



2019 Operating and Capital Improvements Budget City of Neenah, Wisconsin





Office of the Mayor

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DEAN R. KAUFERT

Mayor

October 19, 2018

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 fifth budget, the 2019 Operating and Capital Improvement Budget. Once again we continue to be faced with numerous challenges due to levy limits imposed by the state, zero increases in shared revenue aid and a slight decrease in general transportation dollars, I'm very proud to provide a document that will provide outstanding quality services to our residents.

I'm certain of one thing -- it doesn't seem to get any easier. The levy limits severely restrict our ability to add additional employees or programming due to fixed costs increasing yearly. Our total allowable general fund levy increase is \$138,955. We provide services to our residents which translate into employee total costs of approximately 75% or more of our entire budget.

Even with these challenges the budget will continue to provide a path to maintain our fiscal discipline, while providing a great quality of living for our residents. We will strive to continue to make sound decisions with spending while laying the groundwork for economic development within our community. We are fortunate to have numerous new buildings and construction projects going on which creates new tax base and more jobs for our citizens. I have often said that our ability to increase revenues is dependent on growing our value so we can further invest in programs and initiatives that will help our tax base. Our market value of the community as determined by the state has grown. This year our equalized value growth as determined by the state was 5.46 %.

As I craft this document the following principles continue to guide me:

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

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

Regarding the operating budget, our department heads identified needs of just over \$25.3 million for 2019. I'm recommending a reduction from the requests of almost \$300,000 leaving a final expenditure budget of just over \$25 million which is supported by a tax levy of \$13,668,260. Including debt service, the proposed levy (subject to levy limit) is just over \$17.1 million dollars, an increase of just over \$379,000 or 2.25 %.

Based on new growth, our allowable levy limit increase for 2019 is 1.39 % which equates to \$138,955. This budget uses slightly less of our allowable levy limit to support the 2019 city operations.

My goal for 2019 was to maintain a tax rate that is basically flat for our taxpayers. As proposed, the final estimated assessed tax rate (pending final assessed value numbers) for property owners will go up by 1.50 %. That translates to an increase in property taxes for city purposes of .14 cents 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 \$21. Keep in mind that changes to the estimated final assessed value numbers could change these amounts slightly either up or down.

The city 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 flat again this year.

We have received our notice from our health care provider that we can expect a 3.8% increase amounting to an \$80,000 increase over last year's expenditure. We will be moving to a new insurer, Robin Health which is a collaboration with Bellin and ThedaCare. This plan will provide flexibility to our employees for treatment as they will be able to choose any of the three options which include the major providers including ThedaCare, Ascension and Aurora. Our Health Care Clinic for employees continues to see increases in utilization and helps keep costs down. We will soon announce new partnerships with public and private entities to further lower our costs of operating the clinic. Our HR Director has done an excellent job in controlling these costs.

Fees remain relatively unchanged and we continue to monitor them to insure we remain competitive and recoup our costs for certain services not provided to all residents. Revenues from permits and fines continue to be stable, state shared revenue is constant and interest income is minimal. While unemployment is low, the economy and job opportunities are excellent, keeping taxes and fee increases to a minimum in this environment needs to continue.

As hard as I tried, the goal of paying off more debt than we propose each year was not attainable. The purchase of over \$2.2 million in refuse trucks and trash cans for our new automated garbage collection system that was approved by Council and is already underway made that difficult. In the end I have proposed borrowing \$8,834,950 while retiring \$8,188,458 of old debt. The original request from departments was over \$9.7 million dollars. I lowered that by \$870,000. Keeping up with maintenance of roads, buildings, equipment and infrastructure is important. Just continuing

to defer these costs always ends up costing more down the road. Other local units of government have seen this issue come up recently.

The good news is that at the end of 2018 our debt load as a percent of the statutory limit will be 44.2%, this is down from 51.8% when I was first elected Mayor. Our total debt including Storm Water Revenue and CDA Lease Revenue Bonds has decreased from 76.8% down to 61.6% in the same time frame.

Any corporation or organization knows that adding new employees is always difficult because of the cumulative impact of dollars to the base which continue to grow from year to year. I received four requests for new positions in this budget, all of them very well documented for need by the departments. In the end I am recommending only one new position that will begin in October 2019 and that is for the Police Department Civilian Evidence Technician. We have made great strides with our GIS upgrades and we must seriously look at growing that department to benefit staff and residents. We recently added an Assistant City Attorney due to the high volume of work that we need done because of our many projects throughout the city. I am asking that we revisit this next year and continue with the structure in place currently for administrative services.

Each year I stress the importance of Economic Development opportunities for growth within the city. I have included dollars in TIF 10 budget to explore and begin the process of looking at a new parking ramp somewhere to help our parking needs. In addition, money is allocated in TIF 9 to complete the purchase of the junk yard property on the south end of town along Highway 41. This will be a desirable redevelopment site in the future.

We are on the cusp of a couple of large projects by private developers that will pay huge dividends in the future. As these projects get closer we will be bringing them to the Council. Being prepared puts us in a better position to act in a timely manner. One such project is \$100,000 for a highly valued public/private partnership in the downtown area. This will meet our objectives of an increment valuation increase of over \$4 million dollars and a possible new public gathering facility that will have a regional attraction that will bring more visits to the downtown area.

Our commitment to our park system is evident. The dollars are allocated to do the final Phase 3/4 of the Washington Park Renovation, continue planning for future Arrowhead Park opportunities and improve recreational opportunities.

We take pride in our public safety departments, notably police and fire services. When our citizens need emergency services they can be sure that our employees are professional and committed to protecting property and saving lives. Our new Police Chief is continuing to improve the operations and making great strides in molding professional and highly dedicated officers that provide safety and security. Our N-M Fire Rescue is responding daily for EMS Services and protecting our homes and businesses. The management has done a good job of stabilizing the overtime budget and finding new ways to train daily. The budget also provides additional training dollars that are essential to ensuring the highest qualified personnel are in these positions.

We need to continue to be aggressive in our road improvement schedule. By delaying a project, the cost will continue to climb. Road construction is never pretty and the best comment is when it is done everyone is usually pleased. The days of residents receiving street assessments on average

of \$5,000 to \$7,000 per household must end and under the new proposed Transportation Assessment Replacement Fund this budget will make that happen assuming the Council will act positively on the proposal. The total dollars collected will be very similar to the current assessment amounts collected thus have virtually no financial impact on our budgeting. However the impact on the families that will no longer have to pay the yearly tax bill along with a five-year installment for the assessment will be over. By having every residential property pay this fee proposed to be approximately \$20-\$22 per year we will eliminate virtually all the assessments excluding any water related charges, which we will still continue to look at ways to eliminate in the future. We will also be bringing forth a proposal to eliminate the sanitary sewer and storm water assessment charges for street reconstruction. The Council is scheduled to act on this proposal before the budget process is over. I ask for your support on this.

Technology and IS services continue to allow for new exciting opportunities with smart technology on the horizon. GIS services within an organization improve customer and staff ability to improve and plan.

Our staff has really run with the LEAN concept to find ways to be more efficient in processes throughout our work areas. This will continue in 2019 with more people taking on larger roles to facilitate taking a look at current processes to improve services.

The budget provides for an average 2.25 % wage increase depending upon employee performance reviews. A salary plan review has just been completed by an outside consultant. Having a salary structure that is competitive with our neighboring peers is essential in order to retain a quality workforce.

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

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

Respectfully Submitted,



Dean R. Kaufert
Mayor

City of Neenah Wisconsin

2019

Operating and Capital Improvements Budget

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

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

CITY OF NEENAH
2019 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

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CITY OF NEENAH
2019 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
2018 – 2019**

MAYOR

Dean R. Kaufert

PRESIDENT OF THE COUNCIL

Todd Stevenson

COUNCIL MEMBERS

Aldermanic District 1:	Cari Lendrum
Aldermanic District 1:	Danae Steele
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

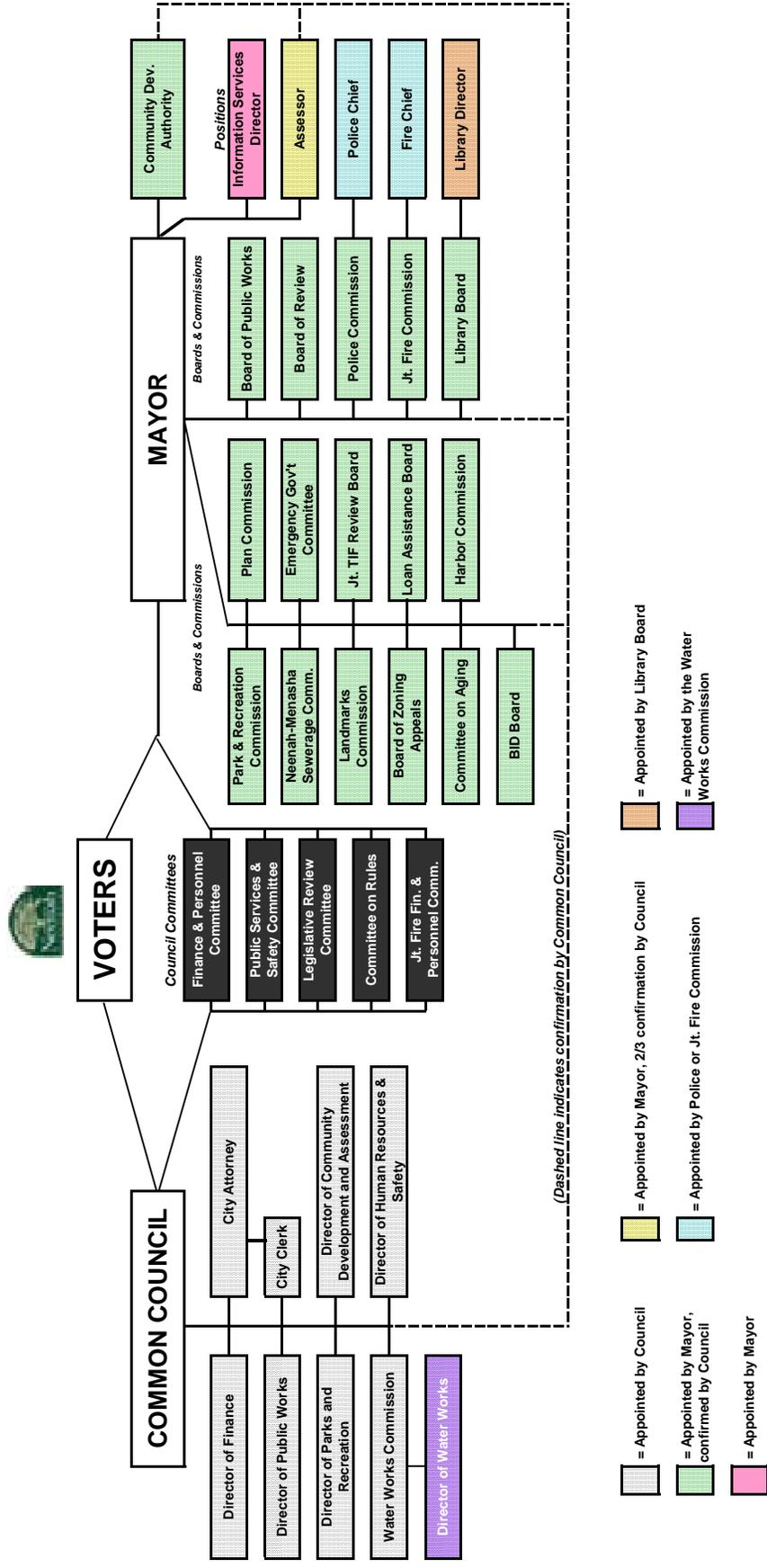
Director of Finance	Michael K. Easker
City Attorney	James G. Godlewski
City Clerk	Patricia A. Sturn
Director of Human Resources and Safety	Heather C. Barber
Police Chief	Aaron Olson
Fire Chief	Kevin Kloehn
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment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

STANDING FINANCE AND PERSONNEL COMMITTEE

Aldersperson Tami Erickson (Chairman)
Aldersperson Kathie Boyette (Vice Chairman)
Aldersperson Danae Steele
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, 2/3 confirmation by Council
- = Appointed by Mayor, confirmed by Council
- = Appointed by Mayor
- = Appointed by Library Board
- = Appointed by the Water Works Commission
- = Appointed by Police or Jt. Fire Commission

**CITY OF NEENAH
2019 EXECUTIVE BUDGET
MAYOR RECOMMENDED**

FUND	**W/O Final Assessed Value**			**With Final Assessed Value**	
	2018 Tax Levy/Rate Adopted	2019 Tax Levy/Rate Recommended	% Increase (Decrease)	2019 Tax Levy/Rate Recommended	% Increase (Decrease)
General Fund Tax Levy	\$13,419,260	\$13,668,260	1.86%	\$13,668,260	1.86%
Operating Tax Levy	\$13,419,260	\$13,668,260	1.86%	\$13,668,260	1.86%
Debt Service Fund Tax Levy (2015)	3,210,000	3,210,000	n/a	3,210,000	n/a
Tax Levy Subject To Levy Limit	\$16,629,260	\$16,878,260	1.50%	\$16,878,260	1.50%
Debt Service Fund-2016-18 Levy Increase	180,000	180,000	n/a	180,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	\$16,809,260	\$17,058,260	1.48%	\$17,058,260	1.48%
Debt Service Fund - 2019 Levy Increase	0	130,000	n/a	(105,000)	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	\$16,809,260	\$17,188,260	2.25%	\$16,953,260	0.86%
City Property Assessed Value	1,964,662,341	1,988,695,890 (estimated)	1.22%	1,961,268,600 (final)	-0.17%
Assessed Tax Rate (Before TIF)	\$8.5558	\$8.6430	1.02%	\$8.6440	1.03%
City Property Equalized Value	2,095,284,800	2,209,662,100	5.46%	2,209,662,100	5.46%
Equalized Tax Rate (Before TIF)	\$8.0224	\$7.7787	-3.04%	\$7.6723	-4.36%
T.I.F. Districts Tax Levy	1,838,244	1,969,702	7.15%	1,941,761	5.63%
Total Tax Levy (After TIF)	\$18,647,504	\$ 19,157,962	2.74%	\$ 18,895,021	1.33%
Assessed Tax Rate (After TIF)	\$9.4915	\$9.6334	1.50%	\$9.6341	1.50%
Equalized Tax Rate (After TIF)	\$8.8997	\$8.6701	-2.58%	\$8.5511	-3.92%

NOTE: * Budget Year 2019 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 \$150,000 used to reduce the 2018 Budget Year Levy.

* Tax Levy amount includes a Prior Year Levy Limit Carry Forward of \$59,000

* Tax Levy amount includes a Joint Fire/Rescue Levy Limit Exemption of \$60,000

* Tax Levy amount is \$8,955 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 \$3,285,000

2019 GENERAL FUND BUDGET

Requested Expenditures	\$25,360,340
Requested Revenue - includes previous year's tax levy amount	24,521,550
Budget Deficit based upon Requests	\$838,790

Expenditure Restraint Program (ERP)	
2018 General Fund Adopted	
Expenditure Budget	\$24,610,870
Estimated 2019 ERP Limit-3.25%	1.0325
2019 Gen. Fund Expenditure Limit	25,410,723
2019 Department Requested Expenditures	25,360,340
Expenditure Reductions Needed to Qualify for 2019 ERP Program	
	n/a
Expenditure Decreases Recommended by Mayor	
	(299,790)
Expenditure Decreases Recommended in Excess of Amount Needed to Qualify for 2019 ERP Program	
	n/a

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

* Total General Fund Expenditure Recommended Increases (Decreases)	(299,790)
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* Specific details are listed in the Mayor's comments that follow and on the individual budget summary pages.

Increases (Decreases) to Revenue Requested

1). Property Tax Levy Increase - Levy Limit \$130,000

Mayor's Comments:

Per levy limit restrictions based upon net new construction, the City maximum levy increase for its operating budget is limited to \$231,812. However, the State of Wisconsin is reducing the maximum levy increase by the first time payment the City is receiving from the State for Personal Property Tax Aid. That amount is \$92,857, leaving the City with a net allowable increase of \$138,955. I am recommending a tax levy increase of \$130,000, which is \$8,955 less than the maximum amount allowed. That amount would then be available for levy limit carryforward to future years.

2). Property Tax Levy Increase - Levy Limit Carry Forward \$59,000

Mayor's Comments:

Per levy limit law, the City may carry forward unused levy limit from previous years for the current year budget. The City currently has \$59,316 available in previous year's unused levy limit. I am proposing to use \$59,000 of those funds as part of the proposed tax levy to balance the 2019 operating budget.

3). Property Tax Levy Increase - Fire/Rescue Levy Limit Exemption \$60,000

Mayor's Comments:

Per levy limit law, any municipality with a joint Fire Department is able to exempt from the levy limit the portion of their municipality's increase in fire service cost up to the amount of increase in the City's share of Fire/Rescue services. For 2019, the amount the City could exempt is approximately \$63,400. I am recommending a Joint Fire/Rescue levy limit exemption of \$60,000 for 2019.

4). Library Operating Carryforward \$40,000

Mayor's Comments:

State law mandates that all accumulated unspent funds that were appropriated for Library use in previous years must be specifically identified and used only for future Library purposes. Those available carry forward funds total \$70,000 as of 12/31/17. I am recommending that \$40,000 of those carry forward funds be used to offset expenditures in the 2019 Library operating budget.

5). Transfer from Benefit Accrual Fund \$100,000

Mayor's Comments:

As part of the City's budget philosophy, the City continues to budget an annual structural surplus when funding the cost of employee health insurance. The structural surplus is in place to financially accommodate employee health insurance choices on a year-to-year basis. The annual surpluses have allowed the City to accumulate an estimated total surplus of \$1.5 million as of 12/31/18, with \$2 million estimated by the end of 2019. As such, I am proposing to tap \$100,000 of this accumulating surplus to offset proposed budgeted expenditures in 2019.

6). General Fund Unassigned Reserves \$150,000

Mayor's Comments:

The City ended fiscal year 2017 with a General Fund undesignated fund balance of \$3,978,169 and a total fund balance of \$4,389,996. Current estimates for 2018 indicate the City would end the year with a deficit of \$176,150 after the application of both assigned and unassigned fund balance. I am recommending the use of \$150,000 of Unassigned General Fund fund balance as part of the proposed 2019 General Fund budget, the same amount of unassigned fund balance applied as 2018.

Total General Fund Revenue Increases (Decreases) Recommended	539,000
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Recommended General Fund Budget Deficit	\$0
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Mayor's Recommended Expenditure Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council

No changes recommended

Mayor

No changes recommended

Finance/Risk Management

No changes recommended

Legal and Administrative Services

(23,030)

Mayor's Comments:

Remove funding the new position of Part-Time Administration Assistant (\$23,030 reduction).

Within this department, the administrative functions currently are divided among the entire staff to serve both the Mayor's and City Clerks' office. Throughout the year, and especially at election time, the City Attorney has indicated that it is becoming more and more difficult to meet the needs of the legal function within the department. He has requested this new position to meet those needs. Since we just transitioned the Paralegal position to the position of Assistant City Attorney in recent months, I would like to continue under the existing staffing model at this time. I will continue to monitor the situation and report to the Common Council at a later date and time.

Human Resources & Safety

No changes recommended

Municipal Building

No changes recommended

Police

(66,320)

I am recommending the following changes:

1). Reduce funding for new Evidence Technician position (\$43,320 reduction).

The requirements on the department to securely and properly preserve evidence, as well as the great need to protect the safety of employees handling materials that could have contaminants or drug substances, have lead me to look for ways to fund this position, which has an annual cost of \$57,760. As such, I am recommending the position be added effective October 1 to lessen the 2019 financial impact as well as allowing time for the completion of improvements to the evidence room.

2). Reduce overall funding for department operations through Executive Adjustment (\$23,000 reduction).

Joint Fire/Rescue

(44,640)

Mayor's Comments:

City of Neenah 59.53% share of net total of \$75,000 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include overtime, training, utilities, public education and PPE. A revenue increase is also projected for the sale of a used engine. Specific details of the changes can be found in the full Neenah Menasha Joint Fire/Rescue line item budget.

Public Works

(30,000)

Mayor's Comments:

I am recommending a \$30,000 Mayor's Executive Adjustment to assist in balancing the 2019 budget.

Park & Recreation

Mayor's Comments:

My request for the department to lower the net levy increase impact for operations and programs by approximately \$60,000 has been met and is already reflected in the departmental budget request. No additional changes recommended.

Celebrations/Commemorations

(2,500)

Mayor's Comments:

I am recommending a \$2,500 reduction to the \$5,000 increase requested to fund the 4th of July fireworks display.

Community Development & Assessment

(10,000)

Mass Transit Net Cost

Mayor's Comments:

Reduce Neenah Share net increase from 14% to 3%.

Mayor's Recommended Expenditure Budget Adjustments

General Fund (con't)

Library (23,000)

Mayor's Comments:

I am recommending the following changes:

- 1). Reduce increase in funding for Electronic Materials from \$12,000 (a 43% increase) to \$2,000 (a 7% increase) (\$10,000 reduction).
- 2). Move funding for Library furniture from General Fund (levy funded) to Capital Projects (debt funded) (\$13,000 reduction).

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). Information Systems (88,800)

Reduce line item charges to account for the elimination of funding for the GIS technician and Administrative Ass't positions.

2). Electricity (8,700)

Reduce line items by 1%.

3). Natural Gas (800)

Reduce line items by 1%.

4). Gas & Oil (2,000)

Reduce line items by 1%.

Total General Fund Expenditure

Increases (Decreases) (299,790)

Total Budget Adjustments Recommended

to Balance 2019 General Fund Budget \$838,790

Budget Adjustments Recommended - Other Funds

Information Systems Fund (88,800)

Geographic Information Systems

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician (\$63,300 reduction).

While progress has been made, we continue to be well behind our neighboring communities in GIS capabilities, in part due to the limited amount of staff devoted to this program. The use of GIS through smart technology and other enhancements have a number of ways to potentially improve services for both citizens and staff. However, budget constraints continue to make it difficult to add new positions. I recommend that we use or modify the existing GIS internal work group to take a comprehensive look at our GIS needs and capabilities to then formulate recommendations to the Mayor and Common Council for review to determine the potential of new GIS positions for 2020 and beyond.

Operations

Mayor's Comments:

Eliminate funding for requested new position of Part-Time Administrative Assistant (\$25,500 reduction).

To justify this request, Director Wenninger provided documentation comparing I/S staffing to that in other communities. The documentation described the limitations of the existing staff size to provide services in addition to annual database maintenance and the number of projects requested by City departments. Unfortunately, budget constraints will not allow me to fund the new position in 2019. I will be looking for further guidance from the internal work group described above with regard to staffing issues within the I/S department.

**CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2010-2019**

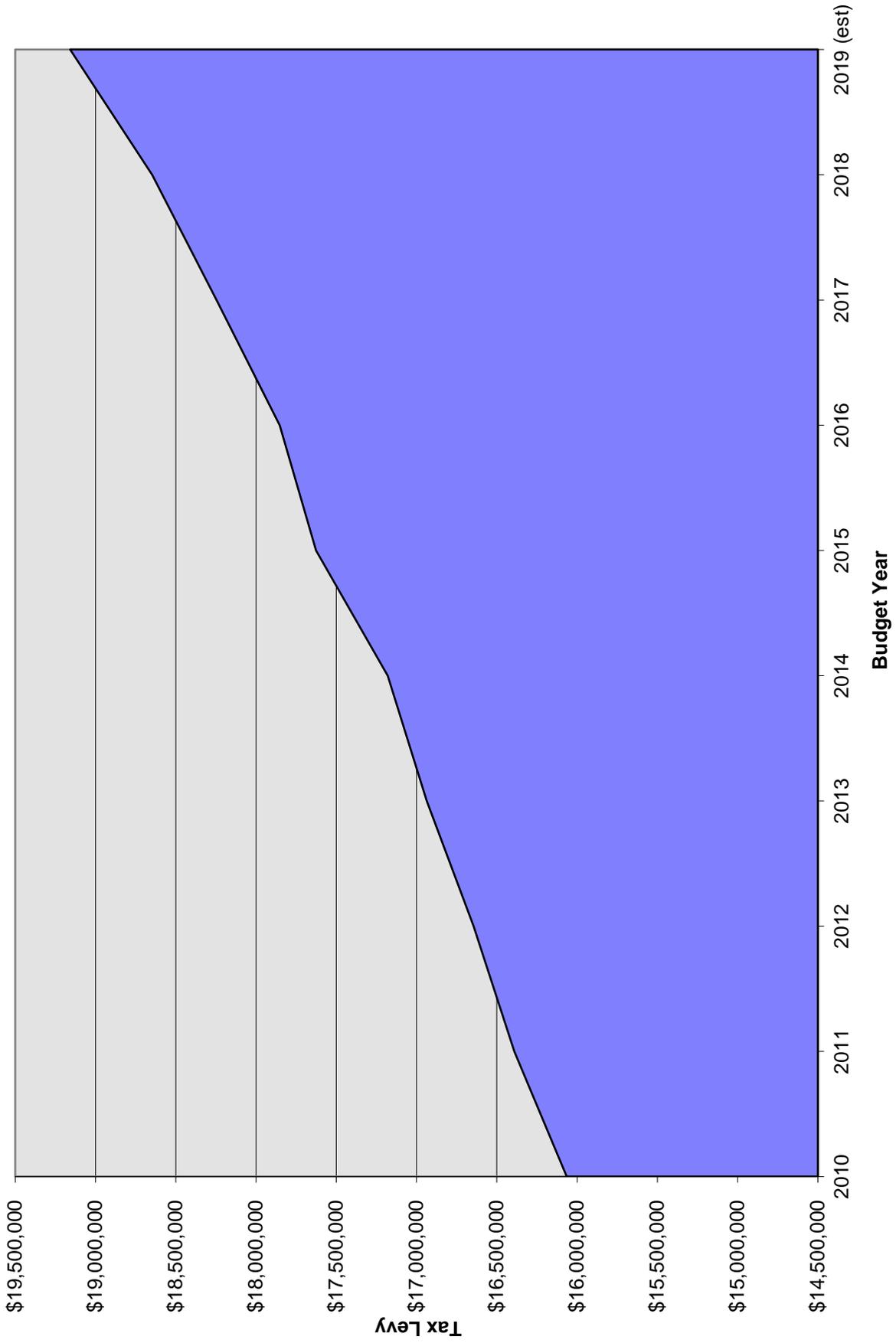
Tax Levy and Tax Rates						
Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2010	16,064,696	n/a	8.47		8.11	
2011	16,391,111	2.03%	8.52	0.59%	8.54	5.30%
2012	16,644,846	1.55%	8.97	5.28%	8.68	1.64%
2013	16,936,628	1.75%	9.09	1.34%	9.20	5.99%
2014	17,179,057	1.43%	9.04	-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	18,647,504	2.20%	9.49	1.71%	8.90	-2.84%
2019 (est)	19,157,962	2.74%	9.63	1.48%	8.67	-2.58%
Average		1.98%		1.45%		0.79%

Assessed and Equalized Property Values					
Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2010	1,896,663,157		1,981,348,900		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	1,964,662,341	0.44%	2,095,284,800	5.20%	93.77%
2019 (est)	1,988,695,890	1.22%	2,209,662,100	5.46%	90.00%
Average		0.54%		1.27%	

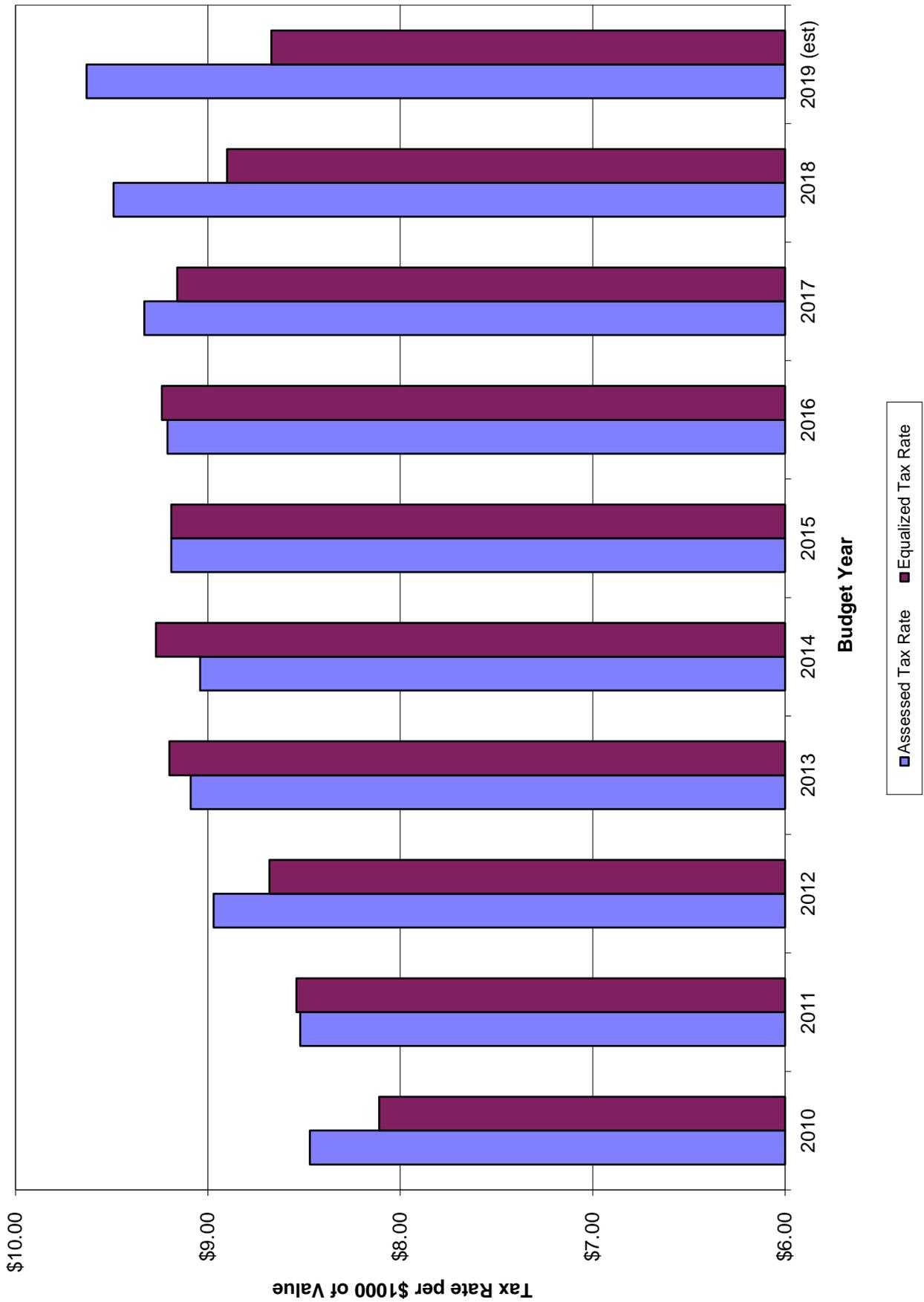
**CITY OF NEENAH
2019 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT**

<u>Operating Budget Levy Limit Calculation</u>	<u>Tax Levy</u>	<u>%</u>
<i>2019 Budget Operating Levy Subject to Levy Limit</i>		
2017 payable 2018 allowable levy (excluding 2018 unused capacity)	\$16,809,262	
Less: 2018 Budget Levy - Debt Service on debt authorized after 7/1/05	(180,000)	
Total 2018 Budget Operating Levy Subject to Levy Limit	16,629,262	\$16,629,262
Allowable Budget Levy % Increase for 2019	1.394%	
2019 Budget Operating Levy Increase Allowed Under Levy Limit Before PP Tax Aid	231,812	
Less: 2019 Personal Property Tax Aid	(92,858)	
2019 Budget Operating Levy Increase Allowed Under Levy Limit After PP Tax Aid	138,954	
2019 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,768,216	0.84%
* Amount Used from Previous Year's Unused Levy Limit	59,000	
2019 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,827,216	1.19%
2019 Budget Total Operating Levy - Mayor Recommended (Before Adjustments)	16,818,260	1.14%
2019 Budget Total Operating Levy Recommended Below Levy Limit (Before Adjustments)	8,956	
<u>Adjustments to Levy Limit - Current Year</u>		
2019 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	16,827,216	
<i>Adjustments</i>		
2019 Budget Levy - For increase in charges assessed by a joint fire department	60,000	
Cumulative Net Levy Increase for Debt Service for Debt Authorized After July 1, 2005.	310,000	
2019 Budget Total Operating Levy Allowed Under Levy Limit (After Adjustments)	\$17,197,216	
2019 Budget Total Operating Levy Recommended Under Levy Limit (After Adjustments)	17,188,260	
2019 Budget Total Operating Levy Recommended Below Levy Limit (After Adjustments)	\$8,956	
<hr/>		
* <u>Previous Year's Unused Levy Limit Adjustment</u>		
Previous Year's Allowable Levy	\$16,868,578	
Previous Year's Actual Levy	16,809,262	
Previous Year's Unused Levy Limit	59,316	
Previous Year's Actual Levy	16,809,262	x 1.50%
		252,139
Allowable Operating Levy Limit Unused Levy (lesser of lines above)	59,316	
Mayor's Recommended Use of Unused Levy Limit	59,000	
Allowable Previous Year Unused Levy Limit Still Available	316	
2019 Budget Total Operating Levy Recommended Below Levy Limit	8,956	
Total Unused Levy Limit Available for Future Years	\$9,272	

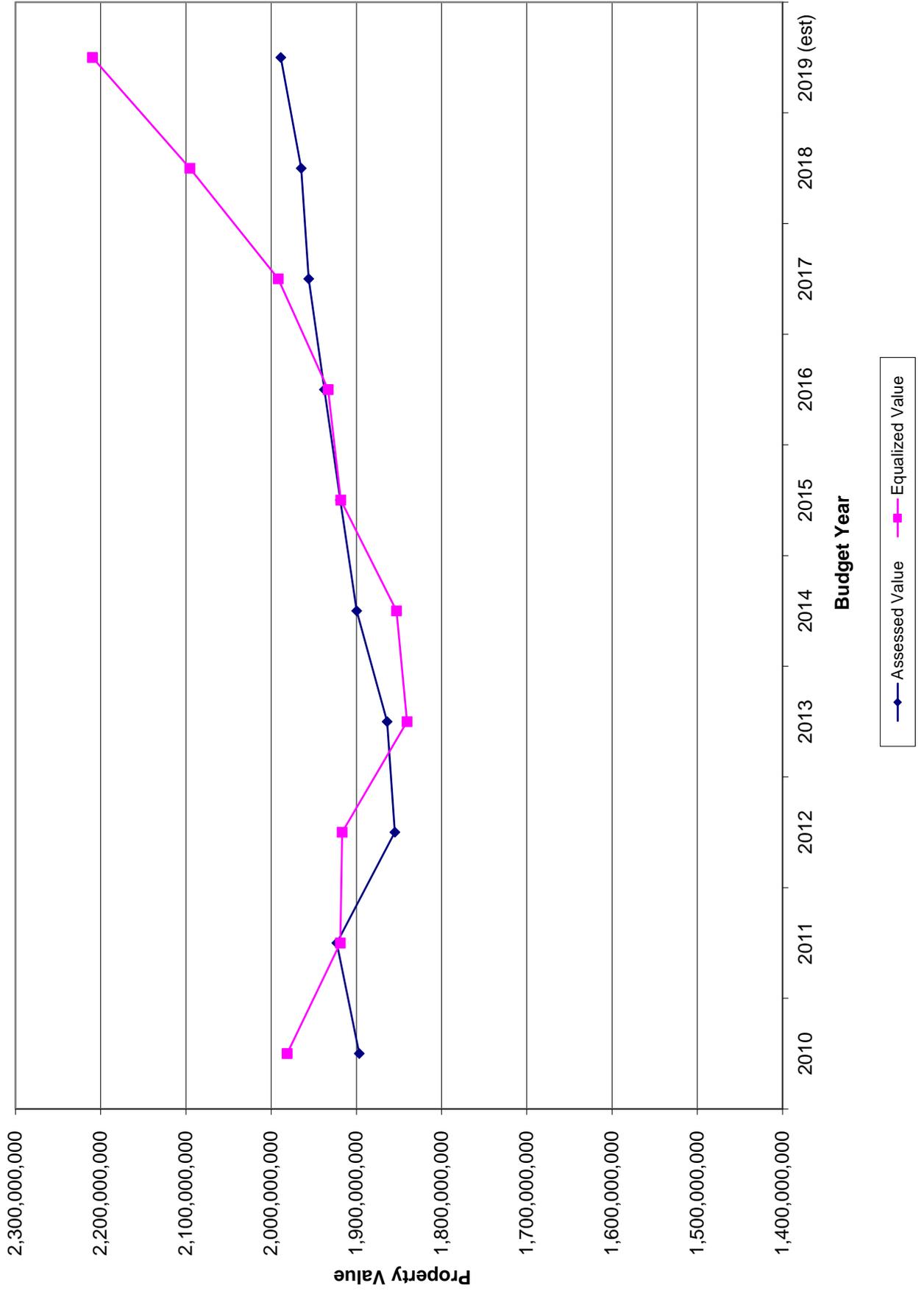
**CITY OF NEEENAH
Total Annual Tax Levy
Budget Years 2010-2019**



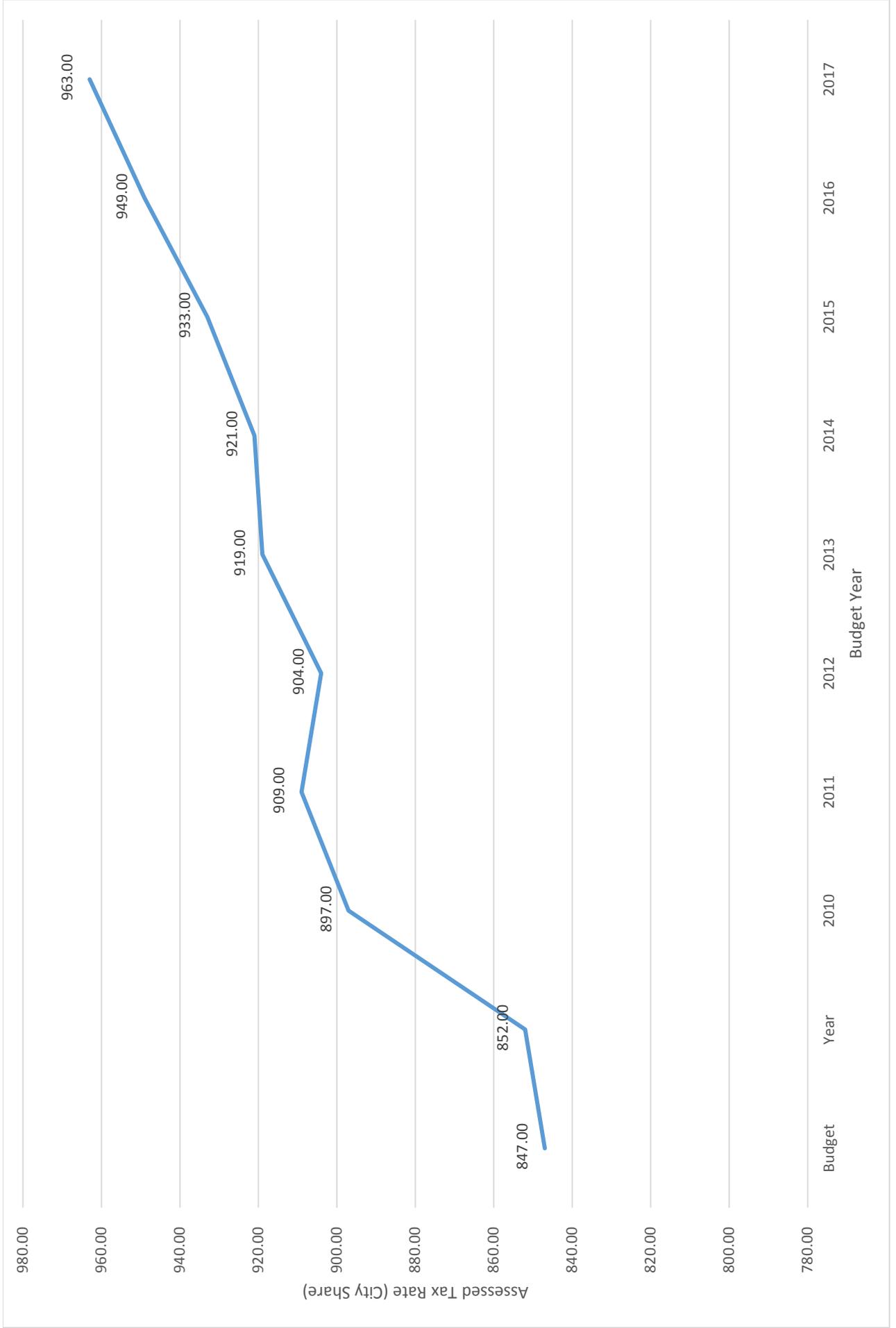
CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2010-2019



CITY OF NEENAH
Comparison of Assessed and Equalized Values
Budget Years 2010-2019



**CITY OF NEENAH
Property Taxes on \$100,000 of Assessed Value
Budget Years 2010-2019**

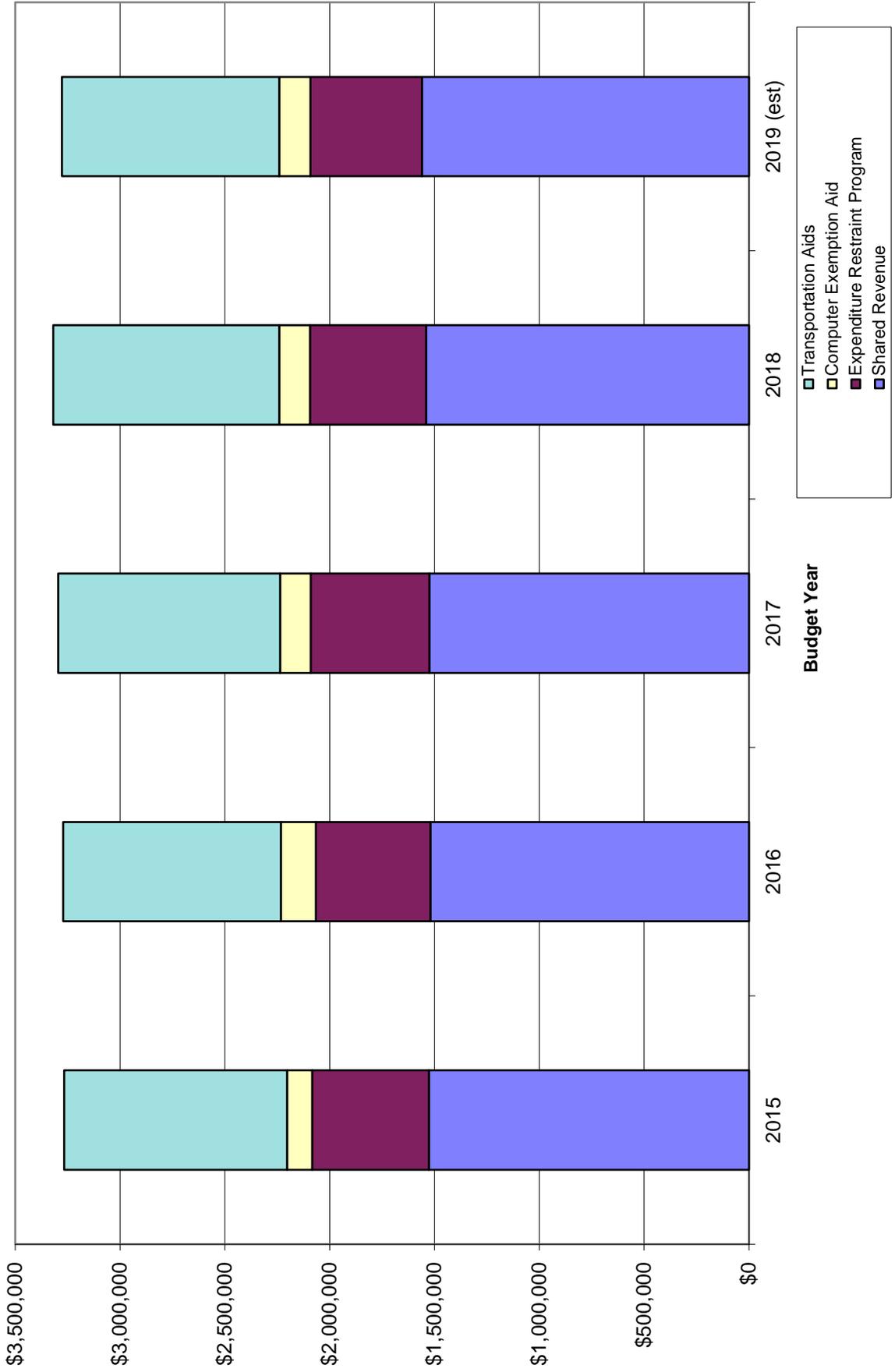


CITY OF NEEHAH
SCHEDULE OF ALL STATE AID PAYMENTS
2015-2019

	2015	2016	2017	2018	2019 (est)	Five-Year \$ Increase (Decrease)	Five-Year % Increase (Decrease)
State Shared Revenue	\$ 1,526,830	\$ 1,520,500	\$ 1,524,360	\$ 1,540,150	\$ 1,560,590	33,760	2.21%
Expenditure Restraint Program	556,250	544,830	566,880	553,680	530,670	(25,580)	-4.60%
Computer Exemption Aid	120,280	167,110	144,880	147,020	150,000	29,720	24.71%
Transportation Aids	1,062,870	1,038,930	1,058,480	1,078,260	1,036,080	(26,790)	-2.52%
Total State Aid Payments	\$ 3,266,230	\$ 3,271,370	\$ 3,294,600	\$ 3,319,110	\$ 3,277,340	\$ 11,110	0.34%

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

CITY OF NEENAH
Schedule of All State Aid Payments
2015-2019



**CITY OF NEENAH
2019 RECOMMENDED BUDGET
ALL FUNDS SUMMARY**

OPERATIONS/UTILITIES

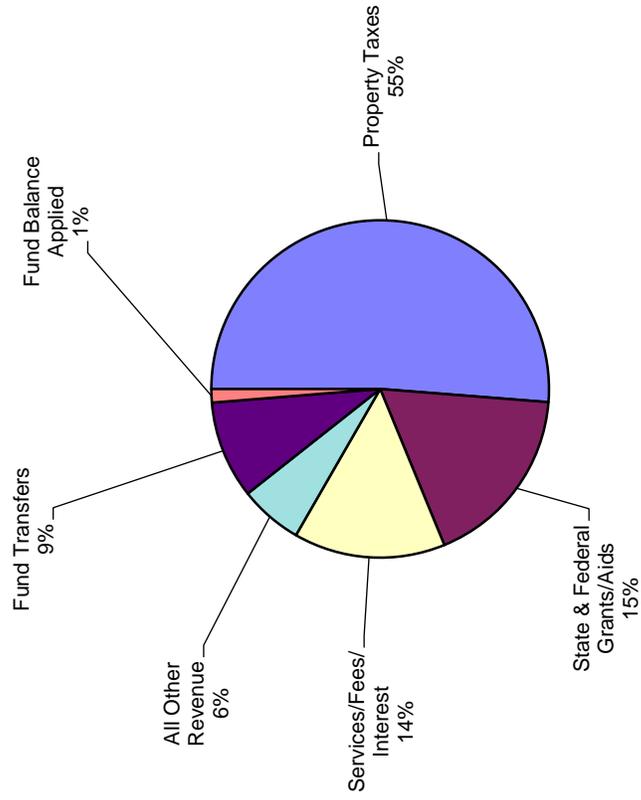
<u>Funds</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>	<u>Budget Change</u>
<u>General Fund</u>						
Total Expenditures	\$ 23,614,880	\$ 24,734,083	\$ 24,726,430	\$ 25,360,340	\$ 25,060,550	1.32%
<u>Special Revenue Funds (Excluding TIF Special Revenue)</u>						
Total Expenditures	957,273	1,495,810	1,580,300	1,259,220	1,259,220	-15.82%
<u>Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)</u>						
Total Expenditures	9,591,012	10,126,374	10,126,374	10,048,440	10,048,440	-0.77%
<u>Capital Project Funds (Excluding Utilities and Internal Transfers)</u>						
Total Expenditures	6,506,839	7,767,300	7,767,300	8,775,950	7,965,950	2.56%
<u>Enterprise Funds (Including Capital/Depreciation - Excluding Sanitary/Storm Debt Service)</u>						
Total Expenses	14,081,026	15,203,204	14,718,100	1,523,860	15,213,600	0.07%
<u>Trust Funds</u>						
Total Expenditures	25,381	18,500	23,000	23,500	23,500	27.03%
<u>All Operations/Utilities</u>						
Total Expenditures	\$ 54,776,411	\$ 59,345,271	\$ 58,941,504	\$ 46,991,310	\$ 59,571,260	0.38%

**CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2019 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED**

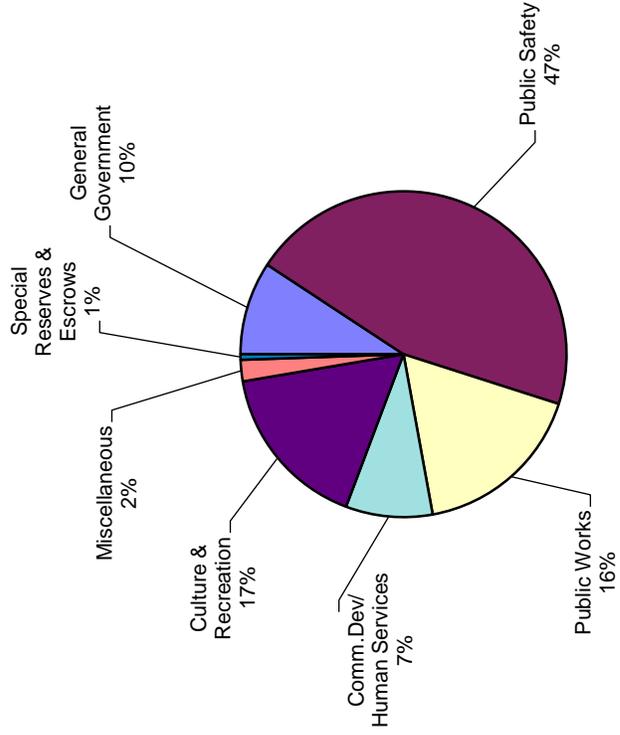
<u>Budget Account</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>	<u>Budget Change</u>	<u>% of Total</u>
<u>EXPENDITURES</u>							
<u>General Fund</u>							
General Government	\$ 2,445,914	2,525,656	\$ 2,560,760	\$ 2,551,340	\$ 2,528,310	0.11%	10.09%
Public Safety	11,196,865	11,723,112	11,612,030	11,977,880	11,866,920	1.23%	47.34%
Public Works	4,084,921	4,264,066	4,265,110	4,316,110	4,286,110	0.52%	17.10%
Comm. Dev./Human Services	1,534,345	1,736,254	1,731,410	1,712,370	1,699,870	-2.10%	6.78%
Culture and Recreation	4,322,261	4,439,235	4,527,110	4,579,890	4,556,890	2.65%	18.18%
Miscellaneous	30,574	30,000	30,010	25,000	13,500	-55.00%	0.05%
Special Reserves & Escrows	0	15,760	0	197,750	108,950	NA	0.43%
TOTAL EXPENDITURES	\$ 23,614,880	\$ 24,734,083	\$ 24,726,430	\$ 25,360,340	\$ 25,060,550	1.32%	100%
<u>REVENUES</u>							
<u>General Fund</u>							
State & Fed. Grants & Aids	\$ 3,692,058	\$ 3,738,530	\$ 3,725,790	\$ 3,794,200	\$ 3,794,200	1.49%	15.15%
Services, Fees, Interest	3,211,678	3,376,750	3,508,860	3,542,520	3,542,520	4.91%	14.14%
All Other Revenues	1,530,548	1,700,760	1,662,150	1,464,630	1,464,630	-13.88%	5.84%
Transfers From Other Funds	2,085,725	2,192,360	2,234,210	2,300,940	2,400,940	9.51%	9.58%
Applied Fund Balance	0	306,423	0	0	190,000	-37.99%	0.76%
Sub-Total	\$ 10,520,009	\$ 11,314,823	\$ 11,131,010	\$ 11,102,290	\$ 11,392,290	0.68%	45.47%
Tax Levy	13,222,397	13,419,260	13,419,270	13,419,260	13,668,260	1.86%	54.54%
TOTAL REVENUES	\$ 23,742,406	\$ 24,734,083	\$ 24,550,280	\$ 24,521,550	\$ 25,060,550	1.32%	100%
2019 \$ Increase over 2018 Levy					\$249,000		
<hr/>							
<u>Debt Service Fund</u>							
Expenditures	\$ 5,991,072	\$ 10,126,374	\$ 10,126,374	\$ 10,048,440	\$ 10,048,440	-0.77%	100.00%
Fund Revenue	\$ 3,611,276	\$ 7,528,236	\$ 7,528,236	\$ 7,534,276	\$ 7,534,276	0.08%	68.16%
Tax Levy	3,360,000	3,390,000	3,390,000	3,520,000	3,520,000	3.83%	31.84%
TOTAL REVENUES	\$ 6,971,276	\$ 10,918,236	\$ 10,918,236	\$ 11,054,276	\$ 11,054,276	1.25%	100%
2019 \$ Increase over 2018 Levy					\$130,000		

CITY OF NEENAH 2019 General Fund Operating Budget

2019 Proposed Revenues



2019 Proposed Expenditures



CITY OF NEENAH
SUMMARY OF 2019 RECOMMENDED BUDGET
By Type of Expenditures

	2017 ACTUAL	2018 BUDGET	2018 (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	\$ 17,661,055	\$ 18,305,135	\$ 9,681,108	\$ 18,249,660	\$ 18,877,910	\$ 18,811,560	2.77%	75.06%
Contractual Services	4,681,059	5,216,988	7,130,341	5,206,570	5,148,490	5,037,690	-3.44%	20.10%
Supplies & Materials	1,098,404	1,192,494	814,926	1,214,140	1,238,180	1,226,180	2.82%	4.89%
Other	129,114	(60,190)	40,559	(13,740)	15,530	(82,110)	N/A	-0.33%
Capital Outlay	45,248	79,656	18,449	69,800	80,230	67,230	-15.60%	0.27%
TOTAL EXPENDITURES	\$ 23,614,880	\$ 24,734,083	\$ 17,685,383	\$ 24,726,430	\$ 25,360,340	\$ 25,060,550	1.32%	100.00%
Recycling								
Personal Services	\$ 314,654	\$ 291,020	\$ 227,497	\$ 304,690	\$ 296,720	\$ 296,720	1.96%	47.43%
Contractual Services	170,159	218,490	171,626	235,990	227,740	227,740	4.23%	36.41%
Supplies & Materials	68,862	63,310	55,246	72,330	76,110	76,110	20.22%	12.17%
Other	0	(30,000)	0	0	0	0	N/A	0.00%
Transfers	22,000	25,000	18,750	25,000	25,000	25,000	0.00%	4.00%
TOTAL EXPENDITURES	\$ 575,675	\$ 567,820	\$ 473,119	\$ 638,010	\$ 625,570	\$ 625,570	10.17%	100.00%
Storm Sewer								
Personal Services	\$ 366,275	\$ 507,140	\$ 221,281	\$ 447,870	\$ 519,450	\$ 519,450	2.43%	39.79%
Contractual Services	249,966	244,810	165,833	236,480	254,720	254,720	4.05%	19.51%
Supplies & Materials	47,698	40,680	22,020	43,060	43,200	43,200	6.19%	3.31%
Other	59,124	59,760	43,100	59,760	61,390	61,390	2.73%	4.70%
Transfers	389,137	413,340	310,005	418,430	426,630	426,630	3.22%	32.68%
TOTAL EXPENDITURES	\$ 1,112,200	\$ 1,265,730	\$ 762,239	\$ 1,205,600	\$ 1,305,390	\$ 1,305,390	3.13%	100.00%
Fleet Management								
Personal Services	\$ 449,143	\$ 466,510	\$ 335,594	\$ 471,410	\$ 476,030	\$ 476,030	2.04%	69.41%
Contractual Services	38,025	46,030	29,151	44,580	46,760	46,760	1.59%	6.82%
Supplies & Materials	188,201	152,850	122,008	152,590	163,050	163,050	6.67%	23.77%
Transfers	10,000	0	0	0	0	0	N/A	0.00%
TOTAL EXPENDITURES	\$ 685,369	\$ 665,390	\$ 486,753	\$ 668,580	\$ 685,840	\$ 685,840	3.07%	100.00%
Parking Utility								
Personal Services	\$ 64,035	\$ 84,050	\$ 57,301	\$ 79,990	\$ 86,140	\$ 86,140	2.49%	21.62%
Contractual Services	152,263	169,664	113,090	150,240	162,330	162,330	-4.32%	40.74%
Supplies & Materials	15,127	19,250	5,032	19,420	20,500	20,500	6.49%	5.14%
Other	(124)	630	0	630	640	640	1.59%	0.16%
Transfers	121,251	117,230	87,923	126,390	128,870	128,870	9.93%	32.34%
TOTAL EXPENDITURES	\$ 352,552	\$ 390,824	\$ 263,346	\$ 376,670	\$ 398,480	\$ 398,480	1.96%	100.00%
Information Systems								
Personal Services	\$ 570,338	\$ 595,700	\$ 425,580	\$ 600,990	\$ 690,400	\$ 601,600	0.99%	65.15%
Contractual Services	153,445	155,420	150,021	167,020	168,400	168,400	8.35%	18.24%
Supplies & Materials	4,138	5,870	3,718	4,810	5,450	5,450	-7.16%	0.59%
Capital Outlay	25,442	20,500	7,428	20,700	28,000	28,000	36.59%	3.03%
Transfers	65,000	120,000	90,000	120,000	120,000	120,000	0.00%	12.99%
TOTAL EXPENDITURES	\$ 818,363	\$ 897,490	\$ 676,747	\$ 913,520	\$ 1,012,250	\$ 923,450	2.89%	100.00%

**CITY OF NEENAH
2019 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Dept. Request</u>	<u>2019 Proposed</u>	<u>% Budget Change</u>
<u>GENERAL GOVERNMENT</u>						
<u>Common Council</u>						
Council Operations	68,528	73,470	73,720	85,300	85,300	
	68,528	73,470	73,720	85,300	85,300	16.10%
<u>Mayor's Office</u>						
Mayors Office	161,177	187,850	192,650	201,060	201,060	
City Publication	23,913	20,200	20,200	20,700	20,700	
LEAN Training	9,133	7,670	7,670	7,800	7,800	
	194,223	215,720	220,520	229,560	229,560	6.42%
<u>Finance</u>						
Finance Operations	619,995	604,020	611,000	630,760	630,760	
Annual Audit/GASB#34 Impl	54,918	55,260	56,240	58,910	58,910	
Risk Management	195,190	199,530	203,880	211,650	211,650	
General	110,725	20,000	29,720	20,000	20,000	
Purchasing / P-Card	1,720	3,230	2,010	1,570	1,570	
Central Services	10,209	14,420	11,220	13,320	13,320	
Utility Billing	160,182	154,540	156,040	160,970	160,970	
Water Utility	64,530	60,950	60,850	55,840	55,840	
Capital Outlay-Finance	0	0	0	2,400	2,400	
	1,217,469	1,111,950	1,130,960	1,155,420	1,155,420	3.91%
<u>Legal & Admin Services</u>						
City Attorney Operation	243,789	271,236	281,710	314,670	291,640	
Prosecutn/Ext Legal Serv	15,947	9,460	8,640	0	0	
Cable TV/Cellular Comm	0	140	0	200	200	
ADA Compliance	606	40,000	31,030	0	0	
City Clerk Operations	192,005	197,640	197,210	206,560	206,560	
Elections	21,123	89,740	91,440	25,140	25,140	
Board of Review	1,180	2,470	1,030	4,800	4,800	
	474,650	610,686	611,060	551,370	528,340	-13.48%
<u>Human Resources and Safety</u>						
Operations	205,670	244,030	233,590	243,430	243,430	
	205,670	244,030	233,590	243,430	243,430	-0.25%
<u>Municipal Building</u>						
Municipal Building Oper	272,341	255,960	276,660	272,700	272,700	
Training/Redundant Data	7,698	7,840	8,250	7,560	7,560	
Capital Outlay-Mun Bldg	5,335	6,000	6,000	6,000	6,000	
	285,374	269,800	290,910	286,260	286,260	6.10%
<u>Total General Government</u>	2,445,914	2,525,656	2,560,760	2,551,340	2,528,310	0.11%

**CITY OF NEENAH
2019 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Dept. Request</u>	<u>2019 Proposed</u>	<u>% Budget Change</u>
<u>PUBLIC SAFETY</u>						
<u>Police</u>						
Operations	5,939,137	6,213,818	6,154,100	6,382,490	6,316,170	
Police Firing Range	17,232	19,610	19,720	19,610	19,610	
School Liaison Program	247,921	268,810	267,940	272,080	272,080	
Police Crossing Guards	58,086	70,420	70,420	69,890	69,890	
CSA / Animal Control	78,045	64,195	74,680	72,940	72,940	
K-9 Project	7,081	39,239	14,980	15,870	15,870	
Capital Outlay-Police	5,493	24,150	24,150	21,230	21,230	
	<u>6,352,995</u>	<u>6,700,242</u>	<u>6,625,990</u>	<u>6,854,110</u>	<u>6,787,790</u>	<u>1.31%</u>
<u>Neenah Share of NMFR</u>						
Fire	4,775,820	4,897,070	4,922,070	4,943,730	4,899,090	
Fire Station Buildings	32,878	26,000	26,000	26,000	26,000	
Reg Spec Oper Resp Team	3,230	7,320	3,200	15,150	15,150	
Joint Fire Commission	2,110	2,690	1,790	2,690	2,690	
Special Reserves & Escrow	0	48,970	0	113,920	113,920	
	<u>4,814,038</u>	<u>4,982,050</u>	<u>4,953,060</u>	<u>5,101,490</u>	<u>5,056,850</u>	<u>1.50%</u>
<u>Development</u>						
Water Rescue Services	7,480	8,390	8,050	0	0	
	<u>7,480</u>	<u>8,390</u>	<u>8,050</u>	<u>0</u>	<u>0</u>	<u>-100.00%</u>
<u>Other Public Safety</u>						
Emergency Government	1,070	1,620	770	1,620	1,620	
Police Commission	7,682	17,650	11,000	7,500	7,500	
Pension Plan Contribution	13,600	13,160	13,160	13,160	13,160	
	<u>22,352</u>	<u>32,430</u>	<u>24,930</u>	<u>22,280</u>	<u>22,280</u>	<u>-31.30%</u>
<u>Total Public Safety</u>	<u>11,196,865</u>	<u>11,723,112</u>	<u>11,612,030</u>	<u>11,977,880</u>	<u>11,866,920</u>	<u>1.23%</u>
<u>PUBLIC WORKS</u>						
Engineering	723,168	735,820	736,370	750,940	720,940	
Capital Outlay-P.W. Admin	0	200	200	200	200	
Tullar Garage	483,219	475,620	472,740	485,710	485,710	
Cecil Street Garage	17,587	16,530	22,810	17,280	17,280	
Refuse Garbage Collection	718,609	607,970	649,830	671,410	671,410	
Sanit Sewers/Lift Station	262,574	273,030	277,110	286,410	286,410	
T-V San Sewers Insp/Seal	7,938	121,810	102,300	47,300	47,300	
Repair of Streets	371,885	390,920	351,860	376,210	376,210	
Snow & Ice Removal	479,977	501,660	518,620	573,360	573,360	
Weed Cutting	42,989	41,940	43,150	41,600	41,600	
Traffic Control	226,685	317,910	301,380	270,190	270,190	
Street Lighting	574,600	575,310	573,130	583,080	583,080	
Capital Outlay-P.W. Equip	2,382	7,026	6,650	6,100	6,100	
DPW Services - City Hall	0	120	320	180	180	
DPW Services - Clerk	2,334	3,750	6,100	2,510	2,510	
DPW Services - Park	1,920	0	790	410	410	
DPW Services - Police	0	130	130	130	130	
DPW - Fire	78	100	130	130	130	
DPW Services - Comm Devel	99	490	370	370	370	
Downtown	405	580	580	580	580	
DPW Services - Library	32	120	0	120	120	
DPW Services-Undesignated	1,603	1,650	2,830	1,870	1,870	
<u>Total Public Works</u>	<u>3,918,084</u>	<u>4,072,686</u>	<u>4,067,400</u>	<u>4,116,090</u>	<u>4,086,090</u>	<u>0.33%</u>

**CITY OF NEENAH
2019 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Dept. Request</u>	<u>2019 Proposed</u>	<u>% Budget Change</u>
<u>COMMUNITY/ECONOMIC DEVELOPMENT</u>						
<u>Community Development</u>						
Comm Development Admin	434,265	435,570	428,630	459,340	459,340	
Inspections	319,533	350,960	356,250	380,290	380,290	
Weights/Measures	36,565	41,470	38,580	43,270	43,270	
Assessor Operations	257,317	368,920	367,560	261,400	261,400	
	<u>1,047,680</u>	<u>1,196,920</u>	<u>1,191,020</u>	<u>1,144,300</u>	<u>1,144,300</u>	<u>-4.40%</u>
<u>Other Community Services</u>						
Landmark Operations	904	3,550	3,580	3,550	3,550	
Sustainable Neenah Commit	1,050	4,600	3,800	4,600	4,600	
Commun Develop Authority	5,011	5,934	5,600	6,030	6,030	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	383,168	424,400	423,850	446,230	436,230	
Y-Senior Friends Program	14,530	14,800	14,800	15,100	15,100	
Neenah Committee on Aging	0	250	200	250	250	
	<u>416,663</u>	<u>465,534</u>	<u>463,830</u>	<u>487,760</u>	<u>477,760</u>	<u>2.63%</u>
<u>Total Community/Economic Development</u>	<u>1,464,343</u>	<u>1,662,454</u>	<u>1,654,850</u>	<u>1,632,060</u>	<u>1,622,060</u>	<u>-2.43%</u>
<u>CULTURE AND RECREATION</u>						
<u>Neenah Public Library</u>						
Library Operations	1,876,822	1,942,280	1,938,920	1,988,840	1,978,840	
WALS Computerization	171,419	176,030	176,490	181,590	181,590	
Special Reserves & Escrow	0	0	0	19,680	19,680	
Capital Outlay-Library	0	3,000	0	14,400	1,400	
Funds Carried Forward	17,700	0	3,360	0	0	
	<u>2,065,941</u>	<u>2,121,310</u>	<u>2,118,770</u>	<u>2,204,510</u>	<u>2,181,510</u>	<u>2.84%</u>
<u>Other Culture</u>						
Harbor Commiss Operation	4,525	6,330	4,600	5,580	5,580	
	<u>4,525</u>	<u>6,330</u>	<u>4,600</u>	<u>5,580</u>	<u>5,580</u>	<u>-11.85%</u>

**CITY OF NEENAH
2019 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Dept. Request</u>	<u>2019 Proposed</u>	<u>% Budget Change</u>
<u>CULTURE AND RECREATION (cont.)</u>						
<u>Park & Recreation</u>						
Park & Rec Admin Office	563,746	578,070	589,830	586,240	586,240	
Gen Unallocated Overhead	20,962	18,460	20,270	19,390	19,390	
Adult Programs	17,900	20,670	13,950	14,380	14,380	
Youth Programs	24,510	24,500	28,400	28,250	28,250	
Playground Programs	101,242	100,110	101,960	106,850	106,850	
Other Pk & Rec Activities	12,874	15,600	16,380	14,870	14,870	
Riverside Players	31,553	33,135	29,050	31,650	31,650	
Parks	872,614	904,600	958,170	933,710	933,710	
	<u>1,645,401</u>	<u>1,695,145</u>	<u>1,758,010</u>	<u>1,735,340</u>	<u>1,735,340</u>	<u>2.37%</u>
<u>Independent Programs</u>						
Municipal Pool	239,842	240,610	271,410	261,320	261,320	
Sports Clinics	26,126	25,530	26,580	25,000	25,000	
Dance Lesson Program	5,027	10,540	6,000	6,000	6,000	
	<u>270,995</u>	<u>276,680</u>	<u>303,990</u>	<u>292,320</u>	<u>292,320</u>	<u>5.65%</u>
<u>Celebrations/Commemorations</u>						
4th of July/Communityfest	40,436	47,910	47,630	52,380	49,880	
Concerts/Parades/Others	29,566	26,140	29,130	28,180	28,180	
	<u>70,002</u>	<u>74,050</u>	<u>76,760</u>	<u>80,560</u>	<u>78,060</u>	<u>5.42%</u>
<u>Total Culture and Recreation</u>	<u>4,056,864</u>	<u>4,173,515</u>	<u>4,262,130</u>	<u>4,318,310</u>	<u>4,292,810</u>	<u>2.86%</u>
<u>MISCELLANEOUS</u>						
<u>Oak Hill Cemetery</u>						
Cemetery Operations	256,460	251,140	254,130	256,910	256,910	
	<u>256,460</u>	<u>251,140</u>	<u>254,130</u>	<u>256,910</u>	<u>256,910</u>	<u>2.30%</u>
<u>City-Wide Forestry Program</u>						
City Wide Forestry Program	166,837	191,380	197,710	200,020	200,020	
Parks	58,588	63,980	67,890	66,600	66,600	
Invasive Species Control	20,351	24,400	19,520	18,380	18,380	
	<u>245,776</u>	<u>279,760</u>	<u>285,120</u>	<u>285,000</u>	<u>285,000</u>	<u>1.87%</u>
<u>Other</u>						
Tax Refunds	20,000	20,000	20,000	15,000	15,000	
Cash Short & Over	(115)	0	10	0	0	
Uncollectible Write Offs	10,689	0	0	0	0	
	<u>30,574</u>	<u>20,000</u>	<u>20,010</u>	<u>15,000</u>	<u>15,000</u>	<u>-25.00%</u>
<u>Mayor's Executive Adjustments</u>						
Mayor's Adjustments	0	0	0	0	(11,500)	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(11,500)</u>	<u>N/A</u>
<u>Transfers Out</u>						
Transfer to Joint Court-Neenah Share	0	10,000	10,000	10,000	10,000	
	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
<u>Total Miscellaneous</u>	<u>532,810</u>	<u>560,900</u>	<u>569,260</u>	<u>566,910</u>	<u>555,410</u>	<u>-0.98%</u>
<u>SPECIAL RESERVES & ESCROWS</u>	<u>0</u>	<u>15,760</u>	<u>0</u>	<u>197,750</u>	<u>108,950</u>	<u>591.31%</u>
<u>TOTAL GENERAL FUND BUDGETS</u>	<u>23,614,880</u>	<u>24,734,083</u>	<u>24,726,430</u>	<u>25,360,340</u>	<u>25,060,550</u>	<u>1.32%</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	9,634,020	10,101,090	4,834,339	10,062,370	10,428,330	10,380,140	
0102	Full Time Hourly Wages	1,506,634	1,591,190	1,125,028	1,565,460	1,607,100	1,607,100	
0103	Temporary Wages	538,416	584,730	474,190	602,230	575,750	575,750	
0104	Overtime Wages	561,464	535,360	304,970	587,780	616,400	616,400	
0105	Reimbursable Overtime	(42,870)	(20,500)	(23,890)	(28,180)	(33,600)	(33,600)	
0106	FLSA Overtime Wages	33,515	30,290	1,727	30,290	30,280	30,280	
0108	Grant Overtime	15,932	20,000	10,022	20,000	20,000	20,000	
0109	Premium Pay	12,006	16,500	8,207	16,000	15,500	15,500	
0110	Health Insurance	2,494,155	2,345,110	1,392,689	2,320,290	2,512,190	2,500,730	
0111	Fringes	2,726,120	2,879,280	1,447,064	2,876,290	2,816,560	2,809,860	
0112	Grant Fringes	1,753	4,650	2,330	4,650	4,460	4,460	
0115	Schools/Seminars/Training	66,235	83,420	41,243	71,280	78,870	78,870	
0116	Test/Certification for Eq	3,130	3,570	0	2,380	5,950	5,950	
0117	Clothing Allowance	95,160	96,575	53,673	97,590	96,740	96,740	
0118	License Renewal	868	7,250	933	4,650	1,120	1,120	
0120	Protective Vest Repl Fd	6,400	3,200	3,200	3,200	2,400	2,400	
0122	Travel Expenses	583	3,000	441	3,000	3,000	3,000	
0123	Auto Allowance	1,805	2,650	807	1,860	2,110	2,110	
0124	Meal Allowance	1,378	1,650	1,480	1,730	1,670	1,670	
0125	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,200	1,200	
0126	Department Awards	2,226	1,500	956	1,500	2,000	2,000	
0127	DOT Emp Notification Prog	0	50	0	50	50	50	
0128	Empl Recognition Awards	925	4,310	1,100	4,040	1,820	1,820	
0129	Misc Personal/Union Contr	0	500	0	0	500	500	
0130	Police Wages	0	0	0	0	62,250	62,250	
0131	Police Fringes	0	0	0	0	15,060	15,060	
0140	Midpoint/Other Adj Wages	0	6,820	0	0	8,500	8,500	
0141	Midpoint/Other Adj Fringe	0	1,440	0	0	1,700	1,700	
0150	Salary Plan Impl-Wages	0	0	0	0	56,420	56,420	
0151	Salary Plan Impl-Fringes	0	0	0	0	11,280	11,280	
0152	Salary Plan Impl-Health	0	0	0	0	(67,700)	(67,700)	
	PERSONAL SERVICES	17,661,055	18,305,135	9,681,109	18,249,660	18,877,910	18,811,560	506,425

CONTRACTUAL SERVICES

0202	Outside Printing	48,408	43,870	33,014	47,900	43,880	43,880	
0203	Postage	47,805	54,520	35,126	55,010	54,730	54,730	
0204	Conferences & Meetings	22,721	29,136	21,456	33,760	32,120	32,120	
0205	Credit/Debit Charges	6,583	6,500	5,643	7,500	7,600	7,600	
0206	Advertising & Publication	23,041	24,960	16,173	24,620	25,020	25,020	
0207	Dues & Memberships	19,469	21,950	20,235	22,530	22,290	22,290	
0209	Maintenance of PPE/SCBA	1,950	2,390	0	2,210	1,890	1,890	
0210	Maint of Computer Hardwre	3,556	2,050	710	2,230	2,050	2,050	
0211	Maint of Fixed Equipment	8,113	10,680	10,522	13,670	10,740	10,740	
0212	Maint of Office Equipment	5,867	8,500	6,344	7,850	8,200	8,200	
0213	Maint of Motor Vehicles	42,412	43,290	16,002	44,300	43,220	43,220	
0214	Maintenance of Buildings	163,898	162,698	105,687	168,160	162,720	162,720	
0215	Maint of Radio Equipment	13,890	12,710	7,320	12,700	14,120	14,120	
0216	Maint of Operating Equip	14,431	18,250	8,603	18,320	16,440	16,440	
0217	Maint of Traffic Signals	6,804	10,000	4,376	10,000	10,000	10,000	
0218	Maint of Software	101,235	116,970	105,859	123,170	140,100	140,100	
0219	Maintenance of Land	10,005	10,204	8,025	10,910	10,600	10,600	
0220	Maint of Athletic Fields	3,100	2,000	6,328	6,840	2,000	2,000	
0221	Telephone	31,000	26,790	17,256	29,530	29,950	29,950	
0222	Electricity	846,289	872,370	496,403	858,120	879,570	870,870	
0223	Natural Gas	69,978	80,040	38,292	78,700	82,440	81,640	
0224	Water & Sewer	67,400	80,560	43,593	76,650	79,030	79,030	
0225	Commercial Dumpster	8,567	7,970	4,840	8,250	8,290	8,290	
0226	Storm Water	40,590	41,410	26,684	40,770	40,780	40,780	
0227	Cellular Telephone	31,285	29,810	18,100	29,890	30,540	30,540	
0228	Other Communications/GPS	580	420	600	900	900	900	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0229	Maint of Pavement Marking	0	0	0	0	45,000	45,000	
0231	Care of Prisoners	11,865	9,000	7,063	12,000	15,000	15,000	
0232	Auditing Services	48,340	53,470	48,875	49,950	55,610	55,610	
0233	Other Services	69,044	75,280	44,771	72,860	71,940	71,940	
0234	Credit Card Payment Fees	13,865	10,900	11,441	13,100	13,000	13,000	
0235	Outside Software Services	16,190	18,730	7,960	18,730	18,730	18,730	
0236	Outside Services	956,218	1,293,310	770,313	1,263,470	1,019,340	1,006,840	
0237	Pest Control	4,514	4,160	3,938	6,020	5,670	5,670	
0238	Professional Services	18,903	18,250	3,568	24,180	20,050	20,050	
0239	Misc Insurance	1,314	1,380	2,007	2,010	1,400	1,400	
0241	Tree Planting & Landscape	17,858	17,410	12,937	17,440	17,510	17,510	
0242	Permit	618	1,260	536	790	1,110	1,110	
0243	Tipping Fees	287,352	280,000	202,301	295,000	305,000	305,000	
0244	Commercial Dumpsters	67,785	69,000	55,507	71,830	67,950	67,950	
0245	License Fees	30,630	32,440	35,187	35,210	35,700	35,700	
0246	Property & Liability Ins	93,029	100,300	72,666	95,360	103,840	103,840	
0247	Auto/Physical Damage Ins	34,404	36,180	30,698	39,020	41,930	41,930	
0248	Boiler:Machine Insurance	2,305	2,480	1,888	1,890	2,000	2,000	
0249	Collection Services	50,135	40,800	20,515	40,800	43,800	43,800	
0250	Copy Mach. Lease/Supplies	20,110	18,500	15,440	20,600	21,000	21,000	
0251	Rental	8,813	11,800	8,348	10,610	10,000	10,000	
0252	Rental of Equipment	7,830	11,110	11,093	14,270	12,040	12,040	
0253	Technology Res Fund	26,133	26,690	26,690	26,690	27,490	27,490	
0254	Printer / Copies	28,250	30,980	20,447	31,460	32,400	32,400	
0255	IS Service / Internal	658,258	733,350	493,320	696,850	817,040	728,240	
0256	Neenah City Finance Ser.	13,810	14,180	0	14,180	14,530	14,530	
0257	Neenah City H/R Services	26,090	28,590	0	27,990	30,660	30,660	
0261	Misc Expenditures	34,727	34,760	29,592	35,040	29,760	29,760	
0262	Public Relations/Services	6,841	8,770	2,550	8,770	10,960	10,960	
0264	Drug & Alcohol Testing	1,156	1,500	720	1,300	1,500	1,500	
0265	EE Safety Compliance Acct	2,026	11,930	2,180	5,000	11,930	11,930	
0268	Connector Cost	0	14,200	0	14,200	13,700	13,700	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
0280	Neenah-Menasha FireRescue	0	(10,070)	3,723,330	0	(21,970)	(21,970)	
0293	Maint of Motor Veh/Fleet	286,110	268,230	221,858	279,990	251,780	251,780	
0294	Oil and Fluids/Fleet	19,038	19,520	14,236	19,530	19,440	19,440	
0296	Maint of Oper Eq/Fleet	108,521	128,480	101,178	135,940	130,460	130,460	
CONTRACTUAL SERVICES		4,681,059	5,206,918	7,130,344	5,206,570	5,126,520	5,015,720	(191,198)
SUPPLIES & MATERIALS								
0301	Office Supplies	32,093	36,410	21,089	35,060	34,580	34,580	
0302	Inhouse Printing	422	1,300	218	1,180	1,240	1,240	
0303	Computer Operation Supply	6,646	8,110	3,167	8,890	8,400	8,400	
0305	Chemicals	1,923	2,850	1,637	3,300	2,580	2,580	
0306	Cleaning/Janitor Supplies	52,362	49,420	33,432	49,740	50,780	50,780	
0308	Books and Periodicals	7,339	8,860	4,612	8,320	8,710	8,710	
0310	Gasoline & Oil	181,820	198,650	158,890	210,100	210,450	208,450	
0311	Fixed Equipment Maint.Sup	1,870	1,600	632	2,100	5,100	5,100	
0312	Playground Maintenance	8,641	8,000	11,904	11,910	10,000	10,000	
0313	Motor Vehicle Maint Suppl	729	1,320	355	1,320	1,320	1,320	
0314	Building Maint Supplies	11,836	17,200	10,730	19,260	17,150	17,150	
0315	Land Maint Supplies	21,982	17,200	16,482	19,940	17,200	17,200	
0316	Equipment Maint Supplies	10,329	12,300	7,403	13,360	10,300	10,300	
0317	Traffic Signal Supplies	28,257	19,000	8,619	19,000	21,000	21,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS (CONT.)</u>								
0318	Maps and Records	210	900	60	900	900	900	
0319	Safety Supplies	28,280	28,480	13,365	29,380	28,940	28,940	
0320	Small Tools	6,508	8,050	5,267	8,660	8,000	8,000	
0321	Athletic Field Maint. Sup	16,427	17,000	15,145	17,000	17,000	17,000	
0323	Dog Supplies	1,610	2,730	1,356	2,730	4,000	4,000	
0324	Pavement Marking Supplies	1,174	3,000	8	2,000	2,000	2,000	
0325	Consumable supplies	1,000	1,190	0	1,070	1,230	1,230	
0326	Photography Supplies	1,623	2,690	1,568	2,500	2,750	2,750	
0327	Sign & Barricade Supplies	13,369	17,000	10,313	17,000	15,000	15,000	
0329	Targets & Ammunition	16,804	18,000	12,310	18,000	18,000	18,000	
0330	Calcium Chloride	0	4,000	0	4,000	4,000	4,000	
0331	Sand Gravel Hot/Cold Mix	11,661	25,300	7,138	15,300	20,300	20,300	
0332	Salt & Stone Chips	101,984	115,100	83,777	115,100	145,100	145,100	
0333	All Other Supplies	52,583	87,414	55,751	76,020	67,400	67,400	
0334	Other- WI Building Seals	2,083	2,100	994	1,000	1,500	1,500	
0335	Set Design/Construction	4,657	4,200	2,569	3,700	4,200	4,200	
0336	Concession Supplies	28,373	27,000	34,618	34,730	27,000	27,000	
0337	Tickets	328	640	272	280	270	270	
0338	Costumes	906	1,200	175	1,100	1,200	1,200	
0339	Tires & Tire Maintance	32,547	22,300	19,869	25,330	23,800	23,800	
0340	Library Books & Materials	274,646	274,000	184,017	274,000	274,000	274,000	
0341	Library Supplies	12,285	7,800	9,835	9,840	8,030	8,030	
0342	Tech Service Supplies	20,629	21,200	14,606	22,680	21,200	21,200	
0343	Small Program Packages	1,241	3,150	3,574	4,580	4,600	4,600	
0344	Small Equipment	23,377	34,410	11,480	37,630	35,460	35,460	
0345	Shop Supplies	2,735	2,050	1,707	2,180	2,050	2,050	
0346	Maint of Lift Station	2,289	4,000	3,040	4,000	4,000	4,000	
0347	Small Computer Hardware	16,047	17,770	10,986	20,470	18,800	18,800	
0348	Per Protective Equipment	29,840	27,010	1,177	27,010	35,750	35,750	
0349	Electronic Materials	23,431	28,100	27,804	28,000	40,100	30,100	
0350	Training Supplies	260	1,490	0	1,490	1,790	1,790	
0376	Marker/Monument Foundtion	3,248	1,000	2,976	2,980	1,000	1,000	
	SUPPLIES & MATERIALS	1,098,404	1,192,494	814,927	1,214,140	1,238,180	1,226,180	33,686
<u>OTHER</u>								
0531	Community Contribution	7,700	7,350	850	7,350	7,500	7,500	
0588	Uncollectible Write Offs	10,689	0	0	0	0	0	
	OTHER	18,389	7,350	850	7,350	7,500	7,500	150
<u>PROPERTY DAMAGE</u>								
0721	Police	32,309	0	6,750	6,750	0	0	
0737	Public Works	78,416	0	17,745	17,750	0	0	
0788	Park & Rec.	0	0	5,214	5,220	0	0	
0799	Undesignated	0	20,000	0	0	20,000	20,000	
	PROPERTY DAMAGE	110,725	20,000	29,709	29,720	20,000	20,000	0

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	8,328	10,840	9,963	12,690	21,730	8,730	
8113	Communication Equipment	2,370	5,510	1,242	6,060	2,530	2,530	
8114	Computer Software Outlay	0	600	0	170	600	600	
8115	Computer Hardware Outlay	6,813	14,820	2,255	12,120	16,050	16,050	
8116	Maintenance Equipment	1,074	4,926	2,245	4,000	4,000	4,000	
8118	Other Facility Kennel	0	1,500	0	0	0	0	
8133	All Other Equipment	23,803	37,290	2,744	30,000	29,970	29,970	
8149	Household Purchases	2,860	4,170	0	4,760	5,350	5,350	
	CAPITAL OUTLAY	45,248	79,656	18,449	69,800	80,230	67,230	(12,426)
<u>MAYOR'S EXECUTIVE ADJUSTMENTS</u>								
	DPW	0	0	0	0	0	(30,000)	
	Police	0	0	0	0	0	(23,000)	
	Fire-Neenah Share	0	(35,730)	0	0	0	(44,640)	
	Refuse Garbage Collection	0	(60,810)	0	(60,810)	0	0	
	Library	0	9,070	0	0	0	0	
	MAYOR'S ADJUSTMENTS	0	(87,470)	0	(60,810)	0	(97,640)	(10,170)
<u>TRANSFERS OUT</u>								
9999	Joint Court-Neenah Share	0	10,000	10,000	10,000	10,000	10,000	
	TRANSFERS OUT	0	10,000	10,000	10,000	10,000	10,000	0
	TOTAL GENERAL FUND	23,614,880	24,734,083	17,685,388	24,726,430	25,360,340	25,060,550	326,467
							Percent Budget Change	1.32%

**CITY OF NEENAH
2019 BUDGET
PERMANENT POSITIONS**

<u>DEPARTMENT</u>	2018		2018		2019		2019	
	ORIGINAL BUDGET		CURRENT STAFF		DEPT. REQUEST		PROPOSED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government								
Office of Mayor	2.00	-	2.00	-	2.00	-	2.00	-
Department of Finance	8.00	0.67	8.00	0.67	8.00	0.67	8.00	0.67
Office of Legal & Admin.	4.00	-	4.00	-	4.00	0.60	4.00	-
Human Resources/Safety	1.00	1.33	1.00	1.33	1.00	1.33	1.00	1.33
Information Systems/GIS	6.00	-	6.00	-	7.00	0.60	6.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	21.95	2.00	21.95	2.00	22.95	3.20	21.95	2.00
Public Safety								
Police Department	51.00	1.67	51.00	1.67	52.00	1.67	52.00	1.67
Fire	40.50	-	40.50	-	40.48	-	40.48	-
Total Public Safety	91.50	1.67	91.50	1.67	92.48	1.67	92.48	1.67
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.73	28.50	0.73	28.50	0.73	28.50	0.73
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.73	41.00	0.73	41.00	0.73	41.00	0.73
Community Development and Human Services								
Community Development	11.00	-	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	12.47	11.05	12.47	11.05	12.47	11.05	12.47
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.05	13.14	24.05	13.14	24.05	13.14	24.05	13.14
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.93	17.00	0.53	17.00	0.53	17.00	0.53
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	209.50	19.47	209.50	19.07	211.48	20.27	210.48	19.07

Notes

1. Fire Department (Neenah's portion for 2019 is 59.53 * 68 = 40.48).
2. Excludes Aldermanic.
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.

