	672	200	132	200	200	200	
0206	Advertising & Publication	6,165	7,500	5,465	7,500	7,500	7,500	
0207	Dues & Memberships	385	390	394	400	390	390	
0218	Maint of Software	288	290	252	290	400	400	
0221	Telephone	0	30	0	30	30	30	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	9,380	8,000	5,726	7,000	18,000	18,000	
0254	Printer / Copies	1,304	1,540	707	1,440	1,500	1,500	
0255	IS Services / Internal	15,477	15,450	11,588	15,550	16,030	16,030	
0264	Drug & Alcohol Testing	956	2,500	1,004	1,500	1,500	1,500	
0265	EE Safety Compliance Acct	2,399	11,930	1,931	2,000	11,930	11,930	
	Contractual Services	37,812	48,560	27,701	36,640	58,210	58,210	9,650
0301	Office Supplies	526	650	261	600	650	650	
0302	Inhouse Printing	1	30	0	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	400	0	0	100	100	
0343	Small Program Packages	0	1,760	0	0	0	0	
0347	Small Computer Hardware	80	150	132	150	200	200	
	Supplies & Materials	607	3,040	393	830	1,030	1,030	(2,010)
	OPERATIONS	210,644	228,960	149,447	214,630	241,830	241,830	12,870
								Percent Budget Change 5.62%
HUMAN RESOURCES & SAFETY								
		210,644	228,960	149,447	214,630	241,830	241,830	12,870
								Percent Budget Change 5.62%

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Human Resources & Safety	Budget: Human Resources & Safety
Program: General Government	Submitted by: Heather Barber

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME Director	Grade S3	1.00	Grade S3	1.00	\$84,660	\$84,660	\$86,250
PART TIME HR Admin. Asst (.80 FTE)	Grade G	0.80	Grade G	0.80	32,500	32,500	32,710
Recruiter / HR Coordinator	Grade I	0.53	Grade I	0.53	18,920	20,770	21,140
OTHER COMPENSATION Accrued Wages	-		-		0	0	540
TEMPORARY Human Resource	\$23.46		\$23.46		1,500	0	1,500
TOTAL	XXX	2.33	XXX	2.33	\$137,580	\$137,930	\$142,140

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$272,596	\$270,310	\$271,170	0.32%	\$271,170	0.32%
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

No changes recommended

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

2017 Accomplishments:

- Continued televising Council meetings.
- Completed remodeling at Fire Station 31 to house a training center and a health clinic.
- Replaced cracked skylight window at City Administration Building.
- Rerouted drain tile and added a sump pit to address a drainage issue at the City Administration Building.

2018 Goals/Plans:

- Continue televising Council meetings.
- Continue addressing handicapped accessibility issues.
- Continue to coordinate maintenance of Training Center with Information Systems and Neenah-Menasha Fire Rescue.
- Evaluate boilers at City Administration Building and prepare for future replacement.
- Complete capital improvement projects approved for city buildings.

Major Increases (Decreases) in 2018 Budget Request:

- None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING OPERATIONS (1801-709)								
0101	Salaries	54,683	56,180	39,821	56,130	57,090	57,090	
0103	Temporary Wages	2,000	2,700	5,413	5,420	3,000	3,000	
0110	Health Insurance	13,890	13,960	10,467	13,960	13,950	13,950	
0111	Fringes	12,893	12,870	9,884	13,350	13,290	13,290	
0117	Clothing Allowance	490	400	268	500	500	500	
	Personal Services	83,956	86,110	65,853	89,360	87,830	87,830	1,720
0213	Maint of Motor Vehicles	0	500	327	330	200	200	
0214	Maintenance of Buildings	22,032	25,000	18,604	25,000	25,000	25,000	
0216	Maint of Operating Equip	1,058	800	480	800	800	800	
0219	Maintenance of Land	1,521	1,200	1,141	1,500	1,500	1,500	
0221	Telephone	7,179	7,000	5,245	7,000	7,000	7,000	
0222	Electricity	46,884	48,000	31,236	48,000	48,000	48,000	
0223	Natural Gas	7,955	9,000	5,812	9,000	9,000	9,000	
0224	Water & Sewer	3,599	3,300	1,970	3,800	4,000	4,000	
0225	Commercial Dumpster	829	1,000	431	850	900	900	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	962	750	673	1,000	1,000	1,000	
0236	Outside Services	42,765	42,000	32,371	42,000	43,000	43,000	
0237	Pest Control	591	500	521	530	500	500	
0293	Maint of Motor Veh/Fleet	1,278	2,000	85	500	750	750	
0294	Oil and Fluids/Fleet	178	100	22	100	100	100	
0296	Maint of Equipment/Fleet	1,097	1,000	204	500	1,000	1,000	
	Contractual Services	139,314	143,540	99,815	142,300	144,140	144,140	600
0301	Office Supplies	240	80	78	100	100	100	
0302	Inhouse Printing	1	10	1	10	10	10	
0303	Computer Operating Supply	225	70	100	100	150	150	
0306	Cleaning/Janitor Supplies	11,419	11,000	6,546	10,000	11,000	11,000	
0310	Gasoline & Oil	1,330	2,000	1,088	1,600	1,600	1,600	
0313	Vehicle Maint Supplies	20	100	0	50	50	50	
0314	Building Maint. Supplies	5,326	5,000	1,462	4,000	4,000	4,000	
0315	Land Maintenance Supplies	846	400	200	400	400	400	
0316	Equip. Maint. Supplies	71	400	133	140	200	200	
0319	Safety Supplies	231	400	90	200	250	250	
0320	Small Tools	3,922	3,000	2,526	3,000	3,000	3,000	
0333	All Other Supplies	2,415	2,000	2,111	2,120	2,500	2,500	
0344	Small Equipment	1,224	1,500	190	1,000	1,000	1,000	
0345	Shop Supplies	1,299	1,000	839	1,000	1,000	1,000	
	Supplies & Materials	28,569	26,960	15,364	23,720	25,260	25,260	(1,700)
	OPERATIONS	251,839	256,610	181,032	255,380	257,230	257,230	620
TRAINING/REDUNDANT DATA								
0214	Maintenance of Buildings	728	1,000	1,560	2,000	1,500	1,500	
0216	Maint of Operating Equip	450	500	0	250	500	500	
0222	Electricity	3,632	3,300	2,100	3,300	3,300	3,300	
0223	Natural Gas	1,124	1,200	516	1,100	1,100	1,100	
0224	Water & Sewer	252	250	218	300	320	320	
0225	Commercial Dumpster	0	0	58	60	20	20	
0226	Storm Water	252	250	189	250	250	250	
0236	Outside Services	82	500	193	300	300	300	
0237	Pest Control	50	100	50	50	50	50	
	Contractual Services	6,570	7,100	4,884	7,610	7,340	7,340	240
0306	Cleaning/Janitor Supplies	1,536	400	32	400	400	400	
0314	Building Maint. Supplies	231	100	54	100	100	100	
0333	All Other Supplies	100	100	0	100	100	100	
	Supplies & Materials	1,867	600	86	600	600	600	0
	OPERATIONS	8,437	7,700	4,970	8,210	7,940	7,940	240

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY (1881-709)</u>								
8108	Office Furniture & Equip.	9,765	3,000	2,915	3,000	3,000	3,000	
8133	All Other Equipment	2,555	3,000	754	3,000	3,000	3,000	
	CAPITAL OUTLAY	<u>12,320</u>	<u>6,000</u>	<u>3,669</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>
MUNICIPAL BUILDING		<u>272,596</u>	<u>270,310</u>	<u>189,671</u>	<u>269,590</u>	<u>271,170</u>	<u>271,170</u>	<u>860</u>
							Percent Budget Change	0.32%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME Buildings Manager	Grade L3	0.95	Grade L3	0.95	\$60,260	\$60,210	\$60,930
OTHER COMPENSATION Accrued Wages	-		-		0	0	240
TEMPORARY Janitor	9.00 / hr.		9.00 / hr.		2,700	5,420	3,000
TOTAL	XXX	0.95	XXX	0.95	\$62,960	\$65,630	\$64,170

NEENAH POLICE DEPARTMENT

Department Head

Kevin Wilkinson

Major Activities

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$6,168,266	\$6,513,020	\$6,839,220	5.01%	\$6,763,220	3.84%
No. of Employees (FTE)	52.17	52.67	53.67	1.90%	52.67	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Police **(76,000)**

Mayor's Comments:

I am recommending the following changes:

- 1). Remove funding for new half-time ISU Support position per budgeted cost of position (\$28,000 reduction).
- 2). Remove funding for new half-time State Accreditation Support position per budgeted cost of position (\$28,000 reduction).
- 3). Reduce Overtime budgeted request from \$340,000 to \$320,000 (\$20,000 reduction). Overtime budget would still be increased by \$16,000 from 2017 adopted budget.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

In the prior year’s budget narrative, it was reported that the 2015 officer-involved shooting incident drove significant time and resource allocation in open records requests, responses to media inquiries, staffing adjustments, assistance to other agencies and internal reviews of training and policy. That shifted in 2017 to significant investments of time in document preparation and review, depositions, analysis of expert reports and meetings spawned by the related pending lawsuit. That suit is expected to be resolved around the end of 2017, so we anticipate the case will have a much smaller impact on resource allocation for 2018.

2017 also saw us contribute significant personnel resources to the parking enforcement project. A number of city departments worked together cooperatively to make this program a reality.

Sadly, 2017 also brought the reality of the dangers of Fentanyl and other high-potency opioids. Accidental exposures to officers in the Fox Valley resulted in us overhauling our procedures to ensure officer safety.

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 drivers’ license status
- Provide traffic direction
- Conduct focused traffic initiatives
- Conduct speed surveys
- Share data with city traffic engineer

Quality-of-Life Maintenance:

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

Community Engagement:

- Promote department services to the public
- Maintain strong news media relations
- Conduct citizens’ academies
- Present self-defense classes
- Maintain strong relations with schools, employers, 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
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2017 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:

- Provided significant command training for both captains
- Hired the 41st sworn officer position (with five officers hired in 2017 through July)
- Completed four promotional processes and three special assignment processes (Investigator, PSL)
- Assisted in the multi-department effort to initiate a new parking enforcement program
- Initiated a voluntary leadership development program available to all employees
- Continued our voluntary fitness incentive challenge program
- Played a strong leadership role in PARTY at the PAC, Special Olympic events,
- Made significant progress in the process of seeking state-level accreditation
- Completed the reconstruction of a long-term evidence storage building
- Underwent an independent, external audit of our evidence facilities and processes
- Developed new recruitment tools for job fairs
- Completed the lead remediation project at the former range (pending final DNR approval)
- Increased traffic contacts 20% (through July)
- Densified our social media outreach

2018 Goals/Plans:

- Add one half-time non-sworn ISU support position
- Institute a Neighborhood Policing strategy
- Participate in county-wide grant-funded traffic enforcement program
- Keep expenses at or below median for municipalities 17,500 – 30,000 population
- Sponsor the Support Services Captain through the Wisconsin Command College

Major Increases (Decreases) in 2018 Budget Request:

We plan to add a half-time support position to our Investigative Services Unit, to provide administrative relief and serve as the primary evidence custodian. We anticipate this position would be at part-time pay Grade F, with a 2017 midpoint pay rate of \$18.64/hour. The evidence custodian duties are currently performed by a patrol officer, taking time away from regular duties. The administrative duties are either assigned to investigators or to an employee on light duty assignment, if available.

We also wish to add a half-time support position (same pay grade as above) to our administrative team to be the Accreditation Manager. We are in the multi-year process of seeking state accreditation, which requires a robust system of proofs of compliance with hundreds of standards. We previously trained an officer to do this job, but that person has been selected to serve as school liaison officer. Any officer with the skills to perform this duty is a likely candidate for promotion or special assignment, which would trigger another training/familiarity interruption. For efficiency and continuity, we would like to find a retired police employee with accreditation experience to manage this process all the way through.

Each of the above new positions are budgeted at \$28,000 for 2018. We also anticipate 2 retirements in 2018, which may create needs for other changes in assignments, promotions, etc.

Other major increases/decreases expected for our 2018 budget include:

- Overtime (0104): \$36,000 **increase**. Gross overtime costs (excluding reimbursements, adjustments for liability taken as time off instead of pay, etc) have always been between 9% and 12.5% of wages for the last ten years. Actual overtime (with the mentioned adjustments) has stayed below 10% since 2008, and has averaged 7.3% (see Overtime Analysis Report)

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

(Continued)

- Maintenance of Office Equipment (0212): \$1,000 **decrease** to align more accurately with historical spending
- Printer/Copies (0254): \$1,190 **decrease** per estimates from Information Services
- IS Services (0255): \$47,160 **increase** per estimates from Information Services
- Maint of Motor Veh/Fleet (0293): \$3,000 **decrease** based on history with current squads
- Small Computer Hardware (0347): \$5,500 **decrease** per estimates from Information Services

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

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

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
8108	<u>Office Furniture and Equipment</u>		\$3,000
	<u>Office Furniture Replacement</u> Replacement of chairs, tables, and desks as necessary.	\$3,000	
8115	<u>Computer Hardware Outlay</u> Our Information Services professionals help us define what computer equipment needs to be replaced, and the product to replace it with.	\$9,150	\$9,150
8133	<u>All Other Equipment</u>		\$12,000
	Hard armor plates for ½ of SWAT team	\$3,000	
	Cellebrite Cell Phone Data Extractor	\$5,000	
	Automated External Defibrillators (replace only as needed)	\$4,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	3,341,365	3,495,210	2,361,727	3,436,280	3,655,960	3,599,960	
0103	Temporary Wages	92,856	96,400	67,699	106,600	101,400	101,400	
0104	Overtime Wages	385,504	329,500	310,624	450,500	366,000	346,000	
0105	Reimbursement Wage/Fringe	(50,380)	(20,000)	(11,902)	(20,000)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,805	2,300	1,794	2,900	2,300	2,300	
0108	Grant Overtime	22,990	20,000	12,513	20,000	20,000	20,000	
0110	Health Insurance	764,760	798,800	599,094	798,800	802,440	802,440	
0111	Fringes	865,577	950,230	664,747	966,080	1,010,790	1,010,790	
0112	Grant Fringes	4,876	2,200	2,753	4,650	4,650	4,650	
0115	Training	42,173	39,390	28,607	40,170	48,900	48,900	
0117	Clothing Allowance	49,687	55,890	45,319	55,890	55,890	55,890	
0120	Protective Vest Repl Fd	8,000	6,400	6,400	6,400	3,200	3,200	
0122	Travel Expenses	492	3,000	548	1,500	3,000	3,000	
0123	Auto Allowance	52	250	0	100	250	250	
0125	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,500	1,500	
0126	Department Awards	1,541	1,000	2,226	2,230	1,500	1,500	
0128	Empl Recognition Awards	563	160	150	150	340	340	
0129	Misc Personal/Union Contr	0	500	0	150	500	500	
PERSONAL SERVICES		5,534,061	5,782,730	4,092,899	5,873,600	6,058,620	5,982,620	199,890
CONTRACTUAL SERVICES								
0202	Outside Printing	951	2,000	1,522	2,500	2,000	2,000	
0203	Postage	1,628	1,800	1,142	1,600	1,800	1,800	
0204	Conferences & Meetings	2,157	2,430	1,643	2,430	2,430	2,430	
0206	Dues & Memberships	1,810	1,920	1,510	2,060	1,990	1,990	
0207	Maint of Computer Hardwre	246	2,000	1,552	1,560	750	750	
0210	Maint of Office Equipment	0	2,000	134	1,000	1,000	1,000	
0212	Maint of Motor Vehicles	14,598	18,150	12,218	13,470	18,350	18,350	
0213	Maint of Buildings	23,277	24,500	9,627	24,500	25,000	25,000	
0214	Maint of Radio Equipment	7,578	8,650	10,197	12,150	8,650	8,650	
0215	Maint of Operating Equip	2,324	3,000	3,139	3,500	3,000	3,000	
0216	Maint Of Software	29,346	33,000	27,136	33,000	33,500	33,500	
0218	Maintenance of Land	410	2,400	0	1,000	2,000	2,000	
0219	Telephone	7,443	7,000	5,213	7,000	4,600	4,600	
0221	Electricity	38,460	40,500	23,396	39,000	40,500	40,500	
0222	Natural Gas	12,449	16,500	8,434	16,500	16,500	16,500	
0223	Water & Sewer	3,636	4,500	2,717	3,800	4,000	4,000	
0224	Commercial Dumpster	1,316	1,020	1,031	1,350	1,350	1,350	
0225	Storm Water	1,932	1,830	1,449	1,930	1,930	1,930	
0226	Cellular Telephone	12,125	12,870	9,825	12,950	12,890	12,890	
0227	Other Communications/GPS	420	420	355	420	420	420	
0228	Care of Prisoners	10,863	9,000	5,432	9,000	9,000	9,000	
0231	Outside Software Services	9,588	20,260	15,113	17,860	18,330	18,330	
0235	Outside Services	35,372	35,300	27,134	35,300	35,700	35,700	
0236	Pest Control	104	200	104	110	200	200	
0237	Professional Services	449	1,000	903	910	1,000	1,000	
0238	Insurance	0	120	0	120	240	240	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CONTRACTUAL SERVICES cont.</u>								
0239	Printer / Copies	7,437	8,190	3,895	6,000	7,000	7,000	
0251	IS Services / Internal	227,682	242,160	181,620	242,160	290,120	290,120	
0254	Public Relations/Services	3,535	3,600	2,589	4,000	4,000	4,000	
0293	Maint Of Motor Veh/Fleet	17,107	26,920	17,049	20,050	23,720	23,720	
0294	Oil and Fluids/Fleet	1,364	2,980	1,040	1,610	2,010	2,010	
	CONTRACTUAL SERVICES	475,607	536,220	377,119	518,840	573,980	573,980	37,760
<u>SUPPLIES & MATERIALS</u>								
0301	Computer Operation Suppli	12,364	14,000	9,829	14,000	14,000	14,000	
0302	Inhouse Printing	424	500	171	500	500	500	
0303	Computer Operation Suppli	1,328	3,000	2,308	3,000	3,000	3,000	
0304	Cleaning/Janitor Supplies	7,510	7,300	5,730	7,300	7,450	7,450	
0305	Books and Periodicals	794	1,000	289	700	1,000	1,000	
0306	Gasoline & Oil	43,624	58,050	39,701	56,150	57,100	57,100	
0307	Equipment Maint Supplies	65	0	0	0	0	0	
0308	Safety Supplies	18,539	16,500	4,468	16,500	16,830	16,830	
0309	Small Tools	650	720	338	720	720	720	
0310	Dog Supplies	1,516	1,500	671	900	2,730	2,730	
0311	Photography Supplies	1,634	2,000	914	2,000	2,040	2,040	
0312	Targets & Ammunition	17,936	18,000	15,610	18,000	18,000	18,000	
0313	All Other Supplies	5,620	9,200	4,898	8,530	18,200	18,200	
0314	Small Program Packages	1,378	1,600	42	500	1,000	1,000	
0315	Small Equipment	12,823	16,400	6,074	16,620	16,400	16,400	
0316	Small Computer Hardware	16,243	20,000	6,753	10,000	14,500	14,500	
0348	Bike Patrol	0	0	0	0	2,000	2,000	
	SUPPLIES & MATERIALS	142,448	169,770	97,796	155,420	175,470	175,470	5,700
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	1,991	2,000	0	2,000	3,000	3,000	
8109	Communication Equipment	2,230	0	120	120	0	0	
8110	Computer Software Outlay	7,000	0	0	0	0	0	
8111	Computer Hardware Outlay	2,420	9,150	3,573	9,150	9,150	9,150	
8112	Other Facility Kennel	0	1,000	0	0	1,500	1,500	
8113	All Other Equipment	2,509	12,150	(35)	1,350	17,500	17,500	
	CAPITAL OUTLAY	16,150	24,300	3,658	12,620	31,150	31,150	6,850
	TOTAL POLICE	6,168,266	6,513,020	4,571,472	6,560,480	6,839,220	6,763,220	250,200
							Percent Budget Change	3.84%

**CITY OF NEENAH
OPERATING BUDGET
*** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2018**

<u>POLICE DEPARTMENT DIVISION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
Operations	5,748,949	6,058,590	4,287,703	6,136,420	6,352,660	6,276,660	218,070
Police Firing Range	19,015	19,610	15,949	19,610	19,610	19,610	-
School Liaison Program	251,946	272,210	170,866	245,620	272,040	272,040	(170)
Police Crossing Guards	60,310	70,310	35,245	65,210	70,420	70,420	110
CSO / Animal Control	64,277	59,910	53,065	73,310	64,390	64,390	4,480
K-9 Project	8,381	10,590	4,986	7,690	35,950	35,950	25,360
Capital Outlay-Police	15,388	21,800	3,658	12,620	24,150	24,150	2,350
TOTAL POLICE	6,168,266	6,513,020	4,571,472	6,560,480	6,839,220	6,763,220	250,200
						Percent Budget Change	3.84%

POLICE REVENUES:

Public Safety Revenue	203,891	210,450	105,429	217,090	214,600	214,600	4,150
Fines/Forfeitures/Other	83,922	95,000	64,347	89,500	89,500	89,500	(5,500)
TOTAL REVENUES	287,813	305,450	169,776	306,590	304,100	304,100	(1,350)
						Percent Budget Change	-0.44%

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	\$95,250	\$95,250	\$96,480
Captains	Grade P3	2.00	Grade P3	2.00	167,640	175,570	179,480
Lieutenants	71,134-78,425	6.00	72,557-79,994	6.00	493,580	497,750	501,540
Liaison Officers	61,291-71,314	2.00	62,877-73,100	2.00	148,410	129,570	147,700
Investigative	61,291-71,314	4.00	62,877-73,100	4.00	302,950	285,110	309,380
Community Liaison Officer	61,291-71,314	1.00	62,877-73,100	1.00	74,570	74,570	76,040
Sergeants-Patrol	61,651-71,674	4.00	62,877-73,100	4.00	301,980	279,540	308,400
Sergeant-Investigative	61,651-71,674	1.00	62,877-73,100	1.00	75,900	68,670	77,410
Patrol Officer	48,051-67,930	20.00	49,012-69,289	20.00	1,264,380	1,248,300	1,314,830
Communication Techs	Grade F3	4.00	Grade F3	4.00	155,370	146,220	151,100
Support SVC Coordinator	Grade K3	1.00	Grade K3	1.00	54,040	54,040	54,640
Administrative Services Tech	Grade G3	1.00	Grade G3	1.00	44,690	44,690	45,140
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	45,830	45,830	46,310
Rec. Coordinator/Crt Officer	Grade G3	1.00	Grade G3	1.00	47,380	55,020	42,360
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	39,720	40,380	40,910
Building Custodian	Grade G3	1.00	Grade G3	1.00	50,520	50,520	50,830
Subtotal		51.00		51.00	\$3,362,210	\$3,291,030	\$3,442,550
PART-TIME							
Comm Techs (973 hrs.)	Grade F	0.50	Grade F	0.50	21,590	21,590	21,700
Clerical (1,300 hrs.)	Grade F	0.67	Grade F	0.67	19,760	20,050	20,380
Records Clerk/Data Entry	Grade F	0.50	Grade F	0.50	16,220	16,220	16,520
Evidence Room Clerk	-	-	Grade F	0.50	0	0	28,000
Accreditation Manager	-	-	Grade F	0.50	0	0	28,000
OTHER COMPENSATION							
Holiday Worked	-	-	-	-	32,030	32,030	32,030
Firearm Certifications	-	-	-	-	57,660	56,140	57,660
Accrued Wages	-	-	-	-	0	0	10,420
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		1,000	600	1,000
Community Service Aide(6)	7.50-9.00/hr.		10.50/hr		36,000	46,000	36,000
Parking Officers(3)	7.50-9.00/hr.		10.50/hr		40,000	30,000	40,000
Crossing Guards	15.00-19.77/hr.		15.00-19.77/hr.		64,400	60,000	64,400
Overtime							
Operating	-		-		345,500	450,500	366,000
FLSA Overtime	-		-		2,300	2,900	2,300
TOTAL	XXX	52.67	XXX	53.67	\$3,998,670	\$4,027,060	\$4,166,960

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
<u>POLICE OPERATIONS (2101-711)</u>								
0101	Salaries	3,198,788	3,339,640	2,269,062	3,299,910	3,499,920	3,443,920	
0103	Temporary Wages	186	1,000	397	600	1,000	1,000	
0104	Overtime Wages	357,790	304,000	292,583	425,000	340,000	320,000	
0105	Reimbursement Wage/Fringe	(50,380)	(20,000)	(11,902)	(20,000)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,805	2,300	1,794	2,900	2,300	2,300	
0108	Grant Overtime	22,990	20,000	12,513	20,000	20,000	20,000	
0110	Health Insurance	733,280	767,320	575,487	767,320	770,960	770,960	
0111	Fringes	819,768	899,990	633,464	920,100	958,940	958,940	
0112	Grant Fringes	4,876	2,200	2,753	4,650	4,650	4,650	
0115	Training	40,201	37,500	26,502	37,500	37,500	37,500	
0117	Clothing Allowance	45,259	50,790	42,626	50,790	50,790	50,790	
0120	Protective Vest Repl Fd	8,000	6,400	6,400	6,400	3,200	3,200	
0122	Travel Expenses	486	3,000	548	1,500	3,000	3,000	
0123	Auto Allowance	52	250	0	100	250	250	
0125	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,500	1,500	
0126	Department Awards	1,541	1,000	2,226	2,230	1,500	1,500	
0128	Empl Recognition Awards	563	160	150	150	340	340	
0129	Misc Personal/Union Contr	0	500	0	150	500	500	
	Personal Services	5,187,405	5,417,550	3,855,203	5,520,500	5,676,350	5,600,350	182,800
0202	Outside Printing	886	2,000	1,522	2,500	2,000	2,000	
0203	Postage	1,628	1,800	1,142	1,600	1,800	1,800	
0204	Conferences & Meetings	1,891	2,000	1,319	2,000	2,000	2,000	
0207	Dues & Memberships	1,810	1,800	1,510	1,990	1,800	1,800	
0210	Maint of Computer Hardwre	246	2,000	1,552	1,560	750	750	
0212	Maint of Office Equipment	0	2,000	134	1,000	1,000	1,000	
0213	Maint of Motor Vehicles	13,148	17,000	10,949	10,950	17,000	17,000	
0214	Maint of Buildings	23,277	24,500	9,627	24,500	25,000	25,000	
0215	Maint of Radio Equipment	7,578	8,000	10,197	12,000	8,000	8,000	
0216	Maint of Operating Equip	2,324	3,000	3,139	3,500	3,000	3,000	
0218	Maint Of Software	29,346	33,000	27,136	33,000	33,500	33,500	
0219	Maintenance of Land	410	2,400	0	1,000	2,000	2,000	
0221	Telephone	7,443	7,000	5,213	7,000	4,600	4,600	
0222	Electricity	38,460	40,500	23,396	39,000	40,500	40,500	
0223	Natural Gas	12,449	16,500	8,434	16,500	16,500	16,500	
0224	Water & Sewer	3,636	4,500	2,717	3,800	4,000	4,000	
0225	Commercial Dumpster	1,316	1,020	1,031	1,350	1,350	1,350	
0226	Storm Water	1,932	1,830	1,449	1,930	1,930	1,930	
0227	Cellular Telephone	10,571	11,500	8,586	11,500	11,500	11,500	
0228	Other Communications/GPS	420	420	355	420	420	420	
0231	Care of Prisoners	10,863	9,000	5,432	9,000	9,000	9,000	
0235	Outside Software Services	9,588	17,860	15,113	17,860	17,830	17,830	
0236	Outside Services	20,620	20,300	16,449	20,300	20,700	20,700	
0237	Pest Controls	104	200	104	110	200	200	
0254	Printer / Copies	7,437	8,190	3,895	6,000	7,000	7,000	
0255	IS Services / Internal	220,367	235,100	176,325	235,100	282,260	282,260	
0262	Public Relations/Services	3,535	3,600	2,589	4,000	4,000	4,000	
0293	Maint Of Motor Veh/Fleet	12,716	23,000	15,755	18,000	20,000	20,000	
0294	Oil and Fluids/Fleet	1,176	2,270	912	1,100	1,500	1,500	
	Contractual Services	445,177	502,290	355,982	488,570	541,140	541,140	38,850

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	12,364	14,000	9,829	14,000	14,000	14,000	
0302	Inhouse Printing	424	500	171	500	500	500	
0303	Computer Operation Suppli	1,328	3,000	2,308	3,000	3,000	3,000	
0306	Cleaning/Janitor Supplies	7,510	7,300	5,730	7,300	7,450	7,450	
0308	Books and Periodicals	794	1,000	289	700	1,000	1,000	
0310	Gasoline & Oil	38,749	50,000	35,104	50,000	50,000	50,000	
0316	Equipment Maint Supplies	65	0	0	0	0	0	
0319	Safety Supplies	18,539	16,500	4,468	16,500	16,830	16,830	
0320	Small Tools	650	720	338	720	720	720	
0326	Photography Supplies	1,634	2,000	914	2,000	2,040	2,040	
0333	All Other Supplies	4,622	6,630	4,856	6,630	6,630	6,630	
0343	Small Program Packages	1,378	1,600	42	500	1,000	1,000	
0344	Small Equipment	12,067	15,500	5,717	15,500	15,500	15,500	
0347	Small Computer Hardware	16,243	20,000	6,753	10,000	14,500	14,500	
0348	Bike Patrol	0	0	0	0	2,000	2,000	
	Supplies & Materials	116,367	138,750	76,519	127,350	135,170	135,170	(3,580)
	POLICE OPERATIONS	5,748,949	6,058,590	4,287,704	6,136,420	6,352,660	6,276,660	218,070
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CAPITAL OUTLAY (2181-711)								
8108	Office Furniture & Equip	1,991	2,000	0	2,000	3,000	3,000	
8113	Communication Equipment	2,230	0	120	120	0	0	
8114	Computer Software Outlay	7,000	0	0	0	0	0	
8115	Computer Hardware Outlay	2,420	9,150	3,573	9,150	9,150	9,150	
8133	All Other Equipment	1,747	10,650	(35)	1,350	12,000	12,000	
	Capital Outlay	15,388	21,800	3,658	12,620	24,150	24,150	2,350
	CAPITAL OUTLAY	15,388	21,800	3,658	12,620	24,150	24,150	2,350
	POLICE OPERATIONS/CAP OUTLAY	5,764,337	6,080,390	4,291,362	6,149,040	6,376,810	6,300,810	220,420
						Percent Budget Change		3.63%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Firing Range
Program: Public Safety	Submitted by: Kevin E. Wilkinson

POLICE FIRING RANGE (2103-711)

Goals/Responsibilities:

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

Activities:

- Range dry-fire exercises
- Range live-fire exercises
- Reloading and malfunction drills
- Simunition exercises (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

2017 Accomplishments:

- Obtained good utilization of facilities at FVTC Public Safety Training Center
- Utilized a privately-owned range at no cost
- Achieved 100% on-time compliance with State's new firearms qualification standard

2018 Goals/Plans:

- Maintain 100% compliance with State's new firearms standards
- Utilize improved training tower at Station 31

Major Increases/Decreases in 2018 Budget Request:

None

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: School Liaison Program
Program: Public Safety	Submitted by: Kevin E. Wilkinson

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:

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

Activities:

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

2017 Accomplishments:

- Supported/developed new middle school liaison officer
- Promoted new supervisor over liaison program

2018 Goals/Plans:

- Assist new middle-school liaison in role
- Continue to explore having a school liaison officer to serve the elementary schools

Major Increases/Decreases in 2018 Budget Request:

None. While we continue to explore the possibility of an elementary school liaison officer with the school district, and we believe that such a position should be created eventually, we do not anticipate having that position any time in 2018.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: Police Crossing Guards
Program: Public Safety	Submitted by: Kevin E. Wilkinson

POLICE CROSSING GUARDS (2105-711)

Goals/Responsibilities:

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

Activities:

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

2016/2017 Accomplishments:

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

2018 Goals/Plans:

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

Major Increases/Decreases in 2018 Budget Request:

No major changes

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Police	Budget: CSA/Animal Control
Program: Public Safety	Submitted by: Kevin E. Wilkinson

CSA/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:

The Community Service Aide program improves our ability to provide valued services to our community without increasing the size of our sworn or full-time staff. CSA duties are limited to those 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. Many of our recent hires were prior Neenah CSAs, and two were in similar positions at other cities. We intend to grow the program and further enhance our recruitment ability for the future.

The CSA employees 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
- Distribute Aldermen packets
- Take lost/found property reports
- Manage found bike inventory
- Provide employment fingerprinting services
- Perform traffic control
- Assist at community events/parades
- Transport large property items to station
- Conduct vacation checks
- Enforce nuisance ordinances
- Assist disabled motorists

2017 Accomplishments:

- Completed the transition to the new title of CSA (old title was CSO)
- Helped bring the new parking enforcement program on line
- Provided training to other department personnel in use of the new parking program
- Hired six new CSAs

2018 Goals/Plans:

- Expand the program to increase the number of total work hours
- Continue seeking ways to expand the duties of CSAs

Major Increases/Decreases in 2018 Budget Request:

- Temporary Wages (0103): \$5,000 **increase** to accommodate greater use of CSA program

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

K9 Program (2109-711)

Goals/Responsibilities:

The K9 program exists as an enhancement to the patrol effort. The K9 team was part of the regularly scheduled patrol force, but was assigned to the Lake Winnebago Area Multi-Jurisdictional Drug Enforcement Unit in 2016. This was an unusual move for unique circumstances, and we do not anticipate that happening again with any future K9 team.

The K9 program is being expanded and fund-raising is underway to add a new dog and handler. We anticipate the purchase of the new dog and training around October 1. The new team will be assigned to patrol, and will be responsible for responding to calls, conducting traffic enforcement, and investigating crimes and complaints just as any other patrol unit would do.

The longer-range plans are to add a replacement for Cedric, our original K9, in about two years. This will allow us to have two working K9 teams, with the dogs having staggered retirement dates (estimated working life of a K9 is about 6 years).

The K9 program provides a unique tool for locating contraband, recovering evidence, controlling subjects and finding subjects.

Activities:

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

2017 Accomplishments:

- Conducted dozens of drug search/sniffs
- Completed several major seizures of drugs
- Participated in several public education/presentation opportunities

2018 Goals/Plans:

- Complete fundraising for next K9 team
- Purchase new K9 and provide training for team

Major Increases/Decreases in 2018 Budget Request:

- (Overall) The next phase of the K9 program is anticipated to begin with a new dog and handler in fall of 2018. We have therefore projected some costs for the program in 2018, with a total **increase** from 2017 budgeted OPERATING funds of \$25,360. This includes \$18,500 for the purchase of the dog and the certification training. There will also be \$70,900 in CIP costs for squad and equipment purchases. Whether paid from CIP or OPERATING these costs will be reimbursed through the K9 Trust Fund.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	200	360	300	360	360	360	
	Contractual Services	200	360	300	360	360	360	0
0329	Targets & Ammunition	17,936	18,000	15,610	18,000	18,000	18,000	
0333	All Other Supplies	123	500	39	500	500	500	
0344	Small Equipment	756	750	0	750	750	750	
	Supplies & Materials	18,815	19,250	15,649	19,250	19,250	19,250	0
	POLICE FIRING RANGE	19,015	19,610	15,949	19,610	19,610	19,610	0
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POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	139,565	152,570	90,530	133,370	152,290	152,290	
0104	Overtime Wages	27,714	25,500	18,040	25,500	26,000	26,000	
0110	Health Insurance	31,480	31,480	23,607	31,480	31,480	31,480	
0111	Fringes	40,083	44,960	27,465	40,110	46,200	46,200	
0115	Training	1,923	1,890	1,330	1,890	1,900	1,900	
0117	Clothing Allowance	1,340	1,500	1,616	2,000	1,500	1,500	
0122	Travel Expenses	6	0	0	0	0	0	
	Personal Services	242,111	257,900	162,588	234,350	259,370	259,370	1,470
0202	Outside Printing	65	0	0	0	0	0	
0207	Dues & Memberships	0	50	0	0	50	50	
0213	Maint of Motor Vehicles	309	550	1,255	2,000	750	750	
0215	Maint of Radio Equipment	0	500	0	0	500	500	
0227	Cellular Telephone	1,403	1,210	1,000	1,210	1,210	1,210	
0235	Outside Software Services	0	2,400	0	0	500	500	
0255	IS Services / Internal	7,315	7,060	5,295	7,060	7,860	7,860	
0293	Maint Of Motor Veh/Fleet	470	1,200	650	650	1,000	1,000	
0294	Oil and Fluids/Fleet	57	400	0	200	200	200	
	Contractual Services	9,619	13,370	8,200	11,120	12,070	12,070	(1,300)
0310	Gasoline & Oil	216	940	77	150	600	600	
	Supplies & Materials	216	940	77	150	600	600	(340)
	POLICE SCHOOL LIAISON	251,946	272,210	170,865	245,620	272,040	272,040	(170)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
SCHOOL CROSSING GUARDS (2105-711)								
0103	Temporary Wages	55,524	64,400	33,204	60,000	64,400	64,400	
0111	Fringes	3,251	2,940	1,516	2,740	3,050	3,050	
0117	Clothing Allowance	598	2,000	501	1,500	2,000	2,000	
	Personal Services	59,373	69,340	35,221	64,240	69,450	69,450	110
0204	Conferences & Meetings	66	70	24	70	70	70	
	Contractual Services	66	70	24	70	70	70	0
0333	All Other Supplies	871	900	0	900	900	900	
	Supplies & Materials	871	900	0	900	900	900	0
	SCHOOL CROSSING GUARDS	60,310	70,310	35,245	65,210	70,420	70,420	110
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ANIMAL CONTROL (2107-711)								
0103	Temporary Wages	37,146	31,000	34,098	46,000	36,000	36,000	
0111	Fringes	1,812	1,640	1,804	2,430	1,710	1,710	
0117	Clothing Allowance	2,490	1,600	576	1,600	1,600	1,600	
	Personal Services	41,448	34,240	36,478	50,030	39,310	39,310	5,070
0213	Maint of Motor Vehicles	704	100	12	20	100	100	
0215	Maint of Radio Equipment	0	150	0	150	150	150	
0227	Cellular Telephone	151	160	239	240	180	180	
0236	Outside Services	14,752	15,000	10,685	15,000	15,000	15,000	
0238	Professional Services	0	500	0	0	500	500	
0293	Maint Of Motor Veh/Fleet	2,432	2,000	643	1,000	2,000	2,000	
0294	Oil and Fluids/Fleet	131	200	128	200	200	200	
	Contractual Services	18,170	18,110	11,707	16,610	18,130	18,130	20
0310	Gasoline & Oil	4,659	7,110	4,519	6,000	6,500	6,500	
0333	All Other Supplies	0	300	0	300	300	300	
0344	Small Equipment	0	150	361	370	150	150	
	Supplies & Materials	4,659	7,560	4,880	6,670	6,950	6,950	(610)
	COMMUN. SERV. OFFICERS/ ANIMAL CONTROL	64,277	59,910	53,065	73,310	64,390	64,390	4,480

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
K-9 PROJECT (2109-711)								
0101	Salaries	3,012	3,000	2,135	3,000	3,750	3,750	
0111	Fringes	663	700	498	700	890	890	
0115	Training	49	0	775	780	9,500	9,500	
	Personal Services	3,724	3,700	3,408	4,480	14,140	14,140	10,440
0207	Dues & Memberships	0	70	0	70	140	140	
0213	Maint of Motor Vehicles	437	500	4	500	500	500	
0238	Professional Services	449	500	903	910	500	500	
0245	Insurance	0	120	0	120	240	240	
0293	Maint Of Motor Veh/Fleet	1,489	720	0	400	720	720	
0294	Oil and Fluids/Fleet	0	110	0	110	110	110	
	Contractual Services	2,375	2,020	907	2,110	2,210	2,210	190
0323	Dog Supplies	1,516	1,500	671	900	2,730	2,730	
0333	All Other Supplies	4	870	0	200	9,870	9,870	
	Supplies & Materials	1,520	2,370	671	1,100	12,600	12,600	10,230
8118	Other Facility Kennel	0	1,000	0	0	1,500	1,500	
8133	All Other Equipment	762	1,500	0	0	5,500	5,500	
	Contractual Services	762	2,500	0	0	7,000	7,000	4,500
	K-9 PROJECT	8,381	10,590	4,986	7,690	35,950	35,950	25,360
TOTAL POLICE DEPARTMENT		6,168,266	6,513,020	4,571,472	6,560,480	6,839,220	6,763,220	250,200
							Percent Budget Change	3.84%

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 City's of Neenah and Menasha share department costs based upon a four-factor formula.

The estimated City of Neenah share of departmental costs for 2018 is 59.56%.

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$4,744,571	\$4,891,920	\$5,026,170	2.74%	\$4,990,440	2.01%
No. of Employees (FTE)	40.60	40.60	40.60	0.00%	40.60	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue (35,730)

Mayor's Comments:

City of Neenah 59.56% share of net total of \$60,000 of expenditure reductions and revenue increases as agreed upon 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.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

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

Integrity: We are committed to the highest standard of moral and ethical conduct.

Dedication: We provide quality service through pride and professionalism.

Compassion: We support our neighbors in their time of need.

Teamwork: We work together to achieve common goals.

Tradition: We preserve and carry forward the legacy of those who honorably served before us.

Courage: We do what is right in the face of adversity.

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

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

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

Advanced skills services during EMS calls began expanding in 2014 and continues through 2017. Advanced skills are: Taking blood sugar readings, tourniquets, pulse oximeter readings (ability to detect carbon monoxide in the blood stream), advanced airway and delivery of Narcan during overdose calls. The Narcan service began in the fall of 2016. Aspirin administration began in summer of 2017.

Incident Types	2016	2015	2014	2013	2012
All Structure Fires	43	53	43	35	37
residential	29	37	28	25	21
Other fires	25	32	32	25	37
Total Fires	68	85	75	60	74
All EMS	1771	1563	1588	1518	1595
Advanced Skills	105	55	14	0	0
Malicious, Mischievous	11	10	8	6	11
System Malfunction	76	61	74	70	55
Unintentional activation	180	177	176	126	151
Other Alarms	44	30	36	30	27
Total False Alarms	311	278	294	232	244
Mutual aid, include auto-aid given	109	114	97	98	52
Haz Mat, includes CO, spills and leaks	59	114	127	156	142
All Other incidents	303	288	217	217	228
Grand Incident Totals	2667	2442	2398	2281	2335
Property Damage by Fire	\$457,522	\$1,227,629	\$440,665	\$454,894	\$431,946

NMFR Public Education Activities

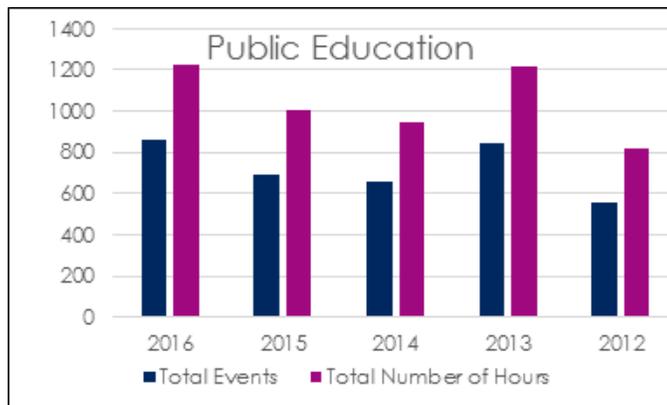
**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Fire Prevention, Fire Investigations, and Public Education: Neenah Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations, and Public Education. Fire prevention is not simply conducting fire inspections, it also includes detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, as well as changes to any and all fire detection and suppression systems in all commercial properties and multi-family residential facilities. Over the past several years, both Neenah and Menasha have had several significant construction projects throughout the two communities. We have worked very closely with 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 3000 inspections to assist property and business owners with identifying potential fire and life safety concerns. 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 is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2017, the City of Neenah's 2% dues was \$85,756.27, and the City of Menasha was \$45,701.37.

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 the city limit jurisdiction of NMFR. 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. Some of the smaller fires are investigated by the Company Officer themselves. If it is determined or suspected that a fire is incendiary or criminal in nature, law enforcement is contacted and a joint investigation is conducted. The size and complexity of the fire may require that NMFR request assistance from the Wisconsin Department of Criminal Investigations to assist with in-depth evidence collection and sampling to be sent to the state crime lab for analysis.

We also continue to be very pro-active in our fire prevention/public safety educational programs as well as the juvenile fire setter intervention programs. The NMFR Public Education Team, along with line personnel, provide public education programs, and fire/life safety presentations and information to more than 10,000 children and adults annually. We continue to conduct fire safety programs at each and every public and private elementary school in the Neenah and Menasha schools districts during fire prevention month in October. NMFR has installed in excess of 365 smoke detectors in single family residential homes throughout the cities and Neenah and Menasha at no cost to the residents or NMFR, as all of the smoke detectors have been donated to NMFR's smoke detector program. We provide educational presentations and information for elderly residential and health care facilities. We 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. Public education and fire prevention are both difficult to gain a true perspective of the quantifiable numbers of fires prevented and/or lives saved due to the information shared and lessons learned during the presentations. However, we are very confident that maintaining the outstanding level of service that we provide, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha.



**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Automatic Aid Call Review

Year	Calls to City of Appleton	Calls to City of Menasha
2016	95	132
2015	106	107
2014	79	88
2013	87	101
2012	67	56
Grand Total	434	484

Training: Training is an important part of our Department as we need to continue to improve and/or maintain our skills. We have hired eight new firefighters within the last two years, which affected our normal training rotation.

2017 has been no different in terms of the training demands. Three new firefighters were hired. The Department teamed up with the Neenah Police Department to begin joint ownership and operation of the former FVTC training facility. A request was approved to add an addition to the existing training tower that will enhance the training capabilities of both departments. A roof ventilation simulator was constructed that provides valuable experience for crews to practice vertical roof ventilation skills. A new deck was added to an existing confined space rescue prop that will provide additional tools for realistic rescue training. This prop will also be offered to other city departments to help them meet their confined space training needs. NMFR also began working with neighboring departments with joint training. NMFR provided awareness level trench rescue training with the Fox Crossing and Town of Neenah Fire Departments. We are working collectively on planning additional joint training opportunities to better our operations. We also trained four new drivers to be added to the list of qualified personnel to drive and operate our apparatus. Four additional members have also completed the State of Wisconsin's Certified Aerial Operator's course. In an effort to better enhance the training program, a Training Team was established to help identify training goals, develop programs, and deliver the training across the three shifts. The creation of this training team is vital to our continued success as the training requirements are becoming more and more demanding.

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

- Pump operations and water movement for drivers
- Shore based ice rescue
- Open water rescue
- Fire attack procedures for structure fires designed to increase safety for firefighters and trapped victims
- Advanced skills
- EMS skills
- Industrial training exercises
- Dive – open water and ice
- Vehicle extrication training
- Aerial (use of our aerial ladder on Q32)
- Forcible entry
- Active shooter training with the Police Departments
- Advanced search & rescue procedures



2017 Accomplishments:

- Administrative personnel completed second phase of LEAN training with City of Neenah.
- Management Assistant participated in City of Neenah LEAN Project for expense reports.
- Hired and trained 3 new firefighters.
- Continuation of Auto-Aid with City of Appleton Fire Department.
- Water Rescue Team benefit that raised \$1,500.
- EOC tabletop exercise with Cities of Neenah and Menasha.
- Created, and implemented, new recruitment manual for new hires.
- Created, and implemented, new evaluation procedure for new/probationary firefighters.
- NMFR LEAN project with Safety Committee for Cancer awareness.
- Hosted Northeast Fire Chief Meeting.
- Active Shooter training with Neenah and Menasha Police Officers.
- Certified to administer aspirin.
- Continued the 2nd Annual Fire Officer Academy to assist with succession planning for the future.
- Continued the mentoring program for future Fire Officers.
- Secured alternative funding for our smoke alarm program.
- Implemented the new boat launch fee program as an alternate funding source for our Water Rescue service.
- Secured a cost sharing agreement with the Neenah Police Department for the training/burn building prop. Each Department will share this prop for future training activities.
- Completed the final phase for completion of our Strategic Plan.
- Put the new Engine 35 into service and sold the old reserve Pumper.
- Implemented a new supply ordering system within the Department which has created more efficiency.
- Continued the implementation of using our records management system (Firehouse) to record maintenance and expenditures for all vehicles and major equipment.
- Completion of a Mass Casualty Training exercise with Gold Cross Ambulance.
- Completed the transition of payroll to Executime and improving efficiency within the payroll process.
- Implemented goal setting and timeline for accomplishments.
- Made fire stations more visible to the community/citizens.
- Increased presence in both Communities (i.e. attendance at community events, patronize local businesses, etc.)

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2017/2018 Goals:

- Continue to improve communication with all City officials.
- Professional development of staff.
- Explore opportunities with neighboring communities for contracted services.
- Conduct a staffing study to have guidance for our staff and succession planning.
- Continue to review all processes within our Department and look for ways to improve efficiency.
- Conduct a facility needs assessment to review facility efficiencies or lack thereof.
- Review of our ISO rating
- Establish office hours for Admin Staff at Menasha City Hall
- Continuation of Strategic Planning
- Continue with Fire Officer Academy and Mentoring programs for succession planning
- Goal setting for Admin staff and Shift Commanders
- Continued communication with all city staff

Over the past year Chief Kloehn and Deputy Chief Voss have implemented many changes and continue to evaluate how Neenah-Menasha Fire Rescue operates as well as improvements and efficiencies to communications and effectiveness within our department.

After being part of our first budget process we made some major changes towards our budget to help make the process become more efficient. Our first goal was a success in that we combined some budget line items to have some consistency where items were taken from the budget. We also separated the “Water Rescue” budget into its own area to help control costs in training, equipment, overtime and education.

One of the other major changes we made within the 2017 budget was allowing committees and staff to operate their own section of the budget. After the budget was approved we broke down our budget to reflect such areas as training, prevention, SCBA’s, building maintenance, EMS, etc. These groups used meetings to work within the budget monies they were given to operate their specific area for 2017. These groups also have submitted requests on what they need to operate for 2018, which saves administration staff time on planning for all areas in 2018; we now have experts in a specific division doing that work. The goal was a type of succession planning for the future; staff will gain an understanding of the budget monies, the line items and the budget process.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Major Increases/Decreases in 2018 Operating Budget Request: Listed below are major increases/decrease \$1,000 and over. Increases/decreases less than \$1,000 are not listed below.

Salaries (0101): Increase of \$162,630 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$38,730. Additional funds are needed for training of personnel and to maintain staffing levels. In 2018, there is the possibility of 2 retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions.

Health Insurance (0110): Decrease of \$109,680 per the City of Neenah Finance Department.

Fringes (0111): Increase of \$36,410 per the City of Neenah Finance Department.

Schools/Seminars/Training (0115): Increase of \$2,890. Additional funds are needed for training of personnel. In the next 5-7 years, one-third of our department is eligible for retirement. Therefore, succession planning needs to begin immediately and this includes training of other staff members so we do not have all of the important knowledge of performing functions leave with the retiree.

License Renewal (0118): Increase of \$9,920 for required re-certification of EMT, EMR and CPR training. Training is bi-annual.

Maintenance of PPE/SCBA (0209): Decrease of \$3,000. Due to the FEMA grant award to replace our SCBA system in 2018 we will not need as much money for repairs/replacement of parts.

Maintenance of Joint Buildings (0214): Increase of \$1,000. Funds are used for small repairs at all four fire stations. Funds are also used to repair/replace station maintenance equipment such as lawnmowers, snow blowers, sidewalk salt, etc. for all four stations.

Maintenance of Software (0218): Increase of \$3,000, per the City of Neenah IS Department.

Outside Services (0236): Increase of \$4,200. Increase is due to contracted Dark Fiber charges for Stations 31 and 36.

Professional Services (0238): Increase of \$11,000. In 2017, the City of Neenah discontinued their HRA program for their health insurance plan. Their provider was used for our lab work to obtain their discounted pricing. We will no longer be able to obtain the City of Neenah's discounted pricing as we do not have enough staff members for a large quantity discount.

Neenah I/S Services (0255): Decrease of \$5,910, per the City of Neenah IS Department.

Neenah Human Resource Services (0257): Increase of \$4,000, per the City of Neenah Finance Department.

Public Relations (0262): Increase of \$1,940. Additional funds are needed due to the increased requests we receive for public education events in both cities and to be able to continue to maintain our public education programs in the elementary schools at the level we do. This budget is also used for resources/supplies that we use during major community events in both Cities. As we continue to work on achieving our goal, set by both Cities Mayors to be more visible in the public, additional monies are needed to be able to continue this goal.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Neenah-Menasha Fire Rescue Special Operations Team:

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

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

Major Increases (Decreases) in 2018 Budget Request:

Personal Protective Equipment (0348): Decrease of \$1,540.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

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

There are a number of components to our water/ice rescue service. In the past, these services have been separated and represented differently. It is our intent to provide all aspects of water and ice rescue services. These include surface rescue, ice rescue, swift water rescue, dive rescue and shore based rescue. Each of these components are important for a complete rescue service. In 2017’s budget, changes were made to put all of these services into one area within our budget. All of these services continue to be under one budget line item and you will find these in the “2479” area of our budget.

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

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

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

Major Increases/Decreases in 2018 Operating Budget Request: Listed below are major increases/decrease \$1,000 and over. Increases/decreases less than \$1,000 are not listed below.

The continued reductions in the water rescue budget are results of better budgeting, a transition from "building a capability" (dive) to maintaining our numerous capabilities and equipment. We face many different challenges providing a complete water rescue team. We are now equipped, trained and poised for the continuation of our very successful service.

Schools/Seminars & Training (0115): Decrease of \$1,500.

Maint. of PPE/SCBA (0209): Decrease of \$1,000.

Small Equipment: (0344): Decrease of \$1,000.

Personal Protective Equipment: (0348): Decrease of \$3,000. Dive suits were purchased in 2017. Remaining funds are used to replace items such as life jackets, gloves, etc. for all of our water rescue services.

**CITY OF NEENAH
2018 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>CAPITAL OUTLAY</u>			
8108	<u>Office Furniture & Equipment</u> To replace old office/living furniture as necessary for the four stations. This remains the same as the 2017 budget. Total projected cost \$2,500.	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Funds are used fund the annual MDC warranty, monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of \$930. Increase is needed for monthly cellular charge for the MDC's. Total projected cost is \$7,000.	\$7,000	\$7,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Decrease of \$1,000 per Neenah IS Department. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2017 upon failure or based on Neenah IS's recommendation and to fund the sequel server change over for Firehouse records management system. This project pushed back to 2018. Total projected cost \$9,520.	\$9,520	\$9,520
8133	<u>All Other Equipment</u> These funds are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment, Total projected cost \$20,000.	\$20,000	\$20,000
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 \$7,000.	\$7,000	\$7,000

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	2,960,020	3,017,290	0	3,020,530	3,127,900	3,127,900	
0104	Overtime Wages	96,730	71,900	0	71,900	95,300	95,300	
0105	Reimbursement / Overtime	0	0	0	(840)	0	0	
0106	FLSA Overtime Wages	28,160	27,870	0	27,870	27,990	27,990	
0110	Health Insurance	539,950	557,890	0	474,600	474,780	474,780	
0111	Fringes	694,980	780,870	0	781,690	806,110	806,110	
0115	Schools/Seminars/Training	6,530	8,370	0	10,500	10,130	10,130	
0116	Test/Certification for Eq	800	3,550	0	3,560	3,570	3,570	
0117	Clothing Allowance	18,760	18,970	0	19,250	19,060	19,060	
0118	License Renewal	5,570	90	0	0	6,000	6,000	
0123	Auto Allowance	0	90	0	0	0	0	
0128	Empl Recognition Awards	440	520	0	520	390	390	
	Personal Services	4,351,940	4,487,410	0	4,409,580	4,571,230	4,571,230	83,820
0202	Outside Printing	370	470	0	470	480	480	
0203	Postage	200	390	0	200	390	390	
0204	Conferences & Meetings	830	890	0	890	1,190	1,190	
0206	Advertising & Publication	110	120	0	120	120	120	
0207	Dues & Memberships	620	1,030	0	530	830	830	
0209	Maintenance of PPE/SCBA	4,610	3,560	0	3,560	1,790	1,790	
0210	Maint of Computer Hardwre	740	770	0	760	300	300	
0211	Maint of Other Equipment	10	2,080	0	2,080	2,080	2,080	
0213	Maint of Motor Vehicles	22,670	20,750	0	20,750	20,850	20,850	
0214	Maint of Buildings	2,240	2,370	0	2,370	2,980	2,980	
0215	Maint of Radio Equipment	2,710	3,560	0	3,610	3,660	3,660	
0216	Maint of Operating Equip	3,700	1,780	0	1,780	1,850	1,850	
0218	Maint of software	4,480	5,340	0	4,970	7,150	7,150	
0221	Telephone	5,390	5,400	0	5,190	5,360	5,360	
0222	Electricity	30,310	30,830	0	27,020	28,590	28,590	
0223	Natural Gas	10,230	16,010	0	12,590	14,290	14,290	
0224	Water & Sewer	6,370	7,230	0	6,980	7,630	7,630	
0226	Storm Water	1,710	1,840	0	1,740	1,850	1,850	
0227	Cellular Telephone	2,230	2,560	0	2,560	2,570	2,570	
0232	Auditing Services	1,020	1,040	0	1,040	1,070	1,070	
0236	Outside Services	7,740	7,230	0	7,230	9,770	9,770	
0237	Pest Control	270	350	0	360	360	360	
0238	Professional Services	8,070	6,520	0	6,520	13,100	13,100	
0241	Tree Planting & Landscape	1,300	710	0	710	710	710	
0242	Permits	10	20	0	0	20	20	
0246	Liability Insurance	19,710	20,250	0	19,110	20,000	20,000	
0247	Auto/Physical Damage Ins	7,090	9,770	0	7,880	8,310	8,310	
0252	Rental of Equipment	250	210	0	180	210	210	
0254	Printer / Copies	1,860	1,900	0	1,900	1,770	1,770	
0255	Neenah City I/S Services	76,830	79,650	0	79,660	76,500	76,500	
0256	Neenah City Finance Ser.	13,710	13,820	0	13,820	14,180	14,180	
0257	Neenah City H/R Services	24,010	26,090	0	26,090	28,590	28,590	
0262	Public Relations/Services	2,510	3,000	0	3,560	4,170	4,170	
0280	Neenah-Menasha FireRescue	0	0	3,650,196	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	263,910	277,720	3,650,196	266,230	282,900	282,900	5,180

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	1,030	1,190	0	1,190	1,190	1,190	
0306	Cleaning/Janitor Supplies	7,290	7,120	0	7,110	7,150	7,150	
0308	Books and Periodicals	160	590	0	190	300	300	
0310	Gasoline & Oil	15,610	14,820	0	14,820	14,890	14,890	
0319	Safety Supplies	1,810	3,560	0	3,560	3,810	3,810	
0320	Small Tools	480	590	0	590	560	560	
0325	Consumable supplies	750	1,190	0	1,190	1,190	1,190	
0326	Photography Supplies	690	300	0	100	300	300	
0333	All Other Supplies	1,710	1,780	0	1,780	1,790	1,790	
0343	Small Program Packages	10	0	0	0	0	0	
0344	Small Equipment	4,680	3,660	0	3,660	4,170	4,170	
0347	Small Computer Hardware	430	350	0	270	370	370	
0348	Per Protective Equipment	22,850	23,720	0	23,720	23,820	23,820	
0350	Training Supplies	830	1,180	0	1,180	1,190	1,190	
	Supplies & Materials	58,330	60,050	0	59,360	60,730	60,730	680
0800	Mayor's Executive Adjustment	0	0	0	0	0	(35,730)	
	Mayor's Adjustment	0	0	0	0	0	(35,730)	(35,730)
	OPERATIONS	4,674,180	4,825,180	3,650,196	4,735,170	4,914,860	4,879,130	53,950
							Percent Budget Change	1.12%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	600	1,480	0	1,710	1,490	1,490	
8113	Communication Equipment	3,330	3,600	0	3,600	4,170	4,170	
8114	Computer Software Outlay	1,750	1,190	0	590	600	600	
8115	Computer Hardware Outlay	2,770	5,000	0	2,370	5,670	5,670	
8133	All Other Equipment	11,100	11,860	0	15,820	11,910	11,910	
8149	Household Purchases	2,980	2,960	0	2,960	4,170	4,170	
	CAPITAL OUTLAY	22,530	26,090	0	27,050	28,010	28,010	1,920
<u>OTHER</u>								
9005	Revenue Offset	0	(9,130)	0	(9,170)	(10,070)	(10,070)	
	OTHER	0	(9,130)	0	(9,170)	(10,070)	(10,070)	(940)
	FIRE OPERATIONS/CAPITAL OUTLAY	4,696,710	4,842,140	3,650,196	4,753,050	4,932,800	4,897,070	54,930
							Percent Budget Change	1.13%
<u>FIRE STATION BUILDINGS (2304-712)</u>								
0214	Maint of Buildings	26,791	26,000	25,656	26,000	26,000	26,000	
	Contractual Services	26,791	26,000	25,656	26,000	26,000	26,000	0
	FIRE STATION BUILDINGS	26,791	26,000	25,656	26,000	26,000	26,000	0
							Percent Budget Change	0.00%
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	10,360	4,230	0	4,230	4,250	4,250	
0105	Reimbursement / Overtime	(7,320)	0	0	(1,800)	0	0	
0111	Fringes	2,170	1,090	0	1,090	980	980	
	Personal Services	5,210	5,320	0	3,520	5,230	5,230	(90)
0216	Maint of Operating Equip	70	300	0	0	300	300	
	Contractual Services	70	300	0	0	300	300	0
0320	Small Tools	70	300	0	0	300	300	
0348	Per Protective Equipment	940	1,800	0	190	890	890	
0350	Training Supplies	10	300	0	0	300	300	
	Supplies & Materials	1,020	2,400	0	190	1,490	1,490	(910)
8133	All Other Equipment	480	300	0	0	300	300	
	Capital Outlay	480	300	0	0	300	300	0
	REG SPEC OPER RESP TEAM	6,780	8,320	0	3,710	7,320	7,320	(1,000)
							Percent Budget Change	-12.02%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>JOINT FIRE COMMISSION (2320-712)</u>								
0203	Postage	0	300	0	0	300	300	
0206	Advertising & Publication	330	590	0	0	600	600	
0236	Outside Services	5,200	1,480	0	1,220	1,490	1,490	
0261	Misc Expenditures	410	300	0	300	300	300	
	Contractual Services	5,940	2,670	0	1,520	2,690	2,690	20
	JOINT FIRE COMMISSION	5,940	2,670	0	1,520	2,690	2,690	20
							Percent Budget Change	0.75%
<u>WATER RESCUE SERVICES</u>								
0104	Overtime Wages	3,670	2,130	0	2,130	2,140	2,140	
0111	Fringes	920	740	0	740	500	500	
0115	Schools/Seminars/Training	810	2,370	0	2,370	1,490	1,490	
	Personal Services	5,400	5,240	0	5,240	4,130	4,130	(1,110)
0207	Dues & Memberships	180	0	0	0	0	0	
0209	Maintenance of PPE/SCBA	90	1,180	0	1,190	600	600	
0215	Maint of Radio Equipment	340	590	0	560	300	300	
0216	Maint of Operating Equip	1,600	890	0	120	600	600	
	Contractual Services	2,210	2,660	0	1,870	1,500	1,500	(1,160)
0333	All Other Supplies	10	300	0	160	300	300	
0344	Small Equipment	730	1,190	0	590	590	590	
0348	Per Protective Equipment	0	2,070	0	2,080	300	300	
	Supplies & Materials	740	3,560	0	2,830	1,190	1,190	(2,370)
8113	Communication Equipment	0	350	0	150	590	590	
8133	All Other Equipment	0	980	0	980	980	980	
	Capital Outlay	0	1,330	0	1,130	1,570	1,570	240
	WATER RESCUE SERVICES	8,350	12,790	0	11,070	8,390	8,390	(4,400)
							Percent Budget Change	-34.40%
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	3,440	3,440	
0110	Health Insurance	0	0	0	0	44,670	44,670	
0111	Fringes	0	0	0	0	860	860	
		0	0	0	0	48,970	48,970	48,970
FIRE DEPARTMENT		4,744,571	4,891,920	3,675,852	4,795,350	5,026,170	4,990,440	98,520
							Percent Budget Change	2.01%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$94,460	\$94,460	\$95,120
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	83,950	86,660	87,060
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	82,860	82,860	83,170
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	72,160	72,360	73,380
Management Assistant	Grade H3	1.00	Grade H3	1.00	46,470	46,470	46,890
Fire Officers	74,339 - 76,209	15.00	77,352 - 78,126	15.00	1,195,470	1,188,640	1,237,060
Mechanics	71,954 - 76,209	4.00	74,871 - 78,126	4.00	313,280	311,800	324,390
Assistant Inspectors	70,550 - 72,324	6.00	73,409 - 74,143	6.00	450,860	450,860	466,660
Shift Commanders	77,120 - 79,060	3.00	80,246 - 81,048	3.00	248,590	246,750	256,900
Drivers	69,344 - 71,088	12.00	72,154 - 72,876	12.00	888,460	899,150	919,720
Fire Fighters	43,431 - 68,643	<u>23.00</u>	45,191 - 70,370	<u>23.00</u>	<u>1,546,120</u>	<u>1,527,000</u>	<u>1,573,020</u>
Subtotal		68.00		68.00	\$5,022,680	\$5,007,010	\$5,163,370
OTHER COMPENSATION							
Work in Other Classification	-		-		14,250	36,000	35,000
First Responders Pay	-		-		39,120	38,500	39,120
Accrued Wages	-		-		13,000	13,000	14,190
OVERTIME							
Operating Overtime	-		-		121,270	121,270	160,000
Special OPER Overtime	-		-		7,130	7,130	7,130
Water Rescue Services	-		-		3,600	3,600	3,600
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	\$5,268,050	\$5,273,510	\$5,469,410

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

1. Held a tabletop exercise coordinated with both Cities.

2018 Goals/Plans:

1. Hold a multi-agency/multi-jurisdictional fully functional training exercise that would be coordinated with both cities.
2. Evaluate the space at the City of Neenah’s Training Center for consideration of moving Neenah’s EOC operations to this area and the Neenah Police Station would serve as a back-up facility.

