



**City of Menasha, Wisconsin
2018 Operating Budget
&
2018-2019 Capital Improvements
Program (CIP) Budget**
(Working Document for November 2017 budget workshop meetings)

**CITY OF MENASHA
2018 OPERATING BUDGET**

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2018 OPERATING BUDGET

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TO: Menasha Citizens and Members of the Common Council
FROM: Donald Merkes, Mayor
DATE: 31 October 2017

SUBJECT: 2018 Budget

Budgets are reflections of a community's values, vision, and opportunities. Each year staff from every department collaborate to build a document that ensures that vital public services are met, infrastructure maintained, and strategic opportunities are taken, balanced with what we as a community can afford. The budget also tells the story of our achievements over the past year and how they have benefited our quality of life and met objectives to strengthen Menasha.

2017 saw the fruits of our labor mature. The strategic investments we made in our future have not only improved the quality of life for those of us living and working here, they have also increased our tax base and made Menasha a more desirable place for new investment. This year, Menasha has reached another milestone, exceeding the \$1 billion mark in equalized value overall, as well as excluding our TIF districts. Menasha saw a 6% increase in equalized value growing both in Winnebago and Calumet Counties, which exceeds our peer communities and the state average of 4%. We also saw our net new construction numbers exceed our peers at 2.62% with the state average being 1.59%. These indicators place us in a positive place for 2018 and beyond.

Careful management of our TIF districts has the City confident that all will close with positive increment. Even more importantly, upon closure they will add \$115 million to our tax base and \$1.2 million in new property taxes. Our TIF's have been successful in improving our community and our tax base.

Beyond the financial improvements, we had lots of fun in 2017 with new events like the Bazaar after Dark, Midwest Sunsplash, the inaugural Dog Paddle at Jefferson Pool, and a visit from Aaron Rogers. We built streets, preserved a part of our history at the terminus of Mill Street, moved City Hall, updated the Police Department's Field Training Program, upgraded our fire training facilities, and expanded the Library's digital circulation collection, all while still coming in under budget.

2018 promises to be another successful year for Menasha, with a budget that continues to make strategic investments in infrastructure, public safety, economic development, and quality of life in all corners of the community.

Our new shared location with the MJSD will allow our health department to be even more efficient. Menasha, one of only two Cities in the entire county to have a City health department, provides health services for the school district in a unique structure that avoids duplication of services (and costs). The department will continue to be an active participant in reducing lead exposure in 2018. In addition, this budget reflects additional grant funding for the dental program. We continue to see rewards from our partnership with the YMCA operating the

Menasha Senior Center, the only facility of its kind in the Fox Cities, benefiting the health and wellness of our residents over age 55.

The completion of the Downtown Vision Plan and input from the community and elected officials will set the stage for additional marketing of downtown as well as continuing the redevelopment of the south shore of the Fox River. With our on staff building inspector we will see increased activity in our CDBG housing program as well as the Paint and Restore program, two programs designed to improve neighborhoods and property values.

Public Safety is an important part of quality of life in any community; over 40% of our operating budget is dedicated to Police and Fire. Hopefully you will never need their assistance, but it provides a peace of mind that they are there if you do. We will be updating equipment, continuing training and professional development, and working on succession planning to ensure that help will always be there if you are in need.

Recreation is and will continue to be a strong reason to come to Menasha. After a small delay, 2018 will mark the completion of two bridges that will loop Little Lake Butte des Morts in a 5K trail system bringing nearly \$1.5 million in outside funding to Menasha and another opportunity to enjoy the waterfront. We will also see improvements to playgrounds, pavilions, and athletic facilities in our parks, as well as the planning and engineering for a trail extension from Oneida/114 through the conservancy to Nature's Way, providing safe access to the east side of our community.

Our Public Works team continues to set the standard on innovation and ability with a busy 2017 fabricating equipment, building the Mill Street terminus, and partnering to construct an evidence storage addition at the police department, as well as a lengthy list of street improvements. 2018 will continue the pattern with street construction including west Main St, energy efficiency projects, and trail construction. We will also begin construction of the long awaited maintenance building at the Public Works Facility, splitting the cost over 2018/19 for the first phase with the remaining storage facility phase II at a future date.