CITY OF NEENAH
For Fiscal Year 2018
Projected 2018 Year End Operating Budget Variances
(From Data through 9/30/18)

Projected Positive (Negative) Expenditure Variances

General Government	\$(35,104)
Public Safety	111,082
Public Works	(1,044)
Parks and Recreation	(89,205)
Health and Welfare	50
Community Development	4,844
Library	2,540
All Other	14,490

<u>Projected Positive (Negative) Expenditure Variance</u>	<u>\$7,653</u>
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Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	2,070
State & Federal Revenue	(6,720)
Licenses, Permits and Fees	(1,500)
Charges for Services	8,780
Investment Income	82,620
Fines & Forfeitures	14,270
Other Revenue	(42,880)
Park & Recreation Revenue	24,130
Fund Transfers	41,850

<u>Projected Positive (Negative) Revenue Variance</u>	<u>122,620</u>
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<u>Projected 2018 Operating Surplus (Deficit) before Applying Fund Balance</u>	<u>\$130,273</u>
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<u>Applied Assigned Fund Balance</u>	<u>(156,423)</u>
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<u>Projected 2018 Operating Surplus (Deficit) after Assigned Fund Balance</u>	<u>(\$26,150)</u>
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<u>Applied Unassigned Fund Balance</u>	<u>(150,000)</u>
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<u>Projected 2018 Operating Surplus (Deficit) after Unassigned Fund Balance</u>	<u>(\$176,150)</u>
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**CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2009 - 2018**

<u>At December 31</u>	<u>Total Fund Balance</u>	<u>Nonspendable/ Assigned</u>	<u>Unassigned/ Undesignated</u>	<u>Percent of Operating Budget</u>
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%
2017	4,389,996	411,827	3,978,169	16.5%
2018	(a)4,213,846	(b)250,000	3,963,846	16.1%

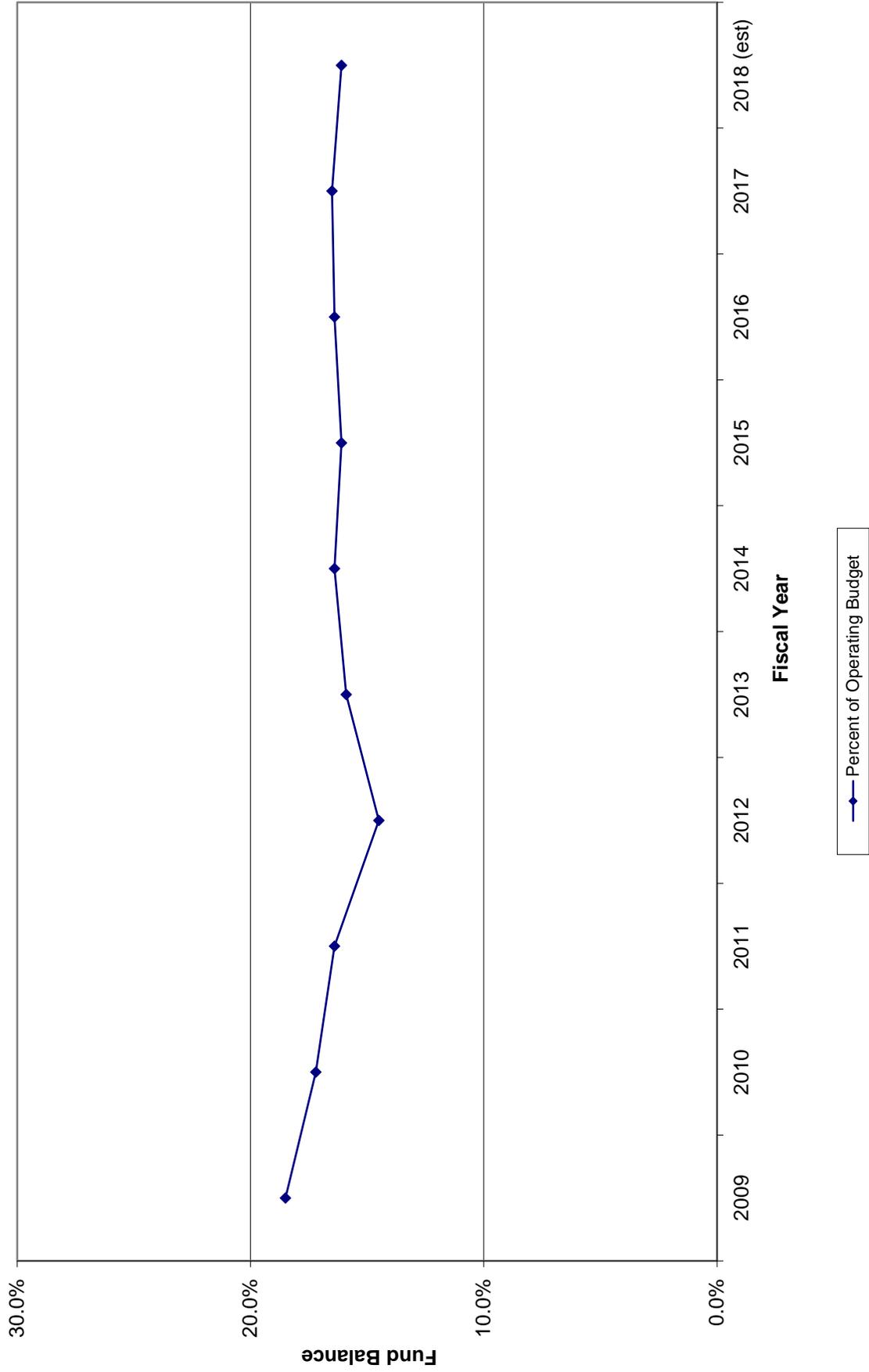
(a) 2018 Beginning Total Fund Balance	\$4,389,996
2018 Applied Fund Balance/Carryovers	(306,423)
2018 Projected Net Unused Expenditures/ Excess Revenue Balance	<u>130,273</u>

2018 Estimated Ending Total Fund Balance	<u>\$4,213,846</u>
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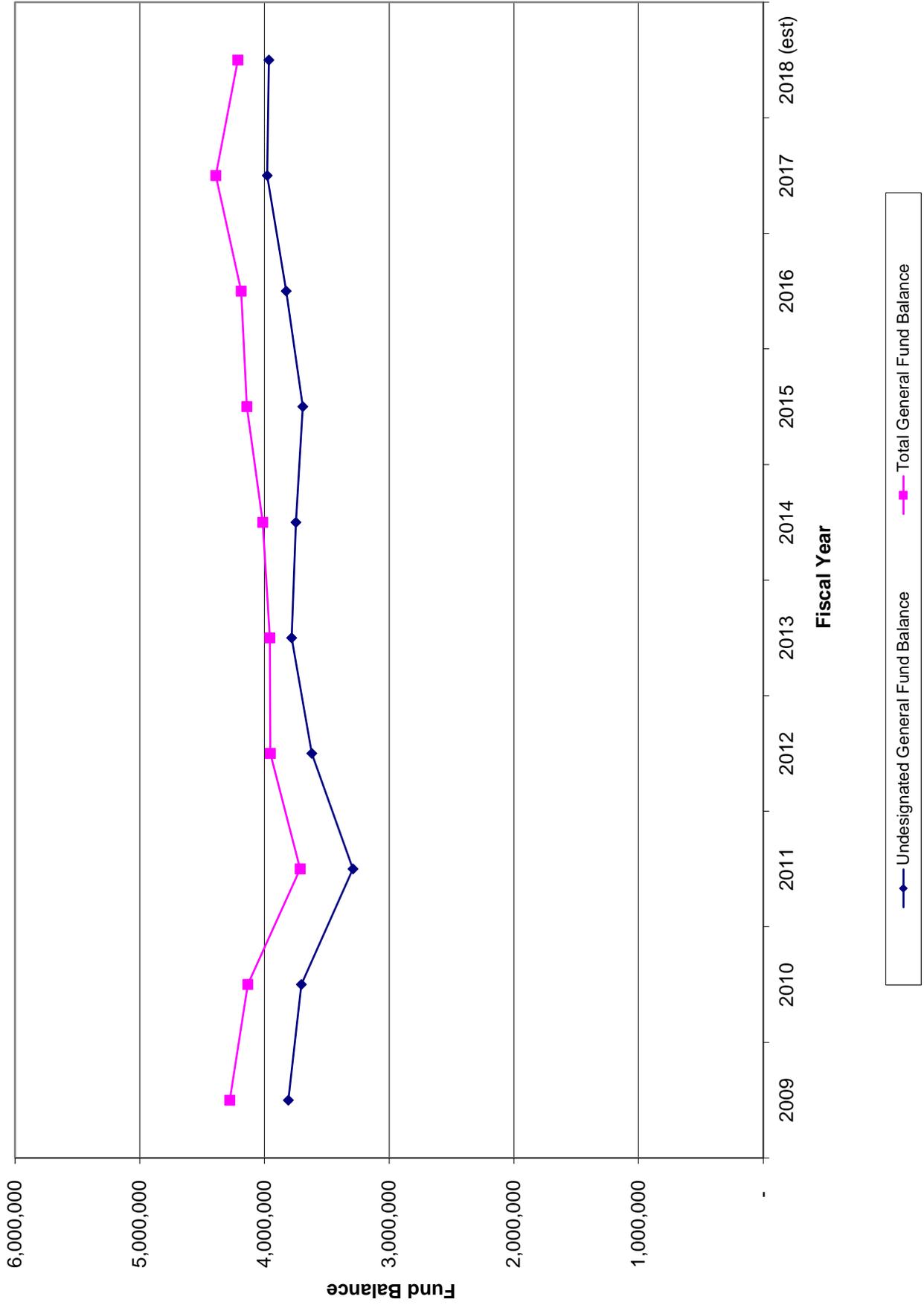
(b) 2019 Budget - Applied Fund Balance	\$150,000
2018 Anticipated Carryovers to 2018	20,000
2018 Estimated Nonspendable Funds	40,000
2019 Budget – Applied Library Carryforward Funds	<u>40,000</u>

2018 Fund Balance Designated for 2019	<u>\$250,000</u>
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CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2009-2018



CITY OF NEENAH
History of General Fund Balances
2009-2018



**CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2013-2017**

Fund	*** Year End ***				
	2013	2014	2015	2016	2017
Governmental Funds					
General	\$3,956,713	\$4,013,104	\$4,141,116	\$4,186,667	\$4,389,996
Special Revenue					
TIF #5	(950,282)	(747,159)	(457,575)	(371,868)	(376,591)
TIF #6	(1,652,118)	(1,792,570)	(1,707,692)	(1,430,108)	(1,072,396)
TIF #7	419,378	1,048,277	1,687,558	0	0
TIF #8	(4,311,104)	(4,819,079)	(5,789,194)	(4,418,455)	(5,122,091)
TIF #9	0	0	(31,185)	(65,443)	49,823
TIF #10	0	0	1,148	(70,055)	(127,378)
TIF #11	0	0	0	0	(37,097)
CDBG	(22,132)	38	1,833	28,276	117,271
Housing/Business	935,013	904,884	872,102	832,859	794,120
Industrial Development	19,564	37,504	54,402	60,164	72,905
Recycling	305,882	213,347	169,884	174,261	178,490
Health Grants	120,188	114,459	114,459	92,459	92,459
Park/Rec Trust	353,801	345,410	363,747	315,555	315,986
Dial-A Ride	21,283	42,652	61,254	72,847	76,090
Public Safety Trust	145,080	134,009	132,920	121,202	131,231
Civic/Social Trust	112,068	109,018	143,735	150,429	149,801
Library Trust	1,111,677	1,345,502	1,344,114	1,391,401	1,505,913
Cemetery Perp. Care	1,260,683	1,269,375	1,237,253	1,272,265	1,345,006
Cemetery Flowers	178,118	174,837	171,734	169,231	167,335
Other	561	(3,410)	627	906	1,409
Debt Service	1,845,460	2,738,152	3,555,016	4,552,191	5,532,395
Capital Projects (Before Carry Forwards)					
Public Infrastructure	4,111,597	3,993,904	3,664,711	4,086,792	3,765,046
TIF #5	218,554	224,825	222,664	222,664	222,164
TIF #6	267,623	96,354	94,539	94,539	94,039
TIF #7	1,015,038	1,024,713	1,009,529	1,046,646	730,172
TIF #8	1,124,705	1,504,052	1,820,104	1,919,465	1,967,180
TIF #9	0	0	27,249	370,449	220,384
TIF #10	0	0	1,214,815	575,989	(632,701)
TIF #11	0	0	0	0	14,500
Facilities	73,811	37,161	296,009	380,038	251,511
Capital Equipment	564,239	257,692	632,413	770,554	930,093
Equip. Replacement	244,510	190,558	164,823	161,352	164,838
Redevelopment	16,767	37,161	33,903	15,165	1,343
Total Gov't Funds	11,486,677	12,494,770	15,248,015	16,708,437	15,913,246
Internal Service (Net Position)					
Fleet Management	275,924	266,562	272,016	283,531	268,558
Benefit Accrual	301,110	(25,991)	(333,227)	168,616	750,015
Liability Insurance	234,737	224,653	120,312	49,926	28,971
Information Systems	0	9,342	36,637	118,974	110,510
Total Inter. Service Funds	811,771	474,566	95,738	621,047	1,158,054
Enterprise (Cash and Cash Equivalents)					
Parking Utility	294,446	266,562	157,640	119,962	50,516
Sanitary Sewer Utility	1,050,369	1,606,342	2,214,298	2,394,224	2,459,191
Stormwater Utility	2,399,043	2,795,747	3,316,494	3,397,167	3,742,369
Water Utility	6,010,463	5,943,619	6,151,045	6,668,726	7,105,257
Total Enterprise Funds	9,754,321	10,612,270	11,839,477	12,580,079	13,357,333
Grand Total	\$22,052,769	\$23,581,606	\$27,183,230	\$29,909,563	\$30,428,633

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Payments In Lieu of Taxes

Represents the payment made to the City by the Water Utility in lieu of property taxes (“PILOT”). The formula is established by the Public Service Commission based on the Water Utility's depreciated property value and a portion of the total assessed tax rate for 2018-2019. **For 2019, that payment is estimated to increase slightly by \$1,200, or .12%.** An expenditure item in a like amount is included in the Water Utility's budget in 2019. Also included in 2019 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. In addition, 2019 is the fourth year of a payment (\$12,500) from the new Goodwill store based upon a formula to provide a tax equivalent for basic municipal services.

Other Taxes

The Room Tax is a 10% tax on all room night revenues generated by hotels and motels located in the City. The hotels and motels collect the tax and forwards the funds to the City on a quarterly basis. Prior to 2016, the room tax in the City of Neenah was 5% on all room night revenues from hotels and motels. Effective 1/1/16, the room tax increased to 10%. Those funds are distributed as follows: 3% room tax is earmarked for the Fox Cities Convention and Visitor Bureau (CVB), 3% earmarked to fund the new exhibition center located in downtown Appleton, 2% room tax pledged to the Fox Cities Performing Arts Center (PAC) in downtown Appleton and 1% earmarked to fund future sports facilities within the Fox Valley region. The final 1% of the 10% is retained by the City. The City also retains 5% of the funds earmarked to the CVB for administration purposes. **Room tax collections are expected to total \$80,000 in 2019, for a budget increase of 9.59%**

State Revenue Sharing and Aid Programs

State Shared Revenue is a combination of State sales and income taxes returned to the City based on a complex growth/per capita/tax burden formula. State Shared Revenue to the City has declined dramatically since 1983. As part of the 2011 State Budget, Shared Revenue was again dramatically reduced for 2012. After four years of payments remaining flat, the City received a 1% increase in 2018. **For 2019, Shared Revenue is again expected to increase marginally by 1.33 %, with a total increase of \$20,440.**

The Expenditure Restraint Payment (“ERP”) is a direct levy reduction payment program based on City expenditure restraint requirements. The ERP formula is designed to assist communities whose tax rates reflect the cost of providing a full range of municipal services. Recent State budgets have reduced funding for the program. Added to the fact that more municipalities are qualifying for the program, the City's payment has diminished in recent years. The City's ERP payment decreased in 2018 by 2.33%. **For 2019 the City's ERP payment is again expected to decrease, but by an even larger percentage (4.16%) The estimate decrease totals \$23,010.**

The total of the combined State Revenue Sharing Programs of \$2,091,260 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 just over 8% of the City's operating budget in 2019.**

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 2019, that payment is expected to increase by \$2,980, a 2.00% increase from the 2018 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 recently as 2009, the City received \$1,253,920 in State Transportation Aids. As part of the 2011 State Budget, transportation aids declined substantially. In 2012, the reduction equaled a 9.6% decrease. After a small decrease in 2013, transportation aids rose 2.5% in 2014, only to decline an estimated \$54,670 (4.88%) for 2015 and \$24,880 (2.34%) for 2016. In 2017, aids increased \$19,550 (1.88%) and \$21,985 (2.08%) **Unfortunately, based upon numbers recently received from the State of Wisconsin, the City is estimating another decrease for 2019 totaling \$42,180, or 4.16%. All told, since 2009**

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

the City has seen a real dollar reduction in State Transportation Aids of \$217,840, a staggering 17.3% decrease over a ten-year period.

Also included in this category are estimated Federal and State Mass Transit (bus subsidy) reimbursements and payments related to fire protection.

Special Financing

Includes application of surplus resulting from resources being greater than expected and expenditures being less than planned permitting reappropriation of unused taxes. Over the past several years, the City has been working to reduce its reliance on the use of general fund undesignated fund balance to finance ongoing operations. As recently as 2005, the City had budgeted the application of \$550,000 of fund balance to balance the general fund budget. With the significant reductions in state aids and other revenues continuing, it has been necessary to maintain the use of reserves to balance recent budgets. The City's goal for 2012 and beyond was to reduce, stabilize or eliminate the use of reserves to balance ongoing operating budgets. While the 2012 adopted budget did contemplate using \$178,800 of reserves, specific concessions agreed to in Police and Fire union negotiations essentially eliminated the need to use these reserves for 2012. The 2013 budget included the use of \$70,000 in reserves, while the 2014 budget completely eliminated the use of reserves to balance budgeted expenditures and revenues in the General Fund. The 2015 budget applied \$66,850 of reserves, while the 2016 budget applied \$170,600. The 2017 budget applied \$181,870 of fund balance, with the 2018 budget using \$150,000. **This plan again contemplates using a maximum of \$150,000 of General Fund reserves as well as \$40,000 of Library operating carryforward funds to balance the 2019 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 remain constant in 2019.**

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 2019, fees are estimated to decrease \$2,000 (6.67%) to \$28,000.**

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 in 2019 at about the same level as 2018. The budgeted decrease is \$2,350, or .67%**

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 by \$22,110, or 2.58% in 2019.**

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Public Safety - Police Department

Receipts are from photocopies of records, damage recoveries, photo ID's as well as the sale of used police vehicles. Also included is reimbursement from the Neenah Joint School District for the Liaison Officer program, which is approximately 75% of the cost of the program.

Government Services

Charges for services provided by the City Finance, Legal and Human Resources and Safety departments. These services are charged to the Neenah Water, Sewer and Storm Water Utilities, Neenah-Menasha Fire Rescue and Menasha-Neenah Municipal Court. **Total revenue posted to these accounts is anticipated to increase modestly by \$6,940, or .1.91%, in 2019.**

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 \$5,900 (5.35%) in 2019.**

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 2019, total cemetery revenues are anticipated to increase modestly by \$2,400 (1.94%) from 2018 budgeted revenue.**

Investment Income

Investment income is generated from delinquent tax payments, special assessments paid on the installment basis and from idle cash available for investment. For several years, the economic downturn and subsequent drop in interest rates had a dramatic effect on investment interest income. Beginning in 2015, the City began to experience small but improved yield opportunities. Investment income estimated for 2018 and projected for 2019 reflects a significant increase in shorter terms rates over the past 12 months.

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 2016, the utility decided to repay in full the amount of principal remaining, eliminating that revenue source to the City moving forward. 2019 is the third 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 2019 is budgeted to increase substantially by \$102,000, or 23.29%.**

Fines and Forfeitures

Collections for City ordinance violations and other misdemeanors covered by City Code and State Statute collected by Menasha-Neenah Municipal Court. Despite enhanced collection efforts, previous years were adversely affected by the economic downturn and a reduction in citations issued. Collections have begun to trend up in 2018, leading to increased fine revenue. Also includes false alarm fees from residential and commercial security systems. **Based on current trends, the City is budgeting an increase of \$14,500 (16.20%) 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). Also included is the sixth year of an anticipated annual dividend reflecting the City's ownership stake in CVMIC. The City anticipates substantially lower dividend revenue from CVMIC in 2019 due to higher claims experience by the company in recent years. Other governmental entities (school, County, FVTC, State) reimbursement for property taxes refunded or

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

rescinded. Reimbursement from the City of Menasha for administrative costs of the Neenah-Menasha Dial-A-Ride Program. 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 significantly by \$42,480 (26.04%) in 2019.**

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. **As with recent history, overall revenue in this category is expected to remain essentially flat in 2019.**

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. Given the uneven nature of revenue generated by the sale of assets, this category will experience significant swings in anticipated revenue on an annual basis. **As such, overall revenue in this category is expected to total \$52,200 in 2019, over \$200,000 less than the 2018 budget.**

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 about 6.5% (\$6,950) for 2019.**

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. 2019 is the seventh 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 2019 are budgeted to increase \$48,080, or 2.19% from the 2018 budgeted amount.**

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
Property Taxes	13,222,397	13,419,260	13,419,262	13,419,270	13,419,260	13,668,260	249,000
Payment in lieu	1,026,078	1,042,410	18,608	1,040,420	1,043,910	1,043,910	1,500
Other Taxes	47,206	73,000	35,784	77,050	80,000	80,000	7,000
State Revenues	2,253,100	2,240,830	931,720	2,240,850	2,334,120	2,334,120	93,290
State & Federal Aids	1,438,958	1,497,700	881,269	1,484,940	1,460,080	1,460,080	(37,620)
Winnebago County	0	0	6,017	6,020	0	0	0
Special Financing	0	306,423	0	0	0	190,000	(116,423)
License Revenue	65,437	67,000	55,171	67,060	67,050	67,050	50
Permits Revenue	257,392	220,300	218,874	232,030	231,630	231,630	11,330
Weights & Measures Fees	30,490	30,000	19,643	19,650	28,000	28,000	(2,000)
General Gov't Revenues	332,483	351,800	189,591	348,860	349,450	349,450	(2,350)
Special Charges	8,215	12,100	6,615	10,100	11,100	11,100	(1,000)
Public Library	822,283	856,610	650,275	856,910	878,720	878,720	22,110
Police Revenue	202,213	214,600	105,985	215,600	211,000	211,000	(3,600)
General Gov't Services	367,973	362,920	273,040	362,920	369,860	369,860	6,940
Public Works	167,675	110,300	77,794	110,700	104,400	104,400	(5,900)
Oak Hill Cemetery Revenue	126,923	123,600	88,302	132,680	126,000	126,000	2,400
Investment Income	221,463	438,000	345,275	520,620	540,000	540,000	102,000
Fines & Forfeitures	84,098	89,500	77,218	103,770	104,000	104,000	14,500
Property Damage Recovery	136,391	20,000	16,150	16,160	20,000	20,000	0
Reimbursements	124,583	163,130	100,512	178,150	120,650	120,650	(42,480)
Lease/Rental Revenue	99,238	92,970	65,156	93,620	93,870	93,870	900
Sale of City Properties	50,397	259,500	30,586	184,790	52,200	52,200	(207,300)
Other Revenue	1,560	2,550	20,770	22,550	2,550	2,550	0
Community Fest	15,142	14,200	15,740	15,740	17,450	17,450	3,250
Tourism Entity	0	0	0	0	0	0	0
General Receipts	(11,735)	(12,160)	(11,527)	(13,280)	(13,090)	(13,090)	(930)
Adult Program Revenue	21,872	24,420	10,469	15,470	17,360	17,360	(7,060)
Youth Program Revenue	29,065	27,940	27,350	30,880	31,780	31,780	3,840
Municipal Pool Revenue	216,820	202,250	206,820	209,340	209,600	209,600	7,350
Independent Programs	35,914	42,150	32,486	33,730	33,730	33,730	(8,420)
Playground Progrm Revenue	116,370	110,440	123,074	123,500	123,070	123,070	12,630
Other Park & Rec Revenue	404	1,050	1,353	1,430	1,500	1,500	450
Riverside Players	39,665	30,320	38,330	38,350	37,800	37,800	7,480
Parks Revenue	106,611	106,610	114,396	116,190	113,560	113,560	6,950
Fund Transfers	2,085,725	2,192,360	1,672,867	2,234,210	2,300,940	2,400,940	208,580
TOTAL REVENUES	23,742,406	24,734,083	19,864,975	24,550,280	24,521,550	25,060,550	326,467
					Percent Budget Change		1.32%

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

<u>ACCOUNT DESCRIPTION</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2018 YTD (9 MONTHS)	2018 <u>ESTIMATE</u>	2019 DEPT <u>REQUEST</u>	2019 <u>PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>PROPERTY TAXES</u>							
Property Taxes	13,222,397	13,419,260	13,419,262	13,419,270	13,419,260	13,668,260	
Taxes Not on Tax Roll	0	0	0	0	0	0	
PROPERTY TAXES	<u>13,222,397</u>	<u>13,419,260</u>	<u>13,419,262</u>	<u>13,419,270</u>	<u>13,419,260</u>	<u>13,668,260</u>	<u>249,000</u>
<u>PAYMENTS IN LIEU OF TAXES</u>							
Water Utility	1,005,733	1,016,810	0	1,016,810	1,018,010	1,018,010	
Fox-City Ret Village Home	0	6,000	4,000	4,000	6,000	6,000	
Winnebago County Housing	7,843	7,000	2,000	7,000	7,000	7,000	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	12,102	12,200	12,208	12,210	12,500	12,500	
PAYMENTS IN LIEU OF TAXES	<u>1,026,078</u>	<u>1,042,410</u>	<u>18,608</u>	<u>1,040,420</u>	<u>1,043,910</u>	<u>1,043,910</u>	<u>1,500</u>
<u>OTHER TAXES</u>							
Hotel Room Tax Direct	41,049	60,000	33,739	75,000	80,000	80,000	
Hotel Room Tax Admin Fee	6,157	13,000	2,045	2,050	0	0	
OTHER TAXES	<u>47,206</u>	<u>73,000</u>	<u>35,784</u>	<u>77,050</u>	<u>80,000</u>	<u>80,000</u>	<u>7,000</u>
<u>STATE SHARED REVENUES</u>							
State Shared Revenue	1,541,330	1,540,150	231,023	1,540,150	1,560,590	1,560,590	
Expend Restraint Program	566,883	553,680	553,680	553,680	530,670	530,670	
Computer Exempt Credit	144,887	147,000	147,017	147,020	150,000	150,000	
Per Prop Exempt Credit	0	0	0	0	92,860	92,860	
STATE SHARED REVENUES	<u>2,253,100</u>	<u>2,240,830</u>	<u>931,720</u>	<u>2,240,850</u>	<u>2,334,120</u>	<u>2,334,120</u>	<u>93,290</u>
<u>STATE & FEDERAL AIDS</u>							
Mass Transit Subsidy	296,807	330,000	(12,404)	318,000	339,000	339,000	
Highway Maintenance Aids	1,056,275	1,079,000	808,697	1,078,260	1,036,080	1,036,080	
Fire Protect Ins Prem Ref	85,876	85,000	84,975	84,980	85,000	85,000	
Fire Fuel Tank Reimburse	0	3,700	0	3,700	0	0	
STATE & FEDERAL AIDS	<u>1,438,958</u>	<u>1,497,700</u>	<u>881,268</u>	<u>1,484,940</u>	<u>1,460,080</u>	<u>1,460,080</u>	<u>(37,620)</u>
<u>WINNEBAGO COUNTY</u>							
Ag. Use Conversion Charge	0	0	6,017	6,020	0	0	
WINNEBAGO COUNTY	<u>0</u>	<u>0</u>	<u>6,017</u>	<u>6,020</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>SPECIAL FINANCING</u>							
Applied Fund Balance	0	150,000	0	0	0	150,000	
Appl Carryover Balance	0	151,788	0	0	0	40,000	
Reserve For Encumbrance	0	4,635	0	0	0	0	
SPECIAL FINANCING	<u>0</u>	<u>306,423</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>190,000</u>	<u>(116,423)</u>
<u>LICENSE REVENUE</u>							
Liquor and Bev License	23,380	25,000	22,722	25,000	25,000	25,000	
Operator License	17,080	15,000	11,885	15,000	15,000	15,000	
Cigarette License	2,550	2,500	2,678	2,680	2,500	2,500	
Heating License	160	0	0	0	0	0	
Pet License	12,190	13,000	8,495	13,000	13,000	13,000	
Amusement Device License	9,200	10,000	8,865	10,000	10,000	10,000	
Rooming House License	100	0	50	100	100	100	
Honey Bee License	0	100	75	80	50	50	
Tourist House License	0	200	0	0	200	200	
Miscellaneous License	777	1,200	401	1,200	1,200	1,200	
LICENSE REVENUE	<u>65,437</u>	<u>67,000</u>	<u>55,171</u>	<u>67,060</u>	<u>67,050</u>	<u>67,050</u>	<u>50</u>
<u>PERMITS REVENUE</u>							
Building Permits	115,084	110,000	104,942	110,000	120,000	120,000	
Electrical Permits	37,149	28,000	31,600	34,000	30,000	30,000	
Plumbing Permits	43,890	30,000	32,597	32,600	30,000	30,000	
Parking Lot Const. Permit	700	500	1,200	1,200	500	500	
Heating Permits	40,541	30,000	31,159	34,000	30,000	30,000	
Home Occupation Permits	50	50	50	50	50	50	
Dance Permit	150	150	75	80	80	80	
Street Use Permit	750	1,200	750	750	1,000	1,000	
Fuel Storage Tank	579	1,000	0	1,000	1,000	1,000	
Sprinkler Permits	1,075	1,000	350	350	1,000	1,000	
Fire Pit Permit	16,379	17,000	15,421	16,500	16,500	16,500	
Hotel & Motel Permits	80	0	100	100	100	100	
All Other Permits	965	1,400	630	1,400	1,400	1,400	
PERMITS REVENUE	<u>257,392</u>	<u>220,300</u>	<u>218,874</u>	<u>232,030</u>	<u>231,630</u>	<u>231,630</u>	<u>11,330</u>

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>WEIGHTS AND MEASURES FEES</u>							
License Fees	30,490	30,000	19,643	19,650	28,000	28,000	
WEIGHTS AND MEASURES FEES	30,490	30,000	19,643	19,650	28,000	28,000	(2,000)
<u>GENERAL GOVERNMENT REVENUES</u>							
Special Use Fees	450	800	0	0	300	300	
Board of Appeals	250	500	0	0	250	250	
Rezoning Deposits	100	1,200	400	800	1,200	1,200	
Publication Fees	1,281	1,500	1,144	1,500	1,500	1,500	
Real Property Status Fees	23,140	25,000	19,490	25,000	25,000	25,000	
Cable TV Franchise Fee	284,726	300,000	149,417	300,000	300,000	300,000	
Com Devel Document Sales	1,431	200	425	430	250	250	
Site Plan Review Fee	2,980	2,000	2,680	2,680	2,500	2,500	
Plat Review Fees/Annex	3,050	3,000	1,460	2,500	2,000	2,000	
Project Plan Review Fees	0	600	0	0	600	600	
Comp Plan/Map Amend	0	350	0	0	350	350	
Property Record Maint Fee	10,575	12,000	9,875	11,250	12,000	12,000	
Code Enforce Reinspect	4,500	4,000	3,950	3,950	3,500	3,500	
Exempt Prop Filing Fees	0	650	750	750	0	0	
GENERAL GOV'T REVENUES	332,483	351,800	189,591	348,860	349,450	349,450	(2,350)
<u>SPECIAL CHARGES</u>							
Snow Removal Charges	840	2,000	840	2,000	2,000	2,000	
Weed Cutting Charges	7,375	10,000	5,725	8,000	9,000	9,000	
All Other Special Charges	0	100	50	100	100	100	
SPECIAL CHARGES	8,215	12,100	6,615	10,100	11,100	11,100	(1,000)
<u>PUBLIC LIBRARY</u>							
Library Receipts	27,597	26,000	21,131	26,000	26,000	26,000	
Coffee Sales	1,731	1,500	1,183	1,500	1,600	1,600	
Bottled Beverages/Snacks	2,823	2,600	2,163	2,600	2,600	2,600	
Copier/Printer Fees	15,249	15,000	11,030	14,400	14,400	14,400	
Lost/Damaged Materials	6,654	5,500	5,137	5,800	5,800	5,800	
Sale of Library Property	124	0	794	800	0	0	
P-Card Rebate	12,192	12,200	8,201	12,000	6,300	6,300	
Winnebago County	730,789	767,700	575,773	767,700	796,670	796,670	
Calumet County	22,497	21,200	21,193	21,200	19,770	19,770	
Fond Du Lac County	0	1,080	1,072	1,080	1,760	1,760	
Waushara County	0	660	655	660	660	660	
Green Lake County	0	170	163	170	160	160	
Collection Fee Charges	2,627	3,000	1,780	3,000	3,000	3,000	
PUBLIC LIBRARY	822,283	856,610	650,275	856,910	878,720	878,720	22,110
<u>PUBLIC SAFETY REVENUE</u>							
Police Sundry Revenues	2,266	2,000	1,307	2,000	2,000	2,000	
Photo ID's	2,180	1,000	1,923	2,000	2,000	2,000	
Sch Dist Liaison Program	197,767	211,600	102,755	211,600	207,000	207,000	
PUBLIC SAFETY REVENUE	202,213	214,600	105,985	215,600	211,000	211,000	(3,600)
<u>GENERAL GOV'T SERVICES</u>							
Utility Billing/Finance	176,200	172,400	129,300	172,400	177,300	177,300	
Water Utility/Finance Ser	70,983	68,500	51,375	68,500	61,520	61,520	
Water Utility/HR & Safety	16,900	17,200	12,900	17,200	19,500	19,500	
Water Utility/Legal & Adm.	26,000	26,800	20,100	26,800	28,140	28,140	
Joint Fire/Finance Ser	23,300	23,800	17,850	23,800	24,400	24,400	
Joint Fire/HR & Safety	44,000	47,000	35,250	47,000	51,500	51,500	
Joint Fire/Fiber Lease	7,270	3,820	2,865	3,820	4,010	4,010	
Muni Ct Bldg use/Menasha	3,320	3,400	3,400	3,400	3,490	3,490	
GENERAL GOV'T SERVICES	367,973	362,920	273,040	362,920	369,860	369,860	6,940

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>STREET & HIGHWAY REVENUE</u>							
Misc Equipment Rental	445	1,000	1,360	2,000	1,000	1,000	
Misc Service Revenue	16,502	5,000	4,302	7,000	6,000	6,000	
Other S & H Receipts	911	250	555	600	300	300	
Recoveries fm Damaged Prp	14,632	7,000	9,252	12,000	10,000	10,000	
Sale of City Materials	312	0	45	50	50	50	
Street Excavation Charges	69,853	30,000	13,426	25,000	30,000	30,000	
Restitution	0	50	0	50	50	50	
Special Garbage Collectn	1,762	2,000	1,698	2,000	2,000	2,000	
Commercial Dumpsters	63,258	65,000	47,155	62,000	55,000	55,000	
STREET & HIGHWAY REVENUE	167,675	110,300	77,793	110,700	104,400	104,400	(5,900)
<u>OAK HILL CEMETERY REVENUE</u>							
Cemetery Misc. Revenue	21,500	18,000	13,375	18,960	19,000	19,000	
Lot Sale Revenue	29,953	33,000	28,610	33,670	34,000	34,000	
Transfer fm Perp Care-Int	17,105	15,000	10,974	21,950	17,000	17,000	
Recoveries fm Damaged Prp	505	0	0	0	0	0	
Veterans Care Reimburse	3,198	3,100	0	3,100	0	0	
Grave Openings	42,825	45,000	28,225	45,000	46,000	46,000	
Foundation/Marker Charges	11,837	9,500	7,118	10,000	10,000	10,000	
OAK HILL CEMETERY REVENUE	126,923	123,600	88,302	132,680	126,000	126,000	2,400
<u>INTEREST INCOME</u>							
Interest on Investments	351,931	375,000	275,723	450,000	475,000	475,000	
Interest on Taxes	30,281	35,000	42,914	42,920	35,000	35,000	
Interest on Market Apprec	(178,239)	0	(36)	(40)	0	0	
Interest Revl Fund Assmts	18,145	23,000	23,934	25,000	25,000	25,000	
Personal Property I	(655)	5,000	2,739	2,740	5,000	5,000	
INTEREST INCOME	221,463	438,000	345,274	520,620	540,000	540,000	102,000
<u>FINES & FORFEITURES</u>							
Neenah Court Fines	1,710	2,500	4,765	4,770	3,000	3,000	
Municipal Courts Fines	81,963	85,000	72,278	98,000	100,000	100,000	
False Alarms	425	1,000	175	1,000	1,000	1,000	
Fire Re-Inspection Fees	0	1,000	0	0	0	0	
FINE & FORFEITURES	84,098	89,500	77,218	103,770	104,000	104,000	14,500
<u>PROPERTY DAMAGE RECOVERY</u>							
Police	30,121	0	4,045	4,050	0	0	
Public Works	84,456	20,000	7,890	7,890	20,000	20,000	
Parks	21,195	0	4,214	4,220	0	0	
Community Development	619	0	0	0	0	0	
PROPERTY DAMAGE RECOVERY	136,391	20,000	16,149	16,160	20,000	20,000	0
<u>REIMBURSEMENTS</u>							
Workers Compensation	41,736	75,000	0	60,000	60,000	60,000	
Emp Practices Liab Ins.	4,271	4,470	4,470	4,470	2,450	2,450	
Auto/Physical Damage Ins.	8,235	7,200	7,202	7,210	0	0	
Local Governments	1,200	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	38,440	40,260	40,266	40,270	22,000	22,000	
P-Card Rebate	30,701	35,000	47,374	65,000	35,000	35,000	
REIMBURSEMENTS	124,583	163,130	100,512	178,150	120,650	120,650	(42,480)
<u>LEASE/RENTAL REVENUE</u>							
Adm Bld Water Utility	9,680	9,970	7,478	9,970	10,270	10,270	
City Garage Rentals	6,864	7,000	4,868	7,000	7,000	7,000	
Communication Tower Rent	81,314	75,000	51,161	75,000	75,000	75,000	
Dumpster Rental Agreement	1,380	1,000	1,650	1,650	1,600	1,600	
LEASE/RENTAL REVENUE	99,238	92,970	65,157	93,620	93,870	93,870	900

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>SALE OF CITY PROPERTIES</u>							
Police	9,986	0	500	500	21,000	21,000	
Public Works	29,883	42,000	25,000	35,000	30,000	30,000	
PW-Refuse Trucks	0	210,000	0	135,000	0	0	
Park & Rec.	10,482	7,500	0	9,000	600	600	
Cemetery	0	0	0	200	600	600	
Misc Sales of City Prop	46	0	5,086	5,090	0	0	
SALE OF CITY PROPERTIES	50,397	259,500	30,586	184,790	52,200	52,200	(207,300)
<u>OTHER REVENUE</u>							
Commercial Dumpsters	516	500	226	500	500	500	
Miscellaneous Revenue	1,015	2,000	20,536	22,000	2,000	2,000	
Sales Tax	29	50	9	50	50	50	
OTHER REVENUE	1,560	2,550	20,771	22,550	2,550	2,550	0
<u>OTHER SPEC EVENTS-COMMUNITYFEST</u>							
Vender Fees	5,142	4,200	5,740	5,740	4,950	4,950	
Contributions	10,000	10,000	10,000	10,000	12,500	12,500	
OTHER SPEC EVENTS-COM. FEST	15,142	14,200	15,740	15,740	17,450	17,450	3,250
<u>GENERAL RECEIPTS-PARKS/REC</u>							
Sun Shine Program	1,944	500	848	900	900	900	
Non-Taxable Concessions	0	0	200	200	0	0	
Work Permits	2,860	2,000	1,070	1,070	1,000	1,000	
Work Permit State Payment	(3,270)	(500)	(1,260)	(1,260)	(800)	(800)	
Sales Tax Collections	(14,730)	(15,000)	(13,144)	(15,000)	(15,000)	(15,000)	
Sales Tax	79	80	73	90	90	90	
WPRA Ticket Money Collect	12,681	14,000	11,187	13,000	13,000	13,000	
WPRA Ticket Money Payment	(11,299)	(13,440)	(10,722)	(12,500)	(12,500)	(12,500)	
Boat Stall Key Deposit	0	200	220	220	220	220	
GENERAL RECEIPTS-PARKS/REC	(11,735)	(12,160)	(11,528)	(13,280)	(13,090)	(13,090)	(930)
<u>ADULT PROGRAM REVENUE</u>							
Adult Crafts	50	0	0	0	0	0	
Fitness Receipts	11,915	15,100	7,207	11,800	12,500	12,500	
Golf Lessons	1,380	1,380	1,380	1,380	1,380	1,380	
Softball-Team Reg	4,500	4,500	0	0	0	0	
Volleyball-Team Reg	0	0	0	0	0	0	
Kickball	1,400	1,230	0	0	1,200	1,200	
Open Gym	1,347	960	553	960	960	960	
Volleyball-Summr Team Fee	840	840	720	720	720	720	
Tennis Instruction	440	410	609	610	600	600	
ADULT PROGRAM REVENUE	21,872	24,420	10,469	15,470	17,360	17,360	(7,060)
<u>YOUTH PROGRAM REVENUE</u>							
Youth Program Crafts	(50)	0	0	0	0	0	
Operation Recreation	4,730	4,590	5,468	5,470	7,100	7,100	
Children's Playtime	18,787	18,000	15,459	17,930	18,200	18,200	
Quick Start Tennis	840	1,080	600	1,080	1,080	1,080	
Start Smart	550	540	460	660	600	600	
Special Events	4,208	3,730	5,363	5,740	4,800	4,800	
YOUTH PROGRAM REVENUE	29,065	27,940	27,350	30,880	31,780	31,780	3,840
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	45,885	42,400	44,878	44,880	42,400	42,400	
Pool-Daily Receipts	65,677	60,000	65,200	67,550	66,000	66,000	
Pool-Season Pass Receipts	57,176	51,550	50,342	50,500	52,900	52,900	
Swim Lessons Receipts	47,826	48,050	46,060	46,060	48,050	48,050	
Locker Rental	256	250	341	350	250	250	
POOL & REC BLDG REVENUE	216,820	202,250	206,821	209,340	209,600	209,600	7,350

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	27,441	27,550	26,612	26,620	26,620	26,620	
Dance Lessons	8,473	14,600	5,874	7,110	7,110	7,110	
INDEPENDENT PROGRAM REV	35,914	42,150	32,486	33,730	33,730	33,730	(8,420)
<u>PLAYGROUND PROGRAM REVENUE</u>							
Archery	1,201	1,130	1,580	1,580	1,620	1,620	
Baseball	1,386	1,390	1,395	1,400	1,500	1,500	
Crafts	560	560	688	690	680	680	
Operation Recreation	83,041	80,000	86,386	86,400	86,500	86,500	
Adventure	2,538	2,530	2,219	2,220	2,700	2,700	
Filthy Fun Kids Run	6,390	6,390	7,995	8,000	7,360	7,360	
Golf	440	440	560	560	560	560	
Nature Force	2,610	1,970	2,279	2,530	2,200	2,200	
Special Events	3,718	2,100	5,899	6,000	4,800	4,800	
Soccer Instruction	1,712	1,710	1,728	1,750	1,950	1,950	
Tennis	7,627	7,080	7,080	7,080	7,900	7,900	
Tennis-Accelerated	1,920	1,920	1,733	1,740	1,740	1,740	
Tot Lot	1,853	1,850	1,672	1,680	1,930	1,930	
TOT Sports	1,374	1,370	1,861	1,870	1,630	1,630	
PLAYGROUND PROGRAM REV	116,370	110,440	123,075	123,500	123,070	123,070	12,630
<u>OTHER PARKS & REC REVENUE</u>							
Doty Cabin	323	300	324	330	300	300	
Ice-Rink Taxable Concess	81	200	129	200	200	200	
Community Band	0	550	900	900	1,000	1,000	
OTHER PARKS & REC REVENUE	404	1,050	1,353	1,430	1,500	1,500	450
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	35,664	26,350	34,502	34,510	34,000	34,000	
Other Revenues	1,455	1,670	986	990	1,500	1,500	
Taxable Concessions	2,546	2,300	2,842	2,850	2,300	2,300	
RIVERSIDE PLAYERS	39,665	30,320	38,330	38,350	37,800	37,800	7,480
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	45	80	90	90	80	80	
Rentals - Shattuck	345	200	680	680	500	500	
Vandalism Reimbursement	450	0	0	0	0	0	
Facility Leases	15,600	16,100	16,915	16,920	18,000	18,000	
Facility User Fees	2,173	1,500	183	1,160	1,500	1,500	
Rentals - Green Park	680	500	670	670	600	600	
Rentals - Memorial Park	6,386	5,500	6,622	6,630	6,000	6,000	
Rentals - Gazebo	490	600	580	580	600	600	
Rentals - Riverside Park	2,714	3,300	3,552	3,560	3,300	3,300	
Rentals - Washington Park	4,230	4,800	6,360	6,880	5,500	5,500	
Rentals -Whiting Boathse	23,261	26,000	25,436	25,440	26,000	26,000	
Rentals - Southview Park	30	30	30	30	30	30	
Rentals -Memorial Pk Open	274	200	340	340	300	300	
Rental-Shattuck BoatStall	8,997	8,700	10,620	10,620	9,500	9,500	
Rentals - Doty Park	1,290	1,100	1,362	1,370	1,300	1,300	
Rentals - Miller Park	0	0	10	10	0	0	
Rental - Great Northern	380	200	400	400	330	330	
Rentals - Douglas Park	20	0	30	30	20	20	
Rentals-Memorial LG Room	10,343	10,500	11,250	11,250	11,500	11,500	
Rental-Memorial SM Room	1,446	1,300	1,070	1,330	1,500	1,500	
Boat Launch User Fees	27,457	26,000	28,197	28,200	27,000	27,000	
PARKS REVENUE	106,611	106,610	114,397	116,190	113,560	113,560	6,950

**CITY OF NEENAH
2019 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
Fleet Management	10,000	0	0	0	0	0	
Benefit Accrual Fund	0	0	0	0	0	100,000	
Information Systems	65,000	120,000	90,000	120,000	120,000	120,000	
Parking Fund	121,251	117,230	87,923	126,390	128,870	128,870	
Sewer Fd Maintenance	425,862	426,080	319,560	319,560	315,680	315,680	
Sewer Fd Admin	375,022	406,860	305,145	528,750	549,260	549,260	
Storm Water Management	389,137	413,340	310,005	418,430	426,630	426,630	
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	7,081	35,950	(7,081)	0	0	0	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	5,000	
TIF #11	36,000	36,000	27,333	36,000	40,000	40,000	
TIF #11 Interest	210	0	779	1,000	1,500	1,500	
TIF #5 Administrative Chg	71,000	71,000	53,583	71,000	80,000	80,000	
TIF #5 Interest Charge	1,057	1,000	751	1,000	1,500	1,500	
TIF #6 Administrative Chg	53,500	53,500	40,458	53,500	60,000	60,000	
TIF #6 Interest Charges	8,005	2,000	6,492	8,500	10,000	10,000	
Transfer From TIF # 7	106,000	106,000	79,833	106,000	120,000	120,000	
TIF #8 Administrative Chg	106,000	106,000	79,833	106,000	120,000	120,000	
TIF #8 Interest	26,049	10,000	29,196	42,000	52,000	52,000	
TIF #9 Administrative Chg	36,000	36,000	27,333	36,000	40,000	40,000	
TIF # 10	36,000	36,000	27,333	36,000	40,000	40,000	
TIF #10 Interest	1,893	0	7,175	10,000	12,000	12,000	
Recycling Fund	22,000	25,000	18,750	25,000	25,000	25,000	
Small Business Loan Fd	0	5,000	0	0	5,000	5,000	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	25,507	25,000	17,561	25,000	25,000	25,000	
Preparedness Grant	0	10,000	10,000	10,000	0	0	
Joint Municipal Court	2,120	400	2,653	3,330	3,500	3,500	
Neenah Menasha Fire Rescu	111,031	100,000	100,750	100,750	75,000	75,000	
FUND TRANSFERS	2,085,725	2,192,360	1,672,865	2,234,210	2,300,940	2,400,940	208,580
TOTAL REVENUES	23,742,406	24,734,083	19,864,973	24,550,280	24,521,550	25,060,550	326,467
					Percent Budget Change		1.32%

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 December 6, 2017 Resolution No. 2017-33:

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	-----
			§125.17	-----
Duplicate Beverage Operator	\$10	Per license	§125.17(4)	Ord. No. 1234
Temporary Beverage Operator	\$10	Per event	§125.185	Ord. No. 1234
Provisional Beverage Operator	\$15	Per license		
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
Dance Hall	\$25	Annual – expires 6/30	§59.56(12)(b)	Res. No. 2013-37
Pawnbrokers License	\$210	Annual – expires 12/31	§134.71	Ord. No. 858
Secondhand Article Dealers	\$80.00	Annual – expires 12/31		Code Section 4-64
Secondhand Jeweler Dealers	\$80.00	Annual – expires 12/31	§134.71	Res. No. 7238
			§134.71	Code Sec. 4-64
				Res No 7238
			§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. 2014-10
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
Scales 31 to 1000 lbs	\$40 (per unit)	Annual	\$ 98.04	Res. No. 2012-35
				Sec. 4-30
Weight Sets	\$10	Annual	\$ 98.04	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
Follow-up Inspection Fee (2 nd)	\$200	Annual	\$ 98.04	Res. No. 2012-35
				Sec. 4-30
Penalty Nonregistered Device	Fee x 2	Annual	\$ 98.04	Res. No. 2011-16
				Res. No. 2012-35
Timing Devices	\$10	Annual	\$ 98.04	Sec. 4-30
				Res. No. 2011-16
Meters (Taxi)	\$50	Annual	\$ 98.04	Res. No. 2012-35
				Sec. 4-30
Electric Pill Counters	\$10	Annual	\$ 98.04	Res. No. 2011-16
				Res. No. 2012-35
Gas Pumps (Retail)	\$40	Annual	\$ 98.04	Sec. 4-30
				Res. No. 2011-16
HS Pumps (Diesel)	\$55	Annual	\$ 98.04	Res. No. 2012-35
				Sec. 4-30
				Res. No. 2011-16

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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/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 Res. No. 2017-04
New Plumbing: Multi-family	\$50 + \$0.05 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Commercial/Industrial	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft New: \$100 Replacement: \$50	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$50)		Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Residential	\$50			Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Commercial	Commercial: \$50 + \$10 per inch diameter			Ch. 21, Art. V Res. No. 2017-04
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service Ripipe Basement	\$25			Ch. 21, Art. V Res. No. 2011-17
Cap Sewer	\$25			Ch. 21, Art. V Res. No. 2011-17
Well License Renewal	\$30			Ch. 21, Art. V Res. No. 2011-17
Replacement Water Heater	\$30	Minimum permit fee \$30 or \$8 per fixture if water Heater is included as part of the plumbing project		Ch. 21, Art. V Res. No. 2017-04

ELECTRICAL

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/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		Ch. 21, Art. III Res. No. 2017-04
New Electrical: Commercial/Industrial and additions	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft	If no square footage available: \$30 for all work between \$1 and \$300 in cost \$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost \$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Ch. 21, Art. III Res. No. 2017-04
Electrical Service	\$50 + \$10 per 100 amp	\$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost \$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost \$443 + \$1/\$1,000 for all work over \$100,000 in cost		Ch. 21, Art. III Res. No. 2017-04
BUILDING				
New Construction: Residential/Duplex/Condo	\$100 + \$0.18 per sq ft all areas	Minimum \$200		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
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		Res. No. 2017-04 Ch. 21, Div. IV
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		Res. No. 2017-04 Ch. 21, Div. IV
Replacement 1 & 2 Family	\$50 for first piece + \$10 each add'l piece (per dwelling unit)			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
1" = 1,000' or basemap	50¢		\$19.35	Res. No. 7170
1" = 500' map	\$2.25		\$19.35	Res. No. 7170
Any Topo map	\$1.25		\$19.35	Res. No. 7170
Other maps	15¢/sq ft		\$19.35	Res. No. 7170
Photocopies				Res. No. 7170
Single Sheet	25¢		\$19.35	Res. No. 7170
Multiple Sheets	25¢ plus 15¢ per sheet		\$19.35	Res. No. 7170
Color Copies	\$2 per 11x17		\$19.35	Res. No. 7170

FINANCE LICENSES

Cat	\$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 Annual Rate		
		Prime Rate as of 3/1/2017 plus 1.75% = 5%	\$66.0715	Code Sec. 13-2

FIRE

			Fire Code
Petroleum Tank Installation Permit	\$100	First Tank	Ch. 7
	\$50	Each Additional Tank	Ch. 7
	\$1,700	Maximum Fee	Ch. 7
Petroleum Tank Closure Permit	\$20	Per 1,000 Gallon Tank Capacity, \$240 maximum	Ch. 7
	\$80	Minimum Fee	Ch. 7
Fire Protection Permit (Sprinkler Permit)	\$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

FEE TYPE	FEE	BASIS	ORD/RES/CODE
NEW DEVELOPMENT			
Oversize Sanitary Interceptor Sewer Fee	\$1,000.00	Acre	Code §17-107
Public Storm Water Infrastructure	\$5,000.00	Acre	Code §13-7
Carpenter Tree Fund	\$100.00-150.00	Lot	Res. No. 7309
Stormwater Management, Erosion Control, Erosion Plan Review and Inspection, Residential	\$200.00	Subdivision plus \$150/lot	Ch. 22, Art. IV Res. No. 7309
Erosion Plan Review and Inspection, Commercial, Industrial	\$275	Up to one acre, \$200 for each additional acre	Ch. 22, Art. IV
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	

FEE TYPE

FEE

BASIS

STATUTE NO.

ORD/RES/CODE

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

Utility Cart	\$10.00	Hour		
Grass & Weed Removal (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
Special Collections (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
Snow Removal (1 hr minimum charge)	\$80.00	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	\$68.00	Hour		Res. No. 7309
Medium Equipment	\$79.00	Hour		Res. No. 7309
Large Equipment	\$88.00	Hour		Res. No. 7309

MISCELLANEOUS PERMIT FEES

Natural Lawn Application Fee	\$25.00	Per Event		Ord. No. 1389
Application for Appeal - Natural Lawn Revocation	\$25.00	Per Event		Sec. 10-5(c)(1) Res. No. 7334
Bond for Due Process Hearing - Lawn Declared Public Nuisance	\$25.00	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	\$200.00	Each		Ch. 14, Div. II Res. No. 7309
4" or 6" Sidewalk or Apron (Incl. Colored)	2018 \$11.50 2019 \$12.00 2020 \$12.50 2021 \$13.00 2022 \$13.50	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Curb and Gutter	\$58.00	Lin. Ft.		Ch. 14, Div II, Res.2017-33
Concrete Pavement - Final Patch	\$16.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Asphalt Pavement/Oil & Chip - Final Patch	\$12.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Terrace or Grass Turf Area	\$2.10	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Street Degradation Base Fee	2018-2022 \$4.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Permit Fee	\$200.00	Each		Ch. 14, Div II, Res.2017-33
New Gas Service/Abandon/Maintenance	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Curb Cut	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Tunnel/Bore/Directional Bore	\$50	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New Poles/Guywires/Sm Peds/Boxes	\$30.00	Each		Ch. 14, Div II, Res.2017-33

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
New Overhead Wires	\$.15	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New or Repl Manholes/Handholes	\$75.00	Each		Ch. 14, Div II, Res.2017-33
Large Cabinets/Peds/Huts/Vaults/VRADs	\$200.00	Each		Ch. 14, Div II, Res.2017-33
Trees	\$300.00	Each		Ch. 14, Div II, Res.2017-33
Marker Post/Post Mounted Signs	\$5.00	Each		Ch. 14, Div II, Res.2017-33
Failure to Obtain Permit	\$200.00	Each		Ch. 14, Div II, Res.2017-33

WATER DEPARTMENT

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

COMMON COUNCIL

Council President

Todd Stevenson

Major Activities

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

Operating Budget Information/Number of Employees

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$68,528	\$73,470	\$85,300	16.10%	\$85,300	16.10%
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
2019 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 2019 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	42,178	44,620	33,279	44,620	45,360	45,360	
0111	Fringes	2,329	2,620	1,954	2,620	2,230	2,230	
0115	Schools/Seminars/Training	0	0	0	0	0	0	
0128	Empl Recognition Awards	0	0	0	0	0	0	
	Personal Services	44,507	47,240	35,233	47,240	47,590	47,590	350
0202	Outside Printing	556	400	347	400	400	400	
0203	Postage	0	0	0	0	0	0	
0204	Conference & Meetings	1,140	2,000	1,025	2,000	2,000	2,000	
0206	Advertising & Publication	12,761	11,500	7,074	11,500	11,660	11,660	
0218	Maintenance of Software	692	1,210	571	1,210	1,210	1,210	
0227	Cellular Telephone	660	660	495	660	660	660	
0233	Other Ser/Televising Mtng	3,245	4,000	3,784	4,000	4,000	4,000	
0236	Outside Services	107	250	0	250	250	250	
0255	IS Services / Internal	4,835	5,890	4,418	5,090	17,210	17,210	
0261	Misc Expenditures	0	0	70	70	0	0	
	Contractual Services	23,996	25,910	17,784	25,180	37,390	37,390	11,480
0301	Office Supplies	10	100	39	100	100	100	
0302	Inhouse Printing	3	20	2	20	20	20	
0303	Computer Oper Supplies	12	50	934	940	50	50	
0308	Books and Periodicals	0	100	0	100	100	100	
0333	All Other Supplies	0	50	139	140	50	50	
	Supplies & Materials	25	320	1,114	1,300	320	320	0
	OPERATIONS	68,528	73,470	54,131	73,720	85,300	85,300	11,830
COUNCIL		68,528	73,470	54,131	73,720	85,300	85,300	11,830
								Percent Budget Change 16.10%

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$194,223	\$215,720	\$229,560	6.42%	\$229,560	6.42%
No. of Employees (FTE)	1.67	2.00	2.00	0%	2.00	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Mayor

No changes recommended

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

This has been a good year overall for the Mayor's office. We continue to find new opportunities for this community to grow and prosper. The community has seen many new economic developments finished and has begun reaping the benefits of new jobs and tax base. 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!

- 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.
- The city brings automated collection to the community and save tax dollars.
- The social media experience with Facebook, twitter, our website and the scrolling marquee in the lobby continue to keep the community up-to-date and informed on many of the happenings and the issues that affect them.
- 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. DoubleTree by Hilton renovations are complete.

**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

- 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
- 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.
- This year included the completion of 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. A real example of collaboration that will become a destination for many locals and visitors to be proud of.
- The Library now has extended hours on the weekends. , this was the number one request of library users.
- Reorganization was completed in the city Legal and Administrative Services Department. The large projects and legal needs we are involved in necessitated the need to hire an Assistant City Attorney to help with workload in the department. My recommendation to make the Mayor's Administrative Assistant a full time position was agreed upon based on 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
- The city's efforts to improve efficiencies through our city wide LEAN initiatives has really taken root resulting in time and cost savings in all departments. LEAN is a means to both identify and then implement the most efficient, value added way to provide government services. It is a method that eliminates waste to help maximize efficiencies

2019 Goals/Plans: In 2019 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.

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 began. 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.

**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

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 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 2019 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 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
OPERATIONS (0201-701)								
0101	Salaries	99,611	109,440	78,749	113,970	117,130	117,130	
0110	Health Insurance	15,740	27,260	18,098	27,260	30,560	30,560	
0111	Fringes	19,699	22,100	15,902	23,010	23,050	23,050	
0123	Auto Allowance	495	450	338	450	400	400	
	Personal Services	135,545	159,250	113,087	164,690	171,140	171,140	11,890
0202	Outside Printing	0	150	230	230	200	200	
0203	Postage	168	400	181	400	300	300	
0204	Conference & Meetings	556	1,350	766	1,350	1,500	1,500	
0207	Dues & Memberships	6,752	7,100	7,024	7,100	7,300	7,300	
0218	Maintenance of Software	275	230	288	290	230	230	
0227	Cellular Telephone	480	500	360	500	500	500	
0236	Outside Services	0	130	0	130	130	130	
0254	Printer / Copies	132	70	106	110	100	100	
0255	IS Services / Internal	8,359	9,720	6,990	8,750	10,560	10,560	
0261	Misc Expenditures	582	500	454	500	500	500	
0262	Public Relations	133	600	25	600	600	600	
	Contractual Services	17,437	20,750	16,424	19,960	21,920	21,920	1,170
0301	Office Supplies	495	150	139	150	150	150	
0302	Inhouse Printing	0	100	13	100	100	100	
0308	Books and Periodicals	0	50	0	50	50	50	
0344	Small Equipment	0	100	0	100	100	100	
0347	Small Computer Hardware	0	100	247	250	100	100	
	Supplies & Materials	495	500	399	650	500	500	0
0531	Community Contribution	7,700	7,350	850	7,350	7,500	7,500	
	Other	7,700	7,350	850	7,350	7,500	7,500	150
	OPERATIONS	161,177	187,850	130,760	192,650	201,060	201,060	13,210
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CITY PUBLICATION (0202-701)								
0202	Outside Printing	16,744	13,000	12,412	13,000	13,500	13,500	
0203	Postage	7,169	7,200	3,608	7,200	7,200	7,200	
	Contractual Services	23,913	20,200	16,020	20,200	20,700	20,700	500
	CITY PUBLICATION	23,913	20,200	16,020	20,200	20,700	20,700	500
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LEAN TRAINING (0203-701)								
0115	Schools/Seminars/Training	9,133	7,670	3,452	7,670	7,800	7,800	
	Personal Services	9,133	7,670	3,452	7,670	7,800	7,800	130
	LEAN TRAINING	9,133	7,670	3,452	7,670	7,800	7,800	130
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MAYOR'S OFFICE		194,223	215,720	150,232	220,520	229,560	229,560	13,840
							Percent Budget Change	6.42%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	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
Administrative Assistant	Grade F3	1.00	Grade F3	1.00	30,190	34,590	37,730
OTHER COMPENSATION							
Accrued Wages	-		-		0	130	150
TOTAL	XXX	2.00	XXX	2.00	\$109,440	\$113,970	\$117,130

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$1,217,469	\$1,111,950	\$1,155,420	3.91%	\$1,155,420	3.91%
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
2019 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.

2018 Accomplishments:

- Successfully issued \$8,295,000 in G.O. Promissory Notes to finance 2018 capital projects.
- City's AA bond rating was affirmed by Standard and Poors. This bond rating continues 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 2017 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 34th 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, continued implementation of NuPark parking system.
- Continued implementation of ExecuTime payroll time management and reporting system.
- Finalized process to replace in 2019 existing Utility Billing software with Superior product consistent with stated City's Enterprise Resource Planning (ERP) goals and objectives.
- Department processed approximately: Accounts Payable/Accounts Receivable/Payroll - 50,000 cash/check transactions, 9,500 payment vouchers 7,000 P-card transactions, 10,000 payroll direct deposits, 2,500 vendor checks and 750 invoices; Treasurer/Utility Billing – 20,250 credit card/e-check transactions, 6,600 direct deposits, 3,630 debit card transactions, 3,300 ACH transactions, 300 money orders, 10,550 property tax bills and 53,000 utility service invoices.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019 Goals/Plans:

- In cooperation with Information Systems, execute final conversion to Superior Utility Billing software.
- 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 2019 Budget Request:

Risk Management:

Property Insurance - \$3,500 increase. Reflects updated property values to ensure complete coverage.

Auto/Physical Damage Insurance - \$5,130 increase. Reflects updated equipment values to ensure complete coverage.

Capital Equipment:

Computer Hardware – Replace printer for check printing/signing - \$2,400

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
<u>OPERATIONS (0501-703)</u>								
0101	Salaries	343,453	342,210	236,708	342,550	350,060	350,060	
0103	Temporary Wages	8,824	3,000	814	3,000	2,600	2,600	
0110	Health Insurance	93,500	83,790	62,847	83,790	91,720	91,720	
0111	Fringes	66,272	65,600	45,141	65,650	65,290	65,290	
0123	Auto Allowance	29	0	0	0	0	0	
0128	Empl Recognition Awards	100	140	0	0	230	230	
	Personal Services	512,178	494,740	345,510	494,990	509,900	509,900	15,160
0202	Outside Printing	3,380	3,000	1,488	3,000	3,100	3,100	
0203	Postage	6,255	7,000	1,521	6,500	6,800	6,800	
0204	Conference & Meetings	4,607	3,500	5,660	5,660	4,000	4,000	
0205	Debit Card Charges	2,811	3,000	1,809	2,500	2,500	2,500	
0207	Dues & Memberships	1,473	1,400	1,375	1,500	1,500	1,500	
0210	Maintenance of Hardware	963	1,000	0	500	1,000	1,000	
0212	Maint of Office Equipment	0	0	0	0	0	0	
0218	Maint of Software	31,992	33,940	36,510	36,510	41,610	41,610	
0227	Cellular Telephone	480	480	360	480	480	480	
0254	Printer / Copies	3,977	4,340	2,929	4,250	4,250	4,250	
0255	IS Services / Internal	46,594	46,600	34,950	48,560	50,350	50,350	
	Contractual Services	102,532	104,260	86,602	109,460	115,590	115,590	11,330
0301	Office Supplies	2,370	3,000	1,254	3,000	3,000	3,000	
0302	Inhouse Printng/Dist Cost	4	20	7	20	20	20	
0303	Computer Oper Supplies	250	400	0	400	300	300	
0308	Books and Periodicals	311	500	0	400	400	400	
0333	All Other Supplies	20	100	55	60	50	50	
0343	Small Program Packages	0	0	800	800	500	500	
0344	Small Equipment	1,909	500	510	510	500	500	
0347	Small Computer Hardware	421	500	1,357	1,360	500	500	
	Supplies & Materials	5,285	5,020	3,983	6,550	5,270	5,270	250
<u>CAPITAL OUTLAY-FINANCE</u>								
8115	Computer Hardware Outlay	0	0	0	0	2,400	2,400	
	Capital Outlay	0	0	0	0	2,400	2,400	2,400
	FINANCE OPERATIONS	619,995	604,020	436,095	611,000	633,160	633,160	29,140
							Percent Budget Change	4.82%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	1,000	500	250	500	400	400	
0111	Fringes	20	10	5	10	10	10	
	Personal Services	1,020	510	255	510	410	410	(100)
0202	Outside Printing	298	350	298	350	350	350	
0203	Postage	0	50	41	50	50	50	
0204	Conference & Meetings	300	300	450	450	500	500	
0232	Accounting & Auditing	47,300	52,400	48,875	48,880	54,500	54,500	
0238	Professional Services	6,000	1,650	0	6,000	3,100	3,100	
	Contractual Services	53,898	54,750	49,664	55,730	58,500	58,500	3,750
	ANNUAL FINANCIAL AUDIT	54,918	55,260	49,919	56,240	58,910	58,910	3,650
							Percent Budget Change	6.61%

RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	109	500	500	500	600	600	
0236	Outside Services	3,600	1,800	1,800	1,800	0	0	
0239	Misc Insurance	1,314	1,380	2,007	2,010	1,400	1,400	
0244	Pollution Insurance	0	0	2,824	2,830	2,950	2,950	
0245	Property Insurance	29,958	31,500	34,515	34,520	35,000	35,000	
0246	Liability Insurance	61,380	64,000	59,621	59,630	66,700	66,700	
0247	Auto Insurance	26,524	27,870	30,698	30,700	33,000	33,000	
0248	Boiler:Machine Insurance	2,305	2,480	1,888	1,890	2,000	2,000	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
	Contractual Services	195,190	199,530	203,853	203,880	211,650	211,650	12,120
	RISK MANAGEMENT	195,190	199,530	203,853	203,880	211,650	211,650	12,120
							Percent Budget Change	6.07%

PROPERTY DAMAGE (0509-703)								
0721	Police	32,309	0	6,750	6,750	0	0	
0737	Public Works	78,416	0	17,745	17,750	0	0	
0788	Park & Rec.	0	0	5,214	5,220	0	0	
0799	Undesignated	0	20,000	0	0	20,000	20,000	
	Other	110,725	20,000	29,709	29,720	20,000	20,000	0
	PROPERTY DAMAGE	110,725	20,000	29,709	29,720	20,000	20,000	0
							Percent Budget Change	0.00%

PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	1,500	1,500	750	1,500	1,000	1,000	
0111	Fringes	20	20	10	20	20	20	
	Personnel Services	1,520	1,520	760	1,520	1,020	1,020	(500)
0204	Conference & Meetings	200	300	449	450	500	500	
0207	Dues & Memberships	0	40	0	40	50	50	
0218	Maint of Software	0	1,370	0	0	0	0	
	Contractual Services	200	1,710	449	490	550	550	(1,160)
	PURCHASING/P-CARD	1,720	3,230	1,209	2,010	1,570	1,570	(1,660)
							Percent Budget Change	-51.39%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CENTRAL SERVICES (0515-703)</u>								
0203	Postage	1,052	1,500	1,058	1,400	1,500	1,500	
0207	Dues & Memberships	360	500	0	400	400	400	
0212	Maint of Office Equipment	405	1,000	405	1,000	1,000	1,000	
0236	Outside Services	2,070	2,500	1,900	2,500	2,500	2,500	
0252	Rental of Equipment	1,860	2,000	1,759	2,000	2,000	2,000	
	Contractual Services	5,747	7,500	5,122	7,300	7,400	7,400	(100)
0301	Office Supplies	4,458	6,500	2,673	3,500	5,500	5,500	
0302	Inhouse Printng/Dist Cost	4	20	1	20	20	20	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	4,462	6,920	2,674	3,920	5,920	5,920	(1,000)
	CENTRAL SERVICES	10,209	14,420	7,796	11,220	13,320	13,320	(1,100)
								Percent Budget Change -7.63%
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<u>UTILITY BILLING (0525-703)</u>								
0101	Salaries	78,940	76,250	57,187	76,250	79,140	79,140	
0110	Health Insurance	20,800	19,140	14,355	19,140	20,740	20,740	
0111	Fringes	14,820	14,660	10,995	14,660	14,760	14,760	
	Personal Services	114,560	110,050	82,537	110,050	114,640	114,640	4,590
0202	Outside Printing	3,004	2,500	2,200	2,500	2,500	2,500	
0203	Postage	20,321	20,000	14,709	20,500	17,000	17,000	
0204	Conference & Meetings	426	500	560	560	600	600	
0205	Debit Card Charges	2,811	2,500	1,809	2,500	2,600	2,600	
0218	Maint of Software	6,510	6,510	6,706	6,710	8,340	8,340	
0236	Outside Services	4,893	4,500	2,625	5,000	5,000	5,000	
0255	IS Services / Internal	7,657	7,780	6,848	8,020	9,990	9,990	
	Contractual Services	45,622	44,290	35,457	45,790	46,030	46,030	1,740
0303	Computer Oper Supplies	0	0	0	0	100	100	
0347	Small Computer Hardware	0	200	60	200	200	200	
	Supplies & Materials	0	200	60	200	300	300	100
	UTILITY BILLING	160,182	154,540	118,054	156,040	160,970	160,970	6,430
								Percent Budget Change 4.16%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>WATER UTILITY (0526-703)</u>								
0101	Salaries	42,620	40,700	30,525	40,700	37,300	37,300	
0103	Temporary Wages	1,500	1,500	1,125	1,500	1,000	1,000	
0110	Health Insurance	11,620	10,220	7,668	10,220	9,780	9,780	
0111	Fringes	8,290	7,830	5,873	7,830	6,960	6,960	
	Personal Services	64,030	60,250	45,191	60,250	55,040	55,040	(5,210)
0204	Conference & Meetings	500	500	500	500	600	600	
0236	Outside Services	0	200	0	100	200	200	
	Contractual Services	500	700	500	600	800	800	100
	WATER UTILITY	64,530	60,950	45,691	60,850	55,840	55,840	(5,110)
							Percent Budget Change	-8.38%
FINANCE		1,217,469	1,111,950	892,326	1,130,960	1,155,420	1,155,420	43,470
							Percent Budget Change	3.91%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$112,090	\$112,090	\$112,790
Assistant Comptroller	Grade K3	1.00	Grade K3	1.00	53,740	53,740	55,000
Assistant Treasurer	Grade K3	1.00	Grade K3	1.00	55,420	55,690	57,580
Accounting Specialist	Grade H3	1.00	Grade H3	1.00	42,110	42,180	43,130
Payroll - A/P - A/R Coordinator	Grade H3	1.00	Grade H3	1.00	48,990	48,990	49,360
Office Manager	Grade G3	1.00	Grade G3	1.00	41,160	41,160	41,680
Utility Billing Coordinator - A/P	Grade G3	1.00	Grade G3	1.00	44,100	44,100	44,590
Cashier	Grade F3	1.00	Grade F3	1.00	40,930	40,930	41,370
Subtotal		8.00		8.00	\$438,540	\$438,880	\$445,500
PART-TIME							
Cashier	Grade E	0.67	Grade E	0.67	18,890	18,890	19,210
OTHER COMPENSATION							
Accrued Wages	-		-		1,730	1,730	1,790
TEMPORARY							
Intern/Co-op Student	9.00/hr.		11.00/hr.		6,500	6,500	5,000
TOTAL	XXX	8.67	XXX	8.67	\$465,660	\$466,000	\$471,500

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$474,650	\$610,686	\$551,370	-9.71%	\$528,340	-13.48%
No. of Employees (FTE)	4.00	4.00	4.67	16.75%	4.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Legal and Administrative Services (23,030)

Mayor's Comments:

Remove funding the new position of Part-Time Administration Assistant (\$23,030 reduction). Within this department, the administrative functions currently are divided among the entire staff to serve both the Mayor's and City Clerk's office. Throughout the year, and especially at election time, the City Attorney has indicated that it is becoming more and more difficult to meet the needs of the legal function within the department. He has requested this new position to meet those needs. Since we just transitioned the Paralegal position to the position of Assistant City Attorney in recent months, I would like to continue under the existing staffing model at this time. I will continue to monitor the situation and report to the Common Council at a later date and time.