Major Increases (Decreases) in 2018 Budget Request:

None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
<u>OPERATIONS (2519-713)</u>								
0115	Schools/Seminars/Training	0	450	0	450	450	450	
	Personnel Services	0	450	0	450	450	450	0
0207	Dues & Memberships	0	20	0	20	20	20	
0236	Outside Services	960	750	723	750	750	750	
	Contractual Services	960	770	723	770	770	770	0
0301	Office Supplies	0	100	0	100	100	100	
0308	Books and Periodicals	0	50	0	50	50	50	
0333	All Other Supplies	0	200	107	200	200	200	
0344	Small Equipment	0	50	0	50	50	50	
	Supplies & Materials	0	400	107	400	400	400	0
	EMERGENCY GOVERNMENT	960	1,620	830	1,620	1,620	1,620	0
OTHER PUBLIC SAFETY								
<u>POLICE COMMISSION (2520-713)</u>								
0203	Postage	6	50	4	50	50	50	
0206	Advertising & Publication	0	400	0	400	400	400	
0236	Outside Services	8,858	7,000	7,196	7,200	17,000	17,000	
0261	Misc Expenditures	0	200	230	230	200	200	
	Contractual Services	8,864	7,650	7,430	7,880	17,650	17,650	10,000
	POLICE & FIRE COMMISSION	8,864	7,650	7,430	7,880	17,650	17,650	10,000
<hr/>								
<u>PENSION PLAN CONTRIBUTION (2523-713)</u>								
0261	Misc Expenditures	14,920	14,920	9,213	13,600	13,160	13,160	
	Contractual Services	14,920	14,920	9,213	13,600	13,160	13,160	(1,760)
	PENSION PLAN CONTRIBUTION	14,920	14,920	9,213	13,600	13,160	13,160	(1,760)
EMERGENCY GOVERNMENT AND OTHER PUBLIC SAFETY								
		24,744	24,190	17,473	23,100	32,430	32,430	8,240
								Percent Budget Change 34.06%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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.

One of the most critical roles for Police Commission is the appointment of the police chief. It is anticipated that the current chief will retire sometime before the end of 2019. To be prepared for the possibility that the vacancy could occur in 2018, this year's Police Commission budget has been increased by \$10,000 for Outside Services (line item #2520-713-0236). This amount will cover the anticipated costs of intensive background checks and other professional assessments for several candidates, consistent with the procedures used in the most recent police chief and fire chief processes. If these funds are not used for a process in 2018 we will request they be carried forward into 2019.

PUBLIC SAFETY PENSION PAYMENT

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

DEPARTMENT OF PUBLIC WORKS AND UTILITIES

Department Head

Gerry Kaiser

Major Activities

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	\$3,926,510	\$4,059,890	\$4,050,660	-0.23%	\$3,989,850	-1.73%
No. of Employees (FTE) - All Funds	41.75	41.75	41.75	0.00%	39.75	-4.79%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Public Works

Refuse Garbage and Recycling Collection

(60,810)

Mayor's Comments:

The City has been studying various options with regard to refuse and recycling collection. Part the analysis included the potential of the City moving toward automated collection in the near future, an action that would require a capital investment in new trucks and containers estimated to cost between \$2-3 million. Another aspect of the analysis are the ongoing challenges of recruiting and retaining sanitation workers within the Public Works department. Currently, two of the ten sanitation positions remain unfilled, leaving other Public Works staff to fill in to maintain the 3.8 FTE required to provide weekly collection services.

City staff has presented me with three basic options and the estimated cost of each over a period of years. Those options are:

- 1). Maintain the current collection process.
- 2). Move to a City funded and operated automated collection process.
- 3). Hire a private hauler to provide refuse and recycling collection services.

Upon a thorough analysis of the options presented, I am recommending the following:

- 1). Solicit bids to provide private hauler refuse and recycling collection services to begin on or about July 1, 2018.
- 2). Remove funding for the two unfilled sanitation positions as of January 1, 2018, effectively eliminating 2 FTE in the Public Works department.
- 3). Maintain funding of a third FTE position:
 - a). through 6/30/18 to assist in the City collection services until private collection takes over;
 - b). then maintain funding for the position through 12/31/18 and beyond or until a retirement occurs within the Public Works department to allow for elimination of the position through attrition. During that time, the position would serve as a "floater" to assist with or catch-up on various duties within the Public Works, Parks, Cemetery and Water departments.
- 4). Allow the final .8 FTE of the 3.8 FTE currently assigned to refuse and recycling collection to become permanently absorbed within the department to fulfill a number of much needed duties within the Public Works department on an ongoing basis.
- 5). Initiate the sale of the existing five refuse and recycling vehicles after July 1, 2018. Budgeted revenue of \$210,000 for the sale is included in the proposed 2018 General Fund revenue budget.

All told, the annual savings estimated from a ten-year private hauling contract is approximately \$125,000, affecting both the operating and capital budgets. While it will take a couple of years to fully realize those annual savings, the following is a breakdown of the 2018 effect:

- 1). General Fund net savings - \$60,810
- 2). Recycling Fund net savings - \$30,000
- 3). Debt Service Fund net cost - \$90,500

**CITY OF NEENAH
2018 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 transmission
- traffic operations

Maintain records for:

- real property owned by City
- property maps

2017 Accomplishments:

- Replaced utilities and reconstructed Cecil Street and Cleveland Street.
- Replaced utilities and resurfaced Higgins Avenue, Edward Street and Helen Street.
- Resurfaced Whippoorwill Circle, Yorkshire Road and Cameron Circle.
- Managed property razing, prepared plans and managed construction of Main Street Lot and Yellow Lot.
- Prepared plans and managed construction of Bergstrom Road Trail and Bridgewood Trail.
- Implemented NuPark parking management system.
- Implemented traffic signal upgrades identified in the 2017 CIP.
- Arranged street lighting for the Forest Manor subdivision.
- Evaluated options for residential refuse/recycling collection.
- Administered the commercial dumpster program.
- Continued review of sidewalk installation criteria.
- Evaluated operations of the Tullar Garage drop-off site.
- Started sanitary sewer utility rate study.

2018 Goals/Plans:

- Complete review of options to replace special assessments for street and sidewalk construction.
- Continue progress on the elimination of inflow and infiltration.
- Replace utilities, reconstruct streets, make facility changes and implement traffic signal projects identified in 2018 CIP.
- Prepare for staff retirements. Evaluate table of organization for the Department.

Major Increases/Decreases in 2018 Budget Request:

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

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	606,197	607,820	431,821	607,930	617,180	617,180	
0102	Full Time Hourly Wages	613,930	636,600	454,312	599,300	635,000	635,000	
0103	Temporary Wages	19,370	19,500	16,877	17,690	17,600	17,600	
0104	Overtime Wages	86,369	70,000	50,083	68,950	69,200	69,200	
0110	Health Insurance	371,281	372,860	290,935	372,860	375,550	375,550	
0111	Fringes	297,463	299,180	213,705	290,090	306,210	306,210	
0115	Schools/Seminars/Training	661	400	1,436	1,640	1,000	1,000	
0117	Clothing Allowance	11,613	12,500	12,134	12,500	12,500	12,500	
0118	License Renewal	571	480	240	360	500	500	
0123	Auto Allowance	0	100	0	100	100	100	
0124	Meal Allowance	1,259	1,680	1,008	1,620	1,600	1,600	
0127	DOT Emp Notification Prog	0	80	0	20	20	20	
0128	Empl Recognition Awards	254	20	0	0	930	930	
	PERSONAL SERVICES	2,008,968	2,021,220	1,472,551	1,973,060	2,037,390	2,037,390	16,170
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	1,161	600	283	500	600	600	
0203	Postage	989	1,020	767	870	1,020	1,020	
0204	Conferences & Meetings	290	700	305	700	700	700	
0206	Advertising & Publication	410	320	194	320	320	320	
0207	Dues & Memberships	20	130	20	130	130	130	
0208	Maint of Office Equipment	0	200	0	200	200	200	
0212	Maint of Motor Vehicles	5,746	2,350	19	2,340	2,350	2,350	
0213	Maintenance of Building	27,849	27,000	17,421	22,170	27,000	27,000	
0214	Maint of Radio Equipment	0	100	0	100	100	100	
0215	Maint of Operating Equip	6,188	9,000	827	7,950	9,000	9,000	
0216	Maint of Traffic Equip	7,229	10,000	5,631	10,000	10,000	10,000	
0217	Maintenance of Software	10,013	8,340	8,270	8,340	9,440	9,440	
0218	Telephone	5,537	3,930	3,837	5,730	5,830	5,830	
0221	Electricity	635,632	647,890	368,283	641,680	645,680	645,680	
0222	Natural Gas	12,231	18,470	8,477	14,450	14,450	14,450	
0223	Water & Sewer	12,271	16,800	8,950	17,000	12,450	12,450	
0224	Storm Water	9,282	9,320	7,004	9,370	9,370	9,370	
0226	Cellular Telephone	4,188	3,850	3,190	4,150	4,150	4,150	
0227	Outside Services	160,353	225,700	78,573	198,090	192,400	192,400	
0236	Pest Control	444	400	299	400	400	400	
0237	Professional Services	190	3,000	0	2,000	2,500	2,500	
0238	Permits	50	250	61	200	200	200	
0242	Tipping Fees	277,913	273,000	189,933	273,000	280,000	280,000	
0243	Commercial Dumpsters	71,500	67,000	50,937	67,000	69,000	69,000	
0244	License Fees	769	800	485	700	700	700	
0245	Large Dumpster Item Pulls	41,523	36,000	30,445	36,000	37,000	37,000	
0249	Rental of Equipment	0	3,000	0	3,000	3,000	3,000	
0252	Printer / Copies	4,230	4,710	2,162	4,690	4,900	4,900	
0254	IS Services / Internal	69,173	65,710	49,282	67,690	71,390	71,390	
0255	Maint of Motor Veh/Fleet	207,158	188,600	179,787	204,090	205,100	205,100	
0293	Oil and Fluids/Fleet	11,182	13,380	10,578	13,440	13,350	13,350	
0294	Maint of Oper Equip/Fleet	36,110	60,420	28,064	48,180	44,420	44,420	
	CONTRACTUAL SERVICES	1,619,631	1,701,990	1,054,084	1,664,480	1,677,150	1,677,150	(24,840)

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	1,166	890	551	860	940	940	
0302	Inhouse Printing	41	60	8	20	20	20	
0303	Computer Oper supplies	0	200	0	200	100	100	
0305	Chemicals	739	500	739	750	750	750	
0306	Cleaning/Janitor Supplies	2,749	2,020	1,755	2,020	2,020	2,020	
0310	Gasoline & Oil	65,485	91,770	56,287	81,100	92,000	92,000	
0313	Motor Vehicles Maint. Sup	0	670	616	820	670	670	
0314	Building Maint Supplies	2,681	2,000	931	1,500	2,000	2,000	
0316	Equipment Maint. Supplies	2,626	4,400	1,342	3,690	4,300	4,300	
0317	Traffic Maint. Supplies	9,352	19,000	10,786	26,000	19,000	19,000	
0319	Safety Supplies	3,748	3,200	2,323	3,660	3,150	3,150	
0320	Small Tools	1,372	1,220	758	1,360	1,220	1,220	
0324	Traffic Paints	1,383	3,000	1,174	3,000	3,000	3,000	
0329	Sign Materials	24,345	17,000	8,696	10,000	17,000	17,000	
0331	Calcium Chloride	1,096	4,000	0	4,000	4,000	4,000	
0332	Sand Gravel Hot/Cold Mix	25,434	25,300	7,470	25,300	25,300	25,300	
0333	Salt & Stone Chips	105,731	115,250	72,155	115,100	115,100	115,100	
0334	All Other Supplies	18,819	12,500	6,049	11,250	11,800	11,800	
0335	Manhole/Catch Basin/Pipe	1,113	1,100	0	1,000	1,000	1,000	
0340	Tires & Tire Maintance	21,520	20,300	20,015	25,300	21,300	21,300	
0344	Small Program Packages	0	250	0	250	200	200	
0345	Small Equipment	845	1,750	3,618	3,670	1,550	1,550	
0346	Shop Supplies	477	200	60	200	200	200	
0347	Maint of Lift Station	2,045	4,000	2,227	4,000	4,000	4,000	
0348	Small Computer Hardware	116	200	127	200	200	200	
	SUPPLIES & MATERIALS	292,883	330,780	197,687	325,250	330,820	330,820	40
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
0800	Mayor's Adjustment	0	0	0	0	0	(60,810)	
	MAYOR'S ADJUSTMENT	0	0	0	0	0	(60,810)	(60,810)
<u>CAPITAL OUTLAY</u>								
8105	Office Furniture & Equip.	0	350	210	350	350	350	
8108	Communication Equipment	931	750	0	750	750	750	
8113	Computer Software Outlay	0	300	0	0	0	0	
8114	Computer Hardware Outlay	0	300	0	0	0	0	
8115	Maintenance Equipment	2,715	3,000	0	3,000	3,000	3,000	
8118	All Other Equipment	1,382	1,200	0	1,200	1,200	1,200	
	CAPITAL OUTLAY	5,028	5,900	210	5,300	5,300	5,300	(600)
	TOTAL PUBLIC WORKS	3,926,510	4,059,890	2,724,532	3,968,090	4,050,660	3,989,850	(70,040)
							Percent Budget Change	-1.73%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018 PUBLIC WORKS STAFF

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

Operations	
1	Public Works Superintendent
1	Assistant Public Works Superintendent
0.75	Records/Data Entry Clerk
15	Street Crew
1	Traffic Maintenance Worker
10	Sanitation Crew
0.5	Building Attendant
29.25	TOTAL
<p>Three crewmen have been cross-trained in traffic maintenance and can be allocated to traffic work as the workload demands.</p>	

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

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	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	92,010	92,010	93,030
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	79,750	79,750	81,170
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	69,690	69,690	70,470
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	67,630	67,630	68,370
Traffic Engineer	Grade L3	1.00	Grade L3	1.00	56,440	56,550	58,000
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	59,150	59,150	59,870
Engineering Technician I	Grade I3	1.00	Grade I3	1.00	58,540	58,540	58,760
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	51,780	51,780	51,980
Office Manager	Grade G3	1.00	Grade G3	1.00	49,540	49,540	49,780
Traffic Maintenance Foreman	Grade G4	1.00	Grade G4	1.00	57,420	57,710	58,000
Crewman	Grade F4	15.00	Grade F4	15.00	750,930	698,480	720,910
Sanitation Worker	Grade E4	10.00	Grade E4	10.00	353,420	316,110	344,940
Garage Attendant (shared w/ Fleet Management)	Grade F4	0.50	Grade F4	0.50	23,360	23,450	23,540
Subtotal		35.50		35.50	\$1,769,660	\$1,680,390	\$1,738,820
PART-TIME							
Garage Secretary (1,560 Hours)	14.70/hr	0.75	15.03/hr	0.75	23,290	23,290	23,440
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	6,780
Work in Other Class	-		-		21,000	21,000	21,000
Overtime / Operations	-		-		106,020	84,040	105,850
Overtime / Community Fest	-		-		800	0	0
TEMPORARY							
Operations	8.00-9.25/hr		8.25-9.75/hr		15,550	15,610	17,550
Administration	8.00-9.25/hr		8.25-9.75/hr		10,800	11,040	11,100
Public Weed Cutting	8.00-9.25/hr		8.25-9.75/hr		6,000	6,500	6,500
Traffic Control	8.00-9.25/hr		8.25-9.75/hr		2,700	0	0
Fleet Management Employees	-		-		20,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		189,540	199,470	186,000
City-Wide Forestry Wages	-		-		91,940	85,500	89,500
Storm Water Management	-		-		310,830	248,020	301,560
Parking	-		-		28,990	22,900	22,500
TOTAL	XXX	36.25	XXX	36.25	\$1,975,820	\$1,861,870	\$1,951,040

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

<u>PAGE REFERENCE</u>	<u>ACCOUNT</u>	<u>2016</u>	<u>2017</u>	<u>2017 YTD</u>	<u>2017</u>	<u>2018 DEPT</u>	<u>2018</u>	<u>BUDGET</u>
<u>COMMENTS</u>	<u>DETAIL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(9 MONTHS)</u>	<u>ESTIMATE</u>	<u>REQUEST</u>	<u>PROPOSED</u>	<u>CHANGE</u>
	Engineering	713,328	724,640	524,690	724,040	738,340	738,340	13,700
	Capital Outlay-Engineering	0	800	0	200	200	200	(600)
	Tullar Garage	479,829	458,170	340,810	462,300	478,440	478,440	20,270
	Cecil Street Garage	14,341	16,890	12,376	18,240	16,830	16,830	20,270
	Refuse Garbage Collection	676,740	644,280	507,325	670,010	671,770	610,960	(33,320)
	Sanitary Sewers/Lift Station	264,519	276,490	188,407	277,880	275,810	275,810	(680)
	T-V Sewer Insp. & Sealing	7,151	90,270	5,104	90,260	48,270	48,270	(42,000)
	Repair of Streets	397,709	398,870	265,177	351,280	392,890	392,890	(5,980)
	Snow & Ice Removal	456,842	514,050	349,662	506,810	506,370	506,370	(7,680)
	Weed Cutting	46,079	45,700	37,968	41,150	42,370	42,370	(3,330)
	Traffic Control	277,560	296,880	151,266	232,350	284,290	284,290	(12,590)
	Street Lighting	577,938	583,030	337,502	583,370	582,990	582,990	(40)
	Capital Outlay - P.W. Equip.	5,028	5,100	210	5,100	5,100	5,100	0
	DPW Services - Interdept.	9,446	4,720	4,035	5,100	6,990	6,990	2,270
	TOTAL PUBLIC WORKS	3,926,510	4,059,890	2,724,532	3,968,090	4,050,660	3,989,850	(70,040)
								Percent Budget Change -1.73%
	PUBLIC WORKS REVENUES:							
	Special Service Charges	12,220	13,600	6,605	11,600	12,100	12,100	
	Sanitation Service Charges	69,017	62,000	48,346	61,500	67,000	67,000	
	Street/Highway Serv. Charges	60,995	35,300	68,718	74,780	43,300	43,300	
	Rental Revenue	6,864	7,000	5,720	7,000	7,000	7,000	
	TOTAL REVENUES	149,096	117,900	129,389	154,880	129,400	129,400	11,500
								Percent Budget Change 9.75%

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

- Designed and managed the utility, pavement, trail and parking lot construction projects in accordance with 2017 CIP.
- Updated sanitary sewer and storm sewer system information in the GIS.
- Assisted with site grading and drainage for Arrowhead Park.
- Continued inflow/infiltration work and identified areas of concern for 2018.
- Reviewed Street Use Permit process.
- Updated official traffic maps.
- Applied sidewalk installation criteria to streets on the official sidewalk/trail map.
- Started sanitary sewer utility rate study.
- Prepared and distributed RFP for a downtown traffic study.

2018 Goals/Plans:

- Continue inflow/infiltration reduction work.
- Design and manage utility replacements, street construction and pedestrian routes as listed in the CIP.
- Perform downtown traffic study.
- Finalize evaluation of alternatives to current special assessment project funding.

Major Increases (Decreases) in 2018 Budget Request:

None.

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

Goals/Responsibilities:

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

2017 Accomplishments:

Purchased equipment as per budget.

2018 Goals/Plans:

Purchase equipment as per budget.

Major Increases (Decreases) in 2018 Budget Request:

None.

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

- Continued to evaluate all areas of activity to insure the highest efficiency.
- Completed floor resurfacing in north and south vehicle storage bays.
- Made repairs to service door frames and cold storage building.
- Maintained buildings and grounds.

2018 Goals/Plans:

- Continue to explore ways to increase productivity.
- Maintain building and grounds.

Major Increases (Decreases) in 2018 Budget Request:

None.

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:

Manage and maintain facility.

2017 Accomplishments:

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

2018 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 2018 Budget Request:

None.

Refuse/Garbage Collection
(010-4101-733)

Goals/Responsibilities:

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

2017 Accomplishments:

- Administered contract for the commercial dumpster program.
- Continued to bill 100% of cost of commercial dumpster program to participants.
- Evaluated options for residential refuse/recycling program as a result of staffing issues and in preparation for equipment replacement.
- Updated Recycling Guide to include all recent changes.
- 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.
- Continued to encourage "pair-up" to reduce refuse collection costs.

**CITY OF NEENAH
2018 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)

2018 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 2018 Budget Request:

- Increased the pay rate for drop-off site attendants to \$9 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 - \$40 per ton.
 - Yard Waste - \$22 per ton.
 - Wood (clean) - \$22 per ton.
 - Single Stream Recycling - \$5 per ton.
- Assumed combined tonnage will remain 7,000 tons/year for refuse, curbside large item and drop-off large item.
- Assumed full staffing of the sanitation division with 10 employees.

Sanitary Sewers
(010-4103-733)

Goals/Responsibilities:

To transport sewerage to the wastewater treatment plant, maintain and clean approximately 120 miles of sanitary sewers and 2,590 manholes. Operate, maintain and repair 8 lift stations:

- Doty Lift Station (at South Park)
- Main Street Lift Station (at Slough)
- Breezewood Lift Station (at Bergstrom)
- Kittiver Lift Station
- Wheeler Lift Station (in Riverside Park)
- Lake Edge Lift Station (on Lynrose)
- Tullar Road Lift Station (near City Garage)
- Westbreeze Lift Station (near Meadowbreeze)

2017 Accomplishments:

- Replaced sanitary sewers in accordance with CIP.
- Continued to monitor inflow and infiltration.
- Continued sewer grouting and manhole repair.
- Started sanitary sewer utility rate study.
- Worked with City of Menasha to develop method for calculating Neenah payment to Menasha for sewage from Neenah residents that passes through Menasha's collection system to the treatment plant.
- Assisted with development of MOU with Town of Neenah Sanitary District 2 for Cumings collector.

2018 Goals/Plans:

- Continue progress on the elimination of inflow and infiltration.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in CIP.
- Finalize agreement with Menasha on cross jurisdiction sewer payment.
- Implement conclusions of sanitary sewer utility rate study.

Major Increases (Decreases) in 2018 Budget Request: None.

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

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

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

- Reduced Sanitary Sewer Outside Services to account for reduced amount of televising.

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.

2017 Accomplishments:

- Resurfaced and reconstructed streets listed in the CIP.
- Placed chip seal on Diane, Gregory, Shannon and Louise.
- Maintained streets by sealing joints, patching potholes, filling settled trenches and grading gravel streets.

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

- None.

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

Goals/Responsibilities:

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

2017 Accomplishments:

- Continued providing snow and ice control as dictated by weather conditions.
- Continued monitoring weather and “anti-ice” by “pre-wetting” and “pre-salting”.
- Maintained streets, parking lots and trails in safe winter conditions.
- Continued purchasing salt through DOT contract.
- Worked closely with Police Department to respond to slippery intersections.
- Investigated complaints for unshoveled sidewalks.
 - 2016 - 76; 2015 - 61; 2014 - 52; 2013 - 112; 2012 - 65; 2011 - 158

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

2018 Goals/Plans:

- Continue to provide snow and ice control as dictated by weather conditions.
- Continue to monitor weather and “anti-ice” by “pre-wetting” and “pre-salting”.
- 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 2018 Budget Request:

- None.

Weed Cutting
(010-6103-735)

Goals/Responsibilities:

Control noxious weeds. Mow areas of City’s responsibility. Mow, trim and bill private property where owners neglect property.

2017 Accomplishments:

- Investigated complaints of high grass and overhanging shrubs.
 - 2016 - 260; 2015 - 293; 2014 - 253; 2013 - 234; 2012 - 218; 2011 - 214

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

- None.

Traffic Control
(010-7101-736)

Goal/Responsibility:

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

2017 Accomplishments:

- Installed pedestrian crossing beacons on Winneconne Av at Zemlock St and on Main St at Wisconsin Av.
- Maintained existing traffic signs and signals as required.
- Continued installing larger, easier to read, white on green street signs at major intersections in accordance with new federal regulations.
- Maintained epoxy pavement marking.
- Provided temporary traffic control as necessary.
- Maintained traffic sign inventory.
- Utilized changeable message board to provide notice of traffic restrictions.

2018 Goals/Plans:

- Maintain traffic signals, signs and street painting.
- Continue having City crews paint crosswalks and small areas; use contractors for large areas.
- Work with the City of Menasha on joint pavement marking work.
- Sign and maintain projects in CIP.
- Maintain traffic sign inventory.
- Manage downtown traffic study.

Major Increases (Decreases) in 2018 Budget Request:

- None

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

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

2018 Goals/Plans:

- Provide adequate street lighting.

Major Increases (Decreases) in 2018 Budget Request:

- None.

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

Goals/Responsibilities:

Provide for equipment replacement on a planned and necessary basis.

2017 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.

2018 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 2018 Budget Request:

- None.

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

Goals/Responsibilities:

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

2017 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.

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

- Increased Shop Supplies budget to account for increased supply of parts needed to extend the life of equipment.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Goals/Responsibilities:

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

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

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

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

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

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

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

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

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

2017 Accomplishments:

- Continued to repair deteriorating catch basins.
- Continued to implement best management practices (BMP) as required by DNR.
- Continued to sample and analyze 20% of major storm water outfalls as required by DNR.
- Prepared for Commerce Court pond expansion.
- Continue enforcing tire tracking of mud.
- Evaluated alternative detention pond sites.

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

- Assumed a tipping fee of \$40/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 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
<u>ENGINEERING (3501-731)</u>								
0101	Salaries	421,687	435,090	308,605	435,100	441,340	441,340	
0103	Temporary Wages	12,482	10,800	11,036	11,040	11,100	11,100	
0104	Overtime Wages	169	0	87	100	0	0	
0110	Health Insurance	110,180	110,180	82,638	110,180	110,180	110,180	
0111	Fringes	94,400	96,990	69,544	97,010	101,010	101,010	
0115	Schools/Seminars/Training	8	0	0	0	500	500	
0118	License Renewal	251	0	0	0	350	350	
0123	Auto Allowance	0	100	0	100	100	100	
0128	Empl Recognition Awards	0	10	0	0	300	300	
0202	Outside Printing	151	250	283	300	250	250	
0203	Postage	989	1,000	767	850	1,000	1,000	
0204	Conferences & Meetings	290	500	305	500	500	500	
0206	Advertising & Publication	0	20	0	20	20	20	
0207	Dues & Memberships	0	100	0	100	100	100	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	8	50	19	40	50	50	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	0	150	0	100	150	150	
0218	Maint of Software	6,926	5,280	5,278	5,280	6,200	6,200	
0226	Storm Water	0	0	43	50	50	50	
0227	Cellular Telephone	2,917	2,500	2,152	2,900	2,900	2,900	
0236	Outside Services	0	200	0	200	200	200	
0238	Professional Services	0	500	0	500	500	500	
0254	Printer / Copies	2,664	2,910	1,301	2,980	3,110	3,110	
0255	IS Services / Internal	48,792	47,570	35,677	46,310	48,080	48,080	
0293	Maint of Motor Veh/Fleet	4,657	3,500	2,636	3,500	3,500	3,500	
0294	Oil and Fluids/Fleet	288	150	102	150	150	150	
0301	Office Supplies	673	350	415	420	400	400	
0302	Inhouse Printing	39	50	7	10	10	10	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0310	Gasoline & Oil	2,400	3,000	2,001	3,000	3,000	3,000	
0313	Motor Vehicles Maint. Sup	0	20	0	20	20	20	
0319	Safety Supplies	463	450	551	560	500	500	
0320	Small Tools	143	20	0	20	20	20	
0333	All Other Supplies	2,672	2,200	1,116	2,000	2,200	2,200	
0343	Small Program Packages	0	250	0	250	200	200	
0347	Small Computer Hardware	79	200	127	200	100	100	
	ENGINEERING	713,328	724,640	524,690	724,040	738,340	738,340	13,700
<u>CAPITAL OUTLAY - ENGINEERING (3581-731)</u>								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8114	Computer Software Outlay	0	300	0	0	0	0	
8115	Computer Hardware Outlay	0	300	0	0	0	0	
8133	All Other Equipment	0	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	0	800	0	200	200	200	(600)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
MUNICIPAL GARAGE (3701-732)								
0101	Salaries	183,580	172,730	123,118	172,730	175,740	175,740	
0102	Full Time Hourly Wages	49,995	44,700	42,243	52,970	52,000	52,000	
0103	Temporary Wages	40	0	0	0	0	0	
0104	Overtime Wages	0	0	42	50	0	0	
0110	Health Insurance	68,553	63,880	54,397	63,480	68,180	68,180	
0111	Fringes	53,339	49,310	37,509	50,960	52,720	52,720	
0115	Schools/Seminars/Training	0	0	450	450	0	0	
0117	Clothing Allowance	11,613	12,500	12,134	12,500	12,500	12,500	
0118	License Renewal	320	480	240	360	150	150	
0128	Empl Recognitin Awards	254	10	0	0	630	630	
0202	Outside Printing	805	250	0	100	250	250	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	20	30	20	30	30	30	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	0	50	0	50	50	50	
0214	Maint of Buildings	27,849	25,000	17,256	20,000	25,000	25,000	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	5,125	6,000	827	5,000	6,000	6,000	
0218	Maintenance of Software	437	410	342	410	590	590	
0221	Telephone	1,646	1,400	1,103	1,600	1,600	1,600	
0222	Electricity	16,927	22,000	10,190	18,000	20,000	20,000	
0223	Natural Gas	9,018	15,000	6,392	11,000	11,000	11,000	
0224	Water & Sewer	1,778	2,500	1,873	2,600	2,750	2,750	
0226	Storm Water	5,418	5,420	4,064	5,420	5,420	5,420	
0227	Cellular Telephone	1,098	1,200	912	1,100	1,100	1,100	
0236	Outside Services	9,078	4,500	1,477	6,000	6,000	6,000	
0237	Pest Control	444	400	299	400	400	400	
0242	Permits	20	150	61	100	100	100	
0245	License Fees	582	600	485	500	500	500	
0254	Printer / Copies	1,566	1,800	861	1,710	1,790	1,790	
0255	IS Services / Internal	20,381	18,140	13,605	21,380	23,310	23,310	
0293	Maint of Motor Veh/Fleet	0	300	137	300	300	300	
0294	Oil and Fluids/Fleet	40	30	152	200	100	100	
0296	Maint of Oper Eq/Fleet	2,344	2,000	6,263	6,270	3,000	3,000	
0301	Office Supplies	442	500	128	400	500	500	
0302	Inhouse Printing	2	10	1	10	10	10	
0303	Computer Oper supplies	0	100	0	100	0	0	
0306	Cleaning/Janitor Supplies	2,749	2,000	1,755	2,000	2,000	2,000	
0310	Gasoline & Oil	553	200	447	500	500	500	
0314	Building Maint Supplies	2,681	2,000	931	1,500	2,000	2,000	
0316	Equipment Maint. Supplies	23	500	110	300	400	400	
0319	Safety Supplies	364	500	371	500	500	500	
0320	Small Tools	46	50	15	50	50	50	
0332	Salt & Stone Chips	0	250	0	100	100	100	
0333	All Other Supplies	185	500	541	600	500	500	
0344	Small Equipment	0	200	0	0	0	0	
0345	Shop Supplies	477	200	60	200	200	200	
0347	Small Computer Hardware	37	0	0	0	100	100	
	MUNICIPAL GARAGE	479,829	458,170	340,811	462,300	478,440	478,440	20,270

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CECIL STREET GARAGE (3702-732)</u>								
0102	Full Time Hourly Wages	1,668	2,030	2,966	2,970	2,000	2,000	
0110	Health Insurance	499	580	975	980	600	600	
0111	Fringes	378	450	667	670	460	460	
0214	Maint of Buildings	0	2,000	0	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0222	Electricity	1,227	1,710	1,061	1,500	1,500	1,500	
0223	Natural Gas	2,797	3,000	1,795	3,000	3,000	3,000	
0224	Water & Sewer	3,142	2,600	1,933	2,600	2,750	2,750	
0226	Storm Water	3,864	3,900	2,898	3,900	3,900	3,900	
0236	Outside Services	766	200	81	200	200	200	
0306	Cleaning/Janitor Supplies	0	20	0	20	20	20	
0333	All Other Supplies	0	200	0	200	200	200	
	CECIL STREET GARAGE	14,341	16,890	12,376	18,240	16,830	16,830	(60)
<u>REFUSE GARBAGE COLLECTION (4101-733)</u>								
0102	Full Time Hourly Wages	110,900	107,700	83,300	115,000	110,000	110,000	
0103	Temporary Wages	0	0	41	50	0	0	
0104	Overtime Wages	66	100	35	100	100	100	
0110	Health Insurance	32,176	31,710	27,420	31,710	32,960	32,960	
0111	Fringes	25,331	24,440	18,899	26,110	25,490	25,490	
0115	Schools/Seminars/Training	0	150	300	300	150	150	
0127	DOT Emp Notification Prog	0	80	0	20	20	20	
0202	Outside Printing	205	100	0	100	100	100	
0206	Advertising & Publication	410	300	194	300	300	300	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0214	Maintenance of Building	0	0	165	170	0	0	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0224	Water & Sewer	2,405	2,500	1,873	2,600	2,750	2,750	
0236	Outside Services	4,502	1,300	6,456	6,460	3,000	3,000	
0243	Tipping Fees	277,913	273,000	189,933	273,000	280,000	280,000	
0244	Commercial Dumpsters	71,500	67,000	50,937	67,000	69,000	69,000	
0245	License Fees	187	200	0	200	200	200	
0249	Large Dumpster Item Pulls	41,523	36,000	30,445	36,000	37,000	37,000	
0293	Maint of Motor Veh/Fleet	62,836	50,000	60,983	60,990	60,000	60,000	
0294	Oil and Fluids/Fleet	4,341	5,000	4,129	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	1,154	300	0	300	300	300	
0310	Gasoline & Oil	22,646	30,000	20,894	30,000	30,000	30,000	
0313	Motor Vehicles Maint. Sup	0	300	318	350	300	300	
0316	Equipment Maint. Supplies	818	0	154	200	0	0	
0319	Safety Supplies	1,468	500	123	500	500	500	
0320	Small Tools	263	150	0	150	150	150	
0333	All Other Supplies	119	150	15	100	150	150	
0339	Tires & Tire Maintenance	15,977	13,000	10,711	13,000	14,000	14,000	
0800	Mayor's Executive Adj	0	0	0	0	0	(60,810)	
	REFUSE GARBAGE COLLECTION	676,740	644,280	507,325	670,010	671,770	610,960	(33,320)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>SANITARY SEWERS/LIFT STATION (4103-733)</u>								
0102	Full Time Hourly Wages	90,694	97,540	77,887	98,000	96,000	96,000	
0104	Overtime Wages	709	2,000	247	1,000	2,000	2,000	
0110	Health Insurance	26,906	29,290	25,697	29,290	29,340	29,340	
0111	Fringes	20,865	22,560	17,716	22,440	22,690	22,690	
0115	Schools/Seminars/Training	70	0	186	190	100	100	
0124	Meal Allowance	0	100	0	100	100	100	
0216	Maint of Operating Equip	481	100	0	100	100	100	
0221	Telephone	3,844	2,500	2,713	4,100	4,200	4,200	
0222	Electricity	40,464	40,180	20,419	40,180	40,180	40,180	
0223	Natural Gas	416	470	290	450	450	450	
0224	Water & Sewer	4,946	4,200	3,272	4,200	4,200	4,200	
0236	Outside Services	35,325	30,000	9,962	30,000	30,000	30,000	
0238	Professional Services	190	1,500	0	500	1,000	1,000	
0242	Permits	30	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	19,940	18,000	13,238	18,000	18,000	18,000	
0294	Oil and Fluids/Fleet	968	750	759	760	750	750	
0296	Maint of Oper Eq/Fleet	1,846	2,500	766	2,500	2,500	2,500	
0305	Chemicals	739	500	739	750	750	750	
0310	Gasoline & Oil	7,521	11,000	7,810	11,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	0	1,000	170	500	750	750	
0319	Safety Supplies	1,067	1,000	631	1,000	1,000	1,000	
0320	Small Tools	0	200	60	200	200	200	
0331	Sand Gravel Hot/Cold Mix	582	300	0	300	300	300	
0333	All Other Supplies	1,825	1,500	0	1,000	1,000	1,000	
0335	Manhole/Catch Basin/Pipe	1,113	1,100	0	1,000	1,000	1,000	
0339	Tires & Tire Maintenance	1,088	1,000	0	1,000	1,000	1,000	
0344	Small Equipment	845	1,500	3,618	3,620	1,500	1,500	
0346	Maint of Lift Station	2,045	4,000	2,227	4,000	4,000	4,000	
	SAN. SEWERS/LIFT STATION	264,519	276,490	188,407	277,880	275,810	275,810	(680)
<u>SANITARY T-V SEWER INSP. & SEALING (4104-733)</u>								
0102	Full Time Hourly Wages	0	510	0	500	500	500	
0110	Health Insurance	0	150	0	150	150	150	
0111	Fringes	0	110	0	110	120	120	
0224	Water & Sewer	0	5,000	0	5,000	0	0	
0236	Outside Services	7,151	82,000	5,104	82,000	45,000	45,000	
0238	Professional Services	0	1,000	0	1,000	1,000	1,000	
0252	Rental of Equipment	0	1,500	0	1,500	1,500	1,500	
	T-V SEWER INSP. & SEALING	7,151	90,270	5,104	90,260	48,270	48,270	(42,000)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
REPAIR OF STREETS (5101-734)								
0102	Full Time Hourly Wages	178,476	166,620	118,583	135,000	165,000	165,000	
0104	Overtime Wages	31	300	1	100	100	100	
0110	Health Insurance	51,998	49,110	38,999	49,110	49,420	49,420	
0111	Fringes	40,746	37,840	26,885	30,630	38,220	38,220	
0115	Schools/Seminars/Training	0	50	300	300	50	50	
0213	Maint of Motor Vehicles	2,869	150	0	150	150	150	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0236	Outside Services	47,265	55,000	39,171	55,000	55,000	55,000	
0293	Maint of Motor Veh/Fleet	26,775	35,000	16,089	30,000	32,000	32,000	
0294	Oil and Fluids/Fleet	1,389	2,000	1,514	2,000	2,000	2,000	
0296	Maint of Oper Eq/Fleet	6,019	12,000	6,707	10,000	10,000	10,000	
0310	Gasoline & Oil	6,865	10,000	4,418	7,500	10,000	10,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	410	100	890	890	350	350	
0319	Safety Supplies	240	400	26	300	300	300	
0320	Small Tools	297	100	77	100	100	100	
0331	Sand Gravel Hot/Cold Mix	24,852	25,000	7,470	25,000	25,000	25,000	
0333	All Other Supplies	9,477	4,000	3,395	4,000	4,000	4,000	
0339	Tires & Tire Maintance	0	1,000	652	1,000	1,000	1,000	
	REPAIR OF STREETS	397,709	398,870	265,177	351,280	392,890	392,890	(5,980)
SNOW & ICE REMOVAL (6102-735)								
0102	Full Time Hourly Wages	56,851	90,430	51,915	90,000	90,000	90,000	
0104	Overtime Wages	77,519	61,100	46,452	61,100	60,000	60,000	
0110	Health Insurance	39,666	46,030	32,351	46,030	44,900	44,900	
0111	Fringes	30,672	35,240	22,878	35,140	34,720	34,720	
0115	Schools/Seminars/Training	0	0	200	200	0	0	
0124	Meal Allowance	1,195	1,500	997	1,500	1,500	1,500	
0213	Maint of Motor Vehicles	2,869	2,000	0	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0236	Outside Services	6,318	3,500	3,872	4,000	4,000	4,000	
0293	Maint of Motor Veh/Fleet	86,954	75,000	82,230	85,000	85,000	85,000	
0294	Oil and Fluids/Fleet	3,980	5,000	3,647	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	15,819	35,000	5,342	20,000	20,000	20,000	
0310	Gasoline & Oil	21,594	33,000	17,647	25,000	33,000	33,000	
0313	Motor Vehicles Maint. Sup	0	200	298	300	200	200	
0316	Equipment Maint Supplies	767	500	18	500	500	500	
0319	Safety Supplies	0	200	620	650	200	200	
0320	Small Tools	107	100	138	140	100	100	
0330	Calcium Chloride	1,096	4,000	0	4,000	4,000	4,000	
0332	Salt & Stone Chips	105,731	115,000	72,155	115,000	115,000	115,000	
0333	All Other Supplies	1,249	1,000	250	1,000	1,000	1,000	
0339	Tires & Tire Maintance	4,455	5,000	8,652	10,000	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	456,842	514,050	349,662	506,810	506,370	506,370	(7,680)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>WEED CUTTING (6103-735)</u>								
0102	Full Time Hourly Wages	16,085	14,230	10,288	11,000	12,000	12,000	
0103	Temporary Wages	6,848	6,000	5,698	6,500	6,500	6,500	
0110	Health Insurance	6,859	5,980	5,258	5,980	5,540	5,540	
0111	Fringes	4,832	4,570	3,621	3,950	4,280	4,280	
0293	Maint of Motor Veh/Fleet	634	2,500	1,756	2,000	2,000	2,000	
0294	Oil and Fluids/Fleet	90	300	180	180	200	200	
0296	Maint of Oper Eq/Fleet	8,826	8,500	8,987	8,990	8,500	8,500	
0310	Gasoline & Oil	1,628	2,070	1,583	1,600	2,000	2,000	
0319	Safety Supplies	0	50	0	50	50	50	
0333	All Other Supplies	277	1,200	597	600	1,000	1,000	
0339	Tires & Tire Maintance	0	300	0	300	300	300	
	WEED CUTTING	46,079	45,700	37,968	41,150	42,370	42,370	(3,330)
<u>TRAFFIC CONTROL (7101-736)</u>								
0102	Full Time Hourly Wages	99,342	106,690	64,382	89,190	100,000	100,000	
0103	Temporary Wages	0	2,700	0	0	0	0	
0104	Overtime Wages	7,701	6,500	3,218	6,500	7,000	7,000	
0110	Health Insurance	31,475	34,140	22,232	34,140	32,030	32,030	
0111	Fringes	24,439	26,280	15,325	21,910	24,770	24,770	
0115	Schools/Seminars/Training	583	200	0	200	200	200	
0124	Meal Allowance	64	80	12	20	0	0	
0217	Maint of Traffic Equip	7,229	10,000	5,631	10,000	10,000	10,000	
0218	Maintenance of Software	2,650	2,650	2,650	2,650	2,650	2,650	
0221	Telephone	47	30	21	30	30	30	
0222	Electricity	12,304	15,000	6,904	13,000	15,000	15,000	
0227	Cellular Telephone	173	150	127	150	150	150	
0236	Outside Services	46,161	45,000	5,220	7,000	45,000	45,000	
0293	Maint of Motor Veh/Fleet	4,811	4,000	2,718	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	86	150	94	150	150	150	
0296	Maint of Oper Equip/Fleet	102	120	0	120	120	120	
0301	Office Supplies	51	40	7	40	40	40	
0310	Gasoline & Oil	2,278	2,500	1,489	2,500	2,500	2,500	
0316	Equipment Maint. Supplies	483	300	0	300	300	300	
0317	Traffic Maint. Supplies	9,352	19,000	10,786	26,000	19,000	19,000	
0319	Safety Supplies	146	100	0	100	100	100	
0320	Small Tools	516	500	468	600	500	500	
0324	Traffic Paints	1,383	3,000	1,174	3,000	3,000	3,000	
0327	Sign Materials	24,345	17,000	8,696	10,000	17,000	17,000	
0333	All Other Supplies	1,839	750	112	750	750	750	
	TRAFFIC CONTROL	277,560	296,880	151,266	232,350	284,290	284,290	(12,590)
<u>STREET LIGHTING (7104-736)</u>								
0102	Full Time Hourly Wages	4,516	3,040	347	1,500	3,000	3,000	
0104	Overtime Wages	91	0	0	0	0	0	
0110	Health Insurance	1,356	900	114	900	900	900	
0111	Fringes	1,044	690	79	340	690	690	
0216	Maint of Operating Equip	582	2,000	0	2,000	2,000	2,000	
0222	Electricity	564,710	569,000	329,710	569,000	569,000	569,000	
0236	Outside Services	3,787	4,000	7,230	7,230	4,000	4,000	
0293	Maint of Motor Veh/Fleet	551	300	0	300	300	300	
0316	Equipment Maint. Supplies	125	2,000	0	1,000	2,000	2,000	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	1,176	1,000	22	1,000	1,000	1,000	
	STREET LIGHTING	577,938	583,030	337,502	583,370	582,990	582,990	(40)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY - P.W. EQUIP. (7581-737)</u>								
8108	Office Furniture & Equip.	0	250	210	250	250	250	
8113	Communication Equipment	931	750	0	750	750	750	
8116	Maintenance Equipment	2,715	3,000	0	3,000	3,000	3,000	
8133	All Other Equipment	1,382	1,100	0	1,100	1,100	1,100	
	CAP. OUTLAY - P.W. EQUIP.	5,028	5,100	210	5,100	5,100	5,100	0
<u>DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)</u>								
0101	Salaries	930	0	98	100	100	100	
0102	Full Time Hourly Wages	5,403	3,110	2,401	3,170	4,500	4,500	
0103	Temporary Wages	0	0	99	100	0	0	
0104	Overtime Wages	83	0	0	0	0	0	
0110	Health Insurance	1,613	910	854	910	1,350	1,350	
0111	Fringes	1,417	700	582	820	1,040	1,040	
	DPW SERVICES - INTERDEPT.	9,446	4,720	4,034	5,100	6,990	6,990	2,270
PUBLIC WORKS DEPARTMENT		3,926,510	4,059,890	2,724,532	3,968,090	4,050,660	3,989,850	(70,040)
							Percent Budget Change	-1.73%

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department Head

Chris Haese

Major Activities

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

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$1,378,714	\$1,524,320	\$1,675,830	9.94%	\$1,663,330	9.12%
No. of Employees (FTE)	10.4	11	11	0.00%	11	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Community Development & Assessment

Mass Transit Net Cost

(12,500)

Mayor's Comments:

Reduce net cost increase from 19% to 5%

**CITY OF NEENAH
2018 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 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 District oversight; project development planning; business development loans; home improvement loans; grants administration (CDBG, Dial-A-Ride, Mass Transit). Staff serves Mayor, Common Council, Plan Commission, Community Development Authority, Board of Appeals, Board of Review, Loan Assistance Board, Committee on Aging, Landmarks Commission, Parking Task Force, BID Board, Sustainable Neenah Committee and special project committees.

2017 Accomplishments:

Planning

As of September 2017, Staff has completed 33 planning/zoning reviews, including plats, certified survey maps, rezoning/special use/variance applications, site plans, drainage plans, annexation petitions, comprehensive plan amendments, and home occupation applications, which is an increase of 10 from 2016. Leadership of major project plans throughout the City, preliminary discussion regarding several potential larger developments, implementation of the Downtown parking study including coordination of the Automated License Reader program, finalizing the Comprehensive Plan Rewrite, review of land use regulations, and the beginning research for the S. Commercial Street Revitalization plan. Staff continues to push for integration of GIS software into daily office functions to improve efficiency.

Inspections

As of September 2017, completed over 4,500 inspections in response to permits issued, complaints received, well abandonment, RPZ testing, housing rehab, sewer exemption programs and erosion control. Continued private property enhancement efforts utilizing full-time code enforcement officer.

Code Enforcement/Weights and Measures

The newly created Code Enforcement/City Sealer position was filled in May of 2017. As of September 2017, 1,300 code enforcement inspections were conducted, 500 orders issued and 12 citations written. The City Sealer completed inspections for price accuracy at 35 businesses and device accuracy at 48 businesses totaling over 500 devices during that same period, including all City gas dispensers.

City Assessor

Completed systematic field reviews, permit updates, sales visits and analysis, and over 500 annual property inspections. Completed Open Book and Board of Review hearings. Continued updating assessment data in new Market Drive CAMA system. Utilization of the new Market Drive CAMA system and GIS to create efficiencies and analyze assessment-related activities. Continuing to identify methods to become more efficient through the use of technology.

Economic Development

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

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Housing and Community Services

Prepared 2017 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.

2018 Goals/Plans:

Planning

Review of the Zoning Code, Subdivision Ordinance and other land use regulations to ensure consistency with the Comprehensive Plan.

Project reviews of commercial, industrial and residential developments.

Review land development regulations and make changes where needed with the assistance of the Plan Commission.

Continue implementation of natural resource regulations (wetlands, floodplains, shorelands, stormwater management).

Expand use of computer/GIS systems and land records modernization for internal and external (public) use.

Continue effective internship program to the benefit of the City and upcoming planning professionals.

Review planning process and identify ways to make them more efficient.

Proceed with the S. Commercial Street revitalization plan.

Begin prioritizing and implementing recommendations of the Comprehensive Plan.

Inspections

Ongoing inspections/enforcement duties.

Continue staff cross-training efforts.

Continue development of community development software.

Continue training and development of full time code enforcement officer/City Sealer.

Full implementation of the newly acquired permit management system including the ability for customers to purchase and pay for building permits on-line.

City Assessor

Identify ways to improve efficiency through use of technology and changes to existing processes.

Execute all permit, property sale and annual share of citywide physical inspections.

Continue quality control initiatives in order to assure accuracy of data.

Prioritize/modify office and field procedures to accelerate frequency of citywide revaluations.

Reevaluate personal property accounts to insure accuracy and completeness.

Manage work of Statutory Assessor.

Conduct Open Book and Board of Review hearings.

Begin the revaluation process.

Increase the number of inspections of residential properties to those that haven't been inspected in over 15 years.

City Sealer

Administer and enforce the Weights and Measures laws and standards of Wisconsin.

Annually inspect businesses providing a commodity for sale by weight or measure.

Maintain an inspection rate of at least 95%.

Establish procedure for inspecting jeweler scales with newly acquired equipment.

Economic Development

Manage Downtown Gateway redevelopment projects.

Manage expansion of Southpark Industrial Center.

Manage Neenah Riverwalk Zone and downtown economic development initiatives.

Manage development projects within all seven Tax Increment Districts.

Coordinate downtown parking programs.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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.

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 2018 Budget Request:

Community Development Assessors Function: \$95,000 included in outside services to hire contract assessor firm to assist with City-wide revaluation.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
COMM. DEVELOPMENT ADMIN. (9301-801)								
0101	Salaries	252,889	260,020	186,932	246,090	252,830	252,830	
0103	Temporary Wages	5,300	6,000	4,349	6,000	6,000	6,000	
0110	Health Insurance	63,730	62,170	46,629	62,170	56,660	56,660	
0111	Fringes	46,622	48,610	34,951	46,060	47,080	47,080	
0115	Schools/Seminars/Training	436	200	25	200	200	200	
0123	Auto Allowance	0	50	0	0	50	50	
0128	Empl Recognition Awards	100	0	0	0	10	10	
	Personal Services	369,077	377,050	272,886	360,520	362,830	362,830	(14,220)
0202	Outside Printing	0	100	0	50	50	50	
0203	Postage	1,229	1,260	765	1,260	1,260	1,260	
0204	Conferences & Meetings	335	250	35	150	250	250	
0206	Advertising & Publication	0	200	0	100	200	200	
0207	Dues & Memberships	440	500	20	500	500	500	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	474	1,970	1,814	1,970	2,950	2,950	
0227	Cellular Telephone	960	1,000	720	1,000	1,000	1,000	
0236	Outside Services	310	9,500	532	9,500	250	250	
0254	Printer / Copies	2,413	2,500	1,132	3,010	3,150	3,150	
0255	IS Services / Internal	61,756	54,190	40,643	51,330	61,480	61,480	
	Contractual Services	67,917	71,520	45,661	68,920	71,140	71,140	(380)
0301	Office Supplies	541	580	647	650	600	600	
0302	Inhouse Printing	5	30	0	30	30	30	
0303	Computer Oper Supplies	0	200	0	100	200	200	
0308	Books and Periodicals	0	100	0	0	100	100	
0333	All Other Supplies	10	50	0	50	50	50	
0343	Small Program Packages	59	200	559	560	700	700	
0344	Small Equipment	0	500	63	500	200	200	
0347	Small Computer Hardware	394	300	195	200	400	400	
	Supplies & Materials	1,009	1,960	1,464	2,090	2,280	2,280	320
	COMM. DEVELOP. ADMIN.	438,003	450,530	320,011	431,530	436,250	436,250	(14,280)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	176,587	195,100	135,397	200,700	211,860	211,860	
0103	Temporary Wages	5,619	0	0	0	0	0	
0110	Health Insurance	44,660	52,840	39,627	52,840	60,330	60,330	
0111	Fringes	39,691	43,460	30,164	44,710	48,440	48,440	
0115	Schools/Seminars/Training	1,264	1,080	1,475	1,480	1,250	1,250	
0128	Empl Recognition Awards	5	10	75	80	0	0	
	Personal Services	267,826	292,490	206,738	299,810	321,880	321,880	29,390
0207	Dues & Memberships	600	1,000	260	1,000	1,000	1,000	
0213	Maint of Motor Vehicles	4	200	4	200	200	200	
0218	Maint of Software	349	980	346	980	710	710	
0227	Cellular Telephone	169	120	1,187	1,450	1,950	1,950	
0242	Permits	165	170	42	170	170	170	
0254	Printer / Copies	86	80	35	50	70	70	
0255	IS Services / Internal	13,286	15,240	11,430	15,240	18,530	18,530	
0293	Maint Of Motor Veh/Fleet	3,073	2,500	1,263	2,000	2,500	2,500	
0294	Oil and Fluids/Fleet	53	150	70	150	150	150	
	Contractual Services	17,785	20,440	14,637	21,240	25,280	25,280	4,840
0302	Inhouse Printing	30	40	9	40	40	40	
0308	Books and Periodicals	0	200	685	690	200	200	
0310	Gasoline & Oil	1,871	3,000	1,397	2,000	2,500	2,500	
0333	All Other Supplies	0	80	199	200	100	100	
0334	Other- WI Building Seals	2,080	2,100	0	2,100	2,100	2,100	
	Supplies & Materials	3,981	5,420	2,290	5,030	4,940	4,940	(480)
	INSPECTIONS	289,592	318,350	223,665	326,080	352,100	352,100	33,750

WEIGHTS & MEASURES (9305-801)

0101	Salaries	0	30,190	2,501	12,470	20,020	20,020	
0110	Health Insurance	0	11,800	3,932	6,880	7,870	7,870	
0111	Fringes	0	7,240	600	2,990	4,910	4,910	
0115	Schools/Seminars/Training	0	3,000	187	200	800	800	
0118	License Renewal	0	80	0	0	0	0	
	Personal Services	0	52,310	7,220	22,540	33,600	33,600	(18,710)
0202	Outside Printing	0	50	0	50	50	50	
0203	Postage	0	50	5	50	50	50	
0207	Dues & Memberships	0	200	171	200	200	200	
0213	Maint of Motor Vehicles	0	100	5	50	100	100	
0218	Maint of Software	644	700	563	570	200	200	
0227	Cellular Telephone	8	10	378	500	500	500	
0236	Outside Services	0	16,350	16,782	16,790	250	250	
0238	Professional Services	0	50	0	0	50	50	
0254	Printer / Copies	0	50	0	50	50	50	
0255	IS Services / Internal	0	3,110	2,332	3,590	4,840	4,840	
0293	Maint Of Motor Veh/Fleet	0	300	0	100	300	300	
0294	Oil and Fluids/Fleet	0	50	0	50	50	50	
	Contractual Services	652	21,020	20,236	22,000	6,640	6,640	(14,380)
0301	Office Supplies	100	200	17	100	100	100	
0302	Inhouse Printing	0	30	10	30	30	30	
0303	Computer Oper Supplies	0	50	72	80	60	60	
0308	Books and Periodicals	0	150	0	0	100	100	
0310	Gasoline & Oil	0	190	0	190	600	600	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
0333	All Other Supplies	53	250	28	250	250	250	
0344	Small Equipment	0	200	85	100	200	200	
0347	Small Computer Hardware	0	2,100	1,742	1,750	200	200	
0349	Decals	0	0	0	0	100	100	
	Supplies & Materials	153	3,170	1,954	2,500	1,640	1,640	(1,530)
	WEIGHTS & MEASURES	805	76,500	29,410	47,040	41,880	41,880	(34,620)
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	111,504	104,990	78,835	118,800	120,740	120,740	
0103	Temporary Wages	672	800	398	800	800	800	
0110	Health Insurance	38,560	35,420	26,568	35,420	40,920	40,920	
0111	Fringes	25,923	24,310	18,209	27,480	27,930	27,930	
0115	Schools/Seminars/Training	1,038	1,250	685	1,250	1,250	1,250	
0117	Clothing Allowance	0	100	27	100	100	100	
0123	Auto Allowance	0	100	0	0	0	0	
0128	Empl Recognition Awards	0	50	0	0	0	0	
	Personal Services	177,697	167,020	124,722	183,850	191,740	191,740	24,720
0202	Outside Printing	412	500	475	500	600	600	
0203	Postage	572	1,650	397	1,000	1,300	1,300	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	290	330	325	330	330	330	
0213	Maint of Motor Vehicles	0	0	0	0	330	330	
0218	Maint of Software	343	9,520	8,248	9,520	10,210	10,210	
0227	Cellular Telephone	249	250	181	250	650	650	
0233	Other Serv-Manufac Fees	15,069	16,000	0	16,000	16,500	16,500	
0236	Outside Services	34,953	34,000	27,479	34,000	125,000	125,000	
0254	Printer / Copies	257	230	106	210	220	220	
0255	IS Services / Internal	29,446	27,620	20,715	20,720	21,240	21,240	
0293	Maint Of Motor Veh/Fleet	625	500	167	350	300	300	
0294	Oil and Fluids/Fleet	54	50	21	50	50	50	
	Contractual Services	82,270	90,750	58,114	83,030	176,830	176,830	86,080
0301	Office Supplies	385	300	255	300	300	300	
0302	Inhouse Printing	4	100	0	50	50	50	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	330	0	330	250	250	
0310	Gasoline & Oil	279	430	234	350	350	350	
0333	All Other Supplies	38	200	255	260	200	200	
0344	Small Equipment	167	200	207	210	200	200	
0347	Small Computer Hardware	128	200	20	200	200	200	
	Supplies & Materials	1,001	1,810	971	1,750	1,600	1,600	(210)
	ASSESSOR OPERATIONS	260,968	259,580	183,807	268,630	370,170	370,170	110,590
	COMMUNITY DEVELOPMENT	989,368	1,104,960	756,893	1,073,280	1,200,400	1,200,400	95,440
							Percent Budget Change	8.64%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>COMMUNITY DEV. REVENUES:</u>								
	Weights & Measures	26,170	30,000	30,100	30,100	30,000	30,000	
	Licenses/Permits	197,768	194,200	180,413	204,500	198,850	198,850	
	Community Dev. Fees	12,075	5,630	15,736	17,720	24,950	24,950	
	TOTAL REVENUES	<u>236,013</u>	<u>229,830</u>	<u>226,249</u>	<u>252,320</u>	<u>253,800</u>	<u>253,800</u>	<u>23,970</u>
						Percent Budget Change		10.43%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	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	\$94,080	\$94,080	\$98,170
Deputy Director-CD/Assessmt	Grade N3	1.00	Grade N3	1.00	65,870	65,870	67,030
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	75,520	75,520	75,900
Assistant Planner	Grade J3	1.00	Grade J3	1.00	62,280	62,280	62,530
Plumbing Inspector	Grade K3	1.00	Grade K3	1.00	55,830	55,830	56,810
Assistant Bldg. Inspector	Grade K3	1.00	Grade K3	1.00	57,840	51,610	54,040
Property Appraiser II	Grade J3	1.00	Grade J3	1.00	52,260	52,260	52,840
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	42,990	42,990	43,850
Weights & Measures/ Code Enforcement Inspector	Grade G3	1.00	Grade G3	1.00	30,380	24,940	39,890
Office Manager	Grade G3	1.00	Grade G3	1.00	39,770	39,770	40,210
Admin Asst/Assessor Tech	Grade G3	1.00	Grade G3	1.00	38,780	38,210	37,570
Subtotal		11.00		11.00	\$615,600	\$603,360	\$628,840
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	2,420
TEMPORARY							
Department Intern	9.00 /hr		9.00 /hr		6,000	6,000	6,000
Temp. Help Assessment	9.00 /hr		9.00 /hr		800	800	800
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		25,300	25,300	25,810
TOTAL	XXX	11.00	XXX	11.00	\$622,400	\$610,160	\$638,060

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

The Commission continued public information activities including Vintage Adventure and the Landmarks Commission information brochure, and reviewed exterior building permit projects on landmark properties.