This budget continues to embrace the values of Menasha residents, provide the services we expect, offer strategic opportunities to improve our quality of life within a framework that supports both employees and residents. This budget reflects an increase in our tax levy of \$293,545, or about \$25 for a \$100,000 home. However, with growth in our community's equalized value we have been able to accomplish this while reducing the equalized tax rate by 10 cents, this balances our need for growth and flexibility in the future maintaining a level rate.

I expect 2018 to be another great year for Menasha. Working with our dedicated team of employees and fresh ideas from our new Directors of Public Works and Administrative Services, you can expect to see more positive energy, more amenities, and a continued dedication to improvement of our housing stock and infrastructure.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Merkes', with a long horizontal line extending to the right.

Donald Merkes, Mayor

BUDGET COMPARISON (2018 Budget/2017 Levy)

DATE: 10/31/2017

PREPARED BY:COMPTROLLER/TREASURER

ATTACHMENT A

	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	
<u>EXPENDITURES-GENERAL FUND (100)</u>					
GENERAL GOVERNMENT	\$ 1,410,061	\$ 1,435,723	\$ 1,425,600	\$ 1,530,720	7.37%
PUBLIC SAFETY	8,002,545	8,141,798	8,367,704	8,417,745	0.60%
HEALTH & HUMAN SERVICES	905,610	919,914	928,972	932,543	0.38%
PUBLIC WORKS	2,975,730	2,919,630	2,941,872	3,046,049	3.54%
CULTURE, RECREATION & EDUCATION	2,985,453	3,020,636	3,076,672	3,198,510	3.96%
CONSERVATION & DEVELOPMENT	336,428	319,167	356,718	365,844	2.56%
OTHER FINANCING USES / MISCELLANEOUS	-	-	-	35,000	N/A
TOTAL	16,615,827	16,756,868	17,097,538	17,526,411	2.51%
<u>REVENUES-GENERAL FUND (100)</u>					
TAXES	\$ (851,569)	\$ (872,320)	\$ (871,394)	\$ (894,002)	
INTERGOVERNMENTAL REVENUE	(4,608,939)	(4,566,841)	(4,595,454)	(4,670,606)	
LICENSES AND PERMITS	(485,055)	(517,876)	(474,210)	(412,745)	
FINES, FORFEITS & PENALTY	(125,000)	(124,000)	(107,000)	(107,500)	
PUBLIC CHARGES FOR SERVICES	(434,795)	(468,725)	(467,007)	(476,325)	
INTERGOVERNMENTAL CHARGES	(1,480,026)	(1,416,031)	(1,513,318)	(1,504,742)	
MISCELLANEOUS REVENUES	(218,600)	(235,350)	(235,635)	(223,635)	
OTHER FINANCING SOURCES	(154,647)	(152,323)	(87,622)	(124,622)	