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

- Successfully recruited new Assistant City Attorney and trained and incorporated the ACA into the office workflow.
- 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 successful defense of Federal civil rights lawsuit filed by Theresa Mason-Funk. The matter was dismissed by the Federal District Court and upheld by the 7th Circuit. The matter is now closed.
- Continued involvement in the Fox River PCB cleanup issue, including negotiations with insurers to obtain maximum reimbursement of legal fees, and tentative settlement of environmental claims with the US Government.
- Completed the ADA Facilities audit, identifying potential conflict with the requirements of the ADA, and establishing a transition plan that will guide the City's efforts in complying with Title II of the ADA.

2019 Goals/Plans:

- Continue to train the new Assistant City Attorney in all aspects of municipal law and the City's legal needs.
- Add a 23 hour per week administrative professional to provide needed clerical support for the attorney's office.
- Continue work to update and create necessary City policies, as needed.
- Fully develop and implement ADA Title II compliance program.
- Complete the long term 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 2019 Budget Request:

Overall, when including all costs attributable to the City Attorney's office operations, including ADA Compliance, the City Attorney's budget shows a net decrease in budgeted expenditures of \$5,966 for 2019 over 2018: The major factor driving expenditure increases results from a full year of the ACA's work and the proposed addition of a part time administrative professional for the City Attorney's Office. Factors driving budget decreases is the elimination of outside legal services for prosecution and insurance review as well as the implementation of the ADA facilities audit. The following items showed increases or decreases of at least \$1,000;

Increases:

- | | |
|---|---------------|
| • Add'l personnel cost for full year ACA | \$13,097 |
| • Add'l cost for 60% Admin Professional | \$23,033 |
| • IS Services (internal) | \$ 5,900 |
| • Outside Services (Court Fees) | \$ 1,350 |
| • Net effect of changes less than \$1,000 | <u>\$ 114</u> |
| | \$43,494 |

Decreases :

- | | |
|---|-------------------|
| • External Legal Services (Prosecution) | (\$ 9,460) |
| • ADA Compliance | <u>(\$40,000)</u> |
| | (\$49,460) |

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

- 2018 Board of Review.
- Administered four 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.

2019 Goals/Plans:

- 2019 Board of Review (Re-Evaluation year).
- Administer two elections.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue implementation of the Help America Vote Act of 2002 (HAVA); HR811 Voter Confidence and Increased Accessibility Act 2007; 2011 Wisconsin Act 227; 2011 Wisconsin Act 45; the Move Act of 2012; the 2012 Consent Decree reporting requirements and reporting election cost estimates; the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Continue Implementation of numerous Legislative Updates for Elections.
- Continue training new Deputy Clerk on all aspects of the job.

Major Increases (Decreases) in 2019 Budget Request:

City Clerk

- Employee Recognition Awards: Decrease to \$0 (-\$100 from 2018) no employee recognitions in 2019.
- Dues & Memberships: Decrease to \$300 (-\$200 from 2018) did not renew IIMC membership.
- Maintenance of Software: Increase to \$440 (+\$90 from 2018) I/S projections.
- Printer/Copies: Increase to \$3,030 (+\$330 from 2018) I/S projections.
- I/S Services/Internal: Increase to \$25,720 (+\$3,070 from 2018) I/S projections.
- Computer Operating Supplies: Increase to \$450 (+\$200 from 2018) I/S projections.
- Small Software Program Packages: Decrease to \$50 (-\$50 from 2018) I/S projections.
- Small Computer Hardware: Increase to \$250 (+\$150 from 2018) I/S projections.

Elections

- Temporary Wages: Decrease to \$12,000 (-\$44,000 from 2018) due to only two elections in 2019.
- Auto Allowance: Decrease to \$100 (-\$100 from 2018) due to only two elections in 2019.
- Employee Recognition Awards: Decrease to \$0 (-\$2,000 from 2018) due to only two elections in 2019.
- Outside Printing: Decrease to \$1,000 (-\$1,500 from 2018) due to only two elections in 2019.
- Postage: Decrease to \$1,000 (-\$1,500 from 2018) due to only two elections in 2019.
- Advertising & Publications: Decrease to \$500 (-\$1,000 from 2018) due to only two elections in 2019.
- Maintenance of Office Equipment: Increase to \$4,200 (+\$200 from 2018) due to yearly maintenance of ICE Voting Machine.
- Outside Services: Decrease to \$3,000 (-\$6,000 from 2018) due to only two elections in 2019.
- Building Rental: Decrease to \$300 (-\$1,700 from 2018) to cover just \$150/election stipend for Peace Lutheran Church following polling place relocation out of the schools.
- Office Supplies: Decrease to \$500 (-\$1,500 from 2018) due to only two elections in 2019.
- All Other Supplies: Decrease to \$1,000 (-\$2,500 from 2018) due to only two elections in 2019.

Board of Review

- Temporary Wages: Increase to \$3,200 (+\$1,800 from 2018) based on increased number of days for Board of Review due to 2019 re-evaluation.
- Outside Services: Increase to \$1,000 (+\$500 from 2018) based on increased court reporter costs in 2019 due to re-evaluation.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
<u>CITY ATTORNEY OPERATION (0901-705)</u>								
0101	Salaries	155,993	170,800	124,260	179,230	202,410	180,270	
0103	Temporary Wages	0	3,450	1,752	3,450	3,450	3,450	
0110	Health Insurance	31,480	28,290	21,222	28,290	30,560	30,560	
0111	Fringes	28,493	31,850	23,033	32,880	32,760	31,870	
0115	Schools/Seminars/Training	0	450	130	450	450	450	
0123	Auto Allowance	0	230	0	230	230	230	
	Personal Services	215,966	235,070	170,397	244,530	269,860	246,830	11,760
0202	Outside Printing	0	100	0	100	100	100	
0203	Postage	136	350	165	240	350	350	
0204	Conferences & Meetings	1,534	7,466	4,133	7,500	7,000	7,000	
0207	Dues & Memberships	1,825	1,800	1,712	1,800	2,000	2,000	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,156	1,300	1,407	1,410	1,360	1,360	
0221	Telephone	0	100	0	0	0	0	
0227	Cellular Telephone	480	480	360	480	960	960	
0236	Outside Services	389	250	0	450	1,600	1,600	
0238	Professional Services	78	30	0	0	100	100	
0254	Printer / Copies	475	510	396	620	610	610	
0255	IS Services / Internal	15,969	17,380	13,035	16,680	23,280	23,280	
0261	Misc Expenditures	0	50	250	250	50	50	
	Contractual Services	22,042	29,866	21,458	29,580	37,460	37,460	7,594
0301	Office Supplies	30	250	143	250	300	300	
0302	Inhouse Printing	0	50	4	50	50	50	
0303	Computer Oper Supplies	0	50	2	50	50	50	
0308	Books and Periodicals	5,302	5,500	3,769	5,500	5,500	5,500	
0343	Small Program Packages	150	150	747	750	750	750	
0344	Small Equipment	0	200	0	200	200	200	
0347	Small Computer Hardware	299	100	799	800	500	500	
	Supplies & Materials	5,781	6,300	5,464	7,600	7,350	7,350	1,050
	CITY ATTORNEY OPERATIONS	243,789	271,236	197,319	281,710	314,670	291,640	20,404
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<u>EXTERNAL LEGAL SERVICES (0905-705)</u>								
0236	Outside Services	14,800	8,630	8,633	8,640	0	0	
0238	Professional Services	1,147	830	0	0	0	0	
	Contractual Services	15,947	9,460	8,633	8,640	0	0	(9,460)
	PROSECUTION/EXTERNAL LEGAL SERVICES	15,947	9,460	8,633	8,640	0	0	(9,460)
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<u>CABLE TELEVISION (0907-705)</u>								
0238	Professional Services	0	140	0	0	200	200	
	Contractual Services	0	140	0	0	200	200	60
	CABLE TELEVISION	0	140	0	0	200	200	60
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<u>ADA COMPLIANCE (0909-705)</u>								
0236	Outside Services	88	40,000	0	31,000	0	0	
0238	Professional Services	518	0	24	30	0	0	
	Contractual Services	606	40,000	24	31,030	0	0	(40,000)
	ADA COMPLIANCE	606	40,000	24	31,030	0	0	(40,000)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	100,787	104,890	74,056	105,390	108,070	108,070	
0103	Temporary Wages	2,772	2,500	2,064	2,500	2,500	2,500	
0110	Health Insurance	31,480	28,290	21,222	28,290	30,560	30,560	
0111	Fringes	19,650	20,400	14,462	20,500	20,380	20,380	
0115	Schools/Seminars/Training	1,758	1,200	1,165	1,200	1,200	1,200	
0123	Auto Allowance	0	50	0	50	50	50	
0128	Empl Reconition Awards	0	100	100	100	0	0	
	Personal Services	156,447	157,430	113,069	158,030	162,760	162,760	5,330
0202	Outside Printing	367	150	0	150	150	150	
0203	Postage	617	1,000	542	1,000	1,000	1,000	
0204	Conferences & Meetings	1,611	1,800	835	1,800	1,800	1,800	
0207	Dues & Memberships	375	500	175	180	300	300	
0212	Maint of Office Equipment	0	200	53	200	200	200	
0218	Maint of Software	236	350	750	750	440	440	
0221	Telephone	0	10	0	10	10	10	
0227	Cellular Telephone	480	500	360	500	500	500	
0235	Outside Software Services	371	400	0	400	400	400	
0236	Outside Services	6,284	6,000	2,403	6,000	6,000	6,000	
0254	Printer / Copies	2,469	2,700	2,119	2,700	3,030	3,030	
0255	IS Services / Internal	20,642	22,650	16,980	21,210	25,720	25,720	
	Contractual Services	33,452	36,260	24,217	34,900	39,550	39,550	3,290
0301	Office Supplies	1,118	1,000	410	1,000	1,000	1,000	
0302	Inhouse Printing	4	200	0	200	200	200	
0303	Computer Oper Supplies	167	250	177	250	450	450	
0308	Books and Periodicals	468	500	364	500	500	500	
0318	Maps and Records	210	400	60	400	400	400	
0333	All Other Supplies	119	200	0	200	200	200	
0343	Small Program Packages	0	100	0	100	50	50	
0344	Small Equipment	0	1,200	0	1,200	1,200	1,200	
0347	Small Computer Hardware	20	100	427	430	250	250	
	Supplies & Materials	2,106	3,950	1,438	4,280	4,250	4,250	300
	CITY CLERK OPERATIONS	192,005	197,640	138,724	197,210	206,560	206,560	8,920
ELECTIONS (0916-705)								
0103	Temporary Wages	11,190	56,000	18,450	56,000	12,000	12,000	
0111	Fringes	688	3,290	1,084	3,290	590	590	
0115	Schools/Seminars/Training	0	500	0	500	200	200	
0123	Auto Allowance	83	200	123	200	100	100	
0128	Empl Reconition Awards	0	2,000	0	2,000	0	0	
	Personal Services	11,961	61,990	19,657	61,990	12,890	12,890	(49,100)
0202	Outside Printing	0	2,500	1,703	2,500	1,000	1,000	
0203	Postage	690	2,500	2,617	2,620	1,000	1,000	
0204	Conferences & Meetings	0	50	0	50	50	50	
0206	Advertising & Publication	302	1,500	170	1,500	500	500	
0212	Maint of Office Equipment	3,738	4,000	4,079	4,100	4,200	4,200	
0236	Outside Services	2,609	9,000	3,684	9,000	3,000	3,000	
0251	Building Rental	546	2,000	0	2,000	300	300	
	Contractual Services	7,885	21,550	12,253	21,770	10,050	10,050	(11,500)
0301	Office Supplies	0	2,000	536	2,000	500	500	
0302	Inhouse Printing	0	100	0	100	100	100	
0303	Computer Oper Supplies	0	200	90	200	200	200	
0333	All Other Supplies	1,277	3,500	1,737	3,500	1,000	1,000	
0342	Tech Service Supplies	0	200	1,676	1,680	200	200	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	1,277	6,200	4,039	7,680	2,200	2,200	(4,000)
	ELECTIONS	21,123	89,740	35,949	91,440	25,140	25,140	(64,600)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	700	1,400	350	350	3,200	3,200	
0111	Fringes	14	20	5	10	50	50	
0115	Schools/Seminars/Training	80	100	20	20	100	100	
	Personal Services	794	1,520	375	380	3,350	3,350	1,830
0203	Postage	1	50	0	50	50	50	
0206	Advertising & Publication	107	300	96	300	300	300	
0236	Outside Services	275	500	200	200	1,000	1,000	
	Contractual Services	383	850	296	550	1,350	1,350	500
0333	All Other Supplies	3	100	27	100	100	100	
	Supplies & Materials	3	100	27	100	100	100	0
	BOARD OF REVIEW	1,180	2,470	698	1,030	4,800	4,800	2,330
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LEGAL & ADMIN SERVICES		474,650	610,686	381,347	611,060	551,370	528,340	(82,346)
							Percent Budget Change	-13.48%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	\$116,270	\$116,270	\$116,840
Assistant City Attorney	Grade N3	0.50	Grade N3	1.00	32,520	38,950	62,740
Paralegal	Grade G3	0.50	-	-	21,410	23,380	0
City Clerk	Grade M3	1.00	Grade M3	1.00	69,000	69,000	71,030
Deputy Clerk	Grade F3	1.00	Grade F3	1.00	<u>35,490</u>	<u>36,020</u>	<u>36,630</u>
Subtotal		4.00		4.00	274,690	283,620	287,240
PART TIME							
Administrative Assistant		-	Grade F6	0.60	0	0	22,140
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	1,000	1,000	1,100
TEMPORARY							
Board of Review	-	-	-	-	1,400	350	3,200
Election Poll Workers	\$120-\$215/day	-	\$120-\$215/day	-	56,000	56,000	12,000
Clerks/Attorney Intern	-	-	-	-	5,950	5,950	5,950
TOTAL	XXX	4.00	XXX	4.60	\$339,040	\$346,920	\$331,630

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$205,670	\$244,030	\$243,430	-0.25%	\$243,430	-0.25%
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
2019 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:

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

2018 Accomplishments:

- Filled several vacancies including 2 Department Head positions
- Created SAFE Team
- Worked to update salary plan
- Coordinated annual audiograms, random drug screens, etc.
- Negotiated with Police and Fire unions
- Coordinated city-wide LEAN effort
- Worked on HR standardization of work
- 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

2019 Goals/Plans:

In addition to activities listed above, continue standardization of work progress for HR processes. Continued focus on employee safety and LEAN initiatives. Implement new salary plan.

Major Increases (Decreases) in 2019 Budget Request:

Decrease in outside services budget due to completion of salary plan work.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
HUMAN RESOURCES & SAFETY								
OPERATIONS (1001-707)								
0101	Salaries	133,789	143,930	99,138	143,930	147,910	147,910	
0103	Temporary Wages	0	1,500	0	0	1,500	1,500	
0110	Health Insurance	15,740	14,140	10,602	14,140	15,280	15,280	
0111	Fringes	20,757	22,420	15,282	22,190	22,570	22,570	
0115	Schools/Seminars/Training	1,317	2,500	0	1,000	2,500	2,500	
0123	Auto Allowance	0	200	0	0	200	200	
0128	Empl Reconition Awards	0	100	100	100	60	60	
	Personal Services	171,603	184,790	125,122	181,360	190,020	190,020	5,230
0202	Outside Printing	0	0	0	0	0	0	
0203	Postage	170	250	145	250	250	250	
0204	Conferences & Meetings	132	200	49	200	200	200	
0206	Advertising & Publication	5,465	7,500	6,329	7,500	7,500	7,500	
0207	Dues & Memberships	394	390	504	510	400	400	
0218	Maint of Software	252	400	466	470	470	470	
0221	Telephone	0	30	0	0	0	0	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	6,656	18,000	12,719	18,000	11,000	11,000	
0254	Printer / Copies	1,295	1,500	1,010	1,500	1,580	1,580	
0255	IS Services / Internal	15,308	16,030	12,023	15,990	17,070	17,070	
0264	Drug & Alcohol Testing	1,156	1,500	720	1,300	1,500	1,500	
0265	EE Safety Compliance Acct	2,026	11,930	2,180	5,000	11,930	11,930	
	Contractual Services	33,334	58,210	36,505	51,200	52,380	52,380	(5,830)
0301	Office Supplies	601	650	31	650	650	650	
0302	Inhouse Printing	0	30	3	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	100	0	100	100	100	
0343	Small Program Packages	0	0	0	0	0	0	
0347	Small Computer Hardware	132	200	15	200	200	200	
	Supplies & Materials	733	1,030	49	1,030	1,030	1,030	0
	OPERATIONS	205,670	244,030	161,676	233,590	243,430	243,430	(600)
								Percent Budget Change -0.25%
HUMAN RESOURCES & SAFETY								
		205,670	244,030	161,676	233,590	243,430	243,430	(600)
								Percent Budget Change -0.25%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME Director	Grade S3	1.00	Grade S3	1.00	\$88,580	\$88,580	\$91,890
PART TIME HR Admin. Asst (.80 FTE)	Grade G	0.80	Grade G	0.80	33,240	33,240	33,450
Recruiter / HR Coordinator	Grade I	0.53	Grade I	0.53	21,570	21,570	22,000
OTHER COMPENSATION Accrued Wages	-		-		540	540	570
TEMPORARY Human Resource	\$15.00		\$15.00		1,500	0	1,500
TOTAL	XXX	2.33	XXX	2.33	\$145,430	\$143,930	\$149,410

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$285,374	\$269,800	\$286,260	6.10%	\$286,260	6.10%
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
2019 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.

2018 Accomplishments:

- Continued televising Council meetings.
- Remodeled office areas in DOLAS and Community Development.
- Replaced boilers in City Administration Building.
- Repaired Columbian Avenue entrance.

2019 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.
- Complete capital improvement projects approved for city buildings.

Major Increases (Decreases) in 2019 Budget Request:

- None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING								
OPERATIONS (1801-709)								
0101	Salaries	56,508	58,280	40,791	58,230	58,970	58,970	
0103	Temporary Wages	8,444	3,000	13,806	16,000	12,000	12,000	
0110	Health Insurance	13,960	12,530	9,396	12,530	13,510	13,510	
0111	Fringes	14,193	13,550	12,075	17,260	12,970	12,970	
0117	Clothing Allowance	363	500	210	400	500	500	
	Personal Services	93,468	87,860	76,278	104,420	97,950	97,950	10,090
0213	Maint of Motor Vehicles	327	200	4	200	200	200	
0214	Maintenance of Buildings	37,977	25,000	22,587	25,000	25,000	25,000	
0216	Maint of Operating Equip	758	800	2,214	2,500	800	800	
0219	Maintenance of Land	1,328	1,500	1,599	1,600	1,500	1,500	
0221	Telephone	8,421	7,000	7,085	9,600	10,000	10,000	
0222	Electricity	46,223	47,350	31,643	47,000	49,000	49,000	
0223	Natural Gas	8,846	8,670	6,848	9,000	9,400	9,400	
0224	Water & Sewer	3,613	3,790	1,764	3,790	4,000	4,000	
0225	Commercial Dumpster	861	900	431	900	900	900	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	1,028	1,000	592	1,100	1,100	1,100	
0236	Outside Services	44,333	43,000	32,659	43,000	44,000	44,000	
0237	Pest Control	668	500	365	700	750	750	
0293	Maint of Motor Veh/Fleet	85	750	114	300	400	400	
0294	Oil and Fluids/Fleet	22	100	33	100	100	100	
0296	Maint of Equipment/Fleet	625	1,000	310	1,000	1,000	1,000	
	Contractual Services	156,501	142,950	108,941	147,180	149,540	149,540	6,590
0301	Office Supplies	78	100	9	100	100	100	
0302	Inhouse Printing	1	10	2	10	10	10	
0303	Computer Operating Supply	168	150	130	150	150	150	
0306	Cleaning/Janitor Supplies	8,947	11,000	6,669	10,000	11,000	11,000	
0310	Gasoline & Oil	1,271	1,490	772	1,250	1,350	1,350	
0313	Vehicle Maint Supplies	0	50	0	50	50	50	
0314	Building Maint. Supplies	4,256	4,000	2,755	4,000	4,000	4,000	
0315	Land Maintenance Supplies	236	400	398	400	400	400	
0316	Equip. Maint. Supplies	133	200	177	200	200	200	
0319	Safety Supplies	240	250	355	400	250	250	
0320	Small Tools	2,939	3,000	2,553	3,000	3,000	3,000	
0333	All Other Supplies	2,541	2,500	2,154	2,500	2,500	2,500	
0344	Small Equipment	269	1,000	1,636	2,000	1,200	1,200	
0345	Shop Supplies	1,293	1,000	740	1,000	1,000	1,000	
	Supplies & Materials	22,372	25,150	18,350	25,060	25,210	25,210	60
	OPERATIONS	272,341	255,960	203,569	276,660	272,700	272,700	16,740
TRAINING/REDUNDANT DATA (1802-709)								
0103	Temporary Wages	0	0	2,671	3,000	2,500	2,500	
0111	Fringes	0	0	155	200	440	440	
	Personal Services	0	0	2,826	3,200	2,940	2,940	2,940
0214	Maintenance of Buildings	2,103	1,500	641	750	750	750	
0216	Maint of Operating Equip	264	500	0	250	250	250	
0219	Maintenance of Land	0	0	105	110	100	100	
0222	Electricity	3,155	3,260	1,157	1,630	1,700	1,700	
0223	Natural Gas	852	1,060	320	530	560	560	
0224	Water & Sewer	281	300	103	150	160	160	
0225	Commercial Dumpster	107	20	73	100	100	100	
0226	Storm Water	252	250	95	130	130	130	
0236	Outside Services	474	300	756	760	530	530	
0237	Pest Control	75	50	105	110	40	40	
	Contractual Services	7,563	7,240	3,355	4,520	4,320	4,320	(2,920)
0306	Cleaning/Janitor Supplies	81	400	423	430	200	200	
0314	Building Maint. Supplies	54	100	19	50	50	50	
0333	All Other Supplies	0	100	0	50	50	50	
	Supplies & Materials	135	600	442	530	300	300	(300)
	OPERATIONS	7,698	7,840	6,623	8,250	7,560	7,560	(280)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY (1881-709)</u>								
8108	Office Furniture & Equip.	4,583	3,000	4,405	4,500	3,000	3,000	
8133	All Other Equipment	752	3,000	637	1,500	3,000	3,000	
	CAPITAL OUTLAY	<u>5,335</u>	<u>6,000</u>	<u>5,042</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>
MUNICIPAL BUILDING		<u>285,374</u>	<u>269,800</u>	<u>215,234</u>	<u>290,910</u>	<u>286,260</u>	<u>286,260</u>	<u>16,460</u>
							Percent Budget Change	6.10%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Buildings Manager	Grade L3	0.95	Grade L3	0.95	\$62,120	\$62,070	\$62,890
OTHER COMPENSATION							
Accrued Wages	-		-		240	240	240
TEMPORARY							
Building Maint. Assistance	25.00 / hr.		25.00 / hr.		3,000	19,000	14,500
TOTAL	XXX	0.95	XXX	0.95	\$65,360	\$81,310	\$77,630

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NEENAH POLICE DEPARTMENT

Department Head

Aaron Olson

Major Activities

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

Operating Budget Information/Number of Employees

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$6,352,995	\$6,700,242	\$6,854,110	2.30%	\$6,787,790	1.31%
No. of Employees (FTE)	52.67	52.67	53.67	1.90%	53.67	1.90%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Police

(66,320)

Mayor's Comments:

I am recommending the following changes:

1). Reduce funding for new Evidence Technician position (\$43,320 reduction).

The requirements on the department to securely and properly preserve evidence, as well as the great need to protect the safety of employees handling materials that could have contaminants or drug substances, have lead me to look for ways to fund this position, which has an annual cost of \$57,760. As such, I am recommending the position be added effective October 1 to lessen the 2019 financial impact as well as allowing time for the completion of improvements to the evidence room.

2). Reduce overall funding for department operations through Executive Adjustment (\$23,000 reduction).

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

We are Neenah’s Guardians. We keep our community safe while respecting the rights and dignity of every person we have contact with, whether victim, witness, or suspect. Our department emphasizes two things: Treat all people with dignity and respect, and have face-to-face, out of squad contact with our citizens.

Activities:

During 2018, the Neenah Police Department saw significant change. Perhaps the biggest change was the implementation of a citywide program called, “Neighborhood Policing.” The concept of this program is for officers to work cooperatively with citizens to identify concerns, target specific issues and reduce crime in their neighborhoods. This program empowers our officers to solve problems and to focus on long term solutions.

The next significant change was in our leadership. We have a new Chief, Assistant Chief, ISU Lieutenant, ISU Sergeant, and Records Supervisor.

2018 was also our first full year with our bicycle patrol and UTV, which were great tools.

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 intoxicated 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
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018 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 our Command Staff
- Hired two officers
- Completed five promotional processes and three special assignment processes
- Successfully navigated through the new parking enforcement procedures increasing parking tickets by 15%
- Continued a voluntary leadership development program available to all employees
- Continued our voluntary fitness incentive challenge program
- Played a leadership role in the Party at the PAC, Special Olympics, Rotary, Leadership Fox Cities, YMCA, Fox Valley Tech Criminal Justice Advisory Board
- Played a significant role at the Boys and Girls Brigade (200 children a year), trained approximately 200 high school sophomores in self-defense
- Made significant progress in the process of seeking state-level accreditation and are on track to being fully accredited in December
- Started the reconstruction of our internal evidence room
- Internal audit of our evidence facilities which resulted in 100% accuracy
- Participated in job fairs using our new recruitment tools and recruitment video
- Completed the lead remediation project at the former range with the DNR’s approval
- Continued to densify our social media outreach
- Created a Lip Sync video which had more than 50,000 views
- Started several new community engagement tools such as: Catch with a Cop, Bicycle Safety Checks, Ice Cream Bicycle
- Increased our Family Fun Night event by over 100 participants
- Conducted several crosswalk initiatives -- educating motorists and pedestrians on crosswalk laws
- Partnered with Department of Justice and initiated several proactive human trafficking operations in the city, resulting in many arrests
- Implemented a new CAD and RMS system
- Participated in all child abuse review team meetings, child death review team meetings, child abduction response team meetings, tri-county sexual assault review team, Internet Crime against Children Task Force (ICAC)
- Automated scheduling (a process improvement project) reduced “time waste” related to scheduling and covering shifts
- Automated the way officers receive court subpoenas, eliminated “time waste” as part of a process improvement project
- Maintained stable staffing levels, which reduced our overtime budget (through August)
- Since implementing our new sick leave procedures, we have reduced sick leave by approximately 44%
- Created a new employee performance evaluation process

2019 Goals/Plans:

- Add one non-sworn Evidence Room Technician/ISU support position
- Continue to build on our 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 Assistant Chief through the Wisconsin Command College
- Start our new employee performance evaluation process

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Major Increases (Decreases) in 2019 Budget Request:

Other major increases/decreases expected for our 2019 budget include:

We plan to add a full time position to our support services team. This person will be our evidence custodian/ISU support. Currently, the ISU Lieutenant spends approximately four hours per day managing our digital evidence, which is not and should not be part of the ISU Lieutenant's position. Also, our current evidence custodian is a day shift patrol officer. This patrol officer spends the first four hours of her shift managing the evidence room, which is taking her away from patrol, which is not and should not be her duty. This also negatively affects how we manage our call volume and our Neighborhood Policing efforts.

Not having a full time evidence custodian is negatively affecting our police department, and because evidence rooms are now one of the highest liability areas in a city, we are putting the police department and city at risk.

Other major increases/decreases expected for our 2019 budget include: (Changes over \$1,000)

- Salaries (0101): Increase per Finance Department.
- Overtime (0104): During 2018, we are projected to go under budget by \$20,000, if we have no major events happen between September and December. During 2018, we had an excellent retention rate. Projecting into 2019, we will lose a minimum of three sworn staff and potentially two non-sworn staff. Also, we have had no significant events that have occurred in 2018, which has kept our OT budget down and is an anomaly. In addition to this, we are consciously and purposely adding more officers to special events, which comes out of our OT budget.
- Health Insurance (0110): Increase per Finance Department.
- Fringes (0111): Increase per Finance Department.
- Training (0115): Increase of \$2,500 for our new supervisors. Chief Olson will be attending the FBI National Academy for three months and Assistant Chief Sievert will be attending the Wisconsin Command College.
- Maintenance of Motor Vehicles (0213): Decrease of \$3,000. New patrol fleet.
- Maintenance of Radio Equipment (0215): Increase of \$1,500 for additional encryption for a SWAT radio.
- Maintenance of Operating Equipment (0216): Increase of \$1,300 for repairs of old equipment and reflects actual costs in 2017.
- Electricity (0222): Increase of \$2,040 (5%) per Finance.
- Care of Prisoners (0231): Increase of \$6,000. Winnebago County Sheriff's Office changed the way they bill for prisoners (if the prisoners spend ANY part of the day in jail, we're billed for a full day).
- Printer/Copies (0254): Increase of \$1,450 per IS
- IS Services/Internal (0255): Increase of \$35,530 per IS.
- Public Relations/Services (0262): Increase of \$1,000. Increased focus on community oriented activities and presence in community driven events with an aim to improve relations between police and citizens.
- Maintenance of Motor Vehicles/Fleet (0293): Decrease of \$5,000. New patrol fleet.
- Gasoline & Oil: (0310) Increase of \$4,680, per Finance.
- Bike Patrol (0348): Increase of \$1,000. The bike patrol unit is expanding and we need to increase the budget. This program is great for getting out in the community and has the potential to be even better in 2019.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

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

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
8108	<u>Office Furniture and Equipment</u>		\$2,500
	<u>Office Furniture Replacement</u> Replacement of chairs, tables, and desks as necessary.	\$2,500	
8115	<u>Computer Hardware Outlay</u>		\$8,000
	Our Information Services professionals help us define what computer equipment needs to be replaced, and the product to replace it with.	\$8,000	
8133	<u>All Other Equipment</u>		\$10,730
	<u>Cellebrite Cell Phone Data Extractor</u> Computer software and hardware to forensically examine cell phone data and content.	\$5,000	
	<u>Tactical Shields</u> Two ballistic shields to replace the current ones that are over ten years old. \$2862/each.	\$5,730	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	3,389,135	3,611,980	2,462,863	3,588,140	3,679,140	3,653,090	
0103	Temporary Wages	103,047	101,400	67,984	107,400	105,400	105,400	
0104	Overtime Wages	373,946	346,000	186,522	347,090	366,520	366,520	
0105	Reimbursement Wage/Fringe	(38,041)	(20,000)	(22,877)	(22,880)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,385	2,300	1,727	2,300	2,300	2,300	
0108	Grant Overtime	15,932	20,000	10,022	20,000	20,000	20,000	
0110	Health Insurance	798,800	721,040	540,783	721,040	794,260	782,800	
0111	Fringes	936,397	1,013,870	682,178	1,008,500	976,630	970,820	
0112	Grant Fringes	1,753	4,650	2,330	4,650	4,460	4,460	
0115	Training	34,893	48,900	30,930	42,500	42,700	42,700	
0117	Clothing Allowance	54,935	56,345	34,145	56,350	56,350	56,350	
0120	Protective Vest Repl Fd	6,400	3,200	3,200	3,200	2,400	2,400	
0122	Travel Expenses	583	3,000	441	3,000	3,000	3,000	
0123	Auto Allowance	0	250	0	100	250	250	
0125	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,200	1,200	
0126	Department Awards	2,226	1,500	956	1,500	2,000	2,000	
0128	Empl Recognition Awards	260	340	0	340	530	530	
0129	Misc Personal/Union Contr	0	500	0	0	500	500	
PERSONAL SERVICES		5,683,851	5,916,775	4,001,804	5,884,430	6,037,640	5,994,320	77,545
CONTRACTUAL SERVICES								
0202	Outside Printing	3,479	2,000	1,082	2,000	2,000	2,000	
0203	Postage	1,750	1,800	1,486	1,800	1,900	1,900	
0204	Conferences & Meetings	1,822	2,430	1,147	2,330	2,430	2,430	
0207	Dues & Memberships	2,140	1,990	2,735	2,930	2,490	2,490	
0210	Maint of Computer Hardwre	1,843	750	710	1,000	750	750	
0212	Maint of Office Equipment	134	1,000	216	250	500	500	
0213	Maint of Motor Vehicles	18,312	18,350	11,451	16,580	15,350	15,350	
0214	Maint of Buildings	19,582	29,918	9,673	29,920	30,000	30,000	
0215	Maint of Radio Equipment	10,200	8,650	7,320	8,650	10,150	10,150	
0216	Maint of Operating Equip	4,360	3,000	3,654	4,300	4,300	4,300	
0218	Maint Of Software	27,334	33,500	32,088	33,500	33,750	33,750	
0219	Maintenance of Land	1,904	2,000	154	2,000	2,000	2,000	
0221	Telephone	7,528	4,600	3,490	4,600	4,600	4,600	
0222	Electricity	34,904	39,960	24,521	39,960	42,000	42,000	
0223	Natural Gas	12,254	15,900	8,372	13,000	13,650	13,650	
0224	Water & Sewer	3,585	3,790	3,029	3,790	4,000	4,000	
0225	Commercial Dumpster	1,384	1,350	1,061	1,350	1,390	1,390	
0226	Storm Water	1,932	1,930	1,449	1,930	1,940	1,940	
0227	Cellular Telephone	14,729	12,890	8,102	13,110	13,150	13,150	
0228	Other Communications/GPS	580	420	600	900	900	900	
0231	Care of Prisoners	11,865	9,000	7,063	12,000	15,000	15,000	
0235	Outside Software Services	15,819	18,330	7,960	18,330	18,330	18,330	
0236	Outside Services	35,601	35,700	20,381	35,740	37,330	37,330	
0237	Pest Control	104	200	346	400	400	400	
0238	Professional Services	939	560	797	1,000	1,000	1,000	
0245	Insurance	0	240	0	0	0	0	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CONTRACTUAL SERVICES cont.</u>								
0254	Printer / Copies	7,540	7,000	5,656	8,450	8,450	8,450	
0255	IS Services / Internal	247,851	290,120	217,590	258,500	326,290	326,290	
0262	Public Relations/Services	3,438	4,000	2,525	4,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	29,430	23,720	18,620	22,600	18,720	18,720	
0294	Oil and Fluids/Fleet	1,367	2,010	1,051	1,900	2,180	2,180	
	CONTRACTUAL SERVICES	523,710	577,108	404,329	546,820	619,950	619,950	42,842
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	13,305	14,000	9,501	14,000	14,000	14,000	
0302	Inhouse Printing	332	500	139	500	500	500	
0303	Computer Operation Suppli	2,635	3,000	1,588	3,000	3,100	3,100	
0306	Cleaning/Janitor Supplies	7,372	7,450	6,564	7,450	7,700	7,700	
0308	Books and Periodicals	289	1,000	96	1,000	1,000	1,000	
0310	Gasoline & Oil	53,133	53,330	48,398	60,400	61,830	61,830	
0316	Equipment Maint Supplies	0	0	0	0	0	0	
0319	Safety Supplies	16,508	16,830	8,050	16,830	17,340	17,340	
0320	Small Tools	511	720	241	720	720	720	
0323	Dog Supplies	1,610	2,730	1,356	2,730	4,000	4,000	
0326	Photography Supplies	1,506	2,040	1,528	2,040	2,100	2,100	
0329	Targets & Ammunition	16,804	18,000	12,310	18,000	18,000	18,000	
0333	All Other Supplies	7,055	21,709	3,894	9,330	9,030	9,030	
0343	Small Program Packages	42	1,000	1,478	1,480	1,600	1,600	
0344	Small Equipment	7,896	16,400	3,115	16,610	16,870	16,870	
0347	Small Computer Hardware	10,943	14,500	6,882	14,500	14,500	14,500	
0348	Bike Patrol	0	2,000	1,177	2,000	3,000	3,000	
	SUPPLIES & MATERIALS	139,941	175,209	106,317	170,590	175,290	175,290	81
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	1,835	3,000	2,195	3,000	2,500	2,500	
8113	Communication Equipment	120	0	0	0	0	0	
8114	Computer Software Outlay	0	0	0	0	0	0	
8115	Computer Hardware Outlay	3,573	9,150	2,255	9,150	8,000	8,000	
8118	Other Facility Kennel	0	1,500	0	0	0	0	
8133	All Other Equipment	(35)	17,500	0	12,000	10,730	10,730	
	CAPITAL OUTLAY	5,493	31,150	4,450	24,150	21,230	21,230	(9,920)
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	0	0	0	0	(23,000)	
	MAYOR'S ADJUSTMENT	0	0	0	0	0	(23,000)	(23,000)
	TOTAL POLICE	6,352,995	6,700,242	4,516,900	6,625,990	6,854,110	6,787,790	87,548
							Percent Budget Change	1.31%

**CITY OF NEENAH
OPERATING BUDGET
*** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2019**

<u>POLICE DEPARTMENT DIVISION</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
Operations	5,939,137	6,213,818	4,213,426	6,154,100	6,382,490	6,316,170	102,352
Police Firing Range	17,232	19,610	13,762	19,720	19,610	19,610	-
School Liaison Program	247,921	268,810	184,953	267,940	272,080	272,080	3,270
Police Crossing Guards	58,086	70,420	36,584	70,420	69,890	69,890	(530)
CSA / Animal Control	78,045	64,195	54,843	74,680	72,940	72,940	8,745
K-9 Project	7,081	39,239	8,879	14,980	15,870	15,870	(23,369)
Capital Outlay-Police	5,493	24,150	4,449	24,150	21,230	21,230	(2,920)
TOTAL POLICE	6,352,995	6,700,242	4,516,896	6,625,990	6,854,110	6,787,790	87,548
						Percent Budget Change	1.31%

POLICE REVENUES:

Public Safety Revenue	202,213	214,600	105,985	215,600	211,000	211,000	(3,600)
Fines/Forfeitures/Other	84,098	89,500	77,218	103,770	104,000	104,000	14,500
TOTAL REVENUES	286,311	304,100	183,203	319,370	315,000	315,000	10,900
						Percent Budget Change	3.58%

**CITY OF NEENAH
REQUEST FOR 2019 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	\$97,990	\$105,760	\$96,580
Assistant Chief	Grade P3	0.00	Grade P3	1.00	0	36,540	92,350
Captains	Grade P3	2.00	Grade P3	1.00	181,680	127,320	91,510
Lieutenants	72,557-79,994	6.00	72,557-79,994	6.00	502,290	502,710	506,470
Liaison Officers	62,517-72,740	2.00	62,517-72,740	2.00	147,700	148,320	150,100
Investigative	62,517-72,740	4.00	62,517-72,740	4.00	308,630	308,630	308,670
Community Policing Coord.	62,517-72,740	1.00	62,517-72,740	1.00	76,040	76,040	76,060
Sergeants-Patrol	62,877-73,100	4.00	62,877-73,100	4.00	308,400	308,970	309,480
Sergeant-Investigative	62,877-73,100	1.00	62,877-73,100	1.00	77,410	77,410	77,410
Patrol Officer	49,012-69,289	20.00	49,012-69,289	20.00	1,314,830	1,302,720	1,338,310
Communication Techs	Grade F3	4.00	Grade F3	4.00	153,540	152,500	158,380
Support SVC Coordinator	Grade K3	1.00	Grade K3	1.00	56,350	61,090	53,620
Administrative Services Tech	Grade G3	1.00	Grade G3	1.00	45,930	45,930	46,410
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	47,120	47,120	47,610
Rec. Coordinator/Crt Officer	Grade G3	1.00	Grade G3	1.00	42,360	35,270	38,130
Building Custodian	Grade G3	1.00	Grade G3	1.00	51,660	51,660	51,980
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	41,630	41,630	42,120
Evidence Custodian	-	-	Grade F3	1.00	0	0	34,730
Subtotal		51.00		52.00	\$3,453,560	\$3,429,620	\$3,519,920
PART-TIME							
Comm Techs (973 hrs.)	Grade F	0.50	Grade F	0.50	22,030	22,030	22,100
Admin. Asst. (1,300 hrs.)	Grade F	0.67	Grade F	0.67	20,770	20,770	21,160
Records Clerk/Data Entry	Grade F	0.50	Grade F	0.50	16,810	16,810	17,000
OTHER COMPENSATION							
Holiday Worked	-	-	-	-	32,030	32,000	32,000
Firearm Certifications	-	-	-	-	57,660	57,660	57,660
Accrued Wages	-	-	-	-	10,420	10,420	10,600
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		1,000	1,000	1,000
Community Service Aide(6)	10.50/hr		10.50/hr		36,000	42,000	40,000
Parking Officers(3)	10.50/hr		10.50/hr		40,000	30,000	40,000
Crossing Guards	15.00-19.77/hr.		15.00-19.77/hr.		64,400	64,400	64,400
Overtime							
Operating	-		-		366,000	367,090	386,520
FLSA Overtime	-		-		2,300	2,300	2,300
TOTAL	XXX	52.67	XXX	53.67	\$4,122,980	\$4,096,100	\$4,214,660

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
<u>POLICE OPERATIONS (2101-711)</u>								
0101	Salaries	3,251,347	3,455,940	2,355,460	3,431,350	3,518,450	3,492,400	
0103	Temporary Wages	397	1,000	485	1,000	1,000	1,000	
0104	Overtime Wages	347,504	320,000	168,754	320,000	340,000	340,000	
0105	Reimbursement Wage/Fringe	(37,845)	(20,000)	(22,877)	(22,880)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,385	2,300	1,727	2,300	2,300	2,300	
0108	Grant Overtime	15,932	20,000	10,022	20,000	20,000	20,000	
0110	Health Insurance	767,320	692,750	519,561	692,750	763,700	752,240	
0111	Fringes	889,879	962,020	646,530	955,930	926,890	921,080	
0112	Grant Fringes	1,753	4,650	2,330	4,650	4,460	4,460	
0115	Training	32,788	37,500	26,922	37,500	40,000	40,000	
0117	Clothing Allowance	50,799	50,790	31,132	50,790	50,790	50,790	
0120	Protective Vest Repl Fd	6,400	3,200	3,200	3,200	2,400	2,400	
0122	Travel Expenses	583	3,000	441	3,000	3,000	3,000	
0123	Auto Allowance	0	250	0	100	250	250	
0125	Employee Schooling Reimb.	1,200	1,500	600	1,200	1,200	1,200	
0126	Department Awards	2,226	1,500	956	1,500	2,000	2,000	
0128	Empl Recognition Awards	260	340	0	340	530	530	
0129	Misc Personal/Union Contr	0	500	0	0	500	500	
	Personal Services	5,332,928	5,537,240	3,745,243	5,502,730	5,657,470	5,614,150	76,910
0202	Outside Printing	3,479	2,000	1,082	2,000	2,000	2,000	
0203	Postage	1,750	1,800	1,486	1,800	1,900	1,900	
0204	Conferences & Meetings	1,498	2,000	843	2,000	2,000	2,000	
0207	Dues & Memberships	2,090	1,800	2,735	2,740	2,300	2,300	
0210	Maint of Computer Hardwre	1,843	750	710	1,000	750	750	
0212	Maint of Office Equipment	134	1,000	216	250	500	500	
0213	Maint of Motor Vehicles	16,465	17,000	10,584	15,000	14,000	14,000	
0214	Maint of Buildings	19,582	29,918	9,673	29,920	30,000	30,000	
0215	Maint of Radio Equipment	10,200	8,000	7,320	8,000	9,500	9,500	
0216	Maint of Operating Equip	4,360	3,000	3,654	4,300	4,300	4,300	
0218	Maint Of Software	27,334	33,500	32,088	33,500	33,750	33,750	
0219	Maintenance of Land	1,904	2,000	154	2,000	2,000	2,000	
0221	Telephone	7,528	4,600	3,490	4,600	4,600	4,600	
0222	Electricity	34,904	39,960	24,521	39,960	42,000	42,000	
0223	Natural Gas	12,254	15,900	8,372	13,000	13,650	13,650	
0224	Water & Sewer	3,585	3,790	3,029	3,790	4,000	4,000	
0225	Commercial Dumpster	1,384	1,350	1,061	1,350	1,390	1,390	
0226	Storm Water	1,932	1,930	1,449	1,930	1,940	1,940	
0227	Cellular Telephone	12,738	11,500	6,937	11,500	11,500	11,500	
0228	Other Communications/GPS	580	420	600	900	900	900	
0231	Care of Prisoners	11,865	9,000	7,063	12,000	15,000	15,000	
0235	Outside Software Services	15,819	17,830	7,960	17,830	17,830	17,830	
0236	Outside Services	21,409	20,700	10,338	20,700	21,330	21,330	
0237	Pest Controls	104	200	346	400	400	400	
0254	Printer / Copies	7,540	7,000	5,656	8,450	8,450	8,450	
0255	IS Services / Internal	240,976	282,260	211,695	251,300	317,790	317,790	
0262	Public Relations/Services	3,438	4,000	2,525	4,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	25,269	20,000	17,499	20,000	15,000	15,000	
0294	Oil and Fluids/Fleet	1,198	1,500	952	1,500	1,500	1,500	
	Contractual Services	493,162	544,708	384,038	515,720	585,280	585,280	40,572

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	13,305	14,000	9,501	14,000	14,000	14,000	
0302	Inhouse Printing	332	500	139	500	500	500	
0303	Computer Operation Suppli	2,635	3,000	1,588	3,000	3,100	3,100	
0306	Cleaning/Janitor Supplies	7,372	7,450	6,564	7,450	7,700	7,700	
0308	Books and Periodicals	289	1,000	96	1,000	1,000	1,000	
0310	Gasoline & Oil	46,535	46,700	41,399	50,000	51,380	51,380	
0316	Equipment Maint Supplies	0	0	0	0	0	0	
0319	Safety Supplies	16,508	16,830	8,050	16,830	17,340	17,340	
0320	Small Tools	511	720	241	720	720	720	
0326	Photography Supplies	1,506	2,040	1,528	2,040	2,100	2,100	
0333	All Other Supplies	5,548	6,630	3,416	6,630	6,830	6,830	
0343	Small Program Packages	42	1,000	1,478	1,480	1,600	1,600	
0344	Small Equipment	7,521	15,500	2,089	15,500	15,970	15,970	
0347	Small Computer Hardware	10,943	14,500	6,882	14,500	14,500	14,500	
0348	Bike Patrol	0	2,000	1,177	2,000	3,000	3,000	
	Supplies & Materials	113,047	131,870	84,148	135,650	139,740	139,740	7,870
	POLICE OPERATIONS	5,939,137	6,213,818	4,213,429	6,154,100	6,382,490	6,339,170	125,352
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CAPITAL OUTLAY (2181-711)								
8108	Office Furniture & Equip	1,835	3,000	2,195	3,000	2,500	2,500	
8113	Communication Equipment	120	0	0	0	0	0	
8114	Computer Software Outlay	0	0	0	0	0	0	
8115	Computer Hardware Outlay	3,573	9,150	2,255	9,150	8,000	8,000	
8133	All Other Equipment	(35)	12,000	0	12,000	10,730	10,730	
	Capital Outlay	5,493	24,150	4,450	24,150	21,230	21,230	(2,920)
MAYOR'S EXECUTIVE ADJUSTMENT								
8000	Mayor's Executive Adj	0	0	0	0	0	(23,000)	
	Mayor's Adjustment	0	0	0	0	0	(23,000)	(23,000)
POLICE OPERATIONS/CAP OUTLAY		5,944,630	6,237,968	4,217,879	6,178,250	6,403,720	6,337,400	99,432
							Percent Budget Change	1.59%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

POLICE FIRING RANGE (2103-711)

Goals/Responsibilities:

Our firing range budget provides for use-of-force training in firearms, less lethal weapons and other defensive tools. Our officers are trained to state standards and industry best practices to handle a full spectrum of force incidents, including active shooters. Many of our employees are also involved in providing crisis incident training to other agencies around the state 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

2018 Accomplishments:

- Utilized FVTC Public Safety Training Center
- Utilized a privately-owned range at no cost
- Achieved 100% on-time compliance with State firearm qualification standards

2019 Goals/Plans:

- Maintain 100% compliance with State firearms standards
- Utilize improved training tower at Station 31
- Get approval to start an RFP for architectural services to draw our new training expansion

Major Increases/Decreases in 2019 Budget Request:

None.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:

The 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

2018 Accomplishments:

- Promoted new supervisor over liaison program
- NJSD added a new office for our PSLO Sergeant to work out of, giving us additional resources at the high school

2019 Goals/Plans:

- Continue our excellent working relationship with the NJSD

Major Increases/Decreases in 2019 Budget Request:

None.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

POLICE CROSSING GUARDS (2105-711)

Goals/Responsibilities:

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

Activities:

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

2017/2018 Accomplishments:

- Adjusted to new crossing patterns based on school redistricting
- Conducted hiring process for additional guards

2019 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 2019 Budget Request:

None.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

CSA/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:

The Community Service Aide program improves our ability to provide valued services to our community. 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. Two of our recent hires were prior Neenah CSAs. 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
- 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
- Assist in fleet maintenance

2018 Accomplishments:

- One CSA was assigned to Community Development as the Code Enforcement officer
- 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

2019 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 2019 Budget Request:

- CSA / Animal Control Temporary Wages (0103) – Increase of \$4,000. We are saving money by paying CSA's a considerable less wage than a sworn officer who would be on overtime. CSA's are also helping the Parks & Rec Department with the Park Cart program, 9 times a week; fleet maintenance (to & from service appointments); community events/parades; keeping patrol officers available; training (CSA's spend a long time in training for both CSA and parking duties but during this time their wages come from the CSA budget)
- Gas and Oil (0310) – Increase of \$3,930 per guidelines and increased coverage

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

K9 Program (2109-711)

Goals/Responsibilities:

The K9 program exists as an enhancement to the patrol effort. The K9 program is being expanded and our second K9 team graduated in September. This new K9 team is 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 one to two years. This will allow us to continue with 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

2018 Accomplishments:

- Conducted dozens of drug search/sniffs
- Completed several major seizures of drugs
- Participated in several public education/presentation opportunities
- Completed the fundraising for our second K9 team
- Second K9 team completed training and is assigned to patrol

2019 Goals/Plans:

- Complete fundraising for next K9 team, which will replace our first team
- Purchase new K9 and provide training for team, if Cedric needs to be retired in 2019

Major Increases/Decreases in 2019 Budget Request:

- We are decreasing our 2018 budget of \$39,239 to a 2019 budget of \$15,870. The purchase of our second dog, K9 vehicle, and K9/vehicle equipment all came out of 2018 donations. Fundraising dollars go towards startup costs of a new K9, such as the K9 dog, vehicle, vehicle equipment and training. Maintenance of the 2019 program, after the startup costs, will be funded through the operating budget with levy dollars, instead of donations. The 2019 operating budget for two working K9's is \$15,870.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	300	360	255	260	360	360	
	Contractual Services	300	360	255	260	360	360	0
0329	Targets & Ammunition	16,804	18,000	12,310	18,000	18,000	18,000	
0333	All Other Supplies	128	500	246	500	500	500	
0344	Small Equipment	0	750	951	960	750	750	
	Supplies & Materials	16,932	19,250	13,507	19,460	19,250	19,250	0
	POLICE FIRING RANGE	17,232	19,610	13,762	19,720	19,610	19,610	0
<hr/>								
POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	134,788	152,290	104,922	152,290	154,690	154,690	
0104	Overtime Wages	26,442	26,000	17,683	27,000	26,520	26,520	
0110	Health Insurance	31,480	28,290	21,222	28,290	30,560	30,560	
0111	Fringes	40,786	46,200	31,770	46,450	44,290	44,290	
0115	Training	1,330	1,900	593	1,000	1,300	1,300	
0117	Clothing Allowance	2,021	1,500	1,170	1,500	1,500	1,500	
	Personal Services	236,847	256,180	177,360	256,530	258,860	258,860	2,680
0207	Dues & Memberships	0	50	0	50	50	50	
0213	Maint of Motor Vehicles	1,548	750	340	750	750	750	
0215	Maint of Radio Equipment	0	500	0	500	500	500	
0227	Cellular Telephone	1,583	1,210	838	1,210	1,250	1,250	
0235	Outside Software Services	0	500	0	500	500	500	
0255	IS Services / Internal	6,875	7,860	5,895	7,200	8,500	8,500	
0293	Maint Of Motor Veh/Fleet	880	1,000	280	600	1,000	1,000	
0294	Oil and Fluids/Fleet	0	200	0	200	220	220	
	Contractual Services	10,886	12,070	7,353	11,010	12,770	12,770	700
0310	Gasoline & Oil	188	560	240	400	450	450	
	Supplies & Materials	188	560	240	400	450	450	(110)
	POLICE SCHOOL LIAISON	247,921	268,810	184,953	267,940	272,080	272,080	3,270

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
SCHOOL CROSSING GUARDS (2105-711)								
0103	Temporary Wages	53,572	64,400	33,694	64,400	64,400	64,400	
0111	Fringes	2,446	3,050	1,596	3,050	2,520	2,520	
0117	Clothing Allowance	970	2,000	1,229	2,000	2,000	2,000	
	Personal Services	56,988	69,450	36,519	69,450	68,920	68,920	(530)
0204	Conferences & Meetings	24	70	49	70	70	70	
	Contractual Services	24	70	49	70	70	70	0
0333	All Other Supplies	1,074	900	17	900	900	900	
	Supplies & Materials	1,074	900	17	900	900	900	0
	SCHOOL CROSSING GUARDS	58,086	70,420	36,585	70,420	69,890	69,890	(530)
<hr/>								
ANIMAL CONTROL (2107-711)								
0103	Temporary Wages	49,078	36,000	33,805	42,000	40,000	40,000	
0104	Overtime Wages	0	0	85	90	0	0	
0105	Reimbursement Wage/Fringe	(196)	0	0	0	0	0	
0111	Fringes	2,586	1,710	1,693	2,000	1,560	1,560	
0117	Clothing Allowance	1,145	2,055	614	2,060	2,060	2,060	
	Personal Services	52,613	39,765	36,197	46,150	43,620	43,620	3,855
0213	Maint of Motor Vehicles	292	100	328	330	100	100	
0215	Maint of Radio Equipment	0	150	0	150	150	150	
0227	Cellular Telephone	408	180	327	400	400	400	
0236	Outside Services	14,192	15,000	10,011	15,000	16,000	16,000	
0238	Professional Services	0	280	0	0	0	0	
0293	Maint Of Motor Veh/Fleet	3,281	2,000	841	2,000	2,000	2,000	
0294	Oil and Fluids/Fleet	169	200	99	200	220	220	
	Contractual Services	18,342	17,910	11,606	18,080	18,870	18,870	960
0310	Gasoline & Oil	6,410	6,070	6,760	10,000	10,000	10,000	
0333	All Other Supplies	305	300	205	300	300	300	
0344	Small Equipment	375	150	75	150	150	150	
	Supplies & Materials	7,090	6,520	7,040	10,450	10,450	10,450	3,930
	COMMUN. SERV. OFFICERS/ ANIMAL CONTROL	78,045	64,195	54,843	74,680	72,940	72,940	8,745

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
K-9 PROJECT (2109-711)								
0101	Salaries	3,000	3,750	2,481	4,500	6,000	6,000	
0111	Fringes	700	890	589	1,070	1,370	1,370	
0115	Training	775	9,500	3,415	4,000	1,400	1,400	
	Personal Services	4,475	14,140	6,485	9,570	8,770	8,770	(5,370)
0207	Dues & Memberships	50	140	0	140	140	140	
0213	Maint of Motor Vehicles	7	500	199	500	500	500	
0236	Outside Services	0	0	32	40	0	0	
0238	Professional Services	939	280	797	1,000	1,000	1,000	
0245	Insurance	0	240	0	0	0	0	
0293	Maint Of Motor Veh/Fleet	0	720	0	0	720	720	
0294	Oil and Fluids/Fleet	0	110	0	0	240	240	
	Contractual Services	996	1,990	1,028	1,680	2,600	2,600	610
0323	Dog Supplies	1,610	2,730	1,356	2,730	4,000	4,000	
0333	All Other Supplies	0	13,379	10	1,000	500	500	
	Supplies & Materials	1,610	16,109	1,366	3,730	4,500	4,500	(11,609)
8108	Office Furniture & Equip	0	1,500	0	0	0	0	
8113	Communication Equipment	0	5,500	0	0	0	0	
	Contractual Services	0	7,000	0	0	0	0	(7,000)
	K-9 PROJECT	7,081	39,239	8,879	14,980	15,870	15,870	(23,369)
TOTAL POLICE DEPARTMENT		6,352,995	6,700,242	4,516,901	6,625,990	6,854,110	6,787,790	87,548
							Percent Budget Change	1.31%

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 2019 is 59.53%.

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$4,814,038	\$4,982,050	\$5,101,490	2.40%	\$5,056,850	1.50%
No. of Employees (FTE)	40.60	40.50	40.48	-0.05%	40.48	-0.05%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue (44,640)

Mayor's Comments:

City of Neenah 59.53% share of net total of \$75,000 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include overtime, training, utilities, public education and PPE. A revenue increase is also projected for the sale of a used engine. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Mission Statement:

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

Vision Statement:

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

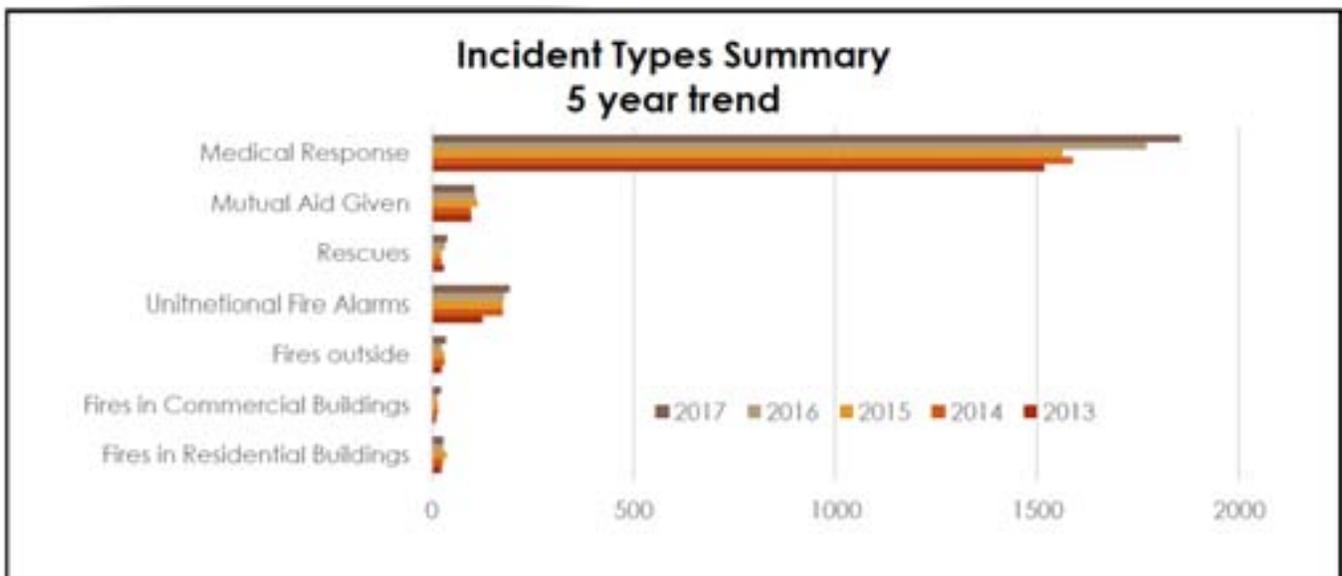
Our department activities can be broken down into three major divisions: Operations, Training and Prevention

Operations

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

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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased.
- **Mutual Aid Given** is when we assist another community with providing our apparatus and personnel. We continue to participate in an Automatic (Mutual) Aid Agreement with the City of Appleton.
- **Rescues** are any call where we are requested to remove someone from harm. They include, but are not limited to water, ice, trench, high angle, confined space and crash rescue.
- **Unintentional Fire Alarms** are typically received from residential facilities. They are alarms where the alarm system functioned as designed but there was not a fire.
- **Fires outside** include both natural and intentionally started fires. Recreational burning (fire pits) as well as grass and other outside fires.
- **Fires in Commercial Buildings** are those calls where often an alarm system notifies us and there is actually a fire. Commercial property loss is much greater than residential property loss.
- **Fires in Residential Buildings** include single family, multi-family and assisted living facilities.



**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

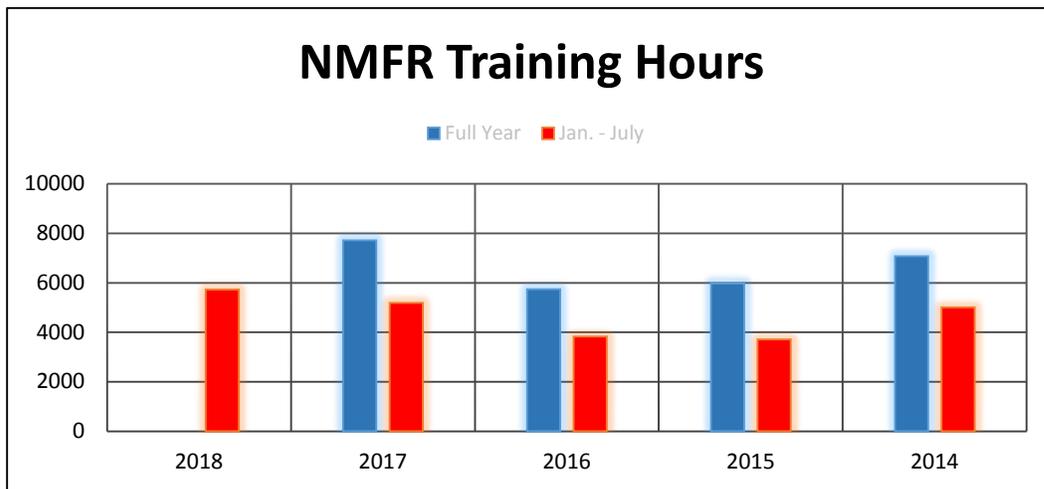
In addition to these services, we continue our automatic aid agreement with the City of Appleton. This agreement has proven beneficial for both cities. *D/C Voss*

Automatic Aid Call Review

Year	NMFR to Appleton	Appleton FD to Menasha
2017	86	128
2016	95	132
2015	106	107
2014	79	88
2013	87	101

Training

Training: By definition is “the action of teaching a person or animal a particular skill or type of behavior”. Fire and Rescue training is not practicing until you get it right, it is practicing until you can’t get it wrong. Since 2015, we have hired 11 new firefighters. Training “new” firefighters are only one portion of the department’s training needs. For every new entry level firefighter, there are “new” Drivers, Inspectors, Captains and Shift Commanders. This demand for training all levels of our department will always be critical for a well-run department. Looking towards the future of training in our department, the next 5 to 7 years we will replace 20 firefighters. To prepare for the future we have transitioned from “lesson plans” to Job Performance Requirements (JPR’s). JPR’s spell out how each “task” is to be completed. This affords our members to all be trained to our required level, on all 3 shifts at all 4 stations, in a consistent manner. To highlight some of 2018’s training that has been completed to date; one month recruit class, forcible entry, Rapid Intervention Team “RIT” firefighter rescue, swift water rescue, automotive extrication along with school bus extrication, mental health awareness, and emergency medical service “EMS”. Many of these training evolutions have been with neighboring departments, either hosted by NMFR or Appleton, Fox Crossing and Town of Neenah Fire Departments.



In 2017, NMFR staff averaged **113** hours of training. We are currently on pace of **150** hours of training per employee for 2018.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Training topics include, but are not limited to:

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

NMFR is fortunate to have many subject matter experts (SME) on the department and am grateful that they are able to assist me with training employees. As stated above, *“training is not practicing until you get it right, it is practicing until you can’t get it wrong”*. NMFR is on pace to have nearly ten thousand (10,000) hours of training in 2018. That sounds like an unimaginable amount of training, but when lives are at stake, our citizens and firefighters, deserve to be trained to the highest level possible. **A/C Peglow**

Fire Prevention, Fire Investigations, and Public Education

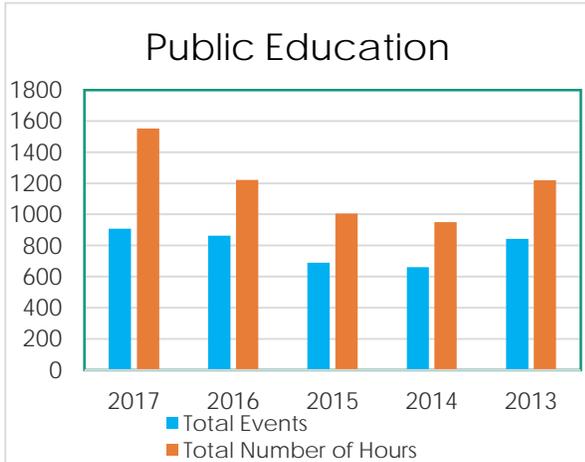
Neenah-Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations and Public Education. Fire prevention is not simply conducting fire inspections, it also includes detailed review of all new construction, remodeling of existing 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 3,000 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 2018, the City of Neenah’s 2% dues was \$84,975.48, and the City of Menasha was \$45,958.92.

The Fire Prevention Bureau also oversees all fire investigations. Wisconsin State Statute 165.55 requires that every fire shall be investigated for cause, origin and circumstances. NMFR conducts investigations of every fire that occurs within our jurisdiction. These investigations are conducted by the Shift Inspector/Investigator and/or the Assistant Chief/Fire Marshal depending on the size and complexity of the incident. 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 (DCI) 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. Our 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 391 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. **A/C Green**

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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



2018 Accomplishments:

- Administrative personnel completed LEAN certification at FVTC.
- Management Assistant participated in City of Neenah LEAN Project for expense reports.
- Hired a new Assistant Chief of Training.
- Hired and trained 3 new firefighters.
- Continuation of Auto-Aid with City of Appleton Fire Department.
- Received a \$9,000 grant from Capital Credit Union to replace Boat 35.
- Received a \$280,000 grant for Self-Contained Breathing Apparatus (SCBA).
- Put new SCBA system into service.
- Received a \$1,500 grant from Walmart – Neenah for our Public Education Program.
- Water Rescue Team benefit that raised \$1,500.
- EOC tabletop exercise with Cities of Neenah and Menasha.
- Created and implemented new Driver/Operator manual to be used by firefighters who want to move-up and/or be promoted to the position.
- NMFR LEAN project with Safety Committee for Cancer awareness.
- Ordered a new Engine 36 for Station 36 located on Manitowoc Road in the City of Menasha.
- Re-certification of our First Responder license.
- Participated in several community events such as the Doty Island Winter Gala, Community Fest, Hands only CPR Training and Corny Walk.
- Completed Emergency Operations “Awareness Class”
- Updated all Standard Operating Guidelines for new hires.
- Review and updated our 5-year Strategic Plan.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018/2019 Goals:

- Meet the departments growing need for training all personnel.
- To have at least 6 training events with multi agencies involved (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improve our training records management.
- Continue to improve on communication with City Officials.
- Continue to improve on communication with all NMFR staff.
- Continue to explore opportunities with neighboring communities.
- Improve working relationship with all City Departments.
- Continuation of our Strategic Plan.
- Goal setting with Shift Commanders and Administration Staff.
- Continue to improve our Facebook presence.
- Create Guidebooks for all positions.
- Development of our new firefighters.
- Create Aldermanic District reporting for all Alderman
- Improve our Business and Industry ISO ratings.
- Switch out our Mobile Data Computers to iPads on our Apparatus.

Major Increases/Decreases in 2019 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 \$133,390 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$16,400. Water Rescue OT transferred to this line item so actual increase is noted. Funds are used for emergency calls, training of staff, staffing for community events and to maintain staffing levels. In 2019, there is the possibility of one retirement and we will need to backfill this position until a firefighter is trained and can begin their line staff positions.

Health Insurance (0110): Decrease of \$4,440 per the City of Neenah Finance Department.

Fringes (0111): Decrease of \$44,120 per the City of Neenah Finance Department. This decrease is in part due to a 1.1% decrease in the CVMIC worker's compensation rates for firefighters.

Schools/Seminars/Training (0115): Increase of \$7,110. Funds are used for employee development, leadership development and maintaining required certifications. In the next 5-7 years, one-third of our department is eligible for retirement. Succession planning has begun to ensure experience and knowledge is passed down to new leadership.

Testing/Certification of Equipment (0116): Increase of \$4,000. Funds are used for required NFPA annual testing for Quint 32's ladder, ladders, pumps, hose, SCBA & mask testing, air quality testing for compressors, fire extinguishers, SCUBA, etc.

License Renewal (0118): Decrease of \$9,970. First responder training is bi-annual and completed in 2018.

Maintenance of Motor Vehicles (0213): Increase of \$7,500. Funds are used for preventive maintenance and repairs of all apparatus, staff vehicles, Boat 35, mule, etc.

Maintenance of Joint Buildings (0214): Increase of \$2,500. 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.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Electricity (0222): Increase of \$2,400. Per Finance increase by 5%.

Natural Gas (0223): Increase of \$2,400. Per Finance increase by 5%.

Outside Services (0236): Decrease of \$3,380. Decrease is due to contracted Dark Fiber charges for Stations 31 being reduced.

Maintenance of Training Tower (0250): Increase of \$1,600. Funds are used to maintain training tower.

Neenah I/S Services (0255): Increase of \$15,750, per the City of Neenah IS Department.

Public Relations (0262): Increase of \$3,500. 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.

Cleaning/Janitorial Supplies (0306): Increase of \$2,000 due to increases for supplies by various vendors.

Gasoline & Oil (0310): Increase of \$4,000. 10% increase per Neenah Finance. We also purchase bulk oil/transmission, hydraulic, DEF fluids, etc purchased to save money for maintenance that is performed in-house by staff.

Safety Supplies (0319): Increase of \$1,820. As call volumes increase, so will supply usage. We have made strides in getting equipment replaced through our partnership with gold cross ambulance. However, as we continue to provide and add advanced skills, items will need to be replaced due to usage or expiration. Funds are also used to safety items used by staff when performing maintenance on vehicles and the stations.

Personal Protective Equipment (0348): Increase of \$10,000. Funds are used for scheduled required replacement/repairs of all turn out gear, helmets, boots, gloves, shields, etc. Increase is due to pricing increases we have seen over the past few years. We also work into the schedule of having new firefighters have back-up gear.

Communication Equipment (8113): Decrease of \$4,000. We switched vendors for more reliable connectivity for air cards for the MDC's and their pricing was cheaper.

Household Purchases (8149): Increase of \$3,000. This line item was requested by the Joint Finance & Personnel Committee several years ago to budget purchases and repairs that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryer, etc.) for all four fire stations. This was to prevent major increases/decreases in CIP budget. Increase is needed due to increased cost of replacing items.

**CITY OF NEENAH
2019 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 2019 Budget Request:

Special Operations Personal Protective Equipment (2314-0348): Increase of \$3,500. Per replacement schedule for staff.

**CITY OF NEENAH
2019 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/decreases \$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
2019 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 monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Decrease of \$4,000. Total projected cost is \$3,000.	\$3,000	\$3,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 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 \$20,600.	\$20,600	\$20,600
8149	<u>Household Purchases</u> This is requested by the Joint Finance & Personnel Committee to budget purchases, and repairs, that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,000.	\$9,000	\$9,000

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
<u>FIRE OPERATIONS (2301-712)</u>								
0101	Salaries	3,024,660	3,127,900	0	3,110,430	3,144,120	3,144,120	
0104	Overtime Wages	85,090	95,300	0	83,380	95,250	95,250	
0105	Reimbursement / Overtime	(830)	0	0	0	0	0	
0106	FLSA Overtime Wages	31,130	27,990	0	27,990	27,980	27,980	
0110	Health Insurance	475,370	474,780	0	494,680	491,790	491,790	
0111	Fringes	783,270	806,110	0	801,770	764,200	764,200	
0115	Schools/Seminars/Training	8,230	10,130	0	5,960	13,760	13,760	
0116	Test/Certification for Eq	3,130	3,570	0	2,380	5,950	5,950	
0117	Clothing Allowance	19,250	19,060	0	19,650	19,050	19,050	
0118	License Renewal	40	6,000	0	3,280	60	60	
0123	Auto Allowance	0	0	0	0	0	0	
0128	Empl Recognition Awards	420	390	0	390	360	360	
	Personal Services	4,429,760	4,571,230	0	4,549,910	4,562,520	4,562,520	(8,710)
0202	Outside Printing	230	480	0	480	520	520	
0203	Postage	190	390	0	180	390	390	
0204	Conferences & Meetings	630	1,190	0	1,190	1,190	1,190	
0206	Advertising & Publication	0	120	0	110	120	120	
0207	Dues & Memberships	590	830	0	430	610	610	
0209	Maintenance of PPE/SCBA	1,260	1,790	0	1,610	1,890	1,890	
0210	Maint of Computer Hardwre	750	300	0	730	300	300	
0211	Maint of Other Equipment	910	2,080	0	1,790	2,140	2,140	
0213	Maint of Motor Vehicles	23,580	20,850	0	20,850	23,810	23,810	
0214	Maint of Buildings	2,240	2,980	0	2,680	4,170	4,170	
0215	Maint of Radio Equipment	3,650	3,660	0	3,890	3,870	3,870	
0216	Maint of Operating Equip	1,760	1,850	0	1,170	1,850	1,850	
0218	Maint of Software	5,320	7,150	0	7,150	7,140	7,140	
0221	Telephone	5,200	5,360	0	5,360	5,360	5,360	
0222	Electricity	28,550	28,590	0	28,590	30,000	30,000	
0223	Natural Gas	10,190	14,290	0	14,290	15,720	15,720	
0224	Water & Sewer	6,490	7,630	0	7,030	8,010	8,010	
0226	Storm Water	1,740	1,850	0	1,850	1,850	1,850	
0227	Cellular Telephone	2,470	2,570	0	2,570	2,710	2,710	
0232	Auditing Services	1,040	1,070	0	1,070	1,110	1,110	
0236	Outside Services	9,160	9,770	0	9,770	7,750	7,750	
0237	Pest Control	250	360	0	360	360	360	
0238	Professional Services	8,690	13,100	0	13,100	13,100	13,100	
0241	Tree Planting & Landscape	650	710	0	710	710	710	
0242	Permits	0	20	0	0	20	20	
0246	Liability Insurance	19,110	20,000	0	19,430	20,840	20,840	
0247	Auto/Physical Damage Ins	7,880	8,310	0	8,320	8,930	8,930	
0250	Maint of Training Tower	60	0	0	550	950	950	
0252	Rental of Equipment	180	210	0	210	190	190	
0254	Printer / Copies	1,720	1,770	0	1,770	1,930	1,930	
0255	Neenah City I/S Services	79,910	76,500	0	83,240	85,840	85,840	
0256	Neenah City Finance Ser.	13,810	14,180	0	14,180	14,530	14,530	
0257	Neenah City H/R Services	26,090	28,590	0	27,990	30,660	30,660	
0262	Public Relations/Services	3,270	4,170	0	4,170	5,360	5,360	
0280	Neenah-Menasha FireRescue	0	0	3,723,330	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	267,570	282,900	3,723,330	286,820	304,110	304,110	21,210

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	1,130	1,190	0	1,190	1,230	1,230	
0306	Cleaning/Janitor Supplies	7,080	7,150	0	7,150	8,330	8,330	
0308	Books and Periodicals	200	300	0	30	300	300	
0310	Gasoline & Oil	14,080	14,890	0	14,890	17,260	17,260	
0319	Safety Supplies	3,580	3,810	0	3,870	4,300	4,300	
0320	Small Tools	670	560	0	600	610	610	
0325	Consumable supplies	1,000	1,190	0	1,070	1,230	1,230	
0326	Photography Supplies	70	300	0	120	300	300	
0333	All Other Supplies	760	1,790	0	1,790	2,140	2,140	
0343	Small Program Packages	0	0	0	0	0	0	
0344	Small Equipment	2,110	4,170	0	3,870	4,640	4,640	
0347	Small Computer Hardware	410	370	0	300	370	370	
0348	Per Protective Equipment	27,160	23,820	0	23,820	29,770	29,770	
0350	Training Supplies	260	1,190	0	1,190	1,490	1,490	
	Supplies & Materials	58,510	60,730	0	59,890	71,970	71,970	11,240
0800	Mayor's Executive Adjustment	0	(35,730)	0	0	0	(44,640)	
	Mayor's Adjustment	0	(35,730)	0	0	0	(44,640)	(8,910)
	OPERATIONS	4,755,840	4,879,130	3,723,330	4,896,620	4,938,600	4,893,960	14,830
							Percent Budget Change	0.30%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	1,700	1,490	0	1,480	1,480	1,480	
8113	Communication Equipment	2,100	4,170	0	4,160	1,780	1,780	
8114	Computer Software Outlay	0	600	0	170	600	600	
8115	Computer Hardware Outlay	3,240	5,670	0	2,970	5,650	5,650	
8133	All Other Equipment	10,080	11,910	0	11,910	12,240	12,240	
8149	Household Purchases	2,860	4,170	0	4,760	5,350	5,350	
	CAPITAL OUTLAY	19,980	28,010	0	25,450	27,100	27,100	(910)
<u>OTHER</u>								
9005	Revenue Offset	0	(10,070)	0	0	(21,970)	(21,970)	
	OTHER	0	(10,070)	0	0	(21,970)	(21,970)	(11,900)
	FIRE OPERATIONS/CAPITAL OUTLAY	4,775,820	4,897,070	3,723,330	4,922,070	4,943,730	4,899,090	2,020
							Percent Budget Change	0.04%
<u>FIRE STATION BUILDINGS (2304-712)</u>								
0214	Maint of Buildings	32,878	26,000	15,560	26,000	26,000	26,000	
	Contractual Services	32,878	26,000	15,560	26,000	26,000	26,000	0
	FIRE STATION BUILDINGS	32,878	26,000	15,560	26,000	26,000	26,000	0
							Percent Budget Change	0.00%
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	4,450	4,250	0	4,350	19,050	19,050	
0105	Reimbursement / Overtime	(2,560)	0	0	(4,250)	(12,540)	(12,540)	
0111	Fringes	1,150	980	0	1,010	4,220	4,220	
	Personal Services	3,040	5,230	0	1,110	10,730	10,730	5,500
0216	Maint of Operating Equip	0	300	0	300	540	540	
	Contractual Services	0	300	0	300	540	540	240
0320	Small Tools	0	300	0	300	300	300	
0348	Per Protective Equipment	190	890	0	890	2,980	2,980	
0350	Training Supplies	0	300	0	300	300	300	
	Supplies & Materials	190	1,490	0	1,490	3,580	3,580	2,090
8133	All Other Equipment	0	300	0	300	300	300	
	Capital Outlay	0	300	0	300	300	300	0
	REG SPEC OPER RESP TEAM	3,230	7,320	0	3,200	15,150	15,150	7,830
							Percent Budget Change	106.97%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>JOINT FIRE COMMISSION (2320-712)</u>								
0203	Postage	0	300	0	0	300	300	
0206	Advertising & Publication	0	600	0	0	600	600	
0236	Outside Services	1,930	1,490	0	1,490	1,490	1,490	
0261	Misc Expenditures	180	300	0	300	300	300	
	Contractual Services	2,110	2,690	0	1,790	2,690	2,690	0
	JOINT FIRE COMMISSION	2,110	2,690	0	1,790	2,690	2,690	0
							Percent Budget Change	0.00%
<u>WATER RESCUE SERVICES (2479-712)</u>								
0104	Overtime Wages	2,810	2,140	0	2,140	0	0	
0105	Reimbursement / Overtime	(910)	0	0	0	0	0	
0111	Fringes	970	500	0	500	0	0	
0115	Schools/Seminars/Training	800	1,490	0	1,490	0	0	
	Personal Services	3,670	4,130	0	4,130	0	0	(4,130)
0209	Maintenance of PPE/SCBA	690	600	0	600	0	0	
0215	Maint of Radio Equipment	40	300	0	60	0	0	
0216	Maint of Operating Equip	100	600	0	600	0	0	
	Contractual Services	830	1,500	0	1,260	0	0	(1,500)
0333	All Other Supplies	20	300	0	180	0	0	
0344	Small Equipment	280	590	0	600	0	0	
0348	Per Protective Equipment	2,490	300	0	300	0	0	
	Supplies & Materials	2,790	1,190	0	1,080	0	0	(1,190)
8113	Communication Equipment	150	590	0	600	0	0	
8133	All Other Equipment	40	980	0	980	0	0	
	Capital Outlay	190	1,570	0	1,580	0	0	(1,570)
	WATER RESCUE SERVICES	7,480	8,390	0	8,050	0	0	(8,390)
							Percent Budget Change	-100.00%
<u>SPECIAL RESERVES & ESCROW (2326-712)</u>								
0101	Salaries	0	3,440	0	0	68,050	68,050	
0110	Health Insurance	0	44,670	0	0	29,770	29,770	
0111	Fringes	0	860	0	0	16,100	16,100	
		0	48,970	0	0	113,920	113,920	64,950
FIRE DEPARTMENT		4,821,518	4,990,440	3,738,890	4,961,110	5,101,490	5,056,850	66,410
							Percent Budget Change	1.33%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$96,620	\$96,620	\$97,320
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	90,180	90,180	92,200
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	83,010	74,960	77,130
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	73,860	74,760	74,750
Management Assistant	Grade H3	1.00	Grade H3	1.00	47,730	47,730	48,250
Fire Officers	77,352 - 78,126	15.00	77,352 - 78,126	15.00	1,237,060	1,251,540	1,244,070
Mechanics	74,871 - 78,126	4.00	74,871 - 78,126	4.00	324,390	320,690	322,450
Assistant Inspectors	73,409 - 74,143	6.00	73,409 - 74,143	6.00	466,660	466,660	468,960
Shift Commanders	80,246 - 81,048	3.00	80,246 - 81,048	3.00	256,900	256,900	258,160
Drivers	72,154 - 72,876	12.00	72,154 - 72,876	13.00	919,720	967,990	998,220
Fire Fighters	45,191 - 70,370	<u>23.00</u>	45,191 - 70,370	<u>22.00</u>	<u>1,573,020</u>	<u>1,476,010</u>	<u>1,496,750</u>
Subtotal		68.00		68.00	\$5,169,150	\$5,124,040	\$5,178,260
OTHER COMPENSATION							
Work in Other Classification	-		-		35,000	45,000	45,000
First Responders Pay	-		-		39,120	39,120	39,120
Accrued Wages	-		-		14,190	14,190	14,150
OVERTIME							
Operating Overtime	-		-		140,000	140,000	160,000
Special OPER Overtime	-		-		7,130	7,300	32,000
Water Rescue Services	-		-		3,600	3,600	0
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	\$5,455,190	\$5,420,250	\$5,515,530

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

1. Held a tabletop exercise coordinated with both Cities.

2018/2019 Goals/Plans:

1. 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.
2. Update Emergency Response Plan

Major Increases (Decreases) in 2019 Budget Request:

None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
<u>OPERATIONS (2519-713)</u>								
0115	Schools/Seminars/Training	0	450	0	0	450	450	
	Personnel Services	0	450	0	0	450	450	0
0207	Dues & Memberships	0	20	0	0	20	20	
0236	Outside Services	963	750	642	750	750	750	
	Contractual Services	963	770	642	750	770	770	0
0301	Office Supplies	0	100	0	0	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0333	All Other Supplies	107	200	20	20	200	200	
0344	Small Equipment	0	50	0	0	50	50	
	Supplies & Materials	107	400	20	20	400	400	0
	EMERGENCY GOVERNMENT	1,070	1,620	662	770	1,620	1,620	0
OTHER PUBLIC SAFETY								
<u>POLICE COMMISSION (2520-713)</u>								
0203	Postage	4	50	0	50	50	50	
0206	Advertising & Publication	0	400	0	400	400	400	
0236	Outside Services	7,448	17,000	8,520	10,350	6,850	6,850	
0261	Misc Expenditures	230	200	182	200	200	200	
	Contractual Services	7,682	17,650	8,702	11,000	7,500	7,500	(10,150)
	POLICE & FIRE COMMISSION	7,682	17,650	8,702	11,000	7,500	7,500	(10,150)
<hr/>								
<u>PENSION PLAN CONTRIBUTION (2523-713)</u>								
0261	Misc Expenditures	13,600	13,160	8,626	13,160	13,160	13,160	
	Contractual Services	13,600	13,160	8,626	13,160	13,160	13,160	0
	PENSION PLAN CONTRIBUTION	13,600	13,160	8,626	13,160	13,160	13,160	0
EMERGENCY GOVERNMENT AND OTHER PUBLIC SAFETY								
		22,352	32,430	17,990	24,930	22,280	22,280	(10,150)
								Percent Budget Change -31.30%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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 beneficiary is receiving payments. No active employees who participate in this program remain on the City payroll. 2019 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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	\$3,918,084	\$4,072,686	\$4,116,085	1.07%	\$4,086,085	0.33%
No. of Employees (FTE) - All Funds	41.75	41.75	41.75	0.00%	41.75	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Public Works (30,000)

Mayor's Comments:

I am recommending a \$30,000 Mayor's Executive Adjustment to assist in balancing the 2019 budget.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

DEPARTMENT OF PUBLIC WORKS

Goals/Responsibilities:

Provides engineering, maintenance, public services and technical advice on a variety of projects.