2018 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 2018 Budget Request:

None.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SUSTAINABLE NEENAH

Goals/Responsibilities:

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

Activities:

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

2017 Accomplishments:

Sponsored the Neenah Farmer’s Market and educated citizens on a variety of sustainable topics. Promoted sustainability education through web site information and cooperative education with area communities. Drafted and recommended modification of beekeeping ordinance to allow honey bees, promoted additional tree planting in the community, and reviewed City energy use for reductions and cost savings.

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

None.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Comm. Dev. Authority/ Y-Senior Friends/Committee on Aging
Program: Community Development and Human Services	Submitted by: Chris Haese

COMMUNITY DEVELOPMENT AUTHORITY

Goals/Responsibilities:

Promote and initiate redevelopment, economic development and housing and revitalization programs.

Activities:

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

2017 Accomplishments:

Continued oversight of the Glatfelter Mill Redevelopment Project.
Completed the Redevelopment of Site 7 with the Gateway Tower project.
Completed negotiations and acquisition of numerous properties in the Gateway Redevelopment District.
Removed structure from acquired properties and constructed a 277 space parking lot to support the Site 7 project.
Successfully applied for and received a \$250,000 WEDC grant to support the Site 7 project.
Researched and identified future redevelopment project priorities.

2018 Goals/Plans:

Continue management of 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.

Major Increases (Decreases) in 2018 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.

2017 Accomplishments:

Estimated 2017 City of Neenah Resident Attendance: 9,456
Past funding: 2016 - \$14,230
2017 - \$14,530
Proposed funding: 2018 - \$14,800

2018 Goals/Plans:

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

COMMITTEE ON AGING

Goals/Responsibilities/Plans:

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

2017 Accomplishments:

Distribution of senior information flyer. Implementation of Second Annual "School for Seniors" event with Lakeland University.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

MASS TRANSIT

Goals/Responsibilities:

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

Activities:

Fixed-Route Bus Service and Valley Transit II

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

The Connector

The Connector, which Valley Transit has operated since 2007 and currently through a contract with Running, Inc., is demand-responsive transportation primarily for workers who travel outside of VT's normal operating hours and to destinations past the bus routes, bounded by Cty Hwy G and Hwy 76 in the Neenah area.

2017 Accomplishments:

Ridership through June 2017 on Route 30 (downtown Appleton to downtown Neenah) was 57,696 passenger trips (-4.5% from 2016); on Route 31/32 (internal Neenah route) 22,695 passenger trips (-5.5% from 2016); and on Route 41 (Neenah to Grand Chute), 18,212 passenger trips (-4.4% from 2016).

2018 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 2018 Budget Request

	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Recommended</u>
Gross Bus Service Cost	\$365,000	\$365,000	\$416,800
Less: Grants/Aids	<u>-280,000</u>	<u>-280,000</u>	<u>-330,000</u>
Net Service Cost	85,000	85,000	86,800
Add: Shelter Operating Costs	3,630	2,260	5,930
Add: Connector Service	10,000	10,000	14,200
 NET BUS SERVICE COST	 <u>\$98,630</u>	 <u>\$97,260</u>	 <u>\$116,930</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Dial-A-Ride
Program: Community Development and Human Services	Submitted by: Chris Haese

DIAL-A-RIDE

Goals/Responsibilities:

To provide subsidized taxi rides to adults 60 years and older.

Activities:

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

2017 Accomplishments:

Provide estimated 8,000 rides through contract with Fox Valley Cab, current program service provider.

2018 Goals/Plans:

Continue existing service levels.

Major Increases (Decreases) in 2018 Budget Request:

None

	<u>2017 Budget</u>	<u>2018 Recommended</u>
Total Estimated Cost	\$115,732	\$117,294
Fares	26,250	28,000
Fed and State Transit Aids/Misc. Income	39,482	40,294
United Way, City of Menasha, Winnebago County	38,000	37,000
City of Neenah	12,000	12,000

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance (Deficit) January 1	\$61,254	\$72,847	\$72,847	\$88,347
<u>Revenues</u>				
Intergovernmental	\$43,880	\$42,000	\$42,000	\$42,000
Contribution	8,578	8,000	8,500	8,000
Total Revenues	\$52,458	\$50,000	\$50,500	\$50,000
<u>Expenditures</u>	\$40,865	\$50,000	\$35,000	\$50,000
Excess Revenues Over (Under) Expenditures	\$11,593	\$0	\$15,550	\$0
Fund Balance (Deficit) December 31	\$72,847	\$72,847	\$88,347	\$88,347

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
LANDMARK OPERATIONS (9319-801)								
0202	Outside Printing	1,690	2,000	0	500	1,000	1,000	
0203	Postage	0	150	0	100	100	100	
0204	Conferences & Meetings	408	400	150	400	400	400	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	115	200	115	120	200	200	
0236	Outside Services	325	500	375	500	500	500	
	Contractual Services	2,538	3,350	640	1,620	2,300	2,300	(1,050)
0301	Office Supplies	50	50	0	50	50	50	
0318	Maps and Records	0	1,000	0	0	500	500	
0326	Photography Supplies	0	100	0	100	100	100	
0333	All Other Supplies	0	500	0	200	500	500	
	Supplies & Materials	50	1,650	0	350	1,150	1,150	(500)
	LANDMARK OPERATIONS	2,588	5,000	640	1,970	3,450	3,450	(1,550)
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
0115	Schools/Seminars/Training	110	0	0	0	0	0	
	Personal Services	110	0	0	0	0	0	0
0202	Outside Printing	0	500	0	0	500	500	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	1,000	1,000	1,000	1,000	1,000	1,000	
0261	Misc	240	300	0	0	300	300	
	Contractual Services	1,240	1,900	1,000	1,000	1,900	1,900	0
0333	All Other Supplies	355	1,000	50	500	1,000	1,000	
	Supplies & Materials	355	1,000	50	500	1,000	1,000	0
	SUSTAINABLE NEENAH	1,705	2,900	1,050	1,500	2,900	2,900	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	100	0	100	100	100	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
0219	Maintenance of Land	212	4,000	162	500	3,000	3,000	
0222	Electricity	1,016	950	526	950	1,000	1,000	
0224	Water & Sewer	132	150	67	150	150	150	
0226	Storm Water	609	750	315	750	750	750	
0236	Outside Services	0	100	72	100	100	100	
	Contractual Services	1,969	6,300	1,142	2,550	5,350	5,350	(950)
	COM DEV AUTHORITY	1,969	6,300	1,142	2,550	5,350	5,350	(950)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
MASS TRANSIT (9323-801)								
0214	Maintenance of Buildings	2,352	1,500	130	130	3,800	1,500	
0222	Electricity	2,284	2,000	1,275	2,000	2,000	2,000	
0226	Storm Water	126	130	63	130	130	130	
0236	Outside Services	352,092	365,000	253,136	365,000	416,800	406,600	
0268	Connector Cost	0	10,000	0	10,000	14,200	14,200	
	Contractual Services	356,854	378,630	254,604	377,260	436,930	424,430	45,800
	MASS TRANSIT	356,854	378,630	254,604	377,260	436,930	424,430	45,800
DIAL-A-RIDE PROGRAM (9322-801)								
0236	Outside Services	12,000	12,000	12,000	12,000	12,000	12,000	
	Contractual Services	12,000	12,000	12,000	12,000	12,000	12,000	0
	DIAL-A-RIDE PROGRAM	12,000	12,000	12,000	12,000	12,000	12,000	0
Y-SENIOR FRIENDS PROGRAM (9324-801)								
0236	Outside Services	14,230	14,530	14,530	14,530	14,800	14,800	
	Contractual Services	14,230	14,530	14,530	14,530	14,800	14,800	270
	Y-SENIOR FRIENDS PROGRAM	14,230	14,530	14,530	14,530	14,800	14,800	270
COMMITTEE ON AGING (9221-792)								
0203	Postage	100	100	0	100	100	100	
0204	Conferences & Meetings	0	100	0	0	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
	Contractual Services	100	250	0	100	250	250	0
	COMMITTEE ON AGING	100	250	0	100	250	250	0
OTHER COMMUNITY SERVICES		389,446	419,610	283,966	409,910	475,680	463,180	43,570
							Percent Budget Change	10.38%

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$2,048,774	\$2,080,850	\$2,182,180	4.87%	\$2,142,180	2.95%
No. of Employees (FTE)	23	23	24	4.35%	23-24	n/a

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Library (40,000)

Mayor's Comments:

The Library has requested approximately \$80,000 to add extra hours to allow the Library to remain open on Sundays year-round. I am recommending reducing that request by \$40,000 and am asking the Library search for ways to implement the increase in Sunday hours at a lower cost and without the addition of a full-time position.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goal/Responsibility:

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

Activities:

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

2016-2017 Accomplishments:

• **Visitors**

There were 291,000 visitors to the library in 2016 – an average of 85 people every hour the library is open. Neenah Public Library is the 17th busiest library in the state. (Neenah is the 37th largest community with a public library, including communities with county libraries.)

• **Circulation**

Neenah remains the 10th highest circulating library in the state. Neenah is just behind much larger community libraries (Madison, Milwaukee, Brown County, Kenosha, Janesville, Appleton, etc.) in circulation.

• **Cost per circulation**

The library's cost per circulation is \$2.40 per checkout, the lowest cost of any library in Winnebago County and the lowest cost per circulation of the top 20 circulating libraries in the state.* (Cost per circulation is determined by dividing the total operating expenditures of the library by circulation.) Our resident support per capita is \$48.56, the cost of two hardcover books.

*Source: Department of Public Instruction, 2015 Wisconsin Public Library Service Data.

• **Reference services**

Staff answered 65,000 reference questions in 2016, providing instruction in the use of a variety of electronic devices, assisting patrons in applying for employment and government services, completing and updating resumes, downloading electronic books and audio books, finding materials for schoolwork, and selecting recreational reading, viewing, and listening materials for patrons of all ages.

• **Volunteers**

Over 100 volunteers assist with library duties and special projects, including the shelving of over half of all returned library materials. Volunteers worked a record 6,159 hours in 2016, an 11% increase over 2015.

• **Programs**

A record 867 programs were offered in 2016 with attendance of almost 33,000. Over 2,200 children participated in the summer library program in 2017 – a new record for the library. Neenah has the 11th highest program attendance in the state.

• **Partnerships**

The Library partnered with the following organizations for special events and projects and ongoing programs: Neenah Joint School District, Future Neenah, Fox Cities Book Festival, Fox Cities Reads, Valley VNA, Fox Valley Memory Project, Neenah Historical Society, Compassionate Canines, AARP, Winnebago County (legal assistance clinics, WIC program), UW Extension-Winnebago County (Suburban Homesteading series; Master Gardeners-library landscaping), Heid Music, 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.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018 Goals/Plans:

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

Major Increases (Decreases) in 2018 Budget Request:

LIBRARY ADMINISTRATION

The Library conducted a community survey in spring 2017 and received over 1,000 responses and many comments. The responses indicated a high satisfaction with and support for the Library. Respondents also indicated a desire for additional open hours, particularly weekend/summer hours, an increase in programs, additional online/electronic resources and additional materials for the collection. In response, the 2018 budget includes funding for additional positions to allow the Library to remain open on weekends year-round. The funding request includes a new full-time Librarian in Youth and, pending a retirement, changing a part-time Assistant Librarian in Youth to a part-time Librarian position in Adult. Additional funding is also requested for Premium Pay, which staff receives for working Sunday hours. The additional staff will allow us to address the demand for more programming as well. To offset some of the additional open hours, the library may be closed additional days, e.g., Labor Day weekend, Memorial Day weekend, 5 p.m. on July 3, New Year's Eve, evening of staff in-service.

ELECTRICITY

The Library converted all fluorescent lighting to LED in late 2016. The change has resulted in a savings of approximately \$1,000 monthly.

ELECTRONIC MATERIALS

The Electronic Materials budget includes the Overdrive subscription (downloadable audiobooks and electronic books) as well as reference sources, such as the electronic version of the Post Crescent, which in previous years was part of the Library Materials budget. The Library Materials line item has been reduced accordingly. This provides a more accurate representation of electronic vs. physical materials expenditures. The Materials budget was reduced an additional \$2,000 in order to offset some of the cost associated with the additional staffing request.

WALS (Winnefox Automated Library System) COMPUTERIZATION

The 2018 fee for WALS has increased by 4.23%. The formula for determining WALS fees was revised in 2017 for 2018 fees. The formula includes file size (number of cardholders, number of items in the collection) and circulation. Neenah continues to be the highest circulating library in WALS, thus the increases over the last couple of years. The cost of WALS per item checked out remains extremely low at .17 per checkout.

CAPITAL OUTLAY

Requesting \$3,000 (furniture and equipment) to replace six staff chairs.

OPERATING RECEIPTS (revenue)

The Library anticipates a 1% increase (\$10,860) from Winnebago County for services to township residents. The Library will also receive payments from Waushara, Fond du Lac and Green Lake counties for circulation to their residents. Procurement Card rebate has increased to over \$12,000.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
<u>LIBRARY ADMINISTRATION (9501-821)</u>								
0101	Salaries	611,257	619,960	440,792	622,660	682,250	682,250	
0102	Hourly Wages	307,346	310,440	226,531	305,670	316,300	316,300	
0103	Temporary Wages	59,899	58,000	42,837	58,000	55,000	55,000	
0107	Substitutions	0	4,000	0	0	0	0	
0109	Premium Pay	11,949	11,000	7,738	11,000	16,500	16,500	
0110	Health Insurance	176,450	173,930	130,446	173,930	189,670	189,670	
0111	Fringes	175,189	161,020	115,205	160,050	173,650	173,650	
0115	Schools/Seminars/Training	82	2,000	1,761	2,000	2,000	2,000	
0123	Auto Allowance	1,030	800	241	800	800	800	
0128	Empl Recognition Awards	100	0	0	0	100	100	
	Personal Services	1,343,302	1,341,150	965,551	1,334,110	1,436,270	1,436,270	95,120
0202	Outside Printing	604	2,200	1,478	2,200	1,600	1,600	
0203	Postage	2,008	2,400	1,917	2,400	2,400	2,400	
0204	Conferences & Meetings	2,670	2,600	3,619	3,620	2,600	2,600	
0205	Credit/Debit Charges	992	1,000	580	1,000	1,000	1,000	
0206	Advertising & Publication	1,431	3,000	1,390	1,600	1,600	1,600	
0207	Dues & Memberships	1,236	2,300	1,749	2,300	2,300	2,300	
0212	Maint of Office Equipment	1,590	3,000	1,590	2,000	2,000	2,000	
0214	Maintenance of Buildings	30,651	43,000	24,549	43,000	43,000	43,000	
0216	Maint of Operating Equip.	0	300	0	0	200	200	
0219	Maintenance of Land	925	2,700	1,585	2,700	2,100	2,100	
0221	Telephone	3,008	2,800	2,085	2,800	2,800	2,800	
0222	Electricity	54,917	60,000	33,233	48,000	50,000	50,000	
0223	Natural Gas	7,911	13,500	5,348	13,000	13,000	13,000	
0224	Water & Sewer	8,062	8,800	4,342	8,800	9,240	9,240	
0225	Commercial Dumpster	660	500	335	500	500	500	
0226	Storm Water	924	1,000	462	1,000	1,000	1,000	
0227	Cellular Telephone	180	180	135	180	180	180	
0236	Outside Services	19,867	20,000	8,956	17,000	17,000	17,000	
0237	Pest Control	104	400	104	200	200	200	
0246	Property & Liability Ins	12,331	16,300	12,539	16,300	16,300	16,300	
0249	Collection Services	3,774	3,800	1,826	3,800	3,800	3,800	
0250	Copy Mach. Lease/Supplies	17,690	18,000	15,377	18,500	18,500	18,500	
0252	Rental of Equipment	551	500	426	500	500	500	
0254	Printer / Copies	1	10	0	0	0	0	
0255	IS Services/Internal	4,662	8,670	6,503	8,670	7,660	7,660	
	Contractual Services	176,749	216,960	130,128	200,070	199,480	199,480	(17,480)
0301	Office Supplies	4,515	4,200	5,847	6,200	4,500	4,500	
0302	Inhouse Printing	11	100	7	30	60	60	
0303	Computer Operation Supply	4,385	3,200	2,920	3,200	3,200	3,200	
0306	Cleaning/Janitor Supplies	7,418	7,400	6,940	7,400	7,400	7,400	
0316	Equipment Maint Supplies	298	300	33	300	300	300	
0319	Safety Supplies	237	400	107	300	300	300	
0333	All Other Supplies	80	0	0	0	0	0	
0340	Library Books & Materials	288,994	283,000	237,266	283,000	274,000	274,000	
0341	Library Supplies	11,005	7,200	10,177	10,180	7,800	7,800	
0342	Tech Service Supplies	20,803	21,000	17,478	21,000	21,000	21,000	
0343	Small Program Packages	0	1,000	490	1,000	1,000	1,000	
0344	Small Equipment	1,785	2,500	626	2,500	2,500	2,500	
0349	Electronic Materials	9,305	21,340	23,300	23,300	28,000	28,000	
	Supplies & Materials	348,836	351,640	305,191	358,410	350,060	350,060	(1,580)
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	1,868,887	1,909,750	1,400,870	1,892,590	1,985,810	1,945,810	36,060

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>WALS COMPUTERIZATION (9503-821)</u>								
0203	Postage	907	800	370	800	800	800	
0233	Other Services	134	1,300	0	200	200	200	
0236	Outside Services	134,174	142,310	143,996	144,000	148,340	148,340	
0253	Technology Res Fund	24,143	26,690	26,133	26,140	26,690	26,690	
	Contractual Services	159,358	171,100	170,499	171,140	176,030	176,030	4,930
	WALS COMPUTERIZATION	159,358	171,100	170,499	171,140	176,030	176,030	4,930
<u>SPECIAL RESERVES & ESCROW (9509-821)</u>								
101	Salaries	0	0	0	0	14,920	14,920	
111	Fringes	0	0	0	0	2,420	2,420	
	Special Reserves & Escrow	0	0	0	0	17,340	17,340	17,340
<u>FUNDS CARRIED FORWARD</u>								
0236	Outside Services	16,715	0	5,832	5,840	0	0	
	Contractual Services	16,715	0	5,832	5,840	0	0	0
8108	Office Furniture and Equip.	0	0	0	0	3,000	3,000	
8133	All Other Equipment	3,814	0	11,868	11,870	0	0	
	Capital Outlay	3,814	0	11,868	11,870	3,000	3,000	3,000
	Funds Carried Forward	20,529	0	17,700	17,710	3,000	3,000	3,000
	TOTAL EXPENDITURES	2,048,774	2,080,850	1,589,069	2,081,440	2,182,180	2,142,180	61,330
<u>OPERATING RECEIPTS (010-0000-542)</u>								
0200	Library Receipts	33,380	35,000	19,476	26,000	26,000	26,000	
0201	Coffee Sales	1,469	1,500	1,102	1,500	1,500	1,500	
0202	Bottled Beverages/Snacks	1,746	1,500	2,064	2,600	2,600	2,600	
0203	Copier/Printer Fees	13,886	14,500	11,147	15,000	15,000	15,000	
0204	Lost/Damaged Materials	8,650	8,000	4,070	5,500	5,500	5,500	
0205	Sale of Library Property	271	0	124	130	0	0	
0206	P-Card Rebate	5,553	6,000	12,192	12,200	12,200	12,200	
0207	Winnebago County	712,850	756,840	567,632	756,840	767,700	767,700	
0208	Calumet County	14,633	22,500	22,497	22,500	21,200	21,200	
0209	Fond Du Lac County	522	0	0	0	1,080	1,080	
0209	Waushara County	0	0	0	0	660	660	
0210	Green Lake County	0	0	0	0	170	170	
0211	Collection Fee Charges	3,293	3,000	1,832	3,000	3,000	3,000	
	TOTAL OPERATING RECEIPTS	796,253	848,840	642,136	845,270	856,610	856,610	7,770
<u>DEBT SERVICE FOR NEW LIBRARY</u>								
0700	Winnebago County	104,215	108,509	81,382	108,509	108,509	108,509	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 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

2014	2015	2016
36.40%	37.90%	38.60%

Winnebago County reimbursement for Township use:

	2016	2017	2018
Amount	712,850	756,840	767,700
% Change	1.879%	6.171%	1.435%

TOTAL EXPENDITURES	2,048,774	2,080,850	1,589,069	2,081,440	2,182,180	2,142,180	61,330
					Percent Budget Change		2.95%
TOTAL REVENUES	796,253	848,840	642,136	845,270	856,610	856,610	7,770
					Percent Budget Change		0.92%
NET EFFECT ON LEVY	<u>1,252,521</u>	<u>1,232,010</u>	<u>946,933</u>	<u>1,236,170</u>	<u>1,325,570</u>	<u>1,285,570</u>	<u>53,560</u>
					Percent Budget Change		4.35%

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$83,900	\$85,050	\$88,740
Assistant Director	Grade N3	1.00	Grade N3	1.00	65,180	65,530	66,760
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	61,070	61,380	62,640
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	65,730	66,080	67,340
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	203,950	204,130	206,000
Youth Services Librarian	Grade I3	1.00	Grade I3	2.00	46,150	46,420	93,350
Asst Libr. Adult Acquisition	Grade G3	1.00	Grade G3	1.00	50,780	50,780	51,030
Building Maintenance	Grade L3	0.05	Grade L3	0.05	3,160	3,170	3,210
Building Custodian	Grade G3	<u>1.00</u>	Grade G3	<u>1.00</u>	<u>40,040</u>	<u>40,120</u>	<u>40,560</u>
Subtotal		11.05		12.05	\$619,960	\$622,660	\$679,630
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade F	0.67	Grade F	0.67	19,290	20,370	20,790
Adult Svcs Asst. Libr.	-	-	Grade F	0.26	0	0	10,400
Asst. Libr. Youth Acquisition	Grade E	0.67	Grade E	0.67	17,950	18,140	18,500
Lib Asst Circ. Svc (13,520 Hrs)	Grade C	6.89	Grade C	6.89	170,340	161,030	169,590
Lib Asst Tech. Svc (3,120 Hrs)	Grade C	1.59	Grade C	1.59	42,220	42,240	42,570
Asst Libr Yth Svc (5,200 hrs)	Grade E	2.12	Grade E	1.86	60,640	63,890	53,240
Substitutions	-	-	-	-	<u>4,000</u>	<u>0</u>	<u>0</u>
Total Part-time		11.94		11.94	\$314,440	\$305,670	\$315,090
OTHER COMPENSATION							
Premium Pay*	-	-	-	-	11,000	11,000	16,500
Accrued Wages	-	-	-	-	0	0	3,830
TEMPORARY							
Casual	8.00-16.00/hr.	-	8.00-16.00/hr.	-	58,000	58,000	55,000
TOTAL	XXX	22.99	XXX	23.99	\$1,003,400	\$997,330	\$1,070,050

* Sunday hours premium pay.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2017 Accomplishments:

- Replacement of signage on Oak Street Bridge and along the Harbor/Channel
- Continue control measures
- Coordinated placement and removal of navigation buoys
- Coordinated the weed cutting throughout the channel / harbor area

2018 Goals/Plans:

- Continue replacement of buoys
- Continue control measures

Major Increases (Decreases) in 2018 Budget Request: None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>HARBOR COMMITTEE (9602-831)</u>								
0102	Hourly	0	100	0	0	100	100	
0104	Overtime Wages	0	100	0	0	100	100	
0110	Health Insurance	0	60	0	60	60	60	
0111	Fringes	0	40	0	0	30	30	
	Personal Services	0	300	0	60	290	290	(10)
0236	Outside Services	3,800	5,000	4,225	4,730	5,000	5,000	
0104	Overtime Wages	300	300	0	0	300	300	
	Contractual Services	4,100	5,300	4,225	4,730	5,300	5,300	0
0333	All Other Supplies	751	1,000	0	0	750	750	
	Supplies & Materials	751	1,000	0	0	750	750	(250)
	HARBOR COMMISSION	4,851	6,600	4,225	4,790	6,340	6,340	(260)
						Percent Budget Change		-3.94%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goal/Responsibility:

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

Activities and Value:

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

The Bending Brilliance show was exceptional, in the fact that it brought together neon and plasma artists from all over the country and was one of our best attended exhibits.

The Fox Valley Area High School show continues to grow, we now have over 14 area schools involved, with the students making and displaying over 300 objects.

This past year a new program called “Art After Dark” was held on the third Thursdays of the month. 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.

The museum has completed its effort to take images of 1000 objects and post them online. They can be found at: <https://www.google.com/culturalinstitute/beta/partner/bergstrom-mahler-museum-of-glass>

2016- 2017 Exhibitions included:

- ***Bending Brilliance – Neon and Plasma Sculpture***, artwork created by some of the nation’s leading neon and plasma artists, *September 10, 2016 to February 19, 2017*
- ***Fox Valley Area High School Glass Exhibition*** – Glass artwork produced in the museum studios by area high school students, *March 4, 2017 to April 2, 2017*
- ***Quantum – an installation of glass, light and sound*** was a different exhibit for the museum. It was a single artwork that consisted of over 4000 different pieces of glass and took up our largest gallery. *April 23, 2017 to August 20, 2017*
- ***Searching for Excellence***, an exhibition of over 50 contemporary glass objects. The exhibit includes works from the founders of the Studio Glass movement to contemporary masters. *September 8, 2017 to February 11, 2018*

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

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

Utilities: \$42,700

2017 Allocation spent on:

New exhaust system for studio areas, including a conditioned return air system. (\$19,500)

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018 Capital Request:

Repair of handicapped ramp, landscaping improvements, partial Irrigation system replacement, re-seal driveway, replace Halon fire suppression system hoses. (\$22,300)

Major Increases (Decreases) in 2017 Budget Request:

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

DEPARTMENT OF PARKS & RECREATION

Department Head

Michael Kading

Major Activities

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

Operating Budget Information/Number of Employees:

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	\$1,956,177	\$1,959,300	\$1,976,480	0.88%	\$1,976,480	0.88%
No. of Employees (FTE) - All Funds	13.79	13.79	13.79	0%	13.79	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Park & Recreation

No changes recommended

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2017 Accomplishments:

- **Park Projects:** Continued to plan and fundraise for Neenah-Menasha Trestle project. Completed Herb & Dolly grant request. Completed the reconstruction of the skate park and held grand reopening. Continue to develop Arrowhead Park plans and grant applications. Completed Castle Oak and Carpenters Play Equipment Installations. Park staff maintained the facilities that host soccer, baseball, softball and kickball leagues and tournaments, and provided support for recreation programs, concerts and special events. Facilitated a positive response to the Pokemon Phenomenon. Began Phase 1 of the Washington Park redevelopment. Completed installation of power washer at Rec Boat Launch.
- **Recreation:** Provided programs to promote health, wellness and safety through recreation programs such as the Fun Runs, Children’s Playtime, Swim Lessons, adult and youth sports. Hosted 3rd Annual Filthy Fun Kids Run in conjunction with Village of Fox Crossing. Offered cultural opportunities: Riverside Players Community Theater, Neenah Community Band and numerous youth programs. Provided places and programs for family activities with Movie Nights, Park Kart and Storywalks. Coordinated 12th Annual Neenah Classic Boat Show.
- **New Programs:**
 - Recreational TREE Climbing
 - The Grinch Candy Cane Hunt
 - Camp STEM-azing
 - Pickleball 101
 - Ladies Archery
 - Weekly Special Pool Days
- **Grants and Donations: Raised the following non-tax revenues to support programming and park development:**
 - Sunshine Program\$1,930
 - Fun Run Sponsors\$11,500
 - Outdoor Movie.....\$1,500
 - Riverside Players\$2,385
 - Community Band..... \$880
 - Filthy Fun Kids Run.....\$2,000 & WG donated services
 - Trees For The Living \$1,650
 - Tennis Awards..... \$500
- **Partnerships: Provided support to the following organizations for events and programs:**
 - Neenah Soccer Club
 - Fox Valley Sailing School
 - Neenah Nodaway Yacht Club
 - Neenah Wave Swim Team
 - Future Neenah Concerts
 - Neenah Baseball
 - NJSD Facility Reciprocity
 - YMCA Day Camp and Senior Friends
 - Youth-Go Baseball and The Hallows
 - Animal Shelter Drool in the Pool
 - Bergstrom-Mahler Youth Art Camps
 - Elks & Knights of Columbus Youth Sports Competitions
- **Volunteer Projects:**
 - Renew the Slough River Cleanup
 - Rock the Block
 - Church Park Cleanup Days
 - JJ Keller
 - Adopt-A-Garden

2018 Goals/Plans:

- Offer high quality, cost effective year-round recreational programming 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.
- Continue design/engineering work for Arrowhead Park and securing grant and alternate funding
- Begin Phase II of the Washington Park Redevelopment
- Complete the Loop the Lake - Trestle project

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SWIM POOL

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

	2013	2014	2015	2016	2017	2018
	Actual	Actual	Actual	Actual	Estimated	Requested
Average Temperature	77°	76°	78°	78°	75°	
Lesson Registration	1,150	1,133	1,219	1260*	1,130	
Season Passes Sold	637	559	515	537	584	
Daily Swims	35,990	32,482	35,662	38,170	35,116	
Total Attendance	49,371	44,759	49,973	53,099	47,597	
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	221,956	221,528	241,191	243,390	241,120	241,680
Revenue	(173,368)	(175,757)	(206,437)	(213,245)	(214,880)	(202,250)
Levy Support	\$48,588	\$45,771	\$34,754	\$30,145	\$26,240	39,430
Cost Recovery Rate	78%	79%	86%	88%	89%	84%

*highest since the opening of the pool in 1997.

SPORTS CAMPS / INSTRUCTIONAL CLINICS

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

	2013	2014	2015	2016	2017	2018
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	30,929	31,250	34,621	24,934	26,140	25,530
Revenue	(32,275)	(33,733)	(34,875)	(24,641)	(27,760)	(27,550)
Levy Support	(\$1,346)	(\$2,483)	(\$254)	\$293	(\$1,620)	(\$2,020)
Cost Recovery Rate	104%	108%	101%	99%	106%	108%

DANCE LESSONS

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

	2013	2014	2015	2016	2017	2018
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	16,763	16,044	13,131	10,531	11,100	10,540
Revenue	(20,621)	(19,398)	(15,607)	(13,446)	(14,600)	14,600
Levy Support	(\$3,858)	(\$3,354)	(\$2,476)	(\$2,915)	(\$3,500)	(\$4,060)
Cost Recovery Rate	123%	121%	119%	127%	132%	139%

NET LEVY SUPPORT	2013	2014	2015	2016	2017	2018
	Actual	Actual	Actual	Actual	Estimated	Requested
SWIM POOL	\$48,588	\$45,771	\$34,754	\$30,145	\$26,240	\$39,430
SPORTS CLINICS	(\$1,346)	(\$2,483)	(\$254)	\$293	(\$1,620)	(\$2,020)
DANCE LESSONS	(\$3,858)	(\$3,354)	(\$2,476)	(\$2,915)	(\$3,500)	(\$4,060)
	\$43,384	\$39,934	\$32,024	\$27,523	\$21,120	\$33,350

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	342,131	334,300	237,176	336,950	343,220	343,220	
0102	Full Time Hourly Wages	328,131	340,670	230,201	330,980	337,640	337,640	
0103	Temporary Wages	284,531	295,590	279,288	295,000	296,880	296,880	
0104	Overtime Wages	20,299	11,970	13,603	17,630	12,600	12,600	
0105	Reimbursable Overtime	(465)	(500)	(529)	(530)	(500)	(500)	
0110	Health Insurance	184,360	186,220	140,813	186,220	186,610	186,610	
0111	Fringes	170,992	171,470	125,166	170,790	176,270	176,270	
0115	Schools/Seminars/Training	1,541	1,960	1,951	2,960	2,070	2,070	
0117	Clothing Allowance	6,884	6,810	6,154	6,170	7,070	7,070	
0118	License Renewal	40	340	40	340	340	340	
0123	Auto Allowance	301	320	247	320	320	320	
0124	Meal Allowance	32	20	0	20	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	111	280	0	250	200	200	
	PERSONAL SERVICES	1,338,888	1,349,470	1,034,110	1,347,120	1,362,760	1,362,760	13,290
CONTRACTUAL SERVICES								
0202	Outside Printing	14,820	13,140	14,032	14,890	14,790	14,790	
0203	Postage	4,098	4,500	3,572	4,000	4,500	4,500	
0204	Conferences & Meetings	2,448	2,900	780	2,500	2,600	2,600	
0206	Advertising & Publication	265	270	852	860	300	300	
0207	Dues & Memberships	1,155	960	785	960	1,000	1,000	
0211	Maint of Fixed Equipment	13,818	8,600	7,115	8,810	8,600	8,600	
0213	Maint of Motor Vehicles	716	710	144	710	710	710	
0214	Maint of Buildings	4,786	4,500	6,682	7,760	5,500	5,500	
0216	Maint of Operating Equip	594	1,600	1,342	2,270	1,600	1,600	
0218	Maint of Software	6,618	7,530	7,068	7,200	7,500	7,500	
0219	Maintenance of Land	2,058	1,500	0	1,000	1,000	1,000	
0220	Maint of Athletic Fields	1,595	2,000	2,778	3,000	2,000	2,000	
0221	Telephone	800	810	531	810	810	810	
0222	Electricity	58,792	63,200	39,573	59,000	61,500	61,500	
0223	Natural Gas	8,508	14,600	8,310	12,850	13,400	13,400	
0224	Water & Sewer	40,666	44,670	19,306	42,910	46,070	46,070	
0225	Commercial Dumpster	5,358	4,400	3,382	4,560	4,560	4,560	
0226	Storm Water	18,543	19,110	11,508	19,110	19,110	19,110	
0227	Cellular Telephone	1,572	1,850	1,178	1,580	1,600	1,600	
0233	Other Services	56,381	56,020	41,851	59,570	54,580	54,580	
0234	Credit Card Payment Fees	12,749	10,500	12,165	12,170	10,900	10,900	
0236	Outside Services	15,333	13,850	16,131	18,170	16,300	16,300	
0237	Pest Control	2,155	2,200	2,864	2,960	2,250	2,250	
0238	Professional Services	788	1,000	1,481	1,490	1,000	1,000	
0242	Permits	647	700	515	570	570	570	
0251	Rental	8,833	12,380	8,251	9,440	9,800	9,800	
0252	Rental of Equipment	737	2,000	608	1,500	1,500	1,500	
0254	Printer / Copies	3,774	4,180	1,726	4,520	4,700	4,700	
0255	IS Services / Internal	45,307	40,500	30,375	45,900	49,300	49,300	
0293	Maint of Motor Veh/Fleet	21,376	22,000	13,472	18,000	20,000	20,000	
0294	Oil and Fluids/Fleet	2,237	2,500	1,692	2,500	2,500	2,500	
0296	Maint of Oper Eq/Fleet	82,345	70,000	52,563	71,800	70,000	70,000	
	CONTRACTUAL SERVICES	439,872	434,680	312,632	443,370	440,550	440,550	5,870

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	731	850	853	930	830	830	
0302	Inhouse Printing	13	20	13	20	20	20	
0305	Chemicals	1,450	2,250	1,184	2,050	2,100	2,100	
0306	Cleaning/Janitor Supplies	13,779	12,100	12,447	13,700	13,100	13,100	
0308	Books and Periodicals	0	10	0	0	10	10	
0310	Gasoline & Oil	22,657	33,000	18,642	27,500	28,000	28,000	
0311	Fixed Equipment Maint. Sup	1,087	1,600	1,871	2,140	1,600	1,600	
0312	Playground Maintenance	14,654	7,000	8,566	8,570	8,000	8,000	
0313	Motor Vehicles Maint. Sup	38	500	7	250	400	400	
0314	Building Maint. Supplies	7,784	10,400	4,664	9,410	10,400	10,400	
0315	Land Maintenance Supplies	18,023	13,000	18,470	19,990	15,000	15,000	
0316	Equipment Maint. Supplies	4,775	3,800	3,369	4,780	3,600	3,600	
0319	Safety Supplies	1,900	2,820	2,398	3,060	2,840	2,840	
0320	Small Tools	821	1,070	470	820	900	900	
0321	Athletic Field Maint. Sup	17,970	17,000	16,063	17,000	17,000	17,000	
0326	Photography Supplies	261	60	47	150	150	150	
0333	All Other Supplies	27,145	27,630	25,252	29,620	32,380	32,380	
0335	Set Design/Construction	4,526	3,500	3,747	3,750	3,200	3,200	
0336	Concession Supplies	30,640	27,000	29,048	29,110	27,000	27,000	
0337	Tickets	633	640	328	330	640	640	
0338	Costumes	107	1,200	907	1,200	1,200	1,200	
0344	Small Equipment	7,248	4,000	585	3,630	3,700	3,700	
0345	Shop Supplies	606	400	461	400	400	400	
0347	Small Computer Hardware	569	5,300	1,152	1,480	700	700	
	SUPPLIES & MATERIALS	177,417	175,150	150,544	179,890	173,170	173,170	(1,980)
	TOTAL PARK & RECREATION	1,956,177	1,959,300	1,497,286	1,970,380	1,976,480	1,976,480	17,180
						Percent Budget Change		0.88%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$86,460	\$87,860	\$88,450
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	74,240	74,240	74,700
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	70,440	70,440	71,850
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	63,340	63,340	63,750
Office Manager	Grade G3	1.00	Grade G3	1.00	40,520	40,520	42,270
Park Arborist	Grade J4	1.00	Grade J4	1.00	56,490	56,490	57,360
Park Lead Technician	Grade I4	2.00	Grade I4	2.00	112,190	112,190	113,540
Park Technician	Grade F4	<u>5.00</u>	Grade F4	<u>5.00</u>	<u>219,160</u>	<u>207,780</u>	<u>210,380</u>
Subtotal		13.00		13.00	\$722,840	\$712,860	\$722,300
PART-TIME							
Admin. Asst. (1,300 hrs.)	Grade D	0.67	Grade D	0.67	15,300	17,050	17,320
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	2,840
Overtime							
Operations	-		-		13,100	17,300	12,250
Community Fest	-		-		170	390	1,120
Celebrations	-		-		500	870	500
Harbor	-		-		100	0	100
TEMPORARY							
Recreation	7.25 - 15.50 / hr.		7.75 - 15.50 / hr.		257,890	257,200	257,980
Parks	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		37,700	39,380	39,900
Celebrations	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		800	1,210	1,200
Park Forestry	8.25 - 8.40 / hr.		9.00 - 9.75 / hr.		<u>2,000</u>	<u>2,020</u>	<u>1,000</u>
Subtotal for Parks					\$40,500	\$42,610	\$42,100
INFORMATION ONLY							
City-Wide Forestry	-		-		52,400	52,400	55,300
TOTAL	XXX	13.67	XXX	13.67	\$1,050,400	\$1,048,280	\$1,056,510

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY ***
FOR FISCAL YEAR 2018**

<u>PAGE NUMBER</u>	<u>ACCOUNT NUMBER</u>	<u>PARK & RECREATION DIVISION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>REGULAR PROGRAMS SUMMARY</u>									
	781	Park & Rec. Administration	569,356	559,350	400,399	564,350	578,440	578,440	19,090
	781	General Unalloc. Overhead	18,334	17,450	18,716	19,320	18,460	18,460	1,010
	782	Adult Programs	23,596	25,820	11,697	21,030	20,670	20,670	(5,150)
	783	Youth Programs	25,334	23,810	16,112	25,040	24,500	24,500	690
	785	Playground Programs	95,800	95,690	100,620	102,500	100,110	100,110	4,420
	786	Other Park & Rec. Activities	12,714	15,820	10,353	14,610	16,040	16,040	220
	787	Riverside Players	25,924	28,150	29,857	31,140	28,500	28,500	350
	788	Parks	906,264	916,090	656,944	911,690	912,010	912,010	(4,080)
		TOTAL EXPENDITURES	1,677,322	1,682,180	1,244,698	1,689,680	1,698,730	1,698,730	16,550
								Percent Budget Change	0.98%
		TOTAL REVENUES	299,847	286,370	299,776	305,760	282,920	282,920	(3,450)
								Percent Budget Change	-1.20%
		NET EFFECT ON LEVY	1,377,475	1,395,810	944,922	1,383,920	1,415,810	1,415,810	20,000
								Percent Budget Change	1.43%
<u>INDEPENDENT PROGRAMS SUMMARY</u>									
	784	Municipal Pool	243,390	241,820	224,471	243,460	241,680	241,680	(140)
	784	Sports Clinics	24,934	22,170	26,126	26,140	25,530	25,530	3,360
	784	Dance Lessons	10,531	13,130	1,991	11,100	10,540	10,540	(2,590)
		TOTAL EXPENDITURES	278,855	277,120	252,588	280,700	277,750	277,750	630
								Percent Budget Change	0.23%
		<u>Municipal Pool</u>							
		Pool-Taxable Concessions	48,082	42,400	45,885	45,890	42,400	0	(42,400)
		Pool-Daily Receipts	64,973	60,000	64,277	64,280	60,000	42,400	(17,600)
		Pool-Season Pass Receipts	51,170	49,800	56,632	56,640	51,550	51,550	1,750
		Pool-Swim Lessons Receipts	48,725	49,800	47,826	48,050	48,050	48,050	(1,750)
		Pool-Locker Rental	295	250	256	260	250	250	0
		Municipal Pool Revenue	213,245	202,250	214,876	215,120	202,250	142,250	(60,000)
		<u>Others</u>							
		Sports Clinics	24,641	25,200	27,756	27,760	27,550	27,550	2,350
		Dance Lessons	13,446	15,600	7,148	14,600	14,600	14,600	(1,000)
		Other Revenue	38,087	40,800	34,904	42,360	42,150	42,150	1,350
		TOTAL REVENUES	251,332	243,050	249,780	257,480	244,400	184,400	(58,650)
								Percent Budget Change	-24.13%
		NET EFFECT ON LEVY	27,523	34,070	2,808	23,220	33,350	93,350	59,280
								Percent Budget Change	173.99%
		GRAND TOTAL EXPENDITURES	1,956,177	1,959,300	1,497,286	1,970,380	1,976,480	1,976,480	17,180
								Percent Budget Change	0.88%
		GRAND TOTAL REVENUES	551,179	529,420	549,556	563,240	527,320	467,320	(62,100)
								Percent Budget Change	-11.73%
		NET EFFECT ON LEVY	1,404,998	1,429,880	947,730	1,407,140	1,449,160	1,509,160	79,280
								Percent Budget Change	5.54%

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2018**

<u>PROGRAM ACTIVITY</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>PARK & REC. ADMINISTRATION</u>							
(781)							
Park & Rec Admin Office	569,356	559,350	400,399	564,350	578,440	578,440	
Gen Unallocated Overhead	18,334	17,450	18,716	19,320	18,460	18,460	
PARK & REC. ADMINISTRATION	587,690	576,800	419,115	583,670	596,900	596,900	20,100
<u>ADULT PROGRAMS</u>							
(782)							
Fitness Program	13,645	14,700	4,894	13,150	13,150	13,150	
Golf Lessons	1,275	1,280	1,173	1,180	1,170	1,170	
Softball	5,390	5,700	3,290	3,400	3,400	3,400	
Volleyball	671	540	319	320	0	0	
Kickball	488	970	180	530	530	530	
Adult Open Gym	1,372	1,400	709	1,310	1,310	1,310	
Volleyball - Summer	475	500	572	580	560	560	
Tennis Lessons	280	730	560	560	550	550	
ADULT PROGRAMS	23,596	25,820	11,697	21,030	20,670	20,670	(5,150)
<u>YOUTH PROGRAMS</u>							
(783)							
Operation Recreation	2,527	2,190	2,471	2,480	2,470	2,470	
Children's Playtime	18,303	17,250	10,690	17,860	17,860	17,860	
Quick Start Tennis	553	900	294	700	700	700	
Start Smart	73	640	0	640	640	640	
Special Events	3,878	2,830	2,657	3,360	2,830	2,830	
YOUTH PROGRAMS	25,334	23,810	16,112	25,040	24,500	24,500	690
<u>INDEPENDENT PROGRAMS</u>							
(784)							
Municipal Pool	243,390	241,820	224,471	243,460	241,680	241,680	
Sports Clinics	24,934	22,170	26,126	26,140	25,530	25,530	
Dance Lesson Program	10,531	13,130	1,990	11,100	10,540	10,540	
INDEPENDENT PROGRAMS	278,855	277,120	252,587	280,700	277,750	277,750	630

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2018**

<u>PROGRAM ACTIVITY</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>PLAYGROUND PROGRAMS</u>							
(785)							
Office and Supervision	1,730	1,660	1,884	1,940	1,920	1,920	
Archery	1,038	2,300	1,663	1,940	1,900	1,900	
Baseball	2,258	2,380	1,494	1,600	1,650	1,650	
Crafts	563	600	328	330	470	470	
Operation Recreations	37,084	40,700	44,285	44,890	45,000	45,000	
Adventure	8,696	8,700	7,766	7,780	7,600	7,600	
Filthy Fun Kids Run	5,800	6,250	6,961	7,130	6,920	6,920	
Park Kart Mobile Recreati	5,484	1,000	1,636	1,750	1,800	1,800	
Golf	646	650	374	380	370	370	
Nature Force	1,386	1,200	1,887	1,920	1,920	1,920	
Special Events	4,754	4,420	4,185	4,200	3,680	3,680	
Soccer Instruction	1,788	1,980	2,362	2,400	2,110	2,110	
Tennis - Playgrounds	17,546	17,200	18,635	18,640	17,200	17,200	
Tennis - Accelerated	1,041	840	1,583	1,590	1,570	1,570	
Tot Lot	4,592	4,430	3,762	4,190	4,190	4,190	
Tot Sports	1,394	1,380	1,815	1,820	1,810	1,810	
PLAYGROUND PROGRAMS	95,800	95,690	100,620	102,500	100,110	100,110	4,420
<u>OTHER PARK & REC. ACTIVITIES</u>							
(786)							
Doty Cabin	4,002	4,270	3,923	4,280	5,090	5,090	
Classic Boat Show	58	100	58	100	100	100	
Ice Rink Program	2,422	3,300	1,877	3,300	3,300	3,300	
Community Band	6,056	7,800	4,495	6,930	7,200	7,200	
Senior Games	176	350	0	0	350	350	
OTHER PARK & REC. ACTIVITIES	12,714	15,820	10,353	14,610	16,040	16,040	220
<u>RIVERSIDE PLAYERS</u>							
(787)							
Production	25,924	28,150	29,857	31,140	28,500	28,500	
RIVERSIDE PLAYERS	25,924	28,150	29,857	31,140	28,500	28,500	350
<u>PARKS</u>							
(788)							
Parks Operations	852,704	850,520	616,620	847,300	848,320	848,320	
Reimbursable Overtime	24	(130)	50	60	0	0	
Volunteers In Parks	269	900	219	920	900	900	
City Sculpture Maint	7,752	5,710	2,765	4,850	5,000	5,000	
Riverwalk	38,774	51,240	35,421	52,120	51,680	51,680	
Vandalism	5,930	5,900	273	4,490	4,160	4,160	
Boat Launching Repair	811	1,950	1,597	1,950	1,950	1,950	
PARKS	906,264	916,090	656,945	911,690	912,010	912,010	(4,080)
REGULAR PROGRAMS	1,956,177	1,959,300	1,497,286	1,970,380	1,976,480	1,976,480	17,180
					Percent Budget Change		0.88%

**CITY OF NEENAH
OPERATING BUDGET
*** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
<u>MUNICIPAL POOL (8405-784)</u>								
0103	Temporary Wages	139,717	140,000	137,280	138,000	138,000	138,000	
0111	Fringes	8,114	7,780	7,620	7,670	8,100	8,100	
0115	Schools/Seminars/Training	1,541	810	1,484	1,700	810	810	
0117	Clothing Allowance	1,552	1,550	641	650	1,550	1,550	
0123	Auto Allowance	60	80	59	80	80	80	
0211	Maint of Fixed Equipment	5,455	4,300	4,505	4,510	4,300	4,300	
0214	Maint of Buildings	245	900	184	740	900	900	
0216	Maint of Operating Equip	445	1,000	680	1,600	1,000	1,000	
0222	Electricity	14,289	14,000	11,447	14,000	14,000	14,000	
0223	Natural Gas	1,741	6,000	4,410	6,000	6,000	6,000	
0224	Water & Sewer	11,814	12,110	3,825	12,110	12,720	12,720	
0225	Commercial Dumpster	561	550	287	560	560	560	
0226	Storm Water	5,418	5,960	2,709	5,960	5,960	5,960	
0236	Outside Services	11,781	11,600	13,639	13,640	12,000	12,000	
0237	Pest Control	545	510	545	550	550	550	
0242	Permits	597	600	515	520	520	520	
0301	Office Supplies	163	200	125	130	130	130	
0306	Cleaning/Janitor Supplies	1,999	2,000	1,598	1,600	2,000	2,000	
0311	Fixed Equip Maint Supply	581	0	248	250	0	0	
0314	Building Maintenance	577	1,000	8	10	1,000	1,000	
0315	Land Maintenance	399	500	3	500	500	500	
0316	Equip. Maint. Supplies	2,455	1,000	2,172	2,180	1,000	1,000	
0319	Safety Supplies	843	1,000	1,204	1,210	1,000	1,000	
0320	Small Tools	0	70	0	0	100	100	
0333	All Other Supplies	1,057	700	1,749	1,750	3,700	3,700	
0336	Concession Supplies	28,646	25,000	27,405	27,410	25,000	25,000	
0344	Small Equipment	2,795	200	129	130	200	200	
0347	Small Computer Hardware	0	2,400	0	0	0	0	
	MUNICIPAL POOL	243,390	241,820	224,471	243,460	241,680	241,680	(140)
<u>SPORTS CLINICS (8411-784)</u>								
0103	Temporary Wages	8,700	8,400	8,891	8,900	8,890	8,890	
0111	Fringes	511	470	497	500	530	530	
0233	Other Services	10,466	10,000	11,019	11,020	10,390	10,390	
0333	All Other Supplies	5,257	3,300	5,719	5,720	5,720	5,720	
	SPORTS CLINICS	24,934	22,170	26,126	26,140	25,530	25,530	3,360
<u>DANCE LESSONS (8412-784)</u>								
0202	Outside Printing	175	180	165	170	180	180	
0233	Other Services	10,356	11,800	1,255	10,360	10,360	10,360	
0251	Rental	0	1,150	570	570	0	0	
	DANCE LESSONS	10,531	13,130	1,990	11,100	10,540	10,540	(2,590)
INDEPENDENT PROGRAMS		278,855	277,120	252,587	280,700	277,750	277,750	630
							Percent Budget Change	0.23%

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2018**

<u>ACCOUNT DESCRIPTION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>GENERAL RECEIPTS</u>							
Sun Shine Program	247	230	1,932	2,000	500	500	
Non-Taxable Concessions	0	0	0	0	0	0	
Work Permits	6,470	4,850	2,650	2,700	2,000	2,000	
Work Permit State Payment	(5,873)	(4,270)	(2,820)	(2,820)	(500)	(500)	
Sales Tax Collections	(14,931)	(15,780)	(13,326)	(15,000)	(15,000)	(15,000)	
Sales Tax	75	80	67	80	80	80	
WPRA Ticket Money Collect	10,850	14,320	12,681	13,240	14,000	14,000	
WPRA Ticket Money Payment	(10,389)	(13,740)	(11,299)	(12,710)	(13,440)	(13,440)	
Boat Stall Key Deposit	0	200	230	230	200	200	
GENERAL RECEIPTS	(13,551)	(14,110)	(9,885)	(12,280)	(12,160)	(12,160)	1,950
<u>ADULT PROGRAM REVENUE</u>							
Adult Crafts	0	0	50	50	0	0	
Fitness Receipts	15,107	18,000	9,530	15,100	15,100	15,100	
Golf Lessons	1,500	1,500	1,380	1,380	1,380	1,380	
Softball-Team Reg	7,200	7,200	4,500	4,500	4,500	4,500	
Kickball	1,225	1,930	1,400	1,400	1,230	1,230	
Open Gym	610	960	872	960	960	960	
Volleyball-Summr Team Fee	620	620	840	840	840	840	
Tennis Instruction	587	550	440	440	410	410	
ADULT PROGRAM REVENUE	26,849	30,760	19,012	24,670	24,420	24,420	(6,340)
<u>YOUTH PROGRAM REVENUE</u>							
Youth Program Crafts	0	0	(50)	(50)	0	0	
Operation Recreation	2,808	2,800	4,594	4,600	4,590	4,590	
Children's Playtime	18,940	18,000	18,534	18,540	18,000	18,000	
Quick Start Tennis	1,080	1,240	690	1,080	1,080	1,080	
Start Smart	540	820	440	540	540	540	
Special Events	5,440	4,000	4,143	4,150	3,730	3,730	
YOUTH PROGRAM REVENUE	28,808	26,860	28,351	28,860	27,940	27,940	1,080
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	48,082	42,400	45,885	45,890	42,400	42,400	
Pool-Daily Receipts	64,973	60,000	64,277	64,280	60,000	60,000	
Pool-Season Pass Receipts	51,170	49,800	56,633	56,640	51,550	51,550	
Swim Lessons Receipts	48,725	49,800	47,826	48,050	48,050	48,050	
Locker Rental	295	250	256	260	250	250	
POOL & REC BLDG REVENUE	213,245	202,250	214,877	215,120	202,250	202,250	0
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	24,641	25,200	27,756	27,760	27,550	27,550	
Dance Lessons	13,446	15,600	7,148	14,600	14,600	14,600	
INDEPENDENT PROGRAM REV.	38,087	40,800	34,904	42,360	42,150	42,150	1,350
<u>PLAYGROUND PROGRAM REVENUE</u>							
Archery	1,216	1,440	1,151	1,160	1,130	1,130	
Baseball	1,226	1,320	1,386	1,390	1,390	1,390	
Crafts	735	780	560	560	560	560	
Operation Recreation	81,990	77,500	83,041	83,230	80,000	80,000	
Adventure	2,944	3,900	2,538	2,540	2,530	2,530	
Filthy Fun Kids Run	6,554	6,560	6,390	6,390	6,390	6,390	
Park Kart Mobile Recreati	4,500	0	0	0	0	0	
Golf	745	750	440	440	440	440	
Nature Force	1,228	1,410	2,166	2,170	1,970	1,970	
Special Events	1,786	2,880	3,718	3,720	2,100	2,100	
Soccer Instruction	1,612	1,720	1,712	1,720	1,710	1,710	
Tennis	6,975	7,400	7,627	7,630	7,080	7,080	
Tennis-Accelerated	1,080	1,110	1,920	1,920	1,920	1,920	
Tot Lot	1,979	2,100	1,853	1,860	1,850	1,850	
TOT Sports	1,494	1,590	1,374	1,380	1,370	1,370	
PLAYGROUND PROGRAM REV.	116,064	110,460	115,876	116,110	110,440	110,440	(20)

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2018**

<u>ACCOUNT DESCRIPTION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>OTHER PARK & REC. REVENUE</u>							
Doty Cabin	322	300	323	330	300	300	
Classic Boat Show Revenue	0	0	0	0	0	0	
Ice-Rink Taxable Concess	117	200	63	100	200	200	
Community Band	625	550	0	0	550	550	
OTHER PARK & REC. REVENUE	1,064	1,050	386	430	1,050	1,050	0
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	29,574	26,000	35,599	35,600	26,350	26,350	
Other Revenues	1,665	1,670	1,455	1,670	1,670	1,670	
Taxable Concessions	2,983	2,300	2,528	2,530	2,300	2,300	
RIVERSIDE PLAYERS	34,222	29,970	39,582	39,800	30,320	30,320	350
<u>PARKS REVENUE</u>							
Rentals - Showmobile	0	0	0	0	0	0	
Rentals - Picnic Kits	80	100	45	80	80	80	
Rentals - Shattuck	255	200	345	350	200	200	
Vandalism Reimbursement	0	0	450	450	0	0	
Facility Leases	16,100	16,100	15,600	16,100	16,100	16,100	
Facility User Fees	1,315	2,000	1,235	1,300	1,500	1,500	
Rentals - Green Park	610	400	543	550	500	500	
Rentals - Memorial Park	5,320	4,200	6,073	6,080	5,000	5,000	
Rentals - Gazebo	655	650	710	710	600	600	
Rentals - Riverside Park	3,294	3,600	3,047	3,100	3,300	3,300	
Rentals - Washington Park	6,503	4,800	3,210	3,800	4,800	4,800	
Rentals -Whiting Boathse	23,880	21,000	24,287	24,290	21,500	21,500	
Rentals - Southview Park	60	30	30	30	30	30	
Rentals -Memorial Pk Open	220	200	274	280	200	200	
Rental-Shattuck BoatStall	8,702	8,700	8,997	9,000	8,500	8,500	
Rentals - Doty Park	1,302	1,000	1,290	1,290	1,100	1,100	
Rentals - Cook Park	50	0	0	0	0	0	
Rentals - Miller Park	0	0	0	0	0	0	
Rental - Great Northern	180	200	380	380	200	200	
Rentals - Douglas Park	10	0	20	20	0	0	
Rentals-Memorial LG Room	10,144	9,000	10,493	10,720	10,000	10,000	
Rental-Memorial SM Room	1,760	1,200	1,311	1,520	1,300	1,300	
Herb & Dolly Smith Park	0	0	0	0	0	0	
Boat Launch User Fees	25,951	28,000	28,113	28,120	26,000	26,000	
PARKS REVENUE	106,391	101,380	106,453	108,170	100,910	100,910	(470)
REGULAR PROGRAMS	551,179	529,420	549,556	563,240	527,320	527,320	(2,100)
					Percent Budget Change		-0.40%

PARKS and RECREATION - Cost Recovery Report 2018 Operating Budget Proposal

Cost Center	2017 Budget				2017 Estimate				2018 Proposed Budget				Net Cost Change
	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	
Administration													
Admin Staff / Office	559,350	(8,340)	567,690	-1%	564,130	(10,680)	574,810	-2%	578,440	(12,160)	590,600	-2%	22,910
Unallocated Overhead	17,450		17,450	0%	17,910	0	17,910	0%	18,460		18,460	0%	1,010
Capital Outlay					0	0	0						0
Administration Total	576,800	(8,340)	585,140	-1%	582,040	(10,680)	592,720	-2%	596,900	(12,160)	609,060	-2%	23,920
Adult Programs													
Fitness	14,700	18,000	(3,300)	122%	13,150	15,100	(1,950)	115%	13,150	15,100	(1,950)	115%	1,350
Golf Lessons	1,280	1,500	(220)	117%	1,180	1,380	(200)	117%	1,170	1,380	(210)	118%	10
Softball	5,700	7,200	(1,500)	126%	3,400	4,500	(1,100)	132%	3,400	4,500	(1,100)	132%	400
Family Open Gym	540		540	0%	320	0	320	0%	0	0	0	#DIV/0!	(540)
Kickball	970	1,930	(960)	199%	530	1,230	(700)	232%	530	1,230	(700)	232%	260
Open Gym	1,400	960	440	69%	1,310	960	350	73%	1,310	960	350	73%	(90)
Volleyball - Summer	500	620	(120)	124%	560	840	(280)	150%	560	840	(280)	150%	(160)
Tennis	730	550	180	75%	560	440	120	79%	550	410	140	75%	(40)
Adult Total	25,820	30,760	(4,940)	119%	21,010	24,450	(3,440)	116%	20,670	24,420	(3,750)	118%	1,190
Youth Programs													
Operation Recreation	2,190	2,800	(610)	128%	2,480	4,590	(2,110)	185%	2,470	4,590	(2,120)	186%	(1,510)
Children's Playtime	17,250	18,000	(750)	104%	17,860	18,000	(140)	101%	17,860	18,000	(140)	101%	610
Quick Start Tennis	900	1,240	(340)	138%	700	1,080	(380)	154%	700	1,080	(380)	154%	(40)
Start Smart	640	820	(180)	128%	640	540	100	84%	640	540	100	84%	280
Special Events	2,830	4,000	(1,170)	141%	3,360	3,730	(370)	111%	2,830	3,730	(900)	132%	270
Youth Total	23,810	26,860	(3,050)	113%	25,040	27,940	(2,900)	112%	24,500	27,940	(3,440)	114%	(390)
Municipal Pool Total	241,820	202,250	39,570	84%	235,680	206,200	29,480	87%	241,680	202,250	39,430	84%	(140)
Independent Programs													
Sports Clinics	22,170	25,200	(3,030)	114%	26,140	27,550	(1,410)	105%	25,530	27,550	(2,020)	108%	1,010
Dance Lessons	13,130	15,600	(2,470)	119%	11,100	14,600	(3,500)	132%	10,540	14,600	(4,060)	139%	(1,590)
Independent Total	35,300	40,800	(5,500)	116%	37,240	42,150	(4,910)	113%	36,070	42,150	(6,080)	117%	(580)
Playground Programs													
Office	1,660		1,660	0%	1,940	0	1,940	0%	1,920		1,920	0%	260
Archery	2,300	1,440	860	63%	1,900	1,130	770	59%	1,900	1,130	770	59%	(90)
Baseball	2,380	1,320	1,060	55%	1,600	1,390	210	87%	1,390	1,390	260	84%	(800)
Crafts	600	780	(180)	130%	330	560	(230)	170%	470	560	(90)	119%	90
Operation Recreation	40,700	77,500	(36,800)	190%	44,500	83,230	(38,730)	187%	45,000	80,000	(35,000)	178%	1,800
Adventure	8,700	3,900	4,800	45%	7,600	2,530	5,070	33%	7,600	2,530	5,070	33%	270
Filthy Fun Kids Run	6,250	6,560	(310)	105%	6,950	6,390	540	92%	6,920	6,390	530	92%	840
Park Kart	1,000	0	1,000	0%	1,750	0	1,750	0%	1,800	0	1,800	0%	800
Golf	650	750	(100)	115%	380	440	(60)	116%	370	440	(70)	119%	30
Nature Force	1,200	1,410	(210)	118%	1,920	1,970	(50)	103%	1,920	1,970	(50)	103%	160
Special Events	4,420	2,880	1,540	65%	2,850	2,100	750	74%	3,680	2,100	1,580	57%	40
Soccer Instruction	1,980	1,720	260	87%	2,250	1,710	540	76%	2,110	1,710	400	81%	140
Tennis Instruction	17,200	7,400	9,800	43%	18,340	7,080	11,260	39%	17,200	7,080	10,120	41%	320
Tennis - Accelerated	840	1,110	(270)	132%	1,590	1,920	(330)	121%	1,570	1,920	(350)	122%	(80)
Tot Lot	4,430	2,100	2,330	47%	4,190	1,850	2,340	44%	4,190	1,850	2,340	44%	10
Tot Sports	1,380	1,590	(210)	115%	1,750	1,370	380	0%	1,810	1,370	440	76%	650
Playground Total	95,690	110,460	(14,770)	115%	99,820	113,670	(13,850)	114%	100,110	110,440	(10,330)	110%	4,440

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

CommunityFest

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

Others

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

Activities:

CommunityFest

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

Buggy Rides
Novelty Vendors
Fun Run
Food Concessions

Water Ski Show
Pet Show
Petting Zoo
Band Concert

Stage/Musical Shows
Little Red, White and Blue Parade
Venetian Parade
Children's Rides and Activities

Others

Provide support for the following events:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Memorial Day • Flags/Banners • United Way • Labor Day • Veterans Day • Christmas Lights • Homecoming Parade | <ul style="list-style-type: none"> • Shattuck Concert Series • Soccer Tournaments • Sidewalk Sales • Blood Drives • Fundraising Walks • Block Parties |
|---|---|

2017 Accomplishments:

CommunityFest

- Provided free entertainment and affordable family-friendly activities to celebrate the 4th of July
- In addition to City funds, \$32,000 in donations were received to support activities in both Neenah and Menasha
- Festival Foods provided a \$10,000 sponsorship for the fireworks display
- Increased social media coverage and promotion of activities

Others

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

2018 Goals:

CommunityFest

- Continue to manage event primarily with volunteer labor. Provide opportunities for City Council members to assist
- Utilize the Harbor Stage for more free community acts and secure a stage sponsor.