TOTAL	(8,358,631)	(8,353,466)	(8,351,640)	(8,414,177)	0.75%
APPLICATION OF FUND BALANCE	(155,000)	(155,000)	(155,000)	(290,573)	
TAX LEVY-GENERAL FUND	8,102,196	8,248,402	8,590,898	8,821,661	2.69%
<u>CAPITAL PROJECTS FUND (470)</u>					
EXPENDITURES-CITY	\$ 926,000	\$ 1,337,150	\$ 3,278,531	TBD	
EXPENDITURES-DEVELOPMENT AGREEMENT	0	751,685	1,110,315	TBD	
OTHER FINANCING SOURCES	(925,000)	(2,088,835)	(4,388,846)	TBD	
TAX LEVY-CAPITAL PROJECTS FUND	1,000	-	-	-	
<u>DEBT SERVICE FUND (310)</u>					
EXPENDITURES	\$ 4,222,813	\$ 4,148,527	\$ 4,308,273	\$ 8,961,211	
TAXES	(640,833)	(660,367)	(663,388)	(668,424)	
SPECIAL ASSESSMENTS	(119,000)	(145,000)	(167,500)	(392,055)	
MISCELLANEOUS REVENUES	(7,500)	(7,600)	(10,000)	(19,500)	
OTHER FINANCING SOURCES	(2,011,453)	(2,015,038)	(2,169,048)	(6,892,135)	
APPLICATION OF FUND BALANCE	(353,300)	(350,000)	(350,000)	-	
TAX LEVY-DEBT SERVICE FUND	1,090,727	970,522	948,337	989,097	4.30%
<u>POST EMPLOYMENT SICK LEAVE RESERVE (260)</u>					
EXPENDITURES	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
REVENUES	-	-	-	(28,500)	
APPLICATION OF FUND BALANCE	-	-	-	28,500	
TAX LEVY-POST EMPLOYMENT SICK LEAVE	60,000	60,000	60,000	60,000	0.00%
<u>RECYCLING FUND (266)</u>					
EXPENDITURES	\$ 398,200	\$ 447,494	\$ 404,238	\$ 445,775	
INTERGOVERNMENTAL REVENUE	(70,337)	(55,545)	(66,860)	(71,000)	
PUBLIC CHARGES FOR SERVICES	(3,600)	(4,100)	(4,650)	(5,025)	
INTERGOVERNMENTAL CHARGES	(7,800)	(8,000)	(6,000)	(16,000)	
MISCELLANEOUS REVENUES	(16,425)	(16,000)	(7,500)	(12,500)	
APPLICATION OF FUND BALANCE	-	-	-	-	
TAX LEVY-RECYCLING FUND	300,038	363,849	319,228	341,250	6.90%
TOTAL TAX LEVY-ALL FUNDS	\$ 9,553,961	\$ 9,642,773	\$ 9,918,463	\$ 10,212,008	2.96%
<u>EQUALIZED TAX RATE - LEVY/TID OUT</u>					
EQUALIZED TAX RATE - LEVY/TID OUT	\$ 10.3242	\$ 10.3135	\$ 10.2686	\$ 10.1568	-1.09%
<u>EQUALIZED VALUATION - TID IN</u>					
EQUALIZED VALUATION - TID IN	\$ 999,088,600	\$ 1,010,047,700	\$ 1,051,001,800	\$ 1,117,040,500	6.28%
<u>EQUALIZED VALUATION - TID OUT</u>					
EQUALIZED VALUATION - TID OUT	\$ 925,394,500	\$ 934,965,600	\$ 965,899,500	\$ 1,005,433,600	
<u>ASSESSED TAX RATE</u>					
ASSESSED TAX RATE	\$ 10.1729	\$ 10.3383	\$ 10.5701	TBD	
<u>ASSESSED VALUATION</u>					
ASSESSED VALUATION	\$ 1,004,400,900	\$ 1,008,794,700	\$ 1,021,514,200	TBD	