Activities:

Technical consultation with other government units.

Design, manage construction, maintain and repair:

- streets
- curb and gutter
- sidewalks
- bridges
- traffic control devices
- storm sewers and ponds
- sanitary sewers
- City buildings and structures
- City parking lots
- related machinery and equipment
- street lights

Public services include:

- garbage and refuse collection
- recycling
- snow removal
- street cleaning
- yard waste collection
- wastewater transmission
- storm water collection, transmission and treatment
- traffic operations

Maintain records for:

- real property owned by City
- property maps

2019 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
17	Street Crew
1	Traffic Maintenance Worker
8	Sanitation Crew
0.5	Building Attendant
29.25	TOTAL
Three crewmen have been cross-trained in traffic maintenance and can be allocated to traffic work as the workload demands.	

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

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2019

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	611,442	627,670	440,271	623,340	632,900	632,900	
0102	Full Time Hourly Wages	624,986	646,560	457,004	614,360	634,150	634,150	
0103	Temporary Wages	16,976	17,600	13,316	15,000	17,500	17,500	
0104	Overtime Wages	70,482	69,200	81,706	106,930	106,690	106,690	
0110	Health Insurance	388,573	337,450	275,596	337,450	362,490	362,490	
0111	Fringes	296,797	311,220	226,966	308,290	298,810	298,810	
0115	Schools/Seminars/Training	1,616	1,000	160	1,160	1,100	1,100	
0117	Clothing Allowance	12,657	12,500	10,286	12,000	12,000	12,000	
0118	License Renewal	360	500	519	610	300	300	
0123	Auto Allowance	0	100	0	100	100	100	
0124	Meal Allowance	1,378	1,600	1,448	1,650	1,620	1,620	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	35	930	800	800	230	230	
	PERSONAL SERVICES	2,025,302	2,026,350	1,508,072	2,021,710	2,067,910	2,067,910	41,560
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	1,075	600	837	4,010	750	750	
0203	Postage	884	1,020	1,687	1,710	1,120	1,120	
0204	Conferences & Meetings	537	700	411	700	700	700	
0206	Advertising & Publication	346	320	75	320	320	320	
0207	Dues & Memberships	20	130	20	130	130	130	
0212	Maint of Office Equipment	0	200	0	200	200	200	
0213	Maint of Motor Vehicles	19	2,350	8	1,350	1,350	1,350	
0214	Maintenance of Building	26,340	27,000	16,842	27,000	27,000	27,000	
0215	Maint of Radio Equipment	0	100	0	100	100	100	
0216	Maint of Operating Equip	3,681	9,000	2,515	7,000	6,500	6,500	
0217	Maint of Traffic Signals	6,804	10,000	4,376	10,000	10,000	10,000	
0218	Maintenance of Software	8,270	9,440	8,297	8,300	7,890	7,890	
0219	Maintenance of Land	0	0	255	300	300	300	
0221	Telephone	5,774	5,830	3,893	5,830	5,830	5,830	
0222	Electricity	623,620	637,000	359,966	630,000	643,650	643,650	
0223	Natural Gas	17,048	13,920	8,546	16,320	16,950	16,950	
0224	Water & Sewer	11,002	11,810	8,358	11,720	12,310	12,310	
0226	Storm Water	9,325	9,370	7,007	9,370	9,370	9,370	
0227	Cellular Telephone	4,440	4,150	3,027	4,250	4,250	4,250	
0229	Maint of Pavement Marking	0	0	0	0	45,000	45,000	
0236	Outside Services	126,713	301,400	87,699	282,480	149,400	149,400	
0237	Pest Control	448	400	319	420	450	450	
0238	Professional Services	0	1,380	0	1,300	1,300	1,300	
0242	Permits	61	200	0	200	200	200	
0243	Tipping Fees	287,352	280,000	202,301	295,000	305,000	305,000	
0244	Commercial Dumpsters	67,785	69,000	52,683	69,000	65,000	65,000	
0245	License Fees	672	700	672	690	700	700	
0249	Dumpster Pulls	47,173	37,000	18,645	37,000	40,000	40,000	
0252	Rental of Equipment	0	3,000	0	2,500	2,500	2,500	
0254	Printer / Copies	4,299	4,900	3,313	5,050	5,050	5,050	
0255	IS Services / Internal	68,213	71,390	53,542	71,040	72,360	72,360	
0293	Maint of Motor Veh/Fleet	228,169	205,100	170,106	216,740	195,000	195,000	
0294	Oil and Fluids/Fleet	14,523	13,350	10,880	13,700	13,500	13,500	
0296	Maint of Oper Equip/Fleet	33,389	44,420	30,722	41,900	45,400	45,400	
	CONTRACTUAL SERVICES	1,597,982	1,775,180	1,057,002	1,775,630	1,689,580	1,689,580	(85,600)

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	895	940	686	990	990	990	
0302	Inhouse Printing	13	20	7	20	20	20	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0305	Chemicals	739	750	1,178	1,200	1,200	1,200	
0306	Cleaning/Janitor Supplies	3,413	2,020	2,170	2,200	2,150	2,150	
0310	Gasoline & Oil	75,431	85,920	71,447	89,150	87,150	87,150	
0311	Fixed Equip. Maint Supply	0	0	0	0	3,000	3,000	
0313	Motor Vehicles Maint. Sup	616	670	236	670	670	670	
0314	Building Maint Supplies	988	2,000	674	2,000	2,000	2,000	
0316	Equipment Maint. Supplies	3,366	4,300	1,567	4,860	2,500	2,500	
0317	Traffic Signal Supplies	28,257	19,000	8,619	19,000	21,000	21,000	
0319	Safety Supplies	2,552	3,150	1,039	2,850	2,950	2,950	
0320	Small Tools	1,216	1,220	1,004	1,470	1,120	1,120	
0324	Pavement Marking Supplies	1,174	3,000	8	2,000	2,000	2,000	
0327	Sign & Barricade Supplies	13,369	17,000	10,313	17,000	15,000	15,000	
0330	Calcium Chloride	0	4,000	0	4,000	4,000	4,000	
0331	Sand Gravel Hot/Cold Mix	11,661	25,300	7,138	15,300	20,300	20,300	
0332	Salt & Stone Chips	101,984	115,100	83,777	115,100	145,100	145,100	
0333	All Other Supplies	8,849	11,800	12,580	15,130	10,600	10,600	
0335	Manhole/Catch Basin/Pipe	0	1,000	0	500	1,000	1,000	
0339	Tires & Tire Maintance	31,535	21,300	19,869	24,330	22,800	22,800	
0343	Small Program Packages	0	200	0	200	200	200	
0344	Small Equipment	3,618	1,550	70	1,550	2,050	2,050	
0345	Shop Supplies	60	200	0	200	200	200	
0346	Maint of Lift Station	2,289	4,000	3,040	4,000	4,000	4,000	
0347	Small Computer Hardware	393	200	0	200	200	200	
	SUPPLIES & MATERIALS	292,418	324,740	225,422	324,020	352,300	352,300	27,560
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	(60,810)	0	(60,810)	0	(30,000)	
	MAYOR'S ADJUSTMENT	0	(60,810)	0	(60,810)	0	(30,000)	30,810
<u>CAPITAL OUTLAY</u>								
8103	Office Furniture & Equip.	210	350	12	350	350	350	
8113	Communication Equipment	0	750	1,242	1,300	750	750	
8116	Maintenance Equipment	1,074	4,926	2,245	4,000	4,000	4,000	
8133	All Other Equipment	1,098	1,200	0	1,200	1,200	1,200	
	CAPITAL OUTLAY	2,382	7,226	3,499	6,850	6,300	6,300	(926)
	TOTAL PUBLIC WORKS	3,918,084	4,072,686	2,793,995	4,067,400	4,116,090	4,086,090	13,404
							Percent Budget Change	0.33%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	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	94,440	94,440	95,180
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	82,830	82,830	84,580
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	71,640	71,640	72,330
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	69,490	69,490	70,120
Traffic Engineer	Grade L3	1.00	Grade L3	1.00	59,420	59,420	61,370
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	60,990	60,990	61,790
Engineering Technician I	Grade I3	1.00	Grade I3	1.00	59,650	59,650	59,940
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	52,700	52,700	52,890
Office Manager	Grade G3	1.00	Grade G3	1.00	50,530	50,530	50,780
Traffic Maintenance Foreman	Grade G4	1.00	Grade G4	1.00	58,950	58,950	59,310
Crewman	Grade F4	15.00	Grade F4	15.00	737,350	703,470	731,630
Sanitation Worker	Grade E4	10.00	Grade E4	10.00	349,530	314,050	362,140
Garage Attendant (shared w/ Fleet Management)	Grade F4	0.50	Grade F4	0.50	23,870	23,870	23,950
Subtotal		35.50		35.50	\$1,771,390	\$1,702,030	\$1,786,010
PART-TIME							
Garage Secretary (1,510 Hours)	14.25/hr	0.73	14.25/hr	0.73	23,670	19,200	21,490
OTHER COMPENSATION							
Accrued Wages	-		-		6,780	6,780	6,950
Work in Other Class	-		-		21,000	21,000	21,000
Overtime / Operations	-		-		105,850	152,750	147,190
TEMPORARY							
Operations	8.00-9.25/hr		8.25-9.75/hr		17,550	17,550	20,000
Administration	8.00-9.25/hr		8.25-9.75/hr		11,100	8,500	11,000
Public Weed Cutting	8.00-9.25/hr		8.25-9.75/hr		6,500	6,500	6,500
Fleet Management Employees	-		-		20,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		188,520	199,680	193,700
City-Wide Forestry Wages	-		-		91,130	96,500	94,500
Storm Water Management	-		-		305,650	257,300	322,300
Parking	-		-		22,750	28,000	24,500
TOTAL	XXX	36.23	XXX	36.23	\$1,983,840	\$1,954,310	\$2,040,140

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

PUBLIC WORKS DEPARTMENT	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
Engineering	723,168	735,820	537,194	736,370	750,940	720,940	(14,880)
Capital Outlay-Engineering	0	200	0	200	200	200	0
Tullar Garage	483,219	475,620	320,565	472,740	485,710	485,710	10,090
Cecil Street Garage	17,587	16,530	18,013	22,810	17,280	17,280	10,090
Refuse Garbage Collection	718,609	607,970	517,083	649,830	671,410	671,410	63,440
Sanitary Sewers/Lift Station	262,574	273,030	204,828	277,110	286,410	286,410	13,380
T-V Sewer Insp. & Sealing	7,938	121,810	1,800	102,300	47,300	47,300	(74,510)
Repair of Streets	371,885	390,920	238,013	351,860	376,210	376,210	(14,710)
Snow & Ice Removal	479,977	501,660	363,556	518,620	573,360	573,360	71,700
Weed Cutting	42,989	41,940	39,618	43,150	41,600	41,600	(340)
Traffic Control	226,685	317,910	211,320	301,380	270,190	270,190	(47,720)
Street Lighting	574,600	575,310	331,252	573,130	583,080	583,080	7,770
Capital Outlay - P.W. Equip.	2,382	7,026	3,499	6,650	6,100	6,100	(926)
DPW Services - Interdept.	6,471	6,940	7,253	11,250	6,300	6,300	(640)
TOTAL PUBLIC WORKS	3,918,084	4,072,686	2,793,994	4,067,400	4,116,090	4,086,090	13,404
					Percent Budget Change		0.33%
PUBLIC WORKS REVENUES:							
Special Service Charges	8,215	12,100	6,615	10,100	11,100	11,100	(1,000)
Sanitation Service Charges	65,020	67,000	48,853	64,000	57,000	57,000	(10,000)
Street/Highway Serv. Charges	102,655	43,300	28,940	46,700	47,400	47,400	4,100
Rental Revenue	6,864	7,000	4,868	7,000	7,000	7,000	0
TOTAL REVENUES	182,754	129,400	89,276	127,800	122,500	122,500	(6,900)
					Percent Budget Change		-5.33%

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

- Replaced utilities and reconstructed Cecil Street and Adams Street.
- Replaced utilities and resurfaced Geiger Street, Andrew Avenue, Richard Avenue and Whiting Court.
- Constructed new streets in the Nature Trails Subdivision and Eaglecrest Plat.
- Managed property razing at various sites.
- Continued development of NuPark parking management system.
- Prepared proposal for method to eliminate special assessments for street reconstruction, street resurfacing and sidewalk installation.
- Assisted with site grading and drainage for Arrowhead Park.
- Reviewed Street Use Permit process.
- Updated official traffic maps.
- Applied sidewalk installation criteria to streets on the official sidewalk/trail map.
- Started downtown traffic study.

2019 Goals/Plans:

- Complete downtown traffic study.
- Replace utilities, reconstruct streets, make facility changes and implement traffic signal projects identified in 2019 CIP.
- Transition Engineering Technician position to emphasize storm water management duties.

Major Increases (Decreases) in 2019 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.

2018 Accomplishments:

Purchased equipment as per budget.

2019 Goals/Plans:

Purchase equipment as per budget.

Major Increases (Decreases) in 2019 Budget Request: None.

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

- Continued to evaluate all areas of activity to insure the highest efficiency.
- Made repairs to service door frames and cold storage building.
- Maintained buildings and grounds.

2019 Goals/Plans:

- Continue to explore ways to increase productivity.
- Maintain building and grounds.
- Evaluate layout and function of drop-off site.

Major Increases (Decreases) in 2019 Budget Request: None.

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:

Manage and maintain facility.

2018 Accomplishments:

- Continued use as a cold storage facility for City and community groups.
- Continued rental contract with Kids Kart Club and Youth-Go.
- Relocated compost and wood chip bins.
- Repaired south wall and painted building.

2019 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 2019 Budget Request: None.

Refuse/Garbage Collection
(010-4101-733)

Goals/Responsibilities:

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

2018 Accomplishments:

- Evaluated options for refuse/recycling collection
- Implemented automated collection.
- Administered contract for the commercial dumpster program.
- Continued to bill 100% of cost of commercial dumpster program to participants.

**CITY OF NEENAH
2019 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)

- 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.

2019 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 2019 Budget Request:

- Increased the pay rate for drop-off site attendants to \$9.25 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 - \$41 per ton.
 - Yard Waste - \$22 per ton.
 - Wood (clean) - \$22 per ton.
 - Single Stream Recycling - \$10 per ton.
- Assumed combined tonnage will remain 7,000 tons/year for refuse, curbside large item and drop-off large item.
- Assumed staffing of the sanitation division with 8 employees.
- 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.
- Increased “Dumpster Pulls” line item to account for increased used of drop-off site.

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)

2018 Accomplishments:

- Developed agreement with City of Menasha regarding cross-jurisdiction sanitary sewer flows.
- Completed sanitary sewer utility rate study.
- Updated sanitary sewer system information in the GIS.
- Continued work to reduce inflow/infiltration. Identified areas of concern for 2018.
- Replaced sanitary sewers in accordance with CIP.
- Continued sewer grouting and manhole repair.
- Assisted with development of MOU with Town of Neenah Sanitary District 2 for Cumings collector.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Sanitary Sewers (continued)
(010-4103-733)

2019 Goals/Plans:

- Continue progress on the elimination of inflow and infiltration.
- Complete review of options to address sanitary sewer lateral special assessments.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in CIP.
- Implement conclusions of sanitary sewer utility rate study.

Major Increases (Decreases) in 2019 Budget Request: None.

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.

2018 Accomplishments:

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

2019 Goals/Plans:

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

Major Increases (Decreases) in 2019 Budget Request: None

Repair Streets & Alleys
(010-5101-734)

Goals/Responsibilities:

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

2018 Accomplishments:

- Resurfaced and reconstructed streets listed in the CIP.
- Placed chip seal on Carriage, Secretariat, Worth, Citation, Riva Ridge, Omaha, and Whirlaway.
- Maintained streets by sealing joints, patching potholes, filling settled trenches and grading gravel streets.

2019 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 2019 Budget Request: None.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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.

2018 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.

2019 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 2019 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.

2018 Accomplishments:

- Investigated complaints of high grass and overhanging shrubs.

2019 Goals/Plans:

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

Major Increases (Decreases) in 2019 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.

2018 Accomplishments:

- Implemented traffic signal upgrades identified in the 2018 CIP.
- Installed pedestrian crosswalk beacons and radar feedback signs at various locations.
- 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.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Traffic Control (continued)
(010-7101-736)

2019 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.
- Complete downtown traffic study.

Major Increases (Decreases) in 2019 Budget Request: None

Street Lighting
(010-7104-736)

Goals/Responsibilities:

Maintain street lights owned by City.

2018 Accomplishments:

- Installed and maintained street lights as required.

2019 Goals/Plans:

- Provide adequate street lighting.

Major Increases (Decreases) in 2019 Budget Request: None.

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

Goals/Responsibilities:

Provide for equipment replacement on a planned and necessary basis.

2018 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.

2019 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 2019 Budget Request: None.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Goals/Responsibilities:

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

2018 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.

2019 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 2019 Budget Request: None.

Storm Sewers
(049-390x-733)

Goals/Responsibilities:

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

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

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

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

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

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

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

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

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

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

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

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

2018 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.
- Completed Commerce Court pond expansion.
- Continue enforcing tire tracking of mud.
- Evaluated alternative detention pond sites.
- Updated storm sewer system information in the GIS.

2019 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 2019 Budget Request:

- Assumed a tipping fee of \$41/Ton for street sweepings and an approximate quantity of 700 tons.
- Increased Snow Hauling wages to account for loss of snow storage sites near the downtown.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

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

Object Code No.	Description and Justification	Detail Amounts within Object	Total of Object Code
	<u>Garage Capital Outlay</u>		\$7,400
(R) 8108	Office equipment	\$400	
(R) 8113	Replacement radio equipment	\$1,000	
(N) 8114	Computer software	\$0	
(R) 8115	Computer hardware	\$0	
(R) 8116	Miscellaneous equipment – pumps, generators, air compressors	\$3,500	
(R) 8133	Replacement saws, drills, trimmers, mowers	\$2,500	
(N) 8134	Computer replacement fund	\$0	
	<u>Engineering Capital Outlay</u>		\$1,700
(N) 8108	Office equipment	\$100	
(N) 8114	Computer software	\$500	
(R) 8115	Computer hardware	\$1,000	
(R) 8133	Replace existing small equipment	\$100	
(N) 8134	Computer replacement fund and printer consumables	\$0	
	<u>Motor Pool Capital Outlay</u>		\$1,500
(N) 8116	Replacement existing small equipment.	\$1,500	

Key:

(R) = Replace
(N) = New

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
<u>ENGINEERING (3501-731)</u>								
0101	Salaries	436,207	448,770	318,401	447,940	453,110	453,110	
0103	Temporary Wages	11,138	11,100	8,227	8,500	11,000	11,000	
0104	Overtime Wages	87	0	4,491	5,000	5,000	5,000	
0110	Health Insurance	110,180	99,000	74,250	99,000	106,960	106,960	
0111	Fringes	97,320	102,660	73,924	100,420	98,660	98,660	
0115	Schools/Seminars/Training	0	500	0	500	500	500	
0118	License Renewal	0	350	251	340	0	0	
0123	Auto Allowance	0	100	0	100	100	100	
0128	Empl Recognition Awards	10	300	300	300	130	130	
0202	Outside Printing	650	250	469	500	250	250	
0203	Postage	884	1,000	1,687	1,690	1,100	1,100	
0204	Conferences & Meetings	537	500	411	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	19	50	8	50	50	50	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0218	Maint of Software	5,278	6,200	6,278	6,280	5,840	5,840	
0226	Storm Water	43	50	45	50	50	50	
0227	Cellular Telephone	3,006	2,900	2,252	3,000	3,000	3,000	
0236	Outside Services	0	200	64	200	200	200	
0238	Professional Services	0	280	0	200	200	200	
0254	Printer / Copies	2,648	3,110	2,095	3,250	3,250	3,250	
0255	IS Services / Internal	46,133	48,080	36,060	48,400	50,270	50,270	
0293	Maint of Motor Veh/Fleet	3,892	3,500	1,842	3,000	3,500	3,500	
0294	Oil and Fluids/Fleet	160	150	55	100	150	150	
0301	Office Supplies	462	400	426	450	450	450	
0302	Inhouse Printing	10	10	2	10	10	10	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0310	Gasoline & Oil	2,572	2,800	2,914	2,920	3,100	3,100	
0313	Motor Vehicles Maint. Sup	0	20	0	20	20	20	
0319	Safety Supplies	551	500	442	500	500	500	
0320	Small Tools	0	20	0	20	20	20	
0333	All Other Supplies	1,116	2,200	2,303	2,310	2,200	2,200	
0343	Small Program Packages	0	200	0	200	200	200	
0347	Small Computer Hardware	265	100	0	100	100	100	
8000	Mayor's Executive Adj	0	0	0	0	0	(30,000)	
	ENGINEERING	723,168	735,820	537,197	736,370	750,940	720,940	(14,880)
<u>CAPITAL OUTLAY - ENGINEERING (3581-731)</u>								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8133	All Other Equipment	0	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	0	200	0	200	200	200	0

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>MUNICIPAL GARAGE (3701-732)</u>								
0101	Salaries	173,563	178,800	120,850	174,360	179,090	179,090	
0102	Full Time Hourly Wages	57,270	52,950	32,833	57,000	60,000	60,000	
0104	Overtime Wages	59	0	35	40	0	0	
0110	Health Insurance	73,340	61,260	46,811	60,300	66,300	66,300	
0111	Fringes	52,360	53,650	35,584	53,560	51,930	51,930	
0115	Schools/Seminars/Training	450	0	0	0	0	0	
0117	Clothing Allowance	12,657	12,500	10,286	12,000	12,000	12,000	
0118	License Renewal	360	150	268	270	300	300	
0128	Empl Recognitin Awards	25	630	500	500	100	100	
0202	Outside Printing	425	250	310	310	400	400	
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	26,175	25,000	15,068	25,000	25,000	25,000	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	3,681	6,000	2,440	5,000	5,500	5,500	
0218	Maintenance of Software	342	590	670	670	700	700	
0219	Maintenance of Land	0	0	255	300	300	300	
0221	Telephone	1,663	1,600	1,121	1,600	1,600	1,600	
0222	Electricity	16,426	19,730	8,848	16,000	17,000	17,000	
0223	Natural Gas	13,330	10,600	6,680	13,000	13,500	13,500	
0224	Water & Sewer	960	2,610	548	2,500	2,620	2,620	
0226	Storm Water	5,418	5,420	4,064	5,420	5,420	5,420	
0227	Cellular Telephone	1,258	1,100	721	1,100	1,100	1,100	
0236	Outside Services	4,036	6,000	4,249	6,000	6,000	6,000	
0237	Pest Control	448	400	319	420	450	450	
0242	Permits	61	100	0	100	100	100	
0245	License Fees	485	500	485	500	500	500	
0254	Printer / Copies	1,651	1,790	1,217	1,800	1,800	1,800	
0255	IS Services / Internal	22,080	23,310	17,483	22,640	22,090	22,090	
0293	Maint of Motor Veh/Fleet	137	300	73	300	300	300	
0294	Oil and Fluids/Fleet	162	100	123	150	150	150	
0296	Maint of Oper Eq/Fleet	7,138	3,000	3,691	4,000	4,000	4,000	
0301	Office Supplies	346	500	260	500	500	500	
0302	Inhouse Printing	3	10	5	10	10	10	
0306	Cleaning/Janitor Supplies	3,413	2,000	2,100	2,100	2,100	2,100	
0310	Gasoline & Oil	612	470	626	630	650	650	
0314	Building Maint Supplies	988	2,000	674	2,000	2,000	2,000	
0316	Equipment Maint. Supplies	185	400	860	860	400	400	
0319	Safety Supplies	429	500	42	300	400	400	
0320	Small Tools	15	50	128	150	50	50	
0332	Salt & Stone Chips	0	100	0	100	100	100	
0333	All Other Supplies	1,060	500	317	500	500	500	
0345	Shop Supplies	60	200	0	200	200	200	
0347	Small Computer Hardware	128	100	0	100	100	100	
	MUNICIPAL GARAGE	483,219	475,620	320,564	472,740	485,710	485,710	10,090

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CECIL STREET GARAGE (3702-732)</u>								
0102	Full Time Hourly Wages	4,173	2,030	4,576	5,000	2,000	2,000	
0110	Health Insurance	1,325	540	1,394	1,500	550	550	
0111	Fringes	939	460	1,052	1,130	430	430	
0214	Maint of Buildings	0	2,000	1,774	2,000	2,000	2,000	
0216	Maint of Operating Equip	0	200	75	200	200	200	
0222	Electricity	1,021	1,480	1,295	2,000	2,000	2,000	
0223	Natural Gas	3,255	2,890	1,545	2,890	3,000	3,000	
0224	Water & Sewer	2,929	2,610	1,961	2,610	2,750	2,750	
0226	Storm Water	3,864	3,900	2,898	3,900	3,900	3,900	
0236	Outside Services	81	200	1,275	1,280	200	200	
0306	Cleaning/Janitor Supplies	0	20	70	100	50	50	
0333	All Other Supplies	0	200	99	200	200	200	
	CECIL STREET GARAGE	17,587	16,530	18,014	22,810	17,280	17,280	750
<u>REFUSE GARBAGE COLLECTION (4101-733)</u>								
0102	Full Time Hourly Wages	115,606	112,010	79,290	115,000	100,000	100,000	
0103	Temporary Wages	41	0	0	0	0	0	
0104	Overtime Wages	54	100	97	2,200	2,500	2,500	
0110	Health Insurance	36,751	29,620	24,175	28,950	28,430	28,430	
0111	Fringes	26,226	25,950	18,379	27,130	22,270	22,270	
0115	Schools/Seminars/Training	300	150	0	150	150	150	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0202	Outside Printing	0	100	0	3,140	100	100	
0206	Advertising & Publication	346	300	75	300	300	300	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0214	Maintenance of Building	165	0	0	0	0	0	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0224	Water & Sewer	2,388	2,610	2,313	2,610	2,740	2,740	
0236	Outside Services	8,138	3,000	1,154	3,000	3,000	3,000	
0243	Tipping Fees	287,352	280,000	202,301	295,000	305,000	305,000	
0244	Commercial Dumpsters	67,785	69,000	52,683	69,000	65,000	65,000	
0245	License Fees	187	200	187	190	200	200	
0249	Dumpster Pulls	47,173	37,000	18,645	37,000	40,000	40,000	
0293	Maint of Motor Veh/Fleet	71,044	60,000	70,551	70,560	50,000	50,000	
0294	Oil and Fluids/Fleet	5,994	5,000	4,812	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	0	300	0	300	300	300	
0310	Gasoline & Oil	27,732	28,020	26,182	34,000	30,000	30,000	
0313	Motor Vehicles Maint. Sup	318	300	236	300	300	300	
0316	Equipment Maint. Supplies	154	0	67	100	100	100	
0319	Safety Supplies	357	500	105	400	400	400	
0320	Small Tools	0	150	0	150	150	150	
0333	All Other Supplies	50	150	810	810	150	150	
0339	Tires & Tire Maintenance	20,448	14,000	15,021	15,030	15,000	15,000	
0800	Mayor's Executive Adj	0	(60,810)	0	(60,810)	0	0	
	REFUSE GARBAGE COLLECTION	718,609	607,970	517,083	649,830	671,410	671,410	63,440

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>SANITARY SEWERS/LIFT STATION (4103-733)</u>								
0102	Full Time Hourly Wages	103,765	97,750	87,267	100,000	105,000	105,000	
0104	Overtime Wages	889	2,000	1,484	2,500	2,000	2,000	
0110	Health Insurance	33,242	26,360	27,027	27,030	29,670	29,670	
0111	Fringes	23,729	23,100	20,549	23,740	23,240	23,240	
0115	Schools/Seminars/Training	186	100	0	100	100	100	
0124	Meal Allowance	0	100	34	100	100	100	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0221	Telephone	4,079	4,200	2,751	4,200	4,200	4,200	
0222	Electricity	29,099	39,640	17,999	39,000	41,000	41,000	
0223	Natural Gas	463	430	321	430	450	450	
0224	Water & Sewer	4,725	3,980	3,536	4,000	4,200	4,200	
0236	Outside Services	27,625	30,000	11,329	30,000	30,000	30,000	
0238	Professional Services	0	550	0	550	550	550	
0242	Permits	0	100	0	100	100	100	
0252	Rental of Equipment	0	1,500	0	1,500	1,500	1,500	
0293	Maint of Motor Veh/Fleet	14,776	18,000	12,571	18,000	18,000	18,000	
0294	Oil and Fluids/Fleet	841	750	990	1,000	850	850	
0296	Maint of Oper Eq/Fleet	766	2,500	2,435	2,500	2,500	2,500	
0305	Chemicals	739	750	1,178	1,200	1,200	1,200	
0310	Gasoline & Oil	9,894	10,270	9,237	10,270	10,800	10,800	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	170	750	455	750	750	750	
0319	Safety Supplies	859	1,000	344	1,000	1,000	1,000	
0320	Small Tools	60	200	129	200	200	200	
0331	Sand Gravel Hot/Cold Mix	0	300	0	300	300	300	
0333	All Other Supplies	6	1,000	1,435	1,440	1,000	1,000	
0335	Manhole/Catch Basin/Pipe	0	1,000	0	500	1,000	1,000	
0339	Tires & Tire Maintenance	754	1,000	644	1,000	1,000	1,000	
0344	Small Equipment	3,618	1,500	70	1,500	1,500	1,500	
0346	Maint of Lift Station	2,289	4,000	3,040	4,000	4,000	4,000	
	SAN. SEWERS/LIFT STATION	262,574	273,030	204,825	277,110	286,410	286,410	13,380
<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	130	0	130	140	140	
0111	Fringes	0	120	0	120	110	110	
0236	Outside Services	7,938	119,000	1,800	100,000	45,000	45,000	
0238	Professional Services	0	550	0	550	550	550	
0252	Rental of Equipment	0	1,500	0	1,000	1,000	1,000	
	T-V SEWER INSP. & SEALING	7,938	121,810	1,800	102,300	47,300	47,300	(74,510)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
REPAIR OF STREETS (5101-734)								
0102	Full Time Hourly Wages	168,564	168,000	130,548	145,000	163,000	163,000	
0104	Overtime Wages	53	100	32	100	100	100	
0110	Health Insurance	53,559	44,410	39,765	44,410	45,230	45,230	
0111	Fringes	38,229	38,920	30,229	33,590	35,430	35,430	
0115	Schools/Seminars/Training	300	50	0	50	50	50	
0124	Meal Allowance	0	0	4	10	0	0	
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0236	Outside Services	56,200	55,000	268	55,000	55,000	55,000	
0293	Maint of Motor Veh/Fleet	19,595	32,000	11,965	32,000	32,000	32,000	
0294	Oil and Fluids/Fleet	1,596	2,000	912	2,000	2,000	2,000	
0296	Maint of Oper Eq/Fleet	8,787	10,000	5,530	10,000	10,000	10,000	
0310	Gasoline & Oil	6,398	9,340	5,827	6,500	6,800	6,800	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	1,933	350	0	350	350	350	
0319	Safety Supplies	26	300	62	300	300	300	
0320	Small Tools	77	100	0	100	100	100	
0331	Sand Gravel Hot/Cold Mix	11,661	25,000	7,138	15,000	20,000	20,000	
0333	All Other Supplies	4,255	4,000	2,926	4,100	4,000	4,000	
0339	Tires & Tire Maintance	652	1,000	2,806	3,000	1,500	1,500	
	REPAIR OF STREETS	371,885	390,920	238,012	351,860	376,210	376,210	(14,710)
SNOW & ICE REMOVAL (6102-735)								
0102	Full Time Hourly Wages	70,631	91,640	42,142	80,000	90,000	90,000	
0104	Overtime Wages	64,405	60,000	70,325	90,000	90,000	90,000	
0110	Health Insurance	42,892	40,350	34,249	40,350	49,920	49,920	
0111	Fringes	31,406	35,100	26,032	39,360	39,090	39,090	
0115	Schools/Seminars/Training	200	0	160	160	100	100	
0124	Meal Allowance	1,358	1,500	1,378	1,500	1,500	1,500	
0213	Maint of Motor Vehicles	0	2,000	0	1,000	1,000	1,000	
0216	Maint of Operating Equip	0	200	0	200	200	200	
0236	Outside Services	4,306	4,000	1,591	3,000	4,000	4,000	
0293	Maint of Motor Veh/Fleet	113,130	85,000	65,435	85,000	85,000	85,000	
0294	Oil and Fluids/Fleet	5,490	5,000	3,618	5,000	5,000	5,000	
0296	Maint of Oper Eq/Fleet	7,370	20,000	11,388	17,000	20,000	20,000	
0310	Gasoline & Oil	24,383	30,820	21,841	30,000	31,500	31,500	
0313	Motor Vehicles Maint. Sup	298	200	0	200	200	200	
0316	Equipment Maint Supplies	817	500	67	500	500	500	
0319	Safety Supplies	330	200	43	200	200	200	
0320	Small Tools	138	100	0	100	100	100	
0330	Calcium Chloride	0	4,000	0	4,000	4,000	4,000	
0332	Salt & Stone Chips	101,984	115,000	83,777	115,000	145,000	145,000	
0333	All Other Supplies	1,158	1,000	111	1,000	1,000	1,000	
0339	Tires & Tire Maintance	9,681	5,000	1,398	5,000	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	479,977	501,660	363,555	518,620	573,360	573,360	71,700

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>WEED CUTTING (6103-735)</u>								
0102	Full Time Hourly Wages	12,966	12,220	11,149	12,000	12,000	12,000	
0103	Temporary Wages	5,698	6,500	5,090	6,500	6,500	6,500	
0110	Health Insurance	5,928	4,980	4,945	4,980	5,130	5,130	
0111	Fringes	4,227	4,320	3,757	4,270	4,020	4,020	
0293	Maint of Motor Veh/Fleet	1,892	2,000	2,934	2,940	2,000	2,000	
0294	Oil and Fluids/Fleet	183	200	270	300	200	200	
0296	Maint of Oper Eq/Fleet	9,328	8,500	7,678	8,000	8,500	8,500	
0310	Gasoline & Oil	1,897	1,870	2,484	2,490	1,900	1,900	
0319	Safety Supplies	0	50	0	50	50	50	
0333	All Other Supplies	870	1,000	1,312	1,320	1,000	1,000	
0339	Tires & Tire Maintance	0	300	0	300	300	300	
	WEED CUTTING	42,989	41,940	39,619	43,150	41,600	41,600	(340)
<u>TRAFFIC CONTROL (7101-736)</u>								
0102	Full Time Hourly Wages	89,209	101,820	65,321	91,000	95,000	95,000	
0104	Overtime Wages	4,935	7,000	5,159	7,000	7,000	7,000	
0110	Health Insurance	29,903	28,780	21,463	28,590	28,290	28,290	
0111	Fringes	21,343	25,190	16,316	22,690	22,160	22,160	
0115	Schools/Seminars/Training	180	200	0	200	200	200	
0124	Meal Allowance	20	0	32	40	20	20	
0202	Outside Printing	0	0	58	60	0	0	
0217	Maint of Traffic Signals	6,804	10,000	4,376	10,000	10,000	10,000	
0218	Maintenance of Software	2,650	2,650	1,350	1,350	1,350	1,350	
0221	Telephone	32	30	21	30	30	30	
0222	Electricity	11,720	14,800	7,122	13,000	13,650	13,650	
0227	Cellular Telephone	176	150	55	150	150	150	
0229	Maint of Pavement Marking	0	0	0	0	45,000	45,000	
0236	Outside Services	9,743	80,000	62,468	80,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	3,703	4,000	4,734	4,740	4,000	4,000	
0294	Oil and Fluids/Fleet	97	150	99	150	150	150	
0296	Maint of Oper Equip/Fleet	0	120	0	100	100	100	
0301	Office Supplies	87	40	0	40	40	40	
0310	Gasoline & Oil	1,943	2,330	2,335	2,340	2,400	2,400	
0316	Equipment Maint. Supplies	107	300	118	300	300	300	
0317	Traffic Signal Supplies	28,257	19,000	8,619	19,000	21,000	21,000	
0319	Safety Supplies	0	100	0	100	100	100	
0320	Small Tools	926	500	748	750	500	500	
0324	Pavement Marking Supplies	1,174	3,000	8	2,000	2,000	2,000	
0327	Sign & Barricade Supplies	13,369	17,000	10,313	17,000	15,000	15,000	
0333	All Other Supplies	307	750	606	750	250	250	
0344	Small Equipment	0	0	0	0	500	500	
	TRAFFIC CONTROL	226,685	317,910	211,321	301,380	270,190	270,190	(47,720)
<u>STREET LIGHTING (7104-736)</u>								
0102	Full Time Hourly Wages	374	3,050	254	2,000	3,000	3,000	
0110	Health Insurance	119	810	77	770	830	830	
0111	Fringes	85	700	58	460	650	650	
0216	Maint of Operating Equip	0	2,000	0	1,000	0	0	
0222	Electricity	565,354	561,350	324,701	560,000	570,000	570,000	
0236	Outside Services	8,646	4,000	3,501	4,000	5,000	5,000	
0293	Maint of Motor Veh/Fleet	0	300	0	200	200	200	
0311	Fixed Equip. Maint Supply	0	0	0	0	3,000	3,000	
0316	Equipment Maint. Supplies	0	2,000	0	2,000	100	100	
0320	Small Tools	0	100	0	0	0	0	
0333	All Other Supplies	22	1,000	2,661	2,700	300	300	
	STREET LIGHTING	574,600	575,310	331,252	573,130	583,080	583,080	7,770

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY - P.W. EQUIP. (7581-737)</u>								
8108	Office Furniture & Equip.	210	250	12	250	250	250	
8113	Communication Equipment	0	750	1,242	1,300	750	750	
8116	Maintenance Equipment	1,074	4,926	2,245	4,000	4,000	4,000	
8133	All Other Equipment	1,098	1,100	0	1,100	1,100	1,100	
	CAP. OUTLAY - P.W. EQUIP.	2,382	7,026	3,499	6,650	6,100	6,100	(926)
<u>DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)</u>								
0101	Salaries	1,672	100	1,020	1,040	700	700	
0102	Full Time Hourly Wages	2,428	4,580	3,624	6,860	3,650	3,650	
0103	Temporary Wages	99	0	0	0	0	0	
0104	Overtime Wages	0	0	83	90	90	90	
0110	Health Insurance	1,334	1,210	1,440	1,440	1,040	1,040	
0111	Fringes	933	1,050	1,086	1,820	820	820	
0333	All Other Supplies	5	0	0	0	0	0	
	DPW SERVICES - INTERDEPT.	6,471	6,940	7,253	11,250	6,300	6,300	(640)
PUBLIC WORKS DEPARTMENT		3,918,084	4,072,686	2,793,994	4,067,400	4,116,090	4,086,090	13,404
							Percent Budget Change	0.33%

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$1,464,343	\$1,662,204	\$1,631,810	-1.83%	\$1,621,810	-2.43%
No. of Employees (FTE)	11	11	11	0.00%	11	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Community Development & Assessment

Mass Transit Net Cost (10,000)

Mayor's Comments:

Reduce Neenah Share net increase from 14% to 3%.

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

Planning

As of September 2018, Staff has completed 32 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 about the same from 2018. Leadership of major project plans throughout the City, preliminary discussion regarding several potential larger developments, implementation of the City's updated Comprehensive Plan, review of land use regulations, and conducting several public input sessions 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 2018, completed over 2,104 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 2018, 2,434 code enforcement inspections were conducted, 1,052 cases initiated and 10 citations written. The City Sealer completed 31 inspections which included regulation inspections, complaint based inspections, and recheck inspections. Sixty-six devices were inspected for accuracy, package checking occurred at 2 grocery stores, and 21 price verification inspections were completed.

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. Began preparing for a City-wide revaluation by reviewing over 1,000 real estate sales from 2016 to present. 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 seven Tax Increment Districts. Continue to engage prospective developers on mixed use developments in the Downtown. Expanded the City's land banking holdings in the Gateway Redevelopment Area. Conducted business walk throughs of more than two dozen businesses along the S. Commercial Business Corridor. Assisted with Arrowhead Park redevelopment efforts. Continued marketing efforts for the Southpark Industrial Center expansion area. Coordinated downtown parking management program and on-going implementation of parking enforcement software. Management and programming for Neenah Central City Business Improvement District. Maintained working partnerships with neighborhood and community groups. Managed small business loan program. Worked cooperatively with Fox Cities Convention and Visitors Bureau and the Fox Cities Regional Partnership on regional economic development efforts including the new Exhibition Center and Champion Center. Attended business retention visits with

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

key businesses. Provided site location and planning assistance to businesses Citywide. Participated in strategy formulation to encourage the retention of Kimberly Clark manufacturing in the Fox Cities.

Housing and Community Services

Prepared 2018 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.

2019 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.

Adopt South Commercial Street Revitalization Plan

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.

Begin prioritizing and implementing recommendations of the Comprehensive Plan.

Develop an efficient process to store and track development projects within Evolve.

Inspections

Ongoing inspections/enforcement duties.

Continue staff cross-training efforts.

Continue implementation of the permit management system including the ability for customers to purchase and pay for building permits on-line, 24/7/365.

City Assessor

Complete City-wide property revaluation.

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.

Begin scanning property records and place in Market Drive.

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.

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

Achieve proficiency in commercial property valuation with the Property Appraiser II position.

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 Area projects.

Manage Glafelter Redevelopment Area project.

Manage expansion of Southpark Industrial Center.

Manage development projects within all seven Tax Increment Districts.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Complete and Implement S. Commercial Street Corridor Redevelopment Plan.
 Manage small business loan program.
 Manage community-wide economic development marketing program.
 Continue timely updates of City website with relevant economic development information and data.
 Continue to actively participate in regional economic development efforts with the Fox Cities Economic Development Partnership, Fox Cities Regional Partnership and the New North.
 Continue business retention efforts with a goal to visit at least 10 businesses.
 Coordinate downtown parking programs.

Housing and Community Services

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

Major Increases (Decreases) in 2019 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
COMM. DEVELOPMENT ADMIN. (9301-801)								
0101	Salaries	264,427	257,120	193,601	257,120	276,670	276,670	
0103	Temporary Wages	4,349	6,000	5,085	6,000	6,000	6,000	
0110	Health Insurance	62,170	50,910	38,187	50,910	61,120	61,120	
0111	Fringes	49,111	47,860	36,140	47,860	50,420	50,420	
0115	Schools/Seminars/Training	227	200	0	200	200	200	
0123	Auto Allowance	0	50	0	0	50	50	
0128	Empl Recognition Awards	0	10	0	10	10	10	
	Personal Services	380,284	362,150	273,013	362,100	394,470	394,470	32,320
0202	Outside Printing	0	50	327	340	50	50	
0203	Postage	887	1,260	674	700	900	900	
0204	Conferences & Meetings	260	250	50	250	500	500	
0205	Debit Card Charges	69	0	0	0	0	0	
0206	Advertising & Publication	0	200	0	0	200	200	
0207	Dues & Memberships	345	500	419	450	500	500	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,814	2,950	3,302	3,310	4,060	4,060	
0227	Cellular Telephone	960	1,000	720	960	1,000	1,000	
0236	Outside Services	532	250	0	100	250	250	
0254	Printer / Copies	2,496	3,150	1,675	2,500	2,500	2,500	
0255	IS Services / Internal	44,830	61,480	46,110	55,810	52,580	52,580	
	Contractual Services	52,193	71,140	53,277	64,470	62,590	62,590	(8,550)
0301	Office Supplies	754	600	543	600	600	600	
0301	Office Supplies	1	30	10	10	30	30	
0302	Inhouse Printing	102	200	34	100	200	200	
0303	Computer Oper Supplies	0	100	0	50	100	100	
0308	Books and Periodicals	0	50	25	50	50	50	
0333	All Other Supplies	559	700	59	250	500	500	
0343	Small Program Packages	63	200	76	200	200	200	
0344	Small Equipment	309	400	756	800	600	600	
	Supplies & Materials	1,788	2,280	1,503	2,060	2,280	2,280	0
	COMM. DEVELOP. ADMIN.	434,265	435,570	327,793	428,630	459,340	459,340	23,770

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	197,325	216,050	144,543	215,640	227,420	227,420	
0103	Temporary Wages	0	0	4,489	4,490	0	0	
0110	Health Insurance	52,840	54,210	40,662	54,210	60,390	60,390	
0111	Fringes	43,960	49,400	34,075	50,160	49,010	49,010	
0115	Schools/Seminars/Training	1,475	1,250	1,235	1,250	1,250	1,250	
0128	Empl Recognition Awards	85	0	0	0	0	0	
	Personal Services	295,685	320,910	225,004	325,750	338,070	338,070	17,160
0205	Debit Card Charges	0	0	1,382	1,500	1,500	1,500	
0207	Dues & Memberships	260	1,000	766	800	1,000	1,000	
0213	Maint of Motor Vehicles	4	200	4	200	200	200	
0218	Maint of Software	566	710	2,162	2,170	12,200	12,200	
0227	Cellular Telephone	1,792	1,950	1,671	1,950	1,950	1,950	
0236	Outside Services	0	0	95	100	0	0	
0242	Permits	42	170	0	0	0	0	
0254	Printer / Copies	85	70	59	70	80	80	
0255	IS Services / Internal	14,795	18,530	13,897	17,390	18,240	18,240	
0293	Maint Of Motor Veh/Fleet	1,263	2,500	2,484	2,500	2,500	2,500	
0294	Oil and Fluids/Fleet	134	150	52	150	150	150	
	Contractual Services	18,941	25,280	22,572	26,830	37,820	37,820	12,540
0302	Inhouse Printing	22	40	18	40	40	40	
0308	Books and Periodicals	685	200	0	200	200	200	
0310	Gasoline & Oil	1,887	2,330	1,937	2,330	2,560	2,560	
0333	All Other Supplies	230	100	44	100	100	100	
0334	Other- WI Building Seals	2,083	2,100	994	1,000	1,500	1,500	
	Supplies & Materials	4,907	4,770	2,993	3,670	4,400	4,400	(370)
	INSPECTIONS	319,533	350,960	250,569	356,250	380,290	380,290	29,330

WEIGHTS & MEASURES (9305-801)

0101	Salaries	3,739	20,410	8,569	19,240	20,790	20,790	
0110	Health Insurance	6,881	7,070	5,301	7,070	7,640	7,640	
0111	Fringes	897	5,000	2,102	4,710	4,790	4,790	
0115	Schools/Seminars/Training	187	800	759	800	800	800	
	Personal Services	11,704	33,280	16,731	31,820	34,020	34,020	740
0202	Outside Printing	0	50	0	0	0	0	
0203	Postage	5	50	95	100	100	100	
0207	Dues & Memberships	171	200	75	200	200	200	
0213	Maint of Motor Vehicles	5	100	0	50	100	100	
0218	Maint of Software	797	200	851	860	880	880	
0227	Cellular Telephone	541	500	0	600	500	500	
0236	Outside Services	16,782	250	9	200	200	200	
0254	Printer / Copies	0	50	0	0	50	50	
0255	IS Services / Internal	4,378	4,840	3,630	3,740	5,310	5,310	
0293	Maint Of Motor Veh/Fleet	0	300	0	50	300	300	
0294	Oil and Fluids/Fleet	0	50	0	50	50	50	
	Contractual Services	22,679	6,590	4,660	5,850	7,690	7,690	1,100
0301	Office Supplies	17	100	0	100	100	100	
0302	Inhouse Printing	10	30	4	10	30	30	
0303	Computer Oper Supplies	72	60	0	50	50	50	
0308	Books and Periodicals	0	100	0	0	100	100	
0310	Gasoline & Oil	0	560	0	200	580	580	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
0333	All Other Supplies	60	250	0	250	250	250	
0344	Small Equipment	85	200	0	200	200	200	
0347	Small Computer Hardware	1,809	200	0	100	150	150	
0349	Decals	129	100	0	0	100	100	
	Supplies & Materials	2,182	1,600	4	910	1,560	1,560	(40)
	WEIGHTS & MEASURES	36,565	41,470	21,395	38,580	43,270	43,270	1,800
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	112,953	123,120	85,834	123,210	108,610	108,610	
0103	Temporary Wages	398	800	225	800	1,500	1,500	
0110	Health Insurance	35,420	36,770	27,576	36,770	33,620	33,620	
0111	Fringes	26,050	28,470	19,776	28,490	24,100	24,100	
0115	Schools/Seminars/Training	974	1,250	625	850	1,000	1,000	
0117	Clothing Allowance	27	100	0	0	0	0	
	Personal Services	175,822	190,510	134,036	190,120	168,830	168,830	(21,680)
0202	Outside Printing	825	600	801	810	850	850	
0203	Postage	633	1,300	526	1,300	6,000	6,000	
0206	Advertising & Publication	0	100	0	0	0	0	
0207	Dues & Memberships	325	330	888	890	150	150	
0213	Maint of Motor Vehicles	0	330	4	300	300	300	
0218	Maint of Software	8,953	10,210	2,148	10,210	9,350	9,350	
0227	Cellular Telephone	248	650	151	250	300	300	
0233	Other Serv-Manufac Fees	14,884	16,500	0	16,500	16,500	16,500	
0236	Outside Services	35,979	125,000	27,707	125,000	36,700	36,700	
0254	Printer / Copies	254	220	176	230	220	220	
0255	IS Services / Internal	18,247	21,240	15,930	20,060	20,450	20,450	
0293	Maint Of Motor Veh/Fleet	167	300	113	300	300	300	
0294	Oil and Fluids/Fleet	21	50	22	50	50	50	
	Contractual Services	80,536	176,830	48,466	175,900	91,170	91,170	(85,660)
0301	Office Supplies	270	300	226	300	300	300	
0302	Inhouse Printing	0	50	0	0	20	20	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	62	250	254	260	200	200	
0310	Gasoline & Oil	341	330	272	330	330	330	
0333	All Other Supplies	255	200	0	200	200	200	
0344	Small Equipment	10	200	25	200	200	200	
0347	Small Computer Hardware	21	200	0	200	100	100	
	Supplies & Materials	959	1,580	777	1,540	1,400	1,400	(180)
	ASSESSOR OPERATIONS	257,317	368,920	183,279	367,560	261,400	261,400	(107,520)
	COMMUNITY DEVELOPMENT	1,047,680	1,196,920	783,036	1,191,020	1,144,300	1,144,300	(52,620)
							Percent Budget Change	-4.40%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>COMMUNITY DEV. REVENUES:</u>								
	Weights & Measures	30,490	30,000	19,643	19,650	28,000	28,000	
	Licenses/Permits	237,414	198,850	201,623	211,880	210,800	210,800	
	Community Dev. Fees	23,336	24,950	19,540	23,360	22,600	22,600	
	TOTAL REVENUES	<u>291,240</u>	<u>253,800</u>	<u>240,806</u>	<u>254,890</u>	<u>261,400</u>	<u>261,400</u>	<u>7,600</u>
						Percent Budget Change		2.99%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	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	\$99,650	\$99,650	\$100,140
Deputy Director-CD/Assessmt	Grade N3	1.00	Grade N3	1.00	68,610	68,610	70,520
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	77,040	77,040	77,430
Plumbing Inspector	Grade K3	1.00	Grade K3	1.00	58,230	58,230	60,170
Assistant Bldg. Inspector	Grade K3	1.00	Grade K3	1.00	54,500	54,970	56,250
Assistant Planner	Grade J3	1.00	Grade J3	1.00	63,320	63,320	63,470
Property Appraiser II	Grade J3	1.00	Grade J3	1.00	53,910	53,910	54,990
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	44,670	44,670	45,230
Weights & Measures/ Code Enforcement Inspector	Grade G3	1.00	Grade G3	1.00	40,670	38,340	41,420
Office Manager	Grade G3	1.00	Grade G3	1.00	40,950	40,950	41,480
Admin Asst/Assessor Tech	Grade G3	1.00	Grade G3	1.00	38,540	38,910	39,890
Subtotal		11.00		11.00	\$640,090	\$638,600	\$650,990
OTHER COMPENSATION							
Accrued Wages	-		-		2,420	2,420	2,500
TEMPORARY							
Department Intern	10.00 /hr		10.00 /hr		6,000	6,000	6,000
Inspections	10.00 /hr		10.00 /hr		0	4,490	0
Temp. Help-Assessment	10.00 /hr		10.00 /hr		800	800	1,500
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		25,810	25,810	20,000
TOTAL	XXX	11.00	XXX	11.00	\$649,310	\$652,310	\$660,990

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

The Commission continued public information activities including support of the Neenah-Menasha Intertribal Pow Wow and the Landmarks Commission information brochure, and reviewed exterior building permit projects on landmark properties.

2019 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 2019 Budget Request:

None.

**CITY OF NEENAH
2019 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.

2018 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. Promoted additional tree planting in the community, container gardening, and reviewed City energy use for reductions and cost savings.

2019 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 2019 Budget Request:

None.

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

Continued oversight of the Glatfelter Mill Redevelopment Project.
Completed negotiations and acquisition of numerous properties in the Gateway Redevelopment District.
Made significant progress toward the acquisition of the former Neenah Foundry site for utilization as a regional storm water facility.
Engaged several developers on probable downtown housing and mixed use projects.
Researched and identified future redevelopment project priorities.

2019 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.
Secure at least one downtown housing project.

Major Increases (Decreases) in 2019 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.

2018 Accomplishments:

Estimated 2017 City of Neenah Resident Attendance: 10,320
Past funding: 2017 - \$14,530
2018 - \$14,800
Proposed funding: 2019 - \$15,100

2019 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.

2018 Accomplishments: Distribution of senior information flyer. Implementation of Third Annual "School for Seniors" event with Lakeland University.

**CITY OF NEENAH
2019 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, is currently operated through a contract with Running, Inc. This demand-responsive transportation is primarily for workers who travel outside of VT's normal operating hours and to destinations past the bus routes, bounded by Cty Hwy G and Hwy 76 in the Neenah area.

2018 Accomplishments:

Ridership through June 2018 on Route 30 (downtown Appleton to downtown Neenah) was 54,619 passenger trips (-5.3% from 2017); on Route 31/32 (internal Neenah route) 27,357 passenger trips (+20.5% from 2017); and on Route 41 (Neenah to Grand Chute), 15,688 passenger trips (-13.8% from 2017).

2019 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 2019 Budget Request

	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Recommended</u>
Gross Bus Service Cost	\$406,600	\$406,600	\$428,880
Less: Grants/Aids	<u>-330,000</u>	<u>-318,000</u>	<u>-339,000</u>
Net Service Cost	76,600	88,600	89,880
Add: Shelter Operating Costs	3,600	3,050	3,650
Add: Connector Service	14,200	14,200	13,700
 NET BUS SERVICE COST	 <u>\$94,400</u>	 <u>\$105,850</u>	 <u>\$107,230</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

DIAL-A-RIDE

Goals/Responsibilities:

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

Activities:

Since 1976, the Cities of Neenah and Menasha, and more recently Valley Transit, have cooperated to provide the service. The City of Neenah and Valley Transit agree to provide the service by requesting proposals and contracting with a private provider to offer rides to qualified residents. Funding support is provided to the City of Neenah from the Cities of Neenah and Menasha, United Way, and Winnebago County. Program users obtain ride tickets at outlets in Neenah and Menasha, schedule with the transportation provider for rides and pay a \$3.50 fare for each one-way trip at the time of the ride. Rides are provided to destinations throughout the Cities of Neenah and Menasha, Village of Fox Crossing, Town of Grand Chute, and City of Appleton, east to Hwy 441. Valley Transit applies State and Federal grants to the expense, pays the total ride cost (currently \$14) less the fare to the contractor, and the City of Neenah reimburses Valley Transit.

2018 Accomplishments:

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

2019 Goals/Plans:

Continue existing service levels.

Major Increases (Decreases) in 2019 Budget Request:

None

		<u>2018 Budget</u>		<u>2019 Budget</u>
Estimated Transportation Cost		\$117,290		\$123,200
Less Fares		(28,000)		(28,000)
Less Fed and State Transit Aids		<u>(40,290)</u>		<u>(55,050)</u>
Net Local Share		49,000		40,150
	2017	2018	2018	2019
	Actual	Budget	Estimate	Budget
Fund Balance (Deficit) Jan. 1	72,848	76,091	76,091	77,591
Revenues				
City of Neenah	12,000	12,000	12,000	12,000
City of Menasha	10,000	10,000	10,000	10,000
Winnebago County	20,000	20,000	20,000	20,000
United Way	8,497	7,000	8,500	8,500
Interest & Misc.	1,203	1,000	2,000	2,500
Total Revenue	51,700	50,000	52,500	53,000
Expenditures				
Transportation Charges	42,472	49,000	45,000	40,150
Misc. Expenditures	985	1,000	1,000	1,100
Transfer to General Fund	5,000	5,000	5,000	5,000
Total Expenditures	48,457	55,000	51,000	46,250
Excess Revenue Over (Under)				
Expenditures	3,243	(5,000)	1,500	6,750
Fund Balance (Deficit) Dec. 31	76,091	71,091	77,591	84,341

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
LANDMARK OPERATIONS (9319-801)								
0202	Outside Printing	0	1,000	139	1,000	1,000	1,000	
0203	Postage	0	100	0	100	100	100	
0204	Conferences & Meetings	414	400	200	400	400	400	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	115	200	115	200	200	200	
0236	Outside Services	375	500	0	500	500	500	
	Contractual Services	904	2,300	454	2,300	2,300	2,300	0
0301	Office Supplies	0	50	0	50	50	50	
0318	Maps and Records	0	500	0	500	500	500	
0326	Photography Supplies	0	200	0	200	200	200	
0333	All Other Supplies	0	500	523	530	500	500	
	Supplies & Materials	0	1,250	523	1,280	1,250	1,250	0
	LANDMARK OPERATIONS	904	3,550	977	3,580	3,550	3,550	0
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
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	0	300	0	300	300	300	
	Contractual Services	1,000	1,900	1,000	1,300	1,900	1,900	0
0333	All Other Supplies	50	2,700	720	2,500	2,700	2,700	
	Supplies & Materials	50	2,700	720	2,500	2,700	2,700	0
	SUSTAINABLE NEENAH	1,050	4,600	1,720	3,800	4,600	4,600	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	115	100	0	100	200	200	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
0219	Maintenance of Land	3,396	3,604	3,604	3,610	3,600	3,600	
0222	Electricity	938	990	481	900	990	990	
0224	Water & Sewer	133	140	66	140	140	140	
0226	Storm Water	357	750	126	750	750	750	
0236	Outside Services	72	100	0	100	100	100	
	Contractual Services	5,011	5,934	4,277	5,600	6,030	6,030	96
	COM DEV AUTHORITY	5,011	5,934	4,277	5,600	6,030	6,030	96

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
MASS TRANSIT (9323-801)								
0214	Maintenance of Buildings	856	1,500	24	500	1,000	1,000	
0222	Electricity	2,447	1,970	1,274	2,400	2,500	2,500	
0226	Storm Water	148	130	63	150	150	150	
0236	Outside Services	379,717	406,600	310,635	406,600	428,880	418,880	
0268	Connector Cost	0	14,200	0	14,200	13,700	13,700	
	Contractual Services	383,168	424,400	311,996	423,850	446,230	436,230	11,830
	MASS TRANSIT	383,168	424,400	311,996	423,850	446,230	436,230	11,830
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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
<hr/>								
Y-SENIOR FRIENDS PROGRAM (9324-801)								
0236	Outside Services	14,530	14,800	14,800	14,800	15,100	15,100	
	Contractual Services	14,530	14,800	14,800	14,800	15,100	15,100	300
	Y-SENIOR FRIENDS PROGRAM	14,530	14,800	14,800	14,800	15,100	15,100	300
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COMMITTEE ON AGING (9221-792)								
0203	Postage	0	100	61	100	100	100	
0204	Conferences & Meetings	0	100	58	100	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
	Contractual Services	0	250	119	200	250	250	0
	COMMITTEE ON AGING	0	250	119	200	250	250	0
<hr/>								
OTHER COMMUNITY SERVICES		416,663	465,534	345,889	463,830	487,760	477,760	12,226
							Percent Budget Change	2.63%

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$2,065,941	\$2,121,310	\$2,204,510	3.92%	\$2,181,510	2.84%
No. of Employees (FTE)	23.00	23.52	23.52	0.00%	23.52	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Library (23,000)

Mayor's Comments:

I am recommending the following changes:

- 1). Reduce increase in funding for Electronic Materials from \$12,000 (a 43% increase) to \$2,000 (a 7% increase) - (\$10,000 reduction).
- 2). Move funding for Library furniture from General Fund (levy funded) to Capital Projects (debt funded) - (\$13,000 reduction).

**CITY OF NEENAH
2019 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.
- Fulfill the Library’s mission: Inspiring ideas, enriching lives, creating community, celebrating literacy.

Activities:

- Select, catalog, display and provide for efficient checkout and return of library materials for all ages.
- Offer programming and services for the community at all stages of life.
- 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.

Recent Accomplishments:

New Initiatives

In response to requests from the community via the Library survey (conducted Spring 2017), the Library opened longer hours on weekends during the summer months. The Library hours are now the same year-round. Response from the community has been positive. July 2018 saw a significant increase in the number of visitors: 8% more people visited the Library in July 2018 over July 2017. Summer Sunday circulation is also strong (1,144 checkouts per hour in July), second only to Mondays (1,207 checkouts per hour in July).

The Library partnered with Neenah Joint School District and Chartwells Food Service to provide free lunches during the summer. Over 1,700 lunches were served to children during a 20-day period. Staff and volunteers served the lunches. Volunteers included Library Board members, Alderperson, Neenah Police Department and Neenah-Menasha Fire Rescue.

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. Neenah is also the highest circulating library in the Winnefox Library System.

Cost per circulation

The library’s cost per circulation is \$2.40 per checkout, the lowest cost of any library in Winnebago County and one of the lowest 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, 2016 Wisconsin Public Library Service Data.

Reference services

Staff answered 62,000 reference questions in 2017, 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 6,157 hours in 2017—the same level as 2016.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Visitors

There were 291,000 visitors to the library in 2017 – 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.)



Programs

A record 957 programs were offered in 2017 with attendance of almost 36,900. Over 2,200 children participated in the summer library program in 2018 – a new record for the library. Neenah has the 12th highest program attendance in the state.



Bookworm Yoga: Getting Bendy with Books!



Short Story Night – a packed house!

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Partnerships

The Library partnered with the following organizations for special events and projects and ongoing programs: Neenah Joint School District, Chartwells Food Service, Future Neenah, Fox Cities Book Festival, Fox Cities Reads, Valley VNA, Fox Valley Memory Project, Neenah Historical Society, Bergstrom-Mahler Museum of Glass, Compassionate Canines, AARP, Winnebago County (legal assistance clinics, WIC program), UW Extension-Winnebago County (Suburban Homesteading series; Master Gardeners-library landscaping), Lawrence University, St. Joe's Food Pantry, Goodwill Industries, ADVOCAP, Todd Steven and Associates, YMCA, Early Learning Center, Community Learning Center, Youth-Go, Boys and Girls Brigade and many more.

2019 Goals/Plans:

- Continue to provide materials in a variety of formats to meet the reading, listening and viewing needs and interests of the community.
- Continue to offer engaging, innovative and educational programming and services for all ages and at all stages of life.
- The staff and Library Board are working with a library-focused architectural firm in 2018 to improve the functionality of the building by addressing patron and staff needs most effectively, i.e., making the most of the various spaces in order to better serve the community (improved quiet spaces, more appropriately-sized and situated teen area, additional meeting and programming spaces, etc.), while keeping in mind the importance of aesthetics, durability, and flexibility. Changes will take place over the next couple of years prior to and during replacement carpet installation. Many of the costs associated with reorganization are included in the CIP Facilities request.

Major Increases (Decreases) in 2019 Budget Request:

LIBRARY ADMINISTRATION

CONFERENCES AND MEETINGS

Requesting a higher budget to more accurately reflect usage. (Library Board policy was recently changed; it is recommended that employees no longer share rooms at conferences, resulting in higher room costs.)

MAINTENANCE OF SOFTWARE

Requesting \$3,000 for Aladtec System, a scheduling software for staff use. The system will be particularly beneficial for the Circulation Department, eliminating paper schedules, allowing staff to easily fill openings, etc. Aladtec is also used by the Neenah Police Department.

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. This year's request also includes a subscription to Hoopla, a streaming audiobook, video, eBook and music service. Hoopla would supplement our subscription Overdrive. Hoopla requires a \$12,000 deposit; the Library will be charged for actual usage.

WALS (Winnefox Automated Library System) COMPUTERIZATION

The 2019 fee for WALS has increased by 3.23%. The formula used to calculate fees includes file size (number of cardholders, number of items in the collection) and circulation. Neenah continues to be the highest circulating library in WALS, thus the increases over the last few years. The cost of WALS per item checked out remains extremely low at .18 per checkout.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

CAPITAL OUTLAY

Requesting \$14,400 (furniture and equipment) to replace all remaining staff chairs (22); chairs for patrons to use at the checkout desk (2); \$1,300 for window cleaning kit, a vacuum and a cordless vacuum for building maintenance.

OPERATING RECEIPTS (revenue)

The Library anticipates a 4% increase (\$29,000) from Winnebago County for services to township residents. The Library will also receive payments from Waushara, Fond du Lac and Green Lake counties for checkout to their residents at the Neenah Public Library.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
<u>LIBRARY ADMINISTRATION (9501-821)</u>								
0101	Salaries	623,090	648,940	456,865	648,940	661,700	661,700	
0102	Hourly Wages	321,149	343,680	244,146	343,680	351,720	351,720	
0103	Temporary Wages	54,259	55,000	39,143	55,000	55,000	55,000	
0109	Premium Pay	12,006	16,500	8,207	16,000	15,500	15,500	
0110	Health Insurance	173,930	154,690	116,019	154,690	168,840	168,840	
0111	Fringes	162,162	163,590	115,048	163,480	165,760	165,760	
0115	Schools/Seminars/Training	1,941	2,000	220	2,000	2,000	2,000	
0123	Auto Allowance	897	800	101	400	400	400	
0128	Empl Recognition Awards	0	100	100	100	0	0	
	Personal Services	1,349,434	1,385,300	979,849	1,384,290	1,420,920	1,420,920	35,620
0202	Outside Printing	1,838	1,600	1,435	1,600	1,600	1,600	
0203	Postage	2,383	2,400	2,504	2,510	2,520	2,520	
0204	Conferences & Meetings	4,420	2,600	4,200	4,600	3,600	3,600	
0205	Credit/Debit Charges	892	1,000	643	1,000	1,000	1,000	
0206	Advertising & Publication	1,533	1,600	1,863	1,870	1,650	1,650	
0207	Dues & Memberships	1,749	2,300	1,761	2,300	2,300	2,300	
0212	Maint of Office Equipment	1,590	2,000	1,590	2,000	2,000	2,000	
0214	Maintenance of Buildings	28,080	43,000	28,856	43,000	43,000	43,000	
0216	Maint of Operating Equip.	0	200	0	200	200	200	
0218	Software Maintenance	0	0	0	0	3,000	3,000	
0219	Maintenance of Land	2,553	2,100	2,281	2,290	2,100	2,100	
0221	Telephone	3,018	2,800	2,106	3,020	3,020	3,020	
0222	Electricity	48,240	49,330	32,872	46,000	48,300	48,300	
0223	Natural Gas	8,700	12,520	6,747	12,520	13,200	13,200	
0224	Water & Sewer	8,311	8,760	5,688	8,760	9,200	9,200	
0225	Commercial Dumpster	670	500	335	670	670	670	
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	13,265	17,000	9,697	17,000	17,850	17,850	
0237	Pest Control	104	200	633	640	200	200	
0246	Property & Liability Ins	12,539	16,300	13,045	16,300	16,300	16,300	
0249	Collection Services	2,962	3,800	1,871	3,800	3,800	3,800	
0250	Copy Mach. Lease/Supplies	20,050	18,500	15,440	20,050	20,050	20,050	
0252	Rental of Equipment	496	500	537	540	500	500	
0254	Printer / Copies	0	0	2	10	10	10	
0255	IS Services/Internal	8,644	7,660	5,745	9,000	7,910	7,910	
	Contractual Services	173,141	197,850	140,448	200,860	205,160	205,160	7,310
0301	Office Supplies	5,596	4,500	4,296	6,200	5,000	5,000	
0302	Inhouse Printing	15	60	7	30	30	30	
0303	Computer Operation Supply	2,956	3,200	0	3,200	3,200	3,200	
0306	Cleaning/Janitor Supplies	9,392	7,400	6,475	7,400	7,400	7,400	
0316	Equipment Maint Supplies	188	300	170	300	300	300	
0319	Safety Supplies	367	300	289	300	300	300	
0333	All Other Supplies	0	0	0	0	0	0	
0340	Library Books & Materials	274,646	274,000	184,017	274,000	274,000	274,000	
0341	Library Supplies	12,285	7,800	9,835	9,840	8,030	8,030	
0342	Tech Service Supplies	20,629	21,000	12,929	21,000	21,000	21,000	
0343	Small Program Packages	490	1,000	490	1,000	1,000	1,000	
0344	Small Equipment	4,381	2,500	(776)	2,500	2,500	2,500	
0349	Electronic Materials	23,302	28,000	27,804	28,000	40,000	30,000	
	Supplies & Materials	354,247	350,060	245,536	353,770	362,760	352,760	2,700
0800	Mayor's Executive Adjustment	0	9,070	0	0	0	0	
	Mayors Adjustment	0	9,070	0	0	0	0	(9,070)
	LIBRARY ADMINISTRATION	1,876,822	1,942,280	1,365,833	1,938,920	1,988,840	1,978,840	36,560

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>WALS COMPUTERIZATION (9503-821)</u>								
0203	Postage	761	800	163	600	600	600	
0233	Other Services	0	200	0	200	200	200	
0236	Outside Services	144,525	148,340	148,994	149,000	153,300	153,300	
0253	Technology Res Fund	26,133	26,690	26,690	26,690	27,490	27,490	
	Contractual Services	171,419	176,030	175,847	176,490	181,590	181,590	5,560
	WALS COMPUTERIZATION	171,419	176,030	175,847	176,490	181,590	181,590	5,560
<u>SPECIAL RESERVES & ESCROW (9509-821)</u>								
0101	Salaries	0	0	0	0	17,040	17,040	
0111	Fringes	0	0	0	0	2,640	2,640	
	Special Reserves & Escrow	0	0	0	0	19,680	19,680	19,680
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	0	3,000	0	0	14,400	1,400	
	Capital Outlay	0	3,000	0	0	14,400	1,400	(1,600)
<u>FUNDS CARRIED FORWARD</u>								
0236	Outside Services	5,832	0	0	0	0	0	
	Contractual Services	5,832	0	0	0	0	0	0
8108	Office Furniture and Equip.	0	0	3,352	3,360	0	0	
8133	All Other Equipment	11,868	0	0	0	0	0	
	Capital Outlay	11,868	0	3,352	3,360	0	0	0
	Funds Carried Forward	17,700	0	3,352	3,360	0	0	0
	TOTAL EXPENDITURES	2,065,941	2,121,310	1,545,032	2,118,770	2,204,510	2,181,510	60,200
<u>OPERATING RECEIPTS (010-0000-542)</u>								
0200	Library Receipts	27,597	26,000	21,131	26,000	26,000	26,000	
0300	Coffee Sales	1,731	1,500	1,183	1,500	1,600	1,600	
0400	Bottled Beverages/Snacks	2,823	2,600	2,163	2,600	2,600	2,600	
0500	Copier/Printer Fees	15,249	15,000	11,030	14,400	14,400	14,400	
0700	Lost/Damaged Materials	6,654	5,500	5,137	5,800	5,800	5,800	
1500	Sale of Library Property	124	0	794	800	0	0	
1900	P-Card Rebate	12,192	12,200	8,201	12,000	6,300	6,300	
2000	Winnebago County	730,789	767,700	575,773	767,700	796,670	796,670	
2100	Calumet County	22,497	21,200	21,193	21,200	19,770	19,770	
2200	Fond Du Lac County	0	1,080	1,072	1,080	1,760	1,760	
2300	Waushara County	0	660	655	660	660	660	
2400	Green Lake County	0	170	163	170	160	160	
4900	Collection Fee Charges	2,627	3,000	1,780	3,000	3,000	3,000	
	TOTAL OPERATING RECEIPTS	822,283	856,610	650,275	856,910	878,720	878,720	22,110
<u>DEBT SERVICE FOR NEW LIBRARY</u>								
0700	Winnebago County	108,510	108,510	82,885	108,510	108,510	108,510	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 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

2015	2016	2017
37.90%	38.60%	38.80%

Winnebago County reimbursement for Township use:

	2017	2018	2019
Amount	756,840	767,700	796,670
% Change	6.171%	1.435%	3.774%

TOTAL EXPENDITURES	2,065,941	2,121,310	1,545,032	2,118,770	2,204,510	2,181,510	60,200
					Percent Budget Change		2.84%
TOTAL REVENUES	822,283	856,610	650,275	856,910	878,720	878,720	22,110
					Percent Budget Change		2.58%
NET EFFECT ON LEVY	<u>1,243,658</u>	<u>1,264,700</u>	<u>894,757</u>	<u>1,261,860</u>	<u>1,325,790</u>	<u>1,302,790</u>	<u>38,090</u>
					Percent Budget Change		3.01%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$90,310	\$90,310	\$91,240
Assistant Director	Grade N3	1.00	Grade N3	1.00	68,800	68,800	72,070
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	64,670	64,670	68,100
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	68,980	68,980	71,030
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	209,230	209,230	210,820
Youth Services Librarian	Grade I3	1.00	Grade I3	1.00	48,280	48,280	49,030
Asst Libr. Adult Acquisition	Grade G3	1.00	Grade G3	1.00	51,800	51,800	52,050
Building Maintenance	Grade L3	0.05	Grade L3	0.05	3,210	3,210	3,310
Building Custodian	Grade G3	<u>1.00</u>	Grade G3	<u>1.00</u>	<u>41,150</u>	<u>41,150</u>	<u>41,520</u>
Subtotal		11.05		11.05	\$646,430	\$646,430	\$659,170
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade F	0.67	Grade F	0.67	21,190	21,190	21,520
Adult Services Librarian	Grade I	0.53	Grade I	0.53	20,600	20,600	21,010
Asst. Libr. Youth Acquisition	Grade E	0.67	Grade E	0.67	18,890	18,890	19,260
Asst Libr Circ. Svc	Grade C	0.53	Grade C	0.53	13,140	13,140	14,570
Lib Asst Circ. Svc (11,400 Hrs)	Grade C	5.83	Grade C	5.83	150,240	150,240	155,380
Lib Asst Tech. Svc (3,120 Hrs)	Grade C	1.59	Grade C	1.59	43,270	43,270	43,660
Asst Libr Yth Svc (5,200 hrs)	Grade E	2.65	Grade E	2.65	<u>75,030</u>	<u>75,030</u>	<u>74,970</u>
Total Part-time		12.47		12.47	\$342,360	\$342,360	\$350,370
OTHER COMPENSATION							
Premium Pay*	-		-		16,500	16,000	15,500
Accrued Wages	-		-		3,830	3,830	3,880
TEMPORARY							
Casual	8.00-16.00/hr.	-	8.00-16.00/hr.	-	55,000	55,000	55,000
TOTAL	XXX	23.52	XXX	23.52	\$1,064,120	\$1,063,620	\$1,083,920

* Sunday hours premium pay.