Others

- Continue to support community events that improve quality of life

Major Increases (Decreases) in 2018 Budget Request:

- None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	1,274	1,380	773	780	1,300	1,300	
0102	Full Time Hourly Wages	2,614	3,720	1,473	2,980	4,000	4,000	
0103	Temporary Wages	728	800	1,205	1,210	1,200	1,200	
0104	Overtime Wages	1,171	970	163	390	1,120	1,120	
0110	Health Insurance	1,731	1,600	1,189	1,600	2,140	2,140	
0111	Fringes	1,237	1,540	812	1,200	1,730	1,730	
	Personal Services	8,755	10,010	5,615	8,160	11,490	11,490	1,480
0236	Outside Services	30,000	30,000	30,000	30,000	30,000	30,000	
0252	Rental of Equipment	4,326	4,000	4,271	4,280	3,750	3,750	
	Contractual Services	34,326	34,000	34,271	34,280	33,750	33,750	(250)
0333	All Other Supplies	416	400	421	430	400	400	
	Supplies & Materials	416	400	421	430	400	400	0
8133	All Other Equipment	0	0	0	0	2,400	2,400	
	Capital Outlay	0	0	0	0	2,400	2,400	2,400
	4TH OF JULY/COMMUNITYFEST	43,497	44,410	40,307	42,870	48,040	48,040	3,630
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OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	13,758	10,160	5,557	10,000	10,000	10,000	
0104	Overtime Wages	1,228	500	862	870	500	500	
0110	Health Insurance	4,454	3,130	2,111	3,130	3,280	3,280	
0111	Fringes	3,396	2,410	1,455	2,410	2,540	2,540	
0118	License Renewal	302	310	308	310	310	310	
0124	Meal Allowance	0	20	0	20	20	20	
	Personal Services	23,138	16,530	10,293	16,740	16,650	16,650	120
0236	Outside Services	8,077	7,300	7,300	7,300	7,300	7,300	
0252	Rental of Equipment	0	0	415	420	0	0	
0261	Misc Expenditures	850	0	250	250	250	250	
	Contractual Services	8,927	7,300	7,965	7,970	7,550	7,550	250
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	2,059	2,000	1,526	2,000	2,000	2,000	
	Supplies & Materials	2,059	2,050	1,526	2,050	2,050	2,050	0
	OTHER CELE./COMMEMORATIONS	34,124	25,880	19,784	26,760	26,250	26,250	370
<hr/>								
CELEBRATIONS/COMMEMORATIONS		77,621	70,290	60,091	69,630	74,290	74,290	4,000
							Percent Budget Change	5.69%

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$249,748	\$251,570	\$252,920	0.54%	\$252,920	0.54%
No. of Employees (FTE)	2	2	2	0.00%	2	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Cemetery

No changes recommended

**CITY OF NEENAH
2018 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

2017 Accomplishments:

- Continued to operate with one less full-time employee and increased seasonal help, while maintaining a high standard for property maintenance and customer service
- Provided grave opening services for nearby Catholic cemeteries, increasing revenue stream
- Research and purchase Inventory/Management/Inactive Mapping Software
- Implement new software including plot measurements/GPS mapping, record transfers and inventory

2018 Goals:

- Continue to explore new methods of improving cost recovery
- Continue to Develop/Implement steps to comply with the new state regulations governing cemeteries
- Look at investment strategies using the Perpetual Care Fund to take the cemetery off of the tax roles

Major Increases (Decreases) in 2018 Budget Request:

None

<u>Cemetery Statistics</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 YTD</u>
Graves Sold	52	75	49	54	51	34
Lot Sales	\$25,875	\$41,678	\$31,545	\$32,050	\$29,075	\$21,658
Burials – Regular	40	53	37	34	50	22
Burials – Cremation	46	42	38	53	40	35
<u>Catholic Cemetery Services</u>						
Burials – Regular				10	28	17
Fees				\$6,375	\$21,075	

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

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
OAK HILL CEMETERY								
CEMETERY OPERATIONS (9703-841)								
0101	Salaries	5,868	6,200	4,875	6,200	6,200	6,200	
0102	Full Time Hourly Wages	103,715	105,760	75,258	105,760	106,770	106,770	
0103	Temporary Wages	27,796	28,050	24,893	29,500	29,500	29,500	
0104	Overtime Wages	4,436	3,100	4,666	4,670	3,500	3,500	
0110	Health Insurance	32,920	32,880	24,660	32,880	32,840	32,840	
0111	Fringes	27,996	27,930	21,407	28,490	28,860	28,860	
0115	Schools/Seminars/Training	180	160	654	660	160	160	
0117	Clothing Allowance	990	1,000	996	1,000	1,000	1,000	
0118	License Renewal	40	0	0	0	0	0	
0124	Meal Allowance	0	10	0	10	10	10	
0127	DOT Emp Notification Prog	0	10	0	10	10	10	
	Personal Services	203,941	205,100	157,409	209,180	208,850	208,850	3,750
0206	Advertising & Publication	0	120	0	120	120	120	
0207	Dues & Memberships	261	260	270	270	270	270	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0214	Maintenance of Buildings	353	300	0	300	300	300	
0216	Maint of Operating Equip	0	300	0	300	300	300	
0218	Maint of Software	0	150	0	0	0	0	
0221	Telephone	324	250	243	270	250	250	
0222	Electricity	3,305	3,300	2,063	3,300	3,300	3,300	
0223	Natural Gas	374	800	426	800	800	800	
0224	Water & Sewer	1,038	820	388	600	700	700	
0225	Commercial Dumpster	702	640	489	640	640	640	
0226	Storm Water	5,628	5,630	4,221	5,630	5,630	5,630	
0227	Cellular Telephone	216	220	182	230	220	220	
0236	Outside Services	7	100	0	100	100	100	
0237	Pest Control	0	200	0	200	200	200	
0241	Tree Planting & Landscape	543	1,500	1,358	1,500	1,500	1,500	
0252	Rental of Equipment	0	150	0	150	150	150	
0255	IS Service / Internal	9,552	8,880	6,660	6,660	6,240	6,240	
0293	Maint of Motor Veh/Fleet	0	1,000	79	500	500	500	
0294	Oil and Fluids/Fleet	0	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	9,652	6,000	11,305	11,310	7,000	7,000	
	Contractual Services	31,955	30,870	27,684	33,130	28,470	28,470	(2,400)
0301	Office Supplies	0	50	0	50	50	50	
0303	Computer Operation Supply	381	250	119	250	250	250	
0306	Cleaning/Janitor Supplies	629	900	925	930	900	900	
0310	Gasoline & Oil	4,091	5,400	4,046	5,400	5,400	5,400	
0313	Motor Vehicle Maint Suppl	11	200	103	200	200	200	
0314	Building Maint Supplies	92	700	412	700	700	700	
0315	Land Maint Supplies	599	1,800	870	1,800	1,800	1,800	
0316	Equipment Maint Supplies	2,924	3,200	2,428	3,200	3,200	3,200	
0319	Safety Supplies	153	300	87	300	300	300	
0320	Small Tools	127	500	83	500	500	500	
0333	All Other Supplies	11	100	0	100	100	100	
0344	Small Equipment	1,828	750	115	750	750	750	
0345	Shop Supplies	945	450	369	450	450	450	
0376	Marker/Monument Foundion	2,061	1,000	2,957	2,960	1,000	1,000	
	Supplies & Materials	13,852	15,600	12,514	17,590	15,600	15,600	0
	CEMETERY OPERATIONS	249,748	251,570	197,607	259,900	252,920	252,920	1,350
	TOTAL EXPENDITURES	249,748	251,570	197,607	259,900	252,920	252,920	1,350
								Percent Budget Change 0.54%
	TOTAL REVENUES	123,677	114,000	89,541	124,900	123,600	123,600	9,600
								Percent Budget Change 8.42%
	NET EFFECT ON LEVY	126,071	137,570	108,066	135,000	129,320	129,320	(8,250)
								Percent Budget Change -6.00%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
PUBLIC RIGHT-OF-WAY (8902-735)								
0101	Salaries	2,933	4,600	4,015	5,000	5,000	5,000	
0102	Full Time Hourly Wages	100,216	91,440	63,401	85,000	89,000	89,000	
0104	Overtime Wages	584	500	261	500	500	500	
0110	Health Insurance	30,933	28,120	22,257	28,120	27,880	27,880	
0111	Fringes	23,673	21,850	15,322	20,480	21,820	21,820	
0115	Schools/Seminars/Training	0	150	1,000	1,000	1,000	1,000	
	Personal Services	158,339	146,660	106,256	140,100	145,200	145,200	(1,460)
0213	Maint of Motor Vehicles	2,319	0	21	30	0	0	
0236	Outside Services	500	500	429	500	500	500	
0241	Tree Planting & Landscape	11,955	12,000	12,000	12,000	12,000	12,000	
0293	Maint of Motor Veh/Fleet	19,795	15,000	6,539	12,000	15,000	15,000	
0294	Oil and Fluids/Fleet	881	1,200	1,070	1,200	1,200	1,200	
0296	Maint of Oper Eq/Fleet	8,583	6,000	2,168	6,000	6,000	6,000	
	Contractual Services	44,033	34,700	22,227	31,730	34,700	34,700	0
0310	Gasoline & Oil	6,781	9,210	6,710	9,210	9,210	9,210	
0316	Equipment Maint Supplies	205	500	217	500	500	500	
0319	Safety Supplies	1,480	800	209	800	800	800	
0320	Small Tools	317	500	37	400	400	400	
0333	All Other Supplies	1,392	800	580	800	800	800	
0339	Tires & Tire Maintance	1,010	1,000	1,011	1,020	1,000	1,000	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	11,185	13,010	8,764	12,930	12,910	12,910	(100)
	PUBLIC RIGHT-OF-WAY	213,557	194,370	137,247	184,760	192,810	192,810	(1,560)
							Percent Budget Change	-0.80%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PARKS (8903-788)								
0101	Salaries	3,659	4,200	3,077	4,300	4,300	4,300	
0102	Full Time Hourly Wages	18,976	37,200	21,238	34,000	34,000	34,000	
0103	Temporary Wages	156	750	2,012	2,020	1,000	1,000	
0104	Overtime Wages	0	150	20	150	150	150	
0110	Health Insurance	6,725	12,070	8,665	11,870	11,030	11,030	
0111	Fringes	4,954	9,210	5,737	8,750	8,670	8,670	
0115	Schools/Seminars/Training	0	300	0	300	300	300	
0118	License Renewal	0	100	120	120	100	100	
	Personal Services	34,470	63,980	40,869	61,510	59,550	59,550	(4,430)
0204	Conference & Meetings	215	300	332	340	300	300	
0207	Dues and Memberships	350	350	350	350	350	350	
0216	Maint of Operating Equip	0	100	70	100	100	100	
0236	Outside Services	77	0	90	90	100	100	
0241	Tree Planting & Landscape	3089	3000	3,108	3,110	3,200	3,200	
	Contractual Services	3,731	3,750	3,950	3,990	4,050	4,050	300
0308	Books & Periodicals	170	100	22	100	100	100	
0316	Equipment Maint. Supplies	0	200	5	200	200	200	
0319	Safety Supplies	126	200	431	440	200	200	
0320	Small Tools	0	400	227	400	400	400	
0333	All Other Supplies	0	100	318	320	100	100	
0344	Small Equipment	0	500	0	500	500	500	
	Supplies & Materials	296	1,500	1,003	1,960	1,500	1,500	0
	PARKS	38,497	69,230	45,822	67,460	65,100	65,100	(4,130)
							Percent Budget Change	-5.97%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	0	1,000	538	1,000	1,000	1,000	
0102	Full Time Hourly Wages	9,972	8,000	7,264	10,000	9,000	9,000	
0103	Temporary Wages	0	750	1,575	1,580	1,000	1,000	
0110	Health Insurance	2,915	2,890	3,084	3,090	3,090	3,090	
0111	Fringes	2,167	2,200	2,116	2,800	2,420	2,420	
	Personal Services	15,054	14,840	14,577	18,470	16,510	16,510	1,670
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	0	100	1,297	1,300	100	100	
0236	Outside Services	2,485	1,000	3,148	3,150	8,000	8,000	
	Contractual Services	2,485	1,200	4,445	4,550	8,200	8,200	7,000
0333	All Other Supplies	0	500	0	0	0	0	
	Supplies & Materials	0	500	0	0	0	0	(500)
	INVASIVE SPECIES CONTROL	17,539	16,540	19,022	23,020	24,710	24,710	8,170
								Percent Budget Change 49.40%
	TOTAL CITY WIDE FORESTRY	269,593	280,140	202,091	275,240	282,620	282,620	2,480
								Percent Budget Change 0.89%

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade I4	1.00	Grade I4	1.00	\$58,700	\$58,700	\$59,060
Caretaker (Tier 98)	Grade E4	<u>1.00</u>	Grade E4	<u>1.00</u>	<u>47,060</u>	<u>47,060</u>	<u>47,300</u>
Subtotal		2.00		2.00	\$105,760	\$105,760	\$106,360
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	410
Overtime (40 Hours) (Reimbursable)	-		-		3,100	4,670	3,500
TEMPORARY	8.25-13.21/hr.		8.25-13.21/hr.		28,050	29,500	29,500
TOTAL	XXX	2.00	XXX	2.00	\$136,910	\$139,930	\$139,770

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$269,593	\$280,140	\$282,620	0.89%	\$282,620	0.89%
# 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

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Parks and Recreation/Public Works	Budget: City-Wide Forestry Program
Program: Miscellaneous	Submitted by: M. Kading/G. Kaiser

Goals/Responsibilities:

It is the planned policy of the City to regulate and control the planting, transplanting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks or other public areas; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, street, sidewalk or other public property; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs within public areas; and, to guard all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

This program is under the joint management of the Public Works and Parks and Recreation Departments.

Activities:

- Establish and keep current a city tree plan regarding assessment, preservation, pruning, planting, replanting, removal and disposal of trees and brush from all parks and public right-of-ways or other areas where they interfere with City property
- Establish and publicize pruning standards for trees in both private and public areas
- Remove debris after storms
- Maintain clearance over streets and sidewalks
- Proactively manage all threats to the urban forest

2017 Accomplishments:

- Planted 213 trees in cemetery, parks, terraces and other public property throughout the City with 167 trees planted on newly constructed streets (Higgins, Columbian, Franklin) and Castle Oak subdivision.
- Planted 12 memorial trees in parks and cemetery through the Trees for the Living Program
- Pruned over 1,500 public trees throughout the city
- Continued executing Emerald Ash Borer (EAB) Management plan. Provided public awareness brochure in city newsletter
- Continued monitoring and suppression program for gypsy moths
- Continued to update tree inventory and incorporate into GIS System
- Chipped brush to reduce landfill fees. Supplied wood chips free to the public. Sold mulch made from leaves. Sold ash logs to wood processor
- Celebrated 33 years as a Tree City USA community with Arbor Day Celebration at Quarry Park honoring M. Eileen McCoy for her dedication to Neenah’s urban forest

2018 Goals/Plans:

- Continue executing EAB Management Plan with continued emphasis on replanting each ash tree that is removed
- Continue educating residents the EAB problem
- Continue proactively managing the urban forest using Best Management Practices
- Continue updating and managing tree inventory
- Continue managing gypsy moth and other invasive species
- Tree planting priorities: Ash tree replacement, resident’s requests, Rotary Club planting initiative – part of Arbor Day 2018 celebration

Major Increases (Decreases) in 2018 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
PUBLIC RIGHT-OF-WAY (8902-735)								
0101	Salaries	2,933	4,600	4,015	5,000	5,000	5,000	
0102	Full Time Hourly Wages	100,216	91,440	63,401	85,000	89,000	89,000	
0104	Overtime Wages	584	500	261	500	500	500	
0110	Health Insurance	30,933	28,120	22,257	28,120	27,880	27,880	
0111	Fringes	23,673	21,850	15,322	20,480	21,820	21,820	
0115	Schools/Seminars/Training	0	150	1,000	1,000	1,000	1,000	
	Personal Services	158,339	146,660	106,256	140,100	145,200	145,200	(1,460)
0213	Maint of Motor Vehicles	2,319	0	21	30	0	0	
0236	Outside Services	500	500	429	500	500	500	
0241	Tree Planting & Landscape	11,955	12,000	12,000	12,000	12,000	12,000	
0293	Maint of Motor Veh/Fleet	19,795	15,000	6,539	12,000	15,000	15,000	
0294	Oil and Fluids/Fleet	881	1,200	1,070	1,200	1,200	1,200	
0296	Maint of Oper Eq/Fleet	8,583	6,000	2,168	6,000	6,000	6,000	
	Contractual Services	44,033	34,700	22,227	31,730	34,700	34,700	0
0310	Gasoline & Oil	6,781	9,210	6,710	9,210	9,210	9,210	
0316	Equipment Maint Supplies	205	500	217	500	500	500	
0319	Safety Supplies	1,480	800	209	800	800	800	
0320	Small Tools	317	500	37	400	400	400	
0333	All Other Supplies	1,392	800	580	800	800	800	
0339	Tires & Tire Maintenance	1,010	1,000	1,011	1,020	1,000	1,000	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	11,185	13,010	8,764	12,930	12,910	12,910	(100)
	PUBLIC RIGHT-OF-WAY	213,557	194,370	137,247	184,760	192,810	192,810	(1,560)
							Percent Budget Change	-0.80%
PARKS (8903-788)								
0101	Salaries	3,659	4,200	3,077	4,300	4,300	4,300	
0102	Full Time Hourly Wages	18,976	37,200	21,238	34,000	34,000	34,000	
0103	Temporary Wages	156	750	2,012	2,020	1,000	1,000	
0104	Overtime Wages	0	150	20	150	150	150	
0110	Health Insurance	6,725	12,070	8,665	11,870	11,030	11,030	
0111	Fringes	4,954	9,210	5,737	8,750	8,670	8,670	
0115	Schools/Seminars/Training	0	300	0	300	300	300	
0118	License Renewal	0	100	120	120	100	100	
	Personal Services	34,470	63,980	40,869	61,510	59,550	59,550	(4,430)
0204	Conference & Meetings	215	300	332	340	300	300	
0207	Dues and Memberships	350	350	350	350	350	350	
0216	Maint of Operating Equip	0	100	70	100	100	100	
0236	Outside Services	77	0	90	90	100	100	
0241	Tree Planting & Landscape	3089	3000	3,108	3,110	3,200	3,200	
	Contractual Services	3,731	3,750	3,950	3,990	4,050	4,050	300
0308	Books & Periodicals	170	100	22	100	100	100	
0316	Equipment Maint. Supplies	0	200	5	200	200	200	
0319	Safety Supplies	126	200	431	440	200	200	
0320	Small Tools	0	400	227	400	400	400	
0333	All Other Supplies	0	100	318	320	100	100	
0344	Small Equipment	0	500	0	500	500	500	
	Supplies & Materials	296	1,500	1,003	1,960	1,500	1,500	0
	PARKS	38,497	69,230	45,822	67,460	65,100	65,100	(4,130)
							Percent Budget Change	-5.97%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	0	1,000	538	1,000	1,000	1,000	
0102	Full Time Hourly Wages	9,972	8,000	7,264	10,000	9,000	9,000	
0103	Temporary Wages	0	750	1,575	1,580	1,000	1,000	
0110	Health Insurance	2,915	2,890	3,084	3,090	3,090	3,090	
0111	Fringes	2,167	2,200	2,116	2,800	2,420	2,420	
	Personal Services	15,054	14,840	14,577	18,470	16,510	16,510	1,670
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	0	100	1,297	1,300	100	100	
0236	Outside Services	2,485	1,000	3,148	3,150	8,000	8,000	
	Contractual Services	2,485	1,200	4,445	4,550	8,200	8,200	7,000
0333	All Other Supplies	0	500	0	0	0	0	
	Supplies & Materials	0	500	0	0	0	0	(500)
	INVASIVE SPECIES CONTROL	17,539	16,540	19,022	23,020	24,710	24,710	8,170
								Percent Budget Change 49.40%
	TOTAL CITY WIDE FORESTRY	269,593	280,140	202,091	275,240	282,620	282,620	2,480
								Percent Budget Change 0.89%

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$38,310	\$33,190	\$132,580	n/a	(\$102,420)	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 Executive Adjustments

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 (199,800)

This savings number includes:

- a). a \$100,000 permanent reduction in the current \$800,000 structural health insurance budget surplus;
- b). a \$130,000 one-time reduction in the current structural surplus to offset the one-time costs for the updated Salary Plan Review (\$10,000) in the H/R budget, the net levy cost for the ADA Compliance Audit in the DOLAS budget (\$30,000) and the cost to hire contract assessor firm to assist with the city-wide revaluation (\$90,000);
- c). a \$30,200 increase to cover increased costs associated with the City's approved employee health insurance plan for 2018.

2). Water/Sewer (4,000)

Reduced by 5% due to delay in implementation of Sanitary Sewer Study

3). Electricity (11,500)

Reduce line items to 2017 level.

4). Natural Gas (2,500)

Reduce line items to 2017 level.

5). Professional Services (4,200)

Reduce line items to 2017 level.

6). Gas & Oil (13,000)

Reduce line items to 2017 level.

Total Decreases (235,000)

* Note: All of these adjustments will be distributed proportionately to the department budgets affected prior to the beginning of the 2018 budget fiscal year.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Tax Refunds Reserve/ Special Reserves and Escrows
Program: Miscellaneous	Submitted by: Michael Easker

TAX REFUNDS RESERVE

This budget is set up to provide a funded reserve for returning taxpayer overpayments resulting from:

- a) Board of Review decisions on property valuations.
- b) Litigation settlements on property valuations.
- c) Other major adjustments.
- d) Assessment corrections.

The 2018 request of \$10,000 is based upon an increase in the average of refunds for corrections and claims on recent tax rolls. The amount will be transferred to a clearing account from which all tax refunds are issued. Due to a number of large refunds in recent years, that clearing account currently has a negative balance of approximately \$35,000.

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>Wages/Fringes/Health (Non-Rep and Police Union Employees)</u>	<u>Requested</u>
Salaries/Wages - Non Rep	\$ 75,180
Fringe Benefits – Non Rep	16,200
Health Insurance	0
Total	\$ 91,380
Salaries/Wages - Mid-Point Adjustment (Non-Rep Employees only)	\$17,500
Fringe Benefits – Mid-Point Adjustment (Non-Rep Employees only)	3,700
Total	\$21,200

Major Increases (Decreases) in 2018 Budget Request:

Wages/Fringes/Health provides an amount for 2018 wage and fringe benefit adjustments. The full impact of existing contractual wage increases (Police and Fire/Rescue) are included in their departmental operating budget.

Included in the amount above of \$112,580 is \$75,180 for a projected average wage/fringe increase of 2.0% for 2018 for non-represented employees funded by the City's General Fund. This increase would vary by employee depending upon how increases are ultimately distributed through the merit pay plan rules still currently being formulated. Any increase health insurance premiums for those same employees is reflected in the department line item budgets funded by the City's General Fund. Wages/Fringes/Health increases for employees working in other funds (I/S, Fleet Management, Parking, Storm Water and Recycling) are budgeted for in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of \$21,200 represents the additional cost associated with providing all current non-represented employees that are below the mid-point of the pay grade an adjustment to move their salary closer to the grade mid-point. The wage amount of \$17,500 assumes increases effective October 1, 2018, as in previous years. If adopted, the full annualized impact of the mid-point increases would be \$70,000, or \$20,000, the same as 2017. These adjustments would vary by employee depending upon how the adjustments are ultimately distributed through the approved pay plan rules.

Also included in 2018 is a list of proposed reductions that affect multiple departments across various budget line items totaling \$235,000. All adjustments will be distributed proportionately to the department budgets affected prior to 1/1/18.

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

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$0	\$0	\$0	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 10,000

Mayor's Comments:

The court has experienced operating deficits averaging approximately \$20,000 since its inception in 2002. The 2018 deficit is estimated at \$11,880. Even with those deficits, I continue to believe the benefits of having a local joint municipal court far outweigh the alternative of having all municipal violations prosecuted in circuit court in Oshkosh. I also believe it is time to begin to provide a small City subsidy to start to reduce, and eventually eliminate, the City of Neenah share of the deficit. That deficit amount is estimated at \$186,188 as of the end of 2018, prior to the \$10,000 proposed subsidy.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
TAX REFUNDS (2605-721)								
0236	Misc Expenditures	7,500	20,000	20,000	20,000	20,000	20,000	0
	Contractual Services	7,500	20,000	20,000	20,000	20,000	20,000	0
	TAX REFUNDS	7,500	20,000	20,000	20,000	20,000	20,000	0
							Percent Budget Change	0.00%

SPECIAL RESERVES & ESCROWS (2603-721)

0101	Salaries	0	17,090	0	0	75,180	75,180	
0111	Fringes	0	930	0	0	16,200	16,200	
0140	Midpoint/Other Adj Wages	0	7,730	0	0	17,500	17,500	
0141	Midpoint/Other Adj Fringe	0	1,470	0	0	3,700	3,700	
	Personal Services	0	27,220	0	0	112,580	112,580	85,360
0254	Printing/Copying	0	(7,510)	0	0	0	0	
0255	Internal I/S Services	0	(6,520)	0	0	0	0	
0293	Maint Of Motor Veh/Fleet	0	0	0	0	0	0	
	Contractual Services	0	(14,030)	0	0	0	0	14,030
	SPECIAL RESERVES & ESCROWS	0	13,190	0	0	112,580	112,580	99,390
								753.53%

MAYOR'S EXECUTIVE ADJUSTMENTS (2606-721)

0110	Health Insurance	0	0	0	0	0	(199,800)	
	Personal Services	0	0	0	0	0	(199,800)	(199,800)
0222	Electricity	0	0	0	0	0	(11,500)	
0223	Natural Gas	0	0	0	0	0	(2,500)	
0224	Water & Sewer	0	0	0	0	0	(4,000)	
0238	Professional Services	0	0	0	0	0	(4,200)	
	Contractual Services	0	0	0	0	0	(22,200)	(22,200)
0310	Gas & Oil	0	0	0	0	0	(13,000)	
	Supplies & Materials	0	0	0	0	0	(13,000)	(13,000)
	MAYOR'S EXECUTIVE ADJUSTMENT	0	0	0	0	0	(235,000)	(235,000)

TRANSFERS OUT (9988-999)

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

**CITY OF NEENAH
2018 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
2018 Proposed Budget

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

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
<u>All TIF Funds</u>				
Fund Balance (Deficit), January 1	<u>(\$6,296,940)</u>	<u>(\$6,360,101)</u>	<u>(\$6,360,101)</u>	<u>(\$6,762,529)</u>
<u>Revenues</u>				
Property Tax Increment	\$4,186,583	\$4,402,789	\$4,311,104	\$4,794,158
Computer Exemption Aid	534,383	558,902	547,137	555,180
Transfer from TIF #7 - Donor TIF	2,293,717	609,045	565,548	749,296
Interest Income - Debt Reserve	3,750	4,000	4,000	4,000
Interest Income/Miscellaneous	38,365	6,000	5,000	5,000
Increment Shortfall Payments	<u>79,109</u>	<u>0</u>	<u>80,000</u>	<u>80,000</u>
Total Revenues	7,135,907	5,580,736	5,512,789	6,187,634
<u>Expenditures</u>				
Transfer to Debt Service Fund	4,022,492	4,609,669	4,609,669	4,848,957
Transfer to General Fund-Admin	408,500	443,500	444,500	443,500
Transfer to General Fund-Interest	29,742	13,000	24,500	15,000
Transfer to TIF #8 - Donor TIF	2,293,717	609,045	565,548	749,296
Developer Increment Reimbursement	271,148	120,200	95,000	265,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	<u>3,469</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Expenditures	7,199,068	5,971,414	5,915,217	6,497,753
Excess Revenues Over (Under) Expenditures	(63,161)	(390,678)	(402,428)	(310,119)
Fund Balance (Deficit), December 31	<u>(\$6,360,101)</u>	<u>(\$6,750,779)</u>	<u>(\$6,762,529)</u>	<u>(\$7,072,648)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>4,500,000</u>	<u>5,400,000</u>	<u>5,400,000</u>	<u>5,400,000</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>700,000</u>
Net Cash Surplus (Deficit)	<u>(\$1,860,101)</u>	<u>(\$1,350,779)</u>	<u>(\$1,362,529)</u>	<u>(\$972,648)</u>

**CITY OF NEENAH
2018 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 its maximum closure date to 12/31/2030.

**TIF #5 Fund (Downtown Business District)
2018 Proposed Budget**

Description: The area within TID #5 contains several sites needing redevelopment or rehabilitation. Based on location and market demand, these sites are expected to develop for uses such as office, parking, commercial and residential. Sites at the north end of the district require more immediate attention, and should be redeveloped or rehabilitated within one to four years. Sites nearer the southern end of the district could be expected to require three to ten years before redevelopment or rehabilitation is viable.

Created: 01/01/1993
Amendment #1: 01/01/1999
Amendment #2: 01/01/2007
Max Exp. Date: 04/21/2015
Max Close Date: 12/31/2030

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
<u>TIF #5</u>				
Fund Balance (Deficit), January 1	<u>(\$457,575)</u>	<u>(\$371,868)</u>	<u>(\$371,868)</u>	<u>(\$380,437)</u>
<u>Revenues</u>				
Property Tax Increment	230,818	269,506	263,832	338,292
Computer Exemption Aid	161,446	151,745	148,550	150,730
Interest Income/Miscellaneous	0	1,000	1,000	1,000
Total Revenues	<u>392,264</u>	<u>422,251</u>	<u>413,382</u>	<u>490,022</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	234,813	348,951	348,951	360,920
Transfer to General Fund-Admin	71,000	70,000	71,000	70,000
Transfer to General Fund-Interest	594	1,000	1,000	1,000
Sundry Costs/Miscellaneous	150	1,000	1,000	1,000
Total Expenditures	<u>306,557</u>	<u>420,951</u>	<u>421,951</u>	<u>432,920</u>
Excess Revenues Over (Under) Expenditures	85,707	1,300	(8,569)	57,102
Fund Balance (Deficit), December 31	<u>(\$371,868)</u>	<u>(\$370,568)</u>	<u>(\$380,437)</u>	<u>(\$323,335)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$371,868)</u>	<u>(\$370,568)</u>	<u>(\$380,437)</u>	<u>(\$323,335)</u>

**CITY OF NEENAH
2018 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 it's maximum closure date to 12/31/2030.

**TIF #6 Fund (Southpark Industrial Center)
2018 Proposed Budget**

Description: The area within TID #6 is designed to enable the City to provide manufacturing building sites in a planned business park setting. The primary project costs are for land acquisition and infrastructure, development (sanitary sewer, storm water, water main, street construction, electric power, street lighting). Additional costs include necessary site preparation, signage and landscaping costs, and necessary planning, administration, engineering and marketing costs.

Created: 01/01/1997
Amendment #1: 01/01/2007
Max Exp. Date: 03/19/2015
Max Close Date: 12/31/2030

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
<u>TIF #6</u>				
Fund Balance (Deficit), January 1	<u>(\$1,707,692)</u>	<u>(\$1,434,280)</u>	<u>(\$1,434,280)</u>	<u>(\$1,068,397)</u>
<u>Revenues</u>				
Property Tax Increment	715,864	698,750	684,038	654,955
Computer Exemption Aid	83,862	79,035	77,371	78,510
Interest Income/Miscellaneous	4,808	1,000	2,000	1,000
Total Revenues	<u>804,534</u>	<u>778,785</u>	<u>763,409</u>	<u>734,465</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	294,580	341,026	341,026	345,945
Transfer to General Fund-Admin	53,500	53,500	53,500	53,500
Transfer to General Fund-Interest	4,808	2,000	2,000	2,000
Developer Increment Reimbursement	176,148	25,200	0	0
Sundry Costs/Miscellaneous	2,086	1,000	1,000	1,000
Total Expenditures	<u>531,122</u>	<u>422,726</u>	<u>397,526</u>	<u>402,445</u>
Excess Revenues Over (Under) Expenditures	273,412	356,059	365,883	332,020
Fund Balance (Deficit), December 31	<u>(\$1,434,280)</u>	<u>(\$1,078,221)</u>	<u>(\$1,068,397)</u>	<u>(\$736,377)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>1,250,000</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>1,250,000</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$184,280)</u>	<u>\$171,779</u>	<u>\$181,603</u>	<u>\$513,623</u>

**CITY OF NEENAH
2018 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)
2018 Proposed Budget**

Description: The area within TID #7 is an area including commercial development adjacent to Winneconne Avenue/Green Bay Road, the West Towne Village business district and Bridgewood golf, commercial and housing developments. Areas for development are in need of redevelopment/rehabilitation due to prolonged underutilization and associated physical and economic obsolescence. Proposed project costs and improvements include utility and access improvements, land acquisition, design and engineering, beautification/signage, planning/project support.

Created: 01/01/2000
Amendment #1: 01/01/2002
Amendment #2: 01/01/2005
Amendment #3: 01/01/2006
Amendment #4: 01/01/2012
Max Exp. Date: 07/04/2022
Max Close Date: 12/31/2027

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
<u>TIF #7</u>				
Fund Balance (Deficit), January 1	<u>\$1,687,558</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Revenues</u>				
Property Tax Increment	1,943,923	2,008,319	1,966,033	2,125,116
Computer Exemption Aid	52,013	57,547	56,336	57,160
Interest Income/Miscellaneous	16,154	1,000	1,000	1,000
Total Revenues	<u>2,012,090</u>	<u>2,066,866</u>	<u>2,023,369</u>	<u>2,183,276</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	1,204,325	1,255,821	1,255,821	1,231,980
Transfer to General Fund-Admin	106,000	106,000	106,000	106,000
Transfer to General Fund-Interest	0	0	0	0
Transfer to TIF #8 - Donor TIF	2,293,717	609,045	565,548	749,296
Developer Increment Reimbursement	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	606	1,000	1,000	1,000
Total Expenditures	<u>3,699,648</u>	<u>2,066,866</u>	<u>2,023,369</u>	<u>2,183,276</u>
Excess Revenues Over (Under) Expenditures	(1,687,558)	0	0	0
Fund Balance (Deficit), December 31	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Cash Advance from Debt Service Levy (2012-17)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**CITY OF NEENAH
2018 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)
2018 Proposed Budget

Description: The area within TID #8 includes the Doty Island Business District as well as key downtown business sites. The sites have been planned for and are expected to develop as a combination of commercial and residential use properties. The Doty Island plan is to retain significant older buildings that contribute to the charm and character of the business district; promote redevelopment at sites that can strengthen neighborhood retail and service offerings; and, maximize opportunity for existing businesses to stay and grow on the island. In certain instances, the revitalization strategy is a joint effort of the City and Neenah Community Development Authority (CDA).

Created: 01/01/2001
Amendment #1: 01/01/2002
Amendment #2: 01/01/2004
Amendment #3: 01/01/2005
Amendment #4: 01/01/2008
Max Exp. Date: 09/04/2023
Max Close Date: 12/31/2038

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
<u>TIF #8</u>				
Fund Balance (Deficit), January 1	<u>(\$5,789,194)</u>	<u>(\$4,418,455)</u>	<u>(\$4,418,455)</u>	<u>(\$5,172,983)</u>
<u>Revenues</u>				
Property Tax Increment	1,295,978	1,312,017	1,284,393	1,336,825
Computer Exemption Aid	237,062	223,516	218,810	222,030
Transfer from TIF #7 - Donor TIF	2,293,717	609,045	565,548	749,296
Interest Income - Debt Reserve	3,750	4,000	4,000	4,000
Interest Income/Miscellaneous	0	1,000	0	0
Increment Shortfall Payments	79,109	0	80,000	80,000
Total Revenues	<u>3,909,616</u>	<u>2,149,578</u>	<u>2,152,751</u>	<u>2,392,151</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	2,242,838	2,610,279	2,610,279	2,783,850
Transfer to General Fund-Admin	106,000	106,000	106,000	106,000
Transfer to General Fund-Interest	24,340	10,000	20,000	10,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	(4,301)	1,000	1,000	1,000
Total Expenditures	<u>2,538,877</u>	<u>2,897,279</u>	<u>2,907,279</u>	<u>3,070,850</u>
Excess Revenues Over (Under) Expenditures	1,370,739	(747,701)	(754,528)	(678,699)
Fund Balance (Deficit), December 31	<u>(\$4,418,455)</u>	<u>(\$5,166,156)</u>	<u>(\$5,172,983)</u>	<u>(\$5,851,682)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>3,250,000</u>	<u>4,150,000</u>	<u>4,150,000</u>	<u>4,150,000</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>700,000</u>
Net Cash Surplus (Deficit)	<u>(\$1,168,455)</u>	<u>(\$1,016,156)</u>	<u>(\$1,022,983)</u>	<u>(\$1,001,682)</u>

**CITY OF NEENAH
2018 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)
2018 Proposed Budget**

Description: The area within TID #9 includes an industrial corridor west of Interstate 41 between Breezewood Lane/Bell Street to the north and CTH G to the south. The area within the District is in need of redevelopment/rehabilitation due to the underutilization and physical and economic obsolescence. Proposed project costs include utility and access improvements, redevelopment assistance and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 03/17/2036
Max Close Date: 12/31/2041

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
<u>TIF #9</u>				
Fund Balance (Deficit), January 1	<u>(\$31,185)</u>	<u>(\$65,443)</u>	<u>(\$65,443)</u>	<u>\$45,752</u>
<u>Revenues</u>				
Property Tax Increment	0	115,235	112,808	244,823
Computer Exemption Aid	0	47,030	46,040	46,720
Interest Income/Miscellaneous	<u>7,685</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	<u>7,685</u>	<u>163,265</u>	<u>159,848</u>	<u>292,543</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	3,373	11,653	11,653	36,975
Transfer to General Fund-Admin	36,000	36,000	36,000	36,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	<u>2,570</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>41,943</u>	<u>48,653</u>	<u>48,653</u>	<u>73,975</u>
Excess Revenues Over (Under) Expenditures	(34,258)	114,612	111,195	218,568
Fund Balance (Deficit), December 31	<u>(\$65,443)</u>	<u>\$49,169</u>	<u>\$45,752</u>	<u>\$264,320</u>
Cash Advance from Debt Service Levy (2012-17)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$65,443)</u>	<u>\$49,169</u>	<u>\$45,752</u>	<u>\$264,320</u>

**CITY OF NEENAH
2018 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)
2018 Proposed Budget**

Description: The area within TID #10 includes an area on the west end of the Central Business District between the Neenah Slough to the west, Arrowhead Park to the north, Smith Street to the south, and Church Street to the east. The area within the District includes industrial, residential, commercial, retail and open space uses and at least 50% of the property within the District is defined as blighted. Several areas within the District have been identified as redevelopment sites and are expected to develop as a combination of commercial, office and/or residential uses. The proposed project costs include parking, utility and access improvements, redevelopment assistance, beautification/signage/public space, and planning/project support.

Created: 01/01/2015

Amendment #1: n/a

Max Exp. Date: 08/04/2036

Max Close Date: 12/31/2041

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
<u>TIF #10</u>				
Fund Balance (Deficit), January 1	<u>\$1,148</u>	<u>(\$70,055)</u>	<u>(\$70,055)</u>	<u>(\$150,464)</u>
<u>Revenues</u>				
Property Tax Increment	0	(1,038)	0	94,147
Computer Exemption Aid	0	29	30	30
Interest Income/Miscellaneous	9,718	1,000	0	1,000
Total Revenues	<u>9,718</u>	<u>(9)</u>	<u>30</u>	<u>95,177</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	42,563	41,939	41,939	89,287
Transfer to General Fund-Admin	36,000	36,000	36,000	36,000
Transfer to General Fund-Interest	0	0	1,500	2,000
Developer Increment Reimbursement	0	0	0	170,000
Sundry Costs/Miscellaneous	2,358	1,000	1,000	1,000
Total Expenditures	<u>80,921</u>	<u>78,939</u>	<u>80,439</u>	<u>298,287</u>
Excess Revenues Over (Under) Expenditures	(71,203)	(78,948)	(80,409)	(203,110)
Fund Balance (Deficit), December 31	<u>(\$70,055)</u>	<u>(\$149,003)</u>	<u>(\$150,464)</u>	<u>(\$353,574)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$70,055)</u>	<u>(\$149,003)</u>	<u>(\$150,464)</u>	<u>(\$353,574)</u>

**CITY OF NEENAH
2018 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)
2018 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: 08/04/2036

Max Close Date: 12/31/2041

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
<u>TIF #11</u>				
Fund Balance (Deficit), January 1	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$36,000)</u>
<u>Revenues</u>				
Property Tax Increment	0	0	0	0
Computer Exemption Aid	0	0	0	0
Interest Income/Miscellaneous	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	0	0	0	0
Transfer to General Fund-Admin	0	36,000	36,000	36,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	0	0	0	0
Total Expenditures	<u>0</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
Excess Revenues Over (Under) Expenditures	0	(36,000)	(36,000)	(36,000)
Fund Balance (Deficit), December 31	<u>\$0</u>	<u>(\$36,000)</u>	<u>(\$36,000)</u>	<u>(\$72,000)</u>
Cash Advance from Debt Service Levy (2012-17)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2018)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$0</u>	<u>(\$36,000)</u>	<u>(\$36,000)</u>	<u>(\$72,000)</u>

**CITY OF NEENAH
2018 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
2018 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 2017 the program provided funds to support community services for low and moderate income households, increase job opportunities, improve deteriorated conditions, upgrade neighborhoods, and support planning and program administration.

In establishing the 2018 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 2018 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2018.

	2003-2016 Grant		2017 Grant		2018
	<u>Allocation</u>	<u>2016 Exp.</u>	<u>Allocation</u>	<u>2017 Exp.</u>	<u>Budget</u>
Grant Funds Available	<u>\$491,124</u>	<u>\$491,124</u>	<u>\$196,240</u>	<u>\$196,240</u>	<u>\$175,000</u>

ALLOCATIONS

Direct

Low/Moderate Income Households	\$390,988	\$126,102	\$137,240	\$79,000	\$118,000
Redevelopment & Blight Elimination	56,878	10,000	20,000	10,000	24,000
Community Planning & Projects	15,000	10,000	14,000	5,000	8,000

Transfers

Administration	<u>28,258</u>	<u>25,715</u>	<u>25,000</u>	<u>12,500</u>	<u>25,000</u>
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Totals	<u>\$491,124</u>	<u>\$171,817</u>	<u>\$196,240</u>	<u>\$106,500</u>	<u>\$175,000</u>
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Grant Balances		<u>\$319,307</u>		<u>\$89,740</u>	
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**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Housing Fund
Program: Special Revenue Funds	Submitted by: Chris Haese

Housing Fund
2018 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 2018 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).

2017 Accomplishments:

Initiated and completed 7 owner-occupied rehabilitation projects.

2018 Goals/Plans:

OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners, maintain an 85% loan to 15% grant ratio to insure steady return to the Housing Fund.

HOMEBUYERS ASSISTANCE PROGRAM: Working with Winnebago County Housing Authority and Advocap, provide funding assistance to 2 first-time homebuyers with down payment/closing cost assistance and housing rehabilitation.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance, January 1	<u>\$80,909</u>	<u>\$72,620</u>	<u>\$72,620</u>	<u>\$58,610</u>
<u>REVENUES</u>				
Loan Repayments	\$61,760	\$20,000	\$51,640	\$20,000
Community Dev. Block Grant	0	25,000	0	25,000
Interest and Miscellaneous	3,858	1,560	2,100	1,560
Total Revenue	<u>\$65,618</u>	<u>\$46,560</u>	<u>\$53,740</u>	<u>\$46,560</u>
<u>EXPENDITURES</u>				
Schools, Seminars, Training	\$0	\$0	\$0	\$0
Auto Allowance	0	150	0	150
Postage	0	300	150	300
Outside Services	1,407	2,500	2,000	2,500
Office Supplies	0	350	100	350
Printing	0	250	0	250
Misc Expenditures	3,040	200	500	200
Grants/Loans Issued	34,460	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	35,000	35,000
Total Expenditures	<u>\$73,907</u>	<u>\$68,750</u>	<u>\$67,750</u>	<u>\$68,750</u>
Excess Revenues Over (Under) Expenditures	(\$8,289)	(\$22,190)	(\$14,010)	(\$22,190)
Fund Balance, December 31	<u>\$72,620</u>	<u>\$50,430</u>	<u>\$58,610</u>	<u>\$36,420</u>
Loans Outstanding as of 12/31/2016: 103	<u>\$583,321</u>			
Loans Written Off Due to Foreclosure/Bankruptcy	0		0	

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Economic Development
Program: Special Revenue Funds	Submitted by: Chris Haese

Small Business Loan Program
2018 Proposed Budget

The Small Business Loan Program was established in June 1988 by the Common Council for the purpose of providing low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah. In establishing the program, which was capitalized with Community Development Block Grant funds, the Council chose to earmark all future revenues from this capitalization of \$250,000 to be used as a revolving loan fund to support the continuation of this economic development effort. In 1992, an additional \$100,000 of Community Development Block Grants was appropriated for further capitalization of the loan fund. All Community Development Block Grant allocations have now been expended. Therefore, future loans will be issued from the loan repayment proceeds received from prior loans issued.

Under this program, borrowers may obtain loans to finance a portion of the cost of fixed asset projects. Funds issued by the City of Neenah are in the form of a companion loan to conventional financing from a private sector lender. To date, 22 loans have been approved for assistance.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance, January 1	<u>\$224,647</u>	<u>\$238,139</u>	<u>\$238,139</u>	<u>\$236,049</u>
REVENUES				
Loan Repayments	\$17,372	\$0	\$0	\$0
Interest and Miscellaneous	1,403	200	1,300	200
Total Revenue	<u>\$18,775</u>	<u>\$200</u>	<u>\$1,300</u>	<u>\$200</u>
EXPENDITURES				
Postage	\$0	\$50	\$0	\$50
Outside Services	0	200	0	200
Advertising & Publications	0	0	0	0
Auto Allowance	0	0	0	0
Office Supplies	0	0	0	0
Outside Printing	0	0	0	0
Misc. Expenditures	283	200	890	200
Grants/Loans Issued	0	25,000	0	25,000
Transfer to General Fund	5,000	5,000	2,500	5,000
Total Expenditures	<u>\$5,283</u>	<u>\$30,450</u>	<u>\$3,390</u>	<u>\$30,450</u>
Excess Revenues Over (Under) Expenditures	\$13,492	(\$30,250)	(\$2,090)	(\$30,250)
Fund Balance, December 31	<u>\$238,139</u>	<u>\$207,889</u>	<u>\$236,049</u>	<u>\$205,799</u>
Loans Outstanding as of 12/31/2016: 0	<u>\$0</u>			
Loans Written Off Due to Bankruptcy	0		0	

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Industrial Development Fund
Program: Special Revenue Funds	Submitted by: Chris Haese/Andy Kahl

Industrial Development Fund
2018 Proposed Budget

The Industrial Development Fund is used to account for the accumulation of resources received from the Winnebago County Industrial Development Board. The funding allocations for the current year are calculated on a per capita basis, using the population from January 1 of the previous year.

The funds are designated to be used for the improvement of industrial businesses and the recruitment of additional industrial developments within the City. The residents of the City of Neenah and the adjacent towns benefit by having industrial companies expand and relocate in the area.

The \$5,000 transfer to the City General Fund is for economic and development studies, marketing & promotions.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance (Deficit), January 1	<u>\$54,402</u>	<u>\$60,162</u>	<u>\$60,162</u>	<u>\$69,342</u>
<u>REVENUES</u>				
Per Capita Funding Allocation	<u>\$25,870</u>	<u>\$25,870</u>	<u>\$29,180</u>	<u>\$29,180</u>
Total Revenue	<u>\$25,870</u>	<u>\$25,870</u>	<u>\$29,180</u>	<u>\$29,180</u>
<u>EXPENDITURES</u>				
Recruitment/Retention	\$15,110	\$15,000	\$15,000	\$15,000
Transfer to General Fund	<u>5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
Total Expenditures	<u>\$20,110</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Excess Revenues Over (Under) Expenditures	\$5,760	\$5,870	\$9,180	\$9,180
Fund Balance (Deficit), December 31	<u>\$60,162</u>	<u>\$66,032</u>	<u>\$69,342</u>	<u>\$78,522</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: G.Kaiser/A. Kahl

Recycling Fund
2018 Proposed Budget

The Recycling Fund was set up to segregate recycling revenue and expenditures from the General Fund. According to 1992 guidelines from the Department of Natural Resources and Department of Revenue, the City is the "responsible unit of government" and is mandated to keep full accounting, reporting and restructured budgetary procedures for City-wide recycling programs. This separate fund accounting began in 1993.

Goals/Responsibilities/Activities

Administer City-wide program for handling various types of recyclables in a cost effective manner with a view toward conserving resources and reducing volume of landfilled materials.

Funding: Expenditures are partially reimbursed by the State Recycling Grant, which has been applied for on an annual basis. Because of limited State funding resulting in annual decreases in State recycling grants, depressed recycling markets and increasing costs, a tax levy was required since 1995 to subsidize the fund. Funding for recycling grants with a surcharge on businesses expired at the end of 2001. Funding methods and policies remain the same, but funding of the grant program is now achieved through a tipping fee on all waste dumped in Wisconsin landfills. Unfortunately the State does not return the full tipping fee back to the responsible units in the form of recycling grants.

To offset the at least a portion of the shortfall, a Recycling Special Charge was added to the tax bill starting in fiscal year 2012 for any property that received curbside recycling collection. This charge was \$22 per property in 2012, \$30 in 2013 and 2014, \$32 in 2015, and \$37 in 2016 and 2017. 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 and 2017 the fee offset the entire shortfall.

Yard Waste: Includes weekly collections in spring, monthly collections (including brush) in summer and fall and collection of leaves in fall. No grass clippings are included in collections. In an effort to reduce labor expense, the spring yard waste collection has been reduced from eight weeks to five weeks. The brush and yard waste drop-off site at the Tullar garage has been very well received by the public with few violations (hours Monday through Friday 7:00 to 5:00 p.m., Saturday 8:30 a.m. to Noon from May to October, closed January and February). 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 three 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.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: G.Kaiser/A. Kahl

2017 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.
- Evaluated options to modify drop-off operations.

2018 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 2018 Budget Request:

- Assumed single stream recyclable tipping fees remain at \$5 per ton.
- Assumed yard waste tipping fees remain at \$22 per ton.
- Assumed revenue from the State Recycling grant to be the same as 2017.
- Assumed revenue from commodity sales to be the same as 2017.
- Assumed 8,837 properties serviced comprising 8,926 charged units.
- Assumed the residential recycling special charge will remain the same at \$37.00 per unit.
- Added cost to crush concrete stockpile.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance, January 1	\$169,884	\$174,261	\$174,261	\$173,371	\$173,371
<u>REVENUES</u>					
Program Revenue	\$11,962	\$12,000	\$18,680	\$13,000	\$13,000
Grants	192,077	192,080	201,860	200,000	200,000
County Reimbursement	7,955	8,000	25,340	15,000	15,000
Transfer from Public Infrastructure	0	0	0	26,000	26,000
Total Revenue	<u>\$211,994</u>	<u>\$212,080</u>	<u>\$245,880</u>	<u>\$254,000</u>	<u>\$254,000</u>
<u>EXPENDITURES</u>					
Curbside Collection	\$293,193	\$249,210	\$299,770	\$273,870	\$243,870
Drop Off Site Collection	59,483	67,870	75,910	104,030	104,030
Adm. & Public Information	0	3,060	3,260	3,260	3,260
Yard Waste	159,057	197,390	173,830	188,620	188,620
Special Reserves & Escrow	0	0	0	3,040	3,040
Trans. to General Fund for Adm	22,000	22,000	22,000	25,000	25,000
Total Expenditures	<u>\$533,733</u>	<u>\$539,530</u>	<u>\$574,770</u>	<u>\$597,820</u>	<u>\$567,820</u>
Excess Revenues Over (Under) Exp.	(\$321,739)	(\$327,450)	(\$328,890)	(\$343,820)	(\$313,820)
Tax Levy	\$0	\$0	\$0	\$0	\$0
Residential Special Charge	\$326,116	\$333,000	\$328,000	\$330,260	\$321,340
Surplus (Deficit) after Special Charge	\$4,377	\$5,550	(\$890)	(\$13,560)	\$7,520
Fund Balance, December 31	<u>\$174,261</u>	<u>\$179,811</u>	<u>\$173,371</u>	<u>\$159,811</u>	<u>\$180,891</u>

*Mayor's proposed budget includes a \$30,000 reduction in Curbside Collection costs related to using private hauling services effective 7/1/18. The proposed budget also includes a reduction in the Residential Special Charge from \$37 to \$36 per unit.