**CITY OF MENASHA
2018 BUDGET SUMMARY
(General Fund)**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Estimate</u>	<u>2017 Amended Budget</u>	<u>2018 Proposed Budget</u>	<u>2018 Amount Budget Change</u>	<u>2018 % Budget Change</u>
<u>GENERAL GOVERNMENT</u>						
<u>Common Council</u>						
Common Council	\$ 73,635	\$ 68,830	\$ 70,601	\$ 70,287	\$ (314)	
	<u>\$ 73,635</u>	<u>\$ 68,830</u>	<u>\$ 70,601</u>	<u>\$ 70,287</u>	<u>\$ (314)</u>	-0.44%
<u>Mayor's Office</u>						
Mayor's Office	\$ 93,844	\$ 98,792	\$ 99,003	\$ 98,750	\$ (253)	
	<u>\$ 93,844</u>	<u>\$ 98,792</u>	<u>\$ 99,003</u>	<u>\$ 98,750</u>	<u>\$ (253)</u>	-0.26%
<u>City Attorney</u>						
City Attorney	\$ 149,468	\$ 162,330	\$ 164,549	\$ 168,634	\$ 4,085	
	<u>\$ 149,468</u>	<u>\$ 162,330</u>	<u>\$ 164,549</u>	<u>\$ 168,634</u>	<u>\$ 4,085</u>	2.48%
<u>Property Insurance</u>						
Property Insurance	\$ -	\$ -	\$ -	\$ 74,500	\$ 74,500	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 74,500</u>	<u>\$ 74,500</u>	N/A
<u>City Clerk</u>						
City Clerk	\$ 96,789	\$ 104,992	\$ 106,749	\$ 109,675	\$ 2,926	
Elections	74,289	53,913	64,917	81,425	\$ 16,508	
	<u>\$ 171,078</u>	<u>\$ 158,905</u>	<u>\$ 171,666</u>	<u>\$ 191,100</u>	<u>\$ 19,434</u>	11.32%
<u>Neenah-Menasha Municipal Court</u>						
Municipal Court	\$ 3,250	\$ 3,320	\$ 3,320	\$ 3,500	\$ 180	
	<u>\$ 3,250</u>	<u>\$ 3,320</u>	<u>\$ 3,320</u>	<u>\$ 3,500</u>	<u>\$ 180</u>	5.42%
<u>Administrative Services</u>						
Finance/Comptroller/Treasurer	\$ 446,288	\$ 390,827	\$ 466,850	\$ 461,176	\$ (5,674)	
Personnel/Human Resources	187,209	215,186	207,738	205,382	\$ (2,356)	
Assessor	76,996	78,182	79,745	78,441	\$ (1,304)	
	<u>\$ 710,493</u>	<u>\$ 684,195</u>	<u>\$ 754,333</u>	<u>\$ 744,999</u>	<u>\$ (9,334)</u>	-1.24%
<u>Other General Government</u>						
Illegal Taxes/Tax Refunds	\$ 4,982	\$ 3,549	\$ 3,000	\$ 3,000	\$ -	
Uncollectible Debt	7,587	10,600	13,400	10,000	\$ (3,400)	
Room Taxes	1,625	1,900	2,613	2,100	\$ (513)	
Employees Safety Committee	20,449	21,474	21,021	29,098	\$ 8,077	
	<u>\$ 34,643</u>	<u>\$ 37,523</u>	<u>\$ 40,034</u>	<u>\$ 44,198</u>	<u>\$ 4,164</u>	10.40%
<u>Municipal Building</u>						
Operations	\$ 108,859	\$ 170,002	\$ 122,094	\$ 134,752	\$ 12,658	
	<u>\$ 108,859</u>	<u>\$ 170,002</u>	<u>\$ 122,094</u>	<u>\$ 134,752</u>	<u>\$ 12,658</u>	10.37%
<u>Total General Government</u>	<u>\$ 1,345,270</u>	<u>\$ 1,383,897</u>	<u>\$ 1,425,600</u>	<u>\$ 1,530,720</u>	<u>\$ 105,120</u>	<u>7.37%</u>
<u>PUBLIC SAFETY</u>						
<u>Menasha Police</u>						
Operations	\$ 4,364,720	\$ 4,519,596	\$ 4,646,733	\$ 4,688,614	\$ 41,881	
Crossing Guards	18,248	20,857	23,272	22,912	\$ (360)	
Community Service Officers	30,700	38,340	40,358	43,721	\$ 3,363	
Auxiliary Police	8,034	10,067	13,238	15,126	\$ 1,888	
Jail/Prisoner Meal Charge	9,085	11,000	11,000	11,000	\$ -	
Code Enforcement	74,125	77,887	78,740	79,667	\$ 927	
	<u>\$ 4,504,912</u>	<u>\$ 4,677,747</u>	<u>\$ 4,813,341</u>	<u>\$ 4,861,040</u>	<u>\$ 47,699</u>	0.99%
<u>Neenah-Menasha Fire & Rescue</u>						
Operations	\$ 3,230,543	\$ 3,362,469	\$ 3,367,694	\$ 3,366,296	\$ (1,398)	
	<u>\$ 3,230,543</u>	<u>\$ 3,362,469</u>	<u>\$ 3,367,694</u>	<u>\$ 3,366,296</u>	<u>\$ (1,398)</u>	-0.04%
<u>Emergency Government</u>						
Operations	\$ 557	\$ 770	\$ 831	\$ 900	\$ 69	
	<u>\$ 557</u>	<u>\$ 770</u>	<u>\$ 831</u>	<u>\$ 900</u>	<u>\$ 69</u>	8.30%
<u>Building Inspections</u>						
Building Inspections	\$ 114,408	\$ 118,125	\$ 163,015	\$ 165,902	\$ 2,887	
Sealer Weights & Measures	22,413	22,945	22,823	23,607	\$ 784	
	<u>\$ 136,821</u>	<u>\$ 141,070</u>	<u>\$ 185,838</u>	<u>\$ 189,509</u>	<u>\$ 3,671</u>	1.98%
<u>Total Public Safety</u>	<u>\$ 7,872,833</u>	<u>\$ 8,182,056</u>	<u>\$ 8,367,704</u>	<u>\$ 8,417,745</u>	<u>\$ 50,041</u>	<u>0.60%</u>