**CITY OF NEENAH
2019 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

2018 Accomplishments:

- Continued control measures
- Coordinated placement and removal of navigation buoys
- Coordinated the weed cutting throughout the channel / harbor area

2019 Goals/Plans:

- Continue replacement of buoys
- Continue control measures

Major Increases (Decreases) in 2019 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 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	50	0	0	50	50	
0111	Fringes	0	30	0	0	30	30	
	Personal Services	0	280	0	0	280	280	0
0236	Outside Services	4,525	5,000	4,400	4,400	5,000	5,000	
0242	Permit	0	300	0	0	300	300	
	Contractual Services	4,525	5,300	4,400	4,400	5,300	5,300	0
0333	All Other Supplies	0	750	15	200	0	0	
	Supplies & Materials	0	750	15	200	0	0	(750)
	HARBOR COMMISSION	4,525	6,330	4,415	4,600	5,580	5,580	(750)
						Percent Budget Change		-11.85%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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.

Searching for Excellence brought people who collect glass to the Fox Valley from across the country. The exhibit resulted in new museum associations that supported the growth of the museum collection and targeted new promised gifts.

The Fox Valley Area High School show slowed in 2018 reflecting the challenges classroom teachers find in getting students out on field trips. Nevertheless, students who participated found the visit rewarding and one that built self-confidence because of the creative endeavors. We are assessing this situation for the best way to serve the schools at this time.

Art After Dark continues as a popular means to serve a younger audience and keep extended hours at the museum. It is 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.

Bergstrom-Mahler Museum of Glass initiated some collaborative programming with the Neenah Arts Council, Appleton Montessori School and Appleton Building for Kids on issues of diversity and several womens' shelters with a program called Fortified by Fire. Women and their children visited the museum to make art in the studio and possibly sell their work.

The museum has completed its effort to take images of 1,000 objects and post them online. They can be found at: <https://www.google.com/culturalinstitute/beta/partner/bergstrom-mahler-museum-of-glass>.

2017- 2018 Exhibitions included:

- ***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*
- ***Fox Valley Area High School Glass***, March 2018
- ***This Just In: New Acquisitions to the Permanent Collection: April/June to November 5, 2018***
- ***Bergstrom-Mahler Museum of Glass Annual Arts Festival in Riverside Park. July 15, 2018*** continues to support community arts.

Outside services: Bassett Mechanical, Sentinel Security, Treeo's snow removal, Lowneys Landscaping, Schindler Elevator, Wil-Kil, USA Fire Protection, Ahern, Irrigation Services. Total: \$24,500

General Maintenance/Supplies: Maintenance supplies, janitorial supplies, tools and non-capital related building maintenance. Total: \$18,700

Utilities: \$44,700

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2017 Allocation spent on:

New exhaust system for studio areas, including a conditioned return air system. (\$22,500)

2018 Allocation: Irrigation system repairs, studio ventilation, landscaping improvements and replacements.

2019 Capital Request:

Repair of handicapped ramp, re-seal driveway, replace Halon fire suppression system hoses. (\$28,000)

Major Increases (Decreases) in 2019 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 2019 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:

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	\$1,916,396	\$1,971,825	\$2,027,665	2.83%	\$2,027,665	2.83%
No. of Employees (FTE) - All Funds	13.67	13.67	13.67	0%	13.67	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Park & Recreation

Mayor's Comments:

My request for the department to lower the net levy increase impact for operations and programs by approximately \$60,000 has been met and is already reflected in the departmental budget request. No additional changes recommended.

**CITY OF NEENAH
2019 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:

25 Parks (384 Acres)	16 Soccer Fields
8,385 Feet of Shoreline	13 Tennis Courts
3 Boating Facilities	16 Playgrounds
4 Basketball Courts	1 Skate/Bike Park
4 Volleyball Courts	3 Ice Rinks
1 Archery Range	7 Softball/Baseball Fields
1 Outdoor Swim Pool Complex	



Carpenter Preserve Opening

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

2018 Accomplishments:

Park Projects:

- Completed/Celebrated Loop the Little Lake Project
- Completed Castle Oak and Carpenters Play Equipment installation
- Continue to develop Arrowhead Park plans and grant applications
- Maintained facilities that host soccer, baseball, softball and kickball leagues and tournaments
- Provided support for recreation programs, concerts and special events
- Completed Phase 1 of the Washington Park redevelopment
- Completed installation of power washer at Rec Boat Launch
- Began development of Liberty Park



Loop the Little Lake

Recreation:

- Implemented new summer seasonal payroll process through LEAN project
- Provided programs to promote health, wellness and safety through recreation programs, including Fun Runs, Children's Playtime, Swim Lessons, adult and youth sports
- Hosted 4th Annual Filthy Fun Kids Run in cooperation with Village of Fox Crossing (850 Program Participants)
- Offered cultural opportunities: Riverside Players Community Theater, Neenah Community Band and youth programs
- Provided places and programs for family activities with Movie Nights, Park Kart and Storywalks



Filthy Fun Kids Run

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

New Programs:

- Washington Park Winter Festival
- Saturday Morning Family Hikes
- Ladies Archery
- Learn To Bowl
- Camp STEM-azing
- Pickleball 101
- Weekly Special Pool Days
- Planes, Trains & Automobiles

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\$1,400
- Filthy Fun Kids Run.....\$2,000 & WG donated services
- Scheel's Foundation \$125,000
- 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 Games
- Youth-Go Baseball and The Hallows
- Animal Shelter Drool in the Pool
- Bergstrom-Mahler Youth Art Camps
- 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

NEENAH POOL

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

	2014	2015	2016	2017	2018	2019
Average Temperature	76°	78°	78 ⁰	75 ⁰	75°	
Lesson Registration	1,133	1,219	1,260	1,130	1,108	
Season Passes Sold	559	515	537	584	532	
Daily Passes	16,596	19,686	38,170	35,116	35,248	
Total Attendance	44,759	49,973	53,099	47,597	48,814	
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	\$ 221,528	\$ 241,191	\$ 243,390	\$ 239,842	\$ 271,410	\$ 261,320
Revenue	\$ (175,757)	\$ (204,600)	\$ (213,245)	\$ (216,820)	\$ (209,340)	\$ (209,600)
Levy Support	\$ 45,771	\$ 36,591	\$ 30,145	\$ 23,022	\$ 62,070	\$ 51,720
Cost Recovery Rate	79%	85%	88%	90%	77%	80%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019 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
- LEAN the Park and Recreation Budget – Rec payroll wages and programs accounts
- Complete Washington Park Redevelopment
- Review all current recreation program offerings and determine future direction



Major Increases (Decreases) 2019 Budget Requests

The department is proposing to recreate the Park Foreman position and promote a current employee from within the department. The vacated Park Technician position would be eliminated, thereby reducing the Park Technician positions from a total of 5 positions to 4. The net increase of the proposed change is expected to be \$6,000.

During the Parks and Recreation Organizational Review (January 12, 2018), Carlson Dettmann Consulting recommended that the “City convert one of its staff positions to a Supervisor classification.”

The proposed change reflects the need for greater daily supervision of the park technicians, long term and short term employees. In addition, the Park Foreman will be expected to supervise projects and daily operations as well as complete daily responsibilities as assigned.

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	335,717	349,130	253,808	353,770	338,420	338,420	
0102	Full Time Hourly Wages	327,575	344,520	243,927	346,490	362,160	362,160	
0103	Temporary Wages	289,723	296,880	278,187	292,580	315,270	315,270	
0104	Overtime Wages	17,633	12,600	32,164	38,070	23,980	23,980	
0105	Reimbursable Overtime	(529)	(500)	(1,013)	(1,050)	(1,060)	(1,060)	
0110	Health Insurance	187,081	167,670	126,016	167,670	181,430	181,430	
0111	Fringes	169,047	179,130	137,496	183,430	170,220	170,220	
0115	Schools/Seminars/Training	1,950	2,070	2,066	2,440	1,860	1,860	
0117	Clothing Allowance	6,932	7,070	8,060	8,190	7,840	7,840	
0118	License Renewal	40	340	100	340	340	340	
0123	Auto Allowance	301	320	245	330	330	330	
0124	Meal Allowance	0	20	20	30	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	25	200	0	200	400	400	
	PERSONAL SERVICES	1,335,495	1,359,470	1,081,076	1,392,510	1,401,230	1,401,230	41,760
CONTRACTUAL SERVICES								
0202	Outside Printing	16,612	14,790	9,715	15,430	15,260	15,260	
0203	Postage	3,729	4,500	3,342	5,550	5,000	5,000	
0204	Conferences & Meetings	3,076	2,600	0	2,600	3,250	3,250	
0206	Advertising & Publication	1,230	300	565	800	1,250	1,250	
0207	Dues & Memberships	955	1,000	1,030	1,030	1,000	1,000	
0211	Maint of Fixed Equipment	7,203	8,600	10,522	11,880	8,600	8,600	
0213	Maint of Motor Vehicles	144	710	2,253	2,270	710	710	
0214	Maint of Buildings	13,597	5,500	11,504	13,010	5,500	5,500	
0216	Maint of Operating Equip	3,438	1,600	198	1,600	1,600	1,600	
0218	Maint of Software	7,068	7,500	10,312	10,320	8,170	8,170	
0219	Maintenance of Land	824	1,000	27	1,000	1,000	1,000	
0220	Maint of Athletic Fields	3,100	2,000	6,328	6,840	2,000	2,000	
0221	Telephone	733	810	430	790	810	810	
0222	Electricity	55,067	60,680	42,015	58,400	58,230	58,230	
0223	Natural Gas	11,447	12,910	7,059	12,340	12,220	12,220	
0224	Water & Sewer	33,468	43,670	24,191	40,600	40,510	40,510	
0225	Commercial Dumpster	4,888	4,560	2,438	4,560	4,560	4,560	
0226	Storm Water	18,898	19,110	12,569	18,570	18,570	18,570	
0227	Cellular Telephone	1,577	1,600	1,270	1,600	1,600	1,600	
0233	Other Services	50,915	54,580	40,987	52,160	51,240	51,240	
0234	Credit Card Payment Fees	13,865	10,900	11,441	13,100	13,000	13,000	
0236	Outside Services	17,309	16,300	17,759	19,630	19,680	19,680	
0237	Pest Control	2,865	2,250	2,171	3,190	3,270	3,270	
0238	Professional Services	1,531	560	2,747	2,750	1,250	1,250	
0242	Permits	515	570	536	590	590	590	
0251	Rental	8,267	9,800	8,348	8,610	9,700	9,700	
0252	Rental of Equipment	608	1,500	2,271	2,280	1,500	1,500	
0254	Printer / Copies	3,508	4,700	3,007	4,200	4,540	4,540	
0255	IS Services / Internal	46,844	49,300	36,953	48,320	63,470	63,470	
0293	Maint of Motor Veh/Fleet	19,286	20,000	24,509	25,000	21,000	21,000	
0294	Oil and Fluids/Fleet	1,901	2,500	1,702	2,500	2,250	2,250	
0296	Maint of Oper Eq/Fleet	58,850	70,000	58,189	80,000	71,000	71,000	
	CONTRACTUAL SERVICES	413,318	436,400	356,388	471,520	452,330	452,330	15,930

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	966	830	603	830	860	860	
0302	Inhouse Printing	13	20	0	20	20	20	
0305	Chemicals	1,184	2,100	459	2,100	1,380	1,380	
0306	Cleaning/Janitor Supplies	15,137	13,100	10,208	14,180	13,100	13,100	
0308	Books and Periodicals	0	10	0	0	10	10	
0310	Gasoline & Oil	23,089	26,150	22,944	27,700	25,500	25,500	
0311	Fixed Equipment Maint. Sup	1,870	1,600	632	2,100	2,100	2,100	
0312	Playground Maintenance	8,641	8,000	11,904	11,910	10,000	10,000	
0313	Motor Vehicles Maint. Sup	7	400	118	400	400	400	
0314	Building Maint. Supplies	5,987	10,400	7,226	12,510	10,400	10,400	
0315	Land Maintenance Supplies	20,638	15,000	14,766	17,740	15,000	15,000	
0316	Equipment Maint. Supplies	3,618	3,600	3,000	4,100	3,400	3,400	
0319	Safety Supplies	2,684	2,840	3,150	3,830	2,600	2,600	
0320	Small Tools	629	900	926	1,220	900	900	
0321	Athletic Field Maint. Sup	16,427	17,000	15,145	17,000	17,000	17,000	
0326	Photography Supplies	47	150	39	140	150	150	
0333	All Other Supplies	27,762	37,015	32,043	35,210	34,380	34,380	
0335	Set Design/Construction	4,657	3,200	2,569	3,200	3,200	3,200	
0336	Concession Supplies	28,373	27,000	34,618	34,730	27,000	27,000	
0337	Tickets	328	640	272	280	270	270	
0338	Costumes	906	1,200	175	1,100	1,200	1,200	
0344	Small Equipment	2,641	3,700	6,010	6,040	3,700	3,700	
0345	Shop Supplies	689	400	491	500	400	400	
0347	Small Computer Hardware	1,290	700	443	1,130	1,130	1,130	
	SUPPLIES & MATERIALS	167,583	175,955	167,741	197,970	174,100	174,100	(1,855)
	TOTAL PARK & RECREATION	1,916,396	1,971,825	1,605,205	2,062,000	2,027,660	2,027,660	55,835
						Percent Budget Change		2.83%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$89,730	\$89,730	\$90,270
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	75,910	90,140	73,910
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	73,550	73,550	75,760
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	64,390	54,800	55,000
Office Manager	Grade G3	1.00	Grade G3	1.00	43,040	43,040	43,670
Park Arborist	Grade J4	1.00	Grade J4	1.00	58,480	58,480	59,400
Park Lead Technician	Grade I4	2.00	Grade I4	2.00	115,540	115,540	116,910
Park Foreman	-	-	Grade K4	0.67	0	0	36,810
Park Technician	Grade F4	<u>5.00</u>	Grade F4	<u>4.33</u>	<u>214,380</u>	<u>214,490</u>	<u>189,620</u>
Subtotal		13.00		13.00	\$735,020	\$739,770	\$741,350
PART-TIME							
Admin. Asst. (1,300 hrs.)	Grade D	0.67	Grade D	0.67	17,630	17,630	17,940
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	2,840	2,840	2,890
Overtime							
Operations	-	-	-	-	12,250	20,340	12,070
Recreation	-	-	-	-	0	1,470	1,000
Pool	-	-	-	-	0	16,000	10,000
Community Fest Celebrations	-	-	-	-	1,120	150	160
Harbor	-	-	-	-	500	830	500
Harbor	-	-	-	-	100	0	100
TEMPORARY							
Recreation	7.75 - 15.50 / hr.		7.75 - 15.50 / hr.		257,980	253,310	269,890
Parks	9.00 - 9.75 / hr.		9.25 - 10.00 / hr.		39,900	40,280	46,430
Celebrations	9.00 - 9.75 / hr.		9.00 - 9.75 / hr.		1,200	1,200	1,200
Park Forestry	9.00 - 9.75 / hr.		9.00 - 9.75 / hr.		<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Subtotal for Parks					\$42,100	\$42,480	\$48,630
INFORMATION ONLY							
City-Wide Forestry	-		-		55,450	54,320	55,450
TOTAL	XXX	13.67	XXX	13.67	\$1,069,540	\$1,094,820	\$1,104,530

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY ***
FOR FISCAL YEAR 2019**

ACCOUNT NUMBER	PARK & RECREATION DIVISION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS SUMMARY								
781	Park & Rec. Administration	563,746	578,070	428,446	589,830	586,240	586,240	8,170
781	General Unalloc. Overhead	20,962	18,460	18,008	20,270	19,390	19,390	930
782	Adult Programs	17,900	20,670	7,754	13,950	14,380	14,380	(6,290)
783	Youth Programs	24,510	24,500	18,106	28,400	28,250	28,250	3,750
785	Playground Programs	101,242	100,110	101,070	101,960	106,850	106,850	6,740
786	Other Park & Rec. Activities	12,874	15,600	14,221	16,380	14,870	14,870	(730)
787	Riverside Players	31,553	33,135	27,127	29,050	31,650	31,650	(1,485)
788	Parks	872,614	904,600	710,692	958,170	933,710	933,710	29,110
	TOTAL EXPENDITURES	1,645,401	1,695,145	1,325,424	1,758,010	1,735,340	1,735,340	40,195
							Percent Budget Change	2.37%
	TOTAL REVENUES	302,252	288,620	303,444	312,540	311,980	311,980	23,360
							Percent Budget Change	8.09%
	NET EFFECT ON LEVY	1,343,149	1,406,525	1,021,980	1,445,470	1,423,360	1,423,360	16,835
							Percent Budget Change	1.20%
INDEPENDENT PROGRAMS SUMMARY								
784	Municipal Pool	239,842	240,610	251,773	271,410	261,320	261,320	20,710
784	Sports Clinics	26,126	25,530	25,692	26,580	25,000	25,000	(530)
784	Dance Lessons	5,027	10,540	2,313	6,000	6,000	6,000	(4,540)
	TOTAL EXPENDITURES	270,995	276,680	279,778	303,990	292,320	292,320	15,640
							Percent Budget Change	5.65%
	Municipal Pool							
	Pool-Taxable Concessions	45,885	42,400	44,878	44,880	42,400	42,400	0
	Pool-Daily Receipts	65,677	60,000	65,200	67,550	66,000	66,000	6,000
	Pool-Season Pass Receipts	57,176	51,550	50,342	50,500	52,900	52,900	1,350
	Pool-Swim Lessons Receipts	47,826	48,050	46,060	46,060	48,050	48,050	0
	Pool-Locker Rental	256	250	341	350	250	250	0
	Municipal Pool Revenue	216,820	202,250	206,821	209,340	209,600	209,600	7,350
	Others							
	Sports Clinics	27,441	27,550	26,612	26,620	26,620	26,620	(930)
	Dance Lessons	8,473	14,600	5,874	7,110	7,110	7,110	(7,490)
	Other Revenue	35,914	42,150	32,486	33,730	33,730	33,730	(8,420)
	TOTAL REVENUES	252,734	244,400	239,307	243,070	243,330	243,330	(1,070)
							Percent Budget Change	-0.44%
	NET EFFECT ON LEVY	18,261	32,280	40,471	60,920	48,990	48,990	16,710
							Percent Budget Change	51.77%
	GRAND TOTAL EXPENDITURES	1,916,396	1,971,825	1,605,202	2,062,000	2,027,660	2,027,660	55,835
							Percent Budget Change	2.83%
	GRAND TOTAL REVENUES	554,986	533,020	542,751	555,610	555,310	555,310	22,290
							Percent Budget Change	4.18%
	NET EFFECT ON LEVY	1,361,410	1,438,805	1,062,451	1,506,390	1,472,350	1,472,350	33,545
							Percent Budget Change	2.33%

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2019**

<u>PROGRAM ACTIVITY</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>PARK & REC. ADMINISTRATION</u>							
(781)							
Park & Rec Admin Office	563,746	578,070	428,446	589,830	586,240	586,240	
Gen Unallocated Overhead	20,962	18,460	18,008	20,270	19,390	19,390	
PARK & REC. ADMINISTRATION	584,708	596,530	446,454	610,100	605,630	605,630	9,100
<u>ADULT PROGRAMS</u>							
(782)							
Fitness Program	9,987	13,150	4,870	10,250	10,250	10,250	
Golf Lessons	1,173	1,170	1,173	1,180	1,170	1,170	
Softball	3,408	3,400	233	240	0	0	
Volleyball	319	0	0	0	0	0	
Kickball	558	530	0	0	530	530	
Adult Open Gym	1,260	1,310	677	1,310	1,310	1,310	
Volleyball - Summer	603	560	241	410	560	560	
Tennis Lessons	592	550	560	560	560	560	
ADULT PROGRAMS	17,900	20,670	7,754	13,950	14,380	14,380	(6,290)
<u>YOUTH PROGRAMS</u>							
(783)							
Operation Recreation	2,471	2,470	3,626	4,170	4,670	4,670	
Children's Playtime	17,684	17,860	11,390	18,300	18,290	18,290	
Quick Start Tennis	588	700	487	800	750	750	
Start Smart	0	640	59	100	640	640	
Special Events	3,767	2,830	2,544	5,030	3,900	3,900	
YOUTH PROGRAMS	24,510	24,500	18,106	28,400	28,250	28,250	3,750
<u>INDEPENDENT PROGRAMS</u>							
(784)							
Municipal Pool	239,842	240,610	251,773	271,410	261,320	261,320	
Sports Clinics	26,126	25,530	25,692	26,580	25,000	25,000	
Dance Lesson Program	5,027	10,540	2,313	6,000	6,000	6,000	
INDEPENDENT PROGRAMS	270,995	276,680	279,778	303,990	292,320	292,320	15,640

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2019**

<u>PROGRAM ACTIVITY</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>PLAYGROUND PROGRAMS</u>							
(785)							
Office and Supervision	1,884	1,920	1,972	1,980	2,200	2,200	
Archery	1,947	1,900	1,346	1,890	2,060	2,060	
Baseball	1,494	1,650	811	950	1,800	1,800	
Crafts	328	470	456	490	500	500	
Operation Recreations	44,301	45,000	38,694	38,720	46,450	46,450	
Adventure	7,767	7,600	10,208	10,220	8,420	8,420	
Filthy Fun Kids Run	6,416	6,920	7,079	7,090	7,000	7,000	
Park Kart Mobile Recreati	1,636	1,800	3,732	3,750	2,650	2,650	
Golf	374	370	476	480	480	480	
Nature Force	2,152	1,920	2,112	2,120	1,920	1,920	
Special Events	4,779	3,680	6,702	6,730	5,260	5,260	
Soccer Instruction	2,362	2,110	2,164	2,170	1,980	1,980	
Tennis - Playgrounds	18,642	17,200	17,120	17,130	17,930	17,930	
Tennis - Accelerated	1,583	1,570	1,082	1,090	1,040	1,040	
Tot Lot	3,762	4,190	4,419	4,450	4,600	4,600	
TOT Sports	1,815	1,810	2,697	2,700	2,560	2,560	
PLAYGROUND PROGRAMS	101,242	100,110	101,070	101,960	106,850	106,850	6,740
<u>OTHER PARK & REC. ACTIVITIES</u>							
(786)							
Doty Cabin	3,968	4,870	6,944	6,950	4,820	4,820	
Classic Boat Show	58	100	0	0	0	0	
Ice Rink Program	2,833	3,300	3,263	3,800	3,300	3,300	
Community Band	6,015	6,980	3,859	5,400	6,500	6,500	
Senior Games	0	350	155	230	250	250	
OTHER PARK & REC. ACTIVITIES	12,874	15,600	14,221	16,380	14,870	14,870	(730)
<u>RIVERSIDE PLAYERS</u>							
(787)							
Production	31,553	33,135	27,127	29,050	31,650	31,650	
RIVERSIDE PLAYERS	31,553	33,135	27,127	29,050	31,650	31,650	(1,485)
<u>PARKS</u>							
(788)							
Parks Operations	817,120	842,050	672,586	896,450	872,820	872,820	
Reimbursable Overtime	50	0	25	0	0	0	
Volunteers In Parks	219	900	389	900	900	900	
City Sculpture Maint	3,799	4,930	2,495	4,860	4,930	4,930	
Riverwalk	49,559	50,650	30,346	48,630	48,770	48,770	
Vandalism	271	4,120	3,837	5,280	4,340	4,340	
Boat Launching Repair	1,596	1,950	1,014	2,050	1,950	1,950	
PARKS	872,614	904,600	710,692	958,170	933,710	933,710	29,110
REGULAR PROGRAMS	1,916,396	1,971,825	1,605,202	2,062,000	2,027,660	2,027,660	55,835
					Percent Budget Change		2.83%

**CITY OF NEENAH
OPERATING BUDGET
*** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
<u>MUNICIPAL POOL (8405-784)</u>								
0103	Temporary Wages	137,513	138,000	138,641	138,900	148,000	148,000	
0104	Overtime Wages	0	0	15,393	16,000	10,000	10,000	
0111	Fringes	7,642	8,100	9,041	9,090	7,810	7,810	
0115	Schools/Seminars/Training	1,484	810	1,497	1,500	1,300	1,300	
0117	Clothing Allowance	1,419	1,550	2,211	2,330	2,050	2,050	
0123	Auto Allowance	114	80	0	80	80	80	
0211	Maint of Fixed Equipment	4,505	4,300	7,577	7,580	4,300	4,300	
0214	Maint of Buildings	3,654	900	0	900	900	900	
0216	Maint of Operating Equip	954	1,000	198	1,000	1,000	1,000	
0222	Electricity	13,482	13,810	12,796	13,900	14,130	14,130	
0223	Natural Gas	4,988	5,780	3,258	5,400	5,500	5,500	
0224	Water & Sewer	10,028	12,060	2,769	11,020	11,600	11,600	
0225	Commercial Dumpster	574	560	287	560	560	560	
0226	Storm Water	5,418	5,960	2,709	5,420	5,420	5,420	
0236	Outside Services	12,939	12,000	11,951	12,000	12,000	12,000	
0237	Pest Control	545	550	573	580	570	570	
0242	Permits	515	520	536	540	540	540	
0301	Office Supplies	125	130	88	130	130	130	
0306	Cleaning/Janitor Supplies	1,598	2,000	2,078	2,080	2,000	2,000	
0311	Fixed Equip Maint Supply	248	0	16	500	500	500	
0314	Building Maintenance	47	1,000	94	1,000	1,000	1,000	
0315	Land Maintenance	3	500	99	500	500	500	
0316	Equip. Maint. Supplies	2,236	1,000	694	1,000	1,000	1,000	
0319	Safety Supplies	1,204	1,000	1,824	1,830	1,000	1,000	
0320	Small Tools	0	100	14	100	100	100	
0333	All Other Supplies	1,749	3,700	4,502	4,510	3,700	3,700	
0336	Concession Supplies	26,730	25,000	32,327	32,330	25,000	25,000	
0344	Small Equipment	128	200	170	200	200	200	
0347	Small Computer Hardware	0	0	430	430	430	430	
	MUNICIPAL POOL	239,842	240,610	251,773	271,410	261,320	261,320	20,710
<u>SPORTS CLINICS (8411-784)</u>								
0103	Temporary Wages	8,891	8,890	9,230	9,230	8,890	8,890	
0111	Fringes	497	530	550	550	410	410	
0233	Other Services	11,019	10,390	10,626	11,500	10,400	10,400	
0333	All Other Supplies	5,719	5,720	5,287	5,300	5,300	5,300	
	SPORTS CLINICS	26,126	25,530	25,693	26,580	25,000	25,000	(530)
<u>DANCE LESSONS (8412-784)</u>								
0202	Outside Printing	166	180	0	0	0	0	
0233	Other Services	4,291	10,360	2,313	6,000	6,000	6,000	
0251	Rental	570	0	0	0	0	0	
	DANCE LESSONS	5,027	10,540	2,313	6,000	6,000	6,000	(4,540)
INDEPENDENT PROGRAMS		270,995	276,680	279,779	303,990	292,320	292,320	15,640
							Percent Budget Change	5.65%

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2019**

<u>ACCOUNT DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>GENERAL RECEIPTS</u>							
Sun Shine Program	1,944	500	848	900	900	900	
Non-Taxable Concessions	0	0	200	200	0	0	
Work Permits	2,860	2,000	1,070	1,070	1,000	1,000	
Work Permit State Payment	(3,270)	(500)	(1,260)	(1,260)	(800)	(800)	
Sales Tax Collections	(14,730)	(15,000)	(13,144)	(15,000)	(15,000)	(15,000)	
Sales Tax	79	80	73	90	90	90	
WPRA Ticket Money Collect	12,681	14,000	11,187	13,000	13,000	13,000	
WPRA Ticket Money Payment	(11,299)	(13,440)	(10,722)	(12,500)	(12,500)	(12,500)	
Boat Stall Key Deposit	0	200	220	220	220	220	
GENERAL RECEIPTS	(11,735)	(12,160)	(11,528)	(13,280)	(13,090)	(13,090)	(930)
<u>ADULT PROGRAM REVENUE</u>							
Adult Crafts	50	0	0	0	0	0	
Fitness Receipts	11,915	15,100	7,207	11,800	12,500	12,500	
Golf Lessons	1,380	1,380	1,380	1,380	1,380	1,380	
Softball-Team Reg	4,500	4,500	0	0	0	0	
Kickball	1,400	1,230	0	0	1,200	1,200	
Open Gym	1,347	960	553	960	960	960	
Volleyball-Summr Team Fee	840	840	720	720	720	720	
Tennis Instruction	440	410	609	610	600	600	
ADULT PROGRAM REVENUE	21,872	24,420	10,469	15,470	17,360	17,360	(7,060)
<u>YOUTH PROGRAM REVENUE</u>							
Youth Program Crafts	(50)	0	0	0	0	0	
Operation Recreation	4,730	4,590	5,468	5,470	7,100	7,100	
Children's Playtime	18,787	18,000	15,459	17,930	18,200	18,200	
Quick Start Tennis	840	1,080	600	1,080	1,080	1,080	
Start Smart	550	540	460	660	600	600	
Special Events	4,208	3,730	5,363	5,740	4,800	4,800	
YOUTH PROGRAM REVENUE	29,065	27,940	27,350	30,880	31,780	31,780	3,840
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	45,885	42,400	44,878	44,880	42,400	42,400	
Pool-Daily Receipts	65,677	60,000	65,200	67,550	66,000	66,000	
Pool-Season Pass Receipts	57,176	51,550	50,342	50,500	52,900	52,900	
Swim Lessons Receipts	47,826	48,050	46,060	46,060	48,050	48,050	
Locker Rental	256	250	341	350	250	250	
POOL & REC BLDG REVENUE	216,820	202,250	206,821	209,340	209,600	209,600	7,350
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	27,441	27,550	26,612	26,620	26,620	26,620	
Dance Lessons	8,473	14,600	5,874	7,110	7,110	7,110	
INDEPENDENT PROGRAM REV.	35,914	42,150	32,486	33,730	33,730	33,730	(8,420)
<u>PLAYGROUND PROGRAM REVENUE</u>							
Archery	1,201	1,130	1,580	1,580	1,620	1,620	
Baseball	1,386	1,390	1,395	1,400	1,500	1,500	
Crafts	560	560	688	690	680	680	
Operation Recreation	83,041	80,000	86,386	86,400	86,500	86,500	
Adventure	2,538	2,530	2,219	2,220	2,700	2,700	
Filthy Fun Kids Run	6,390	6,390	7,995	8,000	7,360	7,360	
Golf	440	440	560	560	560	560	
Nature Force	2,610	1,970	2,279	2,530	2,200	2,200	
Special Events	3,718	2,100	5,899	6,000	4,800	4,800	
Soccer Instruction	1,712	1,710	1,728	1,750	1,950	1,950	
Tennis	7,627	7,080	7,080	7,080	7,900	7,900	
Tennis-Accelerated	1,920	1,920	1,733	1,740	1,740	1,740	
Tot Lot	1,853	1,850	1,672	1,680	1,930	1,930	
TOT Sports	1,374	1,370	1,861	1,870	1,630	1,630	
PLAYGROUND PROGRAM REV.	116,370	110,440	123,075	123,500	123,070	123,070	12,630

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2019**

<u>ACCOUNT DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>OTHER PARK & REC. REVENUE</u>							
Doty Cabin	323	300	324	330	300	300	
Classic Boat Show Revenue	0	0	0	0	0	0	
Ice-Rink Taxable Concess	81	200	129	200	200	200	
Community Band	0	550	900	900	1,000	1,000	
OTHER PARK & REC. REVENUE	404	1,050	1,353	1,430	1,500	1,500	450
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	35,664	26,350	34,502	34,510	34,000	34,000	
Other Revenues	1,455	1,670	986	990	1,500	1,500	
Taxable Concessions	2,546	2,300	2,842	2,850	2,300	2,300	
RIVERSIDE PLAYERS	39,665	30,320	38,330	38,350	37,800	37,800	7,480
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	45	80	90	90	80	80	
Rentals - Shattuck	345	200	680	680	500	500	
Vandalism Reimbursement	450	0	0	0	0	0	
Facility Leases	15,600	16,100	16,915	16,920	18,000	18,000	
Facility User Fees	2,173	1,500	183	1,160	1,500	1,500	
Rentals - Green Park	680	500	670	670	600	600	
Rentals - Memorial Park	6,386	5,500	6,622	6,630	6,000	6,000	
Rentals - Gazebo	490	600	580	580	600	600	
Rentals - Riverside Park	2,714	3,300	3,552	3,560	3,300	3,300	
Rentals - Washington Park	4,230	4,800	6,360	6,880	5,500	5,500	
Rentals -Whiting Boathse	23,261	26,000	25,436	25,440	26,000	26,000	
Rentals - Southview Park	30	30	30	30	30	30	
Rentals -Memorial Pk Open	274	200	340	340	300	300	
Rental-Shattuck BoatStall	8,997	8,700	10,620	10,620	9,500	9,500	
Rentals - Doty Park	1,290	1,100	1,362	1,370	1,300	1,300	
Rentals - Miller Park	0	0	10	10	0	0	
Rental - Great Northern	380	200	400	400	330	330	
Rentals - Douglas Park	20	0	30	30	20	20	
Rentals-Memorial LG Room	10,343	10,500	11,250	11,250	11,500	11,500	
Rental-Memorial SM Room	1,446	1,300	1,070	1,330	1,500	1,500	
Boat Launch User Fees	27,457	26,000	28,197	28,200	27,000	27,000	
PARKS REVENUE	106,611	106,610	114,397	116,190	113,560	113,560	6,950
REGULAR PROGRAMS	554,986	533,020	542,753	555,610	555,310	555,310	22,290
					Percent Budget Change		4.18%

PARKS and RECREATION - Cost Recovery Report 2019 Operating Budget Proposal

Cost Center	2018 Budget				2018 Estimate				2019 Proposed Budget				
	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Administration													
Admin Staff / Office	578,070	12,160	565,910	2%	589,420	14,020	575,400	2%	586,240	13,090	573,150	2%	7,240
Unallocated Overhead	18,460		18,460	0%	20,270	0	20,270	0%	19,390		19,390	0%	930
Capital Outlay					0	0	0	0					0
Administration Total	596,530	12,160	584,370	2%	609,690	14,020	595,670	2%	605,630	13,090	592,540	2%	8,170
Adult Programs													
Fitness	13,150	15,100	(1,950)	115%	10,250	11,800	(1,550)	115%	10,250	12,500	(2,250)	122%	(300)
Golf Lessons	1,170	1,380	(210)	118%	1,180	1,380	(200)	117%	1,170	1,380	(210)	118%	0
Softball	3,400	4,500	(1,100)	132%	240	0	240	0%	0	0	0	#DIV/0!	1,100
Volleyball - Team	0	0	0	0%	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Kickball	530	1,230	(700)	232%	0	0	0	#DIV/0!	530	1,200	(670)	226%	30
Open Gym	1,310	960	350	73%	1,310	960	350	73%	1,310	960	350	73%	0
Volleyball - Summer	560	840	(280)	150%	410	720	(310)	176%	560	720	(160)	129%	120
Tennis	550	410	140	75%	560	610	(50)	109%	560	600	(40)	107%	(180)
Adult Total	20,670	24,420	(3,750)	118%	13,950	15,470	(1,520)	111%	14,380	17,360	(2,980)	121%	770
Youth Programs													
Operation Recreation	2,470	4,590	(2,120)	186%	4,160	5,470	(1,310)	131%	4,675	7,100	(2,425)	152%	(305)
Children's Playtime	17,860	18,000	(140)	101%	18,300	17,930	370	98%	18,290	18,200	90	100%	230
Quick Start Tennis	700	1,080	(380)	154%	800	1,080	(280)	135%	750	1,080	(330)	144%	50
Start Smart	640	540	100	84%	100	660	(560)	660%	640	600	40	94%	(60)
Special Events	2,830	3,730	(900)	132%	5,030	5,740	(710)	114%	3,900	4,800	(900)	123%	0
Youth Total	24,500	27,940	(3,440)	114%	28,390	30,880	(2,490)	109%	28,255	31,780	(3,525)	112%	(85)
Municipal Pool Total	240,610	202,250	38,360	84%	269,040	201,850	67,190	75%	261,320	209,600	51,720	80%	13,360
Independent Programs													
Sports Clinics	25,530	27,550	(2,020)	108%	26,570	26,620	(50)	100%	25,000	26,620	(1,620)	106%	400
Dance Lessons	10,540	14,600	(4,060)	139%	6,000	7,110	(1,110)	119%	6,000	7,110	(1,110)	119%	2,950
Independent Total	36,070	42,150	(6,080)	117%	32,570	33,730	(1,160)	104%	31,000	33,730	(2,730)	109%	3,350
Playground Programs													
Office	1,920		1,920	0%	1,980	0	1,980	0%	2,200		2,200	0%	280
Archery	1,900	1,130	770	59%	1,890	1,580	310	84%	2,060	1,620	440	79%	(330)
Baseball	1,650	1,390	260	84%	950	1,400	(450)	147%	1,800	1,500	300	83%	40
Crafts	470	560	(90)	119%	490	690	(200)	141%	500	680	(180)	136%	(90)
Operation Recreation	45,000	80,000	(35,000)	178%	38,700	86,400	(47,700)	223%	46,450	86,500	(40,050)	186%	(5,050)
Adventure	7,600	2,530	5,070	33%	9,980	2,220	7,760	22%	8,420	2,700	5,720	32%	650
Filthy Fun Kids Run	6,920	6,390	530	92%	7,060	7,360	(300)	104%	7,000	7,360	(360)	105%	(890)
Park Kart	1,800	0	1,800	0%	3,750	0	3,750	0%	2,650	0	2,650	0%	850
Golf	370	440	(70)	119%	480	560	(80)	117%	480	560	(80)	117%	(10)
Nature Force	1,920	1,970	(50)	103%	2,120	2,530	(410)	119%	1,920	2,200	(280)	115%	(230)
Special Events	3,680	2,100	1,580	57%	6,600	6,000	600	91%	5,260	4,800	460	91%	(1,120)
Soccer Instruction	2,110	1,710	400	81%	2,170	1,750	420	198%	1,950	30	1,920	98%	(370)
Tennis Instruction	17,200	7,080	10,120	41%	17,120	7,080	10,040	41%	17,930	7,900	10,030	44%	(90)
Tennis - Accelerated	1,570	1,920	(350)	122%	1,090	1,740	(650)	160%	1,040	1,740	(700)	167%	(350)
Tot Lot	4,190	1,850	2,340	44%	4,450	1,680	2,770	38%	4,600	1,930	2,670	42%	330
Tot Sports	1,810	1,370	440	76%	2,700	1,870	830	69%	2,560	1,630	930	64%	490
Playground Total	100,110	110,440	(10,330)	110%	101,530	122,860	(21,330)	121%	106,850	123,070	(16,220)	115%	(5,890)

**CITY OF NEENAH
2019 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:

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

2018 Accomplishments:

CommunityFest

- Provided free entertainment and affordable family-friendly activities to celebrate the 4th of July
- In addition to City funds, \$30,700 in donations were received to support activities in both Neenah and Menasha
- Festival Foods provided a \$10,000 sponsorship fee 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

2019 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 2019 Budget Request:

- Requesting additional funds of \$5,000 for the fireworks; 50% (\$2,500) to be matched by sponsor
- Requesting \$1,200 for music festival (3rd week in July)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	773	1,300	1,167	1,170	1,300	1,300	
0102	Full Time Hourly Wages	1,583	4,080	1,609	3,620	4,900	4,900	
0103	Temporary Wages	1,205	1,200	1,036	1,200	1,200	1,200	
0104	Overtime Wages	163	1,120	147	150	160	160	
0110	Health Insurance	1,183	1,920	1,206	1,920	1,710	1,710	
0111	Fringes	837	1,740	899	1,390	1,610	1,610	
	Personal Services	5,744	11,360	6,064	9,450	10,880	10,880	(480)
0236	Outside Services	30,000	30,000	30,000	30,000	35,000	32,500	
0252	Rental of Equipment	4,271	3,750	5,587	5,590	4,000	4,000	
	Contractual Services	34,271	33,750	35,587	35,590	39,000	36,500	2,750
0333	All Other Supplies	421	400	479	480	0	0	
	Supplies & Materials	421	400	479	480	0	0	(400)
8133	All Other Equipment	0	2,400	2,107	2,110	2,500	2,500	
	Capital Outlay	0	2,400	2,107	2,110	2,500	2,500	100
	4TH OF JULY/COMMUNITYFEST	40,436	47,910	44,237	47,630	52,380	49,880	1,970
<hr/>								
OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	10,623	10,180	3,113	11,000	11,000	11,000	
0104	Overtime Wages	1,483	500	555	830	500	500	
0110	Health Insurance	3,845	2,950	1,117	2,950	3,050	3,050	
0111	Fringes	2,744	2,580	887	2,860	2,490	2,490	
0118	License Renewal	308	310	314	320	320	320	
0124	Meal Allowance	0	20	0	20	20	20	
	Personal Services	19,003	16,540	5,986	17,980	17,380	17,380	840
0236	Outside Services	7,742	7,300	7,850	7,850	7,300	7,300	
0252	Rental of Equipment	415	0	940	1,000	1,200	1,200	
0261	Misc Expenditures	250	250	0	250	250	250	
	Contractual Services	8,407	7,550	8,790	9,100	8,750	8,750	1,200
0320	Small Tools	0	50	0	50	50	50	
0333	All Other Supplies	2,156	2,000	177	2,000	2,000	2,000	
	Supplies & Materials	2,156	2,050	177	2,050	2,050	2,050	0
	OTHER CELE./COMMEMORATIONS	29,566	26,140	14,953	29,130	28,180	28,180	2,040
<hr/>								
CELEBRATIONS/COMMEMORATIONS		70,002	74,050	59,190	76,760	80,560	78,060	4,010
							Percent Budget Change	5.42%

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$256,460	\$251,140	\$256,910	2.30%	\$256,910	2.30%
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
2019 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

2018 Accomplishments:

- Maintained a high standard for property maintenance and customer service
- Provided grave opening services for nearby Catholic cemeteries, increasing revenue stream
- Continued to implement new software including plot measurements/GPS mapping, record transfers and inventory
- Staff had the honor to facilitate the burial of a WWII Veteran, whose remains were found in Japan and returned to the United States.

2019 Goals:

- To develop a revised fee schedule
- 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 the tax roles

Major Increases (Decreases) in 2019 Budget Request:

None

<u>Cemetery Statistics</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 YTD*</u>
Graves Sold	75	49	54	51	51	31
Lot Sales	\$41,678	\$31,545	\$32,050	\$29,075	\$29,953	\$28,610
Burials – Regular	53	37	34	50	35	23
Burials – Cremation	42	38	53	40	54	21
<u>Catholic Cemetery Services</u>						
Burials – Regular			10	28	32	17
Fees			\$6,375	\$21,075	\$21,500	\$13,375

**As of September 30, 2018*

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

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
OAK HILL CEMETERY								
CEMETERY OPERATIONS (9703-841)								
0101	Salaries	6,873	6,200	5,004	6,200	6,200	6,200	
0102	Full Time Hourly Wages	105,950	108,440	76,687	108,440	109,070	109,070	
0103	Temporary Wages	28,942	29,500	21,889	29,960	29,730	29,730	
0104	Overtime Wages	5,126	3,500	3,069	4,000	3,500	3,500	
0110	Health Insurance	32,880	29,530	22,149	29,530	31,880	31,880	
0111	Fringes	28,666	29,190	21,086	29,420	27,680	27,680	
0115	Schools/Seminars/Training	654	160	482	490	200	200	
0117	Clothing Allowance	996	1,000	972	1,000	1,000	1,000	
0124	Meal Allowance	0	10	0	10	10	10	
0127	DOT Emp Notification Prog	0	10	0	10	10	10	
	Personal Services	210,087	207,540	151,338	209,060	209,280	209,280	1,740
0206	Advertising & Publication	0	120	0	120	120	120	
0207	Dues & Memberships	270	270	276	280	280	280	
0213	Maint of Motor Vehicles	0	200	0	200	200	200	
0214	Maintenance of Buildings	245	300	0	300	300	300	
0216	Maint of Operating Equip	0	300	23	300	300	300	
0218	Maint of Software	0	0	0	0	0	0	
0221	Telephone	326	250	252	320	320	320	
0222	Electricity	3,145	3,240	2,474	3,240	3,200	3,200	
0223	Natural Gas	641	770	399	700	740	740	
0224	Water & Sewer	517	670	395	670	700	700	
0225	Commercial Dumpster	657	640	502	670	670	670	
0226	Storm Water	5,628	5,630	4,221	5,630	5,630	5,630	
0227	Cellular Telephone	260	220	137	220	220	220	
0236	Outside Services	336	100	180	180	100	100	
0237	Pest Control	0	200	0	200	200	200	
0241	Tree Planting & Landscape	1,358	1,500	1,526	1,530	1,500	1,500	
0252	Rental of Equipment	0	150	0	150	150	150	
0255	IS Service / Internal	5,182	6,240	4,680	5,450	10,410	10,410	
0293	Maint of Motor Veh/Fleet	79	500	214	500	500	500	
0294	Oil and Fluids/Fleet	0	50	76	80	100	100	
0296	Maint of Oper Eq/Fleet	12,739	7,000	7,039	7,040	7,000	7,000	
	Contractual Services	31,383	28,350	22,394	27,780	32,640	32,640	4,290
0301	Office Supplies	0	50	0	50	50	50	
0303	Computer Operation Supply	284	250	213	250	250	250	
0306	Cleaning/Janitor Supplies	940	900	922	930	900	900	
0310	Gasoline & Oil	4,835	5,050	4,326	5,050	4,890	4,890	
0313	Motor Vehicle Maint Suppl	106	200	0	200	200	200	
0314	Building Maint Supplies	551	700	56	700	700	700	
0315	Land Maint Supplies	1,108	1,800	1,318	1,800	1,800	1,800	
0316	Equipment Maint Supplies	2,802	3,200	2,489	3,200	3,200	3,200	
0319	Safety Supplies	87	300	127	300	200	200	
0320	Small Tools	221	500	163	500	500	500	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	115	750	475	750	750	750	
0345	Shop Supplies	693	450	476	480	450	450	
0376	Marker/Monument Foundtion	3,248	1,000	2,976	2,980	1,000	1,000	
	Supplies & Materials	14,990	15,250	13,541	17,290	14,990	14,990	(260)
	CEMETERY OPERATIONS	256,460	251,140	187,273	254,130	256,910	256,910	5,770
	TOTAL EXPENDITURES	256,460	251,140	187,273	254,130	256,910	256,910	5,770
							Percent Budget Change	2.30%
	TOTAL REVENUES	126,923	123,600	88,302	132,680	126,000	126,000	2,400
							Percent Budget Change	1.94%
	NET EFFECT ON LEVY	129,537	127,540	98,971	121,450	130,910	130,910	3,370
							Percent Budget Change	2.64%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade I4	1.00	Grade I4	1.00	\$60,020	\$60,020	\$60,400
Caretaker	Grade E4	<u>1.00</u>	Grade E4	<u>1.00</u>	<u>48,010</u>	<u>48,010</u>	<u>48,250</u>
Subtotal		2.00		2.00	\$108,030	\$108,030	\$108,650
OTHER COMPENSATION							
Accrued Wages	-		-		410	410	420
Overtime (40 Hours) (Reimbursable)	-		-		3,500	4,000	3,500
TEMPORARY	8.25-13.21/hr.		8.25-13.21/hr.		29,500	29,960	29,730
TOTAL	XXX	2.00	XXX	2.00	\$141,440	\$142,400	\$142,300

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$245,776	\$279,760	\$285,000	1.87%	\$285,000	1.87%
# 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
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Parks and Recreation/Public Works	Budget: City-Wide Forestry Program
Program: Forestry	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 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



2018 Accomplishments:

- Planted 250 trees in cemetery, parks, terraces and other public property throughout the City with 150 trees planted on newly constructed streets (Higgins, Columbian, Franklin) and Castle Oak subdivision
- Planted 20 memorial trees in parks and cemetery through the Trees for the Living Program
- Pruned over 1,500 public trees throughout the city
- Continued executing Emerald Ash Borer (EAB) Management plan. Provided public awareness brochure in city newsletter
- Continued monitoring the 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 34 years as a Tree City USA community



Planting trees at Castle Oak Park this past year. This activity was sponsored by the Neenah Rotary Club with help from Lakeview School. Photos courtesy of Pat Mahoney.

2019 Goals/Plans:

- Continue executing EAB Management Plan with continued emphasis on replanting each ash tree that is removed
- Continue educating residents about 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

Major Increases (Decreases) in 2019 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
PUBLIC RIGHT-OF-WAY (8902-735)								
0101	Salaries	5,152	5,000	3,395	5,000	8,000	8,000	
0102	Full Time Hourly Wages	78,614	90,630	73,395	96,000	94,000	94,000	
0104	Overtime Wages	261	500	475	500	500	500	
0110	Health Insurance	26,690	25,050	23,529	25,050	27,920	27,920	
0111	Fringes	19,023	22,200	17,840	23,440	22,200	22,200	
0115	Schools/Seminars/Training	1,000	1,000	0	1,000	1,000	1,000	
0124	Meal Allowance	0	0	12	20	0	0	
	Personal Services	130,740	144,380	118,646	151,010	153,620	153,620	9,240
0213	Maint of Motor Vehicles	21	0	2,280	2,300	1,000	1,000	
0236	Outside Services	429	500	400	500	500	500	
0241	Tree Planting & Landscape	12,742	12,000	8,211	12,000	12,000	12,000	
0293	Maint of Motor Veh/Fleet	7,631	15,000	5,696	12,000	13,000	13,000	
0294	Oil and Fluids/Fleet	1,070	1,200	419	1,000	1,000	1,000	
0296	Maint of Oper Eq/Fleet	2,918	6,000	4,918	6,000	6,000	6,000	
	Contractual Services	24,811	34,700	21,924	33,800	33,500	33,500	(1,200)
0310	Gasoline & Oil	7,753	8,600	8,793	8,800	9,000	9,000	
0316	Equipment Maint Supplies	217	500	0	500	500	500	
0319	Safety Supplies	1,687	800	355	800	800	800	
0320	Small Tools	37	400	378	400	400	400	
0333	All Other Supplies	580	800	1,118	1,200	1,000	1,000	
0339	Tires & Tire Maintance	1,012	1,000	0	1,000	1,000	1,000	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	11,286	12,300	10,644	12,900	12,900	12,900	600
	PUBLIC RIGHT-OF-WAY	166,837	191,380	151,214	197,710	200,020	200,020	8,640
						Percent Budget Change		4.51%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>PARKS (8903-788)</u>								
0101	Salaries	4,110	4,300	3,447	4,300	4,300	4,300	
0102	Full Time Hourly Wages	28,486	34,000	24,231	36,870	35,000	35,000	
0103	Temporary Wages	2,012	1,000	508	1,000	1,000	1,000	
0104	Overtime Wages	20	150	332	340	150	150	
0110	Health Insurance	10,999	9,910	8,684	9,910	11,760	11,760	
0111	Fringes	7,540	8,670	6,267	9,310	8,230	8,230	
0115	Schools/Seminars/Training	0	300	0	300	300	300	
0118	License Renewal	120	100	0	100	100	100	
	Personal Services	53,287	58,430	43,469	62,130	60,840	60,840	2,410
0204	Conference & Meetings	332	300	463	470	400	400	
0207	Dues and Memberships	350	350	360	360	360	360	
0216	Maint of Operating Equip	70	100	0	100	100	100	
0236	Outside Services	236	100	59	100	100	100	
0241	Tree Planting & Landscape	3108	3200	3,200	3,200	3,300	3,300	
	Contractual Services	4,096	4,050	4,082	4,230	4,260	4,260	210
0308	Books & Periodicals	22	100	129	130	100	100	
0316	Equipment Maint. Supplies	5	200	0	200	200	200	
0319	Safety Supplies	575	200	0	200	200	200	
0320	Small Tools	285	400	0	400	400	400	
0333	All Other Supplies	318	100	0	100	100	100	
0344	Small Equipment	0	500	340	500	500	500	
	Supplies & Materials	1,205	1,500	469	1,530	1,500	1,500	0
	PARKS	58,588	63,980	48,020	67,890	66,600	66,600	2,620
							Percent Budget Change	4.10%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	745	1,000	279	1,000	1,000	1,000	
0102	Full Time Hourly Wages	7,668	9,000	915	5,000	5,000	5,000	
0103	Temporary Wages	1,575	1,000	297	1,000	1,000	1,000	
0110	Health Insurance	3,173	2,780	454	2,780	1,760	1,760	
0111	Fringes	2,254	2,420	328	1,540	1,420	1,420	
	Personal Services	15,415	16,200	2,273	11,320	10,180	10,180	(6,020)
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	1,297	100	0	100	100	100	
0236	Outside Services	3,639	8,000	1,109	8,000	8,000	8,000	
	Contractual Services	4,936	8,200	1,109	8,200	8,200	8,200	0
	INVASIVE SPECIES CONTROL	20,351	24,400	3,382	19,520	18,380	18,380	(6,020)
								Percent Budget Change -24.67%
	TOTAL CITY WIDE FORESTRY	245,776	279,760	202,616	285,120	285,000	285,000	5,240
								Percent Budget Change 1.87%

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

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$30,574	\$35,760	\$212,750	n/a	\$112,450	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). Information Systems | (88,800) |
| Reduce line item charges to account for the elimination of funding for the GIS technician and Administrative Ass't positions. | |
| 2). Electricity | (8,700) |
| Reduce line items by 1%. | |
| 3). Natural Gas | (800) |
| Reduce line items by 1%. | |
| 4). Gas & Oil | (2,000) |
| Reduce line items by 1%. | |

* Note: All of these adjustments will be distributed proportionately to the department budgets affected prior to the beginning of the 2019 budget fiscal year.

**CITY OF NEENAH
2019 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 2019 request of \$15,000 is \$5,000 less than the 2018 request of \$20,000. The City has experienced a stabilization of refunds for corrections and claims on recent tax rolls. The amount will be transferred to a clearing account from which all tax refunds are issued. That clearing account currently has a negative balance of approximately \$25,000.

SPECIAL RESERVES AND ESCROWS

This cost center is designed to absorb the charges which are contingent upon events anticipated to occur in the coming year but for which sufficient data is not yet available to prepare a detailed budgetary plan.

	<u>Requested</u>
Salaries/Wages – Non Represented Employees	\$ 86,320
Fringe Benefits – Non Represented Employees	<u>23,920</u>
Total	\$110,240
Salaries/Wages – Police Union Employees	\$ 62,250
Fringe Benefits – Police Union Employees	<u>15,060</u>
Total	\$ 77,310
Salaries/Wages - Mid-Point Adjustment (Non-Rep Employees only)	\$ 8,500
Fringe Benefits – Mid-Point Adjustment (Non-Rep Employees only)	<u>1,700</u>
Total	\$10,200
Salaries/Wages – Salary Plan Implement (Non-Rep Employees only)	\$56,420
Fringe Benefits – Salary Plan Implement (Non-Rep Employees only)	<u>11,280</u>
Total	\$67,700
Health Insurance – To Fund Cost of Salary Plan Implementation	(\$67,700)

Major Increases (Decreases) in 2019 Budget Request:

Wages/Fringes/Health provides an amount for 2019 wage and fringe benefit adjustments. The full impact of existing contractual wage increases for Fire/Rescue unionized employees are included in their departmental operating budget.

Included in the net amount above of \$197,750 is \$110,240 for a projected average wage/fringe increase of 2.25% (1/1-1.0%; 7/1-1.25%) for 2019 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. Health insurance premiums for those same employees are 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 in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of \$10,200 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 \$8,500 assumes increases effective October 1, 2019, as in previous years. If adopted, the

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

full annualized impact of the mid-point increases would be \$34,000. These adjustments would vary by employee depending upon how the adjustments are ultimately distributed through the approved pay plan rules.

Also included in 2019 is \$67,700 to fund salary and fringe cost related to the planned implementation of the updated non-represented salary plan. As proposed, these costs would be offset dollar for dollar by a reduction in budgeted employee health insurance premiums.

The 2019 proposed budget also contains a list of proposed reductions that affect multiple departments across various budget line items totaling \$100,300. All adjustments will be distributed proportionately to the department budgets affected prior to 1/1/19.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
TAX REFUNDS (2605-721)								
0236	Misc Expenditures	20,000	20,000	20,000	20,000	15,000	15,000	(5,000)
	Contractual Services	20,000	20,000	20,000	20,000	15,000	15,000	(5,000)
	TAX REFUNDS	20,000	20,000	20,000	20,000	15,000	15,000	(5,000)
							Percent Budget Change	-25.00%

SPECIAL RESERVES & ESCROWS (2603-721)

0101	Salaries	0	6,410	0	0	86,320	86,320	
0111	Fringes	0	1,090	0	0	23,920	23,920	
0130	Police-Union Wages	0	0	0	0	62,250	62,250	
0131	Police-Union Fringes	0	0	0	0	15,060	15,060	
0140	Midpoint/Other Adj Wages	0	6,820	0	0	8,500	8,500	
0141	Midpoint/Other Adj Fringes	0	1,440	0	0	1,700	1,700	
0150	Salary Plan Impl Wages	0	0	0	0	56,420	56,420	
0151	Salary Plan Impl Fringes	0	0	0	0	11,280	11,280	
0152	Salary Plan Impl Health Ins Adj	0	0	0	0	(67,700)	(67,700)	
	Personal Services	0	15,760	0	0	197,750	197,750	181,990
0255	Internal I/S Services	0	0	0	0	0	(88,800)	
	Contractual Services	0	0	0	0	0	(88,800)	(88,800)
	SPECIAL RESERVES & ESCROWS	0	15,760	0	0	197,750	108,950	93,190

MAYOR'S EXECUTIVE ADJUSTMENTS (2606-721)

0222	Electricity	0	0	0	0	0	(8,700)	
0223	Natural Gas	0	0	0	0	0	(800)	
	Contractual Services	0	0	0	0	0	(9,500)	(9,500)
0310	Gas & Oil	0	0	0	0	0	(2,000)	
	Supplies & Materials	0	0	0	0	0	(2,000)	(2,000)
	MAYOR'S EXECUTIVE ADJUSTMENTS:	0	0	0	0	0	(11,500)	(11,500)

TRANSFERS OUT (9988-999)

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

**CITY OF NEENAH
2019 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
2019 Proposed Budget**

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

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>All TIF Funds</u>				
Fund Balance (Deficit), January 1	<u>(\$6,355,929)</u>	<u>(\$6,684,623)</u>	<u>(\$6,684,623)</u>	<u>(\$7,076,615)</u>
<u>Revenues</u>				
Property Tax Increment	\$4,311,106	\$4,794,158	\$4,750,645	\$5,096,234
Computer Exemption Aid	547,467	555,180	555,180	566,282
Transfer from TIF #7 - Donor TIF	609,369	749,296	730,008	942,316
Interest Income - Debt Reserve	3,750	4,000	4,000	4,000
Interest Income/Miscellaneous	269,262	5,000	4,000	5,000
Increment Shortfall Payments	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Total Revenues	5,820,954	6,187,634	6,123,833	6,693,832
<u>Expenditures</u>				
Transfer to Debt Service Fund	4,609,669	4,848,957	4,848,857	4,654,476
Transfer to General Fund-Admin	444,500	443,500	444,500	500,000
Transfer to General Fund-Interest	37,004	15,000	51,460	77,000
Transfer to TIF #8 - Donor TIF	609,369	749,296	730,008	942,316
Developer Increment Reimbursement	265,000	265,000	265,000	265,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	<u>14,106</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Expenditures	6,149,648	6,497,753	6,515,825	6,614,792
Excess Revenues Over (Under) Expenditures	(328,694)	(310,119)	(391,992)	79,040
Fund Balance (Deficit), December 31	<u>(\$6,684,623)</u>	<u>(\$6,994,742)</u>	<u>(\$7,076,615)</u>	<u>(\$6,997,575)</u>
Cash Advance from Debt Service Levy (2012-18)	<u>5,400,000</u>	<u>6,100,000</u>	<u>6,100,000</u>	<u>6,100,000</u>
Cash Advance from Debt Service Levy (2019)	<u>0</u>	<u>0</u>	<u>0</u>	<u>900,000</u>
Net Cash Surplus (Deficit)	<u>(\$1,284,623)</u>	<u>(\$894,742)</u>	<u>(\$976,615)</u>	<u>\$2,425</u>

**CITY OF NEENAH
2019 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)
2019 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

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #5</u>				
Fund Balance (Deficit), January 1	<u>(\$371,868)</u>	<u>(\$376,581)</u>	<u>(\$376,581)</u>	<u>(\$323,549)</u>
<u>Revenues</u>				
Property Tax Increment	263,832	338,292	335,222	378,116
Computer Exemption Aid	148,550	150,730	150,730	153,745
Interest Income/Miscellaneous	8	1,000	1,000	1,000
Total Revenues	<u>412,390</u>	<u>490,022</u>	<u>486,952</u>	<u>532,861</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	348,951	360,920	360,920	317,042
Transfer to General Fund-Admin	71,000	70,000	71,000	80,000
Transfer to General Fund-Interest	1,057	1,000	1,000	1,500
Sundry Costs/Miscellaneous	(3,905)	1,000	1,000	1,000
Total Expenditures	<u>417,103</u>	<u>432,920</u>	<u>433,920</u>	<u>399,542</u>
Excess Revenues Over (Under) Expenditures	(4,713)	57,102	53,032	133,319
Fund Balance (Deficit), December 31	<u>(\$376,581)</u>	<u>(\$319,479)</u>	<u>(\$323,549)</u>	<u>(\$190,230)</u>
Cash Advance from Debt Service Levy (2012-18)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2019)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$376,581)</u>	<u>(\$319,479)</u>	<u>(\$323,549)</u>	<u>(\$190,230)</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #6 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest). TIF #6 was designated as "distressed" in 2015, adding ten years to its maximum closure date to 12/31/2030.

**TIF #6 Fund (Southpark Industrial Center)
2019 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

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #6</u>				
Fund Balance (Deficit), January 1	(\$1,430,108)	(\$1,072,396)	(\$1,072,396)	(\$752,261)
<u>Revenues</u>				
Property Tax Increment	684,039	654,955	649,010	634,610
Computer Exemption Aid	77,371	78,510	78,510	80,080
Interest Income/Miscellaneous	18	1,000	1,000	1,000
Total Revenues	761,428	734,465	728,520	715,690
<u>Expenditures</u>				
Transfer to Debt Service Fund	341,026	345,945	345,945	240,148
Transfer to General Fund-Admin	53,500	53,500	53,500	60,000
Transfer to General Fund-Interest	8,005	2,000	7,940	10,000
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	1,185	1,000	1,000	1,000
Total Expenditures	403,716	402,445	408,385	311,148
Excess Revenues Over (Under) Expenditures	357,712	332,020	320,135	404,542
Fund Balance (Deficit), December 31	(\$1,072,396)	(\$740,376)	(\$752,261)	(\$347,719)
Cash Advance from Debt Service Levy (2012-18)	1,250,000	1,250,000	1,250,000	350,000
Cash Advance from Debt Service Levy (2019)	0	0	0	0
Net Cash Surplus (Deficit)	\$177,604	\$509,624	\$497,739	\$2,281

**CITY OF NEENAH
2019 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)
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #7</u>				
Fund Balance (Deficit), January 1	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Revenues</u>				
Property Tax Increment	1,966,033	2,125,116	2,105,828	2,144,963
Computer Exemption Aid	56,336	57,160	57,160	58,303
Interest Income/Miscellaneous	14,371	1,000	1,000	1,000
Total Revenues	<u>2,036,740</u>	<u>2,183,276</u>	<u>2,163,988</u>	<u>2,204,266</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	1,255,821	1,231,980	1,231,980	1,045,950
Transfer to General Fund-Admin	106,000	106,000	106,000	120,000
Transfer to General Fund-Interest	0	0	0	0
Transfer to TIF #8 - Donor TIF	609,369	749,296	730,008	942,316
Developer Increment Reimbursement	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	(29,450)	1,000	1,000	1,000
Total Expenditures	<u>2,036,740</u>	<u>2,183,276</u>	<u>2,163,988</u>	<u>2,204,266</u>
Excess Revenues Over (Under) Expenditures	0	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 (2012-18)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2019)	<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
2019 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)
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #8</u>				
Fund Balance (Deficit), January 1	(\$4,418,455)	(\$5,122,091)	(\$5,122,091)	(\$5,856,991)
<u>Revenues</u>				
Property Tax Increment	1,284,393	1,336,825	1,324,692	1,333,781
Computer Exemption Aid	218,810	222,030	222,030	226,470
Transfer from TIF #7 - Donor TIF	609,369	749,296	730,008	942,316
Interest Income - Debt Reserve	3,750	4,000	4,000	4,000
Interest Income/Miscellaneous	0	0	0	0
Increment Shortfall Payments	80,000	80,000	80,000	80,000
Total Revenues	<u>2,196,322</u>	<u>2,392,151</u>	<u>2,360,730</u>	<u>2,586,567</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	2,610,279	2,783,850	2,783,850	2,826,332
Transfer to General Fund-Admin	106,000	106,000	106,000	120,000
Transfer to General Fund-Interest	26,049	10,000	34,780	52,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	(12,370)	1,000	1,000	1,000
Total Expenditures	<u>2,899,958</u>	<u>3,070,850</u>	<u>3,095,630</u>	<u>3,169,332</u>
Excess Revenues Over (Under) Expenditures	(703,636)	(678,699)	(734,900)	(582,765)
Fund Balance (Deficit), December 31	<u>(\$5,122,091)</u>	<u>(\$5,800,790)</u>	<u>(\$5,856,991)</u>	<u>(\$6,439,756)</u>
Cash Advance from Debt Service Levy (2012-18)	<u>4,150,000</u>	<u>4,850,000</u>	<u>4,850,000</u>	<u>5,450,000</u>
Cash Advance from Debt Service Levy (2019)	<u>0</u>	<u>0</u>	<u>0</u>	<u>750,000</u>
Net Cash Surplus (Deficit)	<u>(\$972,091)</u>	<u>(\$950,790)</u>	<u>(\$1,006,991)</u>	<u>(\$239,756)</u>

**CITY OF NEENAH
2019 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)
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #9</u>				
Fund Balance (Deficit), January 1	(\$65,443)	\$49,823	\$49,823	\$266,169
<u>Revenues</u>				
Property Tax Increment	112,809	244,823	242,601	226,770
Computer Exemption Aid	46,400	46,720	46,720	47,654
Interest Income/Miscellaneous	3,346	1,000	1,000	1,000
Total Revenues	162,555	292,543	290,321	275,424
<u>Expenditures</u>				
Transfer to Debt Service Fund	11,653	36,975	36,975	76,630
Transfer to General Fund-Admin	36,000	36,000	36,000	40,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	(364)	1,000	1,000	1,000
Total Expenditures	47,289	73,975	73,975	117,630
Excess Revenues Over (Under) Expenditures	115,266	218,568	216,346	157,794
Fund Balance (Deficit), December 31	\$49,823	\$268,391	\$266,169	\$423,963
Cash Advance from Debt Service Levy (2012-18)	0	0	0	0
Cash Advance from Debt Service Levy (2019)	0	0	0	0
Net Cash Surplus (Deficit)	\$49,823	\$268,391	\$266,169	\$423,963

**CITY OF NEENAH
2019 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)
2019 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

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
<u>TIF #10</u>				
Fund Balance (Deficit), January 1	(\$70,055)	(\$127,378)	(\$127,378)	(\$337,983)
<u>Revenues</u>				
Property Tax Increment	0	94,147	93,292	319,914
Computer Exemption Aid	0	30	30	30
Interest Income/Miscellaneous	251,519	1,000	0	1,000
Total Revenues	251,519	95,177	93,322	320,944
<u>Expenditures</u>				
Transfer to Debt Service Fund	41,939	89,287	89,187	147,969
Transfer to General Fund-Admin	36,000	36,000	36,000	40,000
Transfer to General Fund-Interest	1,893	2,000	7,740	12,000
Developer Increment Reimbursement	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	59,010	1,000	1,000	1,000
Total Expenditures	308,842	298,287	303,927	370,969
Excess Revenues Over (Under) Expenditures	(57,323)	(203,110)	(210,605)	(50,025)
Fund Balance (Deficit), December 31	(\$127,378)	(\$330,488)	(\$337,983)	(\$388,008)
Cash Advance from Debt Service Levy (2012-18)	0	0	0	300,000
Cash Advance from Debt Service Levy (2019)	0	0	0	150,000
Net Cash Surplus (Deficit)	(\$127,378)	(\$330,488)	(\$337,983)	\$61,992

**CITY OF NEENAH
2019 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)
2019 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

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
<u>TIF #11</u>				
Fund Balance (Deficit), January 1	\$0	(\$37,097)	(\$37,097)	(\$73,097)
<u>Revenues</u>				
Property Tax Increment	0	0	0	58,080
Computer Exemption Aid	0	0	0	30
Interest Income/Miscellaneous	0	0	0	0
Total Revenues	0	0	0	58,110
<u>Expenditures</u>				
Transfer to Debt Service Fund	0	0	0	405
Transfer to General Fund-Admin	36,000	36,000	36,000	40,000
Transfer to General Fund-Interest	0	0	0	1,500
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	1,097	0	0	0
Total Expenditures	37,097	36,000	36,000	41,905
Excess Revenues Over (Under) Expenditures	(37,097)	(36,000)	(36,000)	16,205
Fund Balance (Deficit), December 31	(\$37,097)	(\$73,097)	(\$73,097)	(\$56,892)
Cash Advance from Debt Service Levy (2012-18)	0	0	0	0
Cash Advance from Debt Service Levy (2019)	0	0	0	0
Net Cash Surplus (Deficit)	(\$37,097)	(\$73,097)	(\$73,097)	(\$56,892)

**CITY OF NEENAH
2019 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
2019 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 2018 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 2019 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 2019 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2019.

	Prior Year Grants		2018 Grant		2019
	<u>Allocation</u>	<u>2018 Exp.</u>	<u>Allocation</u>	<u>2018 Exp.</u>	<u>Budget</u>
Grant Funds Available	<u>\$700,226</u>	<u>\$700,226</u>	<u>\$219,928</u>	<u>\$219,928</u>	<u>\$200,000</u>

ALLOCATIONS

Direct

Low/Moderate Income Households	\$372,348	\$169,694	\$88,928	\$19,000	\$100,000
Redevelopment & Blight Elimination	291,878	221,536	90,000	80,000	55,000
Community Planning & Projects	11,000	10,000	11,000	5,500	15,000

Transfers

Administration	<u>25,000</u>	<u>17,561</u>	<u>30,000</u>	<u>15,000</u>	<u>30,000</u>
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Totals	<u>\$700,226</u>	<u>\$418,790</u>	<u>\$219,928</u>	<u>\$119,500</u>	<u>\$200,000</u>
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Grant Balances		<u>\$281,436</u>		<u>\$100,428</u>	
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CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

Department/Office: Community Development	Budget: Housing Fund
Program: Special Revenue Funds	Submitted by: Chris Haese

Housing Fund
2019 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 2019 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).

2018 Accomplishments:

Initiated and completed 10 owner-occupied rehabilitation projects.

2019 Goals/Plans:

OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners.

HOMEBUYERS ASSISTANCE PROGRAM: Working with Winnebago County Housing Authority, provide funding assistance to 2 first-time homebuyers with down payment/closing cost assistance and housing rehabilitation.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$72,620	\$47,171	\$47,171	\$27,171
<u>REVENUES</u>				
Loan Repayments	\$33,615	\$20,000	\$45,000	\$25,000
Community Dev. Block Grant	0	25,000	0	25,000
Interest and Miscellaneous	1,793	1,560	2,500	3,000
Total Revenue	\$35,408	\$46,560	\$47,500	\$53,000
<u>EXPENDITURES</u>				
Schools, Seminars, Training	\$0	\$0	\$0	\$0
Auto Allowance	0	150	0	150
Postage	0	300	0	300
Outside Services	2,916	2,500	2,500	2,500
Office Supplies	0	350	0	350
Printing	0	250	0	250
Misc Expenditures	3,040	200	0	200
Grants/Loans Issued	19,901	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	35,000	35,000
Total Expenditures	\$60,857	\$68,750	\$67,500	\$68,750
Excess Revenues Over (Under) Expenditures	(\$25,449)	(\$22,190)	(\$20,000)	(\$15,750)
Fund Balance, December 31	\$47,171	\$24,981	\$27,171	\$11,421
Loans Outstanding as of 12/31/2017: 102	\$564,038			
Loans Written Off Due to Foreclosure/Bankruptcy	0		0	

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Economic Development
Program: Special Revenue Funds	Submitted by: Chris Haese

Small Business Loan Program
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance, January 1	<u>\$238,139</u>	<u>\$239,067</u>	<u>\$239,067</u>	<u>\$14,067</u>
REVENUES				
Loan Repayments	\$0	\$0	\$0	\$1,000
Interest and Miscellaneous	1,817	200	650	200
Total Revenue	<u>\$1,817</u>	<u>\$200</u>	<u>\$650</u>	<u>\$1,200</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	889	200	650	200
Grants/Loans Issued	0	25,000	0	8,000
Transfer to General Fund	0	5,000	0	5,000
Transfer to CDBG	0	0	225,000	0
Total Expenditures	<u>\$889</u>	<u>\$30,450</u>	<u>\$225,650</u>	<u>\$13,450</u>
Excess Revenues Over (Under) Expenditures	\$928	(\$30,250)	(\$225,000)	(\$12,250)
Fund Balance, December 31	<u>\$239,067</u>	<u>\$208,817</u>	<u>\$14,067</u>	<u>\$1,817</u>
Loans Outstanding as of 12/31/2017: 0	<u>\$0</u>			
Loans Written Off Due to Bankruptcy	0			

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance (Deficit), January 1	<u>\$60,164</u>	<u>\$72,905</u>	<u>\$72,905</u>	<u>\$82,005</u>
<u>REVENUES</u>				
Per Capita Funding Allocation	<u>\$29,176</u>	<u>\$29,180</u>	<u>\$29,100</u>	<u>\$29,100</u>
Total Revenue	<u>\$29,176</u>	<u>\$29,180</u>	<u>\$29,100</u>	<u>\$29,100</u>
<u>EXPENDITURES</u>				
Recruitment/Retention	\$11,435	\$15,000	\$15,000	\$15,000
Transfer to General Fund	5,000	\$5,000	\$5,000	\$5,000
Total Expenditures	<u>\$16,435</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Excess Revenues Over (Under) Expenditures	\$12,741	\$9,180	\$9,100	\$9,100
Fund Balance (Deficit), December 31	<u>\$72,905</u>	<u>\$82,085</u>	<u>\$82,005</u>	<u>\$91,105</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: Gerry Kaiser

Recycling Fund
2019 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, \$37 in 2016 and 2017, and \$36 in 2018. In 2012, 2013, 2014, and 2015 this fee offset a portion of the shortfall with the remainder of the shortfall covered through Recycling Fund reserves or tax levy. In 2016 through 2018 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
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Recycling Fund
Program: Special Revenue Funds	Submitted by: Gerry Kaiser

2018 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.