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

RECYCLING DIVISION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 months)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
Curbside Collection	293,193	249,210	239,992	299,770	273,870	243,870	
Waste Oil/Dropoff Site	59,483	67,870	59,454	75,910	104,030	104,030	
Admin.& Public Informatio	0	3,060	0	3,260	3,260	3,260	
Yard Waste	159,059	197,390	117,141	173,830	188,620	188,620	
Special Reserves & Escrow	0	0	0	0	3,040	3,040	
Transfers	22,000	22,000	16,500	22,000	25,000	25,000	
TOTAL EXPENDITURES	533,735	539,530	433,087	574,770	597,820	567,820	28,290
					Percent Budget Change		5.24%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	2,000	2,030	1,500	2,000	4,520	4,520	
0102	Full Time Hourly Wages	172,655	171,510	139,751	183,000	168,000	168,000	
0103	Temporary Wages	13,613	15,550	9,915	15,550	17,550	17,550	
0104	Overtime Wages	144	450	640	920	450	450	
0110	Health Insurance	55,270	56,020	49,925	56,020	56,260	56,260	
0111	Fringes	42,287	43,020	34,453	45,720	44,040	44,040	
0124	Schools/Seminars/Training	0	0	200	200	200	200	
	PERSONAL SERVICES	285,969	288,580	236,384	303,410	291,020	291,020	2,440
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	640	2,800	0	3,000	3,000	3,000	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	410	350	194	350	400	400	
0207	Dues & Memberships	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	2,319	0	0	0	0	0	
0223	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,405	2,800	1,873	2,700	2,800	2,800	
0236	Outside Services	7,735	1,630	15,096	15,240	32,530	32,530	
0238	Professional Services	0	100	0	100	100	100	
0243	Tipping Fees	33,899	36,000	24,087	37,000	37,000	37,000	
0245	License Fees	187	190	0	190	190	190	
0249	Large Dumpster Item Pulls	14,149	7,500	9,050	11,000	10,000	10,000	
0252	Rental of Equipment	9,690	11,000	5,850	11,000	14,000	14,000	
0293	Maint of Motor Veh/Fleet	82,378	75,000	70,844	88,000	90,000	90,000	
0294	Oil and Fluids/Fleet	3,524	5,600	5,041	5,650	5,600	5,600	
0296	Maint of Oper Eq/Fleet	11,635	22,600	2,953	12,600	22,600	22,600	
	CONTRACTUAL SERVICES	168,971	165,840	134,988	187,100	218,490	218,490	52,650
<u>SUPPLIES & MATERIALS</u>								
0300	Office Supplies	0	50	0	50	50	50	
0301	Inhouse Printing	0	10	0	10	10	10	
0302	Gasoline & Oil	31,318	43,000	25,860	38,250	40,100	40,100	
0308	Motor Vehicles Maint. Sup	0	250	0	250	250	250	
0309	Equipment Maint. Supplies	703	150	0	150	150	150	
0313	Safety Supplies	803	450	0	450	450	450	
0316	Small Tools	0	100	0	100	100	100	
0319	All Other Supplies	1,155	600	1,166	1,500	700	700	
0320	Tires & Tire Maintenance	22,816	18,500	18,189	21,500	21,500	21,500	
	SUPPLIES & MATERIALS	56,795	63,110	45,215	62,260	63,310	63,310	200
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
0800	Mayor's Adjustment	0	0	0	0	0	(30,000)	
	MAYOR'S EXECUTIVE ADJ.	0	0	0	0	0	(30,000)	(30,000)
<u>TRANSFERS</u>								
0999	Transfer to General Fund	22,000	22,000	16,500	22,000	25,000	25,000	
	TRANSFERS	22,000	22,000	16,500	22,000	25,000	25,000	3,000
	TOTAL RECYCLING	533,735	539,530	433,087	574,770	597,820	567,820	28,290
							Percent Budget Change	5.24%

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
<u>CURBSIDE COLLECTION (081-6901-935)</u>								
0102	Full Time Hourly Wages	94,670	87,280	72,317	100,000	86,000	86,000	
0104	Overtime Wages	57	150	59	150	150	150	
0110	Health Insurance	27,443	25,750	23,803	25,750	25,790	25,790	
0111	Fringes	21,618	19,790	16,407	22,670	19,940	19,940	
0115	Schools/Seminars/Training	0	0	200	200	200	200	
0202	Outside Printing	205	300	0	300	300	300	
0206	Advertising & Publication	410	300	194	300	350	350	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,405	2,800	1,873	2,700	2,800	2,800	
0236	Outside Services	4,802	1,000	7,351	7,360	5,000	5,000	
0243	Tipping Fees	14,152	12,000	8,999	13,000	13,000	13,000	
0245	License Fees	187	190	0	190	190	190	
0249	Large Dumpster Item Pulls	14,149	7,500	9,050	11,000	10,000	10,000	
0293	Maint of Motor Veh/Fleet	63,510	45,000	60,001	65,000	60,000	60,000	
0294	Oil and Fluids/Fleet	3,468	4,000	4,726	5,000	4,000	4,000	
0296	Maint of Oper Eq/Fleet	1,621	500	0	500	500	500	
0310	Gasoline & Oil	23,316	27,000	19,400	27,000	27,000	27,000	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	338	0	0	0	0	0	
0319	Safety Supplies	632	300	0	300	300	300	
0333	All Other Supplies	103	200	0	200	200	200	
0339	Tires & Tire Maintance	20,107	15,000	15,611	18,000	18,000	18,000	
0800	Mayor's Executive Adjustment	0	0	0	0	0	(30,000)	
	CURBSIDE COLLECTION	293,193	249,210	239,991	299,770	273,870	243,870	(5,340)
<u>WASTE OIL / DROP-OFF SITE (081-6902-935)</u>								
0101	Salaries	2,000	2,030	1,500	2,000	2,000	2,000	
0102	Full Time Hourly Wages	17,780	17,250	17,127	19,000	20,000	20,000	
0103	Temporary Wages	13,613	15,550	9,915	15,550	17,550	17,550	
0104	Overtime Wages	0	0	461	470	0	0	
0110	Health Insurance	9,955	10,450	9,538	10,450	11,820	11,820	
0111	Fringes	6,908	7,990	6,615	8,490	9,160	9,160	
0236	Outside Services	1,858	300	4,850	4,850	26,000	26,000	
0252	Rental of Equipment	0	10,000	5,850	10,000	13,000	13,000	
0293	Maint of Motor Veh/Fleet	5,013	3,000	1,754	3,000	3,000	3,000	
0294	Oil and Fluids/Fleet	0	100	108	150	100	100	
0296	Maint of Oper Eq/Fleet	44	100	0	100	100	100	
0310	Gasoline & Oil	1,089	1,000	1,149	1,250	1,100	1,100	
0319	Safety Supplies	171	0	0	0	0	0	
0333	All Other Supplies	1,052	100	587	600	200	200	
	WASTE OIL / DROP-OFF SITE	59,483	67,870	59,454	75,910	104,030	104,030	36,160

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>PUBLIC INFORMATION (081-6905-935)</u>								
0202	Outside Printing	0	2,500	0	2,700	2,700	2,700	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	0	50	0	50	50	50	
0207	Dues & Memberships	0	100	0	100	100	100	
0236	Outside Services	0	30	0	30	30	30	
0238	Professional Services	0	100	0	100	100	100	
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0333	All Other Supplies	0	100	0	100	100	100	
	PUBLIC INFORMATION	0	3,060	0	3,260	3,260	3,260	200
<u>YARD WASTE (081-6907-935)</u>								
0102	Full Time Hourly Wages	60,205	66,980	50,309	64,000	62,000	62,000	
0104	Overtime Wages	87	300	120	300	300	300	
0110	Health Insurance	17,872	19,820	16,584	19,820	18,650	18,650	
0111	Fringes	13,761	15,240	11,432	14,560	14,420	14,420	
0202	Outside Printing	435	0	0	0	0	0	
0213	Maint of Motor Vehicles	2,319	0	0	0	0	0	
0236	Outside Services	1,075	300	2,895	3,000	1,500	1,500	
0243	Tipping Fees	19,747	24,000	15,088	24,000	24,000	24,000	
0252	Rental of Equipment	9,690	1,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	13,855	27,000	9,090	20,000	27,000	27,000	
0294	Oil and Fluids/Fleet	56	1,500	207	500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	9,970	22,000	2,953	12,000	22,000	22,000	
0310	Gasoline & Oil	6,913	15,000	5,310	10,000	12,000	12,000	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	365	150	0	150	150	150	
0319	Safety Supplies	0	150	0	150	150	150	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	0	200	578	600	200	200	
0339	Tires & Tire Maintance	2,709	3,500	2,576	3,500	3,500	3,500	
	YARD WASTE	159,059	197,390	117,142	173,830	188,620	188,620	(8,770)
<u>SPECIAL RESERVES & ESCROW (081-9026-733)</u>								
0101	Salaries	0	0	0	0	2,520	2,520	
0110	Health Insurance	0	0	0	0	0	0	
0111	Fringes	0	0	0	0	520	520	
	Special Reserves & Escrow	0	0	0	0	3,040	3,040	3,040
<u>TRANSFER TO GENERAL FUND (081-9910-935)</u>								
0999	Transfers	22,000	22,000	16,500	22,000	25,000	25,000	
	TRANSFER TO GENERAL FUND	22,000	22,000	16,500	22,000	25,000	25,000	3,000
RECYCLING PROGRAM		533,735	539,530	433,087	574,770	597,820	567,820	28,290
							Percent Budget Change	5.24%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Health	Budget: Health Grants
Program: Special Revenue Funds	Submitted by: Andy Kahl

Health Grants Program
2018 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>2016</u> Actual	<u>2017</u> Y-T- D	<u>2018</u> Budget
Fund Balance, January 1	<u>\$114,459</u>	<u>\$92,459</u>	<u>\$92,459</u>
<u>EXPENDITURES</u>			
Transfer to Equipment Fund	22,000	0	0
Transfer to General Fund	0	0	10,000
Total Expenditures	<u>\$22,000</u>	<u>\$0</u>	<u>\$10,000</u>
Fund Balance, December 31	<u>\$92,459</u>	<u>\$92,459</u>	<u>\$82,459</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Park and Recreation Fund
2018 Proposed Budget**

To account for monies received from private donations and requests to finance specific Park and Recreation related activities and the corresponding expenditures.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance (Deficit), January 1	<u>\$363,750</u>	<u>\$315,558</u>	<u>\$315,558</u>	<u>\$317,558</u>
<u>Revenues</u>				
Contributions	\$40,820	\$40,000	\$40,000	\$40,000
Interest & Miscellaneous	1,434	1,200	2,000	2,000
Total Revenues	<u>\$42,254</u>	<u>\$41,200</u>	<u>\$42,000</u>	<u>\$42,000</u>
<u>Expenditures</u>				
	<u>\$90,446</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Excess Revenues Over (Under) Expenditures	(\$48,192)	\$1,200	\$2,000	\$2,000
Fund Balance (Deficit), December 31	<u>\$315,558</u>	<u>\$316,758</u>	<u>\$317,558</u>	<u>\$319,558</u>

**Dial-A-Ride Fund
2018 Proposed Budget**

To account for the receipts and disbursements of the Neenah-Menasha Dial-A-Ride Transportation program for the elderly.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance (Deficit), January 1	<u>\$61,254</u>	<u>\$72,847</u>	<u>\$72,847</u>	<u>\$88,347</u>
<u>Revenues</u>				
Intergovernmental	\$43,880	\$42,000	\$42,000	\$42,000
Contribution/Interest	8,578	8,000	8,500	8,000
Total Revenues	<u>\$52,458</u>	<u>\$50,000</u>	<u>\$50,500</u>	<u>\$50,000</u>
<u>Expenditures</u>				
	<u>\$40,865</u>	<u>\$50,000</u>	<u>\$35,000</u>	<u>\$50,000</u>
Excess Revenues Over (Under) Expenditures	\$11,593	\$0	\$15,500	\$0
Fund Balance (Deficit), December 31	<u>\$72,847</u>	<u>\$72,847</u>	<u>\$88,347</u>	<u>\$88,347</u>

**Civic and Social Fund
2018 Proposed Budget**

To account for monies provided by private donors to finance specific civic improvement and social activities and the corresponding expenditures.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance (Deficit), January 1	<u>\$136,452</u>	<u>\$144,283</u>	<u>\$144,283</u>	<u>\$161,283</u>
<u>Revenues</u>				
Contribution	\$25,020	\$26,000	\$34,000	\$26,000
Interest & Miscellaneous	17,256	18,000	18,000	18,000
Total Revenue	<u>\$42,276</u>	<u>\$44,000</u>	<u>\$52,000</u>	<u>\$44,000</u>
<u>Expenditures</u>				
	<u>\$34,445</u>	<u>\$36,000</u>	<u>\$35,000</u>	<u>\$36,000</u>
Excess Revenues Over (Under) Expenditures	\$7,831	\$8,000	\$17,000	\$8,000
Fund Balance (Deficit), December 31	<u>\$144,283</u>	<u>\$152,283</u>	<u>\$161,283</u>	<u>\$169,283</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Library Fund
2018 Proposed Budget**

To account for monies provided by private donors to finance specific Library improvements and services and the corresponding expenditures.

	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Estimate</u>	2018 <u>Budget</u>
Fund Balance (Deficit), January 1	\$1,344,114	\$1,391,400	\$1,391,400	\$1,446,400
<u>Revenues</u>				
Contribution	\$45,180	\$40,000	\$40,000	\$40,000
Interest & Market Adj.	77,344	30,000	70,000	40,000
Total Revenue	\$122,524	\$70,000	\$110,000	\$80,000
<u>Expenditures</u>	\$75,238	\$55,000	\$55,000	\$55,000
Excess Revenues Over (Under) Expenditures	\$47,286	\$15,000	\$55,000	\$25,000
Fund Balance (Deficit), December 31	\$1,391,400	\$1,406,400	\$1,446,400	\$1,471,400

**Public Safety Trust
2018 Proposed Budget**

To account for monies provided by private donors to finance specific public safety equipment and services and the corresponding expenditures.

	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Estimate</u>	2018 <u>Budget</u>
Fund Balance (Deficit), January 1	\$126,598	\$121,202	\$121,202	\$101,202
<u>Revenues</u>				
Contribution	\$4,574	\$10,000	\$5,000	\$30,000
Interest & Miscellaneous	20,977	20,100	10,000	20,000
Total Revenue	\$25,551	\$30,100	\$15,000	\$50,000
<u>Expenditures</u>	\$30,947	\$35,000	\$35,000	\$70,000
Excess Revenues Over (Under) Expenditures	(\$5,396)	(\$4,900)	(\$20,000)	(\$20,000)
Fund Balance (Deficit), December 31	\$121,202	\$116,302	\$101,202	\$81,202

**Clock Tower Renovation/Maintenance
2018 Proposed Budget**

To account for monies provided by private donors to finance clock tower renovation and maintenance.

	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Estimate</u>	2018 <u>Budget</u>
Fund Balance (Deficit), January 1	\$7,909	\$7,078	\$7,078	\$1,308
<u>Revenues</u>				
Contributions	\$0	\$100	\$0	\$100
Interest & Miscellaneous	32	30	30	30
Total Revenue	\$32	\$130	\$30	\$130
<u>Expenditures</u>	\$863	\$600	\$5,800	\$500
Excess Revenues Over (Under) Expenditures	(\$831)	(\$470)	(\$5,770)	(\$370)
Fund Balance (Deficit), December 31	\$7,078	\$6,608	\$1,308	\$938

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Debt Service Fund
2018 Operating Budget

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation borrowing long-term principal, interest and related costs. All of the City-purpose long-term debt is general obligation debt, and thus is secured by the full faith and credit of the City, and consists of installment notes, bonds and other governmental loans.

The City's debt service obligation also includes general obligation debt issued for the benefit of the City's Sanitary and Storm Sewer Funds as well as Tax Incremental Financing Districts #5, #6, #7, #8, #9 and #10. Should any of these entities fail to meet their obligations on this debt, the City is ultimately responsible. In 2012, the City saw a significant reduction in the amount needed to levy for non-TIF debt service. The City began in 2012 to use those levy dollars to provide temporary cash advances to assist in funding debt service payments in TIF districts in which increment in those districts is not sufficient to meet all debt service requirements.

As of December 31, 2017, the City's outstanding G. O. debt is estimated to total \$47,792,440. This amount represents 45.6% of the City's legal debt limit of \$104,764,240. The City also has Storm Water Revenue Bonds issued in 2009 totaling \$328,811. In addition, the City has Capital Lease obligations totaling \$19.965 million in Lease Revenue Bonds issued by the City's Community Development Authority in 2004 and 2008, with the 2004 issue refunded in 2013 and the 2008 issue partially refunded in 2016.

The 2018 Debt Service tax levy of \$3,390,000 is an increase of \$30,000 from 2017, or .9%.

		<u>2018</u> <u>Budget</u>
Estimated Fund Balance, January 1, 2018		\$5,408,864
<u>Revenues</u>		
Tax Levy	3,390,000	
Transfer from Tax Increment Districts (total T.I.D. debt service)	4,848,957	
Transfer from Sanitary Sewer Utility (capital projects/equip)	1,300,243	
Transfer from Storm Water Utility (capital projects/equip)	715,527	
Special Assessments	450,000	
Winnebago County (Library-ends 2020)	108,509	
Net Premium on Debt Issuance	105,000	
<u>Total Revenues</u>		<u>10,918,236</u>
<u>Expenditures</u>		
City General Obligation Debt Service:		
Principal	7,229,342	
Interest	1,136,917	8,366,259
Storm Water Revenue Bonds		
Principal	22,968	
Interest	10,005	32,973
Capital Leases		
Principal	1,075,000	
Interest	652,142	1,727,142
<u>Total Expenditures</u>		<u>10,126,374</u>
Excess Revenues Over (Under) Expenditures		<u>791,862</u>
* Estimated Fund Balance, December 31, 2018		<u><u>\$6,200,726</u></u>

*Note: \$6.1 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #6 and #8 Special Revenue Funds, where current TIF increment is not sufficient to meet current debt service requirements. \$90,500 would be used to finance 1/2 of the annual cost of leasing equipment in the event the City pursues the option of private garbage collection effective July 1, 2018.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

2018 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2009A \$2,715,000 NIC - 2.988%	Streets/Facilities/Equip. Sanitary Sewer Utility Storm Water Utility	100,000 140,000 90,000	5,750 8,250 5,175	105,750 148,250 95,175	349,175
2010A \$2,775,000 NIC - 2.481%	Streets/Facilities/Equip. Sanitary Sewer Utility	265,000 100,000	13,756 5,125	278,756 105,125	383,881
2011 \$4,995,000 NIC - 2.477%	Streets/Facilities/Equip. TID #5 TID #6 TID #7 TID #8 Sanitary Sewer Utility Storm Water Utility	255,000 25,000 5,000 0 100,000 258,000 37,000	15,493 1,713 342 280 6,995 21,507 2,935	270,493 26,713 5,342 280 106,995 279,507 39,935	729,265
2012A \$3,955,000 NIC - 1.575%	Streets/Facilities/Equip. Sanitary Sewer Utility Storm Water Utility	285,000 115,000 25,000	23,950 9,587 2,288	308,950 124,587 27,288	460,825
2013 \$5,270,000 NIC - 1.840%	Streets/Facilities/Equip. TID #5 TID #6 TID #7 TID #8 Sanitary Sewer Utility Storm Water Utility	320,000 35,000 10,000 0 70,000 110,000 40,000	39,375 1,662 1,275 337 8,725 13,450 4,838	359,375 36,662 11,275 337 78,725 123,450 44,838	654,662
2014 \$4,685,000 NIC - 1.7465%	Streets/Facilities/Equip. TID #5 TID #6 TID #7 TID #8 Sanitary Sewer Utility Storm Water Utility	310,000 0 20,000 5,000 25,000 90,000 50,000	43,600 200 3,200 650 3,550 12,700 6,900	353,600 200 23,200 5,650 28,550 102,700 56,900	570,800
2015 \$6,250,000 TIC - 1.89%	Streets/Facilities/Equip. TID #5 TID #6 TID #7 TID #8 TID #9 Sanitary Sewer Utility Storm Water Utility	287,500 19,520 35,350 355,850 39,280 15,000 65,000 52,500	47,750 1,636 1,468 22,542 1,453 2,525 10,850 11,450	335,250 21,156 36,818 378,392 40,733 17,525 75,850 63,950	969,674
2016 \$6,500,000 TIC - 1.57%	Streets/Facilities/Equip. TID #7 TID #8 TID #9 TID #10 Sanitary Sewer Utility Storm Water Utility	99,000 5,000 0 0 0 91,000 55,000	75,453 1,062 200 6,400 5,837 15,685 9,088	174,453 6,062 200 6,400 5,837 106,685 64,088	363,725
2017 \$5,610,000 TIC - 2.30%	Streets/Facilities/Equip. TID #8 TID #9 TID #10 Sanitary Sewer Utility Storm Water Utility	386,760 0 10,000 30,000 100,000 83,240	91,061 1,000 3,050 7,950 22,650 18,889	477,821 1,000 13,050 37,950 122,650 102,129	754,600
Total Promissory Notes		\$4,615,000	\$621,607	\$5,236,607	\$5,236,607

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Bonds

2004C \$2,225,000	TID #7	1,904	685	2,589	
NIC - 4.952%	TID #8	168,096	60,459	228,555	231,144

Bonds (cont.)

		Principal	Interest	Sub-Total	Total
2009B \$2,590,000	TID #5	800	64	864	
NIC - 4.208%	TID #6	1,150	129	1,279	
	TID #7	52,130	3,610	55,740	
	TID #8	105,920	7,197	113,117	171,000
2009C \$3,980,000	TID #7	400,000	7,000	407,000	
NIC - 2.686%					407,000
2010B \$2,315,000	TID #5	110,000	9,663	119,663	
NIC - 3.852%	TID #6	0	1,080	1,080	
	TID #7	0	67,303	67,303	
	TID #8	0	0	0	188,046
2012B \$1,635,000	TID #5	90,000	6,325	96,325	
NIC - 2.872%	TID #6	0	275	275	
	TID #7	0	32,743	32,743	
	TID #8	0	5,288	5,288	134,631
2012C \$4,410,000	Streets/Facilities/Equip.	0	0	0	
NIC - 1.789%	TID #5	1,224	1,609	2,833	
	TID #6	4,191	6,666	10,857	
	TID #7	20,063	29,250	49,313	
	TID #8	19,523	26,625	46,148	
	Sanitary Sewer Utility	0	0	0	
	Storm Water Utility	0	0	0	109,151
2013A \$7,545,000	Streets/Facilities/Equip.	588,374	8,825	597,199	
NIC - 1.28%	TID #5	54,185	1,913	56,098	
	TID #6	141,136	3,258	144,394	
	TID #7	187,895	14,313	202,208	
	TID #8	278,225	19,538	297,763	
	Sanitary Sewer Utility	84,717	1,271	85,988	
	Storm Water Utility	185,469	2,782	188,251	1,571,901
2013 \$1,030,000	TID #6	90,000	20,477	110,477	110,477
NIC - 2.686% (Tax)					
2017 \$3,785,000	TID #5	30	376	406	
NIC - 2.42%	TID #6	70	878	948	
	TID #7	1,800	22,563	24,363	
	TID #8	8,100	101,534	109,634	135,351
2017 \$1,350,000	TID #10	0	45,500	45,500	45,500
NIC - 2.92%					
Total General Obligation Bonds		\$2,595,002	\$509,199	\$3,104,201	\$3,104,201

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Clean Water Fund Loans - G.O.

2010 \$411,652	Sanitary Sewer Utility	19,340	6,111	25,451	25,451
NIC - 2.200%					

<i>Total Clean Water Fund Loans - G.O.</i>		\$19,340	\$6,111	\$25,451	\$25,451
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Total Gross Debt Service		\$7,229,342	\$1,136,917	\$8,366,259	\$8,366,259
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Clean Water Fund Loans - Revenue Bonds

2009 \$471,087	Storm Water Utility	22,968	10,005	32,973	32,973
NIC - 3.153%					

<i>Total Storm Water Revenue Bonds</i>		\$22,968	\$10,005	\$32,973	\$32,973
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Capital Leases

2013 CDA Lease Refunding - 2004 TID #8		1,045,000	563,027	1,608,027	\$1,608,027
NIC - 4.772%					

2016 CDA Lease Refunding - 2004 TID #8		30,000	89,115	119,115	\$119,115
TIC - 2.82%					

<i>Total Capital Leases</i>		\$1,075,000	\$652,142	\$1,727,142	\$1,727,142
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Total Debt Service and Capital Lease Obligations					\$10,126,374
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Less: Other Debt Service Funding					6,736,374
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Net Tax Levy					\$3,390,000
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**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Outstanding Indebtedness

	12/31/17	12/31/18	Principal Paid in '18
<u>General Obligation Promissory/Note Anticipation Notes</u>			
2009A \$2,715,000 Capital Improvements/Sanitary/Storm	665,000	335,000	
2010A \$2,775,000 Capital Improvements/Sanitary/Storm	735,000	370,000	
2011A \$4,995,000 Capital Improvements/TID/Sanitary/Storm	2,135,000	1,455,000	
2012A \$3,955,000 Capital Improvements/Sanitary/Storm	2,220,000	1,795,000	
2013A \$5,270,000 Capital Improvements/TID/Sanitary/Storm	3,615,000	3,030,000	
2014A \$4,685,000 Capital Improvements/TID/Sanitary/Storm	3,790,000	3,290,000	
2015A \$6,250,000 Capital Improvements/TID/Sanitary/Storm	5,170,000	4,300,000	
2016A \$6,500,000 Capital Improvements/TID/Sanitary/Storm	6,315,000	6,065,000	
2017A \$5,610,000 Capital Improvements/TID/Sanitary/Storm	5,610,000	5,000,000	
<u>Total G.O. Promissory Notes</u>	<u>\$30,255,000</u>	<u>\$25,640,000</u>	\$4,615,000
<u>General Obligation Bonds</u>			
2004C \$2,225,000 TID	1,310,000	1,140,000	
2009B \$2,590,000 TID	355,000	195,000	
2009C \$3,980,000 Refunding - Cap. Improvements/TID/Storm	400,000	0	
2010B \$2,315,000 TID	2,100,000	1,990,000	
2012B \$1,635,000 TID	1,550,000	1,460,000	
2012C \$4,410,000 Refunding - Cap. Improvements/TID/Storm	3,230,000	3,185,000	
2013A \$7,545,000 Refunding - Cap. Improvements/TID/Storm	2,490,000	970,000	
2013A \$1,030,000 -Taxable Refunding-TID	680,000	590,000	
2017A \$3,785,000 -Refunding-Cap Improvements/TID/Storm	3,785,000	3,775,000	
2017B \$1,350,000 -Refunding-TID	1,350,000	1,350,000	
<u>Total G.O. Bonds</u>	<u>\$17,250,000</u>	<u>\$14,655,000</u>	\$2,595,000
<u>Clean Water Fund Loans - G.O.</u>			
2010 \$411,652 Sanitary Sewer Utility	287,440	268,100	
<u>Total Clean Water Fund Loans - G.O.</u>	<u>\$287,440</u>	<u>\$268,100</u>	\$19,340
<u>* Total City Outstanding Debt</u>	<u><u>\$47,792,440</u></u>	<u><u>\$40,563,100</u></u>	<u><u>\$7,229,340</u></u>

*** Note: Principal paid in 2018 excludes principal payments on Storm Water Revenue Bonds (\$22,968) and CDA Capital Lease Obligations (\$1,075,000). Including those payments, total debt principal scheduled for payment in 2018 is \$10,216,374.**

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Legal Debt Limit

	<u>G. O. Debt</u>	<u>% of Statutory Limit</u>
End of 2017:	\$47,792,440	45.6% (1)
End of 2016:	47,201,364	47.4%
End of 2015:	46,794,880	48.4%
End of 2014:	46,507,999	48.5%
End of 2013:	47,963,383	51.8%
End of 2012:	46,124,943	50.1%
End of 2011:	45,302,933	47.3%
End of 2010:	46,234,545	48.2%
End of 2009:	46,871,594	47.3%
End of 2008:	47,044,457	48.7%

(1) City Equalized Valuation 1/1/17	\$2,095,284,800
Percent Limit of G.O. Debt	x 5%
Amount Limit of G.O. Debt	<u>\$104,764,240</u>

12/31/17 Debt Outstanding \$47,792,440/ \$104,764,240 = 45.6%

*** Total Debt Including Storm Water Revenue and CDA Lease Revenue Bonds**

End of 2017:	68,086,251	65.0%
End of 2013:	72,207,257	78.5%
End of 2008:	69,519,457	75.5%

**CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2017**

Outstanding Principal Balances

<u>Year Ended</u>	<u>Amount</u>	<u>% of Statutory Limit</u>
1995	21,181,178	40.3
1996	22,130,967	40.6
1997	21,502,744	37.3
1998	22,415,191	37.5
1999	23,572,836	38.2
2000	25,855,368	39.8
2001	26,953,231	38.4
2002	31,275,581	42.6
2003	32,130,505	41.4
2004	33,352,670	39.6
2005	38,242,106	45.6
2006	45,643,246	49.5
2007	47,264,608	50.7
2008	47,044,457	48.7
2009	46,871,594	47.3
2010	46,234,545	48.2
2011	45,302,933	47.3
2012	46,124,943	50.1
2013	47,963,383	51.8
2014	46,507,999	48.5
2015	46,794,880	48.4
2016	47,201,364	47.4
2017	47,792,440	N/A
2018	47,792,440	N/A
2019	47,792,440	N/A
2020	47,792,440	N/A
2021	47,792,440	N/A
2022	47,792,440	N/A
2023	47,792,440	N/A
2024	47,792,440	N/A
2025	47,792,440	N/A
2026	47,792,440	N/A
2027	47,792,440	N/A
2028	47,792,440	N/A
2029	47,792,440	N/A
2030	47,792,440	N/A
2031	47,792,440	N/A
2032	47,792,440	N/A
2033	47,792,440	N/A
2034	47,792,440	N/A
2035	47,792,440	N/A
2036	47,792,440	N/A
2037	47,792,440	N/A

* Excludes 2018 Estimated Borrowing for 2018 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

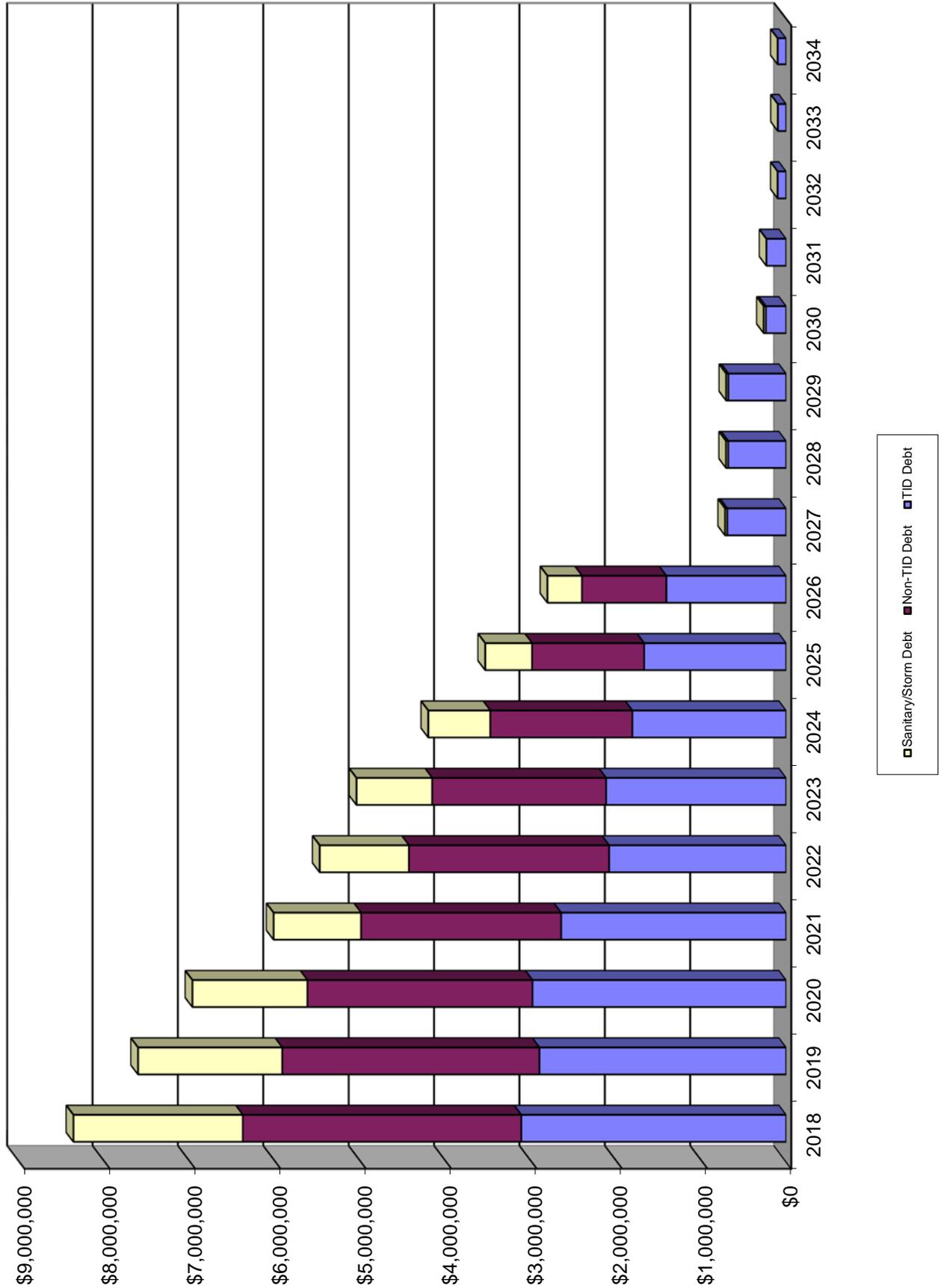
**CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2017**

TID Supported G. O. Debt					Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2018	\$2,541,442	\$580,373	\$3,121,815		2,896,632	365,011	3,261,643	
2019	2,400,000	509,326	2,909,326		2,706,720	305,944	3,012,664	
2020	2,550,000	441,057	2,991,057		2,380,940	255,046	2,635,986	
2021	2,280,000	375,276	2,655,276		2,134,380	208,835	2,343,215	
2022	1,774,999	318,315	2,093,314		2,183,041	161,519	2,344,560	
2023	1,865,000	263,690	2,128,690		1,921,700	115,170	2,036,870	
2024	1,610,000	211,041	1,821,041		1,589,920	74,177	1,664,097	
2025	1,520,000	162,975	1,682,975		1,273,300	39,637	1,312,937	
2026	1,305,000	117,897	1,422,897		976,740	11,955	988,695	
2027	620,000	85,485	705,485		0	1	1	
2028	630,000	63,815	693,815		0	0	0	
2029	650,000	42,066	692,066		0	0	0	
2030	215,000	27,649	242,649		0	0	0	
2031	215,000	20,827	235,827		0	0	0	
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					
2036	95,000	5,700	100,700					
2037	95,000	2,850	97,850					
	\$20,716,441	\$3,277,692	\$23,994,133	44.99%	\$18,063,373	\$1,537,295	\$19,600,668	36.74%

Sanitary/Storm Utility Supported G. O. Debt					Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2018	1,791,266	191,531	1,982,797		7,229,340	1,136,915	8,366,255	
2019	1,538,046	149,516	1,687,562		6,644,766	964,786	7,609,552	
2020	1,229,261	116,499	1,345,760		6,160,201	812,602	6,972,803	
2021	931,265	92,619	1,023,884		5,345,645	676,730	6,022,375	
2022	973,059	71,508	1,044,567		4,931,099	551,342	5,482,441	
2023	834,863	51,046	885,909		4,621,563	429,906	5,051,469	
2024	692,118	33,297	725,415		3,892,038	318,515	4,210,553	
2025	529,222	18,592	547,814		3,322,522	221,204	3,543,726	
2026	396,278	7,089	403,367		2,678,018	136,941	2,814,959	
2027	23,524	1,881	25,405		643,524	87,367	730,891	
2028	24,042	1,358	25,400		654,042	65,173	719,215	
2029	24,571	823	25,394		674,571	42,889	717,460	
2030	25,111	276	25,387		240,111	27,925	268,036	
2031	0	0	0		215,000	20,827	235,827	
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	
	\$9,012,626	\$736,035	\$9,748,661	18.28%	\$47,792,440	\$5,551,022	\$53,343,462	100.00%

* Excludes 2018 Estimated Borrowing for 2018 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

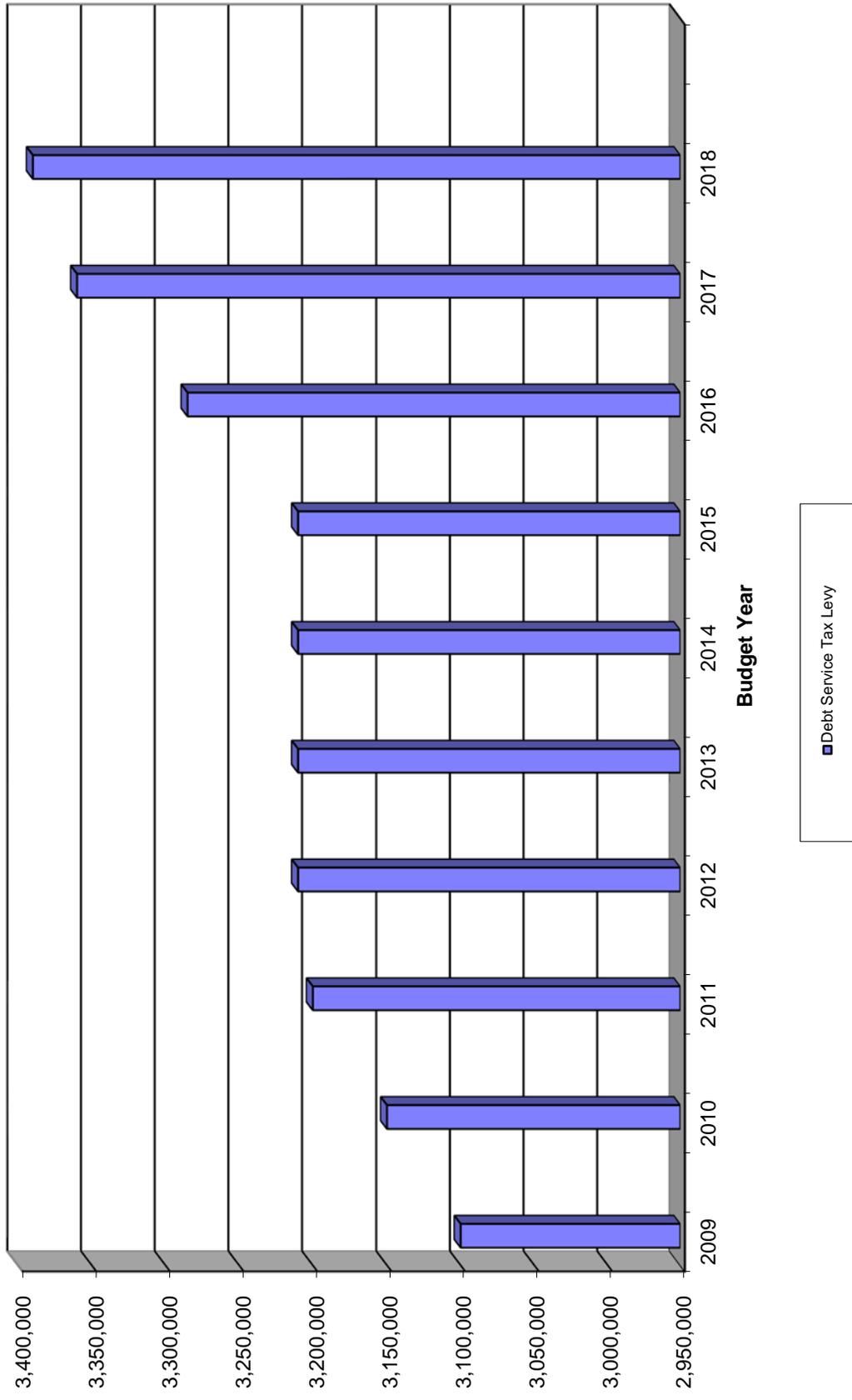
CITY OF NEENAH
Schedule of Future Annual Debt Service Payments
For All G.O. Debt Issued as of September 30, 2016



**CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2009-2018**

<u>Year</u>	<u>\$ Levy</u>	<u>\$ Change</u>	<u>% Change</u>
2009	3,100,000		
2010	3,150,000	50,000	1.61%
2011	3,200,000	50,000	1.59%
2012	3,210,000	10,000	0.31%
2013	3,210,000	0	0.00%
2014	3,210,000	0	0.00%
2015	3,210,000	0	0.00%
2016	3,285,000	75,000	2.34%
2017	3,360,000	75,000	2.28%
2018	3,390,000	30,000	0.89%

**CITY OF NEEENAH
Annual Debt Service Levy
2009-2018**



**CITY OF NEENAH
2018 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	\$2,972,000	\$2,252,000	\$720,000
Pedestrian Routes	476,880	476,880	0
Traffic Signals	46,000	61,000	(15,000)
Total Expenditures	\$3,494,880	\$2,789,880	\$705,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$3,494,880	\$2,789,880	\$705,000
Use of Reserves	0	0	0
Total Funding Sources	\$3,494,880	\$2,789,880	\$705,000

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)	1,315,000	915,000	400,000
TIF #11 Original (Pendleton Development Area)	15,000	15,000	0
Total Expenditures	\$1,390,000	\$990,000	\$400,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	\$35,000	\$0	\$35,000
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	1,315,000	915,000	400,000
General Obligation Borrowing-TIF #10	15,000	15,000	0
Use of TIF #7 Reserves	0	35,000	(35,000)
Total Funding Sources	\$1,390,000	\$990,000	\$400,000

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	\$14,000	\$14,000	\$0
Police	229,000	50,000	179,000
Fire (100%)	110,000	20,000	90,000
Public Works	134,000	124,000	10,000
Library	59,300	19,300	40,000
Bergstrom-Mahler Museum	20,000	20,000	0
Park & Recreation	1,424,000	1,426,000	(2,000)
Cemetery	0	0	0
Total Expenditures	\$1,990,300	\$1,673,300	\$317,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$1,990,300	\$1,673,300	\$317,000
Total Funding Sources	\$1,990,300	\$1,673,300	\$317,000

**CITY OF NEENAH
2018 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

***GENERAL SUMMARY*
(cont.)**

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Information Systems	262,200	185,000	77,200
Police	194,880	142,380	52,500
Fire/Rescue (59.56% of Consolidated Department)	478,620	478,620	0
Public Works/Recycling	756,000	571,000	185,000
Community Development	0	0	0
Library	31,500	31,500	0
Parks and Recreation	107,500	47,500	60,000
Cemetery	15,000	15,000	0
Total Expenditures	\$1,845,700	\$1,471,000	\$374,700

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$1,845,700	\$1,471,000	\$374,700
Total Funding Sources	\$1,845,700	\$1,471,000	\$374,700

Utilities - Sanitary Sewer and Storm Water

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	\$1,020,000	\$670,000	\$350,000
Storm Water Projects	740,000	665,000	75,000
Total Expenditures	\$1,760,000	\$1,335,000	\$425,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	\$1,020,000	\$670,000	\$350,000
General Obligation Borrowing-Storm Water Supported	740,000	665,000	75,000
Use of Reserves-Storm Water	0	0	0
Total Funding Sources	\$1,760,000	\$1,335,000	\$425,000

**CITY OF NEENAH
2018 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	\$3,494,880	\$2,789,880	\$705,000
Tax Incremental Financing	1,390,000	990,000	400,000
Facilities	1,990,300	1,673,300	317,000
Capital Equipment	1,845,700	1,471,000	374,700
Utilities - Sanitary and Storm Sewer	1,760,000	1,335,000	425,000
Total Expenditures	\$10,480,880	\$8,259,180	\$2,221,700

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
<i>General Obligation Borrowing</i>			
General Obligation Borrowing-TIF Supported	\$1,390,000	\$955,000	\$435,000
General Obligation Borrowing-San. Sewer Supported	1,020,000	670,000	350,000
General Obligation Borrowing-Storm Utility Supported	740,000	665,000	75,000
General Obligation Borrowing-Gen. Tax Supported	7,330,880	5,934,180	1,396,700
General Obligation Borrowing-Total	\$10,480,880	\$8,224,180	\$2,256,700
Use of Reserves	0	35,000	(35,000)
Private Contributions/Grants	0	0	0
Total Funding Sources	\$10,480,880	\$8,259,180	\$2,221,700

Debt Retired in 2018	8,327,310
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Debt Retired less Proposed Borrowing	\$103,130
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CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

<u>PROGRAMS</u>	<u>2013 ACTUAL</u>		<u>2014 ACTUAL</u>		<u>2015 ACTUAL</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,235,000	23%	\$1,265,000	27%	\$1,425,000	25%
Tax Incremental Districts	1,075,000	20%	535,000	11%	1,515,000	26%
Facilities	295,000	6%	475,000	10%	300,000	5%
Capital Equipment	1,160,000	22%	955,000	20%	1,340,000	23%
Sanitary Sewer	1,105,000	21%	940,000	20%	655,000	11%
Storm Water	400,000	8%	515,000	11%	515,000	9%
TOTAL CAPITAL FINANCING	\$5,270,000	100%	\$4,685,000	100%	\$5,750,000	100%

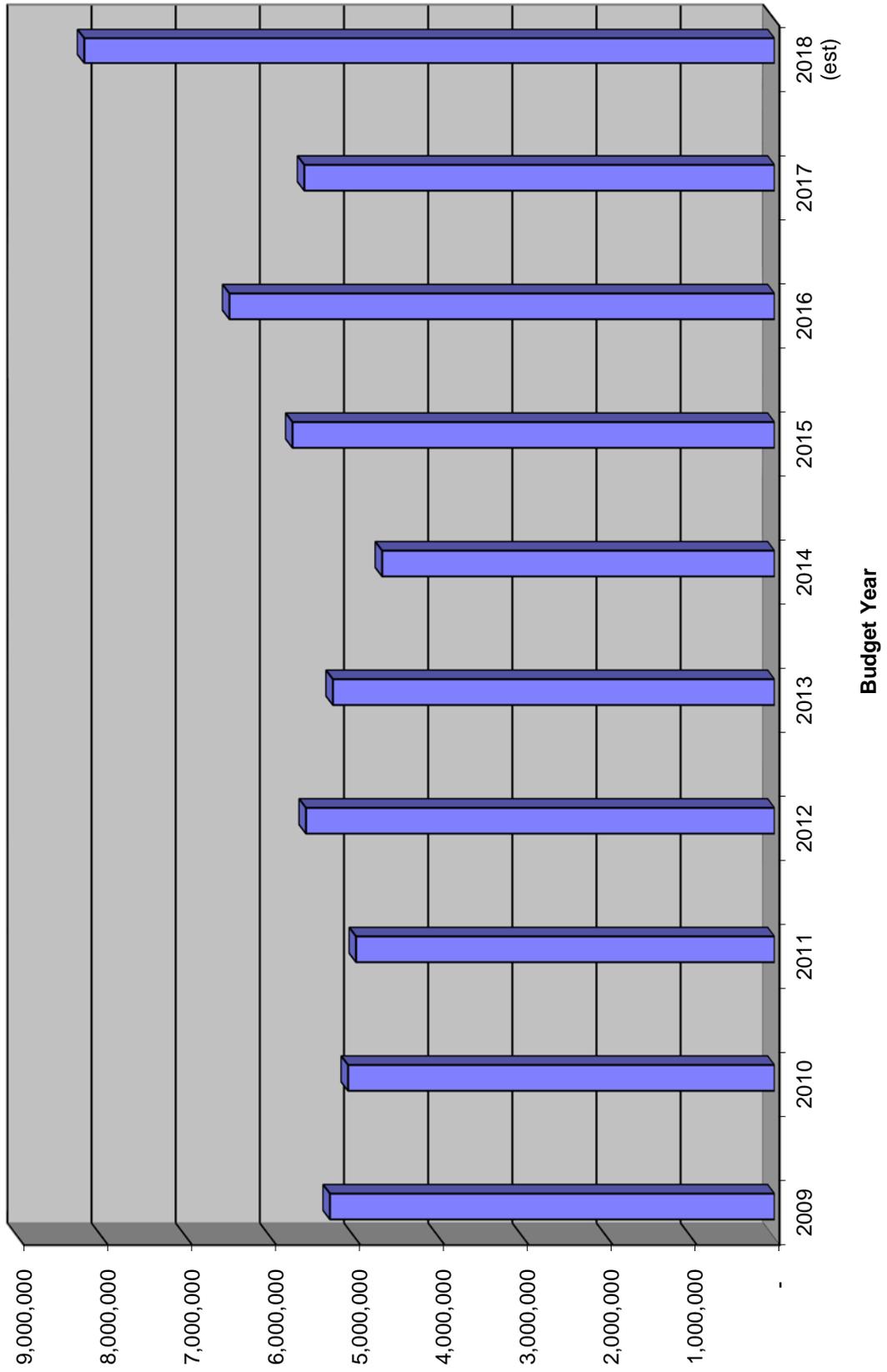
<u>PROGRAMS</u>	<u>2016 ACTUAL</u>		<u>2017 BUDGET</u>		<u>2018 PROPOSED</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$2,400,000	37%	\$1,341,000	24%	\$2,789,880	34%
Tax Incremental Districts	775,000	12%	455,000	8%	955,000	12%
Facilities	650,000	10%	1,158,500	21%	1,673,300	20%
Capital Equipment	1,150,000	18%	1,250,000	22%	1,471,000	18%
Sanitary Sewer	935,000	14%	882,500	16%	670,000	8%
Storm Water	590,000	9%	523,000	9%	665,000	8%
TOTAL CAPITAL FINANCING	\$6,500,000	100%	\$5,610,000	100%	\$8,224,180	100%

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2009-2018

<u>Year</u>	<u>Capital Borrowing</u>	<u>Annual Change</u>	<u>% Change</u>
2009	5,305,000		
2010	5,090,000	(215,000)	-4.05%
2011	4,995,000	(95,000)	-1.87%
2012	5,590,000	595,000	11.91%
2013	5,270,000	(320,000)	-5.72%
2014	4,685,000	(585,000)	-11.10%
2015	5,750,000	1,065,000	22.73%
2016	6,500,000	750,000	13.04%
2017	5,610,000	(890,000)	-13.69%
2018 (est)	8,224,180	2,614,180	46.60%
Average	\$5,701,918		

* Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

**CITY OF NEEENAH
Annual G. O. Capital Borrowing
Budget Years 2009-2018**



**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION**

BUDGETED RESOURCES

	2018 PROGRAM
Capital Borrowing Proceeds	\$8,224,180
Use of Reserves	<u>35,000</u>
TOTAL RESOURCES	<u>\$8,259,180</u>

BUDGETED EXPENDITURES

	2018 PROGRAM
Streets	\$2,252,000
Pedestrian Routes	476,880
Traffic Signals	<u>61,000</u>
Total Streets, Pedestrian Routes, Traffic Signals	2,789,880
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)	915,000
TIF #11 (Pendleton Development Area)	<u>15,000</u>
Total TIF's	990,000
Public Facilities	1,673,300
Capital Equipment	1,471,000
Sanitary Sewer Projects	670,000
Storm Sewer Projects	<u>665,000</u>
TOTAL EXPENDITURES	<u>\$8,259,180</u>

**STREETS, PEDESTRIAN ROUTES,
TRAFFIC CONTROL PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$2,789,880
Use of Reserves	<u>0</u>
Total 2018 Program Funding	<u><u>\$2,789,880</u></u>

2018 PROGRAM EXPENDITURES

Major Streets	\$0
Street Upgrades - City Initiated	1,305,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	0
Streets Under Improvement Contracts	760,000
Pavement Repair (Streets)	187,000
Pedestrian Routes	476,880
Traffic Control	<u>61,000</u>
Total 2018 Program Expenditures	<u><u>\$2,789,880</u></u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Infrastructure Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 Proposed Budget

The Public Infrastructure Fund accounts for all capital improvement to public streets, bridges, pedestrian routes and traffic control.

	2016 Actual	2017 Budget	2018 Estimate	2018 Budget
Fund Balance, January 1	\$3,664,711	\$4,086,792	\$4,086,792	\$3,487,860
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	2,401,000	1,341,000	1,341,000	2,789,880
Transfers in	0	0	0	0
Total Revenues	2,401,000	1,341,000	1,341,000	2,789,880
Expenditures				
Capital Outlay - Current Budget	1,978,919	1,741,000	1,741,000	2,789,880
Transfers out	0	0	0	0
Total Expenditures	1,978,919	1,741,000	1,741,000	2,789,880
Excess Revenues Over (Under) Expenditures	422,081	(400,000)	(400,000)	0
Fund Balance December 31 (Before Carry Forwards)	\$4,086,792	\$3,686,792	\$3,686,792	\$3,487,860
Capital Outlay - Carry Forwards	187,322	198,932	198,932	0
Fund Balance December 31 (After Carry Forwards)	\$3,899,470	\$3,487,860	\$3,487,860	\$3,487,860

Public Infrastructure Carry Forwards to 2017 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Shooting Star/Armstrong-2015 (Streets)	50,000	50,000	50,000
Breezewood Lane-2010 (Ped. Routes)	33,577	33,577	33,577
Bell Street-2010 (Ped. Routes)	15,152	15,152	15,152
Marathon/Parkwood-2015 (Ped. Routes)	65,000	65,000	65,000
Undesignated Street Repairs (Street Maintenance)	7,795	7,795	7,795
Various Repairs (Sidewalks/Trails)	7,408	7,408	7,408
Winneconne at Zemlock (Traffic Control)	20,000	20,000	20,000
Total Carry Forwards Funds to 2017	\$198,932	\$198,932	\$198,932

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL</u>			
<u>2018 STREETS</u>			
<u>Major Streets</u>	<u>\$0</u>	<u>\$0</u>	
<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.			
1. Cecil Street (Oak - Congress)/1,715 ft. (4) Reconstruct. Coordinate with utility construction. <i>Adopted Spring CIP \$425,000.</i> <i>Estimated Assessments: \$160,000</i>	\$450,000	\$450,000	
2. Caroline Street (Union - Van)/740 ft. (3) Reconstruct. Coordinate with utility construction. <i>Adopted Spring CIP \$190,000.</i> <i>Estimated Assessments: \$45,000</i>	185,000	0	
3. Andrew Avenue (Geiger - Main) 1,050 ft. (3) Resurface. Coordinate with utility work. <i>Not included in Adopted Spring CIP.</i> <i>Estimated Assessments: \$70,000</i>	140,000	140,000	
4. Richard Avenue (Geiger - Main) 1,050 ft. (3) Reconstruct. Coordinate with utility work. <i>Not included in adopted Spring CIP.</i> <i>Estimated Assessments: \$70,000</i>	140,000	140,000	
5. Geiger Street (Green Bay - Western)/1,250 ft. (2) Resurface. Coordinate with utility work. <i>Not included in adopted Spring CIP.</i> <i>Estimated Assessments: \$60,000</i>	220,000	220,000	
6. Adams Street (RR - Church)/1,160 ft. (3) Reconstruct. Coordinate with utility work. <i>Adopted Spring CIP \$295,000.</i> <i>Estimated Assessments: \$125,000</i>	280,000	295,000	
7. Center Street (North Water - High)/860 ft. (2) Reconstruct Center Street (High - Abby)/500 ft. (4) Resurface. <i>Adopted Spring CIP \$190,000.</i> <i>Estimated Assessments: \$80,000</i>	200,000	0	
8. Bond Street (North Water - Edna)/1,350 ft. (3) Reconstruct. Coordinate with utility work. <i>Adopted Spring CIP \$335,000.</i> <i>Estimated Assessments: \$140,000</i>	330,000	0	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
9. Whiting Court/230 ft. (2) Resurface. <i>Not included in adopted Spring CIP.</i> <i>Estimated Assessments: \$12,000</i>	60,000	60,000	
Subtotal 2018 Street Upgrades-City Initiated	<u>\$2,005,000</u>	<u>\$1,305,000</u>	
<i>Estimated Assessments: \$762,000</i>			
<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>\$0</u>	<u>\$0</u>	
<u>Subdivision Streets Under Improvement Contracts</u>			
1. Nature Trail Subdivision. Existing 2" asphalt streets. Construct curb/gutter streets. Whispering Pines Ln/1,100 ft. (Redwing - Nature Trail) Lone Oak Dr/800 ft. (Nature Trail - N) Pondview Ct/330 ft. Nature Trail Dr/840 ft. (Bluebird - Pondview) Nature Trail Dr/660 ft. (Lone Oak - Kingswood) Remington Ct/530 ft. <i>Adopted Spring CIP \$650,000.</i> <i>Estimated Assessments: \$710,000</i>	\$710,000	\$710,000	
2. Undesignated new subdivision/2,000 ft. - 2" bituminous surface. <i>Estimated Assessments: \$50,000</i>	50,000	50,000	
Subtotal 2018 Subdivision Streets Under Improvement Contracts	<u>\$760,000</u>	<u>\$760,000</u>	
<i>Estimated Assessments: \$760,000</i>			
<u>General Street and Bridge Repair</u>			
1. Undesignated concrete and asphalt pavement repair.	\$200,000	\$180,000	
2. Cameron Way Bridge. Railing re-painting. <i>Not included in adopted Spring CIP.</i>	7,000	7,000	In need of maintenance
Subtotal 2018 General Street and Bridge Repair	<u>\$207,000</u>	<u>\$187,000</u>	
TOTAL ALL 2018 STREETS <i>Estimated Assessments: \$1,522,000</i>	<u>\$2,972,000</u>	<u>\$2,252,000</u>	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 PEDESTRIAN ROUTES</u>			
<u>New Pedestrian Routes</u>			
1. Liberty Heights Subd. - CTH G and Woodenshoe Rd Trails. <i>Estimated Developer Escrow: \$229,878</i>	\$229,880	\$229,880	
2. Nature Trail Plat Complete sidewalk per development agreement. Nature Trail Dr (Whispering Pines - Pondview)/840 ft. Finish the sidewalk on both sides. \$42,000 Whispering Pines Ln (Lone Oak - Nature Trail)/1620 ft. Sidewalk on north side. \$40,000 Lone Oak Dr (Nature Trail - N terminus)/800 ft. Sidewalk on both sides. \$40,000. <i>Adopted Spring CIP \$42,000.</i> <i>Estimated Developer Escrow: \$7,392</i>	122,000	122,000	
Subtotal <u>2018 New Pedestrian Routes</u> <i>Estimated Developer Escrow: \$237,270</i>	<u>\$351,880</u>	<u>\$351,880</u>	
<u>Pedestrian Routes Replacement/Repair</u>			
1. Undesignated.	\$125,000	\$125,000	
Subtotal <u>2018 Pedestrian Routes Replacement/Repair</u>	<u>\$125,000</u>	<u>\$125,000</u>	
TOTAL <u>ALL 2018 PEDESTRIAN ROUTES</u> <i>Estimated Developer Escrow: \$237,270</i>	<u>\$476,880</u>	<u>\$476,880</u>	
<u>2018 TRAFFIC CONTROL</u>			
1. Winneconne Av/Henry St Pedestrian Crossing Beacon. <i>Not included in adopted Spring CIP.</i>	\$30,000	\$30,000	All three are major east/west thoroughfares; safety feature for traffic calming and pedestrian crossing access Elderly residents from Island Shores, runners, walkers all use this crosswalk; high utilization
2. Main St/Western Av Radar Feedback signs. <i>Not included in adopted Spring CIP.</i>	8,000	8,000	
3. Bell St/Bruce St Radar Feedback signs. <i>Not included in adopted Spring CIP.</i>	8,000	8,000	
4. Commercial St/E. North Water St (by YMCA) Pedestrian Crossing Beacon. <i>Not included in adopted Spring CIP.</i>	0	15,000	
TOTAL <u>ALL 2018 TRAFFIC CONTROL</u>	<u>\$46,000</u>	<u>\$61,000</u>	
TOTAL <u>ALL 2018 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS</u>	<u>\$3,494,880</u>	<u>\$2,789,880</u>	

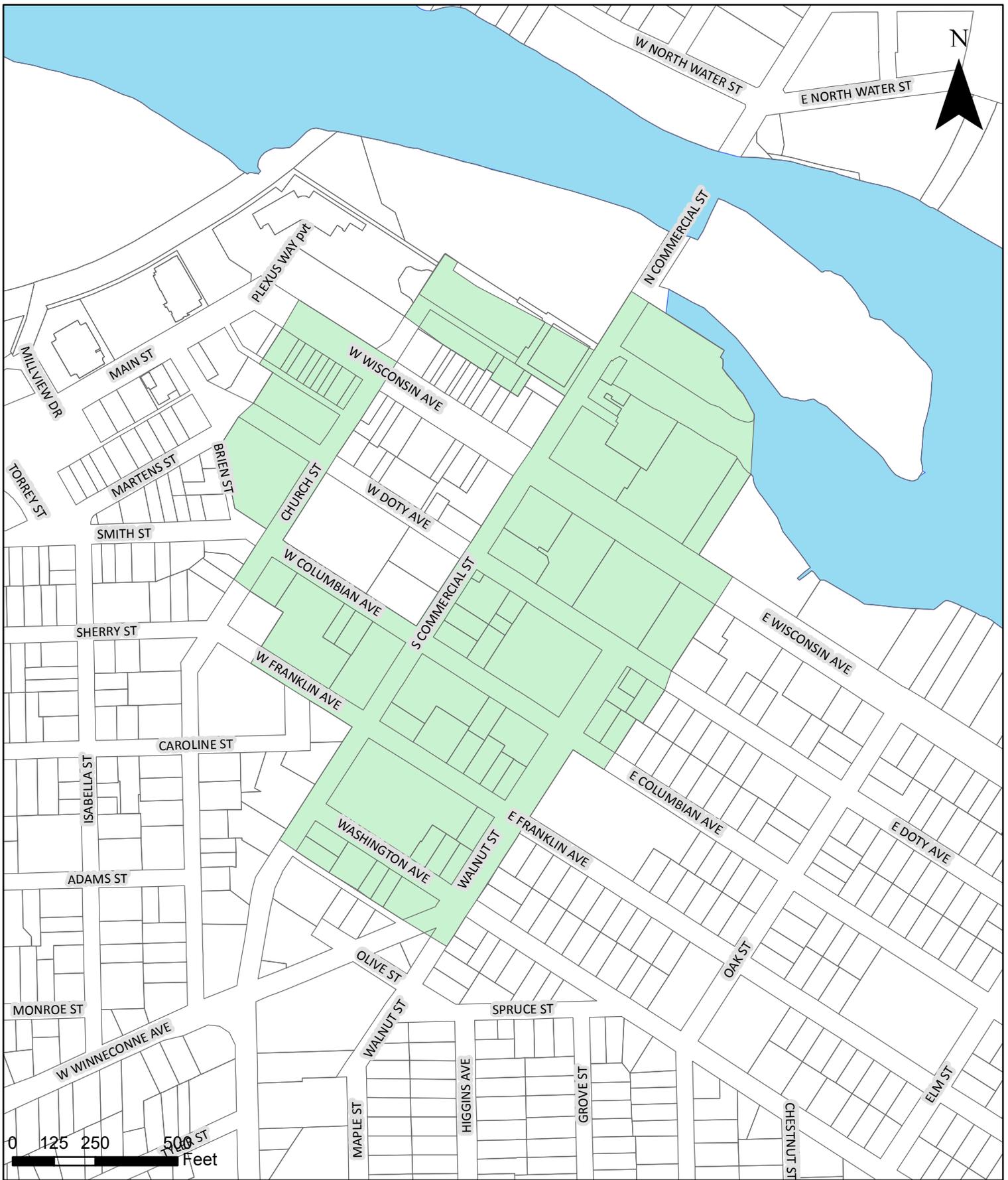
**TAX INCREMENTAL FINANCING DISTRICTS
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$955,000
Use of TIF #7 Reserves	<u>35,000</u>
Total 2018 Program Funding	<u><u>\$990,000</u></u>