**CITY OF MENASHA
2018 BUDGET SUMMARY
(General Fund)**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Estimate</u>	<u>2017 Amended Budget</u>	<u>2018 Proposed Budget</u>	<u>2018 Amount Budget Change</u>	<u>2018 % Budget Change</u>
<u>PUBLIC WORKS</u>						
<u>Operations</u>						
Engineering	\$ 220,367	\$ 207,504	\$ 257,214	\$ 263,524	\$ 6,310	
Street Construction	668,525	631,304	736,275	697,846	\$ (38,429)	
Street Excavation	151,235	67,076	-	-	\$ -	
Snow & Ice Removal	406,853	331,299	328,953	337,374	\$ 8,421	
Snow Hauling	(13)	-	-	-	\$ -	
Street Signs-Markings	219,229	191,537	196,809	231,630	\$ 34,821	
Sidewalks & Crosswalks	152,493	155,916	124,373	171,005	\$ 46,632	
Sidewalk Excavation	25,746	29,505	-	-	\$ -	
Street Lighting	268,425	182,169	187,411	171,748	\$ (15,663)	
Parking Lots	32,718	42,721	30,492	44,777	\$ 14,285	
Canal Maint.-Construction	790	842	850	850	\$ -	
Refuse Collection/Disposal	605,044	609,292	839,528	867,777	\$ 28,249	
Refuse Commercial Overflow	267,112	259,488	-	-	\$ -	
Weed Cutting	33,867	41,788	42,306	46,254	\$ 3,948	
Recycling-Solid Waste	(28)	-	-	-	\$ -	
	<u>\$ 3,052,363</u>	<u>\$ 2,750,441</u>	<u>\$ 2,744,211</u>	<u>\$ 2,832,785</u>	<u>\$ 88,574</u>	<u>3.23%</u>
<u>Other Public Works</u>						
Valley Transit Subsidy	\$ 170,705	\$ 184,092	\$ 186,461	\$ 202,064	\$ 15,603	
Dial-A-Ride Subsidy	11,200	11,200	11,200	11,200	\$ -	
	<u>\$ 181,905</u>	<u>\$ 195,292</u>	<u>\$ 197,661</u>	<u>\$ 213,264</u>	<u>\$ 15,603</u>	<u>7.89%</u>
<u>Total Public Works</u>	<u>\$ 3,234,268</u>	<u>\$ 2,945,733</u>	<u>\$ 2,941,872</u>	<u>\$ 3,046,049</u>	<u>\$ 104,177</u>	<u>3.54%</u>
<u>HEALTH & HUMAN SERVICES</u>						
<u>Health Department</u>						
Administration	\$ 516,054	\$ 528,676	\$ 545,187	\$ 518,545	\$ (26,642)	
Environmental Health	63,009	69,167	65,789	76,193	\$ 10,404	
Health Screening/60 Plus	26,047	21,788	21,416	23,551	\$ 2,135	
Prevention Program	3,947	3,935	4,490	5,255	\$ 765	
Radon Grant	1,747	1,309	-	-	\$ -	
School Health Aides	37,059	40,512	39,663	39,907	\$ 244	
Dental Program	42,881	74,406	46,528	47,550	\$ 1,022	
Lead Prevention Grant	3,570	3,286	3,271	3,310	\$ 39	
Immunization Grant	8,801	9,757	6,942	7,914	\$ 972	
Maternal Child Health	14,486	11,505	11,805	13,974	\$ 2,169	
Dental Sealant Program	7,965	14,646	11,731	12,153	\$ 422	
Quality Improvement Grant	(7)	-	-	-	\$ -	
Bio-Terrorism	36,372	43,249	31,039	36,164	\$ 5,125	
Twenty-Four/Seven	1,742	2,196	2,196	3,074	\$ 878	
	<u>\$ 763,673</u>	<u>\$ 824,432</u>	<u>\$ 790,057</u>	<u>\$ 787,590</u>	<u>\$ (2,467)</u>	<u>-0.31%</u>
<u>Other Human Services</u>						
Senior Center	\$ 93,696	\$ 95,975	\$ 95,850	\$ 98,562	\$ 2,712	
Animal Impoundment	14,183	12,500	16,000	15,000	\$ (1,000)	
Resthaven Cemetery	33,631	36,407	27,065	31,391	\$ 4,326	
	<u>\$ 141,510</u>	<u>\$ 144,882</u>	<u>\$ 138,915</u>	<u>\$ 144,953</u>	<u>\$ 6,038</u>	<u>4.35%</u>
<u>Total Health & Human Services</u>	<u>\$ 905,183</u>	<u>\$ 969,314</u>	<u>\$ 928,972</u>	<u>\$ 932,543</u>	<u>\$ 3,571</u>	<u>0.38%</u>