2019 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 2019 Budget Request:

- Assumed single stream recyclable tipping fees remain at \$10 per ton.
- Assumed yard waste tipping fees remain at \$22 per ton.
- Assumed revenue from the State Recycling grant to be the same as 2018.
- Assumed revenue from commodity sales to be \$0.
- Assumed 8,861 properties serviced comprising 8,950 charged units.
- Assumed a residential recycling special charge \$40.00 per unit. 2018 charge was \$36.00 per unit.
- Increased cost for Drop-off Site dumpster pulls to reflect increased use.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>
Fund Balance, January 1	\$174,261	\$178,490	\$178,490	\$167,690	\$167,690
<u>REVENUES</u>					
Program Revenue	\$24,861	\$13,000	\$30,000	\$25,000	\$25,000
Grants	201,853	200,000	201,830	200,000	200,000
County Reimbursement	25,332	15,000	47,210	15,000	15,000
Transfer from Public Infrastructure	0	26,000	26,000	0	0
Total Revenue	<u>\$252,046</u>	<u>\$254,000</u>	<u>\$305,040</u>	<u>\$240,000</u>	<u>\$240,000</u>
<u>EXPENDITURES</u>					
Curbside Collection	\$317,408	\$245,400	\$330,380	\$292,460	\$292,460
Drop Off Site Collection	87,264	104,440	99,110	122,290	122,290
Adm. & Public Information	1,598	3,260	3,260	2,360	2,360
Yard Waste	147,404	189,720	180,260	179,920	179,920
Special Reserves & Escrow	0	0	0	3,540	3,540
Trans. to General Fund for Adm	22,000	25,000	25,000	25,000	25,000
Total Expenditures	<u>\$575,674</u>	<u>\$567,820</u>	<u>\$638,010</u>	<u>\$625,570</u>	<u>\$625,570</u>
Excess Revenues Over (Under) Exp.	(\$323,628)	(\$313,820)	(\$332,970)	(\$385,570)	(\$385,570)
Tax Levy	\$0	\$0	\$0	\$0	\$0
Residential Special Charge	\$327,857	\$321,340	\$322,170	\$358,000	\$358,000
Surplus (Deficit) after Special Charge	\$4,229	\$7,520	(\$10,800)	(\$27,570)	(\$27,570)
Fund Balance, December 31	<u>\$178,490</u>	<u>\$186,010</u>	<u>\$167,690</u>	<u>\$140,120</u>	<u>\$140,120</u>

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

RECYCLING DIVISION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 months)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
Curbside Collection	317,409	245,400	261,458	330,380	292,460	292,460	
Waste Oil/Dropoff Site	87,264	104,440	74,567	99,110	122,290	122,290	
Admin.& Public Informatio	1,598	3,260	742	3,260	2,360	2,360	
Yard Waste	147,404	189,720	117,602	180,260	179,920	179,920	
Special Reserves & Escrow	0	0	0	0	3,540	3,540	
Transfers	22,000	25,000	18,750	25,000	25,000	25,000	
TOTAL EXPENDITURES	575,675	567,820	473,119	638,010	625,570	625,570	57,750
					Percent Budget Change		10.17%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	2,000	2,000	1,500	2,000	4,900	4,900	
0102	Full Time Hourly Wages	185,029	170,520	133,488	180,300	172,000	172,000	
0103	Temporary Wages	15,432	17,550	12,432	17,500	20,000	20,000	
0104	Overtime Wages	1,121	450	683	1,830	1,700	1,700	
0110	Health Insurance	64,664	56,260	45,101	56,260	54,240	54,240	
0111	Fringes	46,208	44,040	34,285	46,590	43,680	43,680	
0115	Schools/Seminars/Training	200	200	0	200	200	200	
0124	Meal Allowance	0	0	8	10	0	0	
	PERSONAL SERVICES	314,654	291,020	227,497	304,690	296,720	296,720	5,700
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	1,598	3,000	742	3,000	2,100	2,100	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	346	400	75	400	400	400	
0207	Dues & Memberships	0	100	0	100	100	100	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,388	2,800	2,313	2,800	2,950	2,950	
0236	Outside Services	12,799	32,530	16,727	23,530	9,530	9,530	
0238	Professional Services	0	100	0	100	100	100	
0243	Tipping Fees	35,428	37,000	29,480	37,000	49,000	49,000	
0245	License Fees	187	190	187	190	190	190	
0249	Dumpster Pulls	13,741	10,000	23,474	30,000	35,000	35,000	
0252	Rental of Equipment	10,000	14,000	7,875	14,000	14,000	14,000	
0293	Maint of Motor Veh/Fleet	84,600	90,000	84,382	103,500	93,000	93,000	
0294	Oil and Fluids/Fleet	5,689	5,600	4,928	5,600	5,600	5,600	
0296	Maint of Oper Eq/Fleet	3,383	22,600	1,444	15,600	15,600	15,600	
	CONTRACTUAL SERVICES	170,159	218,490	171,627	235,990	227,740	227,740	9,250
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0310	Gasoline & Oil	35,226	40,100	35,229	48,300	51,900	51,900	
0313	Motor Vehicles Maint. Sup	0	250	236	400	250	250	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	0	450	236	450	450	450	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	1,415	700	255	750	700	700	
0339	Tires & Tire Maintance	32,221	21,500	19,290	22,120	22,500	22,500	
	SUPPLIES & MATERIALS	68,862	63,310	55,246	72,330	76,110	76,110	12,800
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
0800	Mayor's Adjustment	0	(30,000)	0	0	0	0	
	MAYOR'S EXECUTIVE ADJ.	0	(30,000)	0	0	0	0	30,000
<u>TRANSFERS</u>								
9999	Transfer to General Fund	22,000	25,000	18,750	25,000	25,000	25,000	
	TRANSFERS	22,000	25,000	18,750	25,000	25,000	25,000	0
	TOTAL RECYCLING	575,675	567,820	473,120	638,010	625,570	625,570	57,750
							Percent Budget Change	10.17%

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
<u>CURBSIDE COLLECTION (081-6901-935)</u>								
0102	Full Time Hourly Wages	100,270	87,290	69,435	95,000	85,000	85,000	
0104	Overtime Wages	279	150	127	1,200	1,400	1,400	
0110	Health Insurance	31,938	25,790	21,183	25,790	24,480	24,480	
0111	Fringes	22,794	20,180	16,101	22,200	19,440	19,440	
0115	Schools/Seminars/Training	200	200	0	200	200	200	
0202	Outside Printing	0	300	0	300	300	300	
0206	Advertising & Publication	346	350	75	350	350	350	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,388	2,800	2,313	2,800	2,950	2,950	
0236	Outside Services	8,729	5,000	2,365	5,000	5,000	5,000	
0243	Tipping Fees	13,591	13,000	9,476	13,000	25,000	25,000	
0245	License Fees	187	190	187	190	190	190	
0249	Dumpster Pulls	13,741	10,000	23,474	30,000	0	0	
0293	Maint of Motor Veh/Fleet	69,554	60,000	70,209	75,000	65,000	65,000	
0294	Oil and Fluids/Fleet	5,278	4,000	3,858	4,000	4,000	4,000	
0296	Maint of Oper Eq/Fleet	0	500	0	500	500	500	
0310	Gasoline & Oil	27,724	27,000	26,816	36,000	39,000	39,000	
0313	Motor Vehicles Maint. Sup	0	100	236	250	100	100	
0316	Equipment Maint. Supplies	0	0	0	0	0	0	
0319	Safety Supplies	0	300	193	300	300	300	
0333	All Other Supplies	0	200	239	250	200	200	
0339	Tires & Tire Maintance	20,390	18,000	15,173	18,000	19,000	19,000	
0800	Mayor's Executive Adj	0	(30,000)	0	0	0	0	
	CURBSIDE COLLECTION	317,409	245,400	261,460	330,380	292,460	292,460	47,060
<u>WASTE OIL / DROP-OFF SITE (081-6902-935)</u>								
0101	Salaries	2,000	2,000	1,500	2,000	2,000	2,000	
0102	Full Time Hourly Wages	23,350	20,300	15,733	20,300	21,000	21,000	
0103	Temporary Wages	15,432	17,550	12,432	17,500	20,000	20,000	
0104	Overtime Wages	461	0	30	30	0	0	
0110	Health Insurance	13,100	11,820	9,043	11,820	11,370	11,370	
0111	Fringes	9,407	9,270	6,878	9,260	9,020	9,020	
0236	Outside Services	1,175	26,000	14,362	17,000	3,000	3,000	
0249	Dumpster Pulls	0	0	0	0	35,000	35,000	
0252	Rental of Equipment	10,000	13,000	7,875	13,000	13,000	13,000	
0293	Maint of Motor Veh/Fleet	2,617	3,000	3,228	3,500	3,000	3,000	
0294	Oil and Fluids/Fleet	108	100	0	100	100	100	
0296	Maint of Oper Eq/Fleet	0	100	0	100	100	100	
0310	Gasoline & Oil	1,382	1,100	3,487	4,300	4,500	4,500	
0333	All Other Supplies	837	200	0	200	200	200	
0339	Tires & Tire Maintance	7,395	0	0	0	0	0	
	WASTE OIL / DROP-OFF SITE	87,264	104,440	74,568	99,110	122,290	122,290	17,850

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>PUBLIC INFORMATION (081-6905-935)</u>								
0202	Outside Printing	1,598	2,700	742	2,700	1,800	1,800	
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	1,598	3,260	742	3,260	2,360	2,360	(900)
<u>YARD WASTE (081-6907-935)</u>								
0102	Full Time Hourly Wages	61,409	62,930	48,320	65,000	66,000	66,000	
0104	Overtime Wages	381	300	526	600	300	300	
0110	Health Insurance	19,626	18,650	14,875	18,650	18,390	18,390	
0111	Fringes	14,007	14,590	11,306	15,130	14,580	14,580	
0124	Meal Allowance	0	0	8	10	0	0	
0236	Outside Services	2,895	1,500	0	1,500	1,500	1,500	
0243	Tipping Fees	21,837	24,000	20,005	24,000	24,000	24,000	
0252	Rental of Equipment	0	1,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	12,429	27,000	10,945	25,000	25,000	25,000	
0294	Oil and Fluids/Fleet	303	1,500	1,070	1,500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	3,383	22,000	1,444	15,000	15,000	15,000	
0310	Gasoline & Oil	6,120	12,000	4,926	8,000	8,400	8,400	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	0	150	43	150	150	150	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	578	200	16	200	200	200	
0339	Tires & Tire Maintance	4,436	3,500	4,117	4,120	3,500	3,500	
	YARD WASTE	147,404	189,720	117,601	180,260	179,920	179,920	(9,800)
<u>SPECIAL RESERVES & ESCROW (081-9026-733)</u>								
0101	Salaries	0	0	0	0	2,900	2,900	
0111	Fringes	0	0	0	0	640	640	
	Special Reserves & Escrow	0	0	0	0	3,540	3,540	3,540
<u>TRANSFER TO GENERAL FUND (081-9910-935)</u>								
9999	Tranfer to General Fund	22,000	25,000	18,750	25,000	25,000	25,000	
	TRANSFER TO GENERAL FUND	22,000	25,000	18,750	25,000	25,000	25,000	0
RECYCLING PROGRAM		575,675	567,820	473,121	638,010	625,570	625,570	57,750
							Percent Budget Change	10.17%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Health	Budget: Health Grants
Program: Special Revenue Funds	Submitted by: Andy Kahl

Health Grants Program
2019 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>2017</u> Actual	<u>2018</u> Y-T- D	<u>2019</u> Budget
Fund Balance, January 1	<u>\$92,459</u>	<u>\$92,459</u>	<u>\$78,459</u>
<u>EXPENDITURES</u>			
Transfer to Equipment Fund	0	4,000	0
Transfer to General Fund	0	10,000	0
Total Expenditures	<u>\$0</u>	<u>\$14,000</u>	<u>\$0</u>
Fund Balance, December 31	<u>\$92,459</u>	<u>\$78,459</u>	<u>\$78,459</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Park and Recreation Fund
2019 Proposed Budget**

To account for monies received from private donations and requests to finance specific Park and Recreation related activities and the corresponding expenditures.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	<u>\$315,555</u>	<u>\$315,986</u>	<u>\$315,986</u>	<u>\$320,486</u>
<u>Revenues</u>				
Contributions	\$27,739	\$40,000	\$40,000	\$40,000
Interest & Miscellaneous	2,840	2,000	4,500	5,000
Total Revenues	<u>\$30,579</u>	<u>\$42,000</u>	<u>\$44,500</u>	<u>\$45,000</u>
<u>Expenditures</u>				
	<u>\$30,148</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Excess Revenues Over (Under) Expenditures	\$431	\$2,000	\$4,500	\$5,000
Fund Balance (Deficit), December 31	<u>\$315,986</u>	<u>\$317,986</u>	<u>\$320,486</u>	<u>\$325,486</u>

**Dial-A-Ride Fund
2019 Proposed Budget**

To account for the receipts and disbursements of the Neenah-Menasha Dial-A-Ride Transportation program for the elderly.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	<u>\$72,848</u>	<u>\$76,091</u>	<u>\$76,091</u>	<u>\$77,591</u>
<u>Revenues</u>				
Intergovernmental	\$42,820	\$42,000	\$42,000	\$42,000
Contribution/Interest	8,880	8,000	10,500	11,000
Total Revenues	<u>\$51,700</u>	<u>\$50,000</u>	<u>\$52,500</u>	<u>\$53,000</u>
<u>Expenditures</u>				
	<u>\$48,457</u>	<u>\$55,000</u>	<u>\$51,000</u>	<u>\$46,250</u>
Excess Revenues Over (Under) Expenditures	\$3,243	(\$5,000)	\$1,500	\$6,750
Fund Balance (Deficit), December 31	<u>\$76,091</u>	<u>\$71,091</u>	<u>\$77,591</u>	<u>\$84,341</u>

**Civic and Social Fund
2019 Proposed Budget**

To account for monies provided by private donors to finance specific civic improvement and social activities and the corresponding expenditures.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	<u>\$143,377</u>	<u>\$148,461</u>	<u>\$148,461</u>	<u>\$160,461</u>
<u>Revenues</u>				
Contribution	\$40,224	\$26,000	\$34,000	\$26,000
Interest & Miscellaneous	11,046	18,000	18,000	18,000
Total Revenue	<u>\$51,270</u>	<u>\$44,000</u>	<u>\$52,000</u>	<u>\$44,000</u>
<u>Expenditures</u>				
	<u>\$46,186</u>	<u>\$36,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Excess Revenues Over (Under) Expenditures	\$5,084	\$8,000	\$12,000	\$4,000
Fund Balance (Deficit), December 31	<u>\$148,461</u>	<u>\$156,461</u>	<u>\$160,461</u>	<u>\$164,461</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Miscellaneous
Program: Special Revenue Funds	Submitted by: Andy Kahl

**Library Fund
2019 Proposed Budget**

To account for monies provided by private donors to finance specific Library improvements and services and the corresponding expenditures.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	\$1,391,401	\$1,505,914	\$1,505,914	\$1,530,914
Revenues				
Contribution	\$19,323	\$40,000	\$40,000	\$40,000
Interest & Market Adj.	142,330	40,000	40,000	50,000
Total Revenue	\$161,653	\$80,000	\$80,000	\$90,000
Expenditures	\$47,140	\$55,000	\$55,000	\$55,000
Excess Revenues Over (Under) Expenditures	\$114,513	\$25,000	\$25,000	\$35,000
Fund Balance (Deficit), December 31	\$1,505,914	\$1,530,914	\$1,530,914	\$1,565,914

**Public Safety Trust
2019 Proposed Budget**

To account for monies provided by private donors to finance specific public safety equipment and services and the corresponding expenditures.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	\$121,202	\$131,232	\$131,232	\$171,232
Revenues				
Contribution	\$18,246	\$30,000	\$145,000	\$30,000
Interest & Miscellaneous	11,005	20,000	10,000	20,000
Total Revenue	\$29,251	\$50,000	\$155,000	\$50,000
Expenditures	\$19,221	\$70,000	\$115,000	\$50,000
Excess Revenues Over (Under) Expenditures	\$10,030	(\$20,000)	\$40,000	\$0
Fund Balance (Deficit), December 31	\$131,232	\$111,232	\$171,232	\$171,232

**Clock Tower Renovation/Maintenance
2019 Proposed Budget**

To account for monies provided by private donors to finance clock tower renovation and maintenance.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance (Deficit), January 1	\$7,078	\$1,367	\$1,367	(\$33)
Revenues				
Contributions	\$0	\$100	\$0	\$100
Interest & Miscellaneous	55	30	100	150
Total Revenue	\$55	\$130	\$100	\$250
Expenditures	\$5,766	\$500	\$1,500	\$200
Excess Revenues Over (Under) Expenditures	(\$5,711)	(\$370)	(\$1,400)	\$50
Fund Balance (Deficit), December 31	\$1,367	\$997	(\$33)	\$17

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Debt Service Fund
2019 Operating Budget

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation borrowing long-term principal, interest and related costs. All of the City-purpose long-term debt is general obligation debt, and thus is secured by the full faith and credit of the City, and consists of installment notes, bonds and other governmental loans.

The City's debt service obligation also includes general obligation debt issued for the benefit of the City's Sanitary and Storm Sewer Funds as well as Tax Incremental Financing Districts #5, #6, #7, #8, #9, #10 and #11. Should any of these entities fail to meet their obligations on this debt, the City is ultimately responsible. In 2012, the City saw a significant reduction in the amount needed to levy for non-TIF debt service. The City began in 2012 to use those levy dollars to provide temporary cash advances to assist in funding debt service payments in TIF districts in which increment in those districts is not sufficient to meet all debt service requirements.

As of December 31, 2018, the City's outstanding General Obligation debt is estimated to total \$48,858,100. This amount represents 44.2% of the City's legal debt limit of \$110,483,105. The City also has Storm Water Revenue Bonds issued in 2009 totaling \$305,843. In addition, the City has Capital Lease obligations totaling \$18,890,000 in Lease Revenue Bonds issued by the City's Community Development Authority in 2004 and 2008, with the 2004 issue refunded in 2013 and the 2008 issue partially refunded in 2016.

The 2019 Debt Service tax levy of \$3,285,000 is a decrease of \$105,000 from 2018, or 3.1%.

	<u>2019 Budget</u>	
Estimated Fund Balance, January 1, 2019		\$6,282,305
<u>Revenues</u>		
Tax Levy	3,285,000	
Transfer from Tax Increment Districts (total T.I.D. debt service)	4,654,476	
Transfer from Sanitary Sewer Utility (capital projects/equip)	1,288,464	
Transfer from Storm Water Utility (capital projects/equip)	612,827	
Special Assessments	370,000	
Transportation Assessment Replacement Fee	400,000	
Winnebago County (Library-ends 2020)	108,509	
Net Premium on Debt Issuance	100,000	
Total Revenues		10,819,276
<u>Expenditures</u>		
City General Obligation Debt Service:		
Principal	7,079,766	
Interest	1,216,142	8,295,908
Storm Water Revenue Bonds		
Principal	23,692	
Interest	9,270	32,962
Capital Leases		
Principal	1,085,000	
Interest	634,570	1,719,570
Total Expenditures		10,048,440
Excess Revenues Over (Under) Expenditures		<u>770,836</u>
* Estimated Fund Balance, December 31, 2019		<u><u>\$7,053,141</u></u>

*Note: \$7.0 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #6, #8 and #10 Special Revenue Funds, where current TIF increment is not sufficient to meet current debt service requirements.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

2019 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2009A \$2,715,000	Streets/Facilities/Equip.	100,000	2,000	102,000	
NIC - 2.988%	Sanitary Sewer Utility	145,000	2,900	147,900	
	Storm Water Utility	90,000	1,800	91,800	341,700
2010A \$2,775,000	Streets/Facilities/Equip.	270,000	4,725	274,725	
NIC - 2.481%	Sanitary Sewer Utility	100,000	1,750	101,750	376,475
2011 \$4,995,000	Streets/Facilities/Equip.	270,000	10,615	280,615	
NIC - 2.477%	TID #5	25,000	1,062	26,062	
	TID #6	5,000	213	5,213	
	TID #7	5,000	213	5,213	
	TID #8	100,000	4,395	104,395	
	Sanitary Sewer Utility	268,000	12,782	280,782	
	Storm Water Utility	42,000	1,833	43,833	746,113
2012A \$3,955,000	Streets/Facilities/Equip.	290,000	19,638	309,638	
NIC - 1.575%	Sanitary Sewer Utility	115,000	7,863	122,863	
	Storm Water Utility	25,000	1,912	26,912	459,413
2013 \$5,270,000	Streets/Facilities/Equip.	330,000	33,675	363,675	
NIC - 1.840%	TID #5	35,000	1,050	36,050	
	TID #6	10,000	1,100	11,100	
	TID #7	0	338	338	
	TID #8	70,000	7,500	77,500	
	Sanitary Sewer Utility	110,000	11,525	121,525	
	Storm Water Utility	40,000	4,137	44,137	654,325
2014 \$4,685,000	Streets/Facilities/Equip.	320,000	37,300	357,300	
NIC - 1.7465%	TID #5	0	200	200	
	TID #6	25,000	2,750	27,750	
	TID #7	5,000	550	5,550	
	TID #8	25,000	3,050	28,050	
	Sanitary Sewer Utility	95,000	10,850	105,850	
	Storm Water Utility	50,000	5,900	55,900	580,600
2015 \$6,250,000	Streets/Facilities/Equip.	295,000	42,250	337,250	
TIC - 1.89%	TID #5	20,190	1,239	21,429	
	TID #6	36,465	750	37,215	
	TID #7	367,837	15,306	383,143	
	TID #8	40,507	655	41,162	
	TID #9	15,000	2,225	17,225	
	Sanitary Sewer Utility	65,000	9,550	74,550	
	Storm Water Utility	55,000	10,050	65,050	977,024
2016 \$6,500,000	Streets/Facilities/Equip.	473,000	72,104	545,104	
TIC - 1.57%	TID #7	5,000	1,006	6,006	
	TID #8	0	200	200	
	TID #9	40,000	6,150	46,150	
	TID #10	35,000	5,619	40,619	
	Sanitary Sewer Utility	92,000	14,552	106,552	
	Storm Water Utility	55,000	8,469	63,469	808,100
2017 \$5,610,000	Streets/Facilities/Equip.	358,720	83,638	442,358	
TIC - 2.30%	TID #8	0	1,000	1,000	
	TID #9	10,000	2,850	12,850	
	TID #10	30,000	7,350	37,350	
	Sanitary Sewer Utility	95,000	20,700	115,700	
	Storm Water Utility	76,280	17,262	93,542	702,800

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Promissory Notes/Note Anticipation Notes (Cont'd)

	Principal	Interest	Sub-Total	Total
2018 \$8,295,000 Streets/Facilities/Equip.	298,900	181,109	480,009	
TIC - 2.57% TID #8	0	270	270	
TID #9	0	405	405	
TID #10	0	24,500	24,500	
TID #11	0	405	405	
Sanitary Sewer Utility	65,000	20,545	85,545	
Storm Water Utility	71,100	24,122	95,222	686,356

Total Promissory Notes	\$5,564,999	\$767,907	\$6,332,906	\$6,332,906
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Bonds

2004C \$2,225,000 TID #7	2,296	581	2,877	
NIC - 4.952% TID #8	202,704	51,294	253,998	256,875
2009B \$2,590,000 TID #5	1,300	22	1,322	
NIC - 4.208% TID #6	2,600	45	2,645	
TID #7	64,500	1,280	65,780	
TID #8	126,600	2,552	129,152	198,899
2010B \$2,315,000 TID #5	110,000	5,950	115,950	
NIC - 3.852% TID #6	5,000	993	5,993	
TID #7	130,000	65,028	195,028	316,971
2012B \$1,635,000 TID #5	90,000	3,850	93,850	
NIC - 2.872% TID #6	10,000	137	10,137	
TID #7	70,000	31,780	101,780	
TID #8	0	5,288	5,288	211,055
2012C \$4,410,000 TID #5	1,224	1,585	2,809	
NIC - 1.789% TID #6	4,191	6,582	10,773	
TID #7	20,063	28,848	48,911	
TID #8	19,523	26,235	45,758	
Sanitary Sewer Utility	0	0	0	
Storm Water Utility	0	0	0	108,251
2013A \$7,545,000 TID #5	17,955	831	18,786	
NIC - 1.28% TID #6	18,620	861	19,481	
TID #7	187,625	8,680	196,305	
TID #8	250,800	11,603	262,403	496,975
2013 \$1,030,000 TID #6	90,000	18,479	108,479	108,479
NIC - 2.686% (Tax)				
2017 \$3,785,000 TID #5	210	374	584	
NIC - 2.42% TID #6	490	872	1,362	
TID #7	12,600	22,419	35,019	
TID #8	56,700	100,886	157,586	194,551
2017 \$1,350,000 TID #10	0	45,500	45,500	45,500
NIC - 2.92%				
Total General Obligation Bonds	\$1,495,001	\$442,555	\$1,937,556	\$1,937,556

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Other Debt

	Principal	Interest	Sub-Total	Total
<u>Clean Water Fund Loans - G.O.</u>				
2010 \$411,652 Sanitary Sewer Utility NIC - 2.200%	19,766	5,681	25,447	25,447
<i>Total Clean Water Fund Loans - G.O.</i>	\$19,766	\$5,681	\$25,447	\$25,447
Total Gross Debt Service	\$7,079,766	\$1,216,143	\$8,295,909	\$8,295,909
<u>Clean Water Fund Loans - Revenue Bonds</u>				
2009 \$471,087 Storm Water Utility NIC - 3.153%	23,692	9,270	32,962	32,962
<i>Total Storm Water Revenue Bonds</i>	\$23,692	\$9,270	\$32,962	\$32,962
<u>Capital Leases</u>				
2013 CDA Lease Refunding - 2004 TID #8 NIC - 4.772%	1,055,000	545,785	1,600,785	\$1,600,785
2016 CDA Lease Refunding - 2004 TID #8 TIC - 2.82%	30,000	88,785	118,785	\$118,785
<i>Total Capital Leases</i>	\$1,085,000	\$634,570	\$1,719,570	\$1,719,570
Total Debt Service and Capital Lease Obligations				\$10,048,441
Less: Other Debt Service Funding				6,528,441
Net Tax Levy				\$3,520,000

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Debt Service Fund
Program: Debt Service Fund	Submitted by: Michael Easker

Outstanding Indebtedness

	<u>12/31/18</u>	<u>12/31/19</u>	Principal Paid in '19
<i>General Obligation Promissory/Note Anticipation Notes</i>			
2009A \$2,715,000 Capital Improvements/Sanitary/Storm	335,000	0	
2010A \$2,775,000 Capital Improvements/Sanitary/Storm	370,000	0	
2011A \$4,995,000 Capital Improvements/TID/Sanitary/Storm	1,455,000	740,000	
2012A \$3,955,000 Capital Improvements/Sanitary/Storm	1,795,000	1,365,000	
2013A \$5,270,000 Capital Improvements/TID/Sanitary/Storm	3,030,000	2,435,000	
2014A \$4,685,000 Capital Improvements/TID/Sanitary/Storm	3,290,000	2,770,000	
2015A \$6,250,000 Capital Improvements/TID/Sanitary/Storm	4,300,000	3,405,000	
2016A \$6,500,000 Capital Improvements/TID/Sanitary/Storm	6,065,000	5,365,000	
2017A \$5,610,000 Capital Improvements/TID/Sanitary/Storm	5,000,000	4,430,000	
2018A \$8,295,000 Capital Improvements/TID/Sanitary/Storm	8,295,000	7,860,000	
<i>Total G.O. Promissory Notes</i>	<u>\$33,935,000</u>	<u>\$28,370,000</u>	\$5,565,000
<i>General Obligation Bonds</i>			
2004C \$2,225,000 TID	1,140,000	935,000	
2009B \$2,590,000 TID	195,000	0	
2010B \$2,315,000 TID	1,990,000	1,745,000	
2012B \$1,635,000 TID	1,460,000	1,290,000	
2012C \$4,410,000 Refunding - Cap. Improvements/TID/Storm	3,185,000	3,140,000	
2013A \$7,545,000 Refunding - Cap. Improvements/TID/Storm	970,000	495,000	
2013A \$1,030,000 -Taxable Refuding-TID	590,000	500,000	
2017A \$3,785,000 -Refuding-Cap Improvements/TID/Storm	3,775,000	3,705,000	
2017B \$1,350,000 -Refuding-TID	1,350,000	1,350,000	
<i>Total G.O. Bonds</i>	<u>\$14,655,000</u>	<u>\$13,160,000</u>	\$1,495,000
<i>Clean Water Fund Loans - G.O.</i>			
2010 \$411,652 Sanitary Sewer Utility	268,100	248,334	
<i>Total Clean Water Fund Loans - G.O.</i>	<u>\$268,100</u>	<u>\$248,334</u>	\$19,766
* Total City Outstanding Debt	<u><u>\$48,858,100</u></u>	<u><u>\$41,778,334</u></u>	<u><u>\$7,079,766</u></u>

*** Note: Principal paid in 2019 excludes principal payments on Storm Water Revenue Bonds (\$23,692) and CDA Capital Lease Obligations (\$1,085,000). Including those payments, total debt principal scheduled for payment in 2019 is \$10,048,440.**

**CITY OF NEENAH
2019 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 2018:	\$48,858,100	44.2% (a)
End of 2017:	47,792,440	45.6%
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%
(a) City Equalized Valuation 1/1/18	\$2,209,662,100	
Percent Limit of G.O. Debt	x 5%	
Amount Limit of G.O. Debt	<u>\$110,483,105</u>	
12/31/18 Debt Outstanding	\$48,858,100/ \$110,483,105 = 44.2%	

*** Total Debt Including Storm Water Revenue and CDA Lease Revenue Bonds**

End of 2018:	68,053,943	61.6%
End of 2017:	68,086,251	65.0%
End of 2016:	70,272,441	70.6%
End of 2015:	69,987,542	73.4%
End of 2014:	70,201,587	73.2%
End of 2013:	71,177,257	76.8%
End of 2012:	69,033,483	75.0%
End of 2011:	68,126,759	71.1%
End of 2010:	68,781,546	71.7%
End of 2009:	69,391,620	70.1%

**CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2018**

Outstanding Principal Balances

<u>Year Ended</u>	<u>Amount</u>	<u>% of Statutory Limit</u>
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	45.6
2018	48,858,100	44.2
2019	41,778,334	n/a
2020	35,038,133	n/a
2021	28,982,488	n/a
2022	23,316,389	n/a
2023	17,939,826	n/a
2024	13,272,788	n/a
2025	9,150,266	n/a
2026	5,502,248	n/a
2027	3,628,724	n/a
2028	1,669,682	n/a
2029	995,111	n/a
2030	755,000	n/a
2031	540,000	n/a
2032	455,000	n/a
2033	370,000	n/a
2034	280,000	n/a
2035	190,000	n/a
2036	95,000	n/a
2037	0	n/a

Excludes 2019 Estimated Borrowing for 2019 Capital Projects. Excludes Storm Water Revenue

* Bonds and CDA Lease Revenue Bonds.

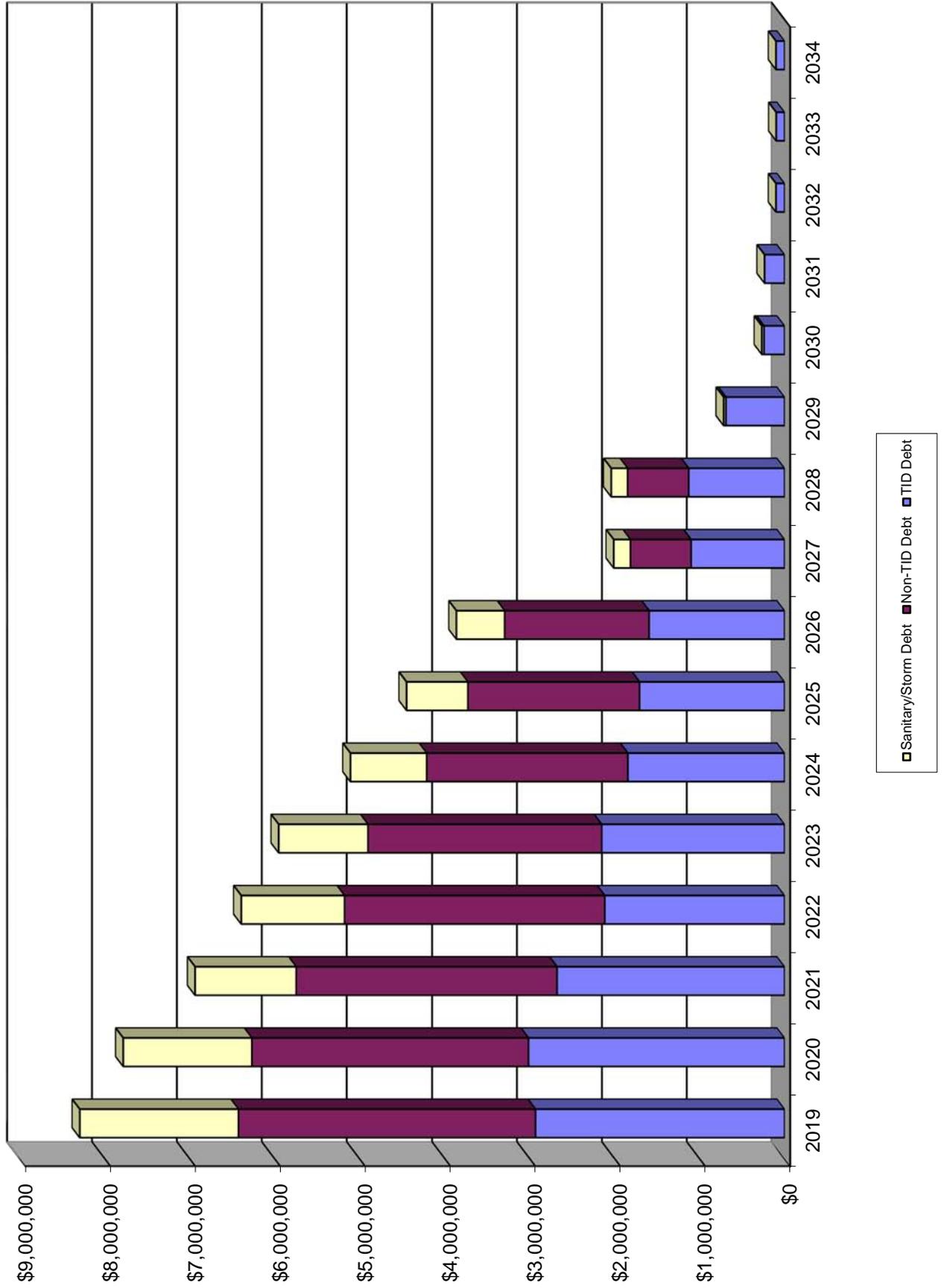
CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2018

TID Supported G. O. Debt					Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2019	\$2,400,000	\$534,906	\$2,934,906		\$3,005,620	\$487,053	\$3,492,673	
2020	2,550,000	466,637	3,016,637		2,831,740	421,161	3,252,901	
2021	2,280,000	400,856	2,680,856		2,712,580	354,370	3,066,950	
2022	1,774,999	343,895	2,118,894		2,775,941	283,633	3,059,574	
2023	1,865,000	289,270	2,154,270		2,534,200	213,204	2,747,404	
2024	1,610,000	236,621	1,846,621		2,217,120	152,513	2,369,633	
2025	1,520,000	188,555	1,708,555		1,920,100	102,410	2,022,510	
2026	1,455,000	141,527	1,596,527		1,643,140	57,981	1,701,121	
2027	1,000,000	102,130	1,102,130		686,000	28,243	714,243	
2028	1,060,000	69,620	1,129,620		710,500	9,563	720,063	
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					
	19,134,999	2,922,459	22,057,458	40.37%	\$21,036,941	\$2,110,131	\$23,147,072	42.35%

Sanitary/Storm Utility Supported G. O. Debt					Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2019	\$1,674,146	\$194,183	\$1,868,329		\$7,079,766	\$1,216,142	\$8,295,908	
2020	1,358,461	155,860	1,514,321		6,740,201	1,043,658	7,783,859	
2021	1,063,065	126,760	1,189,825		6,055,645	881,986	6,937,631	
2022	1,115,159	100,171	1,215,330		5,666,099	727,699	6,393,798	
2023	977,363	73,988	1,051,351		5,376,563	576,462	5,953,025	
2024	839,918	51,634	891,552		4,667,038	440,768	5,107,806	
2025	682,422	33,289	715,711		4,122,522	324,254	4,446,776	
2026	549,878	17,873	567,751		3,648,018	217,381	3,865,399	
2027	187,524	8,526	196,050		1,873,524	138,899	2,012,423	
2028	188,542	3,608	192,150		1,959,042	82,791	2,041,833	
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	
	\$8,686,160	\$766,991	\$9,453,151	17.30%	\$48,858,100	\$5,799,581	\$54,657,681	100.00%

* Excludes 2019 Estimated Borrowing for 2019 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

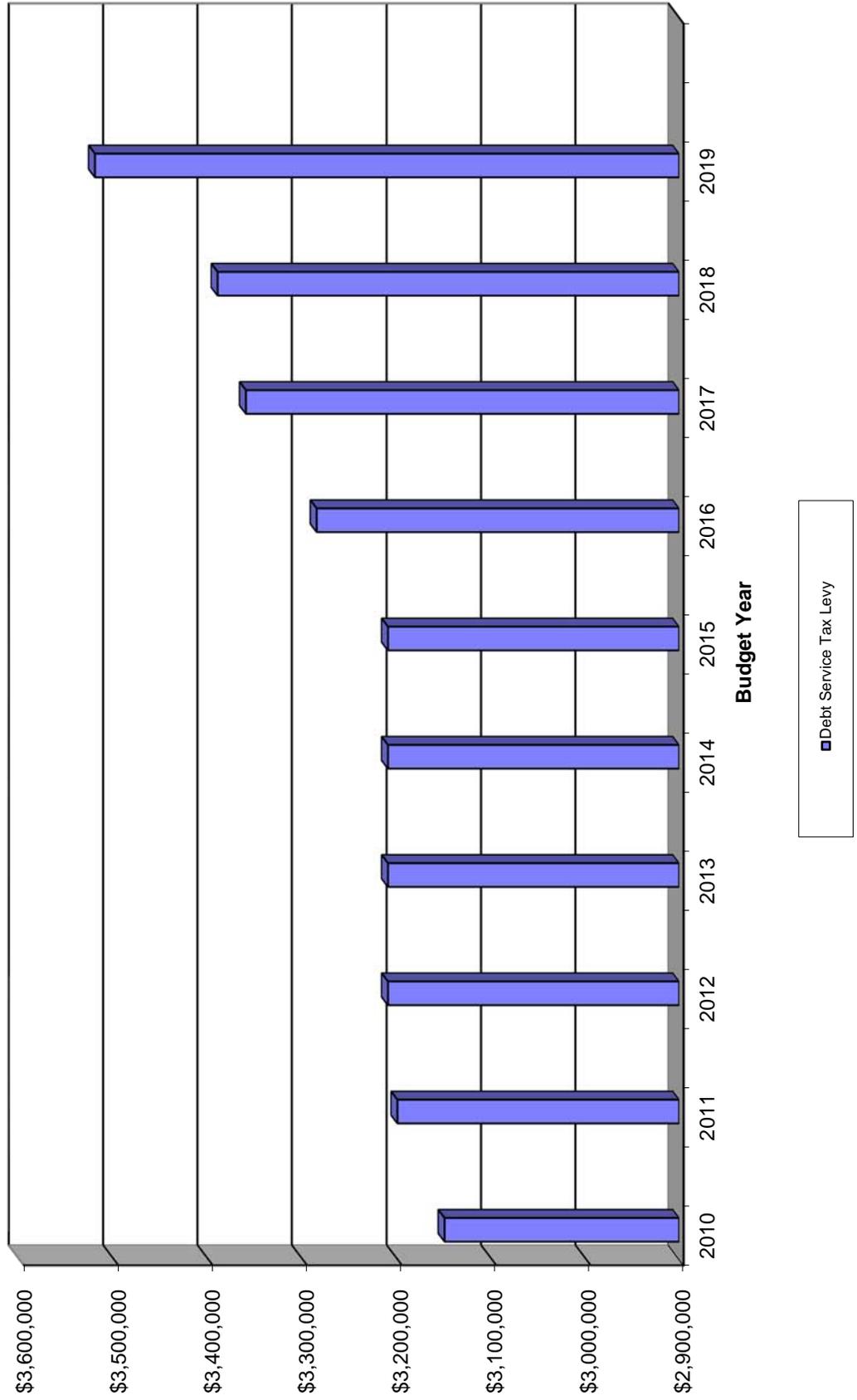
CITY OF NEENAH
Schedule of Future Annual Debt Service Payments
For All G.O. Debt Issued as of September 30, 2018



**CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2010-2019**

<u>Year</u>	<u>\$ Levy</u>	<u>\$ Change</u>	<u>% Change</u>
2010	\$3,150,000		
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%
2019	3,520,000	130,000	3.83%

**CITY OF NEENAH
Annual Debt Service Levy
2010-2019**



**CITY OF NEENAH
2019 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	\$2,200,000	\$1,845,000	\$355,000
Pedestrian Routes	125,000	100,000	25,000
Traffic Signals	40,000	40,000	0
Total Expenditures	\$2,365,000	\$1,985,000	\$380,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$2,365,000	\$1,985,000	\$380,000
Use of Reserves	0	0	0
Total Funding Sources	\$2,365,000	\$1,985,000	\$380,000

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)	130,000	170,000	(40,000)
TIF #9 Original (US Hwy. 41 Industrial)	265,000	265,000	0
TIF #10 Original (Near Downtown District)	618,000	568,000	50,000
TIF #11 Original (Pendleton Development Area)	125,000	125,000	0
Total Expenditures	\$1,173,000	\$1,163,000	\$10,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	\$35,000	\$0	\$35,000
General Obligation Borrowing-TIF #8	130,000	170,000	(40,000)
General Obligation Borrowing-TIF #9	265,000	265,000	0
General Obligation Borrowing-TIF #10	618,000	568,000	50,000
General Obligation Borrowing-TIF #11	125,000	125,000	0
Use of TIF #7 Reserves	0	35,000	(35,000)
Total Funding Sources	\$1,173,000	\$1,163,000	\$10,000

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	\$40,000	\$40,000	\$0
Police	162,000	82,000	80,000
Fire (100%)	56,000	56,000	0
Public Works	40,000	40,000	0
Library	162,000	175,000	(13,000)
Bergstrom-Mahler Museum	20,000	20,000	0
Park & Recreation	1,323,600	1,245,600	78,000
Cemetery	0	0	0
Total Expenditures	\$1,803,600	\$1,658,600	\$145,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$1,722,600	\$1,577,600	\$145,000
Use of Library Trust Funds	81,000	81,000	0
Total Funding Sources	\$1,803,600	\$1,658,600	\$145,000

**CITY OF NEENAH
2019 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

***GENERAL SUMMARY*
(cont.)**

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
DOLAS	\$48,000	\$48,000	0
Information Systems	235,000	220,000	15,000
Police	445,460	445,460	0
Fire/Rescue (59.53% of Consolidated Department)	14,890	14,890	0
Public Works/Recycling	2,633,000	2,373,000	260,000
Community Development	18,000	18,000	0
Library	5,000	5,000	0
Parks and Recreation	20,000	20,000	0
Cemetery	15,000	15,000	0
Total Expenditures	\$3,434,350	\$3,159,350	\$275,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$3,434,350	\$3,159,350	\$275,000
Total Funding Sources	\$3,434,350	\$3,159,350	\$275,000

Utilities - Sanitary Sewer and Storm Water

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	\$820,000	\$820,000	\$0
Storm Water Projects	690,000	665,000	25,000
Total Expenditures	\$1,510,000	\$1,485,000	\$25,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	\$820,000	\$820,000	\$0
General Obligation Borrowing-Storm Water Supported	190,000	165,000	25,000
Use of Reserves-Storm Water	500,000	500,000	0
Total Funding Sources	\$1,510,000	\$1,485,000	\$25,000

**CITY OF NEENAH
2019 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

***GENERAL SUMMARY*
(cont.)**

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	\$2,365,000	\$1,985,000	\$380,000
Tax Incremental Financing	1,173,000	1,163,000	10,000
Facilities	1,803,600	1,658,600	145,000
Capital Equipment	3,434,350	3,159,350	275,000
Utilities - Sanitary and Storm Sewer	1,510,000	1,485,000	25,000
Total Expenditures	\$10,285,950	\$9,450,950	\$835,000

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
<i>General Obligation Borrowing</i>			
General Obligation Borrowing-TIF Supported	\$1,173,000	\$1,128,000	\$45,000
General Obligation Borrowing-San. Sewer Supported	820,000	820,000	0
General Obligation Borrowing-Storm Utility Supported	190,000	165,000	25,000
General Obligation Borrowing-Gen. Tax Supported	7,521,950	6,721,950	800,000
General Obligation Borrowing-Total	\$9,704,950	\$8,834,950	\$870,000
Use of Reserves	500,000	535,000	(35,000)
Private Contributions/Grants	81,000	81,000	0
Total Funding Sources	\$10,285,950	\$9,450,950	\$835,000

Debt Retired in 2019	8,188,458	8,188,458
Debt Retired less Proposed Borrowing	(\$1,516,492)	(\$646,492)

CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

<u>PROGRAMS</u>	<u>2014 ACTUAL</u>		<u>2015 ACTUAL</u>		<u>2016 ACTUAL</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,265,000	27%	\$1,425,000	25%	\$2,400,000	37%
Tax Incremental Districts	535,000	11%	1,515,000	26%	775,000	12%
Facilities	475,000	10%	300,000	5%	650,000	10%
Capital Equipment	955,000	20%	1,340,000	23%	1,150,000	18%
Sanitary Sewer	940,000	20%	655,000	11%	935,000	14%
Storm Water	515,000	11%	515,000	9%	590,000	9%
TOTAL CAPITAL FINANCING	<u>\$4,685,000</u>	<u>100%</u>	<u>\$5,750,000</u>	<u>100%</u>	<u>\$6,500,000</u>	<u>100%</u>

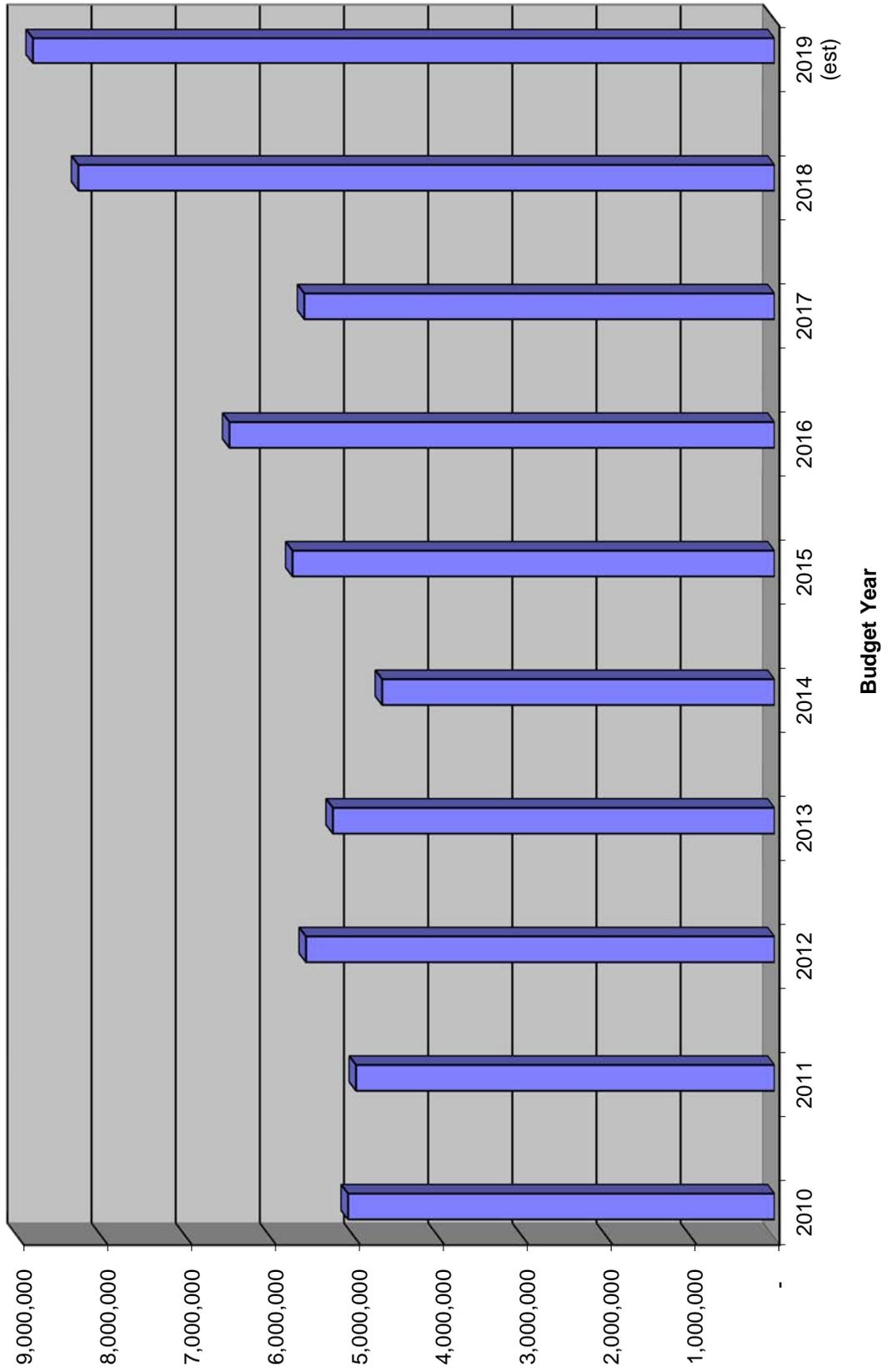
<u>PROGRAMS</u>	<u>2017 ACTUAL</u>		<u>2018 BUDGET</u>		<u>2019 PROPOSED</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,341,000	24%	\$2,800,000	34%	\$1,985,000	22%
Tax Incremental Districts	455,000	8%	960,000	12%	1,128,000	13%
Facilities	1,158,500	21%	1,715,000	21%	1,577,600	18%
Capital Equipment	1,250,000	22%	1,475,000	18%	3,159,350	36%
Sanitary Sewer	882,500	16%	675,000	8%	820,000	9%
Storm Water	523,000	9%	670,000	8%	165,000	2%
TOTAL CAPITAL FINANCING	<u>\$5,610,000</u>	<u>100%</u>	<u>\$8,295,000</u>	<u>100%</u>	<u>\$8,834,950</u>	<u>100%</u>

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2010-2019

<u>Year</u>	<u>Capital Borrowing</u>	<u>Annual Change</u>	<u>% Change</u>
2010	5,090,000		
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	8,295,000	2,685,000	47.86%
2019 (est)	8,834,950	539,950	6.51%
Average	\$6,061,995		

* Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

**CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2010-2019**



**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION**

BUDGETED RESOURCES

	2019 <u>PROGRAM</u>
Capital Borrowing Proceeds	\$8,834,950
Use of Reserves	535,000
Private Contributions/Grant	<u>81,000</u>
TOTAL RESOURCES	<u>\$9,450,950</u>

BUDGETED EXPENDITURES

	2019 <u>PROGRAM</u>
Streets	\$1,845,000
Pedestrian Routes	100,000
Traffic Signals	<u>40,000</u>
Total Streets, Pedestrian Routes, Traffic Signals	1,985,000
TIF #7 Original (Westside Business Corridor)	35,000
TIF #8 Original (Doty Island Redevelopment)	170,000
TIF #9 (U.S.Hwy. 41 Industrial)	265,000
TIF #10 (Near Downtown District)	568,000
TIF #11 (Pendleton Development Area)	<u>125,000</u>
Total TIF's	1,163,000
Public Facilities	1,658,600
Capital Equipment	3,159,350
Sanitary Sewer Projects	820,000
Storm Sewer Projects	<u>665,000</u>
TOTAL EXPENDITURES	<u>\$9,450,950</u>

**STREETS, PEDESTRIAN ROUTES,
TRAFFIC CONTROL PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,985,000
Use of Reserves	<u>0</u>
Total 2019 Program Funding	<u><u>\$1,985,000</u></u>

2019 PROGRAM EXPENDITURES

Major Streets	\$0
Street Upgrades - City Initiated	1,615,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	0
Streets Under Improvement Contracts	50,000
Pavement Repair (Streets)	180,000
Pedestrian Routes	100,000
Traffic Control	<u>40,000</u>
Total 2019 Program Expenditures	<u><u>\$1,985,000</u></u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Infrastructure Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 Proposed Budget

The Public Infrastructure Fund accounts for all capital improvement to public streets, bridges, pedestrian routes and traffic control.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$4,086,792	\$3,765,046	\$3,765,046	\$2,690,683
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	1,341,000	2,782,380	2,782,380	1,985,000
Transfers in	0	0	0	0
Total Revenues	1,341,000	2,782,380	2,782,380	1,985,000
Expenditures				
Capital Outlay - Current Budget	1,662,746	3,522,750	3,522,750	1,985,000
Transfers out	0	0	0	0
Total Expenditures	1,662,746	3,522,750	3,522,750	1,985,000
Excess Revenues Over (Under) Expenditures	(321,746)	(740,370)	(740,370)	0
Fund Balance December 31 (Before Carry Forwards)	\$3,765,046	\$3,024,676	\$3,024,676	\$2,690,683
Capital Outlay - Carry Forwards	333,993	333,993	333,993	0
Fund Balance December 31 (After Carry Forwards)	\$3,431,053	\$2,690,683	\$2,690,683	\$2,690,683

Public Infrastructure Carry Forwards to 2018 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
Industrial Drive-2017 (Streets)	171,169	171,169	171,169
Undesignated Street Maintenance-2017 (Streets)	64,095	64,095	64,095
Main Street/Green Bay Road-2017 (Traffic Control)	7,000	0	0
Total Carry Forwards Funds to 2018	\$340,993	\$333,993	\$333,993

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL</u>			
<u>2019 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. Caroline Street (Union - Van)/740 ft. (3) Reconstruct. Coordinate with utility construction. <i>Estimated Assessments: \$45,000</i>	\$185,000	\$185,000	Concur w/request
2. Winneconne Ave (Commercial - Washington)/630 ft. (3) Reconstruct. <i>Estimated Assessments: \$60,000</i>	180,000	0	Move to 2020. Recommend looking at layout of intersection
3. Stanley Court/1,700 ft. (3) Reconstruct. Coordinate with utility construction. <i>Estimated Assessments: \$165,000</i>	475,000	475,000	Poor condition; concur w/request
4. Thomas Court/1,700 ft. (3) Reconstruct. Coordinate with utility construction. <i>Estimated Assessments: \$165,000</i>	475,000	475,000	Poor condition; concur w/request
5. Stanley Street/1,275 ft. (3,4) Resurface. Coordinate with utility construction. <i>Estimated Assessments: \$45,000</i>	150,000	150,000	Poor condition; concur w/request
6. Gillingham Road (Breezewood-Apple Blossom)/1,310 ft. (2) Resurface. <i>Estimated Assessments: \$100,000</i>	155,000	0	Move to 2020
7. Stevens Street (Congress Place - Doty)/700 ft. (3) Reconstruct. Coordinate with utility work. <i>Estimated Assessments: \$75,000</i>	180,000	180,000	Concur w/request
8. Fifth Street (Clark - Lincoln)/750 ft. (4) Resurface. Coordinate with utility construction. <i>Estimated Assessments: \$35,000</i>	65,000	65,000	Concur w/request

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
9. Courtney Court/1,260 ft. (2) Reconstruct. Joint project with Town of Neenah. Coordinate with utility construction. Budget based estimated City share of construction cost. <i>Estimated Assessments: \$28,333</i>	85,000	85,000	Joint project w/Town
Subtotal 2019 Street Upgrades-City Initiated <i>Estimated Assessments: \$718,333</i>	<u>\$1,950,000</u>	<u>\$1,615,000</u>	
<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. Undesignated new subdivision/2,000 ft. - 2" bituminous surface. <i>Estimated Assessments: \$50,000</i>	\$50,000	\$50,000	
Subtotal 2019 Subdivision Streets Under Improvement Contracts <i>Estimated Assessments: \$50,000</i>	<u>\$50,000</u>	<u>\$50,000</u>	
<u>General Street and Bridge Repair</u>			
1. Undesignated concrete and asphalt pavement repair.	\$200,000	\$180,000	Slight reduction
Subtotal 2019 General Street and Bridge Repair	<u>\$200,000</u>	<u>\$180,000</u>	
TOTAL ALL 2019 STREETS <i>Estimated Assessments: \$768,333</i>	<u>\$2,200,000</u>	<u>\$1,845,000</u>	
<u>2019 PEDESTRIAN ROUTES</u>			
<u>New Pedestrian Routes</u>	<u>\$0</u>	<u>\$0</u>	
<u>Pedestrian Routes Replacement/Repair</u>			
1. Undesignated.	\$125,000	\$100,000	Slight reduction
Subtotal 2019 Pedestrian Routes Replacement/Repair	<u>\$125,000</u>	<u>\$100,000</u>	
TOTAL ALL 2019 PEDESTRIAN ROUTES <i>Estimated Assessments: \$0</i>	<u>\$125,000</u>	<u>\$100,000</u>	

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>2019 TRAFFIC CONTROL</u></p> <p>1. Commercial Street traffic signal interconnect. This will directly connect all traffic signals in this corridor.</p>	\$40,000	\$40,000	Important upgrade; better traffic flow
<p>TOTAL <u>ALL 2019 TRAFFIC</u></p>	<u>\$40,000</u>	<u>\$40,000</u>	
<p><u>TOTAL ALL 2019 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS</u></p>	<u>\$2,365,000</u>	<u>\$1,985,000</u>	

**TAX INCREMENTAL FINANCING DISTRICTS
MAYOR'S RECOMMENDATION**

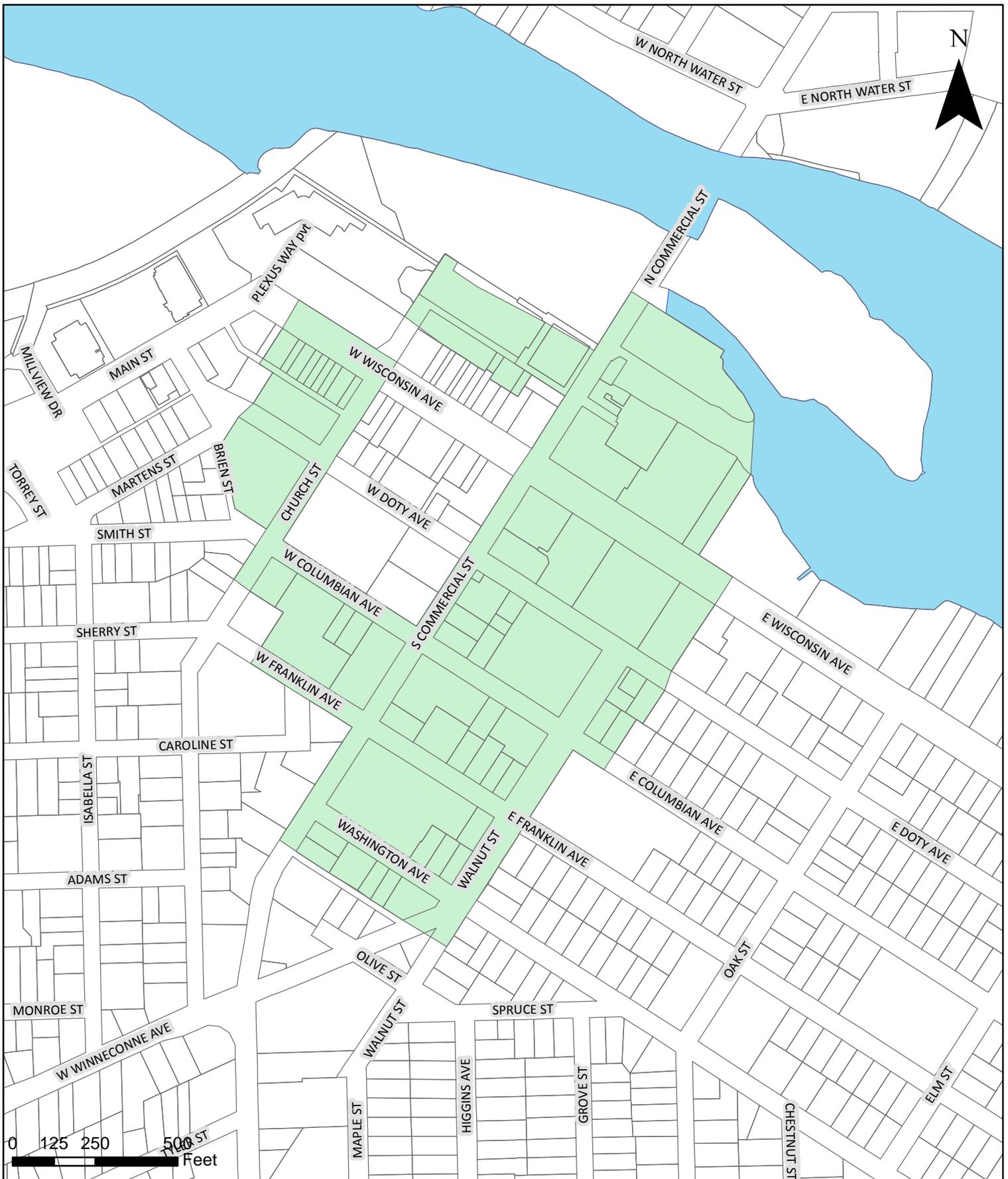
2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,128,000
Use of TIF #7 Reserves	<u>35,000</u>
Total 2019 Program Funding	<u><u>\$1,163,000</u></u>

2019 PROGRAM EXPENDITURES

TIF #7 (Westside Business Corridor)	\$35,000
TIF #8 (Doty Island Redevelopment)	170,000
TIF #9 (U.S. Hwy. 41 Industrial)	265,000
TIF #10 (Near Downtown District)	568,000
TIF #11 (Near Pendleton Development Area)	<u>125,000</u>
Total 2019 Program Expenditures	<u><u>\$1,163,000</u></u>

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TID 5 Boundary

City of Neenah 1/27/2016

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

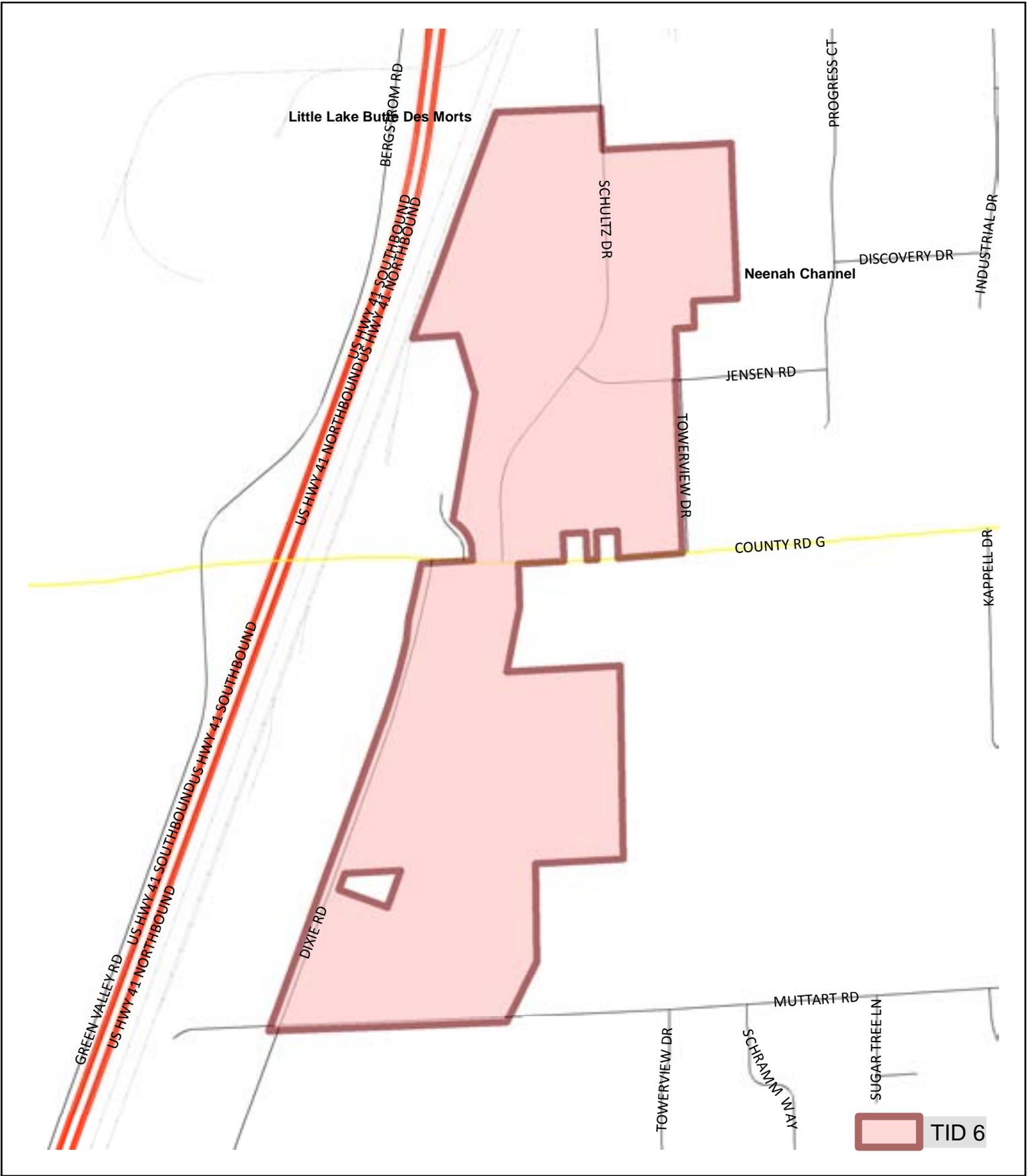
Department/Office: Finance	Budget: T.I.F. District #5 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 Proposed Budget

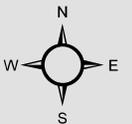
The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$222,664	\$222,164	\$222,164	\$222,164
<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	500	0	0	0
Transfers out	0	0	0	0
Total Expenditures	500	0	0	0
Excess Revenues Over (Under) Expenditures	(500)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$222,164	\$222,164	\$222,164	\$222,164
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$222,164	\$222,164	\$222,164	\$222,164

<u>TIF #5 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Incremental District 6 Boundary Map



0 250 500
Feet

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

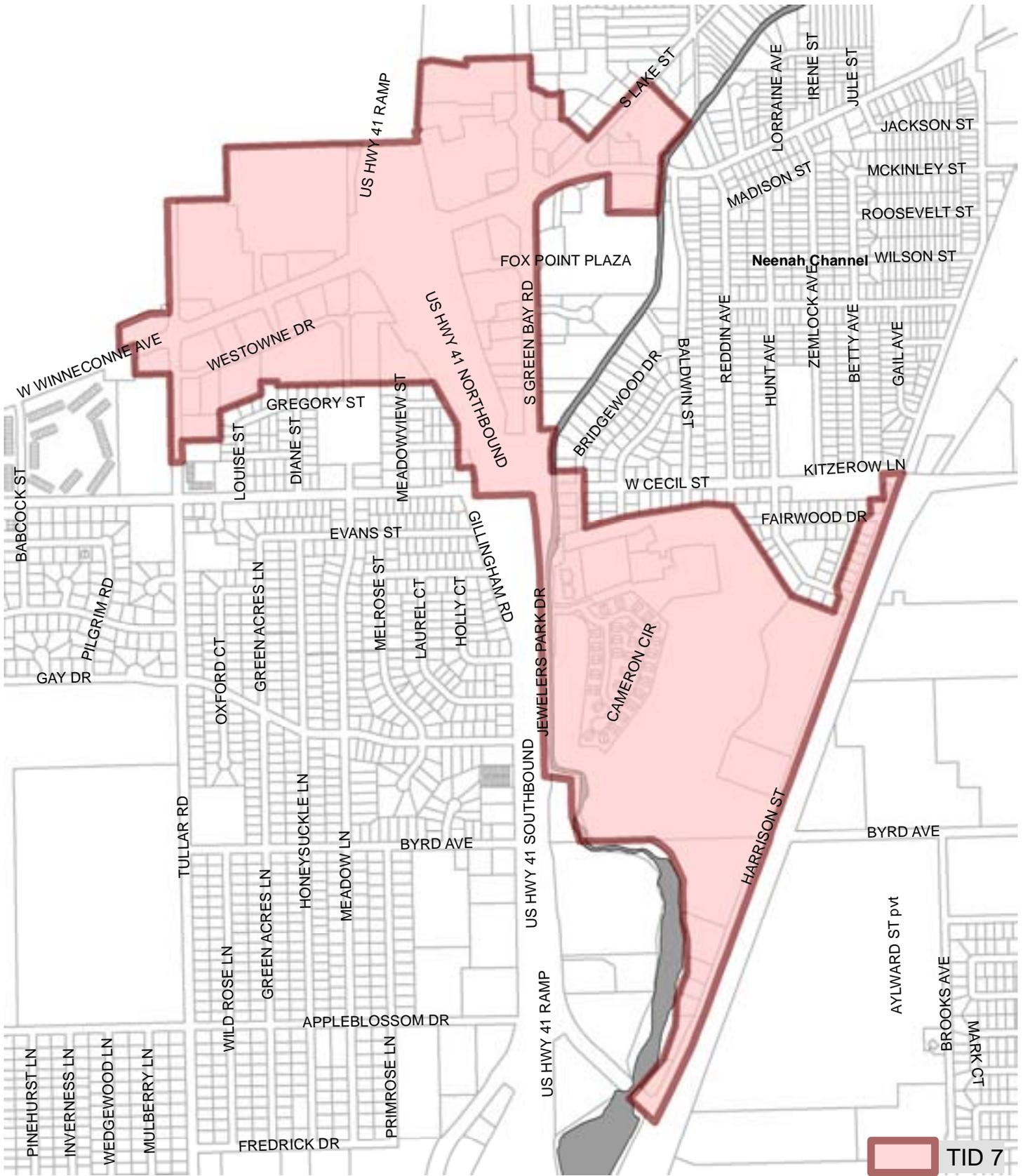
Department/Office: Finance	Budget: T.I.F. District #6 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$94,539	\$94,039	\$94,039	\$94,039
<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	500	0	0	0
Transfers out	0	0	0	0
Total Expenditures	500	0	0	0
Excess Revenues Over (Under) Expenditures	(500)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$94,039	\$94,039	\$94,039	\$94,039
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$94,039	\$94,039	\$94,039	\$94,039

<u>TIF #6 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Incremental District 7 Boundary Map



**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #7 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	<u>\$1,046,646</u>	<u>\$730,172</u>	<u>\$730,172</u>	<u>\$695,172</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditures				
Capital Outlay - Current Budget	216,474	35,000	35,000	35,000
Transfers out	100,000	0	0	0
Total Expenditures	<u>316,474</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
Excess Revenues Over (Under) Expenditures	<u>(316,474)</u>	<u>(35,000)</u>	<u>(35,000)</u>	<u>(35,000)</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$730,172</u>	<u>\$695,172</u>	<u>\$695,172</u>	<u>\$660,172</u>
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	<u>\$730,172</u>	<u>\$695,172</u>	<u>\$695,172</u>	<u>\$660,172</u>

<u>TIF #7 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None			

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 TAX INCREMENT DISTRICTS</u>			
<u>Tax Increment District #7 - Westside Business</u>			
Project expenditures can be made through 7/4/2022.			
1. Planning/marketing/project support.	\$10,000	\$10,000	
2. Fox Cities Regional Partnership.	25,000	25,000	Continued participation
<u>Total 2019 Tax Increment District #7 - Westside Business Corridor</u>	<u>\$35,000</u>	<u>\$35,000</u>	

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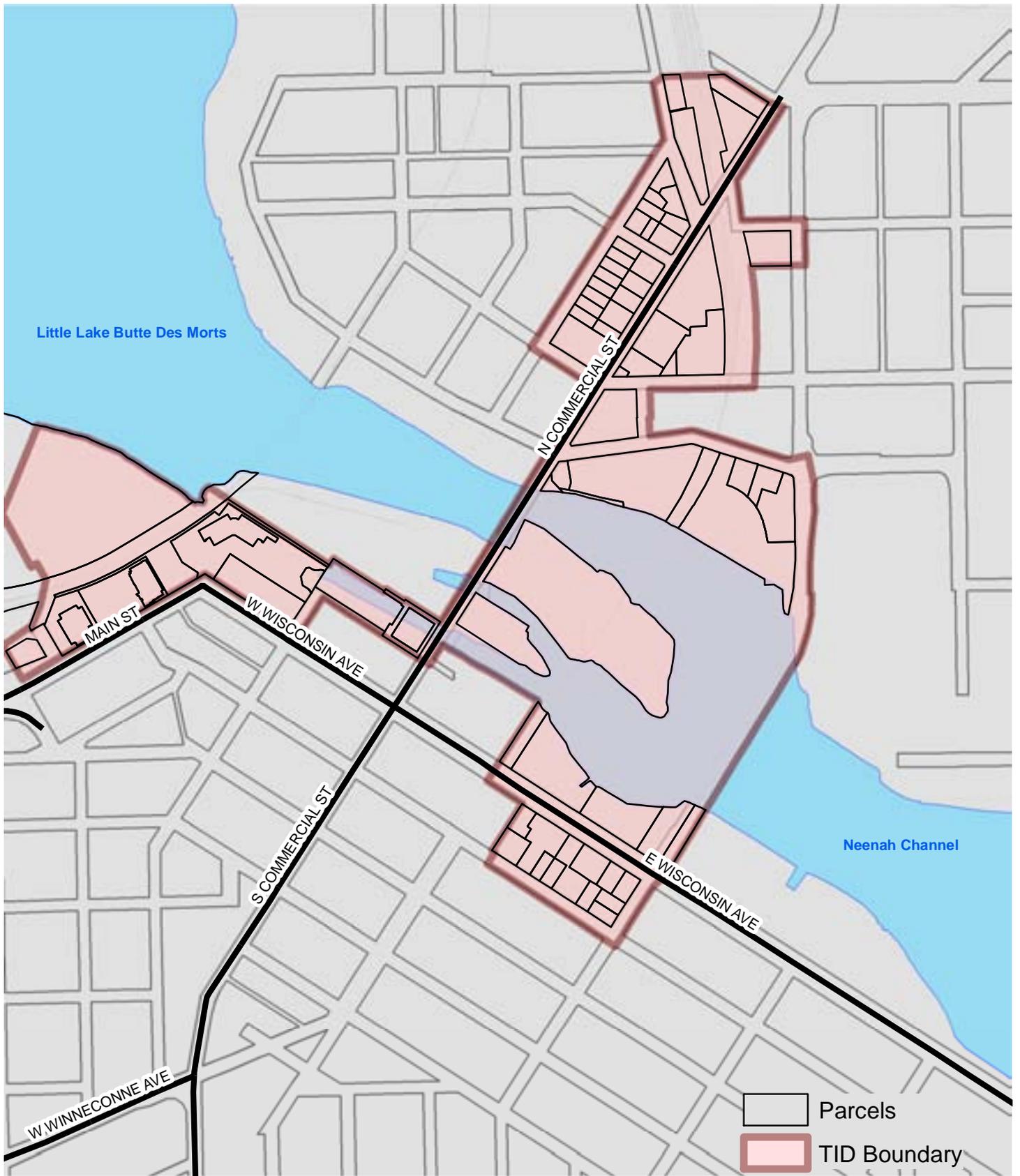
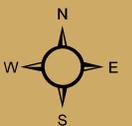


Figure 1
Tax Incremental District #8
Boundary Map



0 250 500
Feet

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #8 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	<u>\$1,919,465</u>	<u>\$1,967,180</u>	<u>\$1,967,180</u>	<u>\$1,400,281</u>
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	35,000	10,000	10,000	170,000
Transfers In	170,000	170,000	170,000	170,000
Total Revenues	<u>205,000</u>	<u>180,000</u>	<u>180,000</u>	<u>340,000</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	157,285	10,000	10,000	170,000
Transfers out	0	0	0	0
Total Expenditures	<u>157,285</u>	<u>10,000</u>	<u>10,000</u>	<u>170,000</u>
Excess Revenues Over (Under) Expenditures	<u>47,715</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$1,967,180</u>	<u>\$2,137,180</u>	<u>\$2,137,180</u>	<u>\$1,570,281</u>
Capital Outlay - Carry Forwards	736,899	736,899	736,899	0
Fund Balance December 31 (After Carry Forwards)	<u>\$1,230,281</u>	<u>\$1,400,281</u>	<u>\$1,400,281</u>	<u>\$1,570,281</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 next five years (\$850,000) from TIF #8 Special Revenue Fund.

<u>TIF #8 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Arrowhead Park Development-2013 (TIF 8)	\$204,128	\$204,128	\$204,128
Downtown Parking-Multiple Years (TIF 8)	532,771	532,771	532,771
Total Carry Forwards Funds to 2018	<u>\$736,899</u>	<u>\$736,899</u>	<u>\$736,899</u>

**CITY OF NEENAH
2019 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></p> <p>Project expenditures can be made through 9/4/2023.</p>			
1. Planning/marketing/project support.	\$10,000	\$10,000	
2. Infrastructure investment for a possible private/public investment in downtown DC2 area including public entities.	100,000	100,000	Project pending
3. North Riverwalk shorewall repair. <i>Not included in adopted Spring CIP.</i>	20,000	20,000	Necessary maintenance; new estimate
4. Signage for Parking Ramp	0	40,000	I would propose large lighted signage for our current parking structure downtown that would be visible as people drive from the South and West to downtown that would clearly identify the ramp as available parking for evening use for the downtown district. Most people are not aware of the ability to park in the ramp after 5 pm for free.
<u>Total 2019 Tax Increment District #8 - Doty Island/Neenah Riverwalk</u>	<u>\$130,000</u>	<u>\$170,000</u>	

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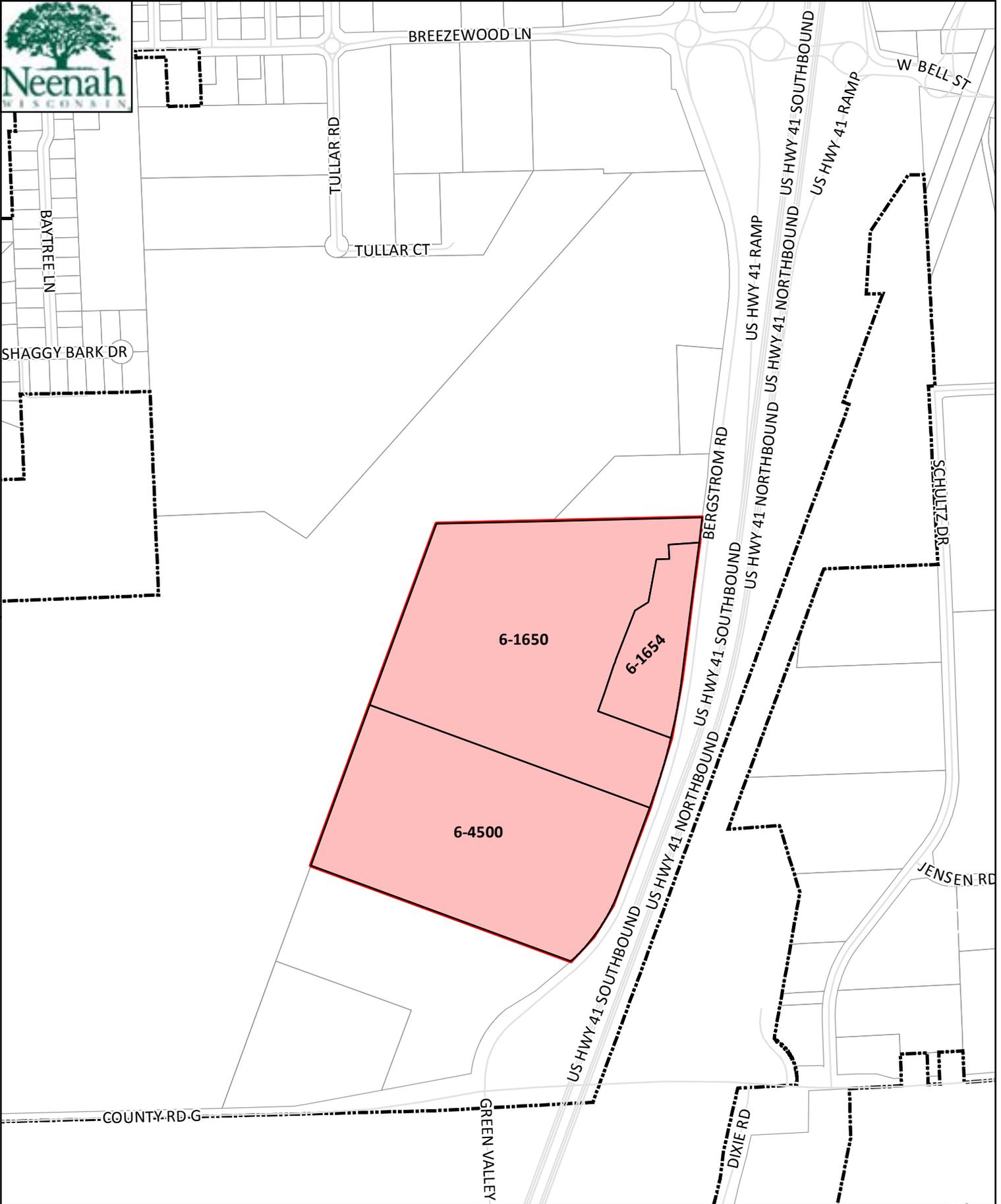
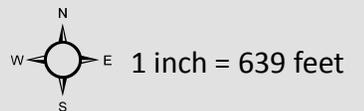


FIGURE 1

Tax Increment Financing District #9 -
Boundary Map

-  TIF Boundary
- Municipal Boundaries**
-  City of Neenah



**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #9 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$370,449	\$220,384	\$220,384	\$37,335
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	115,000	15,000	15,000	265,000
Transfers In	100,000	0	0	0
Total Revenues	215,000	15,000	15,000	265,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	365,065	15,000	15,000	265,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	365,065	15,000	15,000	265,000
Excess Revenues Over (Under) Expenditures	(150,065)	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$220,384	\$220,384	\$220,384	\$37,335
Capital Outlay - Carry Forwards	0	183,049	183,049	0
Fund Balance December 31 (After Carry Forwards)	\$220,384	\$37,335	\$37,335	\$37,335

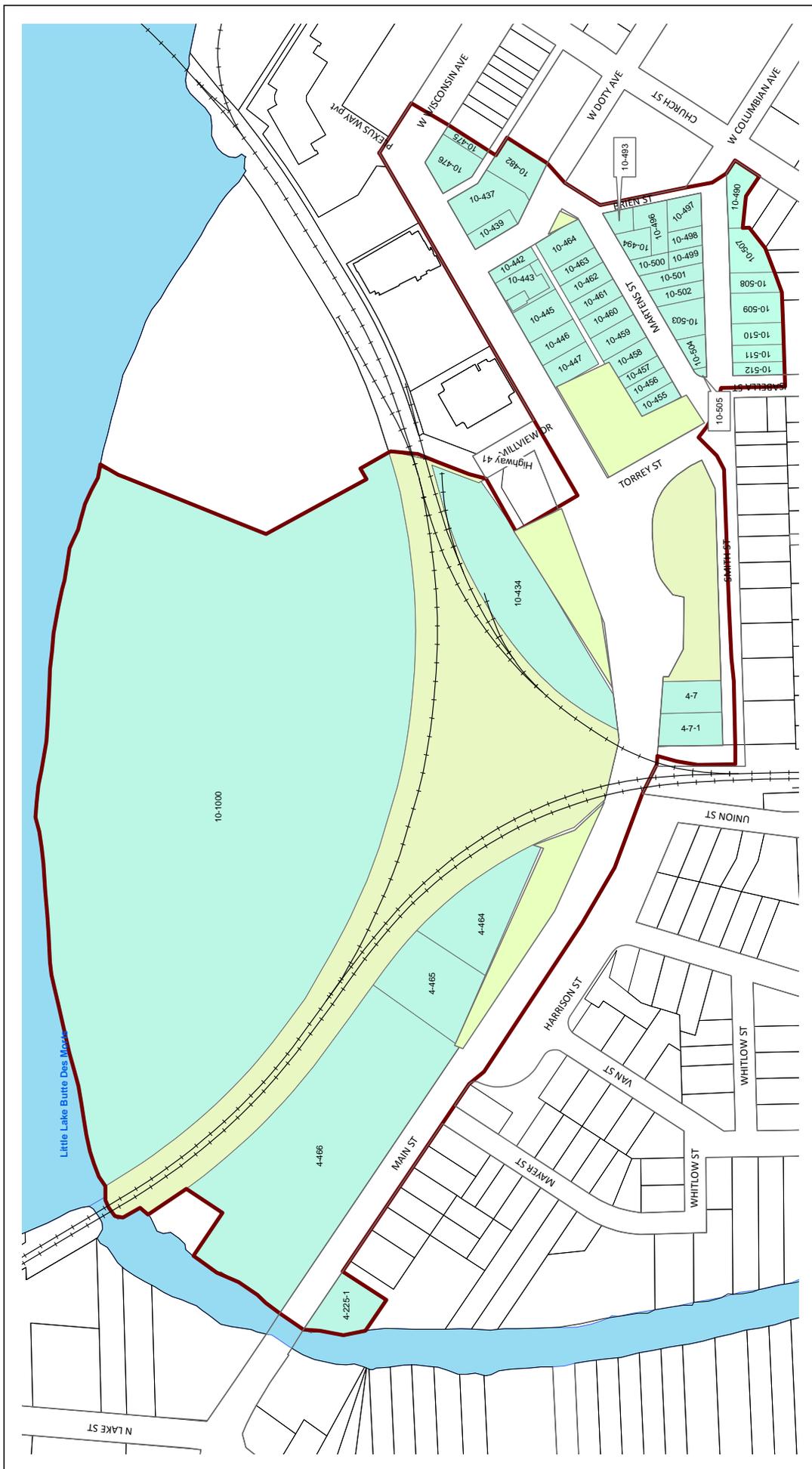
<u>TIF #9 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Infrastructure Improvements-2015	\$15,816	\$15,816	\$15,816
Pedestrian Infrastructure Improvements-2016	67,233	67,233	67,233
Neenah Sign-2017	100,000	100,000	100,000
Total Funded Carry Forwards to 2018	\$183,049	\$183,049	\$183,049
* Land Assemblage-2017 (TIF 9)	696,402	696,402	696,402
Total Carry Forwards to 2018	\$879,451	\$879,451	\$879,451

* Budget for project approved in 2017 but funds have not been borrowed to date.