2018 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)	915,000
TIF #11 (Near Pendleton Development Area)	<u>15,000</u>
Total 2018 Program Expenditures	<u><u>\$990,000</u></u>



TID 5 Boundary

City of Neenah 1/27/2016

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

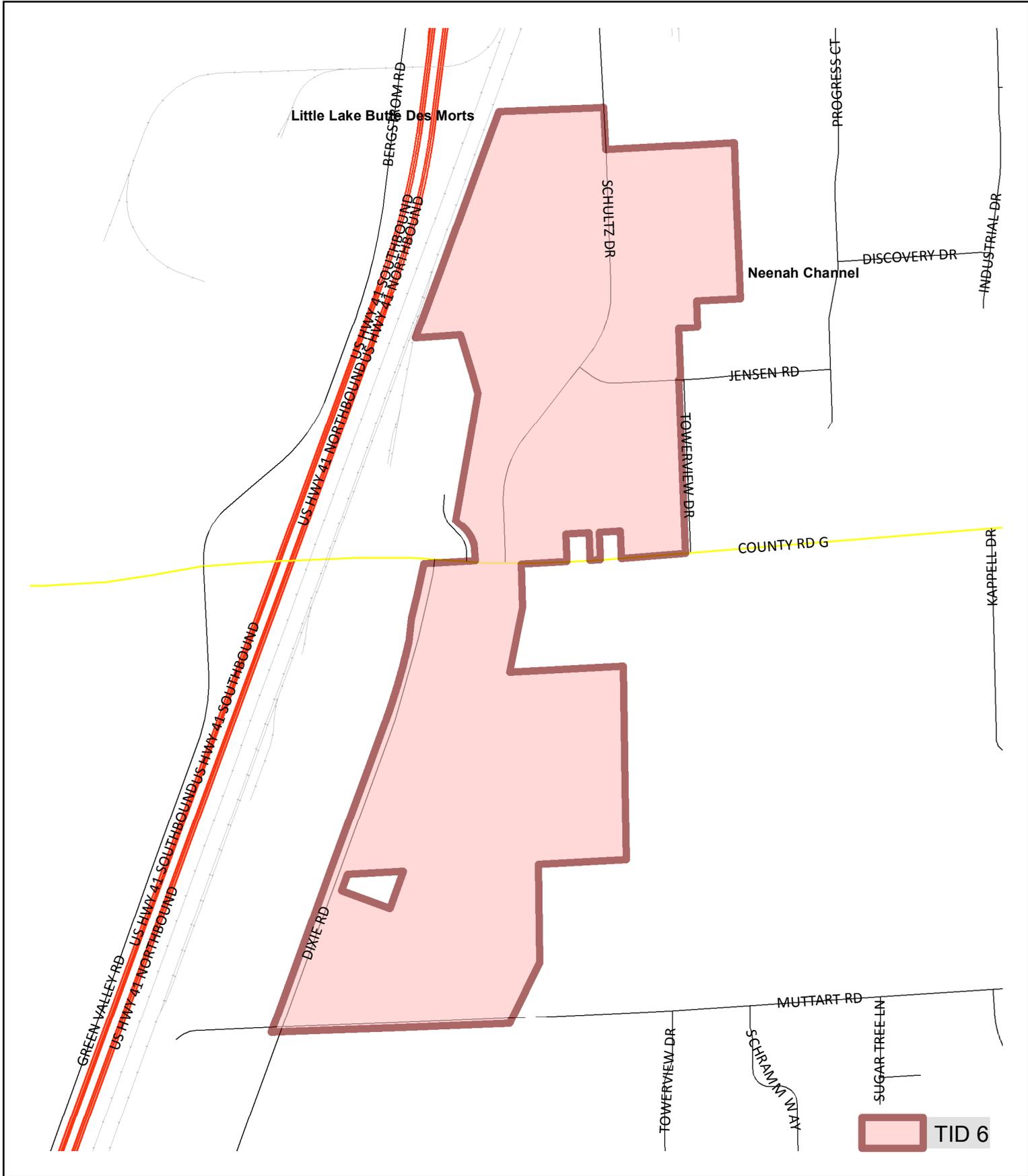
Department/Office: Finance	Budget: T.I.F. District #5 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 Proposed Budget

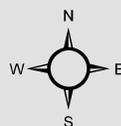
The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	\$224,825	\$224,825	\$224,825	\$224,825
<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	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	0
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$224,825	\$224,825	\$224,825	\$224,825
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$224,825	\$224,825	\$224,825	\$224,825

<u>TIF #5 Carry Forwards to 2017 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
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #6 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

	2016 Actual	2017 Budget	2018 Estimate	2018 Budget
Fund Balance, January 1	\$96,539	\$96,539	\$96,539	\$96,539
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Total Revenues	0	0	0	0
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	0
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$96,539	\$96,539	\$96,539	\$96,539
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$96,539	\$96,539	\$96,539	\$96,539

<u>TIF #6 Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #7 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

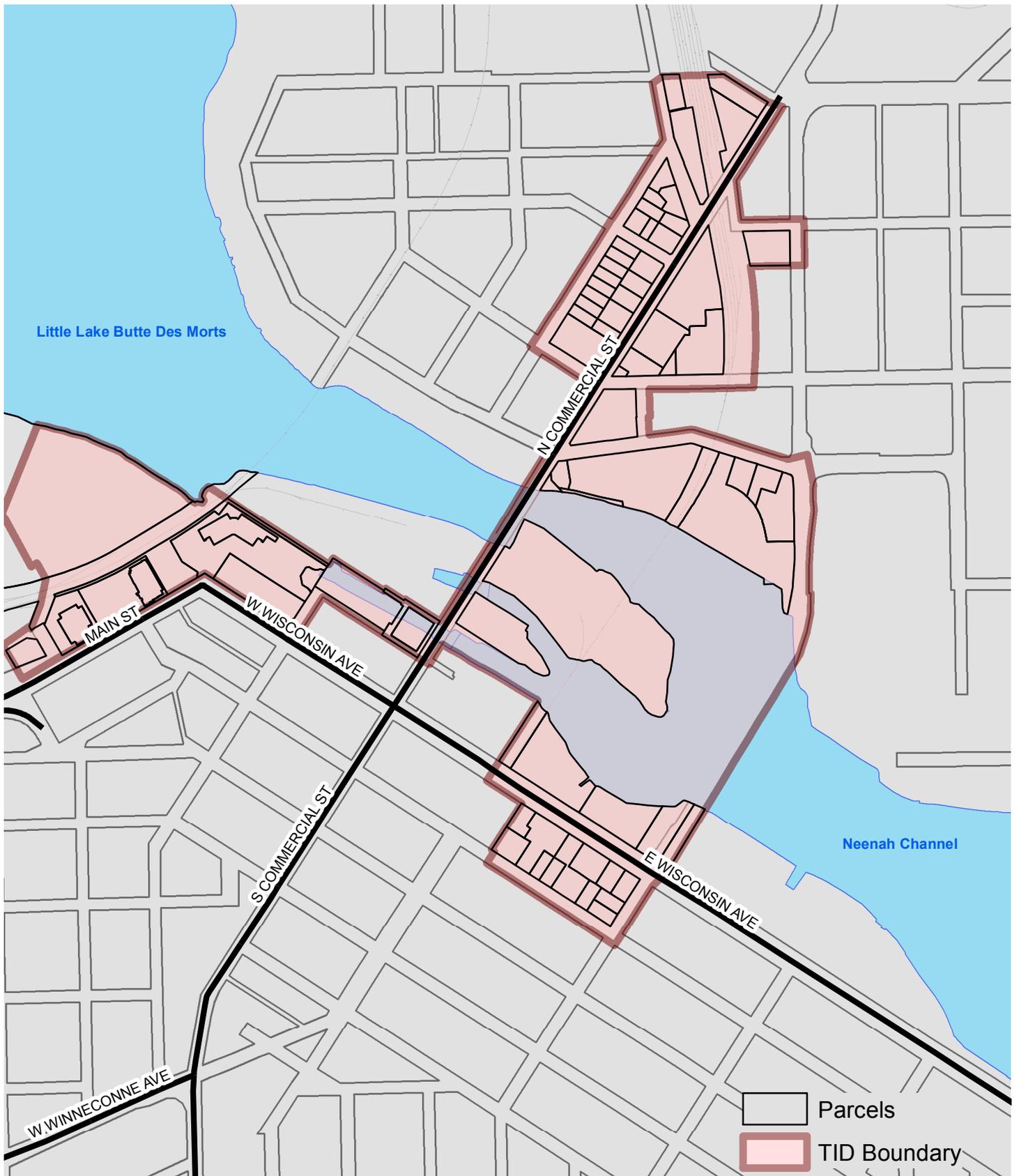
	2016 Actual	2017 Budget	2018 Estimate	2018 Budget
Fund Balance, January 1	<u>\$1,009,529</u>	<u>\$1,046,646</u>	<u>\$1,046,646</u>	<u>\$913,646</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	65,000	0	0	0
Total Revenues	<u>65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditures				
Capital Outlay - Current Budget	27,883	133,000	133,000	35,000
Transfers out	0	0	0	0
Total Expenditures	<u>27,883</u>	<u>133,000</u>	<u>133,000</u>	<u>35,000</u>
Excess Revenues Over (Under) Expenditures	<u>37,117</u>	<u>(133,000)</u>	<u>(133,000)</u>	<u>(35,000)</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$1,046,646</u>	<u>\$913,646</u>	<u>\$913,646</u>	<u>\$878,646</u>
Capital Outlay - Carry Forwards	0	30,000	30,000	0
Fund Balance December 31 (After Carry Forwards)	<u>\$1,046,646</u>	<u>\$883,646</u>	<u>\$883,646</u>	<u>\$878,646</u>

<u>TIF #7 Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Cameron Circle	30,000	30,000	30,000

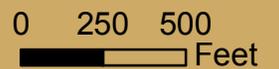
**CITY OF NEENAH
 2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 TAX INCREMENT DISTRICTS</u>			
<u>Tax Increment District #7 - Westside Business Corridor</u>			
Project expenditures can be made through 7/4/2022.			
1. Planning/marketing/project support.	\$10,000	\$10,000	Maintain commitment in marketing effort
2. Fox Cities Ignite regional marketing effort.	25,000	25,000	
<u>Total 2018 Tax Increment District #7 - Westside Business Corridor</u>	<u>\$35,000</u>	<u>\$35,000</u>	

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**Figure 1
Tax Incremental District #8
Boundary Map**



**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #8 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	<u>\$1,820,104</u>	<u>\$1,919,465</u>	<u>\$1,919,465</u>	<u>\$1,235,119</u>
<u>Revenues</u>				
Intergovernmental	4,275	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	10,000	35,000	35,000	10,000
Transfers In	170,000	170,000	170,000	170,000
Total Revenues	<u>184,275</u>	<u>205,000</u>	<u>205,000</u>	<u>180,000</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	84,914	35,000	35,000	10,000
Transfers out	0	0	0	0
Total Expenditures	<u>84,914</u>	<u>35,000</u>	<u>35,000</u>	<u>10,000</u>
Excess Revenues Over (Under) Expenditures	<u>99,361</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$1,919,465</u>	<u>\$2,089,465</u>	<u>\$2,089,465</u>	<u>\$1,405,119</u>
Capital Outlay - Carry Forwards	1,025,254	854,346	854,346	0
Fund Balance December 31 (After Carry Forwards)	<u>\$894,211</u>	<u>\$1,235,119</u>	<u>\$1,235,119</u>	<u>\$1,405,119</u>

* 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 five six years (\$850,000) from TIF #8 Special Revenue Fund.

<u>TIF #8 Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Arrowhead Park Development/2013 (TID #8)	\$208,972	\$208,972	\$208,972
Downtown Parking - Multiple Years	645,374	645,374	645,374
Total Carry Forwards Funds to 2017	<u>\$854,346</u>	<u>\$854,346</u>	<u>\$854,346</u>

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #8 - Doty Island/Neenah Riverwalk</u> Project expenditures can be made through 9/4/2023.</p> <p>1. Planning/marketing/project support.</p> <p>2. Plexus DC2 Development Assistance - Glatfelter Redevelopment. Per Council approved Development Agreement. Adopted Spring CIP \$350,000.</p> <p><u>Total 2018 Tax Increment District #8 - Doty Island/Neenah Riverwalk</u></p>	<p>\$10,000</p> <p>0</p> <p><u>\$10,000</u></p>	<p>\$10,000</p> <p>0</p> <p><u>\$10,000</u></p>	

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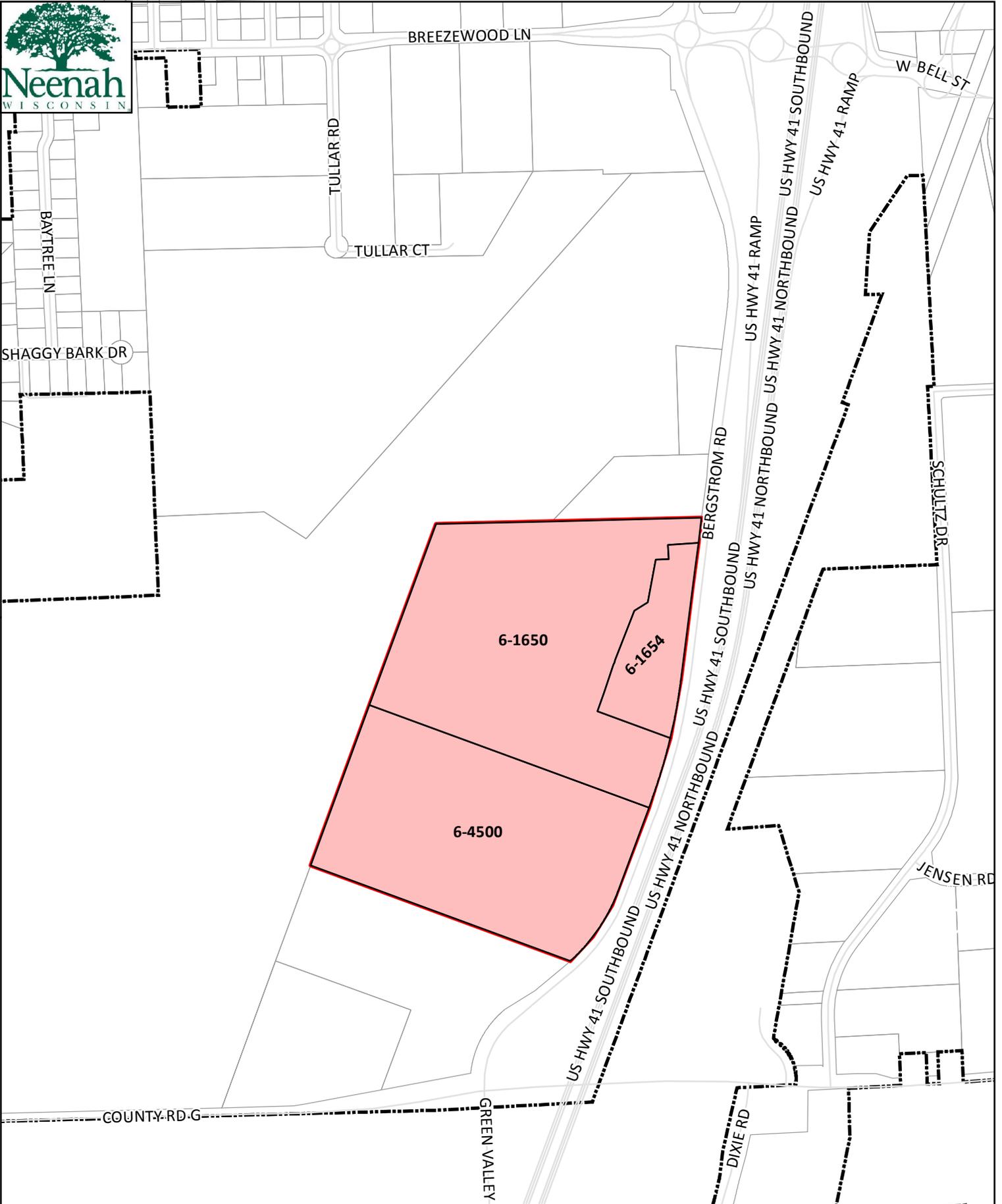
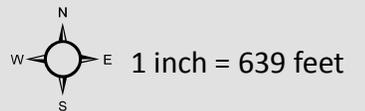


FIGURE 1

Tax Increment Financing District #9 -
Boundary Map

-  TIF Boundary
-  Municipal Boundaries
-  City of Neenah



**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #9 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

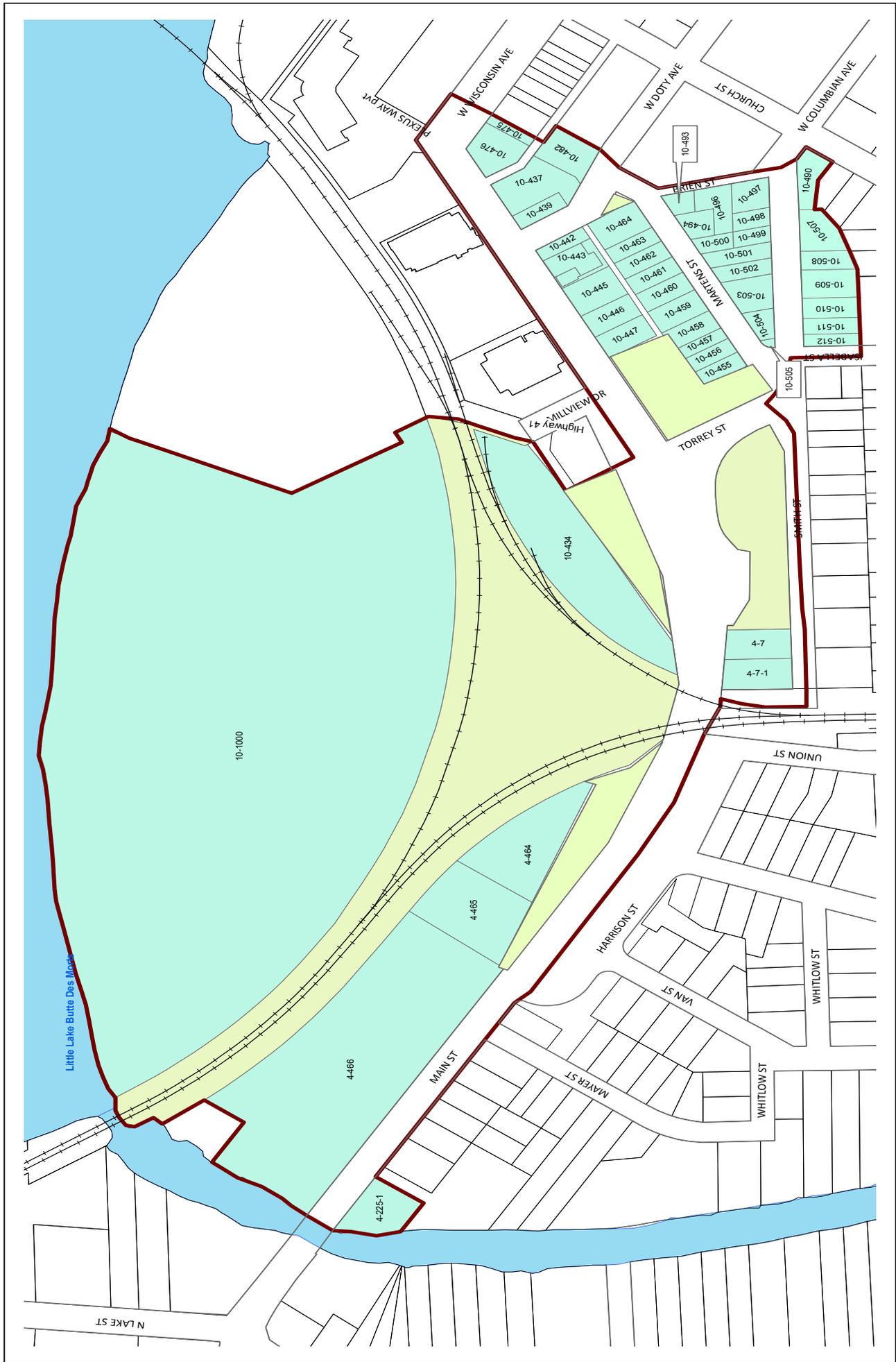
	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	\$27,249	\$370,449	\$370,449	\$26,433
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	345,000	815,000	815,000	15,000
Transfers In	0	0	0	0
Total Revenues	345,000	815,000	815,000	15,000
Expenditures				
Capital Outlay - Current Budget	1,800	815,000	815,000	15,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	1,800	815,000	815,000	15,000
Excess Revenues Over (Under) Expenditures	343,200	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$370,449	\$370,449	\$370,449	\$26,433
Capital Outlay - Carry Forwards	0	344,016	344,016	0
Fund Balance December 31 (After Carry Forwards)	\$370,449	\$26,433	\$26,433	\$26,433

<u>TIF #9 Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Infrastructure Improvements-2015	\$15,816	\$15,816	\$15,816
Infrastructure Improvements-2016	328,200	328,200	328,200
Total Carry Forwards Funds to 2017	\$344,016	\$344,016	\$344,016

**CITY OF NEENAH
2018 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.	\$15,000	\$15,000	
<u>Total 2018 Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u>	<u>\$15,000</u>	<u>\$15,000</u>	

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**Tax Increment District #10
Parcels**



**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #10 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

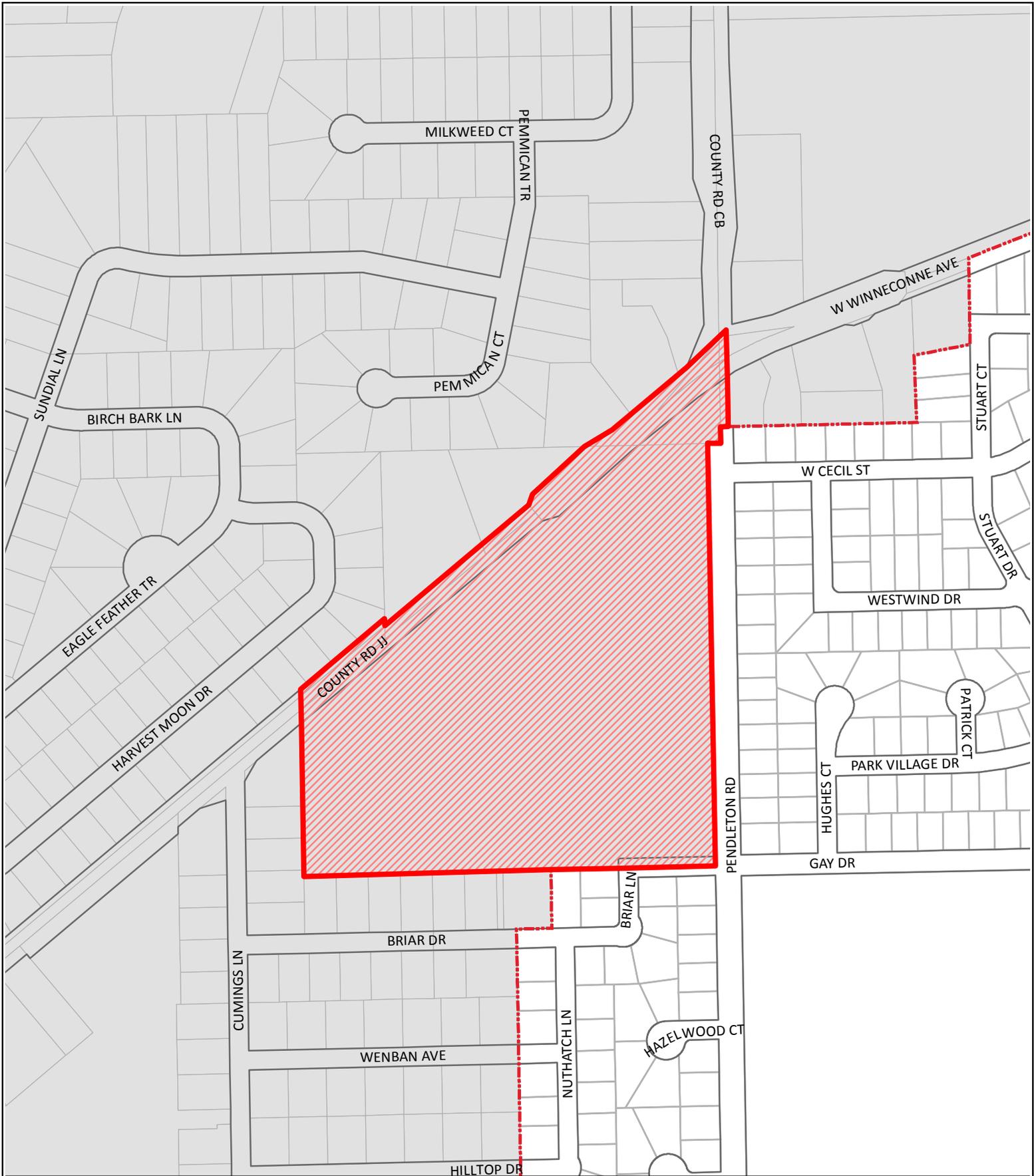
	2016 Actual	2017 Budget	2018 Estimate	2018 Budget
Fund Balance, January 1	<u>\$1,214,815</u>	<u>\$575,989</u>	<u>\$575,989</u>	<u>\$3,860</u>
Revenues				
Intergovernmental	107,850	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	315,000	1,190,000	1,190,000	915,000
Transfers In	0	0	0	0
Total Revenues	<u>422,850</u>	<u>1,190,000</u>	<u>1,190,000</u>	<u>915,000</u>
Expenditures				
Capital Outlay - Current Budget	1,061,676	1,190,000	1,190,000	915,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	<u>1,061,676</u>	<u>1,190,000</u>	<u>1,190,000</u>	<u>915,000</u>
Excess Revenues Over (Under) Expenditures	<u>(638,826)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$575,989</u>	<u>\$575,989</u>	<u>\$575,989</u>	<u>\$3,860</u>
Capital Outlay - Carry Forwards	0	572,129	572,129	0
Fund Balance December 31 (After Carry Forwards)	<u>\$575,989</u>	<u>\$3,860</u>	<u>\$3,860</u>	<u>\$3,860</u>

<u>TIF #10 Carry Forwards to 2017 from Adopted CIP</u>			
PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Arrowhead Park-Loop the Lake-2016	\$324,338	\$324,338	\$324,338
Redevelopment Assistance-2015	245,991	245,991	245,991
Fox Valley Energy Demolition-2016	1,800	1,800	1,800
Total Carry Forwards Funds to 2017	<u>\$572,129</u>	<u>\$572,129</u>	<u>\$572,129</u>

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #10 - Near Downtown District</u> Project expenditures can be made through 8/5/2036.</p>			
1. Planning/marketing/project support.	\$15,000	\$15,000	
2. Land assemblage for additional parking, possible redevelopment and project assistance. <i>Adopted Spring CIP \$450,000.</i>	1,300,000	900,000	
<u>Total 2018 Tax Increment District #10 - Near Downtown District</u>	<u>\$1,315,000</u>	<u>\$915,000</u>	

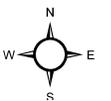
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-  TID 11
-  City of Neenah
-  Town of Neenah

FIGURE 1
Tax Increment Financing District #11
TID Boundary Map

1 inch = 384 feet





**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #11 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	\$0	\$0	\$0	\$0
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	15,000	15,000	15,000
Transfers In	0	0	0	0
Total Revenues	0	15,000	15,000	15,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	15,000	15,000	15,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	15,000	15,000	15,000
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$0	\$0	\$0	\$0
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$0	\$0	\$0	\$0

<u>TIF #11 Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			
Total Carry Forwards Funds to 2017	\$0	\$0	\$0

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #11 - Pendleton Development Area</u> Project expenditures can be made through 8/5/2036.</p> <p>1. Planning/marketing/project support.</p> <p><u>Total 2018 Tax Increment District #11 - Pendleton Development Area</u></p>	<p>\$15,000</p> <p><u>\$15,000</u></p>	<p>\$15,000</p> <p><u>\$15,000</u></p>	

**REDEVELOPMENT FUND PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

Use of Reserves	<u>\$0</u>
Total 2018 Program Funding	<u><u>\$0</u></u>

2018 PROGRAM EXPENSES

City Comprehensive Plan	<u>\$0</u>
Total 2018 Program Expenses	<u><u>\$0</u></u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Redevelopment Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 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.

	2016 Actual	2017 Budget	2018 Estimate	2018 Budget
Fund Balance, January 1	\$33,903	\$15,165	\$15,165	\$0
<u>Revenues</u>				
Intergovernmental	156,443	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Transfers In	0	0	0	0
Total Revenues	156,443	0	0	0
<u>Expenditures</u>				
Capital Outlay - Current Budget	175,181	0	0	0
Transfers out	0	0	0	0
Total Expenditures	175,181	0	0	0
Excess Revenues Over (Under) Expenditures	(18,738)	0	0	0
Fund Balance 12/31 (Before Grant Reconciliation)	\$15,165	\$15,165	\$15,165	\$0
Grant Reconciliation	15,165	15,165	15,165	
Fund Balance 12/31 (After Grant Reconciliation)	\$0	\$0	\$0	\$0

<u>Redevelopment Fund Carry Forwards to 2017 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

**PUBLIC FACILITIES PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,673,300
Private Contributions/Grants	<u>0</u>
Total 2018 Program Funding	<u>\$1,673,300</u>

2018 PROGRAM EXPENDITURES

Existing Facilities:

Administration Building	\$14,000
Police Station	50,000
Fire/Rescue (100% City Funded)	20,000
Public Works	124,000
Library	19,300
Bergstrom-Mahler Museum	20,000
Parks & Recreation	1,426,000
Cemetery	<u>0</u>
Total 2018 Program Expenditures	<u>\$1,673,300</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Facilities Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 Proposed Budget

The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	\$296,099	\$380,038	\$380,038	\$78,147
Revenues				
Intergovernmental/Grants	20,318	0	0	0
Debt Issuance	651,530	1,152,500	1,152,500	1,673,300
Contributions	3,000	0	0	0
Transfers in	0	0	0	0
Total Revenues	674,848	1,152,500	1,152,500	1,673,300
Expenditures				
Capital Outlay - Current Budget	590,909	1,152,500	1,152,500	1,673,300
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	590,909	1,152,500	1,152,500	1,673,300
Excess Revenues Over (Under) Expenditures	83,939	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$380,038	\$380,038	\$380,038	\$78,147
Capital Outlay - Carry Forwards	301,769	301,891	301,891	0
Fund Balance December 31 (After Carry Forwards)	\$78,269	\$78,147	\$78,147	\$78,147

Public Facilities Carry Forwards to 2017 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Police Room Upgrades-2014	\$8,000	\$8,000	\$8,000
Firing Range-Lead Remediation-2014	12,882	12,882	12,882
Whiting Boat House Repair-2015 (Parks)	8,330	8,330	8,330
Security Locks Various Parks/2013 (Facilities-Parks)	15,684	15,684	15,684
Skatepark/2014 (Facilities-Parks)	42,954	42,954	42,954
ADA Complaine-2016 (Admin)	5,000	5,000	5,000
Police Offsite Evidence Storage-2016	16,831	16,831	16,831
Refurbish Shattuck Park/2016 (Facilities-Parks)	6,733	6,733	6,733
Drining Fountains Various Parks/2013 (Facilities-Parks)	5,000	5,000	5,000
Doty Cabin Repairs (Facilities-Parks)	35,477	35,477	35,477
Boat Wash Station at Rec Park	10,000	10,000	10,000
Playground Equip.-Various Parks (Facilities-Parks)	25,000	25,000	25,000
Playground Equip.-Castle Oak (Facilities-Parks)	80,000	80,000	80,000
Cemetery Water System-2016	30,000	30,000	30,000
Total Carry Forwards Funds to 2016	\$301,891	\$301,891	\$301,891

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 FACILITIES</u>			
<u>Administration Building</u>			
1. Repair Columbian Avenue stairway entrance. <i>Adopted Spring CIP \$20,000.</i>	\$6,000	\$6,000	
2. Community Development office: Entrance replacement, work station modifications. <i>Not included in adopted Spring CIP.</i>	8,000	8,000	
<u>Total 2018 Administration Building</u>	<u>\$14,000</u>	<u>\$14,000</u>	
<u>Police Department</u>			
1. Onsite Evidence Processing Area Upgrade. Our proposed project has two pieces that will ensure compliance with state accreditation standards: A. Reconfigure the processing area to the current caged-in area in the garage. This will require buildout of an area where small items, all the way up to cars, could be processed. Counter space, exhaust hood(s) and temporary storage lockers will need to be relocated. Officers will be able to remove items from their cars directly into the processing area, creating efficiency and keeping contaminants (blood, liquids, drugs) out of the occupied areas of the building. B. The interior storage area will be outfitted with rolling storage shelves. The shelving will create a much more efficient use of the space. <i>Adopted Spring CIP \$40,000.</i>	\$100,000	\$50,000	Begin 2 year phase in remodeling project
2. Room Upgrades – Chief's Office. This will be deferred until whichever year a new chief is appointed. <i>Adopted Spring CIP \$0.</i>	7,000	0	
3. Replace Roof of Police Building. This will be the 25th year of a roof that was expected to last 15 years. It is at the end of its life and will need complete replacement. (\$4.50/sq. ft.; 26,900 sq. feet) <i>Not included in adopted Spring CIP.</i>	122,000	0	
<u>Total 2018 Police Department</u>	<u>\$229,000</u>	<u>\$50,000</u>	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
Fire Department			
1. Resurfacing of driveway and parking lot areas at Station 31 on the south and west sides of the building with 2" of asphalt being removed and replaced. Painting of parking stalls and lining included. Estimated cost \$110,000. This building is a City of Neenah property and Neenah is responsible for 100% of the project. <i>Adopted Spring CIP \$30,000.</i>	\$110,000	\$20,000	Maintenance; crack filling, sealcoat only at this time
Total 2018 Fire Department	<u>\$110,000</u>	<u>\$20,000</u>	
City Facilities			
1. Tullar Garage: Door replacement.	\$10,000	\$10,000	Necessary building maintenance
2. Tullar Garage repairs: Precast concrete panel surface repairs and metal building repairs (gutters,ballards,door jams). <i>Adopted Spring CIP \$30,000.</i>	20,000	20,000	Necessary building maintenance
3. Tullar Garage North/South Vehicle Storage Upgrade existing fluorescent lighting to LED lamps. <i>Not included in adopted Spring CIP.</i>	4,000	4,000	Should save electricity costs
4. Church St Ramp: Replace joint caulking. (Year 2 of 3)	40,000	40,000	Necessary upkeep/maintenance
5. Church St Ramp: Haunch repairs. <i>Not included in adopted Spring CIP.</i>	10,000	10,000	
6. Cecil Street Garage: Repair South Wall, Cover South Windows, Replace Gutters, Paint. <i>Adopted Spring CIP \$35,000.</i>	50,000	40,000	Must maintain this structure
Total 2018 City Facilities	<u>\$134,000</u>	<u>\$124,000</u>	
Bergstrom-Mahler Museum			
1. Annual subsidy. (Potential projects could include: Tuckpointing and handicapped ramp repair, landscaping, paint/repair all external woodwork, irrigation system upgrades, replace Halon hoses.)	\$20,000	\$20,000	Annual commitment for building maintenance
Total 2018 Bergstrom-Mahler Museum	<u>\$20,000</u>	<u>\$20,000</u>	
Library			
1. Replace outdoor electronic sign. A larger, raised electronic message center would allow for greater visibility and promotion of the library and its programs and services, as well as a way to reach the community in the case of emergencies or for promotion of community-wide events. <i>Adopted Spring CIP \$30,000.</i>	\$40,000	\$0	Continue to operate until necessary

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2. Replace countertops, sinks, faucets in the staff break room, the Shattuck Room kitchenette, and the Circulation workroom. All counters are currently laminate. The counters are delaminating with swelling substrate due to moisture. <i>Not included in adopted Spring CIP.</i>	11,600	11,600	Necessary maintenance due to condition of countertops
3. Signage (kiosk/monolith in lobby, signs above services desks, etc.) Signage to coordinate with existing signage. <i>Not included in adopted Spring CIP.</i>	7,700	7,700	
Total 2018 Library	<u>\$59,300</u>	<u>\$19,300</u>	
<u>Parks and Recreation Development</u>			
1. Washington Park. Master Plan Development - Phase 2 of 4: Ballfield, play/fitness equipment, pathways and lighting.	\$610,000	\$610,000	Concur w/Phase II
2. Liberty Park. Grade and seed. Install playground and basketball court.	100,000	100,000	Concur w/request
3. Arrowhead Phase 1A - Shoreline, water access and aquatic plantings, restroom/support facility. (Grant opportunity, NRDA, US FW). Design only. Move \$1.4m to 2019 when construction is scheduled. Adopted Spring CIP \$1,800,000.	400,000	400,000	Only spend if grants follow through
4. Video for rental facilities (placeholder - working with IT to determine real costs)	3,000	0	Defer to 2019
5. Kimberly Point Park. Create 8'-10' walking stone path along shoreline .	21,000	21,000	Citizens initiated
<u>Maintenance</u>			
6. Building Security	10,000	10,000	Complete project
7. Chair and Table Replacement - Washington, Whiting Boathouse and Memorial Park - Tullar	15,000	10,000	Slight reduction
8. Rec Park Dredging . This has become of great concern. <i>Not included in adopted Spring CIP.</i>	125,000	125,000	Explore DNR grants
9. Shattuck Park: Misc. concrete repairs; concrete deteriorating (Phase 1). <i>Not included in adopted Spring CIP.</i>	25,000	25,000	Necessary maintenance plan; Phase 2 in 2019 (\$25,000)
<u>Play Equipment</u>			
10. Southview Park. Playground equipment reconstruction and surfacing for ADA compliance.	125,000	125,000	Replacement emphasis on disability equipment capability
Total 2018 Parks and Recreation	<u>\$1,434,000</u>	<u>\$1,426,000</u>	
TOTAL ALL 2018 FACILITIES	<u>\$2,000,300</u>	<u>\$1,673,300</u>	

**CAPITAL EQUIPMENT PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,471,000
Use of Reserves	<u>0</u>
Total 2018 Program Funding	<u>\$1,471,000</u>

2018 PROGRAM EXPENDITURES

Information Systems	\$185,000
Police	142,380
Fire/Rescue (59.56% of Consolidated Department)	478,620
Public Works and Recycling	571,000
Community Development	0
Library	31,500
Parks and Recreation	47,500
Cemetery	<u>15,000</u>
Total 2018 Program Expenditures	<u>\$1,471,000</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Capital Equipment Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2018 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
Fund Balance, January 1	<u>\$257,692</u>	<u>\$395,773</u>	<u>\$395,773</u>	<u>(\$12,431)</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	4,600	0	0	0
Debt Issuance	1,152,880	1,249,300	1,152,880	1,471,000
Transfers in	22,000	0	0	0
Total Revenues	<u>1,179,480</u>	<u>1,249,300</u>	<u>1,152,880</u>	<u>1,471,000</u>
Expenditures				
Capital Outlay - Current Budget	1,041,399	1,249,300	1,152,880	1,471,000
Transfers out	0	0	0	0
Total Expenditures	<u>1,041,399</u>	<u>1,249,300</u>	<u>1,152,880</u>	<u>1,471,000</u>
Excess Revenues Over (Under) Expenditures	<u>138,081</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$395,773</u>	<u>\$395,773</u>	<u>\$395,773</u>	<u>(\$12,431)</u>
Capital Outlay - Carry Forwards	240,522	408,204	408,204	0
Fund Balance December 31 (After Carry Forwards)	<u>\$155,251</u>	<u>(\$12,431)</u>	<u>(\$12,431)</u>	<u>(\$12,431)</u>

Capital Equipment Carry Forwards to 2017 from Adopted CIP

<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Time/Attendance Solution-2012 (I/S)	3,361	3,361	3,361
Virtual Desktop Infrastructure-2014 (I/S)	37,371	37,371	37,371
Website Content Management Solution-2014 (I/S)	5,179	0	0
Doorswipe Access Control-2014 (I/S)	22,614	22,614	22,614
Wireless Network Upgrades/Expansion-2015 (I/S)	6,695	6,695	6,695
MDC Replacements-2013 (Police)	12,797	12,797	12,797
Forensic Recovery Evidence Devices-2015 (Police)	5,000	5,000	5,000
Replace Inspection/Assessor's Software-2013 (C.D.)	113,566	113,566	113,566
Doorswipe Access Control-2016 (I/S)	22,000	22,000	22,000
Wireless Network Upgrades/Expansion-2016 (I/S)	50,000	50,000	50,000
Redundant Data Center Storage Solution-2016 (I/S)	72,000	72,000	72,000
Naviline Edge-2016 (I/S)	4,400	0	0
FRED Computer Evidence Collect.Devices-'16 (P.D)	5,000	5,000	5,000
Police Vehicle Purchases-2016 (P.D)	37,800	37,800	37,800
Replace Bleachers-2016 (Parks)	20,000	20,000	20,000
Total Carry Forwards Funds to 2017	<u>417,783</u>	<u>408,204</u>	<u>408,204</u>

CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 EQUIPMENT</u>			
<u>Information Systems</u>			
1. Enterprise Resource Planning Suite (ERP). ERP is a suite of integrated organization-wide software applications to support core business operations. Staff has identified both existing applications to be replaced and new applications to be implemented. This is anticipated to be a 3 - 4 year project with the outcomes being: seamless integration for data sharing between nearly all City applications, ability to more easily introduce dashboards and analytics for decision making and extending services to the public more efficiently through a web portal. <i>Adopted Spring CIP \$125,000.</i>	\$40,000	\$40,000	
2. Production Power Server (formerly an iSeries server) and Backup iSeries Server Replacements. The City of Neenah has historically replaced the production server every four to five years to take advantage of technology advancements, relocating the production server at the Redundant Data Center. The current production server was purchased in 2010 and the backup server in 2006. With the replacement of these servers, the City will be eliminating \$46,000-\$50,000 of hardware and software maintenance over the warranty period of three years. It is my opinion that this replacement strategy continue as the Power Server series along with the VMWare servers are the core of the City's technology environment.	65,000	65,000	Replacement. 3 yr warranty eliminates maintenance payments.
3. Citrix - DR Solution. Expand the Citrix (VDI) environment with failover capabilities between th Production Data Center and the Redundant Data Center (RDC) at Fire 31. This would also allow for staff to manually perform a partial load move to the RDC during extremely high workload periods if necessary. <i>Not included in adopted Spring CIP.</i>	40,000	25,000	Defer to 2019
4. Door Swipe Access Control Solution (Phase 2). This phase would expand controlled access to departmental doors, basement door, Council Chambers door and fire stairwell doors on each floor. With all external doors (Phase 1) that was implemented in mid-2016, the entire City Hall building would be a controlled access environment.	67,200	35,000	Slight reduction; phase in by floors

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Smart Cities Initiatives. Smart cities use Internet of Things (IoT) devices such as connected sensors, lights, and meters to collect and analyze data. The cities then use this data to improve infrastructure, public utilities and services, and more. Staff is in the initial investigative phase of several possible projects such as, but not limited to: Lift station monitoring, water leak monitoring, pool monitoring (pumps, heaters, chemicals, etc.) etc. <i>Not included in adopted Spring CIP.</i>	50,000	20,000	Begin exploring possibilities
Total <u>2018 Information Systems</u>	<u>\$262,200</u>	<u>\$185,000</u>	
<u>Police Department</u>			
1. Vehicle purchases (K9 Squad) <i>Not included in adopted Spring CIP.</i>	\$34,000	\$34,000	There will be a revenue offset with fundraising donations and trust fund dollars
2. K9 Squad Equipment. This includes computer equipment, squad radio/installation, squad video camera, radar antennas, emergency lights & setup, changeover costs, etc. <i>Not included in adopted Spring CIP.</i>	36,900	36,900	There will be a revenue offset with fundraising donations and trust fund dollars
3. MDC (Squad Computer) Replacement. <i>Adopted Spring CIP \$40,000.</i>	52,000	26,000	Split between 2018 & 2019
4. Mobile Routers for Squad Computers. These routers allow internet access so we can communicate with the dispatch and records systems in Winnebago County, as well as access other web-based applications, such as CCAP.	20,000	20,000	
5. Smart Board (Replacement)	5,000	0	
6. Taser Body Cam Equipment Contract (First year of \$101,049.92 contract) – 5 year contract with body cam provider. The contract is a service agreement, as well as equipment replacement. Includes new cameras and equipment upon signing, halfway (2.5 years) and at the end of the contract (5 years), replacing equipment three times in five years. <i>Adopted Spring CIP \$18,500.</i>	20,480	20,480	Leasing program
7. Night Vision Camera for 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	0	Low priority. Look at again middle of year. Capital outlay dollars available?

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
8. Replace Sniper Rifle A. Current rifle is not meeting standards necessary for effective use during a crisis situation. Working with the company had proven fruitless. Rifle needs to be replaced with one that can meet the rigorous standards. <i>Not included in adopted Spring CIP.</i>	5,000	5,000	Current equipment not performing to standards. Necessary replacement.
9. Voice Recognition/Transcription Software. For ISU and CSA - Dragon Naturally Speaking. <i>Not included in adopted Spring CIP.</i>	17,500	0	Defer to 2019
Total <u>2018 Police Department</u>	<u>\$194,880</u>	<u>\$142,380</u>	
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2018 cost distribution formula (.5956%) is used for budgeting purposes.	\$14,890	\$14,890	
2. New engine to replace a 1998 Pierce Quantum engine. Total projected cost for the new engine and necessary equipment is \$590,000. The 1998 Pierce Quantum would be moved to reserve status and used when front line vehicles are down and/or an additional vehicle is needed for a major incident. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2018 cost distribution formula (.5956%) is used for budgeting purposes.	351,410	351,410	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p>3. SCBA replacement to stay current with anticipated NFPA requirements. All cylinders will go dormant near the end of 2019/beginning of 2020, which means they cannot be used at all. Total projected cost \$368,275. In 2017, NMFR was awarded a FEMA Grant of \$283,468 to help offset this cost. Required 10% matching funds are \$110,576. An additional \$78,000 is needed to purchase equipment as the grant award will not cover the entire amount. Total funds needed for this project are \$188,576, which is a reduction of \$179,699 of the original budgetd amount due to the grant award. Note: We will be able to sell parts of our current system and recoup money from the sale of this equipment. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2018 cost distribution formula (.5956%) is used for budgeting purposes. <i>Not included in adopted Spring CIP.</i></p>	112,320	112,320	Partial grant funding
<p>Total <u>2018 Fire Department</u></p>	<u>\$478,620</u>	<u>\$478,620</u>	
<p><u>Public Works</u></p>			
<p>1. Replace #15/2002 1-ton with 450 series dump truck with salter/plow. <i>Adopted Spring CIP \$80,000.</i></p>	\$85,000	\$85,000	
<p>2. Replace #9/2000 7 yd. Plow/wing truck with salter</p>	180,000	180,000	
<p>3. Replace #33/2007 Sweeper. Public Works 50% responsible; Storm Water 50% responsible. <i>Adopted Spring CIP \$210,000.</i></p>	225,000	225,000	
<p>4. Replace 1F/2001 1500 Heavy-duty Pick-up truck with truck cap. <i>Not included in adopted Spring CIP.</i></p>	30,000	30,000	
<p>5. Refurbish Rear Body #58/2004 25yd. Rear-load refuse truck. <i>Not included in adopted Spring CIP.</i></p>	15,000	15,000	
<p>6. Replace #22/2000- 2500 4WD Heavy-duty Pick-up truck with plow package. <i>Adopted Spring CIP \$34,000.</i></p>	36,000	36000	
<p>7. Replace #52/1997 25 yd. Rear-load refuse truck.</p>	185,000	0	See how the new system works before replacing
<p>Total <u>2018 Public Works</u> (Equipment disposal value posted as revenue to the general fund.)</p>	<u>\$756,000</u>	<u>\$571,000</u>	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Library</u>			
1. Staff check in machines replacement (2 of 4 machines). The machines were purchased in 2008; the life expectancy is 8 - 10 years. <i>Adopted Spring CIP \$24,000.</i>	\$12,000	\$12,000	
2. Shattuck Room Equipment: Update the AV equipment used in the Shattuck Community Room. The equipment is used regularly by staff and the community for film screenings, presentations, etc. The cost includes all components needed to replace our current projector (8 years old) with a high definition projector and replace our 17 year old screen (which has waves and ripples in the scene). The project includes a portable rack for the components that will be accessible to guests, rather than allow guests access to a staff-only area of the library, where the video/audio components are now located. <i>Not included in adopted Spring CIP.</i>	19,500	19,500	
<u>Total 2018 Library</u>	<u>\$31,500</u>	<u>\$31,500</u>	
<u>Parks and Recreation</u>			
1. Replace 2010 John Deere mower LM4.	\$60,000	\$0	Defer to 2019
2. Replace 2003 John Deere tractor TR5. <i>Adopted Spring CIP \$30,000.</i>	35,000	35,000	
3. Tilt Bed Trailer. <i>Not included in adopted Spring CIP.</i>	6,500	6,500	
4. Used Cube Van. <i>Not included in adopted Spring CIP.</i>	6,000	6,000	Utilized for voting/community events and Riverside players
<u>Total 2018 Parks and Recreation</u>	<u>\$107,500</u>	<u>\$47,500</u>	
<u>Cemetery</u>			
1. Replace 2011 LM5 Ferris Mower	\$15,000	\$15,000	
<u>Total 2018 Cemetery</u>	<u>\$15,000</u>	<u>\$15,000</u>	
<u>TOTAL ALL 2018 EQUIPMENT</u>	<u>\$1,845,700</u>	<u>\$1,471,000</u>	

**SANITARY SEWER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$670,000</u>
Total 2018 Program Funding	<u><u>\$670,000</u></u>

2018 PROGRAM EXPENSES

System Repair/Replacement	\$580,000
Lift Station Upgrades	40,000
Other Improvements	<u>50,000</u>
Total 2018 Program Expenses	<u><u>\$670,000</u></u>

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 SANITARY SEWER</u>			
Projects are funded by borrowed funds unless otherwise noted.			
1. Cecil Street (Oak - Congress)/1,585 ft. Replace main and laterals. \$130/ft. Coordinate with street construction.	\$210,000	\$210,000	
2. Caroline Street (Union - Van)/740 ft. Replace mains and laterals. \$130/ft. Coordinate with street construction.	100,000	0	
3. Andrew Avenue (Geiger - Main)/960 ft. Replace main and laterals. \$130/ft. Coordinate with street construction.	130,000	130,000	
4. Richard Avenue (Geiger - Main)/960 ft. Replace main and laterals. \$130/ft. Coordinate with street construction.	130,000	130,000	
5. Adams Street (RR - Henry, Isabella - Church)/775 ft. Replace mains and laterals. \$130/ft. Coordinate with street construction.	110,000	110,000	
6. Center Street. Replace main and laterals (North Water - Forest)/250 ft. Replace laterals (Forest - Abby)/830 ft. \$75/ft. Coordinate with street construction.	100,000	0	
7. Bond Street (North Water - Edna)/1,150 ft. Replace mains and laterals. \$130/ft. Coordinate with street construction.	150,000	0	
8. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation. <i>Adopted Spring CIP \$200,000.</i>	0	0	
9. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997.	40,000	40,000	
10. Sanitary sewer Capacity, Management, Operation and Maintenance program (CMOM) and correction of infiltration and inflow as per DNR permit requirement.	30,000	30,000	
11. Pavement repair: Concrete and asphalt patches.	20,000	20,000	
<u>TOTAL ALL 2018 SANITARY SEWER</u>	<u>\$1,020,000</u>	<u>\$670,000</u>	

**STORM WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$665,000</u>
Total 2018 Program Funding	<u><u>\$665,000</u></u>

2018 PROGRAM EXPENSES

Detention Pond Construction	\$150,000
Storm Sewer Repair/Replacement	250,000
Other Improvements	<u>265,000</u>
Total 2018 Program Expenses	<u><u>\$665,000</u></u>

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 STORM WATER</u>			
Projects are funded by borrowed funds unless otherwise noted.			
1. Cecil Street (Oak - Congress)/1,715 ft. Replace main. Coordinate with street construction.	\$150,000	\$150,000	
2. Miscellaneous repairs/Various streets. Storm sewer mains, catch basins and leads. Includes work on street paving projects that aren't listed above.	275,000	250,000	
3. Detention Ponds/Wetland Banking - various locations.	200,000	150,000	
4. Developer reimbursement. Oversize storm pipes and ponds.	50,000	50,000	
5. Mini storm sewer. Various locations. Limited funds are recommended to continue elimination of backyard drainage problems.	5,000	5,000	
6. Pavement repair: Concrete and asphalt patches.	60,000	60,000	
TOTAL <u>ALL 2018 STORM WATER</u>	<u>\$740,000</u>	<u>\$665,000</u>	

**WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2018 PROGRAM FUNDING

Utility Revenues	\$1,660,550
Special Assessments	0
Revenue Bonds	<u>0</u>
Total 2018 Program Funding	<u><u>\$1,660,550</u></u>

2018 PROGRAM EXPENSES

Distribution System - Replacements	\$816,800
Distribution System – New Mainline Extensions	0
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	<u>843,750</u>
Total 2018 Program Expenses	<u><u>\$1,660,550</u></u>

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2018 WATER UTILITY</u>			
<u>Distribution System-Replacements</u>			
All items are funded through Utility revenues unless otherwise noted.			
1. Cecil Street (Oak - Congress) 1,700' of 16" at \$130/ft., 27 lead services, 3 main leaks, 9 service leaks. <i>5% contingency included.</i>	\$234,100	\$234,100	
2. Caroline Street (Union - Van) 700' of 8" at \$110/ft., 14 lead services, 10 main leaks, 9 service leaks. <i>5% contingency included.</i>	80,900	0	
3. Andrew Avenue (Geiger - Main) 1,080' of 8" at \$110/ft., 30 lead services, 3 main leaks, 9 service leaks. <i>5% contingency included.</i>	124,800	124,800	
4. Richard Avenue (Geiger - Main) 1,100' of 8" at \$110/ft., 31 lead services, 10 service leaks. Rusty (red) water from internal corrosion is frequent. <i>5% contingency included.</i>	127,100	127,100	
5. Geiger Street (Green Bay - Western) 1,250' of 12" at \$120/ft., 2 main leaks. <i>5% contingency included.</i>	157,500	157,500	
6. Adams Street (Railroad Tracks - Church) 1,225' of 8" at \$110/ft., 29 lead services, 12 service leaks. <i>5% contingency included.</i>	141,500	141,500	
7. Center Street (W. Forest - W. North Water) 370' of 8" at \$110/ft., 6 lead services, 3 service leaks. <i>5% contingency included.</i>	42,800	0	
8. Whiting Court - 275' of 8" at \$110/ft. Replacing existing 4" water main and reconnecting services. <i>5% contingency included.</i>	31,800	31,800	
<u>Subtotal 2018 Distribution System-Replacement</u>	<u>\$940,500</u>	<u>\$816,800</u>	
<u>Distribution System-New Mainline Extensions</u>	<u>\$0</u>	<u>\$0</u>	
<u>Distribution System-New Service Expansion</u>	<u>\$0</u>	<u>\$0</u>	
<u>Total 2018 Distribution Systems</u>	<u>\$940,500</u>	<u>\$816,800</u>	

**CITY OF NEENAH
2018 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Plant, Metering and Equipment</u>			
All items are funded through Utility revenues unless otherwise noted.			
1. Meter replacement. Annual meter replacement program.	\$45,000	\$45,000	
2. Replace chemical tanks, lines and pumps. Existing tanks are at end of useful life. Directive from 2013 and 2016 WDNR Sanitary Survey. <i>Not included in Spring CIP.</i>	335,000	335,000	DNR directive
3. Distribution valve turner replacement. <i>Not included in Spring CIP.</i>	17,500	17,500	Necessary maintenance
4. Replace ultra violet bulbs and sleeves, one unit. <i>Adopted Spring CIP \$8,500.</i>	11,250	11,250	Necessary maintenance
5. Calibration equipment at filtration plant. <i>Not included in Spring CIP.</i>	22,000	22,000	
6. Replace online fluoride meter.	6,000	6,000	
7. Upgrade SCADA system, hardware & software. <i>Adopted Spring CIP \$35,000.</i>	25,000	25,000	
8. Install shoreline rip-rap at filtration plant. <i>Adopted Spring CIP \$40,000.</i>	60,000	0	
9. Replace 2006 pick-up truck. Vehicles are on a 10-year replacement cycle. <i>Adopted Spring CIP \$26,000.</i>	28,000	28,000	
10. Replace turbidity meters and controllers (12).	84,000	84,000	
11. Granular activated carbon filter media replacement. 2/4 filter bays. <i>Adopted Spring CIP \$250,000.</i>	210,000	210,000	
12. Miscellaneous tools and equipment.	20,000	20,000	
13. Technology upgrade.	10,000	10,000	
14. Miscellaneous consulting fees.	20,000	20,000	
15. Miscellaneous plant contingency. <i>Adopted Spring CIP \$50,000.</i>	10,000	10,000	
<u>Total 2018 Plant, Metering and Equipment</u>	<u>\$903,750</u>	<u>\$843,750</u>	
<u>TOTAL 2018 WATER UTILITY</u>	<u>\$1,844,250</u>	<u>\$1,660,550</u>	

CITY OF NEENAH
STATUS REPORT OF 2012-2015 NON-LAPSING PROJECT FUNDS
As of 12-31-16

2010 - 2015 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2017

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
	Information Systems				
1	Time/Attendance Solution-2012 (Equipment)	3,361	3,361	a	3,361
2	Virtual Desktop Infrastructure-2014 (Equipment)	37,371	37,371	b	37,371
3	Website Content Management Solution-2014 (Equipment)	5,179	0	c	0
4	Door swipe Access Control-2014 (Equipment)	22,614	22,614	d	22,614
5	Wireless Network Upgrades/Expansion-2015 (Equipment)	6,695	6,695	e	6,695
	Police				
6	MDC Replacements-2013 (Equipment)	12,797	12,797	f	12,797
7	Forensic Recovery Evidence Devices-2015 (Equipment)	5,000	5,000	g	5,000
8	Replace Inspection/Assessor's Software-2013 (Equipment)	113,566	113,566	h	113,566
9	Police Room Upgrades-2014 (Facilities)	8,000	8,000	i	8,000
10	Firing Range-Lead Remediation-2014 (Facilities)	12,882	12,882	j	12,882
	Parks/Cemetery				
11	Whiting Boat House-2015 (Facilities)	8,330	8,330	k	8,330
12	Security Locks at Various Parks-2013 (Facilities)	15,684	15,684	l	15,684
13	Skatepark-2014 (Facilities)	42,954	42,954	m	42,954
	TIF				
14	Arrowhead Park Development-2013 (TIF #8)	208,972	208,972	n	208,972
15	Downtown Parking-2012 (TIF #8)	645,374	645,374	o	645,374
16	Infrastructure Improvements-2015 (TIF #9)	15,816	15,816	p	15,816
17	Redevelopment Assistance-2015 (TIF #10)	324,338	324,338	q	324,338
	Public Works/Sanitary/Storm				
18	Shooting Star/Armstrong-2015 (Streets)	50,000	50,000	r	50,000
19	Breezewood Lane-2010 (Ped. Routes)	33,577	33,577	s	33,577
20	Bell Street-2010 (Ped. Routes)	15,152	15,152	t	15,152
21	Marathon/Parkwood-2015 (Ped. Routes)	65,000	65,000	u	65,000
22	Various Repairs & Replacements-2014 (Sanitary Sewer)	206,522	206,522	v	206,522
23	Various Main Repairs (Storm Water)	67,541	67,541	w	67,541
24	Washington Park-2010 (Storm Water)	112,849	112,849	x	112,849
25	Detention Ponds-2013 (Storm Water)	186,158	186,158	y	186,158
26	Detention Ponds-2014 (Storm Water)	300,000	300,000	z	300,000
27	Detention Ponds-2015 (Storm Water)	200,000	200,000	aa	200,000
28	Commerce Court Pond-2010 (Storm Water)	184,731	184,731	bb	184,731
	Total Prior Year 2009-2015 Non-Lapsing Project Funds	\$2,910,463	\$2,905,284		\$2,905,284

Mayor's Comments

- a. Purchase time clocks.
- b. Phase II later this year.
- c. Project complete.
- d. Project almost complete.
- e. Downtown/Arrowhead project.
- f. Use as needed.
- g. In progress.
- h. Project near completion.
- i. Discussing project.
- j. Ongoing project.
- k. Foundation/Main pillars
- l. Controlled access project.
- m. Project starting soon.
- n. Future project.
- o. Future needs.
- p. Future needs.
- q. Future needs.
- r. Discussions with Town residents.
- s. Southside pedestrian walkways.
- t. Southside pedestrian walkways.
- u. Lighting project.
- v. Interceptor project.
- w. Commerce Court project.
- x. Upcoming project.
- y. Future use.
- z. Future use.
- aa. Future use.
- bb. 2017 project start.

Summary (2010-2015)

Function	Amount
Streets/Ped Routes	163,729
Equipment	206,583
Facilities	87,850
TIF #7	0
TIF #8	854,346
TIF #9	15,816
TIF #10	324,338
Sanitary Sewer	206,522
Storm Water	1,051,279
Total	\$2,910,463

CITY OF NEENAH
STATUS REPORT OF 2016 NON-LAPSING PROJECT FUNDS
As of 12-31-16

2016 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2017

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
	Information Systems				
1	Door swipe Access Control (Equipment)	22,000	22,000	a	22,000
2	Wireless Network Upgrades/Expansion (Equipment)	50,000	50,000	b	50,000
3	Redundant Data Center Storage Solution (Equipment)	72,000	72,000	c	72,000
4	Naviline Edge (Equipment)	4,400	0	d	0
	Police				
5	FRED Computer Evidence Collection Devices (Equipment)	5,000	5,000	e	5,000
6	Police Vehicle Purchases (Equipment)	37,800	37,800	f	37,800
7	Police Off-Site Evidence Storage (Facilities)	16,831	16,831	g	16,831
	Parks/Cemetery				
8	Replace Bleachers (Equipment)	20,000	20,000	h	20,000
9	Shattuck Park Repairs (Facilities)	6,733	6,733	i	6,733
10	Replace Drinking Fountains at Various Parks (Facilities)	5,000	5,000	j	5,000
11	Replace Cabin and Shelter Roofs at Doty Park (Facilities)	35,477	35,477	k	35,477
12	Boat Wash Station at Rec. Park (Facilities)	10,000	10,000	l	10,000
13	Upgrade Playground Equipment at Various Parks (Facilities)	25,000	25,000	m	25,000
14	Build Shelter and Playground at Castle Oak Park (Facilities)	80,000	80,000	n	80,000
15	Replace Cemetery Water System (Facilities)	30,000	30,000	o	30,000
	TIF				
16	Cameron Circle (TIF #7)	30,000	30,000	p	30,000
17	Pedestrian Infrastructure Improvements (TIF #9)	328,200	328,200	q	328,200
18	Arrowhead Park-Loop the Lake (TIF #10)	245,991	245,991	r	245,991
19	Fox Valley Energy Demolition (TIF #10)	1,800	1,800	s	1,800
	Public Works/Sanitary/Storm				
20	Undesignated Street Repairs (Street Maintenance)	7,795	7,795	t	7,795
21	Various Repairs (Sidewalks/Trails)	7,408	7,408	u	7,408
22	Winneconne at Zemlock (Traffic Control)	20,000	20,000	v	20,000
23	ADA Compliance (Facilities)	5,000	5,000	w	5,000
24	Various Repairs & Replacements (Sanitary Sewer)	250,000	250,000	x	250,000
25	Detention Ponds (Storm Water)	150,000	150,000	y	150,000
	Total 2016 Non-Lapsing Project Funds	1,466,435	1,462,035		\$1,462,035
	TOTAL ALL 2009-2016 PROJECT FUNDS REQUESTED FOR	\$4,376,898	\$4,367,319		\$4,367,319

Mayor's Comments

- a. In progress.
- b. Downtown/Arrowhead project.
- c. Recently approved by council.
- d. Project complete.
- e. In progress.
- f. ISU vehicle purchase on order.
- g. Ongoing project.
- h. Memorial Park bleachers.
- i. Drainage/Water repairs.
- j. Ordered and installed in 2017.
- k. Waiting for state approval.
- l. Plans being readied.
- m. Continuing project.
- n. Upcoming project.
- o. Ongoing project 2017.
- p. 2017 project.
- q. Bergstrom Frontage Road project.
- r. In progress.
- s. Potential cleanup necessary.
- t. Ongoing necessary repairs.
- u. Use as needed.
- v. In progress.
- w. Various upgrades.
- x. Interceptor project.
- y. Potential future project.

Summary (2016)

Function	Amount
Streets/Ped Routes	98,729
Equipment	211,200
Facilities	214,041
TIF #7	30,000
TIF #8	0
TIF #9	328,200
TIF #10	247,791
Sanitary Sewer	250,000
Storm Water	150,000
Total	\$1,529,961

Summary (Total)

Function	Amount
Streets/Ped Routes	262,458
Equipment	417,783
Facilities	301,891
TIF #7	30,000
TIF #8	854,346
TIF #9	344,016
TIF #10	572,129
Sanitary Sewer	456,522
Storm Water	1,201,279
Total	\$4,440,424

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise Funds	Submitted by: G. Kaiser/A. Kahl

Parking Utility Fund
2018 Proposed Budget

The City of Neenah's Parking Utility Fund was created by City Ordinance. Its purpose is to account for the operation of City parking meters, parking ramps and parking lots. All revenue and expenditure activities necessary to provide such services are accounted for in this fund. Such revenues include: Receipts from parking meters, lot and ramp permit sales, fines for parking violations, and the proceeds from land sales. The Parking operation incurs costs for the repair and maintenance of the various lots, meters and ramps; salary and fringe benefits of police and maintenance personnel; related costs of the enforcement program including recordkeeping, cash handling and notice mailings; and, administrative costs of the traffic engineer and Finance Department. The costs of these services, which are generally performed by City staff, are paid to the General Fund. Excluded are costs of warrant services/court time, depreciation and towing costs. It is the intent of the fund to be self-sustaining, i.e., provide services to the extent of resources available.

Parking enforcement regulates parking on City streets and parking lots to allow for easy access to businesses and City attractions. It prevents unsightly abandoned vehicles and maintains safe passage for vehicles and pedestrians on City streets. It also maintains access for disabled persons; monitors metered, time restricted, handicapped, permit and reserved parking stalls; and, monitors posted no-parking areas. Parking tickets are issued to violators and parking violation notices generated and mailed for delinquent fines. It also facilitates the removal of abandoned vehicles on public and private streets and lots.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance, January 1	<u>\$124,444</u>	<u>\$84,653</u>	<u>\$84,653</u>	<u>\$90,503</u>	<u>\$90,503</u>
REVENUES					
Parking Meters	\$2,082	\$0	\$430	\$0	\$0
Permits	201,097	230,000	211,460	196,940	196,940
Parking Fines	67,923	150,000	110,300	125,460	125,460
Other - Sales Tax	0	50	50	50	50
Total Revenue	<u>\$271,102</u>	<u>\$380,050</u>	<u>\$322,240</u>	<u>\$322,450</u>	<u>\$322,450</u>
EXPENDITURES					
Enforcement (Police)	\$13,043	\$53,530	40,770	\$53,100	\$53,100
Enforcement (NUPARK)	0	37,400	0	0	0
Parking Meters	1,136	0	510	0	0
Parking Lots	83,184	78,290	85,780	81,690	81,690
Parking Ramp - Canal	106,258	92,700	83,560	98,820	98,820
Special Reserves & Escrow	0	0	0	320	320
Administrative/OPEB/Misc.	107,272	125,270	105,770	117,760	117,760
Total Expenditures	<u>\$310,893</u>	<u>\$387,190</u>	<u>\$316,390</u>	<u>\$351,690</u>	<u>\$351,690</u>
Excess Revenues Over (Under)					
Expenditures	(\$39,791)	(\$7,140)	\$5,850	(\$29,240)	(\$29,240)
Tax Levy	\$0	\$0	\$0	\$0	\$0
Fund Balance, December 31	<u>\$84,653</u>	<u>\$77,513</u>	<u>\$90,503</u>	<u>\$61,263</u>	<u>\$61,263</u>

**CITY OF NEENAH
2018 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 2018 Budget Request:

- 2018 will be the first full year of utilization of the NuPark enforcement program, which had been slated for early 2017. As such, we anticipate no major increases or decreases in operational costs.

**Parking Meters
(044-7701-738)**

Goals/Responsibilities:

Maintenance and repair of City parking meters and collection of monies

2017 Accomplishments:

- Removed all parking meters.

2018 Goals/Plans:

- None.

Major Increases (Decreases) in 2018 Budget Request:

- Eliminated all budget expenditures.

**Parking Lots
(044-7702-738)**

Goals/Responsibilities:

Maintain, clean, plow and haul snow from the following City owned or operated lots.

Lot No.	Description	Spaces ¹
1	Blue Lot (Church and W. Doty - leased from First Presbyterian Church)	124
2	Orange Lot (115 E. Doty Av)	16
3	Smith Street Lot (along Canadian National tracks between Sherry and Smith)	40
4	300 N. Commercial Lot (easement, no snow plowing)	12
5	Gold Lot (109 N. Church St)	52
6	High Street Lot (235 Bond St)	35
7	Silver Lot (119 W. Doty Av)	61
8	Red Lot (around City Administration Building including 112 E. Columbian)	127
10	322/328 N. Commercial Lot (easement)	12
11	307 N. Commercial Lot (easement, no snow plowing)	8
12	Red Lot (216 Walnut St)	96
13	Brown Lot (Arrowhead Park, 355 Millview Dr)	62
14	Purple Lot (235 Main St)	70
15	Yellow Lot (231 E. Wisconsin Av)	81
TOTAL		796

Note 1: Total parking spaces in the lot including handicapped accessible spaces.

Additional leased parking spaces that are not maintained by the City include:

Lot No.	Description	Spaces
16	Associated Lot (118 W. Columbian Av) ²	72
17	X-Mill Lot (128 N. Commercial St, leased from Kimberly Clark)	46
TOTAL		118

Note 2: Leased from Associated Bank with maintenance billed to City.

2017 Accomplishments:

- Maintained parking lots as required.
- Used small equipment (pickup truck) to remove snow.
- Installed new parking lot signing
- Implemented a license plate recognition system to assist with parking management and enforcement.
- Constructed Main Street Lot to satisfy conditions Gateway development project agreement.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser

Parking Lots continued
(044-7702-738)

2018 Goals/Plans:

- Maintain all lots as required.
- Continue to crack seal, seal coat and resurface as required.
- Continue to implement recommendations of downtown parking management study.
- With Community Development, evaluate future surface lot and/or ramp needs.
- Prepare for adjustments to parking supply based on downtown redevelopment.

Major Increases (Decreases) in 2018 Budget Request:

- Budgeted additional Outside Services to be used for parking lot landscape maintenance in the Blue Lot and Red Lot.

Parking Ramp
(044-7705-738)

Goals/Responsibilities:

Maintain the N. Church Street Ramp (930 spaces).

2017 Accomplishments:

- Continued to maintain the Church Street Ramp.
- Repaired haunches.
- Completed first of three phase project to re-caulk construction joints.

2018 Goals/Plans:

- Continue maintenance of ramp.
- With Community Development, evaluate future parking ramp needs.
- Complete second of three phase project to re-caulk construction joints.

Major Increases (Decreases) in 2018 Budget Request:

- None.

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2018**

PARKING FUND DIVISION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
Parking Enforcement	13,043	90,930	18,160	40,770	53,100	53,100	(37,830)
Parking Meters	1,136	0	490	510	0	0	0
Parking Lots	83,184	78,290	57,889	85,780	81,690	81,690	3,400
Parking Ramp - Canal	106,259	92,700	68,778	83,560	98,820	98,820	6,120
Other	5,195	0	0	530	530	530	530
Special Reserves & Escrow	0	0	0	0	320	320	320
General Fund	102,076	125,270	93,953	105,240	117,230	117,230	(8,040)
TOTAL PARKING	310,893	387,190	239,270	316,390	351,690	351,690	(35,500)
						Percent Budget Change	-9.17%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PARKING BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	7,834	4,080	3,060	4,080	4,330	4,330	
0102	Full Time Hourly Wages	15,700	19,300	11,657	16,820	16,500	16,500	
0103	Temporary Wages	1,722	40,000	11,669	30,000	40,000	40,000	
0104	Overtime Wages	9,713	5,610	6,079	6,080	6,000	6,000	
0110	Health Insurance	10,076	8,470	6,840	8,570	7,740	7,740	
0111	Fringes	7,627	8,350	5,207	7,450	8,130	8,130	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
0124	Meal Allowance	184	150	136	150	150	150	
	PERSONAL SERVICES	52,856	87,160	44,648	74,350	84,050	84,050	(3,110)
<u>CONTRACTUAL SERVICES</u>								
0201	Outside Printing	1,523	1,500	2,165	3,000	2,000	2,000	
0202	Postage	762	1,320	622	1,000	1,000	1,000	
0203	Debit Card Fees	0	0	0	0	0	0	
0206	Advertising & Publication	0	150	0	0	0	0	
0213	Maint of Motor Vehicles	0	350	228	380	2,150	2,150	
0214	Maint of Buildings	12,107	17,000	13,463	1,700	17,000	17,000	
0215	Maint of Radio Equipment	0	0	0	0	500	500	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0219	Maint of Software	0	28,500	0	0	0	0	
0221	Maintenance of Land	0	50	4,183	4,500	2,000	2,000	
0222	Telephone	465	470	310	470	470	470	
0224	Electricity	21,284	21,650	20,354	25,100	25,100	25,100	
0226	Water & Sewer	4,164	3,600	2,125	4,000	4,200	4,200	
0236	Storm Water	5,943	6,180	2,814	5,980	5,980	5,980	
0237	Outside Services	43,467	38,400	24,595	29,190	28,000	28,000	
0238	Pest Control	2,110	1,250	1,620	1,800	1,500	1,500	
0239	Professional Services	0	250	0	250	250	250	
0244	Permits	0	50	0	50	50	50	
0245	Rental	24,680	24,700	10,500	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	13,147	8,000	11,295	13,250	13,500	13,500	
0294	Oil and Fluids/Fleet	112	300	243	330	300	300	
0295	Maint of Radio Eq/Fleet	0	0	0	0	0	0	
0296	Maint of Oper Eq/Fleet	3,332	1,800	810	1,800	1,800	1,800	
	CONTRACTUAL SERVICES	133,096	155,570	95,327	117,530	130,530	130,530	(25,040)
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	0	100	0	100	100	100	
0306	Cleaning/Janitor Supplies	1,325	1,000	176	1,000	1,000	1,000	
0310	Gasoline & Oil	2,395	4,500	2,934	4,500	5,000	5,000	
0314	Building Maint. Supplies	1,427	2,000	500	1,500	1,500	1,500	
0316	Equipment Maint. Supplies	260	900	1,065	1,070	900	900	
0319	Safety Supplies	135	50	0	50	50	50	
0320	Small Tools	416	300	137	300	300	300	
0331	Photography Supplies	0	0	0	0	0	0	
0332	Salt & Stone Chips	9,948	9,000	0	9,000	9,000	9,000	
0333	All Other Supplies	0	740	128	600	900	900	
0334	Small Equipment	1,764	500	390	500	500	500	
0335	Small Computer Hardware	0	0	12	20	0	0	
	SUPPLIES & MATERIALS	17,670	19,090	5,342	18,640	19,250	19,250	160
<u>OTHER</u>								
	Vandalism	0	100	0	100	100	100	
	OTHER	0	100	0	100	100	100	0
<u>TRANSFERS</u>								
	Other	102,076	125,270	93,953	105,240	117,230	117,230	
	TRANSFERS	102,076	125,270	93,953	105,240	117,230	117,230	(8,040)
<u>ADMINISTRATIVE/GENERAL</u>								
	OPEB Insurance	53	0	0	530	530	530	
	Pension Cost	5,142	0	0	0	0	0	
	ADMINISTRATIVE/GENERAL	5,195	0	0	530	530	530	530
	TOTAL PARKING	310,893	387,190	239,270	316,390	351,690	351,690	(35,500)
								Percent Budget Change -9.17%

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PARKING								
<u>PARKING ENFORCEMENT (2135-711)</u>								
0101	Salaries	3,754	0	0	0	0	0	
0103	Temporary Wages	1,722	40,000	11,669	30,000	40,000	40,000	
0110	Health Insurance	1,312	0	0	0	0	0	
0111	Fringes	886	1,820	531	1,370	1,900	1,900	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
	Personal Services	7,674	43,020	12,200	32,570	43,100	43,100	80
0202	Outside Printing	1,523	1,500	2,165	3,000	2,000	2,000	
0203	Postage	762	1,320	622	1,000	1,000	1,000	
0205	Debit Card Fees	0	0	0	0	0	0	
0206	Advertising & Publication	0	150	0	0	0	0	
0213	Maint of Motor Vehicles	0	200	228	230	2,000	2,000	
0218	Maint of Software	0	0	0	0	500	500	
0215	Maint of Radio Equipment	0	0	0	0	0	0	
0218	Maint Of Software	0	28,500	0	0	0	0	
0236	Outside Services	3,000	12,400	1,000	1,000	0	0	
0293	Maint Of Motor Veh/Fleet	0	1,500	403	750	1,500	1,500	
0294	Oil and Fluids/Fleet	0	100	22	100	100	100	
0295	Maint of Radio Eq/Fleet	0	0	0	0	0	0	
	Contractual Services	5,285	45,670	4,440	6,080	7,100	7,100	(38,570)
0301	Office Supplies	0	100	0	100	100	100	
0310	Gasoline & Oil	84	2,000	1,509	2,000	2,500	2,500	
0333	All Other Supplies	0	140	0	0	300	300	
0347	Small Computer Hardware	0	0	12	20	0	0	
	Supplies & Materials	84	2,240	1,521	2,120	2,900	2,900	660
	PARKING ENFORCEMENT	13,043	90,930	18,161	40,770	53,100	53,100	(37,830)
<hr/>								
<u>PARKING METERS (7701-738)</u>								
0102	Full Time Hourly Wages	744	0	315	320	0	0	
0110	Health Insurance	223	0	104	110	0	0	
0111	Fringes	169	0	71	80	0	0	
	Personal Services	1,136	0	490	510	0	0	0
	PARKING METERS	1,136	0	490	510	0	0	0

CITY OF NEENAH
OPERATING BUDGET
***** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY *****
FOR FISCAL YEAR 2018

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PARKING LOT (7702-738)								
0102	Full Time Hourly Wages	10,191	15,240	8,704	12,000	12,000	12,000	
0104	Overtime Wages	9,515	5,610	6,079	6,080	6,000	6,000	
0110	Health Insurance	5,836	6,280	4,862	6,270	5,390	5,390	
0111	Fringes	4,502	4,710	3,335	4,080	4,170	4,170	
0124	Meal Allowance	184	150	136	150	150	150	
	Personal Services	30,228	31,990	23,116	28,580	27,710	27,710	(4,280)
0219	Maintenance of Land	0	50	4,183	4,500	2,000	2,000	
0222	Electricity	2,138	1,650	1,205	2,100	2,100	2,100	
0226	Storm Water	4,767	5,000	2,226	4,800	4,800	4,800	
0236	Outside Services	3,316	3,000	3,184	3,190	3,000	3,000	
0251	Rental	24,680	24,700	10,500	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	13,147	6,500	10,891	12,500	12,000	12,000	
0294	Oil and Fluids/Fleet	112	200	221	230	200	200	
0296	Maint of Oper Eq/Fleet	2,485	1,500	810	1,500	1,500	1,500	
	Contractual Services	50,645	42,600	33,220	53,500	50,280	50,280	7,680
0310	Gasoline & Oil	2,311	2,500	1,425	2,500	2,500	2,500	
0332	Salt & Stone Chips	0	1,000	0	1,000	1,000	1,000	
0333	All Other Supplies	0	200	128	200	200	200	
	Supplies & Materials	2,311	3,700	1,553	3,700	3,700	3,700	0
	PARKING LOT	83,184	78,290	57,889	85,780	81,690	81,690	7,680

PARKING RAMP - CANAL (7705-738)

101	Salaries	4,080	4,080	3,060	4,080	4,080	4,080	
102	Full Time Hourly Wages	4,765	4,060	2,639	4,500	4,500	4,500	
104	Overtime Wages	198	0	0	0	0	0	
110	Health Insurance	2,705	2,190	1,874	2,190	2,350	2,350	
111	Fringes	2,070	1,820	1,270	1,920	1,990	1,990	
	Personal Services	13,818	12,150	8,843	12,690	12,920	12,920	770
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0214	Maint of Buildings	12,107	17,000	13,463	1,700	17,000	17,000	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0218	Maint of Software	0	0	0	0	0	0	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	19,146	20,000	19,148	23,000	23,000	23,000	
0224	Water & Sewer	4,164	3,600	2,125	4,000	4,200	4,200	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	37,151	23,000	20,411	25,000	25,000	25,000	
0237	Pest Control	2,110	1,250	1,620	1,800	1,500	1,500	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	0	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	847	300	0	300	300	300	
	Contractual Services	77,166	67,300	57,665	57,950	73,150	73,150	5,850
0306	Cleaning/Janitor Supplies	1,325	1,000	175	1,000	1,000	1,000	
0314	Building Maint. Supplies	1,427	2,000	500	1,500	1,500	1,500	
0316	Equipment Maint. Supplies	260	900	1,067	1,070	900	900	
0319	Safety Supplies	135	50	0	50	50	50	
0320	Small Tools	416	300	137	300	300	300	
0326	Photography Supplies	0	0	0	0	0	0	
0332	Salt & Stone Chips	9,948	8,000	0	8,000	8,000	8,000	
0333	All Other Supplies	0	400	0	400	400	400	
0344	Small Equipment	1,764	500	390	500	500	500	
	Supplies & Materials	15,275	13,150	2,269	12,820	12,650	12,650	(500)

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
0501	Vandalism	0	100	0	100	100	100	
	Other	0	100	0	100	100	100	0
	PARKING RAMP - CANAL	106,259	92,700	68,777	83,560	98,820	98,820	6,120
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	250	250	
0111	Fringes	0	0	0	0	70	70	
	Special Reserves & Escrow	0	0	0	0	320	320	320
OTHER (0509-703)								
9251	OPEB Insurance	53	0	0	530	530	530	
9252	Pension Cost	5,142	0	0	0	0	0	
		5,195	0	0	530	530	530	530
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	102,076	125,270	93,953	105,240	117,230	117,230	
	TRANSFER TO GENERAL FUND	102,076	125,270	93,953	105,240	117,230	117,230	(8,040)
TOTAL PARKING		310,893	387,190	239,270	316,390	351,690	351,690	(35,500)
							Percent Budget Change	-9.17%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Sewer Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser/A. Kahl

Sanitary Sewer Utility Fund
2018 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 is currently being conducted to determine the adequacy of the current rate structure.

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 year,

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance, January 1	<u>\$3,263,179</u>	<u>\$3,232,230</u>	<u>\$3,232,230</u>	<u>\$3,014,300</u>	<u>\$3,014,300</u>
REVENUES					
User Fees	\$4,320,172	\$4,270,000	\$4,370,000	\$4,400,000	\$4,400,000
Interest	14,543	11,000	15,000	12,000	12,000
Industrial Testing Fees	29,642	30,000	30,000	30,000	30,000
Sewer Assessments	265,068	25,000	25,000	25,000	25,000
Proceeds From Borrowing	945,000	936,900	885,000	1,020,000	670,000
Miscellaneous Revenues	63,203	45,000	48,390	45,000	45,000
Total Revenue	<u>\$5,637,628</u>	<u>\$5,317,900</u>	<u>\$5,373,390</u>	<u>\$5,532,000</u>	<u>\$5,182,000</u>
EXPENDITURES					
Treatment Plant Charges	\$2,371,074	\$2,325,430	\$2,322,920	\$2,366,200	\$2,366,200
Sewers/Lift Stations Maint.	264,519	275,610	277,880	275,810	275,810
T-V Sewer Insp. & Sealing	7,151	90,270	90,260	48,270	48,270
Monthly Billings Charges	256,592	268,000	243,620	265,000	265,000
Administration/Overhead	490,968	523,160	559,030	508,860	508,860
Ind. Wastewater Monitoring	29,674	30,000	30,000	30,000	30,000
City of Menasha Payment	0	0	0	20,000	20,000
Legal & Miscellaneous	25,884	15,000	15,000	15,000	15,000
Capital Expense	1,137,025	936,900	885,000	1,020,000	670,000
Debt Service Payments	1,085,690	1,153,350	1,167,610	1,300,240	1,300,240
Total Expenditures	<u>\$5,668,577</u>	<u>\$5,617,720</u>	<u>\$5,591,320</u>	<u>\$5,849,380</u>	<u>\$5,499,380</u>
Excess Revenues Over (Under) Expenditures	(\$30,949)	(\$299,820)	(\$217,930)	(\$317,380)	(\$317,380)
Fund Balance, December 31	<u>\$3,232,230</u>	<u>\$2,932,410</u>	<u>\$3,014,300</u>	<u>\$2,696,920</u>	<u>\$2,696,920</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Works & Utilities	Budget: Storm Water Utility
Program: Enterprise/Other Funds	Submitted by: G. Kaiser/A. Kahl

Storm Water Management Utility
2018 Proposed Budget

A Storm Water Management Utility was created and became effective January 1, 2003. A Storm Water Management Utility is similar to electric, water or wastewater utilities. Users pay for the services provided, which include an improved and better-maintained flood control and drainage system. The utility fee is a user fee charged to all developed properties within the City of Neenah. In this way, property owners pay their fair share of the costs for storm water management. Customers are charged a fee that approximates the relative contribution of storm water runoff from their property based upon the square footage of hard surface (roof surface, driveways, parking lots, etc.).

Customers are billed based upon their property's calculated Equivalent Runoff Unit (ERU). Currently, approximately 94% of residential properties in the City are calculated as being one ERU. The storm water charge appears as a line item on the quarterly utility bills received from the City's Finance Department. The storm water rates were last increased on January 1, 2010 to \$84 per ERU. Rates are reviewed each year to insure that revenues are sufficient to operate the Utility and to maintain an adequate fund balance.

	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Fund Balance, January 1	<u>\$3,585,097</u>	<u>\$3,720,776</u>	<u>\$3,720,776</u>	<u>\$3,590,206</u>	<u>\$3,590,206</u>
REVENUES					
User Fees	1,700,694	\$1,690,000	\$1,700,000	\$1,700,000	\$1,700,000
Permit Fee	9,845	12,000	12,000	12,000	12,000
Interest	13,127	14,000	14,000	14,000	14,000
Def. Sewer Hook-Up Charge/ Mains	5,061	2,000	2,000	2,000	2,000
Proceeds from Borrowing	580,000	735,000	735,000	740,000	665,000
Miscellaneous Revenues	<u>17,234</u>	<u>16,650</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Total Revenue	\$2,325,961	\$2,469,650	\$2,479,000	\$2,484,000	\$2,409,000
EXPENDITURES					
Storm Sewer Operations	\$131,642	\$168,010	\$166,820	\$169,040	\$169,040
TV Sewers Insp/Sealing	322	12,050	12,030	12,030	12,030
Slough Control	1,466	5,130	3,240	3,560	3,560
Street Cleaning	142,528	165,870	154,480	160,790	160,790
Snow Hauling	190,927	159,640	117,140	158,700	158,700
Erosion Control Inspection	36,710	39,610	39,110	40,800	40,800
Detention Pond	88,838	90,390	84,310	87,650	87,650
Leaf Collection	150,994	148,520	137,820	145,320	145,320
Special Reseves & Escrow	0	0	0	5,240	5,240
Capital Expense	393,896	735,000	735,000	740,000	665,000
Transfer to General Fund:					
Utility Monthly Billings	61,161	63,820	63,890	63,260	63,260
PW Support/Overhead	213,677	234,450	220,080	234,290	234,290
City Support/Overhead	142,451	156,300	146,720	156,190	156,190
Erosion Control/Personnel	20,940	22,360	23,080	22,860	22,860
Debt Service Payment	<u>614,730</u>	<u>698,300</u>	<u>705,850</u>	<u>715,530</u>	<u>715,530</u>
Total Expenditures	\$2,190,282	\$2,699,450	\$2,609,570	\$2,715,260	\$2,640,260
Excess Revenues Over (Under) Exp.	\$135,679	(\$229,800)	(\$130,570)	(\$231,260)	(\$231,260)
Ending Fund Balance as 12/31	<u>\$3,720,776</u>	<u>\$3,490,976</u>	<u>\$3,590,206</u>	<u>\$3,358,946</u>	<u>\$3,358,946</u>

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2018**

<u>STORM WATER DIVISION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 YTD (9 MONTHS)</u>	<u>2017 ESTIMATE</u>	<u>2018 DEPT REQUEST</u>	<u>2018 PROPOSED</u>	<u>BUDGET CHANGE</u>
Sewer Operation	131,641	168,010	126,103	166,820	169,040	169,040	1,030
TV Storm Sewers	322	12,050	3,898	12,030	12,030	12,030	(20)
Slough Controls	1,466	5,130	0	3,240	3,560	3,560	(1,570)
Street Cleaning	142,531	165,870	113,578	154,480	160,790	160,790	(5,080)
Fund Charges	61,161	63,820	47,545	63,890	63,260	63,260	(560)
Snow Hauling	190,927	159,640	55,272	117,140	158,700	158,700	(940)
Erosion Contr Inspection	36,710	39,610	30,026	39,110	40,800	40,800	1,190
Detention Pond	88,838	90,390	56,852	84,310	87,650	87,650	(2,740)
Leaf Collection	150,993	148,520	23,885	137,820	145,320	145,320	(3,200)
Special Reserves	0	0	0	0	5,240	5,240	5,240
Transfers	377,068	413,110	309,833	389,880	413,340	413,340	230
TOTAL STORMWATER	<u>1,181,657</u>	<u>1,266,150</u>	<u>766,992</u>	<u>1,168,720</u>	<u>1,259,730</u>	<u>1,259,730</u>	<u>(6,420)</u>
					Percent Budget Change		-0.51%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	24,800	25,300	18,975	25,300	29,900	29,900	
0102	Full Time Hourly Wages	255,466	282,170	117,742	241,130	272,360	272,360	
0104	Overtime Wages	34,841	28,660	6,811	6,890	29,200	29,200	
0110	Health Insurance	92,048	99,100	47,783	99,100	97,630	97,630	
0111	Fringes	71,667	76,110	32,460	62,150	76,860	76,860	
0115	Schools/Seminars/Training	100	700	0	200	700	700	
0118	License Renewal	0	0	0	0	40	40	
0124	Meal Allowance	568	450	144	450	450	450	
	PERSONAL SERVICES	479,490	512,490	223,915	435,220	507,140	507,140	(5,350)
CONTRACTUAL SERVICES								
0204	Conferences & Meetings	420	600	460	660	700	700	
0207	Dues & Memberships	2,000	2,500	2,200	2,200	2,500	2,500	
0213	Maint of Operating Equip	559	1,000	0	1,000	1,000	1,000	
0214	Electricity	18,738	15,500	13,295	17,800	17,800	17,800	
0222	Water & Sewer	7,146	6,600	5,042	6,600	6,950	6,950	
0224	Auditing Services	3,800	4,500	3,925	3,930	4,000	4,000	
0232	Outside Services	55,635	62,500	32,425	60,000	62,000	62,000	
0236	Professional Services	18,511	25,500	6,037	12,500	20,500	20,500	
0238	Tipping Fees	18,522	27,500	19,454	29,970	30,000	30,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0246	IS Services Internal	4,318	4,000	3,000	7,460	7,460	7,460	
0247	Maint of Motor Veh/Fleet	63,751	59,500	47,807	64,500	59,500	59,500	
0293	Oil and Fluids/Fleet	3,267	2,900	2,042	2,900	2,900	2,900	
0294	Maint of Oper Eq/Fleet	27,071	20,000	21,568	24,820	19,500	19,500	
	CONTRACTUAL SERVICES	227,738	236,600	161,255	238,340	238,810	238,810	2,210
SUPPLIES & MATERIALS								
0305	Office Supplies	0	50	0	50	50	50	
0306	Inhouse Printing	0	0	0	0	0	0	
0307	Gasoline & Oil	30,320	33,180	18,114	30,380	30,380	30,380	
0308	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0310	Equipment Maint. Supplies	1,049	500	84	500	500	500	
0311	Safety Supplies	476	300	112	300	300	300	
0316	Small Tools	87	350	13	300	300	300	
0319	Sand Gravel Hot/Cold Mix	535	1,500	1,073	1,080	1,500	1,500	
0320	All Other Supplies	3,391	4,000	2,919	3,850	3,400	3,400	
0326	Manhole/Catch Basin/Pipe	2,880	0	0	0	0	0	
0331	Tires & Tire Maintenance	785	4,000	1,870	4,000	4,000	4,000	
0332	Small Equipment	0	100	4,105	4,210	100	100	
	SUPPLIES & MATERIALS	39,523	44,130	28,290	44,820	40,680	40,680	(3,450)
OTHER								
0389	Billing & Admin. Fees	56,888	57,520	43,620	58,160	57,460	57,460	
0589	Uncollectible Write Offs	477	500	79	500	500	500	
	OTHER	57,365	58,020	43,699	58,660	57,960	57,960	(60)
ADMINISTRATIVE/GENERAL								
	OPEB Insurance	473	1,800	0	1,800	1,800	1,800	
	ADMINISTRATIVE/GENERAL	473	1,800	0	1,800	1,800	1,800	0
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	377,068	413,110	309,833	389,880	413,340	413,340	
	TRANSFER TO GENERAL FUND	377,068	413,110	309,833	389,880	413,340	413,340	230
	TOTAL STORM WATER	1,181,657	1,266,150	766,992	1,168,720	1,259,730	1,259,730	(6,420)
								Percent Budget Change -0.51%

**CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
SEWER OPERATION (3901-733)								
0102	Full Time Hourly Wages	49,042	68,000	53,797	65,000	67,000	67,000	
0104	Overtime Wages	87	200	2,324	2,400	200	200	
0110	Health Insurance	14,678	20,090	18,457	20,090	20,120	20,120	
0111	Fringes	11,212	15,470	12,727	15,560	15,560	15,560	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
0124	Meal Allowance	0	50	48	50	50	50	
	Personal Services	75,019	104,010	87,353	103,300	103,130	103,130	(880)
0204	Conferences & Meetings	420	400	460	460	500	500	
0207	Dues & Memberships	2,000	2,500	2,200	2,200	2,500	2,500	
0216	Maint of Operating Equip	481	0	0	0	0	0	
0222	Electricity	820	700	638	800	800	800	
0224	Water & Sewer	1,599	1,600	1,236	1,600	1,700	1,700	
0236	Outside Services	8,106	10,000	3,601	8,500	10,000	10,000	
0238	Professional Services	5,336	5,000	270	2,000	5,000	5,000	
0243	Tipping Fees	0	0	4,963	4,970	2,000	2,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	4,318	4,000	3,000	7,460	7,460	7,460	
0293	Maint of Motor Veh/Fleet	2,939	4,000	2,803	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	1,010	1,500	830	1,500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	2,555	2,500	2,024	2,500	2,500	2,500	
	Contractual Services	33,584	36,200	26,025	39,990	41,960	41,960	5,760
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	15,631	18,800	8,730	16,000	16,000	16,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	476	300	112	300	300	300	
0320	Small Tools	87	350	13	300	300	300	
0331	Sand Gravel Hot/Cold Mix	535	1,500	1,073	1,080	1,500	1,500	
0333	All Other Supplies	2,542	4,000	2,096	3,000	3,000	3,000	
0335	Manhole/Catch Basin/Pipe	2,880	0	0	0	0	0	
0339	Tires & Tire Maintenance	410	2,000	621	2,000	2,000	2,000	
0344	Small Equipment	0	100	0	100	100	100	
	Supplies & Materials	22,561	27,300	12,645	23,030	23,450	23,450	(3,850)
0588	Uncollectible Write Offs	477	500	80	500	500	500	
	Other	477	500	80	500	500	500	0
	SEWER OPERATION	131,641	168,010	126,103	166,820	169,040	169,040	1,030
TV STORM SEWERS (3902-733)								
0102	Full Time Hourly Wages	0	1,020	0	1,000	1,000	1,000	
0110	Health Insurance	0	300	0	300	300	300	
0111	Fringes	0	230	0	230	230	230	
	Personal Services	0	1,550	0	1,530	1,530	1,530	(20)
0236	Outside Services	322	10,000	3,898	10,000	10,000	10,000	
0238	Professional Services	0	500	0	500	500	500	
	Contractual Services	322	10,500	3,898	10,500	10,500	10,500	0
	TV STORM SEWERS	322	12,050	3,898	12,030	12,030	12,030	(20)

**CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>SLOUGH CONTROLS (3903-733)</u>								
0102	Full Time Hourly Wages	960	3,040	0	1,500	2,000	2,000	
0110	Health Insurance	287	900	0	900	600	600	
0111	Fringes	219	690	0	340	460	460	
	Personal Services	1,466	4,630	0	2,740	3,060	3,060	(1,570)
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	0	500	0	500	500	500	0
	SLOUGH CONTROLS	1,466	5,130	0	3,240	3,560	3,560	(1,570)
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<u>STREET CLEANING (3904-733)</u>								
0102	Full Time Hourly Wages	50,645	56,840	39,089	50,000	53,000	53,000	
0110	Health Insurance	15,078	16,740	12,855	16,740	15,870	15,870	
0111	Fringes	11,564	12,890	8,865	11,340	12,270	12,270	
0115	Schools/Seminars/Training	100	0	0	0	0	0	
	Personal Services	77,387	86,470	60,809	78,080	81,140	81,140	(5,330)
0224	Water & Sewer	5,547	5,000	3,806	5,000	5,250	5,250	
0236	Outside Services	0	1,000	0	1,000	1,000	1,000	
0243	Tipping Fees	18,522	27,500	14,492	25,000	28,000	28,000	
0293	Maint of Motor Veh/Fleet	32,309	35,000	26,041	35,000	35,000	35,000	
0294	Oil and Fluids/Fleet	1,086	1,000	956	1,000	1,000	1,000	
0296	Maint of Oper Eq/Fleet	266	1,500	0	1,000	1,000	1,000	
	Contractual Services	57,730	71,000	45,295	68,000	71,250	71,250	250
0310	Gasoline & Oil	7,039	7,800	7,474	7,800	7,800	7,800	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0319	Safety Supplies	0	0	0	0	0	0	
0333	All Other Supplies	0	0	0	0	0	0	
0339	Tires & Tire Maintenance	375	500	0	500	500	500	
	Supplies & Materials	7,414	8,400	7,474	8,400	8,400	8,400	0
	STREET CLEANING	142,531	165,870	113,578	154,480	160,790	160,790	(5,080)
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<u>FUND CHARGES (3905-733)</u>								
0232	Auditing Services	3,800	4,500	3,925	3,930	4,000	4,000	
	Contractual Services	3,800	4,500	3,925	3,930	4,000	4,000	(500)
0555	Billing & Admin. Fees	56,888	57,520	43,620	58,160	57,460	57,460	
	Other	56,888	57,520	43,620	58,160	57,460	57,460	(60)
9251	OPEB Insurance	473	1,800	0	1,800	1,800	1,800	
	Admin/General	473	1,800	0	1,800	1,800	1,800	0
	FUND CHARGES	61,161	63,820	47,545	63,890	63,260	63,260	(560)

**CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
SNOW HAULING (3906-733)								
0102	Full Time Hourly Wages	85,359	76,130	19,668	50,000	74,360	74,360	
0104	Overtime Wages	29,286	14,230	4,487	4,490	15,000	15,000	
0110	Health Insurance	33,137	26,900	7,944	26,900	26,750	26,750	
0111	Fringes	26,169	20,480	5,460	12,350	20,690	20,690	
0124	Meal Allowance	568	400	96	400	400	400	
	Personal Services	174,519	138,140	37,655	94,140	137,200	137,200	(940)
0236	Outside Services	0	1,500	0	1,000	1,500	1,500	
0293	Maint of Motor Veh/Fleet	11,855	15,000	17,323	20,000	15,000	15,000	
0296	Maint of Oper Eq/Fleet	4,553	5,000	294	2,000	5,000	5,000	
	Contractual Services	16,408	21,500	17,617	23,000	21,500	21,500	0
	SNOW HAULING	190,927	159,640	55,272	117,140	158,700	158,700	(940)

EROSION CONTROL (3907-733)								
0101	Salaries	24,800	25,300	18,975	25,300	25,810	25,810	
0110	Health Insurance	6,510	6,970	6,821	6,970	7,350	7,350	
0111	Fringes	5,400	5,640	4,230	5,640	5,900	5,900	
0115	Schools/Seminars/Training	0	500	0	0	500	500	
0118	License Renewal	0	0	0	0	40	40	
	Personal Services	36,710	38,410	30,026	37,910	39,600	39,600	1,190
0202	Outside Printing	0	0	0	0	0	0	
0204	Conferences & Meetings	0	200	0	200	200	200	
0206	Advertising & Publication	0	0	0	0	0	0	
0207	Dues & Memberships	0	0	0	0	0	0	
0236	Outside Services	0	1,000	0	1,000	1,000	1,000	
	Contractual Services	0	1,200	0	1,200	1,200	1,200	0
	EROSION CONTROL	36,710	39,610	30,026	39,110	40,800	40,800	1,190

DETENTION POND (3908-733)								
0102	Full Time Hourly Wages	6,284	10,150	5,188	8,000	10,000	10,000	
0110	Health Insurance	1,828	2,990	1,706	2,990	2,990	2,990	
0111	Fringes	1,395	2,300	1,178	1,810	2,310	2,310	
	Personal Services	9,507	15,440	8,072	12,800	15,300	15,300	(140)
0216	Maint of Operating Equip	78	1,000	0	1,000	1,000	1,000	
0222	Electricity	17,918	14,800	12,656	17,000	17,000	17,000	
0236	Outside Services	47,131	37,500	24,814	37,500	37,500	37,500	
0238	Professional Services	13,175	20,000	5,767	10,000	15,000	15,000	
0293	Maint of Motor Veh/Fleet	180	500	170	500	500	500	
0296	Maint of Oper Eq/Fleet	0	1,000	939	1,000	1,000	1,000	
	Contractual Services	78,482	74,800	44,346	67,000	72,000	72,000	(2,800)
0316	Equipment Maint. Supplies	0	150	84	150	150	150	
0333	All Other Supplies	849	0	245	250	200	200	
0344	Small Equipment	0	0	4,105	4,110	0	0	
	Supplies & Materials	849	150	4,434	4,510	350	350	200
	DETENTION POND	88,838	90,390	56,852	84,310	87,650	87,650	(2,740)

**CITY OF NEENAH
OPERATING BUDGET
*** STORMWATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
LEAF COLLECTION (3909-733)								
0102	Full Time Hourly Wages	63,176	66,990	0	65,630	65,000	65,000	
0104	Overtime Wages	5,468	14,230	0	0	14,000	14,000	
0110	Health Insurance	20,530	24,210	0	24,210	23,650	23,650	
0111	Fringes	15,708	18,410	0	14,880	18,290	18,290	
	Personal Services	104,882	123,840	0	104,720	120,940	120,940	(2,900)
0236	Outside Services	76	1,000	113	500	500	500	
0293	Maint of Motor Veh/Fleet	16,468	5,000	1,469	5,000	5,000	5,000	
0294	Oil and Fluids/Fleet	1,171	400	256	400	400	400	
0296	Maint of Oper Eq/Fleet	19,697	10,000	18,311	18,320	10,000	10,000	
	Contractual Services	37,412	16,400	20,149	24,220	15,900	15,900	(500)
0310	Gasoline & Oil	7,650	6,580	1,909	6,580	6,580	6,580	
0316	Equipment Maint. Supplies	1,049	200	0	200	200	200	
0333	All Other Supplies	0	0	578	600	200	200	
0339	Tires & Tire Maintenance	0	1,500	1,249	1,500	1,500	1,500	
	Supplies & Materials	8,699	8,280	3,736	8,880	8,480	8,480	200
	LEAF COLLECTION	150,993	148,520	23,885	137,820	145,320	145,320	(3,200)
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	4,090	4,090	
0110	Health Insurance	0	0	0	0	0	0	
0111	Fringes	0	0	0	0	1,150	1,150	
	Special Reserves & Escrow	0	0	0	0	5,240	5,240	5,240
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	377,068	413,110	309,833	389,880	413,340	413,340	
	TRANSFER TO GENERAL FUND	377,068	413,110	309,833	389,880	413,340	413,340	230
STORM SEWER MANAGEMENT		1,181,657	1,266,150	766,992	1,168,720	1,259,730	1,259,730	(6,420)
							Percent Budget Change	-0.51%

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Water Utility
2018 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income and special charges. Costs include, the pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges and a payment in lieu of taxes (PILOT) to the City. The last water rate increase went into effect on January 1, 2011. At that time, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line. The 2017 mid-year Replacement Reserve Totals reported are \$2,715,957. In 2018, the Utility will use funds from the account to pay for several large maintenance projects. Additional revenues for 2018 are pending with the addition of a large industrial/commercial customer. Revenues from this customer may be realized by the second quarter of 2018.

Although Water sales in all customer categories continue to trend downward, the Utility continues to become more efficient and effective, allowing for water rates to remain static since January 2011. Despite this fact, the annual financial rate of return has trended upward and that is a positive financial indicator. The long-term goal is to reduce outstanding debt and stabilize rates.

Major Accomplishments in 2017 include the replacement of water mains on East Cecil St, Higgins Avenue, Edward Street, Helen Street and Cleveland Street. The west cell Lime Sludge Lagoon was dredged and disposed of. Water main and water service data was collected using the Global Positioning System (GPS). GPS data was entered into the Water layer of the Geographical Information System (GIS). One service truck was replaced. Engineering design work was done for the replacement of the existing chemical delivery, storage, and feed system at the water filtration plant. Engineering work was done in preparation of the 2018 reconditioning of the Towerview Drive Water Tower. Security enhancements were made physically at the water filtration plant and operationally through policy changes.

Goals for 2018 include the replacement of water mains on East Cecil St., Caroline St., Andrew Ave., Richard Ave., Geiger St., Adams St., Center St. and Whiting Ct. Construction of the new chemical system at the water filtration plant is planned. The paint system on Towerview Drive water tower is scheduled to be over coated. One service truck used by filtration/distribution is scheduled to be replaced. Consultant work on the Water layer of the GIS will continue. The Utility will continue to remove lead service lines in conjunction with water main replacement. Plans and specifications will be developed for future projects.

Revenues	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$5,895	\$7,500	\$7,500	\$7,500	\$7,500
Public Fire Protection	\$1,647,524	\$1,630,000	\$1,640,000	\$1,650,000	\$1,650,000
Private Fire Protection	\$128,126	\$120,000	\$128,000	\$128,500	\$128,500
Total Unmetered Sales	\$1,781,545	\$1,757,500	\$1,775,500	\$1,786,000	\$1,786,000
Metered Sales					
Residential	\$3,142,336	\$3,150,000	\$3,150,000	\$3,150,000	\$3,150,000
Multi Family Residential	\$162,688	\$150,000	\$150,000	\$165,000	\$165,000
Commercial	\$927,310	\$900,000	\$900,000	\$900,000	\$900,000
Industrial	\$1,544,286	\$1,300,000	\$1,300,000	\$1,310,000	\$1,310,000
Public Authority	\$140,230	\$125,000	\$125,000	\$125,000	\$125,000
Total Metered Sales	\$5,916,850	\$5,625,000	\$5,625,000	\$5,650,000	\$5,650,000
Total Sales of Water	\$7,698,395	\$7,382,500	\$7,400,500	\$7,436,000	\$7,436,000

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Other Revenues	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Other Operating Revenues					
Forfeited Discounts	\$81,202	\$80,000	\$80,000	\$80,000	\$80,000
Miscellaneous Service	\$31,876	\$25,600	\$25,740	\$25,440	\$25,440
Rentals	\$101,837	\$104,600	\$103,610	\$105,320	\$105,320
Other	\$58,576	\$59,950	\$60,000	\$59,800	\$59,800
Total Other Operating Revenues	\$273,491	\$270,150	\$269,350	\$270,560	\$270,560
Income					
Merchandising & Jobbing	\$21,921	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$43,304	\$28,000	\$28,000	\$30,000	\$30,000
P-Card Rebate	\$3,928	\$8,000	\$8,000	\$8,000	\$8,000
Amort. On Long-term Debt Discounts	\$19,329	\$19,340	\$19,340	\$19,340	\$19,340
Miscellaneous Non-Operating	\$0	\$0	\$0	\$0	\$0
Total Income	\$88,482	\$65,340	\$65,340	\$67,340	\$67,340
Total Other Revenues	\$361,973	\$335,490	\$334,690	\$337,900	\$337,900
Total Sales and Other Revenues	\$8,060,368	\$7,717,990	\$7,735,190	\$7,773,900	\$7,773,900

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Expenses	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$797	\$750	\$750	\$810	\$810
Lake and River Intake	\$0	\$8,500	\$8,500	\$20,000	\$20,000
Total Source of Supply	\$797	\$9,250	\$9,250	\$20,810	\$20,810
Pumping Expenses					
Supervision and Engineering	\$16,308	\$14,200	\$14,200	\$14,300	\$14,300
Structures and Improvements	\$0	\$500	\$500	\$500	\$500
Power and Production Equipment	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Pumping Equipment	\$2,800	\$10,000	\$10,000	\$10,000	\$10,000
Total Pumping Expense	\$19,108	\$25,700	\$25,700	\$25,800	\$25,800
Water Treatment Expenses					
Supervision and Engineering	\$36,433	\$30,000	\$30,000	\$32,500	\$32,500
Structures and Improvements	\$277,649	\$192,000	\$192,000	\$75,000	\$75,000
Water Treatment Equipment	\$167,781	\$210,000	\$210,000	\$210,000	\$210,000
Total Water Treatment Exp.	\$481,863	\$432,000	\$432,000	\$317,500	\$317,500
Distribution Expenses					
Supervision and Engineering	\$26,436	\$24,000	\$24,000	\$24,000	\$24,000
Structures and Improvements	\$0	\$5,000	\$5,000	\$5,000	\$5,000
Reservoir and Standpipes	\$0	\$215,000	\$15,000	\$350,000	\$350,000
Mains	\$180,205	\$300,000	\$300,000	\$250,000	\$250,000
Services	\$105,079	\$125,000	\$125,000	\$120,000	\$120,000
Meters	\$1,596	\$1,500	\$1,500	\$1,500	\$1,500
Hydrants	\$31,433	\$15,000	\$15,000	\$15,000	\$15,000
Miscellaneous Plant	\$46	\$3,000	\$3,000	\$3,000	\$3,000
Total Distribution Expenses	\$344,795	\$688,500	\$488,500	\$768,500	\$768,500
General Plant					
SCADA					
Total General Plant	\$0	\$45,000	\$45,000	\$40,000	\$40,000
Total Maintenance Expenses	\$846,563	\$1,200,450	\$1,000,450	\$1,172,610	\$1,172,610

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Expenses	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$797	\$700	\$750	\$770	\$770
Labor & Other Expenses	\$0	\$500	\$500	\$500	\$500
Total Source of Supply	\$797	\$1,200	\$1,250	\$1,270	\$1,270
Pumping Expenses					
O & M Supervision	\$16,308	\$12,500	\$14,200	\$14,500	\$14,500
Fuel or Power for Pumping	\$132,189	\$150,000	\$120,000	\$120,000	\$120,000
Pumping Labor & Expenses	\$77,478	\$82,000	\$82,000	\$82,000	\$82,000
Miscellaneous Expenses	\$8,734	\$15,000	\$15,000	\$12,000	\$12,000
Total Pumping Expense	\$234,709	\$259,500	\$231,200	\$228,500	\$228,500
Water Treatment Expenses					
O & M Supervision	\$39,299	\$35,700	\$35,700	\$35,700	\$35,700
Chemicals	\$413,082	\$520,000	\$300,000	\$310,000	\$310,000
Treatment Labor & Expenses	\$276,145	\$330,000	\$310,000	\$305,000	\$305,000
Miscellaneous Expenses	\$79,321	\$90,000	\$90,000	\$80,000	\$80,000
Commercial Dumpster	\$829	\$1,000	\$860	\$860	\$860
Total Water Treatment Exp.	\$808,676	\$976,700	\$736,560	\$731,560	\$731,560
Distribution Expenses					
O & M Supervision	\$29,653	\$32,500	\$25,000	\$25,500	\$25,500
Storage Facility Expenses	\$10,033	\$9,000	\$9,000	\$9,000	\$9,000
Water Main Expenses	\$142,866	\$105,000	\$105,000	\$105,000	\$105,000
Meter Expenses	\$45,330	\$55,000	\$55,000	\$55,000	\$55,000
Customer Installation	\$45,862	\$35,000	\$35,000	\$35,000	\$35,000
Miscellaneous Expenses	\$37,058	\$60,000	\$60,000	\$60,000	\$60,000
Total Distribution Expenses	\$310,802	\$296,500	\$289,000	\$289,500	\$289,500
Customer Accounts Expenses					
Supervision	\$30,811	\$33,000	\$33,000	\$32,000	\$32,000
Meter Reading	\$10,263	\$14,000	\$14,000	\$14,200	\$14,200
Customer Records & Collection	\$82,113	\$84,700	\$80,000	\$85,000	\$85,000
Uncollectible Accounts	\$3,056	\$3,000	\$3,000	\$3,000	\$3,000
Total Customer Expenses	\$126,243	\$134,700	\$130,000	\$134,200	\$134,200
Total Operations Expenses	\$1,481,227	\$1,668,600	\$1,388,010	\$1,385,030	\$1,385,030

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Expenses	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Admin & General Expenses					
Admin & General Salaries	\$179,751	\$165,000	\$165,000	\$170,000	\$170,000
Office Supplies & Expenses	\$7,232	\$5,000	\$5,000	\$7,000	\$7,000
Outside Services	\$0	\$120,000	\$120,000	\$150,000	\$150,000
Auditing Services	\$11,500	\$13,100	\$11,800	\$12,000	\$12,000
Property Insurance	\$18,741	\$19,000	\$19,070	\$20,000	\$20,000
Liability Insurance	\$47,416	\$45,000	\$48,000	\$50,000	\$50,000
Rent	\$9,400	\$9,600	\$9,600	\$9,900	\$9,900
Pensions & Benefits/OPEB	\$423,689	\$415,000	\$405,000	\$405,000	\$405,000
Miscellaneous Expenses	\$21,569	\$22,000	\$22,000	\$25,000	\$25,000
Regulatory Commission	\$0	\$0	\$0	\$0	\$0
Total Admin & Gen. Expenses	\$719,298	\$813,700	\$805,470	\$848,900	\$848,900
Total Maintenance Expenses	\$846,563	\$1,200,450	\$1,000,450	\$1,172,610	\$1,172,610
Total Operations Expenses	\$1,481,227	\$1,668,600	\$1,388,010	\$1,385,030	\$1,385,030
Depreciation	\$1,448,602	\$1,470,000	\$1,470,000	\$1,499,400	\$1,499,400
Tax Expense					
PILOT	\$1,032,167	\$1,100,000	\$1,058,310	\$1,043,970	\$1,043,970
PSC Remainder Assessment	\$8,296	\$8,000	\$8,000	\$8,500	\$8,500
Payroll Tax	\$62,232	\$68,000	\$68,000	\$68,000	\$68,000
DNR Lake Withdrawal Fees	\$5,576	\$5,600	\$5,410	\$5,600	\$5,600
Total Tax Expense	\$1,108,271	\$1,181,600	\$1,139,720	\$1,126,070	\$1,126,070
Total Operating Expenses	\$5,603,961	\$6,334,350	\$5,803,650	\$6,032,010	\$6,032,010
Non-Operating Expenses					
Amoritization of Property Loss	\$129,057	\$0	\$0	\$0	\$0
Interest on Long-term Debt	\$471,080	\$412,390	\$412,390	\$352,410	\$352,410
Amortization on Long-term Debt	\$13,043	\$13,050	\$13,050	\$13,050	\$13,050
Dividend on City Paid in Capital	\$327,162	\$13,270	\$0	\$0	\$0
Other Income Deductions	\$131,924	\$131,000	\$131,000	\$131,000	\$131,000
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,311,559	\$2,379,976	\$2,379,976	\$2,134,340	\$2,134,340
Total Non-Operating Expenses	\$3,383,825	\$2,949,686	\$2,936,416	\$2,630,800	\$2,630,800
Total Expenses	\$8,987,786	\$9,284,036	\$8,740,066	\$8,662,810	\$8,662,810

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Kent Taylor

Neenah Water Utility Operating Budget Summary

Category	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Proposed
Total Sales of Water	\$7,698,395	\$7,382,500	\$7,400,500	\$7,436,000	\$7,436,000
Total Other Revenues	\$361,973	\$335,490	\$334,690	\$337,900	\$337,900
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,060,368	\$7,717,990	\$7,735,190	\$7,773,900	\$7,773,900
Depreciation	\$1,448,602	\$1,470,000	\$1,470,000	\$1,499,400	\$1,499,400
Admin and General Expenses	\$719,298	\$813,700	\$805,470	\$848,900	\$848,900
Maintenance Expenses	\$846,563	\$1,200,450	\$1,000,450	\$1,172,610	\$1,172,610
Operation Expenses	\$1,481,227	\$1,668,600	\$1,388,010	\$1,385,030	\$1,385,030
Tax Expense	\$1,108,271	\$1,181,600	\$1,139,720	\$1,126,070	\$1,126,070
Total Operating Expenses	\$4,155,359	\$4,864,350	\$4,333,650	\$4,532,610	\$4,532,610
Total Non-Operating Expenses	\$3,383,825	\$2,949,686	\$2,936,416	\$2,630,800	\$2,630,800
Total Expenses	\$8,987,786	\$9,284,036	\$8,740,066	\$8,662,810	\$8,662,810
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	\$805,000	\$1,013,675	\$1,013,675	\$1,844,250	\$1,844,250
Assessable Projects	\$0	\$0	\$0	\$0	\$0
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Water Treatment Plant	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$805,000	\$1,013,675	\$1,013,675	\$1,844,250	\$1,844,250

**CITY OF NEENAH
REQUEST FOR 2018 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Water Utilities	Budget: Water
Program: Enterprise Fund	Submitted by: Kent Taylor

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of Water Utilities	Grade R3	1.00	Grade R3	1.00	\$87,110	\$87,730	\$91,430
Water Distribution Mgr.	Grade M4	1.00	Grade M4	1.00	76,660	76,330	76,950
Water Quality Manager	Grade M4	1.00	Grade M4	1.00	78,300	77,780	78,300
Distribution Maint. Tech II	Grade I4	1.00	Grade I4	1.00	66,640	70,470	65,790
Plant Operators & Relief	Grade H4	6.00	Grade H4	6.00	348,980	347,720	349,670
Plant Electrical Technician	Grade H4	1.00	Grade H4	1.00	54,910	56,040	56,430
Plant Mechanical Technician	Grade H4	1.00	Grade H4	1.00	59,890	61,130	61,430
Distribution Maint. Tech I	Grade G4	5.00	Grade G4	5.00	281,230	258,510	271,170
Subtotal		17.00		17.00	\$1,053,720	\$1,035,710	\$1,051,170
PART-TIME							
Administrative Assistant (1033 Hrs)	Grade D	0.53	Grade D	0.53	15,120	15,050	15,170
Part-time Administrative(780 Hrs)	Grade D	0.40	Grade D	0.40	10,330	0	10,330
OTHER COMPENSATION							
Overtime	-		-		87,000	83,000	87,000
Accrued Wages	-		-		0	0	4,140
On-Call Stipend	-		-		12,740	12,740	12,740
TEMPORARY							
Summer Help	10.00/hr		10.00/hr		4,800	0	4,800
TOTAL	XXX	17.93	XXX	17.93	\$1,183,710	\$1,146,500	\$1,185,350

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.

Operating Budget Information/Number of Employees

	2016 Actual	2017 Approved	2018 Requested	% Increase	2018 Proposed	% Increase
Operating Budget	\$729,631	\$755,230	\$798,920	5.78%	\$766,990	1.56%
No. of Employees (FTE)	6	6	7	16.67%	6	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Geographic Informations Systems (31,930)

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician budgeted to begin 7/1/18.

**CITY OF NEENAH
2018 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
2018 Proposed Budget

The Information Systems Internal Service Fund was created in 2009 and implemented with the adoption of the City's 2010 Operating Budget. The Internal Service Fund consists of IS service charges and printer/copy charges. The IS service charges are the result of an analysis to confirm that past methodologies utilized to allocate service fees to the City of Menasha for their tax application outsourced to the City of Neenah, the joint Menasha-Neenah Municipal Court and Neenah-Menasha Fire Rescue functions and the City's Water Utility function were equitable. During this process, it was decided that the formula created to ensure consistency between the aforementioned functions be utilized to spread Information System costs across all departments/entities to identify their true budget impact. The formula utilized to allocate the costs consists of:

- 1) staffing costs, salary and fringe benefits, for all resources expended on projects for specific departments being charged back to that department;
- 2) remaining operating budget costs allocated based on a five factor formula (Formula factors/weighting - Network Utilization 30%, Number of Devices 30%, Number of Users 30%, Storage Requirements 10% and Department Specific Servers 10%); and
- 3) pro-rated CIP budget costs, after life cycle amortization, allocated based on the five factor formula.