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u> Project expenditures can be made through 3/18/2036.</p> <p>1. Planning/marketing/project support.</p> <p>2. Land Assemblage for possible redevelopment. <i>(These funds will supplement 2017 approved borrowing to provide sufficient funds to completed planned acquisition and expansion of TID #9 -- taxable borrowing.)(Requested funding has been increased by \$35,000-- real estate and environmental consultant costs associated with the planned acquisition.) Adopted Spring CIP \$200,000.</i></p>	<p>\$15,000</p> <p>250,000</p>	<p>\$15,000</p> <p>250,000</p>	<p>Funds necessary for acquisition</p>
<p><u>Total 2019 Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u></p>	<p><u>\$265,000</u></p>	<p><u>\$265,000</u></p>	

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Tax Increment District #10 Parcels



No Tax ID
Parcel Number



**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #10 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$575,989	(\$632,701)	(\$632,701)	(\$100,169)
<u>Revenues</u>				
Intergovernmental	5,500	0	0	0
Miscellaneous	163,063	0	0	0
Debt Issuance	290,000	915,000	915,000	568,000
Transfers In	416,000	0	0	0
Total Revenues	<u>874,563</u>	<u>915,000</u>	<u>915,000</u>	<u>568,000</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	2,083,253	915,000	915,000	168,000
Capital Outlay - Carryovers	0	(700,000)	(700,000)	400,000
Transfers out	0	0	0	0
Total Expenditures	<u>2,083,253</u>	<u>215,000</u>	<u>215,000</u>	<u>568,000</u>
Excess Revenues Over (Under) Expenditures	<u>(1,208,690)</u>	<u>700,000</u>	<u>700,000</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>(\$632,701)</u>	<u>\$67,299</u>	<u>\$67,299</u>	<u>(\$100,169)</u>
Capital Outlay - Carry Forwards	167,468	167,468	167,468	0
Fund Balance December 31 (After Carry Forwards)	<u>(\$800,169)</u>	<u>(\$100,169)</u>	<u>(\$100,169)</u>	<u>(\$100,169)</u>

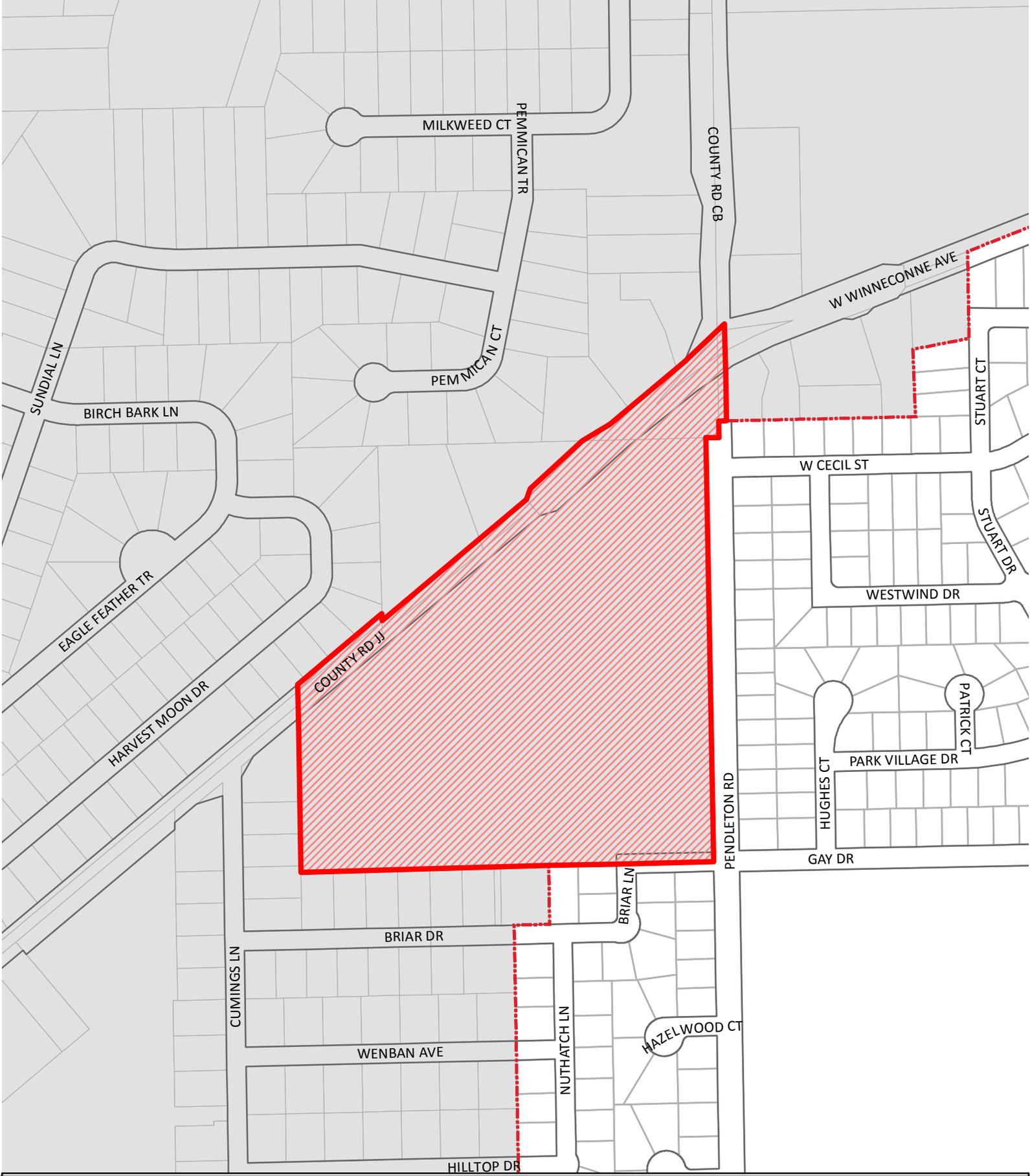
<u>TIF #10 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Loop the Lake-2016	\$96,303	\$96,303	\$96,303
Arrowhead Park Redevelopment-2017	21,165	21,165	21,165
Downtown Traffic Study-2017	50,000	50,000	50,000
Total Funded Carry Forwards to 2018	<u>\$167,468</u>	<u>\$167,468</u>	<u>\$167,468</u>
* Warehouse Acquisition-Downtown Parking (TIF 10)	900,000	900,000	900,000
Total Carry Forwards to 2018	<u>\$1,234,936</u>	<u>\$1,234,936</u>	<u>\$1,234,936</u>

* Budget for project approved in 2017 but funds have not been borrowed to date.

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #10 - Near Downtown District</u>			
Project expenditures can be made through 8/5/2036.			
1. Planning/marketing/project support.	\$15,000	\$15,000	
2. Land assemblage for additional parking, possible redevelopment and project assistance through property grants.	400,000	400,000	Continue preparation for future projects
3. Arrowhead Park WiFi. Implement WiFi to Activity Center building and install conduit and perform necessary prep work for fiber optics to the Community Center building. WiFi connectivity within Arrowhead Park will enable the implementation of security cameras, controlled access to facilities and public WiFi for citizens.	50,000	0	Review mid-year
4. Downtown Traffic Study: The on-going study has been divided into two phases. The first phase, completed in 2018, inventoried downtown traffic and identified areas of concern. The second phase of the study will prepare specific recommendations to improve traffic flow in the downtown. These funds will supplement funds remaining from the initial \$50,000 borrowing (2017). <i>Not included in adopted Spring CIP.</i>	45,000	45,000	Complete traffic study w/recommendations
5 Gateway Plaza: Picnic tables, bike racks and associated signage to accommodate additional pedestrian and bicycle traffic as a result of the Loop the Lake Trail. <i>Not included in adopted Spring CIP.</i>	8,000	8,000	Enhancements due to the Loop the Lake project
6. Parking Structure Feasibility & Preliminary Design. These funds will allow a more detailed evaluation of the preferred location, size and refined cost estimate for a downtown parking structure planned in 2020. <i>Not included in adopted Spring CIP.</i>	100,000	100,000	Proper planning for future parking structure evaluation
<u>Total 2019 Tax Increment District #10 - Near Downtown District</u>	<u>\$618,000</u>	<u>\$568,000</u>	

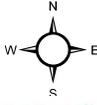
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-  TID 11
-  City of Neenah
-  Town of Neenah

FIGURE 1
Tax Increment Financing District #11
TID Boundary Map

1 inch = 384 feet





**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #11 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$0	\$14,500	\$14,500	\$14,500
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	15,000	15,000	15,000	125,000
Transfers In	0	0	0	0
Total Revenues	15,000	15,000	15,000	125,000
Expenditures				
Capital Outlay - Current Budget	500	15,000	15,000	125,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	500	15,000	15,000	125,000
Excess Revenues Over (Under) Expenditures	14,500	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$14,500	\$14,500	\$14,500	\$14,500
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$14,500	\$14,500	\$14,500	\$14,500

<u>TIF #11 Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			
Total Carry Forwards Funds to 2018	\$0	\$0	\$0

**CITY OF NEENAH
2019 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</u> Project expenditures can be made through 8/5/2036.</p> <p>1. Planning/marketing/project support.</p> <p>2. Pedestrian Facilities: Pendleton Road Trail & Sidewalk, Gay Drive to Cecil Street.</p> <p><u>Total 2019 Tax Increment District #11 - Pendleton Development Area</u></p>	<p></p> <p>\$10,000</p> <p>115,000</p> <p><u>\$125,000</u></p>	<p></p> <p>\$10,000</p> <p>115,000</p> <p><u>\$125,000</u></p>	<p></p> <p>Neighborhood was promised these enhancements</p>

**REDEVELOPMENT FUND PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$0</u>
Total 2019 Program Funding	<u><u>\$0</u></u>

2019 PROGRAM EXPENSES

Non-TIF Redevelopment Projects	<u>\$0</u>
Total 2019 Program Expenses	<u><u>\$0</u></u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Redevelopment Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$15,165	\$1,343	\$1,343	\$0
<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	13,822	0	0	0
Transfers out	0	0	0	0
Total Expenditures	13,822	0	0	0
Excess Revenues Over (Under) Expenditures	(13,822)	0	0	0
Fund Balance 12/31 (Before Grant Reconciliation)	\$1,343	\$1,343	\$1,343	\$0
Grant Reconciliation	1,343	1,343	1,343	
Fund Balance 12/31 (After Grant Reconciliation)	\$0	\$0	\$0	\$0

<u>Redevelopment Fund Carry Forwards to 2018 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

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**PUBLIC FACILITIES PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,577,600
Private Contributions/Grants	<u>81,000</u>
Total 2019 Program Funding	<u><u>\$1,658,600</u></u>

2019 PROGRAM EXPENDITURES

Existing Facilities:

Administration Building	\$40,000
Police Station	82,000
Fire/Rescue (100% City Funded)	56,000
Public Works	40,000
Library	175,000
Bergstrom-Mahler Museum	20,000
Parks & Recreation	1,245,600
Cemetery	<u>0</u>
Total 2019 Program Expenditures	<u><u>\$1,658,600</u></u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Public Facilities Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 Proposed Budget

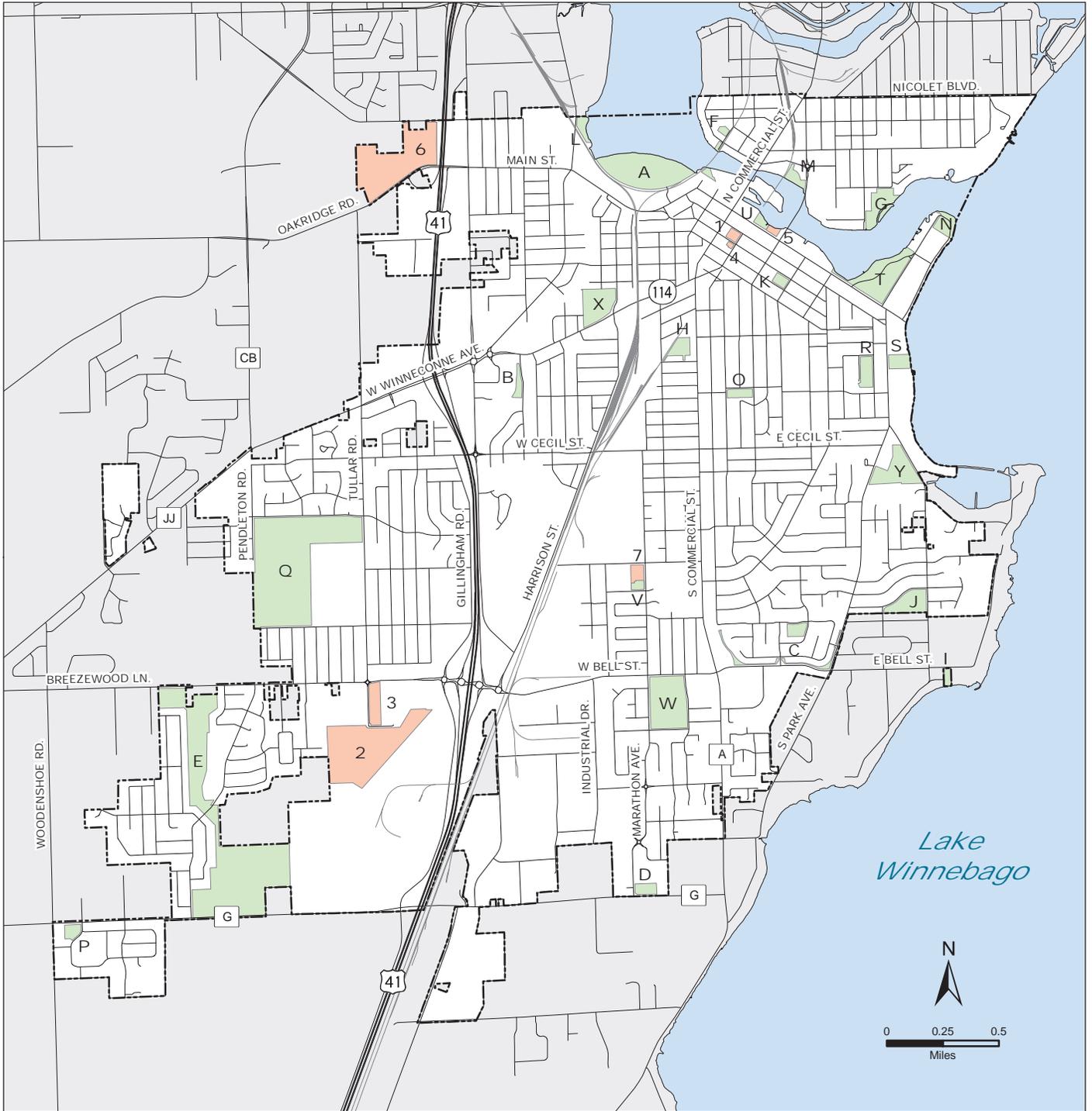
The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	<u>\$380,038</u>	<u>\$251,511</u>	<u>\$251,511</u>	<u>(\$54,188)</u>
<u>Revenues</u>				
Intergovernmental/Grants	278,800	0	0	0
Debt Issuance	1,152,500	1,794,550	1,794,550	1,577,600
Contributions	500	0	0	81,000
Transfers in	0	0	0	0
Total Revenues	<u>1,431,800</u>	<u>1,794,550</u>	<u>1,794,550</u>	<u>1,658,600</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	1,144,327	1,794,550	1,794,550	1,658,600
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	416,000	0	0	0
Total Expenditures	<u>1,560,327</u>	<u>1,794,550</u>	<u>1,794,550</u>	<u>1,658,600</u>
Excess Revenues Over (Under) Expenditures	<u>(128,527)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$251,511</u>	<u>\$251,511</u>	<u>\$251,511</u>	<u>(\$54,188)</u>
Capital Outlay - Carry Forwards	305,699	305,699	305,699	0
Fund Balance December 31 (After Carry Forwards)	<u>(\$54,188)</u>	<u>(\$54,188)</u>	<u>(\$54,188)</u>	<u>(\$54,188)</u>

Public Facilities Carry Forwards to 2018 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Firing Range Lead Remediation-2014	\$13,142	\$13,142	\$13,142
Boat Wash Station at Rec. Park-2016	7,402	7,402	7,402
Playground Equipment-Various Locations-2016	25,000	25,000	25,000
Security Locks at Shattuck Parks-2013	9,804	9,804	9,804
Replace Cemetery Water System-2016	30,000	30,000	30,000
ADA Compliance-2016 (Admin Bldg)	5,000	5,000	5,000
Washington Park Plan-2017	160,971	160,971	160,971
Playground Equipment-Carpenter Preserve-2017	19,956	19,956	19,956
Playground Equipment-Castle Oak-2017	4,019	4,019	4,019
Cemetery Inventory/Maintenance Software-2017	30,405	30,405	30,405
Total Carry Forwards Funds to 2018	<u>\$305,699</u>	<u>\$305,699</u>	<u>\$305,699</u>

City of Neenah Public Facilities



Points of Interest

- 1 - City Hall
- 2 - City Garage
- 3 - Fire Station #31
- 4 - Fire Station #32
- 5 - Neenah Library
- 6 - Oakhill Cemetery
- 7 - Police Department

City Parks

- A - Arrowhead Park
- B - Baldwin Park
- C - Bill Miller Park
- D - Castle Oak Park
- E - Carpenter Preserve
- F - Cook Park
- G - Doty Park
- H - Douglas Park

- I - Fresh Air Pak
- J - Great Northern Park
- K - Green Park
- L - Herb & Dolly Smith Park
- M - Island Park
- N - Kimberly Point Park
- O - Laudan Park
- P - Liberty Park
- Q - Memorial Park

- R - Quarry Park
- S - Recreation Park - Pool
- T - Riverside Park
- U - Shattuck Park
- V - Skatepark
- W - Southview Park
- X - Washington Park
- Y - Wilderness Park

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 FACILITIES</u>			
<u>Administration Building</u>			
1. Finance Dept. - Security and ergonomic improvements. Replace Night-drop box/Drive-Up Window (\$15,000). Install front counter security glass, replace door separating lobby from office area (\$25,000).	\$40,000	\$40,000	Necessary security upgrade
<u>Total 2019 Administration Building</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$0</u>
<u>Police Department</u>			
1. Onsite Evidence Processing Area Upgrade. (Phase 2 of 2) 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. Our proposed project was split into two years, 2018 and 2019. It has two pieces that will ensure compliance with state accreditation standards.	\$50,000	\$50,000	Phase 2 of project
2. Room Upgrades – Chief’s Office. This was deferred until a new chief was appointed.	7,000	7,000	Been deferred since new chief seated
3. Interior Wall Repairs and Paint. Cosmetic repair to interior walls: Estimating \$5,000 to repair the cracks that developed when the foundation shifted. <i>Not included in adopted Spring CIP.</i>	5,000	5,000	Necessary repairs
4. Replace Floor Tile. We need to completely replace the 26-year-old floor tiles. They are worn and peeling up at the corners in many places. We intend to replace them with rubber tiles like we use at the front desk area, which hold their color and pattern all the way through so no wear shows. Moved from 2021.	80,000	0	Budget constraints; move back one year to 2020

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Access Cards. Estimating \$20,000 to install card access throughout the PD (estimated cost: \$2,200 per exterior door; \$1,800 per interior door). We have three exterior doors and seven interior doors. <i>Not included in adopted Spring CIP.</i>	20,000	20,000	Security enhancements
Total 2019 Police Department	<u>\$162,000</u>	<u>\$82,000</u>	
<u>Fire Department</u>			
1. Replace roof over apparatus garage at Station 32. This roof has required a few repairs in recent years. We would ask to replace the roof with a fully adhered rubber membrane roof. This would also add a R-13.6 value to the insulation already there. This building is a City of Neenah property and Neenah is responsible for 100% of the project.	\$21,000	\$21,000	
2. Station 32 Apparatus Bay: Remove and replace concrete as needed. Epoxy floor Coating the entire apparatus bay which is 6,000 sq. ft. Due to the extreme conditions a fire station apparatus bay must stand up to, while still being cleanable and slip resistant, we are requesting the funds to have the concrete floors coated. Apparatus bays require a unique environment. They need a floor coating system that can withstand the weight and fluids from heavy vehicles while providing a highly aesthetic surface that is easy to clean. Estimated cost for concrete work is \$10,000. Estimated cost for epoxy work is \$25,000. Total estimated project cost is \$35,000. This building is a City of Neenah property and Neenah is responsible for 100% of the project.	35,000	35,000	
Total 2019 Fire Department	<u>\$56,000</u>	<u>\$56,000</u>	
<u>City Facilities</u>			
1. Cecil Garage Repairs: Painting, block repair and window brick work on east side.	\$15,000	\$15,000	Continue yearly maintenance & repairs
2. Tullar Garage Roof Repair. Extend roof life at least 5 years. <i>Adopted Spring CIP \$30,000.</i>	25,000	25,000	Necessary maintenance
3. Tullar Garage Repairs: Precase concrete panel joint caulking. <i>Adopted Spring CIP \$30,000.</i>	0	0	

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4. Tullar Garage Drop-Off Building. <i>Adopted Spring CIP \$17,000.</i>	0	0	
Total 2019 City Facilities	<u>\$40,000</u>	<u>\$40,000</u>	
<u>Bergstrom-Mahler Museum</u>			
1. Annual subsidy. (Potential projects could include: Slate roof repairs, seal coat driveway, repair exterior stucco, replace security cameras, replace A/C unit #3.)	\$20,000	\$20,000	Concur w/request
Total 2019 Bergstrom-Mahler Museum	<u>\$20,000</u>	<u>\$20,000</u>	
<u>Library</u>			
1. Teen space -- move from first floor to second floor. Includes furnishings, electrical, data. <i>Not included in adopted Spring CIP.</i>	\$18,000	\$18,000	Concur w/Board recommendations
2. Create Adult display area on first floor. Includes shelving for new materials. <i>Not included in adopted Spring CIP.</i>	18,000	18,000	Concur w/Board recommendations
3. Convert staff supply room into a public meeting room. Includes flip tables, stacking chairs, glassboard, paint, removing cabinets. Will accommodate 12-20 person groups. <i>Not included in adopted Spring CIP.</i>	15,000	15,000	Concur w/Board recommendations
4. Reconfigure children's computer areas so that children can work and play on computers more collaboratively. Includes tables and ottomans. <i>Not included in adopted Spring CIP.</i>	18,000	18,000	Concur w/Board recommendations
5. Create tween space (for children ages 8-13). Includes furnishings. <i>Not included in adopted Spring CIP.</i>	14,000	14,000	Concur w/Board recommendations
6. Counter for laptop space - 1st and 2nd floors along window (west side of building). Includes countertop and stools - similar to a coffee shop counter. Creates a "touch down" area for laptop users.	25,000	25,000	Concur w/Board recommendations

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
7. Exterior door from Story Time Room. The Youth Services workroom and the children's Story Time room do not have exterior doors or windows. The Story Time room is used daily with up to 50 children in attendance for a single program. There is a legitimate concern that in an emergency, evacuating 50 children from the Story Time room out the nearest exit could pose a significant safety risk to children, their parents and caretakers and staff. (Remaining in a room with a wall of interior windows poses an additional concern.) <i>Adopted Spring CIP \$15,000.</i>	54,000	54,000	Necessary safety upgrade
Subtotal 2019 Library - Funded 50% by Library Trust Fund (\$81,000)	\$162,000	\$162,000	
8. Furniture: Staff chairs (22); chairs for patrons to use at the checkout desk (2). <i>Requested in General Fund.</i>	0	13,000	Concur w/request
Total 2019 Library	\$162,000	\$175,000	
<u>Parks and Recreation Development</u>			
1. Washington Park. Master Plan Development - Phase 3 of 4: Tennis/Pickleball Ct, Splash pad, gathering plaza building and site improvements.	\$1,165,000	\$1,165,000	Complete final phase of park renovations
<u>Maintenance</u>			
2. Building Security Program (Scherck 8-doors)	16,000	\$16,000	
3. Pool - Grates	9,600	9,600	
4. Pool - Blankets	18,000	0	Move to 2020 per Dept. request
5. Shattuck Fountain Design Options: <i>Continue to Repair / Maintain (\$25,000-\$30,000/year); Complete reconstruction (est. \$300,000); Eliminate (est. \$25,000)</i>	30,000	30,000	Necessary yearly maintenance
6. Shattuck Park: Concrete	25,000	25,000	
7. Fresh Air Park - Rebuild road/lot. <i>Commission request to move from 2021.</i>	60,000	0	Move to 2020. Look at options; development long term plan for this waterfront park
Total 2019 Parks and Recreation	\$1,323,600	\$1,245,600	
TOTAL ALL 2019 FACILITIES	\$1,803,600	\$1,658,600	

**CAPITAL EQUIPMENT PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$3,159,350
Use of Reserves	<u>0</u>
Total 2019 Program Funding	<u>\$3,159,350</u>

2019 PROGRAM EXPENDITURES

Legal and Administrative Services	\$48,000
Information Systems	220,000
Police	445,460
Fire/Rescue (59.53% of Consolidated Department)	14,890
Public Works and Recycling	2,373,000
Community Development	18,000
Library	5,000
Parks and Recreation	20,000
Cemetery	<u>15,000</u>
Total 2019 Program Expenditures	<u>\$3,159,350</u>

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Capital Equipment Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2019 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
Fund Balance, January 1	\$770,554	\$930,093	\$930,093	\$517,684
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	4,660	74,900	74,900	0
Debt Issuance	1,039,300	1,385,100	1,385,100	3,159,350
Transfers in	530,566	0	0	0
Total Revenues	<u>1,574,526</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>3,159,350</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	858,487	1,460,000	1,460,000	3,159,350
Transfers out	556,500	0	0	0
Total Expenditures	<u>1,414,987</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>3,159,350</u>
Excess Revenues Over (Under) Expenditures	<u>159,539</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$930,093</u>	<u>\$930,093</u>	<u>\$930,093</u>	<u>\$517,684</u>
Capital Outlay - Carry Forwards	412,409	412,409	412,409	0
Fund Balance December 31 (After Carry Forwards)	<u>\$517,684</u>	<u>\$517,684</u>	<u>\$517,684</u>	<u>\$517,684</u>

Capital Equipment Carry Forwards to 2018 from Adopted CIP

<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
Time/Attendance Solution-2012 (I/S)	\$3,361	\$3,361	\$2,000
Virtual Desktop Infrastructure-2014 (I/S)	37,371	37,371	37,371
Forensic Recovery Evidence Devices-2015 (Police)	5,000	5,000	5,000
Replace Inspection/Assessor's Software-2013 (C.D)	67,988	67,988	67,988
ERP Suite-2017 (I/S)	125,000	125,000	125,000
ERP Suite-Utility Billing-2017 (I/S)	150,000	150,000	150,000
Automated License Plate Reader-2017 (Police)	23,000	23,000	23,000
Hitch and Enclosed Trailer-2017 (Comm. Dev.)	2,050	2,050	2,050
Half-Ton Pickup Truck 1L-2017 (Public Works)	5,000	0	0
Half-Ton Pickup Truck 1D-2017 (Public Works)	4,000	0	0
Total Carry Forwards Funds to 2018	\$422,770	\$413,770	\$412,409

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 EQUIPMENT</u>			
<u>Clerk</u>			
1. (24) Badger Books - Electronic Poll Books; 4/polling place @ \$2,000 each. Targeting Spring 2020 for implementation.	\$48,000	\$48,000	New technology; increase efficiency; leads to less manpower
Total 2019 Clerk	<u>\$48,000</u>	<u>\$48,000</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.	\$150,000	\$135,000	Per estimates
2. Windows 10/Device Upgrades. With Windows 7 end of life January of 2020, all personal computers running the windows operating system must be upgraded to Windows 10. This request reflects license costs and the replacement of roughly 25-30 older computers that will not meet the recommended specifications to handle the new operating system. <i>Moved from 2020; adopted Spring CIP \$45,000.</i>	35,000	35,000	Necessary upgrade due to licensing expiration
3. Off Network Backup Solution. The City currently utilizes a replication and snapshot back up scheme for backup of the production environment. Because of the increasing sophistication of breach exploits staff feels that it is prudent to implement an additional layer of security by introducing off network backup into the City environment. At this time staff is evaluating all options with a more defined request to be presented during 2019 budget process.	15,000	15,000	

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4. Sequel Server High Availability and Cluster Environment. Creating this environment will provide high availability and recovery utilizing Sequel Servers Always On Technology (AOT) and Availability Groups (AG). This environment will significantly increase the failover capabilities between the Production Data Center and the Redundant Data Center (RDC) at Fire 31. Additionally, staff would be able to quickly apply hardware/software patches and/or upgrades with very limited or no downtime or data inaccessibility and more efficiently perform load balancing and backups. <i>Adopted Spring CIP \$45,000; moved to 2020.</i>	0	0	Staff request to move back
5. Door Swipe Access Control Solution (Phase 3). This phase would expand controlled access to the basement door, Council Chambers door and fire stairwell doors on each floor. With all external doors (Phase 1) implemented in mid-2016 and departmental doors (Phase 2) implemented in 2018, the entire City Hall building would be a controlled access environment.	35,000	35,000	Complete City Hall security upgrade
Total 2019 Information Systems	<u>\$235,000</u>	<u>\$220,000</u>	
<u>Police Department</u>			
1. Vehicle purchases. <i>Adopted Spring CIP \$332,600.</i>	\$292,650	\$292,650	Scheduled replacement schedule
2. MDC (Squad Computer) Replacement (6)	54,000	54,000	Same time as new squad purchases
3. Axon Body Cam Equipment Contract (2nd year of 5 yr. 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.	22,810	22,810	Contracted
4. Tactical Communications Headset Upgrade. SWAT Team communications equipment is at its end of life and needs replacing. <i>Adopted Spring CIP \$10,000.</i>	12,000	12,000	Current equipment malfunctions at times

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Handguns. Our current handguns are due to be replaced in 2019. Our department armorer conducted a check of all our handguns in February 2017 and found several mechanical errors that needed to be fixed. As the estimated life span of these handguns comes to a close in 2019, we will be purchasing 52 new Glock handguns at an estimated price of \$750 each. We will be trading in our current handguns at an estimated replacement value of \$150 each.	39,000	39,000	Necessary replacement
6. ALPR (Automated License Plate Reader) for patrol use. This is for a four-camera system on one marked patrol squad.	25,000	25,000	Valuable tool for law enforcement
Total 2019 Police Department	<u>\$445,460</u>	<u>\$445,460</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 (.5953%) is used for budgeting purposes.	\$14,890	\$14,890	
Total 2019 Fire Department	<u>\$14,890</u>	<u>\$14,890</u>	
<u>Public Works</u>			
1. Purchase five (5) Automated Collection Trucks. Cost assumes dual hopper vehicles. <i>Adopted Spring CIP \$1,500,000.</i>	\$1,275,000	\$1,275,000	Council previously approved
2. Purchase refuse/recycling carts. Approx. 20,000 carts with related services. <i>Adopted Spring CIP \$980,000 = 19,600 @ \$50/each.</i>	1,050,000	1,050,000	Council previously approved
3. Replace #1A/2007 4X4 Pick-up Truck. <i>Adopted Spring CIP \$32,000.</i>	33,500	33,500	Replacement schedule
4. Replace Plasma Cutter	4,500	4,500	
5. Replace #31/1998 Front End Loader with Attachments. <i>Moved from 2020.</i>	260,000	0	Move to 2020. Continue to monitor; we have 3 other units
6. Repair 25yd. Garbage Truck Body #56/2005. <i>Not included in Adopted Spring CIP.</i>	10,000	10,000	Necessary replacement
Total 2019 Public Works (Equipment disposal value posted as revenue to the general fund.)	<u>\$2,633,000</u>	<u>\$2,373,000</u>	

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Community Development</u>			
1. Replace Inspection/Assessor vehicle. Low mileage used vehicles and lease options will be explored.	\$18,000	\$18,000	Replacement schedule
Total 2019 Community Development	<u>\$18,000</u>	<u>\$18,000</u>	
<u>Library</u>			
1. DVD resurfacer/cleaner	\$5,000	\$5,000	Request justified
2. Cash registers (two) <i>Adopted Spring CIP \$5,000.</i>	0	0	
Total 2019 Library	<u>\$5,000</u>	<u>\$5,000</u>	
<u>Parks and Recreation</u>			
1. Replace 2003 utility vehicle RO#7.	\$20,000	\$20,000	Replacement schedule
Total 2019 Parks and Recreation	<u>\$20,000</u>	<u>\$20,000</u>	
<u>Cemetery</u>			
1. Replace 2011 LM5 Ferris Mower	\$15,000	\$15,000	Replacement schedule
Total 2019 Cemetery	<u>\$15,000</u>	<u>\$15,000</u>	
TOTAL ALL 2019 EQUIPMENT	<u>\$3,434,350</u>	<u>\$3,159,350</u>	

**SANITARY SEWER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$820,000</u>
Total 2019 Program Funding	<u><u>\$820,000</u></u>

2019 PROGRAM EXPENSES

System Repair/Replacement	\$730,000
Lift Station Upgrades	40,000
Other Improvements	<u>50,000</u>
Total 2019 Program Expenses	<u><u>\$820,000</u></u>

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 SANITARY SEWER</u>			
Projects are funded by borrowed funds unless otherwise noted.			
1. Caroline Street (Union - Van)/740 ft. Replace mains and laterals. \$130/ft. Coordinate with street construction.	\$100,000	\$100,000	Coordinate w/Street
2. Stevens Street (Congress - Doty)/740 ft. Replace 8" main and laterals. \$130/ft. Coordinate with street construction.	100,000	100,000	Coordinate w/Street
3. Courtney Court/1,260 ft. Replace main and laterals. \$130/ft. Coordinate with street construction. <i>(1st time CIP request.)</i>	170,000	170,000	Joint project w/Town
4. Bell Street (Park - Commercial)/2,600 ft. Sewer rehabilitation for hydrogen sulfide damage.	260,000	260,000	
5. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation.	100,000	100,000	
6. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997.	40,000	40,000	
7. Sanitary sewer Capacity, Management, Operation and Maintenance program (CMOM) and correction of infiltration and inflow as per DNR permit requirement.	30,000	30,000	
8. Pavement repair: Concrete and asphalt patches.	20,000	20,000	
<u>TOTAL ALL 2019 SANITARY SEWER</u>	<u>\$820,000</u>	<u>\$820,000</u>	

**STORM WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$165,000
Use of Reserves	<u>500,000</u>
Total 2019 Program Funding	<u>\$665,000</u>

2019 PROGRAM EXPENSES

Detention Pond Construction	\$250,000
Storm Sewer Repair/Replacement	300,000
Other Improvements	<u>115,000</u>
Total 2019 Program Expenses	<u>\$665,000</u>

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 STORM WATER</u>			
Projects are funded by borrowed funds unless otherwise noted.			
1. Winneconne Avenue (Commercial-Olive)/350 ft. Install new storm sewer. Coordinate with street construction.	\$25,000	\$0	Defer to 2020
2. Miscellaneous repairs/Various streets. Storm sewer mains, catch basins and leads. Includes work on street paving projects that aren't listed above.	300,000	300,000	Various projects
3. Detention Ponds/Wetland Banking - various locations.	250,000	250,000	Ongoing projects
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	Continue program
6. Pavement repair: Concrete and asphalt patches.	60,000	60,000	
TOTAL <u>ALL 2019 STORM WATER</u>	<u>\$690,000</u>	<u>\$665,000</u>	

**WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2019 PROGRAM FUNDING

Utility Revenues	\$1,507,100
Special Assessments	0
Revenue Bonds	<u>0</u>
Total 2019 Program Funding	<u><u>\$1,507,100</u></u>

2019 PROGRAM EXPENSES

Distribution System - Replacements	\$860,900
Distribution System – New Mainline Extensions	25,200
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	<u>621,000</u>
Total 2019 Program Expenses	<u><u>\$1,507,100</u></u>

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2019 WATER UTILITY</u>			
<u>Distribution System-Replacements</u>			
All items are funded through Utility revenues unless otherwise noted.			
<i>All dollar amounts include a 5% contingency.</i>			
1. Caroline Street (Union - Van) 700' of 8" at \$110/ft., 14 lead services, 10 main leaks, 9 service leaks.	\$80,900	\$80,900	Concur w/request
2. Winneconne Avenue (Commercial - Washington) 685' of 8" at \$110/ft., 2 lead services tapped off of Olive Street, No water main presently in this section of Winneconne Avenue.	79,100	0	Move to 2020
3. Stanley Ct. 1700' of 8" at \$110/ft., 13 main leaks.	196,400	196,400	Concur w/Street w/reconstruction
4. Thomas Ct. 1700' of 8" at \$110/ft., 12 main leaks.	196,400	196,400	Concur w/Street w/reconstruction
5. Stanley Street (Marathon - Commercial) 1,200' of 8" at \$110/ft., 10 main leaks, 2 service leaks.	138,600	138,600	Concur w/Street w/reconstruction
6. Stevens Street (Congress Pl. - Doty) 800' of 8" at \$110/ft., 17 lead services, 3 main leaks, 11 service leaks.	94,400	94,400	W/reconstruction project
7. Fifth Street (Clark - Lincoln) 750' of 8" at \$110/ft., 20 lead services, 2 service leaks.	86,600	86,600	W/reconstruction project
8. Courtney Ct (S. Green Bay Road - East) 585' of 8" at \$110/ft.	67,600	67,600	W/reconstruction project
<u>Subtotal 2019 Distribution System-Replacement</u>	<u>\$940,000</u>	<u>\$860,900</u>	

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Distribution System-New Mainline Extensions</u>			
1. Pendleton Road (Cecil to JJ) 200' of 12" at \$120/ft.	\$25,200	\$25,200	Request justified
<u>Subtotal Distribution System-New Mainline Extensions</u>	<u>\$25,200</u>	<u>\$25,200</u>	
<u>Distribution System-New Service Expansion</u>			
<u>Total 2019 Distribution Systems</u>	<u>\$0</u>	<u>\$0</u>	
<u>Total 2019 Distribution Systems</u>			
<u>\$965,200</u>			
<u>\$886,100</u>			
<u>Plant, Metering and Equipment</u>			
All items are funded through Utility revenues unless otherwise noted.			
1. Commercial Meter replacement. Regular meter replacement program. <i>Adopted Spring CIP \$50,000.</i>	\$80,000	\$60,000	Slight reduction
2. Replace 2008 Meter Service Van. Vehicles are on a 10-year replacement cycle. <i>Adopted Spring CIP \$27,000.</i>	35,000	35,000	Replacement cycle
3. Bulbs and sleeves for one Ultraviolet (UV) disinfection unit.	16,000	16,000	
4. Sludge line manholes 4/8 at \$7,000/manhole with 5% contingency. <i>Adopted Spring CIP \$29,400.</i>	0	0	
5. Granular activated carbon filter media replacement. 2/4 filter bays.	210,000	210,000	Planned replacement
6. Security fence and gate at Towerview Water Tank.	15,000	15,000	Necessary upgrade
7. Badger Meter software update. <i>Not included in adopted Spring CIP.</i>	22,000	22,000	Necessary upgrade
8. Cartegraph software update. <i>Not included in adopted Spring CIP.</i>	18,000	18,000	
9. Replace lime slurry flow meters. <i>Not included in adopted Spring CIP.</i>	30,000	30,000	Current ones failing; outdated
10. Replace one VFD for High Service Pumping. <i>Not included in adopted Spring CIP.</i>	30,000	30,000	
11. Replace forklift with a used 5,000 lb capacity unit. <i>Moved from 2020.</i>	20,000	20,000	Current equipment not long enough
12. Replace Garage Doors at Plant, north and south garage units. <i>Moved from 2020.</i>	30,000	30,000	Necessary repairs/maintenance
13. Rip-rap shoreline at plant.	60,000	0	Move to 2020

**CITY OF NEENAH
2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
14. Replace fence and gate east side of filtration plant. Project to coincide with rip-rap installation.	14,000	0	Move to 2020
15. Hydrovac excavation trailer. <i>Not included in adopted Spring CIP.</i>	65,000	65,000	
16. Large water meter testing equipment. <i>Not included in adopted Spring CIP.</i>	5,000	5,000	
17. Miscellaneous tools and equipment.	20,000	15,000	Slight reduction
18. Technology upgrade.	10,000	10,000	IS recommends; outdated software
19. Miscellaneous consulting fees.	20,000	20,000	
20. Miscellaneous plant contingency.	20,000	20,000	
<u>Total 2019 Plant, Metering and Equipment</u>	<u>\$720,000</u>	<u>\$621,000</u>	
<u>TOTAL 2019 WATER UTILITY</u>	<u>\$1,685,200</u>	<u>\$1,507,100</u>	

CITY OF NEENAH
STATUS REPORT OF 2010-2016 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2017

2010-2016 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2018

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
	Information Systems				
1	Time/Attendance Solution-2012 (Equipment)	3,361	3,361	a	2,000
2	Virtual Desktop Infrastructure-2014 (Equipment)	37,371	37,371	b	37,371
	Police				
3	Forensic Recovery Evidence Devices-2015 (Equipment)	5,000	5,000	c	5,000
4	Firing Range Lead Remediation-2014 (Facilities)	13,142	13,142	d	13,142
	Community Development				
5	Replace Inspection/Assessor's Software-2013 (Equipment)	67,988	67,988	e	67,988
	Parks/Cemetery				
6	Boat Wash Station at Rec. Park-2016 (Facilities)	7,402	7,402	f	7,402
7	Playground Equipment-Variou Locations-2016 (Facilities)	25,000	25,000	g	25,000
8	Security Locks at Shattuck Park-2013 (Facilities)	9,804	9,804	h	9,804
9	Replace Cemetery Water System-2016 (Facilities)	30,000	30,000	i	30,000
	TIF				
10	Arrowhead Park Development-2013 (TIF 8)	204,128	204,128	j	204,128
11	Downtown Parking-Multiple Years (TIF 8)	532,771	532,771	k	532,771
12	Pedestrian Infrastructure Improvements-2016 (TIF 9)	67,233	67,233	l	67,233
13	Infrastructure Improvements-2015 (TIF 9)	15,816	15,816	m	15,816
14	Loop the Lake-2016 (TIF 10)	96,303	96,303	n	96,303
	Public Works/Sanitary/Storm				
15	Shooting Star/Armstrong-2015 (Streets)	50,000	50,000	o	50,000
16	Breezewood Lane-2010 (Ped. Routes)	33,577	33,577	p	33,577
17	Bell Street-2010 (Ped. Routes)	15,152	15,152	q	15,152
18	ADA Compliance-2016 (Facilities)	5,000	5,000	r	5,000
19	Various Repairs & Replacements-2016 (Sanitary)	249,845	249,845	s	249,845
20	Breezewood/Cummings Collector (Sanitary)	206,522	206,522	t	206,522
21	Various Main Repairs (Storm)	6,759	6,759	u	6,759
22	Washington Park-2010 (Storm)	10,196	10,196	v	10,196
23	Detention Ponds-2013-2016 (Storm)	836,158	336,158	w	336,158
	Total Prior Year Pre-2017 Non-Lapsing Project Funds	2,528,528	\$2,028,528		\$2,027,167

Mayor's Comments

- a. Time Clock for Pool Employees in 2018
- b. Continued replacement / Upgrades
- c. One Fred Unit upon Matt S. Availability
- d. Final Invoices still coming in
- e. Completion in 2018
- f. Scheduled for implementation
- g. Castle/Carpenter Park 2018
- h. Upgrades in Progress
- i. Working on Language with Contractor Currently
- j. Ongoing Project
- k. Future Needs
- l. Completion in 2018
- m. Completion in 2018
- n. Completion in 2018
- o. Pending Annexation
- p. 2019 Trail Completion
- q. 2019 Trail Completion
- r. 2018 Facilities Audit
- s. Pending Grout and Lining Contract
- t. Pending Project
- u. Retain until Commerce Ct Project Finalized
- v. Retain until Commerce Ct Project Finalized
- w. Use \$500k in 2019 CIP Hold Balance for Future Project

Summary (2010-2016)

Function	Amount
Streets/Ped Routes	98,729
Equipment	112,359
Facilities	90,348
TIF #8	736,899
TIF #9	83,049
TIF #10	96,303
Sanitary Sewer	456,367
Storm Water	353,113
Total	2,027,167

CITY OF NEENAH
STATUS REPORT OF 2017 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2017

2017 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2018

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
	<u>Information Systems</u>				
1	ERP Suite (Equipment)	125,000	125,000	a	125,000
2	ERP Suite-Utility Billing (Equipment)	150,000	150,000	b	150,000
	<u>Police</u>				
3	Automated License Plate Reader (Equipment)	23,000	23,000	c	23,000
	<u>Community Development</u>				
4	Hitch and Enclosed Trailer (Equipment)	2,050	2,050	d	2,050
	<u>Parks/Cemetery</u>				
5	Washington Park Plan (Facilities)	160,971	160,971	e	160,971
6	Playground Equipment-Carpenter Preserve (Facilities)	19,956	19,956	f	19,956
7	Playground Equipment-Castle Oak (Facilities)	4,019	4,019	g	4,019
8	Cemetery Inventory/Maintenance Software (Facilities)	30,405	30,405	h	30,405
	<u>TIF</u>				
9	Land Assemblage (TIF 9)	696,402	696,402	i	696,402
10	Neenah Sign (TIF 9)	100,000	100,000	j	100,000
11	Arrowhead Park Redevelopment (TIF 10)	21,165	21,165	k	21,165
12	Downtown Traffic Study (TIF 10)	50,000	50,000	l	50,000
13	Warehouse Acquisition-Downtown Parking (TIF 10)	900,000	900,000	m	900,000
	<u>Public Works/Sanitary/Storm</u>				
14	Half-Ton Pickup Truck 1L (Equipment)	5,000	0	n	0
15	Half-Ton Pickup Truck 1D (Equipment)	4,000	0	o	0
16	Industrial Drive (Streets)	171,169	171,169	p	171,169
17	Undesignated Street Maintenance (Streets)	64,095	64,095	q	64,095
18	Main Street/Green Bay Road (Traffic Control)	7,000	0	r	0
19	Various Repairs & Replacements (Sanitary)	250,000	250,000	s	250,000
20	Pavement Repairs (Sanitary)	8,931	8,931	t	8,931
21	Breezewood/Cummings Collector (Sanitary)	204,478	204,478	u	204,478
22	Rate Study (Sanitary)	1,188	1,188	v	1,188
23	Misc. Repairs at Various Locations (Storm)	89,728	89,728	w	89,728
24	Detention Ponds (Storm)	100,000	100,000	x	100,000
	Total 2017 Non-Lapsing Project Funds	3,188,557	3,172,557		3,172,557
	TOTAL ALL 2010-2017 PROJECT FUNDS	\$5,717,085	\$5,201,085		\$5,199,724

Mayor's Comments

- a. Utilize in 2018
- b. Utilize in 2018
- c. Use in 2018 for 2nd unit
- d. Purchase in Progress
- e. Leave for Possible 2018 Needs
- f. Completion in 2018
- g. Completion in 2018
- h. Inventory Collection
- i. Acquisition in Progress
- j. Design in Progress
- k. Ongoing Project
- l. Project in Progress
- m. Going To Council for Approval Soon
- n. OK to Lapse
- o. OK to Lapse
- p. Ongoing Project Upgrades
- q. Included with 2018 Pavement Repairs
- r. OK to Lapse
- s. Future Potential Use
- t. Will Use in 2018
- u. Upcoming Project with Town
- v. 0 Balance is Spent
- w. Potential Future Projects
- x. Future Project Needs

Summary (2017)

Function	Amount
Streets/Ped Routes	235,264
Equipment	300,050
Facilities	215,351
TIF #9	796,402
TIF #10	971,165
Sanitary Sewer	464,597
Storm Water	189,728
Total	\$3,172,557

Summary (Total)

Function	Amount
Streets/Ped Routes	333,993
Equipment	412,409
Facilities	305,699
TIF #8	736,899
TIF #9	879,451
TIF #10	1,067,468
Sanitary Sewer	920,964
Storm Water	542,841
Grand Total	\$5,199,724

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise Funds	Submitted by: G. Kaiser/A. Kahl

Parking Utility Fund
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>
Fund Balance, January 1	<u>\$84,653</u>	<u>\$24,796</u>	<u>\$24,796</u>	<u>(\$12,264)</u>	<u>(\$12,264)</u>
REVENUES					
Parking Meters	\$488	\$0	\$0	\$0	\$0
Permits	205,909	196,940	214,090	236,710	236,710
Parking Fines	86,238	125,460	125,460	138,600	138,600
Other - Sales Tax	56	50	60	60	60
Total Revenue	<u>\$292,691</u>	<u>\$322,450</u>	<u>\$339,610</u>	<u>\$375,370</u>	<u>\$375,370</u>
EXPENDITURES					
Enforcement (Police)	\$30,451	\$92,234	50,800	\$62,730	\$62,730
Parking Meters	486	0	0	0	0
Parking Lots	88,812	81,920	97,780	106,230	106,230
Parking Ramp - Canal	111,675	98,910	101,170	99,770	99,770
Special Reserves & Escrow	0	0	0	340	340
Administrative/OPEB/Misc.	121,124	117,760	126,920	129,410	129,410
Total Expenditures	<u>\$352,548</u>	<u>\$390,824</u>	<u>\$376,670</u>	<u>\$398,480</u>	<u>\$398,480</u>
Excess Revenues Over (Under)					
Expenditures	(\$59,857)	(\$68,374)	(\$37,060)	(\$23,110)	(\$23,110)
Fund Balance, December 31	<u>\$24,796</u>	<u>(\$43,578)</u>	<u>(\$12,264)</u>	<u>(\$35,374)</u>	<u>(\$35,374)</u>

**CITY OF NEENAH
2019 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 2019 Budget Request:

- None.

**Parking Meters
(044-7701-738)**

Goals/Responsibilities:

Maintenance and repair of City parking meters and collection of monies. All meters were removed from the parking system in 2017. No 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.

2018 Accomplishments:

- Maintained parking lots as required. Used Outside Services to maintain parking lot landscaping.
- Used small equipment (pickup truck) to remove snow.
- Installed new parking lot signing

**CITY OF NEENAH
2019 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)

2019 Goals/Plans:

- Maintain all lots as required. Use City forces to maintain parking lot landscaping.
- 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 2019 Budget Request:

- Budgeted additional Outside Services to crack seal, seal coat and stripe the Red Lots (former ramp and Walnut St) and the Blue Lot (Church St).
- Reduced Outside Services for landscaping maintenance. Will use City forces for this work since PW - Operations is now fully staffed.

Parking Ramp
(044-7705-738)

Goals/Responsibilities:

Maintain the N. Church Street Ramp (930 spaces).

2018 Accomplishments:

- Continued to maintain the Church Street Ramp.
- Repaired haunches.
- Completed project to re-caulk construction joints.

2019 Goals/Plans:

- Continue maintenance of ramp.
- With Community Development, evaluate future parking ramp needs.

Major Increases (Decreases) in 2019 Budget Request:

- None.

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2019**

PARKING FUND DIVISION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
Parking Enforcement	30,451	92,234	33,797	50,800	62,730	62,730	(29,504)
Parking Meters	486	0	0	0	0	0	0
Parking Lots	88,812	81,920	76,118	97,780	106,230	106,230	24,310
Parking Ramp - Canal	111,676	98,910	65,508	101,170	99,770	99,770	860
Other	(124)	530	0	530	540	540	10
Special Reserves & Escrow	0	0	0	0	340	340	340
General Fund	121,251	117,230	87,923	126,390	128,870	128,870	11,640
TOTAL PARKING	352,552	390,824	263,346	376,670	398,480	398,480	7,656
						Percent Budget Change	1.96%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PARKING BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	4,080	4,080	3,060	4,080	4,440	4,440	
0102	Full Time Hourly Wages	16,060	16,750	8,936	16,000	16,500	16,500	
0103	Temporary Wages	19,476	40,000	21,681	30,000	40,000	40,000	
0104	Overtime Wages	8,068	6,000	10,446	12,000	8,000	8,000	
0110	Health Insurance	8,959	7,740	6,835	7,740	7,810	7,810	
0111	Fringes	7,224	8,130	6,147	8,770	7,990	7,990	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
0124	Meal Allowance	168	150	196	200	200	200	
	PERSONAL SERVICES	64,035	84,050	57,301	79,990	86,140	86,140	2,090
CONTRACTUAL SERVICES								
0202	Outside Printing	3,594	2,000	1,390	2,800	2,800	2,800	
0203	Postage	790	1,000	912	1,000	1,000	1,000	
0205	Debit Card Fees	547	0	2,446	3,100	3,100	3,100	
0213	Maint of Motor Vehicles	228	2,150	68	450	1,150	1,150	
0214	Maint of Buildings	23,764	17,000	8,075	15,000	17,000	17,000	
0215	Maint of Radio Equipment	0	500	0	0	500	500	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0218	Maint of Software	266	28,234	117	200	200	200	
0219	Maintenance of Land	7,251	2,000	9,107	10,000	2,000	2,000	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	30,114	25,100	17,470	25,100	25,200	25,200	
0224	Water & Sewer	3,940	4,200	2,102	4,200	4,200	4,200	
0226	Storm Water	5,628	5,980	3,192	5,980	5,980	5,980	
0236	Outside Services	32,964	38,900	29,918	37,000	54,000	54,000	
0237	Pest Control	1,970	1,500	1,549	1,550	1,500	1,500	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	50	50	0	50	50	50	
0251	Rental	24,680	24,680	21,230	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	13,920	13,500	14,610	16,160	16,000	16,000	
0294	Oil and Fluids/Fleet	294	300	179	400	400	400	
0296	Maint of Oper Eq/Fleet	1,798	1,800	415	1,800	1,800	1,800	
	CONTRACTUAL SERVICES	152,263	169,664	113,090	150,240	162,330	162,330	(7,334)
SUPPLIES & MATERIALS								
0301	Office Supplies	0	100	0	0	100	100	
0306	Cleaning/Janitor Supplies	176	1,000	114	800	1,000	1,000	
0310	Gasoline & Oil	4,053	5,000	3,453	5,400	5,250	5,250	
0314	Building Maint. Supplies	965	1,500	357	1,500	1,500	1,500	
0316	Equipment Maint. Supplies	1,377	900	0	900	900	900	
0319	Safety Supplies	0	50	0	50	50	50	
0320	Small Tools	603	300	405	410	300	300	
0332	Salt & Stone Chips	7,417	9,000	0	9,000	10,000	10,000	
0333	All Other Supplies	128	900	470	840	900	900	
0344	Small Equipment	390	500	215	500	500	500	
0347	Small Computer Hardware	18	0	18	20	0	0	
	SUPPLIES & MATERIALS	15,127	19,250	5,032	19,420	20,500	20,500	1,250
OTHER								
0501	Vandalism	0	100	0	100	100	100	
	OTHER	0	100	0	100	100	100	0
TRANSFERS								
9999	General Fund	121,251	117,230	87,923	126,390	128,870	128,870	
	TRANSFERS	121,251	117,230	87,923	126,390	128,870	128,870	11,640
ADMINISTRATIVE/GENERAL								
9251	OPEB Insurance	36	530	0	530	540	540	
9252	Pension Cost	(160)	0	0	0	0	0	
	ADMINISTRATIVE/GENERAL	(124)	530	0	530	540	540	10
	TOTAL PARKING	352,552	390,824	263,346	376,670	398,480	398,480	7,656
								Percent Budget Change 1.96%

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PARKING								
<u>PARKING ENFORCEMENT (2135-711)</u>								
0103	Temporary Wages	19,476	40,000	21,681	30,000	40,000	40,000	
0111	Fringes	886	1,900	946	1,320	1,580	1,580	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
	Personal Services	20,362	43,100	22,627	32,520	42,780	42,780	(320)
0202	Outside Printing	3,594	2,000	1,390	2,800	2,800	2,800	
0203	Postage	790	1,000	912	1,000	1,000	1,000	
0205	Debit Card Fees	547	0	2,446	3,100	3,100	3,100	
0213	Maint of Motor Vehicles	228	2,000	68	300	1,000	1,000	
0215	Maint of Radio Equipment	0	500	0	0	500	500	
0218	Maint Of Software	266	28,234	117	200	200	200	
0236	Outside Services	1,500	10,900	2,000	4,000	4,000	4,000	
0293	Maint Of Motor Veh/Fleet	1,160	1,500	3,149	4,160	4,000	4,000	
0294	Oil and Fluids/Fleet	22	100	107	200	200	200	
	Contractual Services	8,107	46,234	10,189	15,760	16,800	16,800	(29,434)
0301	Office Supplies	0	100	0	0	100	100	
0310	Gasoline & Oil	1,964	2,500	963	2,500	2,750	2,750	
0333	All Other Supplies	0	300	0	0	300	300	
0347	Small Computer Hardware	18	0	18	20	0	0	
	Supplies & Materials	1,982	2,900	981	2,520	3,150	3,150	250
	PARKING ENFORCEMENT	30,451	92,234	33,797	50,800	62,730	62,730	(29,504)
<hr/>								
<u>PARKING METERS (7701-738)</u>								
0102	Full Time Hourly Wages	315	0	0	0	0	0	
0110	Health Insurance	100	0	0	0	0	0	
0111	Fringes	71	0	0	0	0	0	
	Personal Services	486	0	0	0	0	0	0
	PARKING METERS	486	0	0	0	0	0	0

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PARKING LOT (7702-738)								
0102	Full Time Hourly Wages	10,678	12,180	5,965	12,000	12,000	12,000	
0104	Overtime Wages	8,068	6,000	10,446	12,000	8,000	8,000	
0110	Health Insurance	5,954	5,390	4,998	5,390	5,550	5,550	
0111	Fringes	4,229	4,220	3,802	5,570	4,400	4,400	
0124	Meal Allowance	168	150	196	200	200	200	
	Personal Services	29,097	27,940	25,407	35,160	30,150	30,150	2,210
0219	Maintenance of Land	7,251	2,000	9,107	10,000	2,000	2,000	
0222	Electricity	2,336	2,100	1,213	2,100	2,200	2,200	
0226	Storm Water	4,452	4,800	2,604	4,800	4,800	4,800	
0236	Outside Services	3,949	3,000	1,683	3,000	25,000	25,000	
0251	Rental	24,680	24,680	21,230	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	12,760	12,000	11,461	12,000	12,000	12,000	
0294	Oil and Fluids/Fleet	272	200	72	200	200	200	
0296	Maint of Oper Eq/Fleet	1,798	1,500	415	1,500	1,500	1,500	
	Contractual Services	57,498	50,280	47,785	58,280	72,380	72,380	22,100
0310	Gasoline & Oil	2,089	2,500	2,490	2,900	2,500	2,500	
0332	Salt & Stone Chips	0	1,000	0	1,000	1,000	1,000	
0333	All Other Supplies	128	200	435	440	200	200	
	Supplies & Materials	2,217	3,700	2,925	4,340	3,700	3,700	0
	PARKING LOT	88,812	81,920	76,117	97,780	106,230	106,230	24,310

PARKING RAMP - CANAL (7705-738)

101	Salaries	4,080	4,080	3,060	4,080	4,160	4,160	
102	Full Time Hourly Wages	5,067	4,570	2,971	4,000	4,500	4,500	
110	Health Insurance	2,905	2,350	1,837	2,350	2,260	2,260	
111	Fringes	2,038	2,010	1,399	1,880	1,950	1,950	
	Personal Services	14,090	13,010	9,267	12,310	12,870	12,870	(140)
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0214	Maint of Buildings	23,764	17,000	8,075	15,000	17,000	17,000	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	27,778	23,000	16,257	23,000	23,000	23,000	
0224	Water & Sewer	3,940	4,200	2,102	4,200	4,200	4,200	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	27,515	25,000	26,235	30,000	25,000	25,000	
0237	Pest Control	1,970	1,500	1,549	1,550	1,500	1,500	
0238	Professional Services	0	250	0	250	250	250	
0242	Permits	50	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	0	300	0	300	300	300	
	Contractual Services	86,658	73,150	55,116	76,200	73,150	73,150	0
0306	Cleaning/Janitor Supplies	176	1,000	114	800	1,000	1,000	
0314	Building Maint. Supplies	965	1,500	357	1,500	1,500	1,500	
0316	Equipment Maint. Supplies	1,377	900	0	900	900	900	
0319	Safety Supplies	0	50	0	50	50	50	
0320	Small Tools	603	300	405	410	300	300	
0332	Salt & Stone Chips	7,417	8,000	0	8,000	9,000	9,000	
0333	All Other Supplies	0	400	35	400	400	400	
0344	Small Equipment	390	500	215	500	500	500	
	Supplies & Materials	10,928	12,650	1,126	12,560	13,650	13,650	1,000

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
0501	Vandalism	0	100	0	100	100	100	
	Other	0	100	0	100	100	100	0
	PARKING RAMP - CANAL	111,676	98,910	65,509	101,170	99,770	99,770	860
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	280	280	
0111	Fringes	0	0	0	0	60	60	
	Special Reserves & Escrow	0	0	0	0	340	340	340
<u>OTHER (0509-703)</u>								
9251	OPEB Insurance	36	530	0	530	540	540	
9252	Pension Cost	(160)	0	0	0	0	0	
		(124)	530	0	530	540	540	10
<u>TRANSFER TO GENERAL FUND (9910-999)</u>								
9999	Transfers	121,251	117,230	87,923	126,390	128,870	128,870	
	TRANSFER TO GENERAL FUND	121,251	117,230	87,923	126,390	128,870	128,870	11,640
TOTAL PARKING		352,552	390,824	263,346	376,670	398,480	398,480	7,656
							Percent Budget Change	1.96%

**CITY OF NEENAH
2019 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
2019 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

	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Fund Balance, January 1	\$3,232,230	\$3,789,615	\$3,789,615	\$3,452,985	\$3,452,985
REVENUES					
User Fees	\$4,427,566	\$4,400,000	\$4,400,000	\$4,450,000	\$4,450,000
Interest	29,521	12,000	30,000	45,000	45,000
Industrial Testing Fees	29,852	30,000	30,000	30,000	30,000
Sewer Assessments	203,387	25,000	25,000	25,000	25,000
Proceeds From Borrowing	885,000	670,000	670,000	820,000	820,000
Insurance Settlement	79,986	0	0	0	0
Miscellaneous Revenues	41,181	45,000	45,000	45,000	45,000
Total Revenue	\$5,696,493	\$5,182,000	\$5,200,000	\$5,415,000	\$5,415,000
EXPENDITURES					
Treatment Plant Charges	\$2,278,011	\$2,366,200	\$2,347,160	\$2,341,840	\$2,341,840
Sewers/Lift Stations Maint.	262,574	275,810	271,290	286,710	286,710
T-V Sewer Insp. & Sealing	7,938	48,270	48,270	47,300	47,300
Administration/Overhead	530,372	508,860	528,750	530,930	530,930
Monthly Billings Charges	253,709	265,000	265,000	268,000	268,000
Ind. Wastewater Monitoring	29,852	30,000	30,000	30,000	30,000
City of Menasha Payment	0	20,000	50,000	50,000	50,000
Legal & Miscellaneous	27,386	15,000	15,000	15,000	15,000
Capital Expense	425,565	670,000	670,000	820,000	820,000
Debt Service Payments	1,323,701	1,300,240	1,311,160	1,288,460	1,288,460
Total Expenditures	\$5,139,108	\$5,499,380	\$5,536,630	\$5,678,240	\$5,678,240
Excess Revenues Over (Under) Expenditures	\$557,385	(\$317,380)	(\$336,630)	(\$263,240)	(\$263,240)
Fund Balance, December 31	\$3,789,615	\$3,472,235	\$3,452,985	\$3,189,745	\$3,189,745

**CITY OF NEENAH
2019 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
2019 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.

	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Fund Balance, January 1	<u>\$3,720,776</u>	<u>\$3,999,884</u>	<u>\$3,999,884</u>	<u>\$3,866,944</u>	<u>\$3,866,944</u>
REVENUES					
User Fees	1,701,333	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Permit Fee	16,282	12,000	12,000	10,000	10,000
Interest	31,336	14,000	35,000	50,000	50,000
Def. Sewer Hook-Up Charge/ Mains	6,725	2,000	5,070	5,000	5,000
Proceeds from Borrowing	735,000	665,000	665,000	690,000	665,000
Miscellaneous Revenues	16,304	16,000	18,810	15,650	15,650
Total Revenue	<u>\$2,506,980</u>	<u>\$2,409,000</u>	<u>\$2,435,880</u>	<u>\$2,470,650</u>	<u>\$2,445,650</u>
EXPENDITURES					
Storm Sewer Operations	\$158,038	\$170,310	\$145,340	\$174,340	\$174,340
TV Sewers Insp/Sealing	3,898	18,050	12,030	17,000	17,000
Slough Control	0	3,600	7,780	4,990	4,990
Street Cleaning	130,383	161,790	145,020	154,310	154,310
Snow Hauling	58,470	160,160	125,760	194,090	194,090
Erosion Control Inspection	37,910	40,800	40,800	31,410	31,410
Detention Pond	76,890	87,840	78,920	81,820	81,820
Leaf Collection	194,517	146,580	156,040	149,800	149,800
Special Reseves & Escrow	0	0	0	6,010	6,010
Capital Expense	392,522	665,000	665,000	690,000	665,000
Transfer to General Fund:					
Utility Monthly Billings	71,846	63,260	63,260	64,990	64,990
PW Support/Overhead	389,137	413,340	413,340	426,630	426,630
Debt Service Payment	714,261	715,530	715,530	612,830	612,830
Total Expenditures	<u>\$2,227,872</u>	<u>\$2,646,260</u>	<u>\$2,568,820</u>	<u>\$2,608,220</u>	<u>\$2,583,220</u>
Excess Revenues Over (Under) Exp.	\$279,108	(\$237,260)	(\$132,940)	(\$137,570)	(\$137,570)
Ending Fund Balance as 12/31	<u>\$3,999,884</u>	<u>\$3,762,624</u>	<u>\$3,866,944</u>	<u>\$3,729,374</u>	<u>\$3,729,374</u>

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2019**

<u>STORM WATER DIVISION</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 YTD (9 MONTHS)</u>	<u>2018 ESTIMATE</u>	<u>2019 DEPT REQUEST</u>	<u>2019 PROPOSED</u>	<u>BUDGET CHANGE</u>
Sewer Operation	158,039	170,310	95,607	145,340	174,340	174,340	4,030
TV Storm Sewers	3,898	18,050	1,060	12,030	17,000	17,000	(1,050)
Slough Controls	0	3,600	5,638	7,780	4,990	4,990	1,390
Street Cleaning	130,384	161,790	93,712	145,020	154,310	154,310	(7,480)
Fund Charges	62,954	63,260	47,100	63,260	64,990	64,990	1,730
Snow Hauling	58,470	160,160	78,384	125,760	194,090	194,090	33,930
Erosion Contr Inspection	37,910	40,800	29,300	40,800	31,410	31,410	(9,390)
Detention Pond	76,891	87,840	56,671	78,920	81,820	81,820	(6,020)
Leaf Collection	194,517	146,580	44,762	168,260	149,800	149,800	3,220
Special Reserves	0	0	0	0	6,010	6,010	6,010
Transfers	389,137	413,340	310,005	418,430	426,630	426,630	13,290
TOTAL STORMWATER	<u>1,112,200</u>	<u>1,265,730</u>	<u>762,239</u>	<u>1,205,600</u>	<u>1,305,390</u>	<u>1,305,390</u>	<u>39,660</u>
					Percent Budget Change		3.13%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	25,300	25,810	19,358	25,810	24,930	24,930	
0102	Full Time Hourly Wages	198,195	276,450	104,653	226,000	292,000	292,000	
0104	Overtime Wages	14,371	29,200	20,033	31,490	30,300	30,300	
0110	Health Insurance	74,489	97,630	43,487	97,640	94,690	94,690	
0111	Fringes	53,776	76,860	33,286	65,630	76,340	76,340	
0115	Schools/Seminars/Training	0	700	100	800	700	700	
0118	License Renewal	0	40	0	40	40	40	
0124	Meal Allowance	144	450	364	460	450	450	
	PERSONAL SERVICES	366,275	507,140	221,281	447,870	519,450	519,450	12,310
CONTRACTUAL SERVICES								
0204	Conferences & Meetings	460	700	490	690	700	700	
0207	Dues & Memberships	2,200	2,500	2,200	2,200	2,500	2,500	
0216	Maint of Operating Equip	0	1,000	0	1,000	1,000	1,000	
0222	Electricity	18,707	17,800	10,383	17,800	17,800	17,800	
0224	Water & Sewer	6,907	6,950	5,747	6,950	7,300	7,300	
0232	Auditing Services	3,925	4,000	4,000	4,000	4,100	4,100	
0236	Outside Services	40,372	68,000	34,183	54,000	61,000	61,000	
0238	Professional Services	15,590	20,500	13,780	18,000	20,500	20,500	
0243	Tipping Fees	23,239	30,000	16,600	25,230	26,000	26,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	8,643	7,460	7,740	8,550	20,920	20,920	
0293	Maint of Motor Veh/Fleet	59,903	59,500	37,240	58,830	64,500	64,500	
0294	Oil and Fluids/Fleet	2,825	2,900	1,170	2,300	2,900	2,900	
0296	Maint of Oper Eq/Fleet	63,195	19,500	28,301	32,930	21,500	21,500	
	CONTRACTUAL SERVICES	249,966	244,810	165,834	236,480	254,720	254,720	9,910
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	29,479	30,380	17,651	28,380	30,100	30,100	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	6,610	500	2,868	4,300	3,300	3,300	
0319	Safety Supplies	239	300	0	300	300	300	
0320	Small Tools	710	300	105	300	300	300	
0331	Sand Gravel Hot/Cold Mix	1,231	1,500	0	1,500	1,500	1,500	
0333	All Other Supplies	3,422	3,400	734	3,400	3,400	3,400	
0335	Manhole/Catch Basin/Pipe	0	0	571	580	0	0	
0339	Tires & Tire Maintenance	1,902	4,000	92	4,000	4,000	4,000	
0344	Small Equipment	4,105	100	0	100	100	100	
	SUPPLIES & MATERIALS	47,698	40,680	22,021	43,060	43,200	43,200	2,520
OTHER								
0555	Billing & Admin. Fees	58,733	57,460	43,100	57,460	59,090	59,090	
0556	Uncollectible Write Offs	95	500	0	500	500	500	
	OTHER	58,828	57,960	43,100	57,960	59,590	59,590	1,630
ADMINISTRATIVE/GENERAL								
9251	OPEB Insurance	296	1,800	0	1,800	1,800	1,800	
	ADMINISTRATIVE/GENERAL	296	1,800	0	1,800	1,800	1,800	0
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	389,137	413,340	310,005	418,430	426,630	426,630	
	TRANSFER TO GENERAL FUN	389,137	413,340	310,005	418,430	426,630	426,630	13,290
	TOTAL STORM WATER	1,112,200	1,265,730	762,241	1,205,600	1,305,390	1,305,390	39,660
							Percent Budget Change	3.13%

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
SEWER OPERATION (3901-733)								
0102	Full Time Hourly Wages	64,998	68,010	34,657	51,000	65,000	65,000	
0104	Overtime Wages	2,388	200	1,382	1,390	200	200	
0110	Health Insurance	21,404	20,120	10,975	20,120	18,080	18,080	
0111	Fringes	15,282	15,820	8,345	12,110	14,340	14,340	
0115	Schools/Seminars/Training	0	200	0	200	200	200	
0124	Meal Allowance	48	50	24	50	50	50	
	Personal Services	104,120	104,400	55,383	84,870	97,870	97,870	(6,530)
0204	Conferences & Meetings	460	500	490	490	500	500	
0207	Dues & Memberships	2,200	2,500	2,200	2,200	2,500	2,500	
0216	Maint of Operating Equip	0	0	0	0	0	0	
0222	Electricity	726	800	499	800	800	800	
0224	Water & Sewer	1,590	1,700	1,473	1,700	1,800	1,800	
0236	Outside Services	6,998	10,000	8,722	10,000	10,000	10,000	
0238	Professional Services	3,358	5,000	108	2,500	5,000	5,000	
0243	Tipping Fees	4,963	2,000	0	0	0	0	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	8,643	7,460	7,740	8,550	20,920	20,920	
0293	Maint of Motor Veh/Fleet	3,134	4,000	3,516	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	997	1,500	445	1,200	1,500	1,500	
0296	Maint of Oper Eq/Fleet	2,837	2,500	1,247	2,500	2,500	2,500	
	Contractual Services	39,906	41,960	30,440	37,940	53,520	53,520	11,560
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	9,595	16,000	8,428	14,000	15,000	15,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	112	300	0	300	300	300	
0320	Small Tools	133	300	105	300	300	300	
0331	Sand Gravel Hot/Cold Mix	1,231	1,500	0	1,500	1,500	1,500	
0333	All Other Supplies	2,226	3,000	681	3,000	3,000	3,000	
0335	Manhole/Catch Basin/Pipe	0	0	571	580	0	0	
0339	Tires & Tire Maintenance	621	2,000	0	2,000	2,000	2,000	
0344	Small Equipment	0	100	0	100	100	100	
	Supplies & Materials	13,918	23,450	9,785	22,030	22,450	22,450	(1,000)
0588	Uncollectible Write Offs	95	500	0	500	500	500	
	Other	95	500	0	500	500	500	0
	SEWER OPERATION	158,039	170,310	95,608	145,340	174,340	174,340	4,030
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	280	280	
0111	Fringes	0	230	0	230	220	220	
	Personal Services	0	1,550	0	1,530	1,500	1,500	(50)
0236	Outside Services	3,898	16,000	1,060	10,000	15,000	15,000	
0238	Professional Services	0	500	0	500	500	500	
	Contractual Services	3,898	16,500	1,060	10,500	15,500	15,500	(1,000)
	TV STORM SEWERS	3,898	18,050	1,060	12,030	17,000	17,000	(1,050)

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>SLOUGH CONTROLS (3903-733)</u>								
0102	Full Time Hourly Wages	0	2,030	3,674	5,000	3,000	3,000	
0110	Health Insurance	0	600	1,119	1,120	830	830	
0111	Fringes	0	470	845	1,160	660	660	
	Personal Services	0	3,100	5,638	7,280	4,490	4,490	1,390
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	0	500	0	500	500	500	0
	SLOUGH CONTROLS	0	3,600	5,638	7,780	4,990	4,990	1,390
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<u>STREET CLEANING (3904-733)</u>								
0102	Full Time Hourly Wages	46,138	53,800	36,737	50,000	53,000	53,000	
0104	Overtime Wages	68	0	91	100	100	100	
0110	Health Insurance	14,677	15,870	11,215	15,360	14,730	14,730	
0111	Fringes	10,479	12,470	8,526	11,600	11,680	11,680	
0115	Schools/Seminars/Training	0	0	100	100	0	0	
0124	Meal Allowance	0	0	4	10	0	0	
	Personal Services	71,362	82,140	56,673	77,170	79,510	79,510	(2,630)
0224	Water & Sewer	5,317	5,250	4,274	5,250	5,500	5,500	
0236	Outside Services	0	1,000	100	500	500	500	
0243	Tipping Fees	16,394	28,000	13,377	22,000	23,000	23,000	
0293	Maint of Motor Veh/Fleet	27,801	35,000	11,103	30,000	35,000	35,000	
0294	Oil and Fluids/Fleet	1,020	1,000	346	700	1,000	1,000	
0296	Maint of Oper Eq/Fleet	242	1,000	186	1,000	1,000	1,000	
	Contractual Services	50,774	71,250	29,386	59,450	66,000	66,000	(5,250)
0310	Gasoline & Oil	8,216	7,800	7,562	7,800	8,200	8,200	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0339	Tires & Tire Maintenance	32	500	92	500	500	500	
	Supplies & Materials	8,248	8,400	7,654	8,400	8,800	8,800	400
	STREET CLEANING	130,384	161,790	93,713	145,020	154,310	154,310	(7,480)
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<u>FUND CHARGES (3905-733)</u>								
0232	Auditing Services	3,925	4,000	4,000	4,000	4,100	4,100	
	Contractual Services	3,925	4,000	4,000	4,000	4,100	4,100	100
0555	Billing & Admin. Fees	58,733	57,460	43,100	57,460	59,090	59,090	
	Other	58,733	57,460	43,100	57,460	59,090	59,090	1,630
9251	OPEB Insurance	296	1,800	0	1,800	1,800	1,800	
	Admin/General	296	1,800	0	1,800	1,800	1,800	0
	FUND CHARGES	62,954	63,260	47,100	63,260	64,990	64,990	1,730

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
SNOW HAULING (3906-733)								
0102	Full Time Hourly Wages	21,146	75,480	23,160	45,000	95,000	95,000	
0104	Overtime Wages	4,487	15,000	18,560	20,000	20,000	20,000	
0110	Health Insurance	8,142	26,750	12,705	26,750	31,890	31,890	
0111	Fringes	5,794	21,030	9,660	15,110	25,300	25,300	
0124	Meal Allowance	96	400	336	400	400	400	
	Personal Services	39,665	138,660	64,421	107,260	172,590	172,590	33,930
0236	Outside Services	0	1,500	893	1,500	1,500	1,500	
0293	Maint of Motor Veh/Fleet	17,649	15,000	9,931	12,000	15,000	15,000	
0296	Maint of Oper Eq/Fleet	1,156	5,000	3,139	5,000	5,000	5,000	
	Contractual Services	18,805	21,500	13,963	18,500	21,500	21,500	0
	SNOW HAULING	58,470	160,160	78,384	125,760	194,090	194,090	33,930

EROSION CONTROL (3907-733)								
0101	Salaries	25,300	25,810	19,358	25,810	20,000	20,000	
0110	Health Insurance	6,970	7,350	5,517	7,350	5,310	5,310	
0111	Fringes	5,640	5,900	4,425	5,900	4,360	4,360	
0115	Schools/Seminars/Training	0	500	0	500	500	500	
0118	License Renewal	0	40	0	40	40	40	
	Personal Services	37,910	39,600	29,300	39,600	30,210	30,210	(9,390)
0204	Conferences & Meetings	0	200	0	200	200	200	
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	37,910	40,800	29,300	40,800	31,410	31,410	(9,390)

DETENTION POND (3908-733)								
0102	Full Time Hourly Wages	7,543	10,150	5,761	9,000	10,000	10,000	
0110	Health Insurance	2,396	2,990	1,754	2,990	2,770	2,770	
0111	Fringes	1,712	2,350	1,331	2,080	2,200	2,200	
	Personal Services	11,651	15,490	8,846	14,070	14,970	14,970	(520)
0216	Maint of Operating Equip	0	1,000	0	1,000	1,000	1,000	
0222	Electricity	17,981	17,000	9,884	17,000	17,000	17,000	
0236	Outside Services	29,363	37,500	23,408	30,000	32,000	32,000	
0238	Professional Services	12,232	15,000	13,671	15,000	15,000	15,000	
0293	Maint of Motor Veh/Fleet	170	500	369	500	500	500	
0296	Maint of Oper Eq/Fleet	939	1,000	302	1,000	1,000	1,000	
	Contractual Services	60,685	72,000	47,634	64,500	66,500	66,500	(5,500)
0316	Equipment Maint. Supplies	182	150	137	150	150	150	
0320	Small Tools	0	0	0	0	0	0	
0333	All Other Supplies	268	200	53	200	200	200	
0344	Small Equipment	4,105	0	0	0	0	0	
	Supplies & Materials	4,555	350	190	350	350	350	0
	DETENTION POND	76,891	87,840	56,670	78,920	81,820	81,820	(6,020)

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
LEAF COLLECTION (3909-733)								
0102	Full Time Hourly Wages	58,370	65,960	664	65,000	65,000	65,000	
0104	Overtime Wages	7,428	14,000	0	10,000	10,000	10,000	
0110	Health Insurance	20,900	23,650	202	23,650	20,800	20,800	
0111	Fringes	14,869	18,590	154	17,440	16,500	16,500	
	Personal Services	101,567	122,200	1,020	116,090	112,300	112,300	(9,900)
0236	Outside Services	113	500	0	500	500	500	
0243	Tipping Fees	1,882	0	3,224	3,230	3,000	3,000	
0293	Maint of Motor Veh/Fleet	11,149	5,000	12,321	12,330	10,000	10,000	
0294	Oil and Fluids/Fleet	808	400	379	400	400	400	
0296	Maint of Oper Eq/Fleet	58,021	10,000	23,427	23,430	12,000	12,000	
	Contractual Services	71,973	15,900	39,351	39,890	25,900	25,900	10,000
0310	Gasoline & Oil	11,668	6,580	1,661	6,580	6,900	6,900	
0316	Equipment Maint. Supplies	6,428	200	2,731	4,000	3,000	3,000	
0319	Safety Supplies	127	0	0	0	0	0	
0320	Small Tools	577	0	0	0	0	0	
0333	All Other Supplies	928	200	0	200	200	200	
0339	Tires & Tire Maintenance	1,249	1,500	0	1,500	1,500	1,500	
	Supplies & Materials	20,977	8,480	4,392	12,280	11,600	11,600	3,120
	LEAF COLLECTION	194,517	146,580	44,763	168,260	149,800	149,800	3,220
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	4,930	4,930	
0111	Fringes	0	0	0	0	1,080	1,080	
	Special Reserves & Escrow	0	0	0	0	6,010	6,010	6,010
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	389,137	413,340	310,005	418,430	426,630	426,630	
	TRANSFER TO GENERAL FUND	389,137	413,340	310,005	418,430	426,630	426,630	13,290
STORM SEWER MANAGEMENT		1,112,200	1,265,730	762,241	1,205,600	1,305,390	1,305,390	39,660
							Percent Budget Change	3.13%

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Water Utility
2019 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 2018 mid-year Replacement Reserve Totals reported are \$2,805,112. In 2019, the Utility will use funds from the account to pay for several maintenance projects. Additional revenues for 2019 are pending with the addition of a large industrial/commercial customer and the expansion of an existing customer.

Although Water sales in all customer categories continue to trend slightly 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, stabilize rates and focus on infrastructure improvements.

Major Accomplishments in 2018 include the replacement of water mains on Andrew Ave., Geiger St., Richard Ave., Adams St. and E. Cecil St. and the addition of new water mains on Winneconne Ave. from Commercial St. to Washington Ave. The Towerview Drive Water Tower was repainted and outfitted with new instrumentation. Water main and water service data continues to be collected using the Global Positioning System (GPS). One service truck was replaced. One softener was renovated. Two chemical feed rooms were outfitted with improved containment barriers and new instrumentation. The Chemical Storage and Feed Modification project will begin in late 2018.

Goals for 2019 include the replacement of water mains on Caroline St., Stanley St., Stanley Ct., Thomas Ct., Stevens St., Fifth St. and Courtney Ct. The Chemical Storage and Feed Modification project is scheduled to be completed in 2019. 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	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$5,967	\$7,500	\$6,670	\$7,500	\$7,500
Public Fire Protection	\$1,657,086	\$1,650,000	\$1,650,000	\$1,680,000	\$1,680,000
Private Fire Protection	\$130,201	\$128,500	\$128,500	\$131,000	\$131,000
Total Unmetered Sales	\$1,793,254	\$1,786,000	\$1,785,170	\$1,818,500	\$1,818,500
Metered Sales					
Residential	\$3,107,906	\$3,150,000	\$3,100,000	\$3,150,000	\$3,150,000
Multi Family Residential	\$160,679	\$165,000	\$154,000	\$165,000	\$165,000
Commercial	\$999,264	\$900,000	\$850,000	\$900,000	\$900,000
Industrial	\$1,525,331	\$1,310,000	\$1,310,000	\$1,400,000	\$1,400,000
Public Authority	\$127,276	\$125,000	\$115,000	\$125,000	\$125,000
Total Metered Sales	\$5,920,456	\$5,650,000	\$5,529,000	\$5,740,000	\$5,740,000
Total Sales of Water	\$7,713,710	\$7,436,000	\$7,314,170	\$7,558,500	\$7,558,500

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Other Revenues	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Other Operating Revenues					
Forfeited Discounts	\$77,227	\$80,000	\$80,000	\$80,000	\$80,000
Miscellaneous Service	\$34,544	\$25,440	\$25,500	\$25,650	\$25,650
Rentals	\$103,609	\$105,320	\$107,460	\$108,700	\$108,700
Other	\$58,317	\$59,800	\$55,230	\$55,250	\$55,250
Total Other Operating Revenues	\$273,697	\$270,560	\$268,190	\$269,600	\$269,600
Income					
Merchandising & Jobbing	\$10,331	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$65,967	\$30,000	\$110,000	\$150,000	\$150,000
P-Card Rebate	\$3,755	\$8,000	\$5,040	\$7,000	\$7,000
Amort. On Long-term Debt Discounts	\$44,322	\$19,340	\$17,830	\$17,830	\$17,830
Miscellaneous Non-Operating	\$4,826	\$0	\$0	\$0	\$0
Total Income	\$129,201	\$67,340	\$142,870	\$184,830	\$184,830
Total Other Revenues	\$402,898	\$337,900	\$411,060	\$454,430	\$454,430
Total Sales and Other Revenues	\$8,116,608	\$7,773,900	\$7,725,230	\$8,012,930	\$8,012,930

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$850	\$810	\$15,000	\$15,000	\$15,000
Lake and River Intake	\$9,022	\$20,000	\$20,000	\$20,000	\$20,000
Total Source of Supply	\$9,872	\$20,810	\$35,000	\$35,000	\$35,000
Pumping Expenses					
Supervision and Engineering	\$16,999	\$14,300	\$14,300	\$15,000	\$15,000
Structures and Improvements	\$0	\$500	\$850	\$1,000	\$1,000
Power and Production Equipment	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Pumping Equipment	\$0	\$10,000	\$25,000	\$25,000	\$25,000
Total Pumping Expense	\$16,999	\$25,800	\$41,150	\$42,000	\$42,000
Water Treatment Expenses					
Supervision and Engineering	\$37,388	\$32,500	\$32,500	\$38,000	\$38,000
Structures and Improvements	\$233,891	\$75,000	\$75,000	\$300,000	\$300,000
Water Treatment Equipment	\$207,548	\$210,000	\$210,000	\$210,000	\$210,000
Total Water Treatment Exp.	\$478,827	\$317,500	\$317,500	\$548,000	\$548,000
Distribution Expenses					
Supervision and Engineering	\$28,015	\$24,000	\$24,000	\$29,000	\$29,000
Structures and Improvements	\$0	\$5,000	\$5,000	\$5,000	\$5,000
Reservoir and Standpipes	\$0	\$350,000	\$220,000	\$1,000	\$1,000
Mains	\$143,977	\$250,000	\$150,000	\$250,000	\$250,000
Services	\$85,091	\$120,000	\$100,000	\$100,000	\$100,000
Meters	\$1,981	\$1,500	\$9,000	\$10,000	\$10,000
Hydrants	\$13,823	\$15,000	\$15,000	\$15,000	\$15,000
Miscellaneous Plant	\$505	\$3,000	\$6,000	\$6,000	\$6,000
Total Distribution Expenses	\$273,392	\$768,500	\$529,000	\$416,000	\$416,000
General Plant					
SCADA	\$0	\$40,000	\$40,000	\$20,000	\$20,000
Total General Plant	\$0	\$40,000	\$40,000	\$20,000	\$20,000
Total Maintenance Expenses	\$779,090	\$1,172,610	\$962,650	\$1,061,000	\$1,061,000

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$815	\$770	\$4,280	\$4,300	\$4,300
Labor & Other Expenses	\$0	\$500	\$500	\$500	\$500
Total Source of Supply	\$815	\$1,270	\$4,780	\$4,800	\$4,800
Pumping Expenses					
O & M Supervision	\$17,045	\$14,500	\$8,320	\$14,800	\$14,800
Fuel or Power for Pumping	\$114,713	\$120,000	\$120,000	\$126,000	\$126,000
Pumping Labor & Expenses	\$81,180	\$82,000	\$82,000	\$83,500	\$83,500
Miscellaneous Expenses	\$10,658	\$12,000	\$12,000	\$13,000	\$13,000
Total Pumping Expense	\$223,596	\$228,500	\$222,320	\$237,300	\$237,300
Water Treatment Expenses					
O & M Supervision	\$40,419	\$35,700	\$30,000	\$35,000	\$35,000
Chemicals	\$331,338	\$310,000	\$315,000	\$330,800	\$330,800
Treatment Labor & Expenses	\$291,468	\$305,000	\$275,000	\$284,000	\$284,000
Miscellaneous Expenses	\$64,294	\$80,000	\$63,000	\$80,000	\$80,000
Commercial Dumpster	\$861	\$860	\$860	\$860	\$860
Total Water Treatment Exp.	\$728,380	\$731,560	\$683,860	\$730,660	\$730,660
Distribution Expenses					
O & M Supervision	\$31,113	\$25,500	\$22,000	\$26,000	\$26,000
Storage Facility Expenses	\$9,725	\$9,000	\$9,000	\$9,000	\$9,000
Water Main Expenses	\$101,913	\$105,000	\$105,000	\$100,000	\$100,000
Meter Expenses	\$42,127	\$55,000	\$55,000	\$60,000	\$60,000
Customer Installation	\$37,581	\$35,000	\$35,000	\$35,000	\$35,000
Miscellaneous Expenses	\$77,577	\$60,000	\$60,000	\$60,000	\$60,000
Total Distribution Expenses	\$300,036	\$289,500	\$286,000	\$290,000	\$290,000
Customer Accounts Expenses					
Supervision	\$34,357	\$32,000	\$27,000	\$32,600	\$32,600
Meter Reading	\$10,796	\$14,200	\$23,000	\$24,000	\$24,000
Customer Records & Collection	\$83,885	\$85,000	\$80,000	\$82,400	\$82,400
Uncollectible Accounts	\$900	\$3,000	\$3,000	\$3,000	\$3,000
Total Customer Expenses	\$129,938	\$134,200	\$133,000	\$142,000	\$142,000
Total Operations Expenses	\$1,382,765	\$1,385,030	\$1,329,960	\$1,404,760	\$1,404,760

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Admin & General Expenses					
Admin & General Salaries	\$164,317	\$170,000	\$170,000	\$173,400	\$173,400
Office Supplies & Expenses	\$16,189	\$7,000	\$10,400	\$10,000	\$10,000
Outside Services	\$0	\$150,000	\$150,000	\$110,000	\$110,000
Auditing Services	\$11,800	\$12,000	\$12,100	\$12,400	\$12,400
Property Insurance	\$19,071	\$20,000	\$20,240	\$20,900	\$20,900
Liability Insurance	\$47,164	\$50,000	\$50,000	\$50,000	\$50,000
Rent	\$9,680	\$9,900	\$10,000	\$10,200	\$10,200
Pensions & Benefits/OPEB	\$397,999	\$405,000	\$405,000	\$415,000	\$415,000
Miscellaneous Expenses	\$31,486	\$25,000	\$25,000	\$30,000	\$30,000
Special Reserves & Escrow	\$0	\$19,700	\$0	\$32,250	\$32,250
Regulatory Commission	\$0	\$0	\$0	\$0	\$0
Total Admin & Gen. Expenses	\$697,706	\$868,600	\$852,740	\$864,150	\$864,150
Total Maintenance Expenses	\$779,090	\$1,172,610	\$962,650	\$1,061,000	\$1,061,000
Total Operations Expenses	\$1,382,765	\$1,385,030	\$1,329,960	\$1,404,760	\$1,404,760
Depreciation	\$1,447,759	\$1,499,400	\$1,499,400	\$1,500,000	\$1,500,000
Tax Expense					
PILOT	\$1,005,733	\$1,043,970	\$1,016,810	\$1,018,010	\$1,018,010
PSC Remainder Assessment	\$7,328	\$8,500	\$8,500	\$9,000	\$9,000
Payroll Tax	\$64,944	\$68,000	\$68,000	\$70,000	\$70,000
DNR Lake Withdrawal Fees	\$5,408	\$5,600	\$5,600	\$5,900	\$5,900
Transportation Fee	\$0	\$0	\$0	\$790	\$790
Total Tax Expense	\$1,083,413	\$1,126,070	\$1,098,910	\$1,103,700	\$1,103,700
Total Operating Expenses	\$5,390,733	\$6,051,710	\$5,743,660	\$5,933,610	\$5,933,610
Non-Operating Expenses					
Interest on Long-term Debt	\$414,345	\$352,410	\$319,640	\$270,810	\$270,810
Amortization on Long-term Debt	\$67,175	\$13,050	\$4,030	\$4,030	\$4,030
Other Income Deductions	\$133,479	\$131,000	\$131,000	\$133,000	\$133,000
Borrowing Expense (Refunding)	\$32,758	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,360,970	\$2,134,340	\$2,094,340	\$2,143,500	\$2,143,500
Total Non-Operating Expenses	\$3,008,727	\$2,630,800	\$2,549,010	\$2,551,340	\$2,551,340
Total Expenses	\$8,399,460	\$8,682,510	\$8,292,670	\$8,484,950	\$8,484,950

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Neenah Water Utility Operating Budget Summary

Category	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Proposed
Total Sales of Water	\$7,713,710	\$7,436,000	\$7,314,170	\$7,558,500	\$7,558,500
Total Other Revenues	\$402,898	\$337,900	\$411,060	\$454,430	\$454,430
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,116,608	\$7,773,900	\$7,725,230	\$8,012,930	\$8,012,930
Depreciation	\$1,447,759	\$1,499,400	\$1,499,400	\$1,500,000	\$1,500,000
Admin and General Expenses	\$697,706	\$868,600	\$852,740	\$864,150	\$864,150
Maintenance Expenses	\$779,090	\$1,172,610	\$962,650	\$1,061,000	\$1,061,000
Operation Expenses	\$1,382,765	\$1,385,030	\$1,329,960	\$1,404,760	\$1,404,760
Tax Expense	\$1,083,413	\$1,126,070	\$1,098,910	\$1,103,700	\$1,103,700
Total Operating Expenses	\$3,942,974	\$4,552,310	\$4,244,260	\$4,433,610	\$4,433,610
Total Non-Operating Expenses	\$3,008,727	\$2,630,800	\$2,549,010	\$2,551,340	\$2,551,340
Total Expenses	\$8,399,460	\$8,682,510	\$8,292,670	\$8,484,950	\$8,484,950
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	\$781,838	\$1,660,550	\$1,660,550	\$1,685,200	\$1,507,100
Assessable Projects	\$0	\$0	\$12,000	\$0	\$0
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$781,838	\$1,660,550	\$1,672,550	\$1,685,200	\$1,507,100

**CITY OF NEENAH
REQUEST FOR 2019 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Water Utilities	Budget: Water
Program: Enterprise Fund	Submitted by: Anthony Mach

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2018	Current Estimate for 2018	Requested For 2019
	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	\$92,820	\$75,250	\$89,100
Water Distribution Mgr.	Grade M4	1.00	Grade M4	1.00	78,120	88,850	75,190
Water Quality Manager	Grade M4	1.00	Grade M4	1.00	79,490	72,910	72,000
Distribution Maint. Tech II	Grade I4	1.00	Grade I4	1.00	66,860	66,860	67,280
Plant Electrical Technician	Grade I4	1.00	Grade I4	1.00	57,630	57,630	58,550
Plant Operators & Relief	Grade H4	6.00	Grade H4	6.00	356,170	356,170	358,530
Plant Mechanical Technician	Grade H4	1.00	Grade H4	1.00	62,350	62,350	62,660
Distribution Maint. Tech I	Grade G4	5.00	Grade G4	5.00	273,650	258,640	275,510
Subtotal		17.00		17.00	\$1,067,090	\$1,038,660	\$1,058,820
PART-TIME							
Administrative Assistant (1033 Hrs)	Grade D	0.53	Grade D	0.53	15,400	15,600	15,910
Part-time Administrative(780 Hrs)	Grade D	0.40	-	-	10,330	0	0
OTHER COMPENSATION							
Overtime	-		-		87,000	87,000	87,000
Accrued Wages	-		-		4,140	4,140	4,150
On-Call Stipend	-		-		12,740	12,740	12,740
TEMPORARY							
Summer Help	10.00/hr		-		4,800	1,929	0
TOTAL	XXX	17.93	XXX	17.53	\$1,201,500	\$1,160,069	\$1,178,620

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DEPARTMENT OF INFORMATION SYSTEMS

Department Head

Joseph Wenninger

Major Activities

The Department is responsible for the coordination of systems development; implementation and operation of the City's automated information systems, including GIS (Geographic Information System); the maintenance and operation of the City's VoIP (Voice over IP) phone system; and the maintenance of the Audio/Video system in the Council Chambers. The department is operated as an Internal Service Fund with revenue generated by annual charges back to all departmental budgets and other outside entities.

Operating Budget Information/Number of Employees

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$818,363	\$897,490	\$1,012,250	12.79%	\$923,450	2.89%
No. of Employees (FTE)	6	6	7	16.67%	6	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Geographic Information Systems (88,800)

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician (\$63,300 reduction). While progress has been made, we continue to be well behind our neighboring communities in GIS capabilities, in part due to the limited amount of staff devoted to this program. The use of GIS through smart technology and other enhancements have a number of ways to potentially improve services for both citizens and staff. However, budget constraints continue to make it difficult to add new positions. I recommend that we use or modify the existing GIS internal work group to take a comprehensive look at our GIS needs and capabilities to then formulate recommendations to the Mayor and Common Council for review to determine the potential of new GIS positions for 2020 and beyond.

Operations

Mayor's Comments:

Eliminate funding for requested new position of Part-Time Administrative Assistant (\$25,500 reduction). To justify this request, Director Wenninger provided documentation comparing I/S staffing to that in other communities. The documentation described the limitations of the existing staff size to provide services in addition to annual database maintenance and the number of projects requested by City departments. Unfortunately, budget constraints will not allow me to fund the new position in 2019. I will be looking for further guidance from the internal work group described above with regard to staffing issues within the I/S department.

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$118,973</u>	<u>\$110,509</u>	<u>\$110,509</u>	<u>\$57,729</u>	<u>\$57,729</u>
REVENUES					
Printer/Copy Charges	\$30,640	\$35,000	\$34,800	\$35,000	\$35,000
I S Service Charges	766,463	844,110	808,840	946,330	857,530
Miscellaneous Charges	12,798	18,750	17,100	19,040	19,040
Total Revenue	<u>\$809,901</u>	<u>\$897,860</u>	<u>\$860,740</u>	<u>\$1,000,370</u>	<u>\$911,570</u>
EXPENDITURES					
Personal Services	\$570,339	\$595,700	\$600,990	\$680,950	\$592,150
Contractual Services	153,446	155,420	167,020	168,400	168,400
Supplies & Materials/Other	4,138	5,870	4,810	5,450	5,450
Capital Outlay	25,442	20,500	20,700	28,000	28,000
Special Reserves & Escrow	0	0	0	9,450	9,450
Transfer to General Fund	65,000	120,000	120,000	120,000	120,000
Total Expenditures	<u>\$818,365</u>	<u>\$897,490</u>	<u>\$913,520</u>	<u>\$1,012,250</u>	<u>\$923,450</u>
Excess Revenues Over (Under) Expenditures	(\$8,464)	\$370	(\$52,780)	(\$11,880)	(\$11,880)
Fund Balance, December 31	<u>\$110,509</u>	<u>\$110,879</u>	<u>\$57,729</u>	<u>\$45,849</u>	<u>\$45,849</u>

**CITY OF NEENAH
2019 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.

2018 Accomplishments:

Information Systems

- Completed implementation of a "Time and Attendance" system for payroll data collection.
- Continued to assist with the implementation of the NuPark parking enforcement solution.
- Continued to review and implement recommendations from 2016 security analysis.
- Provided leadership in the preparation of the City's multi-year ERP project.
- Initiated and completed the implementation of Superior's - Land/Parcel Management module.
- Implemented external wireless network (Downtown, Memorial Park – Gay Drive, Arrowhead Park and City Pool).
- Participated and provided necessary technology support to ensure the success of LEAN initiatives.
- Continued to educate City staff through the "Employee Awareness" program initiated in 2017.
- Implemented "Controlled Card Swipe Access" technology on internal doors at City Hall – Phase 1.
- Continued to assist Community Development with completing the implementation of their "Community Development and Planning" suite.
- Assisted Neenah – Menasha Fire Rescue with the migration to the latest version of their records management solution.
- Completed imaging project for Clerk's Office.
- Replaced/Upgraded the City's Power System servers.
- Continued to assist Finance and Parks with implementation of the "Cemetery Management" solution initiated in 2017.
- Completed phase Citrix (VDI)/DR upgrade and phase 2 implementation of the Virtual Desktop Infrastructure (VDI) solution.
- Continued American with Disabilities Act (ADA) website and customer portal remediation.

GIS

- 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.
- Continued to implement short-term and mid-term goals/strategies identified in the 2016 "HealthCheck":
- Continued to expand public offerings via the City's website with a GIS/Maps Page consisting of interactive applications for Polling Place Locator, Parcel Viewer and Historical Sanborn Maps and static maps for Aldermanic Districts, City Street Map and Loop the Lake Trail.
- Continued 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.
- Reviewed accuracy of Neenah Storm Water Utility data.
- Assisted with tasks to resolve AutoCAD issues that have resulted from the recent data migration to ArcSDE – Projected completing in early 2019.
- Various mapping/data projects:
 - Street Index Map for Public Distribution.
 - Mailing Label Application for Park and Recreation Public Notification.
 - NMFR Beat Map.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

2019 Goals/Plans:
Information Systems

- Perform Onboarding process for new Administrative Assistant part-time position.
- Continue to 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.
- Continue implementation of identified Superior modules as part of the City’s multi-year ERP project.
 - Utility Billing Module.
 - Work Orders/Facility Management.
 - Cognos Budget Book.
 - Mobile Work Orders.
 - Business Licenses
- Implement “Controlled Card Swipe Access” technology on internal doors at City Hall - Phase 2.
- 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 latest version of their records management solution.
- Continue to assist Finance and Parks with implementation of the “Cemetery Management” solution initiated in 2017.
- Continue American with Disabilities Act (ADA) website and customer portal remediation.
- Implement an off-network backup solution.
- Upgrade all devices to Windows 10, replacing desktops and laptops that do not meet Windows 10 recommended specifications.

GIS

- Perform Onboarding process for new GIS Specialist position.
- Continue to implement short-term and mid-term goals/strategies identified in the 2016 “HealthCheck”:
 - Continue to expand the utilization of the City’s GIS system across City departments.
 - Develop training and implement plan to achieve expanded utilization 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 and transfer Storm Water Utility responsibilities to Public Works staff.
- Review and modify AutoCAD to ArcSDE migration process to simplify.
- Update to latest versions of ESRI and AutoCAD software

Major Increases (Decreases) in 2019 Budget Request:

Salaries/Health Insurance/Fringes - IS: \$24,750 increase due to additional staff request for a part-time Administrative Assistant for Information Systems and GIS. This position is being requested at 22.5 hours per week. Currently the department does not have non-technical staff to provide support to City staff.

Maintenance of Hardware - IS: \$10,620 increase due to expiration of initial hardware product warranties.

Salaries/Health Insurance/Fringes - GIS: \$63,840 increase due to additional staff request for a GIS Technician. Based on recommendations from the “2016 GIS Healthcheck” and response to the GIS Staffing survey of neighboring communities.

Temporary Wages - GIS: \$8,000 decrease due to the addition of a GIS Specialist position.

Outside Software Services - GIS: \$5,500 decrease due to the addition of a GIS Specialist position.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	337,163	350,830	244,733	351,380	379,830	355,260	
0110	Health Insurance	78,700	78,700	59,022	78,700	76,400	76,400	
0111	Fringes	62,624	65,320	45,568	65,430	66,190	65,260	
0115	Schools/Seminars/Training	6,824	6,700	7,666	7,670	6,700	6,700	
0123	Auto Allowance	693	1,000	482	850	1,000	1,000	
0128	Empl Recognition Awards	125	80	0	80	80	80	
	Personal Services	486,129	502,630	357,471	504,110	530,200	504,700	2,070
0203	Postage	85	60	26	30	20	20	
0204	Conferences & Meetings	48	1,500	0	1,240	1,500	1,500	
0207	Dues & Memberships	192	160	322	330	330	330	
0210	Maint of Hardware	24,819	19,380	25,563	27,380	30,000	30,000	
0218	Maint of Software	49,533	43,250	47,743	47,750	48,050	48,050	
0227	Cellular Telephone	1,195	1,050	1,276	1,670	1,150	1,150	
0235	Outside Software Services	16,098	15,000	21,031	21,040	15,000	15,000	
0236	Outside Services	60	0	1,860	1,860	0	0	
0251	Rental	4,798	4,800	4,189	4,800	4,800	4,800	
0254	Printer / Copies	33,497	35,000	27,207	34,800	35,000	35,000	
0263	Internet Access Services	10,059	10,000	10,233	10,700	12,000	12,000	
	Contractual Services	140,384	130,200	139,450	151,600	147,850	147,850	17,650
0301	Office Supplies	413	150	151	160	150	150	
0302	Inhouse Printing	3	0	0	0	0	0	
0303	Computer Oper Supplies	782	1,000	669	1,000	1,000	1,000	
0308	Books and Periodicals	0	150	0	0	0	0	
0343	Small Program Packages	10	1,000	471	680	1,000	1,000	
0347	Small Computer Hardware	1,870	1,500	839	1,140	1,500	1,500	
	Supplies & Materials	3,078	3,800	2,130	2,980	3,650	3,650	(150)
	OPERATIONS	629,591	636,630	499,051	658,690	681,700	656,200	19,570

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	57,741	57,190	41,453	57,430	99,000	59,000	
0103	Temporary Wages	820	8,000	6,650	12,530	0	0	
0110	Health Insurance	15,740	15,740	11,808	15,740	30,560	15,280	
0111	Fringes	9,887	11,090	8,169	11,130	19,140	11,120	
0115	Schools/Seminars/Training	0	1,000	0	0	2,000	2,000	
0123	Auto Allowance	21	50	29	50	50	50	
	Personal Services	84,209	93,070	68,109	96,880	150,750	87,450	(5,620)
0204	Conferences & Meetings	0	100	0	50	100	100	
0210	Maint of Hardware	0	250	0	0	250	250	
0218	Maint of Software	6,013	6,020	6,013	6,020	7,500	7,500	
0227	Cellular Telephone	480	480	360	480	480	480	
0235	Outside Software Services	0	10,500	375	3,200	5,000	5,000	
0236	Outside Services	1,013	50	0	0	50	50	
	Contractual Services	7,506	17,400	6,748	9,750	13,380	13,380	(4,020)
0301	Office Supplies	0	0	0	0	0	0	
0303	Computer Oper Supplies	911	1,000	937	1,150	1,000	1,000	
0343	Small Program Packages	0	250	0	0	250	250	
0347	Small Computer Hardware	122	250	495	500	300	300	
	Supplies & Materials	1,033	1,500	1,432	1,650	1,550	1,550	50
	GEOGRAPHIC INFO SYSTEMS	92,748	111,970	76,289	108,280	165,680	102,380	(9,590)
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	667	1,000	464	500	1,000	1,000	
0216	Maint of Operating Equip	264	400	0	0	250	250	
0222	Electricity	3,155	3,500	2,314	3,350	3,500	3,500	
0223	Natural Gas	852	2,000	640	1,250	1,500	1,500	
0224	Water & Sewer	281	300	205	270	300	300	
0225	Commercial Dumpster	9	20	0	20	20	20	
0226	Storm Water	252	250	189	250	250	250	
0236	Outside Services	0	250	0	0	250	250	
0237	Pest Control	75	100	12	30	100	100	
	Contractual Services	5,555	7,820	3,824	5,670	7,170	7,170	(650)
0306	Cleaning/Janitor Supplies	0	370	0	0	100	100	
0314	Building Maint. Supplies	27	100	19	40	50	50	
0333	All Other Supplies	0	100	136	140	100	100	
	Supplies & Materials	27	570	155	180	250	250	(320)
	TRAINING/REDUNDANT DATA	5,582	8,390	3,979	5,850	7,420	7,420	(970)
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	6,300	10,500	4,049	17,200	24,000	24,000	
8115	Computer Hardware Outlay	19,142	10,000	3,379	3,500	4,000	4,000	
	Capital Outlay	25,442	20,500	7,428	20,700	28,000	28,000	7,500
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	8,050	8,050	
0111	Fringes	0	0	0	0	1,400	1,400	
	Special Reserves & Escrow	0	0	0	0	9,450	9,450	9,450
GENERAL FUND TRANSFERS								
0999	Transfers	65,000	120,000	90,000	120,000	120,000	120,000	
	Transfers	65,000	120,000	90,000	120,000	120,000	120,000	0
	INFORMATION SYSTEMS	818,363	897,490	676,747	913,520	1,012,250	923,450	25,960
								Percent Budget Change 2.89%

**CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>CHARGES FOR SERVICES</u>								
546-11	Other I/S Services	143	400	48	500	500	500	
TOTAL CHARGES FOR SERVICES		143	400	48	500	500	500	100
Percent Budget Change								25.00%
<u>IS SERVICES</u>								
547-01	Common Council	4,835	5,890	4,418	5,090	17,210	17,210	
547-02	Mayor's Office	8,359	9,320	6,990	8,750	10,020	10,020	
547-05	Finance Department	46,594	46,600	34,950	48,560	50,350	50,350	
547-05	Utility Billing	7,657	9,130	6,848	8,020	9,990	9,990	
547-09	Attorney	15,969	17,380	13,035	16,680	23,280	23,280	
547-09	Human Resources	15,308	16,030	12,023	15,990	17,070	17,070	
547-09	City Clerk	20,642	22,640	16,980	21,210	25,720	25,720	
547-21	Police Operating	240,976	282,260	211,695	251,300	317,790	317,790	
547-21	School Liaison Program	6,875	7,860	5,895	7,200	8,500	8,500	
547-23	Fire	134,773	128,440	96,330	139,750	144,190	144,190	
547-35	Public Works Adm	46,133	48,080	36,060	48,400	50,270	50,270	
547-37	Municipal Garage	22,080	23,310	17,483	22,640	22,090	22,090	
547-39	Fleet	11,896	12,870	9,653	12,440	13,800	13,800	
547-49	Stormwater	8,643	10,320	7,740	8,550	20,920	20,920	
547-56	Water Utility	24,946	25,770	19,328	26,410	27,060	27,060	
547-81	Park & Rec Adm.	46,844	49,270	36,953	48,320	63,470	63,470	
547-88	Joint Municipal Court	7,715	8,950	6,713	8,080	9,700	9,700	
547-93	Community Development Opt	44,830	61,480	46,110	55,810	52,580	52,580	
547-93	Inspections	14,795	18,530	13,897	17,390	18,240	18,240	
547-93	Weights/Measures	4,378	4,840	3,630	3,740	5,310	5,310	
547-93	Assessor	18,247	21,240	15,930	20,060	20,450	20,450	
547-95	Library	8,644	7,660	5,745	9,000	7,910	7,910	
547-97	Cemetery	5,182	6,240	4,680	5,450	10,410	10,410	
547-98	City of Menasha	12,798	14,530	(767)	12,710	14,530	14,530	
547-99	Printer / Copies	30,640	35,000	23,471	34,800	35,000	35,000	
TOTAL IS REVENUES		809,759	893,640	655,790	856,350	995,860	995,860	102,220
Percent Budget Change								11.44%
<u>OTHER REVENUE</u>								
577-01	Fire Fiber Optic	0	3,820	0	3,890	4,010	4,010	
		0	3,820	0	3,890	4,010	4,010	190
MAYOR'S RECOMMENDED ADJUSTMENT		0	0	0	0	0	(88,800)	(88,800)
GRAND TOTAL		809,902	897,860	655,838	860,740	1,000,370	911,570	13,710
Percent Budget Change								1.53%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$97,300	\$97,460	\$98,630
Network Administrator	Grade L3	1.00	Grade L3	1.00	67,350	67,510	68,400
Programmer/Analyst	Grade L3	2.00	Grade L3	2.00	137,750	137,900	139,150
PC/Network Specialist	Grade H3	1.00	Grade H3	1.00	47,170	47,170	47,630
GIS System Operator	Grade J3	1.00	Grade J3	1.00	56,890	57,210	58,620
GIS Technician	-	-	Grade G3	<u>1.00</u>	<u>0</u>	<u>0</u>	<u>40,000</u>
Subtotal		6.00		7.00	406,460	407,250	452,430
PART-TIME							
Administrative Assistant	-	-	Grade F	0.60	0	0	24,570
OTHER COMPENSATION							
Accrued Wages	-		-		1,560	1,560	1,830
TEMPORARY							
Student Intern	10.00/hr		14.00/hr		8,000	12,530	0
TOTAL	XXX	6.00	XXX	7.60	\$416,020	\$421,340	\$478,830

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$283,532</u>	<u>\$268,557</u>	<u>\$257,767</u>	<u>\$283,967</u>	<u>\$283,967</u>
REVENUES					
Vehicle Maintenance Charges	\$660,002	\$644,100	\$684,280	\$634,950	\$634,950
Fuel Revenue	10,391	10,500	10,500	10,500	10,500
Total Revenue	<u>\$670,393</u>	<u>\$654,600</u>	<u>\$694,780</u>	<u>\$645,450</u>	<u>\$645,450</u>
EXPENDITURES					
Personal Services	\$449,142	\$466,510	\$471,410	\$469,620	\$469,620
Contractual Services	38,026	46,030	44,580	46,760	46,760
Supplies & Materials	188,200	152,850	152,590	163,050	163,050
Special Reserves & Escrow	0	0	0	6,410	6,410
Transfer to General Fund	10,000	0	0	0	0
Total Expenditures	<u>\$685,368</u>	<u>\$665,390</u>	<u>\$668,580</u>	<u>\$685,840</u>	<u>\$685,840</u>
Excess Revenues Over (Under) Expenditures	(\$14,975)	(\$10,790)	\$26,200	(\$40,390)	(\$40,390)
Fund Balance (Deficit), December 31	<u>\$268,557</u>	<u>\$257,767</u>	<u>\$283,967</u>	<u>\$243,577</u>	<u>\$243,577</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	64,099	67,200	47,104	67,470	74,580	74,580	
0102	Full Time Hourly Wages	227,776	236,710	166,919	237,920	240,990	240,990	
0104	Overtime Wages	2,019	2,000	3,358	4,500	3,000	3,000	
0110	Health Insurance	85,980	85,990	64,494	85,990	83,510	83,510	
0111	Fringes	66,080	71,560	50,851	72,480	70,900	70,900	
0115	Schools/Seminars/Training	100	200	75	200	200	200	
0117	Clothing Allowance	3,065	2,800	2,745	2,800	2,800	2,800	
0124	Meal Allowance	24	50	48	50	50	50	
	PERSONAL SERVICES	449,143	466,510	335,594	471,410	476,030	476,030	9,520
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	0	50	58	60	0	0	
0214	Maint of Buildings	0	400	0	200	200	200	
0216	Maint of Operating Equip	831	1,000	0	1,000	1,000	1,000	
0218	Maintenance of Software	120	220	240	240	260	260	
0221	Telephone	190	190	127	190	190	190	
0222	Electricity	5,475	7,000	2,949	6,000	6,300	6,300	
0223	Natural Gas	4,368	5,000	2,227	4,500	4,800	4,800	
0224	Water & Sewer	4,243	5,250	4,066	5,250	5,500	5,500	
0226	Storm Water	1,806	1,810	1,355	1,810	1,810	1,810	
0227	Cellular Telephone	437	450	294	450	450	450	
0236	Outside Services	2,090	2,000	2,640	3,000	2,000	2,000	
0237	Pest Control	224	220	144	220	230	230	
0252	Rental of Equipment	168	0	0	0	0	0	
0254	Printer / Copies	304	350	237	350	370	370	
0255	IS Services / Internal	11,896	12,870	9,653	12,440	13,800	13,800	
0263	Internet Access Services	4,163	4,170	3,035	4,170	5,000	5,000	
0293	Maint of Motor Veh/Fleet	1,573	4,000	2,036	4,000	4,000	4,000	
0294	Oil and Fluids/Fleet	137	450	90	200	250	250	
0296	Maint of Oper Eq/Fleet	0	600	0	500	600	600	
	CONTRACTUAL SERVICES	38,025	46,030	29,151	44,580	46,760	46,760	730
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	74	100	0	100	100	100	
0306	Cleaning/Janitor Supplies	661	600	935	940	1,000	1,000	
0308	Books and Periodicals	200	50	0	50	50	50	
0310	Gasoline & Oil	1,846	2,500	1,657	2,200	2,300	2,300	
0314	Building Maint Supplies	0	300	0	300	300	300	
0316	Equipment Maint. Supplies	758	600	338	600	600	600	
0319	Safety Supplies	89	400	(4)	400	400	400	
0320	Small Tools	1,759	1,600	1,195	1,600	1,600	1,600	
0333	All Other Supplies	25	100	0	100	100	100	
0344	Small Equipment	275	600	115	300	600	600	
0345	Shop Supplies	6,463	6,000	2,547	6,000	6,000	6,000	
0360	Motor Pool Supplies	176,051	140,000	115,225	140,000	150,000	150,000	
	SUPPLIES & MATERIALS	188,201	152,850	122,008	152,590	163,050	163,050	10,200
<u>TRANSFERS</u>								
9999	Transfer to General Fund	10,000	0	0	0	0	0	
	TRANSFERS	10,000	0	0	0	0	0	0
	TOTAL FLEET MAINT.	685,369	665,390	486,753	668,580	685,840	685,840	20,450
						Percent Budget Change		3.07%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	\$68,930	\$69,470	\$71,340
Mechanic	Grade I4	4.00	Grade I4	4.00	231,190	232,130	235,070
Garage Attendant (shared with Public Works)	Grade F4	<u>0.50</u>	Grade F4	<u>0.50</u>	<u>23,860</u>	<u>23,860</u>	<u>23,950</u>
Subtotal		5.50		5.50	\$323,980	\$325,460	\$330,360
OTHER COMPENSATION							
Accrued Wages	-		-		1,230	1,230	1,270
Work in Other Class	-		-		700	700	700
Overtime	-		-		2,000	4,500	3,000
Wages Budgeted in other PW Divisions	-		-		(20,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	\$307,910	\$311,890	\$315,330

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance (Current Assets less Current Liabilities), Jan. 1	<u>\$49,928</u>	<u>\$28,971</u>	<u>\$28,971</u>	<u>\$28,971</u>
<u>REVENUES</u>				
Transfers from General Fund for				
Liability Insurance Claims	70,000	70,000	70,000	70,000
Other Revenue/Misc	0	0	0	0
Total Revenue	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>EXPENDITURES</u>				
Liability Claims	90,957	70,000	70,000	70,000
Interest/Misc	0	0	0	0
Total Expenditures	<u>90,957</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Excess Revenues Over (Under) Expenditures	(20,957)	0	0	0
Fund Balance, December 31	<u>\$28,971</u>	<u>\$28,971</u>	<u>\$28,971</u>	<u>\$28,971</u>

**CITY OF NEENAH
2019 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
2019 Proposed Budget

The City of Neenah Benefit Accrual Fund accounts for all revenues and expenditures associated with the reporting and payment of employee fringe benefit costs of the City. This includes health insurance benefits and Wisconsin Retirement System costs as well as funding time-off-with-pay liabilities accrued by the City. The Fund is funded by departmental charges based upon a percentage of each labor dollar incurred by that department. In recent years, the City has also transferred reserves from this fund to the General Fund to offset increased health insurance costs.

Starting 2013, the City self-funded health insurance plan had experienced several large claims that have depleted the health insurance portion of the Benefit Accrual Fund. In moving to a fully insured plan starting in 2016, the City should continue to experience more stability in the health insurance area in the future.

Also included in the Health Insurance Costs are the costs associated with a health clinic for city employees, which is located within Fire Station No. 31 in space previously occupied by the Fox Valley Technical College. In 2019, it is proposed that the City will have two employer partners (one public and one private) that will assist the City in funding the costs of the clinic as well as providing additional hours for all participants to access clinic services.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance (Net Position), January 1	<u>\$168,616</u>	<u>\$750,015</u>	<u>\$750,015</u>	<u>\$1,430,015</u>
<u>REVENUES</u>				
Departmental Charges for Services	<u>7,394,046</u>	<u>7,280,000</u>	<u>7,280,000</u>	<u>7,350,000</u>
Total Revenue	<u>7,394,046</u>	<u>7,280,000</u>	<u>7,280,000</u>	<u>7,350,000</u>
<u>EXPENDITURES</u>				
Health Insurance Costs and Other Employee Benefits	3,111,920	3,300,000	3,200,000	3,400,000
Retirement System Expense	3,522,488	3,400,000	3,400,000	3,350,000
Transfer to General Fund	178,239	0	0	100,000
Total Expenditures	<u>\$6,812,647</u>	<u>\$6,700,000</u>	<u>\$6,600,000</u>	<u>\$6,850,000</u>
Excess Revenues Over (Under) Expenditures	\$581,399	\$580,000	\$680,000	\$500,000
Fund Balance, December 31	<u>\$750,015</u>	<u>\$1,330,015</u>	<u>\$1,430,015</u>	<u>\$1,930,015</u>

*Amounts above excludes funds set aside for employee benefit liabilities.

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**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance, January 1	<u>\$1,272,265</u>	<u>\$1,345,006</u>	<u>\$1,345,006</u>	<u>\$1,355,006</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$94,846</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>
<u>EXPENDITURES</u>	<u>\$22,105</u>	<u>\$15,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Excess Revenues Over (Under) Expenditures	\$72,741	\$15,000	\$10,000	\$10,000
Fund Balance, December 31	<u>\$1,345,006</u>	<u>\$1,360,006</u>	<u>\$1,355,006</u>	<u>\$1,365,006</u>

Cemetery Flowers Fund
2019 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance, January 1	<u>\$164,180</u>	<u>\$162,284</u>	<u>\$162,284</u>	<u>\$161,784</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$1,380</u>	<u>\$800</u>	<u>\$3,000</u>	<u>\$3,500</u>
<u>EXPENDITURES</u>	<u>\$3,276</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
Excess Revenues Over (Under) Expenditures	(\$1,896)	(\$2,700)	(\$500)	\$0
Fund Balance, December 31	<u>\$162,284</u>	<u>\$159,584</u>	<u>\$161,784</u>	<u>\$161,784</u>

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Budget</u>
Fund Balance, January 1	<u>\$51,251</u>	<u>\$60,854</u>	<u>\$60,854</u>	<u>\$60,854</u>
<u>REVENUES</u>	<u>\$130,422</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
<u>EXPENDITURES</u>	<u>\$120,819</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
Excess Revenues Over (Under) Expenditures	\$9,603	\$0	\$0	\$0
Fund Balance, December 31	<u>\$60,854</u>	<u>\$60,854</u>	<u>\$60,854</u>	<u>\$60,854</u>

**CITY OF NEENAH
2019 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
2019 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>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Request</u>	<u>2019 Proposed</u>
Fund Balance (Deficit), January 1	<u>(\$295,917)</u>	<u>(\$308,429)</u>	<u>(\$308,429)</u>	<u>(321,379)</u>	<u>(321,379)</u>
<u>Revenues</u>					
Court Revenue	393,079	411,660	427,950	436,360	436,360
Reimbursement of Witness Fees	96	300	300	300	300
Miscellaneous Revenue	25	40	30	30	30
	<u>393,200</u>	<u>412,000</u>	<u>428,280</u>	<u>436,690</u>	<u>436,690</u>
<u>Expenditures</u>					
Personal Services	104,587	106,800	106,700	107,230	107,230
Contracted Services	18,271	19,950	21,910	22,790	22,790
Supplies and Materials	815	800	1,580	850	850
Witness Fees	280	300	300	300	300
Capital Outlay	0	0	0	0	0
Special Reserves & Escrow	0	0	0	1,540	1,540
Interest	2,120	500	3,330	3,500	3,500
Court Fine Reimbursements	279,639	295,530	307,410	313,550	313,550
Total Expenditures	<u>405,712</u>	<u>423,880</u>	<u>441,230</u>	<u>449,760</u>	<u>449,760</u>
Excess Revenues Over (Under) Exp.	(12,512)	(11,880)	(12,950)	(13,070)	(13,070)
Fund Balance (Deficit), December 31	<u>(308,429)</u>	<u>(320,309)</u>	<u>(321,379)</u>	<u>(334,449)</u>	<u>(334,449)</u>
<u>Fund Balance Restated</u>					
Menasha Share of Fund Deficit	(127,583)	(132,497)	(132,969)	(138,346)	(138,346)
Neenah Share of Fund Deficit*	(180,846)	(187,812)	(188,410)	(196,103)	(196,103)

*To reduce it's share of the deficit, Neenah is transferring \$10,000 to the Joint Court in 2018 and is proposing a \$10,000 transfer in 2019. This will result in a reduction of Neenah's share of the deficit by a total of \$20,000 at the end of 2019.

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**CITY OF NEENAH
OPERATING BUDGET
MENASHA NEENAH MUNICIPAL COURT EXPENDITURES
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
<u>COURT (7050-938)</u>								
0101	Salaries	78,165	80,030	57,717	79,900	80,370	80,370	
0110	Health Insurance	14,989	14,990	11,556	15,410	15,410	15,410	
0111	Fringes	11,352	11,580	8,351	11,190	11,250	11,250	
0115	Schools/Seminars/Training	81	200	40	200	200	200	
	Personal Services	104,587	106,800	77,664	106,700	107,230	107,230	430
0202	Outside Printing	0	150	0	150	150	150	
0203	Postage	1,252	1,350	958	1,500	1,350	1,350	
0205	Debit Card Services	940	1,000	371	800	1,000	1,000	
0207	Dues & Memberships	840	840	840	840	840	840	
0212	Maint of Office Equipment	0	250	0	0	0	0	
0218	Maintenance of Software	5,290	5,200	7,522	7,530	7,500	7,500	
0221	Telephone	415	300	278	300	300	300	
0232	Auditing Services	1,300	1,350	1,350	1,350	1,350	1,350	
0239	Insurance	0	750	710	710	0	0	
0252	Rental of Equipment	0	0	0	0	0	0	
0254	Printer / Copies	434	460	326	450	400	400	
0255	IS Services / Internal	7,715	8,100	6,713	8,080	9,700	9,700	
0272	Translator	85	200	85	200	200	200	
	Contractual Services	18,271	19,950	19,153	21,910	22,790	22,790	2,840
0301	Office Supplies	613	450	400	500	500	500	
0303	Computer Oper Supplies	202	250	145	250	250	250	
0333	All Other Supplies	0	100	0	0	100	100	
0344	Small Equipment	0	0	828	830	0	0	
	Supplies & Materials	815	800	1,373	1,580	850	850	50
	COURT	123,673	127,550	98,190	130,190	130,870	130,870	3,320
<u>COURT FINE REIMBURSEMENT (7051-938)</u>								
0574	City of Neenah	81,963	85,680	72,278	94,000	95,880	95,880	
0575	City Of Menasha	62,900	67,840	44,314	66,000	67,320	67,320	
0576	State of Wisconsin	96,962	99,790	74,849	103,580	105,650	105,650	
0577	Winnebago County Treasure	37,814	42,220	30,599	43,830	44,700	44,700	
	Fine Reimbursement	279,639	295,530	222,040	307,410	313,550	313,550	18,020
<u>NON-OPERATING EXPENSES (7052-938)</u>								
0248	Witness Fees	280	300	178	300	300	300	
	Non-Operating Expenses	280	300	178	300	300	300	0
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	1,350	1,350	
0111	Fringes	0	0	0	0	190	190	
	Special Reserves & Escrow	0	0	0	0	1,540	1,540	1,540
<u>TRANSFERS (9910-999)</u>								
0999	Transfers	2,120	500	2,653	3,330	3,500	3,500	
	Transfers	2,120	500	2,653	3,330	3,500	3,500	3,000
MUNICIPAL COURT OPERATIONS		405,712	423,880	323,061	441,230	449,760	449,760	25,880
							Percent Budget Change	6.11%

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,430/mo	1.00	2,460/mo	1.00	\$29,530	\$29,400	\$29,550
Records Clerk	Grade G3	1.00	Grade G3	1.00	50,310	50,310	50,620
Subtotal		2.00		2.00	\$79,840	\$79,710	\$80,170
OTHER COMPENSATION							
Accrued Wages	-		-		190	190	200
TOTAL	XXX	2.00	XXX	2.00	\$80,030	\$79,900	\$80,370

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 share of departmental costs for 2019 is City of Neenah - 59.53%/City of Menasha - 40.47%

Operating Budget Information/Number of Employees (Full Department)

	2017 Actual	2018 Approved	2019 Requested	% Increase	2019 Proposed	% Increase
Operating Budget	\$8,076,643	\$8,357,100	\$8,562,820	2.46%	\$8,487,820	1.56%
No. of Employees (FTE)	68.00	68.00	68.00	0.00%	68.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue

Mayor's Comments:

City of Neenah 59.53% share of net total of \$75,000 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include overtime, training, utilities, public education and PPE. Specific details of the changes can be found below:

Overtime Wages - Operations	(\$30,000)
Overtime Fringes - Operations	(7,770)
Schools/Seminars/Training	(7,110)
Maintenance of Motor Vehicles	(5,000)
Electricity	(1,040)
Natural Gas	(1,350)
Water & Sewer	(1,290)
Public Relations	(1,500)
Personal Protective Equipment	(5,000)
Gas & Oil	(2,000)
Safety Supplies	(720)
Overtime Wages -Special Ops	(10,000)
Overtime Fringes -Special Ops	(2,220)
Total Expenditure (Decreases)	(\$75,000)

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Mission Statement:

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

Vision Statement:

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

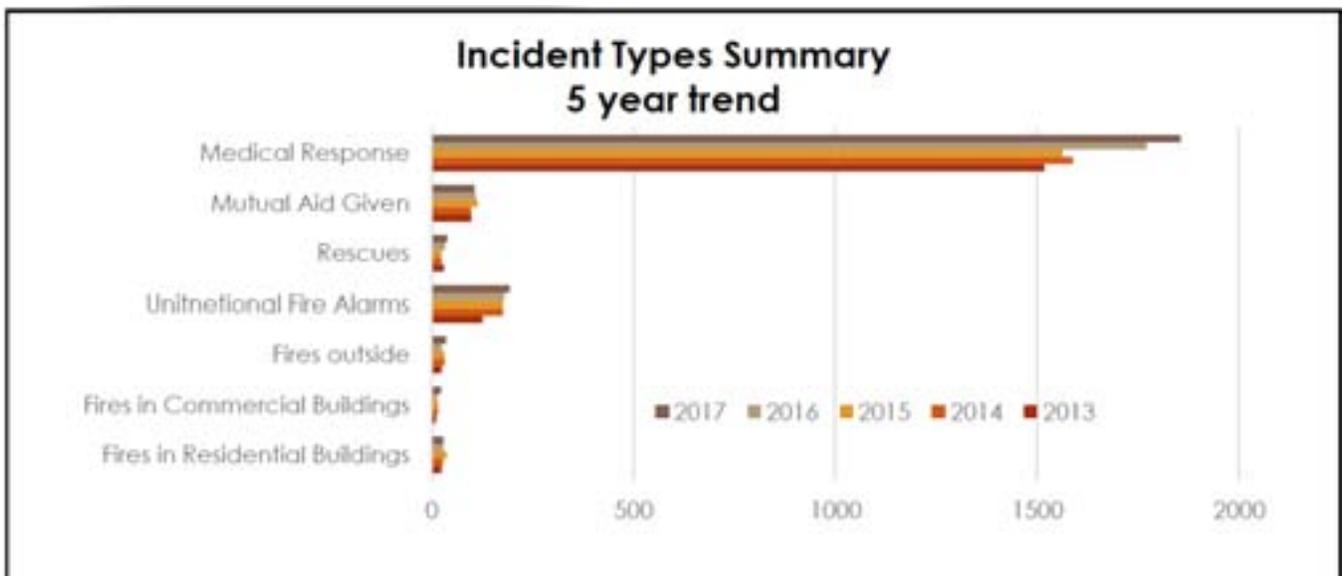
Our department activities can be broken down into three major divisions: Operations, Training and Prevention

Operations

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

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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased.
- **Mutual Aid Given** is when we assist another community with providing our apparatus and personnel. We continue to participate in an Automatic (Mutual) Aid Agreement with the City of Appleton.
- **Rescues** are any call where we are requested to remove someone from harm. They include, but are not limited to water, ice, trench, high angle, confined space and crash rescue.
- **Unintentional Fire Alarms** are typically received from residential facilities. They are alarms where the alarm system functioned as designed but there was not a fire.
- **Fires outside** include both natural and intentionally started fires. Recreational burning (fire pits) as well as grass and other outside fires.
- **Fires in Commercial Buildings** are those calls where often an alarm system notifies us and there is actually a fire. Commercial property loss is much greater than residential property loss.
- **Fires in Residential Buildings** include single family, multi-family and assisted living facilities.



**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

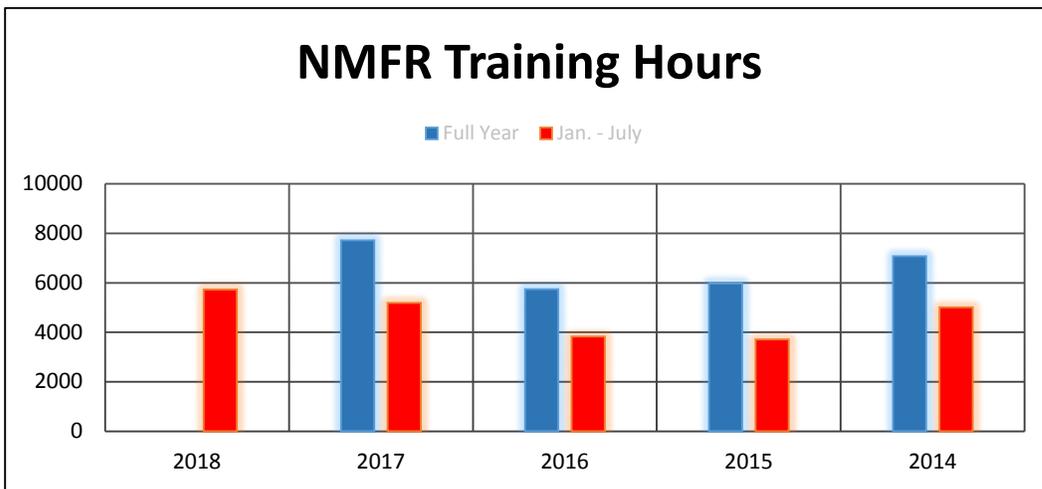
In addition to these services, we continue our automatic aid agreement with the City of Appleton. This agreement has proven beneficial for both cities. *D/C Voss*

Automatic Aid Call Review

Year	NMFR to Appleton	Appleton FD to Menasha
2017	86	128
2016	95	132
2015	106	107
2014	79	88
2013	87	101

Training

Training: By definition is “the action of teaching a person or animal a particular skill or type of behavior”. Fire and Rescue training is not practicing until you get it right, it is practicing until you can’t get it wrong. Since 2015, we have hired 11 new firefighters. Training “new” firefighters are only one portion of the department’s training needs. For every new entry level firefighter, there are “new” Drivers, Inspectors, Captains and Shift Commanders. This demand for training all levels of our department will always be critical for a well-run department. Looking towards the future of training in our department, the next 5 to 7 years we will replace 20 firefighters. To prepare for the future we have transitioned from “lesson plans” to Job Performance Requirements (JPR’s). JPR’s spell out how each “task” is to be completed. This affords our members to all be trained to our required level, on all 3 shifts at all 4 stations, in a consistent manner. To highlight some of 2018’s training that has been completed to date; one month recruit class, forcible entry, Rapid Intervention Team “RIT” firefighter rescue, swift water rescue, automotive extrication along with school bus extrication, mental health awareness, and emergency medical service “EMS”. Many of these training evolutions have been with neighboring departments, either hosted by NMFR or Appleton, Fox Crossing and Town of Neenah Fire Departments.



In 2017, NMFR staff averaged **113** hours of training. We are currently on pace of **150** hours of training per employee for 2018.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Training topics include, but are not limited to:

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

NMFR is fortunate to have many subject matter experts (SME) on the department and am grateful that they are able to assist me with training employees. As stated above, *“training is not practicing until you get it right, it is practicing until you can’t get it wrong”*. NMFR is on pace to have nearly ten thousand (10,000) hours of training in 2018. That sounds like an unimaginable amount of training, but when lives are at stake, our citizens and firefighters, deserve to be trained to the highest level possible. **A/C Peglow**

Fire Prevention, Fire Investigations, and Public Education

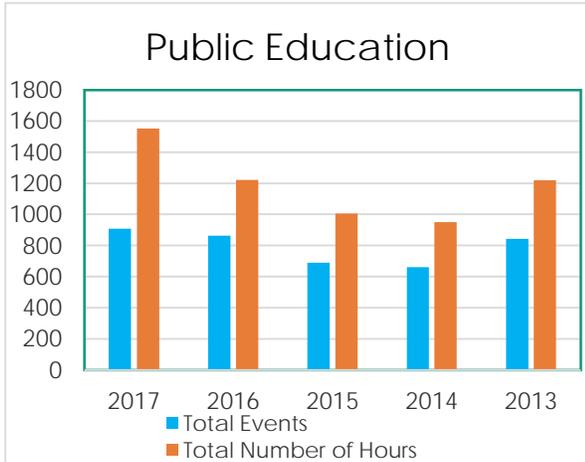
Neenah-Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations and Public Education. Fire prevention is not simply conducting fire inspections, it also includes detailed review of all new construction, remodeling of existing 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 3,000 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 2018, the City of Neenah’s 2% dues was \$84,975.48, and the City of Menasha was \$45,958.92.

The Fire Prevention Bureau also oversees all fire investigations. Wisconsin State Statute 165.55 requires that every fire shall be investigated for cause, origin and circumstances. NMFR conducts investigations of every fire that occurs within our jurisdiction. These investigations are conducted by the Shift Inspector/Investigator and/or the Assistant Chief/Fire Marshal depending on the size and complexity of the incident. 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 (DCI) 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. Our 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 391 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. **A/C Green**

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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



2018 Accomplishments:

- Administrative personnel completed LEAN certification at FVTC.
- Management Assistant participated in City of Neenah LEAN Project for expense reports.
- Hired a new Assistant Chief of Training.
- Hired and trained 3 new firefighters.
- Continuation of Auto-Aid with City of Appleton Fire Department.
- Received a \$9,000 grant from Capital Credit Union to replace Boat 35.
- Received a \$280,000 grant for Self-Contained Breathing Apparatus (SCBA).
- Put new SCBA system into service.
- Received a \$1,500 grant from Walmart – Neenah for our Public Education Program.
- Water Rescue Team benefit that raised \$1,500.
- EOC tabletop exercise with Cities of Neenah and Menasha.
- Created and implemented new Driver/Operator manual to be used by firefighters who want to move-up and/or be promoted to the position.
- NMFR LEAN project with Safety Committee for Cancer awareness.
- Ordered a new Engine 36 for Station 36 located on Manitowoc Road in the City of Menasha.
- Re-certification of our First Responder license.
- Participated in several community events such as the Doty Island Winter Gala, Community Fest, Hands only CPR Training and Corny Walk.
- Completed Emergency Operations “Awareness Class”
- Updated all Standard Operating Guidelines for new hires.
- Review and updated our 5-year Strategic Plan.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2018/2019 Goals:

- Meet the departments growing need for training all personnel.
- To have at least 6 training events with multi agencies involved (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improve our training records management.
- Continue to improve on communication with City Officials.
- Continue to improve on communication with all NMFR staff.
- Continue to explore opportunities with neighboring communities.
- Improve working relationship with all City Departments.
- Continuation of our Strategic Plan.
- Goal setting with Shift Commanders and Administration Staff.
- Continue to improve our Facebook presence.
- Create Guidebooks for all positions.
- Development of our new firefighters.
- Create Aldermanic District reporting for all Alderman
- Improve our Business and Industry ISO ratings.
- Switch out our Mobile Data Computers to iPads on our Apparatus.

Major Increases/Decreases in 2019 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 \$133,390 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$16,400. Water Rescue OT transferred to this line item so actual increase is noted. Funds are used for emergency calls, training of staff, staffing for community events and to maintain staffing levels. In 2019, there is the possibility of one retirement and we will need to backfill this position until a firefighter is trained and can begin their line staff positions.

Health Insurance (0110): Decrease of \$4,440 per the City of Neenah Finance Department.

Fringes (0111): Decrease of \$44,120 per the City of Neenah Finance Department. This decrease is in part due to a 1.1% decrease in the CVMIC worker's compensation rates for firefighters.

Schools/Seminars/Training (0115): Increase of \$7,110. Funds are used for employee development, leadership development and maintaining required certifications. In the next 5-7 years, one-third of our department is eligible for retirement. Succession planning has begun to ensure experience and knowledge is passed down to new leadership.

Testing/Certification of Equipment (0116): Increase of \$4,000. Funds are used for required NFPA annual testing for Quint 32's ladder, ladders, pumps, hose, SCBA & mask testing, air quality testing for compressors, fire extinguishers, SCUBA, etc.

License Renewal (0118): Decrease of \$9,970. First responder training is bi-annual and completed in 2018.

Maintenance of Motor Vehicles (0213): Increase of \$7,500. Funds are used for preventive maintenance and repairs of all apparatus, staff vehicles, Boat 35, mule, etc.

Maintenance of Joint Buildings (0214): Increase of \$2,500. 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.

**CITY OF NEENAH
2019 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Electricity (0222): Increase of \$2,400. Per Finance increase by 5%.

Natural Gas (0223): Increase of \$2,400. Per Finance increase by 5%.

Outside Services (0236): Decrease of \$3,380. Decrease is due to contracted Dark Fiber charges for Stations 31 being reduced.

Maintenance of Training Tower (0250): Increase of \$1,600. Funds are used to maintain training tower.

Neenah I/S Services (0255): Increase of \$15,750, per the City of Neenah IS Department.

Public Relations (0262): Increase of \$3,500. 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.

Cleaning/Janitorial Supplies (0306): Increase of \$2,000 due to increases for supplies by various vendors.

Gasoline & Oil (0310): Increase of \$4,000. 10% increase per Neenah Finance. We also purchase bulk oil/transmission, hydraulic, DEF fluids, etc purchased to save money for maintenance that is performed in-house by staff.

Safety Supplies (0319): Increase of \$1,820. As call volumes increase, so will supply usage. We have made strides in getting equipment replaced through our partnership with gold cross ambulance. However, as we continue to provide and add advanced skills, items will need to be replaced due to usage or expiration. Funds are also used to safety items used by staff when performing maintenance on vehicles and the stations.

Personal Protective Equipment (0348): Increase of \$10,000. Funds are used for scheduled required replacement/repairs of all turn out gear, helmets, boots, gloves, shields, etc. Increase is due to pricing increases we have seen over the past few years. We also work into the schedule of having new firefighters have back-up gear.

Communication Equipment (8113): Decrease of \$4,000. We switched vendors for more reliable connectivity for air cards for the MDC's and their pricing was cheaper.

Household Purchases (8149): Increase of \$3,000. This line item was requested by the Joint Finance & Personnel Committee several years ago to budget purchases and repairs that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryer, etc.) for all four fire stations. This was to prevent major increases/decreases in CIP budget. Increase is needed due to increased cost of replacing items.

**CITY OF NEENAH
2019 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 2019 Budget Request:

Special Operations Personal Protective Equipment (2314-0348): Increase of \$3,500. Per replacement schedule for staff.

**CITY OF NEENAH
2019 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/decreases \$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 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	5,101,473	5,257,460	3,659,122	5,222,350	5,281,530	5,281,530	
0104	Overtime Wages	143,507	140,000	53,716	140,000	160,000	130,000	
0105	Reimbursement / Overtime	(1,404)	0	0	0	0	0	
0106	FLSA Overtime Wages	52,510	47,000	34,621	47,000	47,000	47,000	
0110	Health Insurance	801,764	830,560	625,811	830,560	826,120	826,120	
0111	Fringes	1,321,090	1,354,900	926,673	1,346,160	1,283,730	1,276,960	
0115	Schools/Seminars/Training	13,881	16,000	8,528	10,000	23,110	16,000	
0116	Test/Certification for Eq	5,274	6,000	2,329	4,000	10,000	10,000	
0117	Clothing Allowance	32,462	32,000	33,007	33,010	32,000	32,000	
0118	License Renewal	64	10,070	5,575	5,580	100	100	
0123	Auto Allowance	0	0	0	0	0	0	
0128	Empl Recognition Awards	700	650	200	650	600	600	
	Personal Services	7,471,321	7,694,640	5,349,582	7,639,310	7,664,190	7,620,310	(74,330)
0202	Outside Printing	385	800	58	800	880	880	
0203	Postage	314	660	156	300	660	660	
0204	Conferences & Meetings	1,061	2,000	277	2,000	2,000	2,000	
0206	Advertising & Publication	0	200	175	180	200	200	
0207	Dues & Memberships	993	1,400	705	720	1,030	1,030	
0209	Maintenance of PPE/SCBA	2,131	3,000	2,300	2,700	3,170	3,170	
0210	Maint of Computer Hardwre	1,272	500	0	1,230	500	500	
0211	Maint of Other Equipment	1,537	3,500	1,343	3,000	3,600	3,600	
0213	Maint of Motor Vehicles	39,763	32,500	28,448	35,000	40,000	35,000	
0214	Maint of Buildings	3,779	4,500	1,018	4,500	7,000	6,000	
0215	Maint of Radio Equipment	6,163	6,140	6,522	6,530	6,500	6,500	
0216	Maint of Operating Equip	2,964	3,100	1,958	1,960	3,100	3,100	
0218	Maint of Software	8,968	12,000	6,341	12,000	12,000	12,000	
0221	Telephone	8,766	9,000	7,408	9,000	9,000	9,000	
0222	Electricity	48,154	48,000	31,935	48,000	50,400	49,360	
0223	Natural Gas	17,192	24,000	12,222	24,000	26,400	25,050	
0224	Water & Sewer	10,947	11,810	6,782	11,810	13,450	12,160	
0226	Storm Water	2,939	3,100	1,963	3,100	3,100	3,100	
0227	Cellular Telephone	4,162	4,320	2,999	4,320	4,560	4,560	
0232	Auditing Services	1,750	1,800	1,800	1,800	1,860	1,860	
0236	Outside Services	15,453	16,400	8,758	16,400	13,020	13,020	
0237	Pest Control	421	600	440	600	600	600	
0238	Professional Services	14,659	22,000	11,946	22,000	22,000	22,000	
0241	Tree Planting & Landscape	1,100	1,200	698	1,200	1,200	1,200	
0242	Permits	0	30	0	0	30	30	
0246	Liability Insurance	32,223	33,580	32,611	32,620	35,000	35,000	
0247	Auto/Physical Damage Ins	13,285	13,960	13,967	13,970	15,000	15,000	
0250	Maint of Training Tower	107	0	916	920	1,600	1,600	
0252	Rental of Equipment	312	350	207	350	320	320	
0254	Printer / Copies	2,903	2,970	2,168	2,970	3,250	3,250	
0255	Neenah City I/S Services	134,773	128,440	96,330	139,750	144,190	144,190	
0256	Neenah City Finance Ser.	23,300	23,800	17,850	23,800	24,400	24,400	
0257	Neenah City H/R Services	44,000	47,000	35,250	47,000	51,500	51,500	
0262	Public Relations/Services	5,520	5,500	4,167	7,000	9,000	7,500	
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	451,296	468,460	339,718	481,530	510,820	499,640	31,180

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
FIRE OPERATIONS (2301-712) cont.								
0301	Office Supplies	1,907	2,000	1,093	2,000	2,060	2,060	
0306	Cleaning/Janitor Supplies	11,940	12,000	9,535	12,000	14,000	14,000	
0308	Books and Periodicals	337	500	10	50	500	500	
0310	Gasoline & Oil	23,745	25,000	18,926	25,000	29,000	27,000	
0319	Safety Supplies	6,036	5,400	3,320	6,500	7,220	6,500	
0320	Small Tools	1,125	1,000	190	1,000	1,030	1,030	
0325	Consumable supplies	1,684	2,000	487	1,800	2,060	2,060	
0326	Photography Supplies	117	500	186	200	500	500	
0333	All Other Supplies	1,277	3,000	1,973	3,000	3,600	3,600	
0343	Small Program Packages	0	0	0	0	0	0	
0344	Small Equipment	3,554	6,500	1,642	6,500	7,800	7,800	
0347	Small Computer Hardware	691	620	303	500	620	620	
0348	Per Protective Equipment	45,808	40,000	6,117	40,000	50,000	45,000	
0350	Training Supplies	446	2,000	956	2,000	2,500	2,500	
	Supplies & Materials	98,667	100,520	44,738	100,550	120,890	113,170	12,650
	OPERATIONS	8,021,284	8,263,620	5,734,038	8,221,390	8,295,900	8,233,120	(30,500)
							Percent Budget Change	-0.37%
CAPITAL OUTLAY (2301-712)								
8108	Office Furniture & Equip	2,885	2,500	602	2,500	2,500	2,500	
8113	Communication Equipment	3,545	7,000	2,561	7,000	3,000	3,000	
8114	Computer Software Outlay	0	1,000	112	300	1,000	1,000	
8115	Computer Hardware Outlay	5,475	9,520	1,535	5,000	9,520	9,520	
8133	All Other Equipment	17,010	20,000	5,938	20,000	20,600	20,600	
8149	Household Purchases	4,846	6,000	7,625	8,000	9,000	9,000	
	Capital Outlay	33,761	46,020	18,373	42,800	45,620	45,620	(400)
	CAPITAL OUTLAY	33,761	46,020	18,373	42,800	45,620	45,620	(400)
	FIRE OPERATIONS/CAPITAL OUTLAY	8,055,045	8,309,640	5,752,411	8,264,190	8,341,520	8,278,740	(30,900)
							Percent Budget Change	-0.37%
REG SPEC OPER RESP TEAM (2314-172)								
0104	Overtime Wages	7,501	7,130	7,291	7,300	32,000	22,000	
0105	Reimbursement / Overtime	(4,320)	0	(7,133)	(7,140)	(21,060)	(21,060)	
0111	Fringes	1,936	1,650	1,687	1,690	7,090	4,870	
	Personal Services	5,117	8,780	1,845	1,850	18,030	5,810	(2,970)
0216	Maint of Operating Equip	0	500	0	500	900	900	
	Contractual Services	0	500	0	500	900	900	400
0320	Small Tools	0	500	49	500	500	500	
0348	Per Protective Equipment	324	1,500	964	1,500	5,000	5,000	
0350	Training Supplies	0	500	0	500	500	500	
	Supplies & Materials	324	2,500	1,013	2,500	6,000	6,000	3,500
8133	All Other Equipment	0	500	0	500	500	500	
	Capital Outlay	0	500	0	500	500	500	0
	REG SPEC OPER RESP TEAM	5,441	12,280	2,858	5,350	25,430	13,210	930
							Percent Budget Change	7.57%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2019**

ACCOUNT #	ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 YTD (9 MONTHS)	2018 ESTIMATE	2019 DEPT REQUEST	2019 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	500	0	0	500	500	
0206	Advertising & Publication	0	1,000	0	0	1,000	1,000	
0236	Outside Services	3,257	2,500	1,782	2,500	2,500	2,500	
0261	Misc Expenditures	298	500	87	500	500	500	
	Contractual Services	3,555	4,500	1,869	3,000	4,500	4,500	0
	JOINT FIRE COMMISSION	3,555	4,500	1,869	3,000	4,500	4,500	0
							Percent Budget Change	0.00%
SPECIAL RESERVES & ESCROW (2326-712)								
0101	Salaries	0	0	0	0	114,320	114,320	
0110	Health Insurance	0	16,590	0	0	50,000	50,000	
0111	Fringes	0	0	0	0	27,050	27,050	
	SPECIAL RESERVES & ESCROW	0	16,590	0	0	191,370	191,370	174,780
WATER RESCUE SERVICES (2479-712)								
0104	Overtime Wages	4,740	3,600	198	3,600	0	0	
0105	Reimbursement / Overtime	(1,533)	0	0	0	0	0	
0111	Fringes	1,632	840	46	840	0	0	
0115	Schools/Seminars/Training	1,344	2,500	103	2,500	0	0	
0118	License Renewal	0	0	0	0	0	0	
	Personal Services	6,183	6,940	347	6,940	0	0	(6,940)
0207	Dues & Memberships	0	0	0	0	0	0	
0209	Maintenance of PPE/SCBA	1,170	1,000	659	1,000	0	0	
0215	Maint of Radio Equipment	60	500	0	100	0	0	
0216	Maint of Operating Equip	169	1,000	69	1,000	0	0	
0261	Misc Expenditures	0	0	0	0	0	0	
	Contractual Services	1,399	2,500	728	2,100	0	0	(2,500)
0333	All Other Supplies	31	500	0	300	0	0	
0344	Small Equipment	465	1,000	421	1,000	0	0	
0348	Per Protective Equipment	4,200	500	103	500	0	0	
	Supplies & Materials	4,696	2,000	524	1,800	0	0	(2,000)
8113	Communication Equipment	250	1,000	0	1,000	0	0	
8133	All Other Equipment	74	1,650	175	1,650	0	0	
	Capital Outlay	324	2,650	175	2,650	0	0	(2,650)
	WATER RESCUE SERVICES	12,602	14,090	1,774	13,490	0	0	(14,090)
							Percent Budget Change	-100.00%
FIRE DEPARTMENT		8,076,643	8,357,100	5,758,912	8,286,030	8,562,820	8,487,820	130,720
							Percent Budget Change	1.56%
REVENUES								
	Boat Launch Fee	1,125	2,400	0	2,400	2,400	2,400	
	Interest on Investments	17,065	14,000	18,992	24,000	28,000	28,000	
	P-Card Rebate	3,092	3,000	3,930	3,930	4,000	4,000	
	Sale of Equipment	625	2,000	0	2,000	2,000	2,000	
	Consumable Supplies	0	500	0	500	500	500	
	Revenues	21,907	21,900	22,922	32,830	36,900	36,900	15,000
							Percent Budget Change	68.49%
NET FIRE DEPARTMENT		8,054,736	8,335,200	5,735,990	8,253,200	8,525,920	8,450,920	

**CITY OF NEENAH
2019 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 monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Decrease of \$4,000. Total projected cost is \$3,000.	\$3,000	\$3,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 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 \$20,600.	\$20,600	\$20,600
8149	<u>Household Purchases</u> This is requested by the Joint Finance & Personnel Committee to budget purchases, and repairs, that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,000.	\$9,000	\$9,000

**CITY OF NEENAH
REQUEST FOR 2019 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 2018	Current Estimate for 2018	Requested For 2019
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$96,620	\$96,620	\$97,320
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	90,180	90,180	92,200
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	83,010	74,960	77,130
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	73,860	74,760	74,750
Management Assistant	Grade H3	1.00	Grade H3	1.00	47,730	47,730	48,250
Fire Officers	77,352 - 78,126	15.00	77,352 - 78,126	15.00	1,237,060	1,251,540	1,244,070
Mechanics	74,871 - 78,126	4.00	74,871 - 78,126	4.00	324,390	320,690	322,450
Assistant Inspectors	73,409 - 74,143	6.00	73,409 - 74,143	6.00	466,660	466,660	468,960
Shift Commanders	80,246 - 81,048	3.00	80,246 - 81,048	3.00	256,900	256,900	258,160
Drivers	72,154 - 72,876	12.00	72,154 - 72,876	13.00	919,720	967,990	998,220
Fire Fighters	45,191 - 70,370	<u>23.00</u>	45,191 - 70,370	<u>22.00</u>	<u>1,573,020</u>	<u>1,476,010</u>	<u>1,496,750</u>
Subtotal		68.00		68.00	\$5,169,150	\$5,124,040	\$5,178,260
OTHER COMPENSATION							
Work in Other Classification	-		-		35,000	45,000	45,000
First Responders Pay	-		-		39,120	39,120	39,120
Accrued Wages	-		-		14,190	14,190	14,150
OVERTIME							
Operating Overtime	-		-		140,000	140,000	160,000
Special OPER Overtime	-		-		7,130	7,300	32,000
Water Rescue Services	-		-		3,600	3,600	0
FLSA Overtime (2470 Hrs.)	-		-		47,000	47,000	47,000
TOTAL	XXX	68.00	XXX	68.00	\$5,455,190	\$5,420,250	\$5,515,530

**Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/17**

Item No.	Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	25,976	59.55%	0.25	0.1489	0.1011
	* Population-Menasha	17,647	40.45%	0.25		
	Population as of 1/1/17	43,623	100.00%			
2.	* Equalized Value (w/TIF)-Neenah	2,095,284,800	64.42%	0.25	0.1611	0.0889
	* Equalized Value (w/TIF)-Menasha	1,157,040,500	35.58%	0.25		
	Equalized Value as of 1/1/17	3,252,325,300	100.00%			
3.	* Service Calls-Neenah	1,608	58.86%	0.25	0.1471	0.1029
	* Service Calls-Menasha	1,124	41.14%	0.25		
	Service Calls during 2017	2,732	100.00%			
4.	* Square Miles-Neenah	9.60	55.30%	0.25	0.1382	0.1118
	* Square Miles-Menasha	7.76	44.70%	0.25		
	Square Miles as of 12/31/17	17.36	100.00%			
Total Weighted Factors					0.5953	0.4047
Total Proposed Cost Distribution Formula - 2017 Factor for 2019 Budget					59.53%	40.47%
Previous Year Cost Distribution Formula					59.56%	40.44%
Increase (decrease) from previous year					-0.03%	0.03%

a Menasha - Equalized Value

Equalized Value	1,117,040,500
UW-Fox Valley	40,000,000
	<u>1,157,040,500</u>

b Menasha service calls include 86 automatic aid calls by NMFR into the City of Appleton. 12 mutual aid calls to other jurisdictions were split as follows: xx-Neenah/xx-Menasha. City of Appleton made 128 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 2017.