The printer/copy/fax charges are the result of the Managed Print Care agreement with Gordon Flesch Company, where all print/copy/fax costs are passed through Information Systems for allocation to individual departments.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$36,637</u>	<u>\$118,970</u>	<u>\$118,970</u>	<u>\$147,710</u>	<u>\$147,710</u>
REVENUES					
Printer/Copy Charges	\$31,580	\$35,000	\$33,460	\$35,000	\$35,000
I S Service Charges	769,242	766,810	781,500	844,110	844,110
Miscellaneous Charges	11,142	16,750	16,840	18,750	18,750
Total Revenue	<u>\$811,964</u>	<u>\$818,560</u>	<u>\$831,800</u>	<u>\$897,860</u>	<u>\$897,860</u>
EXPENDITURES					
Personal Services	\$558,081	\$579,060	\$569,630	\$627,630	\$595,700
Contractual Services	144,002	150,160	155,770	144,920	144,920
Supplies & Materials/Other	7,457	5,510	5,710	5,870	5,870
Capital Outlay	20,091	20,500	6,950	20,500	20,500
Transfer to General Fund	0	65,000	65,000	110,000	120,000
Total Expenditures	<u>\$729,631</u>	<u>\$820,230</u>	<u>\$803,060</u>	<u>\$908,920</u>	<u>\$886,990</u>
Excess Revenues Over (Under) Expenditures	\$82,333	(\$1,670)	\$28,740	(\$11,060)	\$10,870
Fund Balance, December 31	<u>\$118,970</u>	<u>\$117,300</u>	<u>\$147,710</u>	<u>\$136,650</u>	<u>\$158,580</u>

**CITY OF NEENAH
2018 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.

2017 Accomplishments:

Information Systems

- Completed implementation of a "Time and Attendance" system for payroll data collection.
- Implemented Naviline EDGE, a new User Interface for the City's Superior solutions.
- Assisted with the implementation of the NuPark parking enforcement solution.
- Completed phase 2 implementation planning of the Virtual Desktop Infrastructure (VDI) solution.
- Replaced/Upgraded the current Storage Attached Network (SAN) solution and servers in the Redundant Data Center (RDC).
- Developed and implemented an "Electronic Agenda/Meeting" solution for Council and City staff.
- Implemented "Controlled Card Swipe Access" technology for City Hall exterior entrances.
- Assisted Community Development with implementation of the selected "Community Development and Planning" suite.
- Assisted Finance and Parks with preparing and distributing an RFP for a "Cemetery Management" solution; analyze responses, select appropriate solution and initiate implementation.
- Continue to review and implement recommendations from 2016 security analysis.
- Participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Developed and initiated an "Employee Awareness" program as it relates to the human element of security.
- Implemented AnalyticsNOW, Superior's Business Intelligence tool, and migrated current Cognos queries to new version and provide staff training.
- Assisted with preparing and justification of Superior Water Utility module purchase as part of the City's multi-year ERP project.
- Upgrade/Implement external wireless network (Downtown, Memorial Park – Gay Drive, Arrowhead Park and City Pool).
- Initiate American with Disabilities Act (ADA) website and customer portal remediation.

GIS

- Created and published a new Intranet GIS (internal use) web application to replace the old version.
- Updated existing installations of Autodesk Civil 3d to the newest version.
- Created a map service consisting of Neenah GIS data to be used by Evolve permitting software.
- Converted existing GIS data contained within ESRI Shapefile to ESRI ArcSDE (Spatial Database Engine) format.
- Converted existing GIS data from the State Plane coordinate system to the Wisconsin Coordinate Reference System (WISCRS) in order to coincide with Winnebago County data.
- Continued to expand the utilization of the City's GIS system across additional departments, while focusing on providing map attribute information from iSeries, Domino/Notes and network server databases.
- Various mapping/data projects:
 - Street Index Map for Public Distribution.
 - Sewer and Water Maps (ACS MAPS).
 - Mailing Label Application for Park and Recreation Public Notification.
 - NMFR Beat Map.
 - City of Neenah Base Map (Counter Book).

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

2018 Goals/Plans:
Information Systems

- Participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Continue to educate City staff through the “Employee Awareness” program initiated in 2017.
- Implemented Superior Water Utility module as part of the City’s multi-year ERP project.
- Implemented “Controlled Card Swipe Access” technology on internal doors at City Hall.
- Continue to assist Community Development with completing the implementation of their “Community Development and Planning” suite.
- Continue to assist Neenah – Menasha Fire Rescue with the migration to the .Net version of their records management solution.
- Complete imaging projects for Public Works, Human Resources and other departments as projects are identified.
- Replaced/Upgraded the City’s Power System servers.
- Continue to assisted Finance and Parks with implementation of the “Cemetery Management” solution initiated in 2017.
- Completed phase 2 implementation planning of the Virtual Desktop Infrastructure (VDI) solution.
- Assist Finance staff with implementation of Superior’s “Budget Book Development” module.
- Continue American with Disabilities Act (ADA) website and customer portal remediation.

GIS

- Continue to implement short-term and mid-term goals/strategies identified in the 2016 “HealthCheck”:
 - Implementation of LGIM templates when applications identified.
 - Continue to expand the utilization of the City’s GIS system across City departments.
 - Continue to expand public offerings via the City website.
- Continue to utilize the recently digitized orthoimagery from Winnebago County to review various topographic layers (building footprints, parking lots, pavement edge, etc.) to locate and correct data issues.
- Review accuracy of Neenah Storm Water Utility data.
- Resolve AutoCAD issues that have resulted from the recent data migration to ArcSDE.

Major Increases (Decreases) in 2018 Budget Request:

Maintenance of Hardware: \$5,910 decrease due to the warranty on the Power System purchase warranty.

Salaries/Health Insurance/Fringes: \$31,930 increase due to additional staff request for a GIS Technician. First year funding July 1 – December 31.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	321,561	338,480	238,470	339,350	345,390	345,390	
0110	Health Insurance	68,150	78,700	59,022	78,700	78,700	78,700	
0111	Fringes	57,948	62,860	44,293	63,020	64,310	64,310	
0115	Schools/Seminars/Training	6,916	6,700	2,595	3,040	6,700	6,700	
0123	Auto Allowance	784	1,300	497	700	1,000	1,000	
0128	Empl Recognition Awards	0	0	75	80	80	80	
	Personal Services	455,359	488,040	344,952	484,890	496,180	496,180	8,140
0203	Postage	22	30	60	60	60	60	
0204	Conferences & Meetings	240	2,200	0	600	1,500	1,500	
0207	Dues & Memberships	148	150	170	170	160	160	
0210	Maint of Hardware	24,953	25,290	24,007	24,560	19,380	19,380	
0218	Maint of Software	38,097	43,380	49,533	53,820	43,250	43,250	
0227	Cellular Telephone	1,021	1,010	755	1,080	1,050	1,050	
0235	Outside Software Services	13,542	15,000	12,901	15,000	15,000	15,000	
0236	Outside Services	1,771	0	0	0	0	0	
0251	Rental	4,798	4,200	4,189	4,790	4,800	4,800	
0254	Printer / Copies	32,323	35,000	26,927	33,460	35,000	35,000	
0263	Internet Access Services	8,973	9,000	4,250	9,240	10,000	10,000	
	Contractual Services	125,888	135,260	122,792	142,780	130,200	130,200	(5,060)
0301	Office Supplies	307	150	413	450	150	150	
0302	Inhouse Printing	0	0	1	10	0	0	
0303	Computer Oper Supplies	2,198	1,000	589	1,000	1,000	1,000	
0308	Books and Periodicals	0	250	0	100	150	150	
0343	Small Program Packages	780	1,000	0	500	1,000	1,000	
0347	Small Computer Hardware	2,373	1,300	1,534	2,000	1,500	1,500	
	Supplies & Materials	5,658	3,700	2,537	4,060	3,800	3,800	100
	OPERATIONS	586,905	627,000	470,281	631,730	630,180	630,180	3,180

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	63,032	55,060	41,161	55,270	76,300	56,300	
0103	Temporary Wages	950	8,000	516	3,700	8,000	8,000	
0110	Health Insurance	26,290	15,740	11,808	15,740	23,610	15,740	
0111	Fringes	12,368	10,670	7,036	9,980	14,980	10,920	
0115	Schools/Seminars/Training	0	1,500	0	0	1,000	1,000	
0123	Auto Allowance	82	50	21	50	50	50	
	Personal Services	102,722	91,020	60,542	84,740	123,940	92,010	990
0204	Conferences & Meetings	0	200	0	100	100	100	
0210	Maint of Hardware	0	250	0	0	250	250	
0218	Maint of Software	1,499	6,000	6,013	6,020	6,020	6,020	
0227	Cellular Telephone	480	480	360	480	480	480	
0235	Outside Software Services	5,950	0	0	0	0	0	
0236	Outside Services	3,965	500	1,013	1,020	50	50	
	Contractual Services	11,894	7,430	7,386	7,620	6,900	6,900	(530)
0301	Office Supplies	0	50	0	20	0	0	
0303	Computer Oper Supplies	1,165	250	911	920	1,000	1,000	
0343	Small Program Packages	0	250	0	0	250	250	
0347	Small Computer Hardware	128	250	122	250	250	250	
	Supplies & Materials	1,293	800	1,033	1,190	1,500	1,500	700
	GEOGRAPHIC INFO SYSTEMS	115,909	99,250	68,961	93,550	132,340	100,410	1,160
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	328	520	667	1,000	1,000	1,000	
0216	Maint of Operating Equip	450	450	0	0	400	400	
0222	Electricity	3,632	3,580	2,100	2,740	3,500	3,500	
0223	Natural Gas	1,124	2,020	516	980	2,000	2,000	
0224	Water & Sewer	252	250	218	300	300	300	
0225	Commercial Dumpster	0	0	9	20	20	20	
0226	Storm Water	252	250	189	250	250	250	
0236	Outside Services	82	250	0	0	250	250	
0237	Pest Control	100	150	50	80	100	100	
	Contractual Services	6,220	7,470	3,749	5,370	7,820	7,820	350
0306	Cleaning/Janitor Supplies	371	750	0	370	370	370	
0314	Building Maint. Supplies	104	130	27	60	100	100	
0333	All Other Supplies	31	130	0	30	100	100	
	Supplies & Materials	506	1,010	27	460	570	570	(440)
	TRAINING/REDUNDANT DATA	6,726	8,480	3,776	5,830	8,390	8,390	(90)
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	13,500	10,500	0	0	10,500	10,500	
8115	Computer Hardware Outlay	6,591	10,000	6,944	6,950	10,000	10,000	
	Capital Outlay	20,091	20,500	6,944	6,950	20,500	20,500	0
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	6,330	6,330	
0111	Fringes	0	0	0	0	1,180	1,180	
	Special Reserves & Escrow	0	0	0	0	7,510	7,510	7,510
GENERAL FUND TRANSFERS								
0999	Transfers	0	65,000	48,750	65,000	110,000	120,000	
	Transfers	0	65,000	48,750	65,000	110,000	120,000	55,000
INFORMATION SYSTEMS		729,631	820,230	598,712	803,060	908,920	886,990	66,760
							Percent Budget Change	8.14%

**CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>CHARGES FOR SERVICES</u>								
546-11	Other I/S Services	238	400	48	500	400	400	
TOTAL CHARGES FOR SERVICES		238	400	48	500	400	400	-
Percent Budget Change								0.00%
<u>IS SERVICES</u>								
547-01	Common Council	5,307	4,890	3,668	4,910	5,890	5,890	
547-02	Mayor's Office	9,684	8,060	6,045	8,490	9,320	9,320	
547-05	Finance Department	48,050	45,650	34,237	47,350	46,600	46,600	
547-05	Utility Billing	8,358	8,350	6,263	7,780	9,130	9,130	
547-09	Attorney	16,363	16,290	12,218	16,230	17,380	17,380	
547-09	Human Resources	15,477	15,450	11,588	15,550	16,030	16,030	
547-09	City Clerk	28,539	27,090	20,318	20,320	22,640	22,640	
547-21	Police Operating	220,367	235,100	176,325	244,470	282,260	282,260	
547-21	School Liaison Program	7,315	7,060	5,295	6,980	7,860	7,860	
547-23	Fire	128,031	134,350	100,763	135,210	128,440	128,440	
547-35	Public Works Adm	48,792	47,570	35,677	46,310	48,080	48,080	
547-37	Municipal Garage	20,381	18,140	13,605	21,380	23,310	23,310	
547-39	Fleet	11,716	11,130	8,348	12,090	12,870	12,870	
547-49	Stormwater	4,318	4,000	3,000	7,460	10,320	10,320	
547-56	Water Utility	24,879	24,880	18,660	25,610	25,770	25,770	
547-81	Park & Rec Adm.	45,307	40,500	30,375	45,950	49,270	49,270	
547-88	Joint Municipal Court	7,656	8,100	6,075	7,840	8,950	8,950	
547-93	Community Development Opt	61,756	54,190	40,643	51,330	61,480	61,480	
547-93	Inspections	13,286	15,240	11,430	16,480	18,530	18,530	
547-93	Weights/Measures	-	3,110	2,332	3,600	4,840	4,840	
547-93	Assessor	29,446	27,620	20,715	20,720	21,240	21,240	
547-95	Library	4,662	8,670	6,503	8,780	7,660	7,660	
547-97	Cemetery	9,552	8,880	6,660	6,660	6,240	6,240	
547-98	City of Menasha	10,904	12,710	-	12,710	14,530	14,530	
547-99	Printer / Copies	31,580	35,000	15,633	33,460	35,000	35,000	
TOTAL IS REVENUES		811,726	822,030	596,376	827,670	893,640	893,640	71,610
Percent Budget Change								8.71%
<u>OTHER REVENUE</u>								
577-01	Fire Fiber Optic	0	3,640	0	3,630	3,820	3,820	
		0	3,640	0	3,630	3,820	3,820	180
MAYOR'S RECOMMENDED ADJUSTMENT		0	(7,510)	0	0	0	0	7,510
GRAND TOTAL		811,964	818,560	596,424	831,800	897,860	897,860	79,300
Percent Budget Change								9.69%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$93,910	\$94,200	\$95,790
Programmer/Analyst	Grade L3	2.00	Grade L3	2.00	134,000	134,000	135,610
Network Administrator	Grade L3	1.00	Grade L3	1.00	64,910	65,170	66,270
PC/Network Specialist	Grade H3	1.00	Grade H3	1.00	45,660	45,980	46,400
GIS System Operator	Grade J3	1.00	Grade J3	1.00	55,060	55,270	56,000
GIS Technician		-	Grade H3	0.50	0	0	20,000
Subtotal		6.00		6.50	\$393,540	\$394,620	\$420,070
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	1,620
TEMPORARY							
Student Intern	9.00/hr		9.00/hr		8,000	3,700	8,000
TOTAL	XXX	6.00	XXX	6.00	\$401,540	\$398,320	\$429,690

**CITY OF NEENAH
2018 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
2018 Proposed Budget

The fleet maintenance division of the Public Works Department was created in 2003 and implemented in 2004. All City vehicles and equipment are now maintained in-house by the fleet mechanics. Departments no longer have their vehicles serviced and maintained by outside repair shops, unless fleet mechanics cannot perform the needed work. Fixed rates were initially established and are reviewed yearly to insure competitiveness with the private sector. Routine tasks (oil changes, wheel alignment, etc.) also are performed at the same price as the low bid received from the private sector. It is the intention that the fleet division be a revenue generator and at year-end contribute to the general fund. The fund balance shown below includes parts inventory and cash.

As the life of vehicles are extended, Motor Pool Supplies increases.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$272,017</u>	<u>\$283,532</u>	<u>\$282,772</u>	<u>\$275,752</u>	<u>\$275,752</u>
REVENUES					
Vehicle Maintenance Charges	\$646,434	\$624,130	\$629,710	\$644,100	\$644,100
Fuel Revenue	10,641	10,500	10,500	10,500	10,500
Total Revenue	<u>\$657,075</u>	<u>\$634,630</u>	<u>\$640,210</u>	<u>\$654,600</u>	<u>\$654,600</u>
EXPENDITURES					
Personal Services	\$443,028	\$451,240	\$452,140	\$460,970	\$460,970
Contractual Services	36,314	41,850	42,990	46,030	46,030
Supplies & Materials	166,218	132,300	142,100	152,850	152,850
Other / Capital	0	0	0	0	0
Special Reserves & Escrow	0	0	0	5,540	5,540
Transfer to General Fund	0	10,000	10,000	0	0
Total Expenditures	<u>\$645,560</u>	<u>\$635,390</u>	<u>\$647,230</u>	<u>\$665,390</u>	<u>\$665,390</u>
Excess Revenues Over (Under) Expenditures	\$11,515	(\$760)	(\$7,020)	(\$10,790)	(\$10,790)
Fund Balance (Deficit), December 31	<u>\$283,532</u>	<u>\$282,772</u>	<u>\$275,752</u>	<u>\$264,962</u>	<u>\$264,962</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	62,188	64,660	45,029	64,920	70,700	70,700	
0102	Full Time Hourly Wages	221,112	228,980	161,683	229,540	233,210	233,210	
0104	Overtime Wages	4,541	2,000	1,543	2,000	2,000	2,000	
0110	Health Insurance	86,232	85,980	68,490	85,980	85,990	85,990	
0111	Fringes	65,792	66,470	46,824	66,650	71,560	71,560	
0115	Schools/Seminars/Training	150	300	100	200	200	200	
0117	Clothing Allowance	2,953	2,800	2,725	2,800	2,800	2,800	
0124	Meal Allowance	60	50	20	50	50	50	
	PERSONAL SERVICES	443,028	451,240	326,414	452,140	466,510	466,510	15,270
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	0	50	0	50	50	50	
0203	Maint of Buildings	150	400	0	400	400	400	
0204	Maint of Operating Equip	419	1,000	560	1,000	1,000	1,000	
0205	Maintenance of Software	162	150	120	150	220	220	
0206	Telephone	189	160	126	190	190	190	
0207	Electricity	5,642	7,000	3,397	6,000	7,000	7,000	
0208	Natural Gas	3,006	5,000	2,003	4,000	5,000	5,000	
0209	Water & Sewer	4,272	5,000	3,321	5,000	5,250	5,250	
0210	Storm Water	1,806	1,810	1,355	1,810	1,810	1,810	
0211	Cellular Telephone	565	400	289	450	450	450	
0212	Outside Services	2,073	1,200	1,454	2,000	2,000	2,000	
0213	Pest Control	222	200	149	220	220	220	
0214	Rental of Equipment	0	50	168	170	0	0	
0215	Printer / Copies	303	350	166	340	350	350	
0216	IS Services / Internal	11,716	11,130	8,348	12,090	12,870	12,870	
0217	Internet Access Services	2,105	3,000	4,163	4,170	4,170	4,170	
0218	Maint of Motor Veh/Fleet	3,248	4,000	1,357	4,000	4,000	4,000	
0219	Oil and Fluids/Fleet	139	350	35	350	450	450	
0220	Maint of Oper Eq/Fleet	297	600	0	600	600	600	
	CONTRACTUAL SERVICES	36,314	41,850	27,011	42,990	46,030	46,030	4,180
<u>SUPPLIES & MATERIALS</u>								
0300	Office Supplies	27	100	39	100	100	100	
0301	Computer Oper supplies	0	150	0	0	0	0	
0302	Cleaning/Janitor Supplies	1,032	300	586	600	600	600	
0303	Books and Periodicals	0	50	200	200	50	50	
0306	Gasoline & Oil	1,881	2,500	1,406	2,000	2,500	2,500	
0308	Building Maint Supplies	0	300	0	300	300	300	
0310	Equipment Maint. Supplies	547	600	0	600	600	600	
0314	Safety Supplies	493	300	0	300	400	400	
0315	Small Tools	1,069	1,600	1,504	1,600	1,600	1,600	
0316	All Other Supplies	0	100	0	100	100	100	
0319	Small Equipment	265	300	0	300	600	600	
0320	Shop Supplies	4,622	6,000	4,333	6,000	6,000	6,000	
0333	Motor Pool Supplies	156,282	120,000	126,715	130,000	140,000	140,000	
	SUPPLIES & MATERIALS	166,218	132,300	134,783	142,100	152,850	152,850	20,550
<u>TRANSFERS</u>								
9999	Transfer to General Fund	0	10,000	7,500	10,000	0	0	
	TRANSFERS	0	10,000	7,500	10,000	0	0	(10,000)
	TOTAL FLEET MAINT.	645,560	635,390	495,708	647,230	665,390	665,390	30,000
						Percent Budget Change		4.72%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	\$64,660	\$66,920	\$67,940
Mechanic	Grade I4	4.00	Grade I4	4.00	224,870	225,390	228,010
Garage Attendant (shared with Public Works)	Grade F4	<u>0.50</u>	Grade F4	<u>0.50</u>	<u>23,450</u>	<u>23,450</u>	<u>23,540</u>
Subtotal		5.50		5.50	\$312,980	\$315,760	\$319,490
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	1,230
Work in Other Class	-		-		700	700	700
Overtime	-		-		2,000	2,000	2,000
Wages Budgeted in other PW Divisions	-		-		(20,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	\$295,680	\$298,460	\$303,420

CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Finance	Budget: Liability Insurance Fund
Program: Internal Service/ Trust/Agency Funds	Submitted by: Michael Easker

Liability Insurance Fund
2018 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>2016</u> Actual	<u>2017</u> Budget	<u>2017</u> Estimate	<u>2018</u> Budget
Fund Balance (Current Assets less Current Liabilities), Jan. 1	<u>\$70,202</u>	<u>\$49,928</u>	<u>\$49,928</u>	<u>\$49,928</u>
<u>REVENUES</u>				
Transfers from General Fund for				
Liability Insurance Claims	70,000	70,000	70,000	70,000
Other Revenue/Misc	567	0	0	0
Total Revenue	<u>70,567</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>EXPENDITURES</u>				
Liability Claims	90,841	50,000	70,000	70,000
Interest/Misc	0	0	0	0
Total Expenditures	<u>90,841</u>	<u>50,000</u>	<u>70,000</u>	<u>70,000</u>
Excess Revenues Over (Under) Expenditures	(20,274)	20,000	0	0
Fund Balance, December 31	<u>\$49,928</u>	<u>\$69,928</u>	<u>\$49,928</u>	<u>\$49,928</u>

**CITY OF NEENAH
2018 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
2018 Proposed Budget

The City of Neenah Benefit Accrual Fund accounts for all revenues and expenditures associated with the reporting and payment of employee fringe benefit costs of the City. This includes health insurance benefits and Wisconsin Retirement System costs as well as funding time-off-with-pay liabilities accrued by the City. The Fund is funded by departmental charges based upon a percentage of each labor dollar incurred by that department. In recent years, the City has also transferred reserves from this fund to the General Fund to offset increased health insurance costs.

Starting 2013, the City self-funded health insurance plan had experienced several large claims that have depleted the health insurance portion of the Benefit Accrual Fund. In moving to a fully insured plan starting in 2016, the City should experience more stability in the health insurance area in the future.

Also included in the Health Insurance Costs for 2018 is \$7,800 to maintain a health clinic for city employees. within Fire Station No. 31 in space previously occupied by the Fox Valley Technical College. Since employee usage of the clinic will reduce health insurance claims, the initial hours projected for the day-to-day operation of the clinic will be funded by the City's health insurance provider. The City can add funding for additional clinic hours if it feels it a cost effective way to continue to lower employee health costs.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance (Net Position), January 1	<u>(\$333,227)</u>	<u>\$168,616</u>	<u>\$168,616</u>	<u>\$1,018,616</u>
<u>REVENUES</u>				
Departmental Charges for Services	<u>7,396,258</u>	<u>8,500,000</u>	<u>7,400,000</u>	<u>7,280,000</u>
Total Revenue	<u>7,396,258</u>	<u>8,500,000</u>	<u>7,400,000</u>	<u>7,280,000</u>
<u>EXPENDITURES</u>				
Health Insurance Costs and Other Employee Benefits	3,619,460	4,730,000	3,250,000	3,300,000
Retirement System Expense	3,274,955	3,400,000	3,300,000	3,400,000
Transfer to General Fund	0	0	0	0
Total Expenditures	<u>\$6,894,415</u>	<u>\$8,130,000</u>	<u>\$6,550,000</u>	<u>\$6,700,000</u>
Excess Revenues Over (Under) Expenditures	\$501,843	\$370,000	\$850,000	\$580,000
Fund Balance, December 31	<u>\$168,616</u>	<u>\$538,616</u>	<u>\$1,018,616</u>	<u>\$1,598,616</u>

*Amounts above excludes funds set aside for employee benefit liabilities.

**CITY OF NEENAH
2018 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
2018 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>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance, January 1	<u>\$1,237,252</u>	<u>\$1,272,264</u>	<u>\$1,272,264</u>	<u>\$1,306,264</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$51,751</u>	<u>\$30,000</u>	<u>\$50,000</u>	<u>\$30,000</u>
<u>EXPENDITURES</u>	<u>\$16,739</u>	<u>\$15,000</u>	<u>\$16,000</u>	<u>\$15,000</u>
Excess Revenues Over (Under) Expenditures	\$35,012	\$15,000	\$34,000	\$15,000
Fund Balance, December 31	<u>\$1,272,264</u>	<u>\$1,287,264</u>	<u>\$1,306,264</u>	<u>\$1,321,264</u>

Cemetery Flowers Fund
2018 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance, January 1	<u>\$166,684</u>	<u>\$164,181</u>	<u>\$164,181</u>	<u>\$161,681</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$688</u>	<u>\$800</u>	<u>\$1,000</u>	<u>\$800</u>
<u>EXPENDITURES</u>	<u>\$3,191</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
Excess Revenues Over (Under) Expenditures	(\$2,503)	(\$2,700)	(\$2,500)	(\$2,700)
Fund Balance, December 31	<u>\$164,181</u>	<u>\$161,481</u>	<u>\$161,681</u>	<u>\$158,981</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Business Improvement District/VCR Program
Program: Internal Service/Trust/Agency Funds	Submitted by: Michael Easker

Neenah Central City Business Improvement District
2018 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>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Budget</u>
Fund Balance, January 1	<u>\$46,993</u>	<u>\$51,251</u>	<u>\$51,251</u>	<u>\$51,251</u>
<u>REVENUES</u>	<u>\$130,010</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
<u>EXPENDITURES</u>	<u>\$125,752</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
Excess Revenues Over (Under) Expenditures	\$4,258	\$0	\$0	\$0
Fund Balance, December 31	<u>\$51,251</u>	<u>\$51,251</u>	<u>\$51,251</u>	<u>\$51,251</u>

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Municipal Court	Budget: Joint Municipal Court Fund
Program: Internal Service Trust/Agency Funds	Submitted by: J. Gunz/M. Easker

Joint Municipal Court Fund
2018 Proposed Budget

Effective May 1, 2002, the Cities of Neenah and Menasha jointly agreed to form a municipal court. The joint court handles all municipal ordinance violations that were previously being handled in circuit court. It is anticipated that the local municipal court will more efficiently handle municipal violations. In addition, the municipalities should see increased revenues that will more than offset the additional costs associated with setting up and administering the joint court.

It is anticipated that the City of Neenah share of the 2018 budget expenditures and revenues will be determined by our percentage share of the number of citations processed by the court. This share is estimated to be approximately 60% and is reflected in the General Fund operating budget.

A change to State of Wisconsin law was enacted in 2014 that allows for an increase from \$28 to \$38 for the court costs that are added to municipal citations. Citations issued for Failure to Fasten Seatbelt and Failure Show Proof of Insurance are the only violations that do not have any costs added. Those changes have been added by the court, with the full effect of the increase included in the 2015 budget moving forward.

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Estimate</u>	<u>2018 Request</u>	<u>2018 Proposed</u>
Fund Balance (Deficit), January 1	<u>(\$273,152)</u>	<u>(\$295,916)</u>	<u>(\$295,916)</u>	<u>(\$307,316)</u>	<u>(\$307,316)</u>
<u>Revenues</u>					
Court Revenue	369,607	417,400	403,680	411,660	411,660
Reimbursement of Witness Fees	160	300	300	300	300
Miscellaneous Revenue	35	40	40	40	40
	<u>369,802</u>	<u>417,740</u>	<u>404,020</u>	<u>412,000</u>	<u>412,000</u>
<u>Expenditures</u>					
Personal Services	102,946	104,790	104,360	105,450	105,450
Contracted Services	18,616	19,550	18,830	19,950	19,950
Supplies and Materials	860	750	800	800	800
Witness Fees	352	300	300	300	300
Capital Outlay	395	0	0	0	0
Special Reserves & Escrow	0	0	0	1,350	1,350
Interest	915	400	1,400	500	500
Court Fine Reimbursements	268,482	305,690	289,730	295,530	295,530
Total Expenditures	<u>392,566</u>	<u>431,480</u>	<u>415,420</u>	<u>423,880</u>	<u>423,880</u>
Excess Revenues Over (Under) Exp.	(22,764)	(13,740)	(11,400)	(11,880)	(11,880)
Fund Balance (Deficit), December 31	<u>(295,916)</u>	<u>(309,656)</u>	<u>(307,316)</u>	<u>(319,196)</u>	<u>(319,196)</u>
<u>Fund Balance Restated</u>					
Menasha Share of Fund Deficit	<u>(123,308)</u>	<u>(129,034)</u>	<u>(128,059)</u>	<u>(133,009)</u>	<u>(133,009)</u>
Neenah Share of Fund Deficit	(172,609)	(180,623)	(179,258)	(186,188)	(186,188)
Transfer from Neenah General Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Neenah Share of Fund Deficit	<u>(172,609)</u>	<u>(180,623)</u>	<u>(179,258)</u>	<u>(186,188)</u>	<u>(176,188)</u>

**CITY OF NEENAH
OPERATING BUDGET
MENASHA NEENAH MUNICIPAL COURT EXPENDITURES
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE	
<u>COURT (7050-938)</u>									
0101	Salaries	76,835	78,540	56,604	78,160	78,850	78,850		
0110	Health Insurance	14,860	14,860	11,992	14,860	14,990	14,990		
0111	Fringes	11,008	11,190	8,144	11,140	11,410	11,410		
0115	Schools/Seminars/Training	243	200	81	200	200	200		
	Personal Services	102,946	104,790	76,821	104,360	105,450	105,450	660	
0202	Outside Printing	165	150	0	140	150	150		
0203	Postage	1,404	1,350	931	1,200	1,350	1,350		
0205	Debit Card Services	1,112	1,000	673	900	1,000	1,000		
0207	Dues & Memberships	800	800	840	840	840	840		
0212	Maint of Office Equipment	0	250	0	100	250	250		
0218	Maintenance of Software	5,171	5,140	5,290	5,290	5,200	5,200		
0221	Telephone	414	300	275	300	300	300		
0232	Auditing Services	1,275	1,300	1,300	1,300	1,350	1,350		
0239	Insurance	0	0	0	0	750	750		
0252	Rental of Equipment	96	500	0	0	0	0		
0254	Printer / Copies	438	460	217	460	460	460		
0255	IS Services / Internal	7,656	8,100	6,075	8,100	8,100	8,100		
0272	Translator	85	200	85	200	200	200		
	Contractual Services	18,616	19,550	15,686	18,830	19,950	19,950	400	
0301	Office Supplies	466	450	460	460	450	450		
0303	Computer Oper Supplies	394	200	130	240	250	250		
0333	All Other Supplies	0	100	0	100	100	100		
	Supplies & Materials	860	750	590	800	800	800	50	
8108	Office Furniture & Equip.	395	0	0	0	0	0		
	Capital Outlay	395	0	0	0	0	0	0	
	COURT	122,817	125,090	93,097	123,990	126,200	126,200	1,110	
<u>COURT FINE REIMBURSEMENT (7051-938)</u>									
0574	City of Neenah	81,140	93,600	62,613	84,000	85,680	85,680		
0575	City Of Menasha	55,123	65,200	45,988	66,510	67,840	67,840		
0576	State of Wisconsin	93,421	103,220	68,563	97,830	99,790	99,790		
0577	Winnebago County Treasurer	38,798	43,670	26,993	41,390	42,220	42,220		
	Fine Reimbursement	268,482	305,690	204,157	289,730	295,530	295,530	(10,160)	
<u>NON-OPERATING EXPENSES (7052-938)</u>									
0248	Witness Fees	352	300	128	300	300	300		
	Non-Operating Expenses	352	300	128	300	300	300	0	
<u>SPECIAL RESERVES & ESCROW</u>									
0101	Salaries	0	0	0	0	1,180	1,180		
0111	Fringes	0	0	0	0	170	170		
	Special Reserves & Escrow	0	0	0	0	1,350	1,350	1,350	
<u>TRANSFERS (9910-999)</u>									
0999	Transfers	915	400	1,399	1,400	500	500		
	Transfers	915	400	1,399	1,400	500	500	100	
MUNICIPAL COURT OPERATIONS		392,566	431,480	298,781	415,420	423,880	423,880	(7,600)	
								Percent Budget Change	-1.76%

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,320/mo	1.00	2,430/mo	1.00	\$29,350	\$28,970	\$29,160
Records Clerk	Grade G3	1.00	Grade G3	1.00	49,190	49,190	49,500
Subtotal		2.00		2.00	\$78,540	\$78,160	\$78,660
OTHER COMPENSATION							
Accrued Wages	-		-		0	0	190
TOTAL	XXX	2.00	XXX	2.00	\$78,540	\$78,160	\$78,850

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

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

Integrity: We are committed to the highest standard of moral and ethical conduct.

Dedication: We provide quality service through pride and professionalism.

Compassion: We support our neighbors in their time of need.

Teamwork: We work together to achieve common goals.

Tradition: We preserve and carry forward the legacy of those who honorably served before us.

Courage: We do what is right in the face of adversity.

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

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

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

Advanced skills services during EMS calls began expanding in 2014 and continues through 2017. Advanced skills are: Taking blood sugar readings, tourniquets, pulse oximeter readings (ability to detect carbon monoxide in the blood stream), advanced airway and delivery of Narcan during overdose calls. The Narcan service began in the fall of 2016. Aspirin administration began in summer of 2017.

Incident Types	2016	2015	2014	2013	2012
All Structure Fires	43	53	43	35	37
residential	29	37	28	25	21
Other fires	25	32	32	25	37
Total Fires	68	85	75	60	74
All EMS	1771	1563	1588	1518	1595
Advanced Skills	105	55	14	0	0
Malicious, Mischievous	11	10	8	6	11
System Malfunction	76	61	74	70	55
Unintentional activation	180	177	176	126	151
Other Alarms	44	30	36	30	27
Total False Alarms	311	278	294	232	244
Mutual aid, include auto-aid given	109	114	97	98	52
Haz Mat, includes CO, spills and leaks	59	114	127	156	142
All Other incidents	303	288	217	217	228
Grand Incident Totals	2667	2442	2398	2281	2335
Property Damage by Fire	\$457,522	\$1,227,629	\$440,665	\$454,894	\$431,946

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Automatic Aid Call Review

Year	Calls to City of Appleton	Calls to City of Menasha
2016	95	132
2015	106	107
2014	79	88
2013	87	101
2012	67	56
Grand Total	434	484

Training: Training is an important part of our Department as we need to continue to improve and/or maintain our skills. We have hired eight new firefighters within the last two years, which affected our normal training rotation.

2017 has been no different in terms of the training demands. Three new firefighters were hired. The Department teamed up with the Neenah Police Department to begin joint ownership and operation of the former FVTC training facility. A request was approved to add an addition to the existing training tower that will enhance the training capabilities of both departments. A roof ventilation simulator was constructed that provides valuable experience for crews to practice vertical roof ventilation skills. A new deck was added to an existing confined space rescue prop that will provide additional tools for realistic rescue training. This prop will also be offered to other city departments to help them meet their confined space training needs. NMFR also began working with neighboring departments with joint training. NMFR provided awareness level trench rescue training with the Fox Crossing and Town of Neenah Fire Departments. We are working collectively on planning additional joint training opportunities to better our operations. We also trained four new drivers to be added to the list of qualified personnel to drive and operate our apparatus. Four additional members have also completed the State of Wisconsin's Certified Aerial Operator's course. In an effort to better enhance the training program, a Training Team was established to help identify training goals, develop programs, and deliver the training across the three shifts. The creation of this training team is vital to our continued success as the training requirements are becoming more and more demanding.

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

- Pump operations and water movement for drivers
- Shore based ice rescue
- Open water rescue
- Fire attack procedures for structure fires designed to increase safety for firefighters and trapped victims
- Advanced skills
- EMS skills
- Industrial training exercises
- Dive – open water and ice
- Vehicle extrication training
- Aerial (use of our aerial ladder on Q32)
- Forcible entry
- Active shooter training with the Police Departments
- Advanced search & rescue procedures

NMFR Public Education Activities

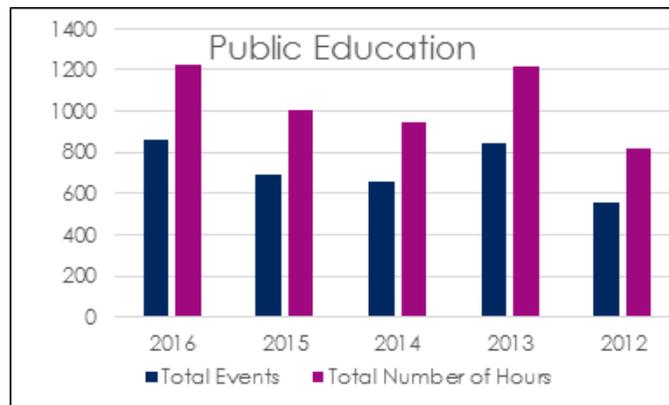
**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Fire Prevention, Fire Investigations, and Public Education: Neenah Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations, and Public Education. Fire prevention is not simply conducting fire inspections, it also includes detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, as well as changes to any and all fire detection and suppression systems in all commercial properties and multi-family residential facilities. Over the past several years, both Neenah and Menasha have had several significant construction projects throughout the two communities. We have worked very closely with 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 3000 inspections to assist property and business owners with identifying potential fire and life safety concerns. 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 is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2017, the City of Neenah's 2% dues was \$85,756.27, and the City of Menasha was \$45,701.37.

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 the city limit jurisdiction of NMFR. 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. Some of the smaller fires are investigated by the Company Officer themselves. If it is determined or suspected that a fire is incendiary or criminal in nature, law enforcement is contacted and a joint investigation is conducted. The size and complexity of the fire may require that NMFR request assistance from the Wisconsin Department of Criminal Investigations to assist with in-depth evidence collection and sampling to be sent to the state crime lab for analysis.

We also continue to be very pro-active in our fire prevention/public safety educational programs as well as the juvenile fire setter intervention programs. The NMFR Public Education Team, along with line personnel, provide public education programs, and fire/life safety presentations and information to more than 10,000 children and adults annually. We continue to conduct fire safety programs at each and every public and private elementary school in the Neenah and Menasha schools districts during fire prevention month in October. NMFR has installed in excess of 365 smoke detectors in single family residential homes throughout the cities and Neenah and Menasha at no cost to the residents or NMFR, as all of the smoke detectors have been donated to NMFR's smoke detector program. We provide educational presentations and information for elderly residential and health care facilities. We 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. Public education and fire prevention are both difficult to gain a true perspective of the quantifiable numbers of fires prevented and/or lives saved due to the information shared and lessons learned during the presentations. However, we are very confident that maintaining the outstanding level of service that we provide, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha.





2017 Accomplishments:

- Administrative personnel completed second phase of LEAN training with City of Neenah.
- Management Assistant participated in City of Neenah LEAN Project for expense reports.
- Hired and trained 3 new firefighters.
- Continuation of Auto-Aid with City of Appleton Fire Department.
- Water Rescue Team benefit that raised \$1,500.
- EOC tabletop exercise with Cities of Neenah and Menasha.
- Created, and implemented, new recruitment manual for new hires.
- Created, and implemented, new evaluation procedure for new/probationary firefighters.
- NMFR LEAN project with Safety Committee for Cancer awareness.
- Hosted Northeast Fire Chief Meeting.
- Active Shooter training with Neenah and Menasha Police Officers.
- Certified to administer aspirin.
- Continued the 2nd Annual Fire Officer Academy to assist with succession planning for the future.
- Continued the mentoring program for future Fire Officers.
- Secured alternative funding for our smoke alarm program.
- Implemented the new boat launch fee program as an alternate funding source for our Water Rescue service.
- Secured a cost sharing agreement with the Neenah Police Department for the training/burn building prop. Each Department will share this prop for future training activities.
- Completed the final phase for completion of our Strategic Plan.
- Put the new Engine 35 into service and sold the old reserve Pumper.
- Implemented a new supply ordering system within the Department which has created more efficiency.
- Continued the implementation of using our records management system (Firehouse) to record maintenance and expenditures for all vehicles and major equipment.
- Completion of a Mass Casualty Training exercise with Gold Cross Ambulance.
- Completed the transition of payroll to Executime and improving efficiency within the payroll process.
- Implemented goal setting and timeline for accomplishments.
- Made fire stations more visible to the community/citizens.
- Increased presence in both Communities (i.e. attendance at community events, patronize local businesses, etc.)

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2017/2018 Goals:

- Continue to improve communication with all City officials.
- Professional development of staff.
- Explore opportunities with neighboring communities for contracted services.
- Conduct a staffing study to have guidance for our staff and succession planning.
- Continue to review all processes within our Department and look for ways to improve efficiency.
- Conduct a facility needs assessment to review facility efficiencies or lack thereof.
- Review of our ISO rating
- Establish office hours for Admin Staff at Menasha City Hall
- Continuation of Strategic Planning
- Continue with Fire Officer Academy and Mentoring programs for succession planning
- Goal setting for Admin staff and Shift Commanders
- Continued communication with all city staff

Over the past year Chief Kloehn and Deputy Chief Voss have implemented many changes and continue to evaluate how Neenah-Menasha Fire Rescue operates as well as improvements and efficiencies to communications and effectiveness within our department.

After being part of our first budget process we made some major changes towards our budget to help make the process become more efficient. Our first goal was a success in that we combined some budget line items to have some consistency where items were taken from the budget. We also separated the “Water Rescue” budget into its own area to help control costs in training, equipment, overtime and education.

One of the other major changes we made within the 2017 budget was allowing committees and staff to operate their own section of the budget. After the budget was approved we broke down our budget to reflect such areas as training, prevention, SCBA’s, building maintenance, EMS, etc. These groups used meetings to work within the budget monies they were given to operate their specific area for 2017. These groups also have submitted requests on what they need to operate for 2018, which saves administration staff time on planning for all areas in 2018; we now have experts in a specific division doing that work. The goal was a type of succession planning for the future; staff will gain an understanding of the budget monies, the line items and the budget process.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Major Increases/Decreases in 2018 Operating Budget Request: Listed below are major increases/decrease \$1,000 and over. Increases/decreases less than \$1,000 are not listed below.

Salaries (0101): Increase of \$162,630 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$38,730. Additional funds are needed for training of personnel and to maintain staffing levels. In 2018, there is the possibility of 2 retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions.

Health Insurance (0110): Decrease of \$109,680 per the City of Neenah Finance Department.

Fringes (0111): Increase of \$36,410 per the City of Neenah Finance Department.

Schools/Seminars/Training (0115): Increase of \$2,890. Additional funds are needed for training of personnel. In the next 5-7 years, one-third of our department is eligible for retirement. Therefore, succession planning needs to begin immediately and this includes training of other staff members so we do not have all of the important knowledge of performing functions leave with the retiree.

License Renewal (0118): Increase of \$9,920 for required re-certification of EMT, EMR and CPR training. Training is bi-annual.

Maintenance of PPE/SCBA (0209): Decrease of \$3,000. Due to the FEMA grant award to replace our SCBA system in 2018 we will not need as much money for repairs/replacement of parts.

Maintenance of Joint Buildings (0214): Increase of \$1,000. Funds are used for small repairs at all four fire stations. Funds are also used to repair/replace station maintenance equipment such as lawnmowers, snow blowers, sidewalk salt, etc. for all four stations.

Maintenance of Software (0218): Increase of \$3,000, per the City of Neenah IS Department.

Outside Services (0236): Increase of \$4,200. Increase is due to contracted Dark Fiber charges for Stations 31 and 36.

Professional Services (0238): Increase of \$11,000. In 2017, the City of Neenah discontinued their HRA program for their health insurance plan. Their provider was used for our lab work to obtain their discounted pricing. We will no longer be able to obtain the City of Neenah's discounted pricing as we do not have enough staff members for a large quantity discount.

Neenah I/S Services (0255): Decrease of \$5,910, per the City of Neenah IS Department.

Neenah Human Resource Services (0257): Increase of \$4,000, per the City of Neenah Finance Department.

Public Relations (0262): Increase of \$1,940. Additional funds are needed due to the increased requests we receive for public education events in both cities and to be able to continue to maintain our public education programs in the elementary schools at the level we do. This budget is also used for resources/supplies that we use during major community events in both Cities. As we continue to work on achieving our goal, set by both Cities Mayors to be more visible in the public, additional monies are needed to be able to continue this goal.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Neenah-Menasha Fire Rescue Special Operations Team:

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

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

Major Increases (Decreases) in 2018 Budget Request:

Personal Protective Equipment (0348): Decrease of \$1,540.

**CITY OF NEENAH
2018 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

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

There are a number of components to our water/ice rescue service. In the past, these services have been separated and represented differently. It is our intent to provide all aspects of water and ice rescue services. These include surface rescue, ice rescue, swift water rescue, dive rescue and shore based rescue. Each of these components are important for a complete rescue service. In 2017’s budget, changes were made to put all of these services into one area within our budget. All of these services continue to be under one budget line item and you will find these in the “2479” area of our budget.

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

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

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

Major Increases/Decreases in 2018 Operating Budget Request: Listed below are major increases/decrease \$1,000 and over. Increases/decreases less than \$1,000 are not listed below.

The continued reductions in the water rescue budget are results of better budgeting, a transition from "building a capability" (dive) to maintaining our numerous capabilities and equipment. We face many different challenges providing a complete water rescue team. We are now equipped, trained and poised for the continuation of our very successful service.

Schools/Seminars & Training (0115): Decrease of \$1,500.

Maint. of PPE/SCBA (0209): Decrease of \$1,000.

Small Equipment: (0344): Decrease of \$1,000.

Personal Protective Equipment: (0348): Decrease of \$3,000. Dive suits were purchased in 2017. Remaining funds are used to replace items such as life jackets, gloves, etc. for all of our water rescue services.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	4,932,550	5,089,050	3,584,835	5,094,510	5,251,680	5,251,680	
0104	Overtime Wages	161,185	121,270	94,057	121,270	160,000	140,000	
0105	Reimbursement / Overtime	0	0	(1,404)	(1,410)	0	0	
0106	FLSA Overtime Wages	46,932	47,000	37,432	47,000	47,000	47,000	
0110	Health Insurance	899,765	906,830	649,068	800,470	797,150	797,150	
0111	Fringes	1,158,099	1,317,040	925,067	1,318,410	1,353,450	1,353,450	
0115	Schools/Seminars/Training	10,884	14,110	11,441	17,710	17,000	16,000	
0116	Test/Certification for Eq	1,336	6,000	4,304	6,000	6,000	6,000	
0117	Clothing Allowance	31,269	32,000	32,462	32,470	32,000	32,000	
0118	License Renewal	9,284	150	0	0	10,070	10,070	
0123	Auto Allowance	0	150	0	0	0	0	
0128	Empl Recognition Awards	726	880	600	880	650	650	
	Personal Services	7,252,030	7,534,480	5,337,862	7,437,310	7,675,000	7,654,000	119,520
0202	Outside Printing	620	800	25	800	800	800	
0203	Postage	338	660	182	330	660	660	
0204	Conferences & Meetings	1,386	1,500	823	1,500	2,000	2,000	
0206	Advertising & Publication	175	200	0	200	200	200	
0207	Dues & Memberships	1,031	1,740	894	900	1,400	1,400	
0209	Maintenance of PPE/SCBA	7,680	6,000	715	6,000	3,000	3,000	
0210	Maint of Computer Hardwre	1,232	1,300	1,272	1,280	500	500	
0211	Maint of Other Equipment	24	3,500	1,149	3,500	3,500	3,500	
0213	Maint of Motor Vehicles	37,773	35,000	20,431	35,000	35,000	32,500	
0214	Maint of Buildings	3,741	4,000	2,171	4,000	5,000	4,500	
0215	Maint of Radio Equipment	4,522	6,000	6,090	6,090	6,140	6,140	
0216	Maint of Operating Equip	6,165	3,000	2,557	3,000	3,100	3,100	
0218	Maint of software	7,470	9,000	8,374	8,380	12,000	12,000	
0221	Telephone	8,988	9,100	7,392	8,750	9,000	9,000	
0222	Electricity	50,505	52,000	30,875	45,570	48,000	48,000	
0223	Natural Gas	17,055	27,000	11,080	21,240	24,000	24,000	
0224	Water & Sewer	10,610	12,200	6,881	11,780	12,810	11,810	
0226	Storm Water	2,845	3,100	1,956	2,940	3,100	3,100	
0227	Cellular Telephone	3,722	4,320	2,832	4,320	4,320	4,320	
0232	Auditing Services	1,700	1,750	1,750	1,750	1,800	1,800	
0236	Outside Services	12,903	12,200	10,854	12,200	16,400	16,400	
0237	Pest Control	453	600	421	600	600	600	
0238	Professional Services	13,449	11,000	6,820	11,000	22,000	22,000	
0241	Tree Planting & Landscape	2,160	1,200	1,060	1,200	1,200	1,200	
0242	Permits	22	30	0	0	30	30	
0246	Liability Insurance	32,834	34,150	32,223	32,230	33,580	33,580	
0247	Auto/Physical Damage Ins	11,810	16,480	13,285	13,290	13,960	13,960	
0250	Maint of Training Tower	0	0	107	110	0	0	
0252	Rental of Equipment	414	350	207	310	350	350	
0254	Printer / Copies	3,089	3,200	1,340	3,200	2,970	2,970	
0255	Neenah City I/S Services	128,031	134,350	100,763	134,350	128,440	128,440	
0256	Neenah City Finance Ser.	22,850	23,310	17,475	23,310	23,800	23,800	
0257	Neenah City H/R Services	40,000	44,000	33,000	44,000	48,000	47,000	
0262	Public Relations/Services	4,175	5,060	2,824	6,000	7,000	5,500	
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	439,772	468,400	327,828	449,130	474,960	468,460	60

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	1,714	2,000	1,331	2,000	2,000	2,000	
0306	Cleaning/Janitor Supplies	12,156	12,000	9,505	12,000	12,000	12,000	
0308	Books and Periodicals	274	1,000	320	320	500	500	
0310	Gasoline & Oil	26,009	25,000	14,058	25,000	25,000	25,000	
0319	Safety Supplies	3,008	6,000	3,575	6,000	6,400	5,400	
0320	Small Tools	799	1,000	412	1,000	1,000	1,000	
0325	Consumable supplies	1,243	2,000	1,484	2,000	2,000	2,000	
0326	Photography Supplies	1,156	500	117	170	500	500	
0333	All Other Supplies	2,853	3,000	965	3,000	3,000	3,000	
0343	Small Program Packages	8	0	0	0	0	0	
0344	Small Equipment	7,798	6,170	1,533	6,170	7,000	6,500	
0347	Small Computer Hardware	716	600	445	450	620	620	
0348	Per Protective Equipment	38,083	40,084	8,426	40,000	40,000	40,000	
0350	Training Supplies	1,387	2,000	395	2,000	2,000	2,000	
	Supplies & Materials	97,204	101,354	42,566	100,110	102,020	100,520	(834)
	OPERATIONS	7,789,006	8,104,234	5,708,256	7,986,550	8,251,980	8,222,980	118,746
							Percent Budget Change	1.47%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	996	2,500	2,885	2,890	2,500	2,500	
8113	Communication Equipment	5,551	6,070	2,241	6,070	7,000	7,000	
8114	Computer Software Outlay	2,917	2,000	0	1,000	1,000	1,000	
8115	Computer Hardware Outlay	4,616	8,430	3,940	4,000	9,520	9,520	
8133	All Other Equipment	18,503	20,000	7,556	26,680	20,000	20,000	
8149	Household Purchases	4,974	5,000	3,545	5,000	7,000	6,000	
	Capital Outlay	37,557	44,000	20,167	45,640	47,020	46,020	2,020
	CAPITAL OUTLAY	37,557	44,000	20,167	45,640	47,020	46,020	2,020
FIRE OPERATIONS/CAPITAL OUTLAY		7,826,563	8,148,234	5,728,423	8,032,190	8,299,000	8,269,000	120,766
							Percent Budget Change	1.48%
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	17,268	7,130	4,893	7,130	7,130	7,130	
0105	Reimbursement / Overtime	(12,195)	0	(3,038)	(3,040)	0	0	
0111	Fringes	3,608	1,840	1,263	1,840	1,650	1,650	
	Personal Services	8,681	8,970	3,118	5,930	8,780	8,780	(190)
0216	Maint of Operating Equip	122	500	0	0	500	500	
	Contractual Services	122	500	0	0	500	500	0
0320	Small Tools	119	500	0	0	500	500	
0348	Per Protective Equipment	1,572	3,040	324	330	1,500	1,500	
0350	Training Supplies	15	500	0	0	500	500	
	Supplies & Materials	1,706	4,040	324	330	2,500	2,500	(1,540)
8133	All Other Equipment	796	500	0	0	500	500	
	Capital Outlay	796	500	0	0	500	500	0
REG SPEC OPER RESP TEAM		11,305	14,010	3,442	6,260	12,280	12,280	(1,730)
							Percent Budget Change	-12.35%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2018**

ACCOUNT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET	2017 YTD (9 MONTHS)	2017 ESTIMATE	2018 DEPT REQUEST	2018 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	500	0	0	500	500	
0206	Advertising & Publication	555	1,000	0	0	1,000	1,000	
0236	Outside Services	8,661	2,500	1,988	2,060	2,500	2,500	
0261	Misc Expenditures	682	500	0	500	500	500	
	Contractual Services	9,898	4,500	1,988	2,560	4,500	4,500	0
	JOINT FIRE COMMISSION	9,898	4,500	1,988	2,560	4,500	4,500	0
							Percent Budget Change	0.00%
SPECIAL RESERVES & ESCROW (2326-712)								
0101	Salaries	0	0	0	0	5,780	5,780	
0110	Health Insurance	0	34,130	0	0	75,000	50,000	
0111	Fringes	0	0	0	0	1,450	1,450	
	SPECIAL RESERVES & ESCROW	0	34,130	0	0	82,230	57,230	23,100
WATER RESCUE SERVICES (2479-712)								
0104	Overtime Wages	6,113	3,600	809	3,600	3,600	3,600	
0105	Reimbursement / Overtime	0	0	0	0	0	0	
0111	Fringes	1,526	1,240	279	1,240	840	840	
0115	Schools/Seminars/Training	1,347	4,000	204	4,000	2,500	2,500	
0118	License Renewal	0	0	0	0	0	0	
	Personal Services	8,986	8,840	1,292	8,840	6,940	6,940	(1,900)
0207	Dues & Memberships	305	0	0	0	0	0	
0209	Maintenance of PPE/SCBA	145	2,000	1,170	2,000	1,000	1,000	
0215	Maint of Radio Equipment	562	1,000	60	940	500	500	
0216	Maint of Operating Equip	2,671	1,500	25	200	1,000	1,000	
0261	Misc Expenditures	0	0	0	0	0	0	
	Contractual Services	3,683	4,500	1,255	3,140	2,500	2,500	(2,000)
0333	All Other Supplies	18	500	31	270	500	500	
0344	Small Equipment	0	2,000	463	1,000	1,000	1,000	
0348	Per Protective Equipment	1,210	3,500	1,698	3,500	500	500	
	Supplies & Materials	1,228	6,000	2,192	4,770	2,000	2,000	(4,000)
8113	Communication Equipment	0	600	250	250	1,000	1,000	
8133	All Other Equipment	0	1,650	0	1,650	1,650	1,650	
	Capital Outlay	0	2,250	250	1,900	2,650	2,650	400
	WATER RESCUE SERVICES	13,897	21,590	4,989	18,650	14,090	14,090	(7,500)
							Percent Budget Change	-34.74%
FIRE DEPARTMENT		7,861,663	8,222,464	5,738,842	8,059,660	8,412,100	8,357,100	134,636
							Percent Budget Change	1.64%
REVENUES								
	Boat Launch Fee	0	2,400	0	0	2,400	2,400	
	Interest on Investments	7,290	7,000	11,338	11,340	9,000	14,000	
	P-Card Rebate	3,208	3,500	3,092	3,100	3,000	3,000	
	Sale of Equipment	1,467	2,000	525	530	2,000	2,000	
	Consumable Supplies	0	500	0	500	500	500	
	Revenues	11,965	15,400	14,955	15,470	16,900	21,900	6,500
							Percent Budget Change	42.21%
NET FIRE DEPARTMENT		7,849,698	8,207,064	5,723,887	8,044,190	8,395,200	8,335,200	

**CITY OF NEENAH
2018 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>CAPITAL OUTLAY</u>			
8108	<u>Office Furniture & Equipment</u> To replace old office/living furniture as necessary for the four stations. This remains the same as the 2017 budget. Total projected cost \$2,500.	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Funds are used fund the annual MDC warranty, monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of \$930. Increase is needed for monthly cellular charge for the MDC's. Total projected cost is \$7,000.	\$7,000	\$7,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Decrease of \$1,000 per Neenah IS Department. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2017 upon failure or based on Neenah IS's recommendation and to fund the sequel server change over for Firehouse records management system. This project pushed back to 2018. Total projected cost \$9,520.	\$9,520	\$9,520
8133	<u>All Other Equipment</u> These funds are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment, Total projected cost \$20,000.	\$20,000	\$20,000
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 \$7,000.	\$7,000	\$7,000

**CITY OF NEENAH
REQUEST FOR 2018 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 2017	Current Estimate for 2017	Requested For 2018
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$94,460	\$94,460	\$95,120
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	83,950	86,660	87,060
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	82,860	82,860	83,170
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	72,160	72,360	73,380
Management Assistant	Grade H3	1.00	Grade H3	1.00	46,470	46,470	46,890
Fire Officers	74,339 - 76,209	15.00	77,352 - 78,126	15.00	1,195,470	1,188,640	1,237,060
Mechanics	71,954 - 76,209	4.00	74,871 - 78,126	4.00	313,280	311,800	324,390
Assistant Inspectors	70,550 - 72,324	6.00	73,409 - 74,143	6.00	450,860	450,860	466,660
Shift Commanders	77,120 - 79,060	3.00	80,246 - 81,048	3.00	248,590	246,750	256,900
Drivers	69,344 - 71,088	12.00	72,154 - 72,876	12.00	888,460	899,150	919,720
Fire Fighters	43,431 - 68,643	<u>23.00</u>	45,191 - 70,370	<u>23.00</u>	<u>1,546,120</u>	<u>1,527,000</u>	<u>1,573,020</u>
Subtotal		68.00		68.00	\$5,022,680	\$5,007,010	\$5,163,370
OTHER COMPENSATION							
Work in Other Classification	-		-		14,250	36,000	35,000
First Responders Pay	-		-		39,120	38,500	39,120
Accrued Wages	-		-		13,000	13,000	14,190
OVERTIME							
Operating Overtime	-		-		121,270	121,270	160,000
Special OPER Overtime	-		-		7,130	7,130	7,130
Water Rescue Services	-		-		3,600	3,600	3,600
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	\$5,268,050	\$5,273,510	\$5,469,410

**Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/16**

Item No.	Formula Item	Total	Proportionate Share	20% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	26,050	59.72%	0.25	0.1493	
	* Population-Menasha	17,573	40.28%	0.25		0.1007
	Population as of 1/1/16	43,623	100.00%			
2.	* Equalized Value (w/TIF)-Neenah	1,991,660,100	64.61%	0.25	0.1615	
	* Equalized Value (w/TIF)-Menasha	1,091,001,800	35.39%	0.25		0.0885
	Equalized Value as of 1/1/16	3,082,661,900	100.00%			
3.	* Service Calls-Neenah	1,563	58.61%	0.25	0.1465	
	* Service Calls-Menasha	1,104	41.39%	0.25		0.1035
	Service Calls during 2016	2,667	100.00%			
4.	* Square Miles-Neenah	9.60	55.30%	0.25	0.1382	
	* Square Miles-Menasha	7.76	44.70%	0.25		0.1118
	Square Miles as of 12/31/16	17.36	100.00%			
Total Weighted Factors					0.5956	0.4044
Total Proposed Cost Distribution Formula - 2016 Factor for 2018 Budget					59.56%	40.44%
Previous Year Cost Distribution Formula					59.29%	40.71%
Increase (decrease) from previous year					0.27%	-0.27%

a Menasha - Equalized Value

Equalized Value	1,051,001,800
UW-Fox Valley	40,000,000
	1,091,001,800

b Menasha service calls include 99 automatic aid calls by NMFR into the City of Appleton. 13 mutual aid calls to other jurisdictions were split as follows: 8-Neenah/5-Menasha. City of Appleton made 132 calls into the City of Menasha.

c Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2016.