**CITY OF MENASHA
2018 BUDGET SUMMARY
(General Fund)**

<u>Budget Account</u>	<u>2016 Actual</u>	<u>2017 Estimate</u>	<u>2017 Amended Budget</u>	<u>2018 Proposed Budget</u>	<u>2018 Amount Budget Change</u>	<u>2018 % Budget Change</u>
<u>CULTURE, RECREATION, & EDUCATION</u>						
<u>Public Library</u>						
Operations	\$ 1,490,721	\$ 1,502,516	\$ 1,510,444	\$ 1,567,171	\$ 56,727	
	<u>1,490,721</u>	<u>\$ 1,502,516</u>	<u>\$ 1,510,444</u>	<u>\$ 1,567,171</u>	<u>\$ 56,727</u>	3.76%
<u>Park & Recreation - Operations</u>						
Parks Department	\$ 939,935	\$ 926,858	\$ 932,461	\$ 992,814	\$ 60,353	
Recreation Department	280,214	292,441	284,914	294,435	\$ 9,521	
Swimming Pool	217,408	224,011	225,959	225,295	\$ (664)	
Heckrodt Wetland Reserve	75	75	75	-	\$ (75)	
	<u>1,437,632</u>	<u>\$ 1,443,385</u>	<u>\$ 1,443,409</u>	<u>\$ 1,512,544</u>	<u>\$ 69,135</u>	4.79%
<u>Other Park & Recreation</u>						
Civic Commemorations	\$ 23,860	\$ 26,210	\$ 27,310	\$ 30,000	\$ 2,690	
Lift Bridges	82,404	81,093	95,509	88,795	\$ (6,714)	
	<u>106,264</u>	<u>\$ 107,303</u>	<u>\$ 122,819</u>	<u>\$ 118,795</u>	<u>\$ (4,024)</u>	-3.28%
<u>Total Culture, Recreation, & Education</u>	<u>\$ 3,034,617</u>	<u>\$ 3,053,204</u>	<u>\$ 3,076,672</u>	<u>\$ 3,198,510</u>	<u>\$ 121,838</u>	3.96%
<u>CONSERVATION AND DEVELOPMENT</u>						
<u>Community Development</u>						
Administration	\$ 238,932	\$ 271,362	\$ 278,573	\$ 280,346	\$ 1,773	
Urban Redevelopment	395	23,225	23,075	23,350	\$ 275	
	<u>\$ 239,327</u>	<u>\$ 294,587</u>	<u>\$ 301,648</u>	<u>\$ 303,696</u>	<u>\$ 2,048</u>	0.68%
<u>Forestry</u>						
Forestry	\$ 45,681	\$ 90,039	\$ 55,070	\$ 62,148	\$ 7,078	
	<u>\$ 45,681</u>	<u>\$ 90,039</u>	<u>\$ 55,070</u>	<u>\$ 62,148</u>	<u>\$ 7,078</u>	12.85%
<u>Total Conservation & Development</u>	<u>\$ 285,008</u>	<u>\$ 384,626</u>	<u>\$ 356,718</u>	<u>\$ 365,844</u>	<u>\$ 9,126</u>	-97.44%
<u>MISCELLANEOUS / OTHER</u>						
<u>Miscellaneous</u>						
Accrued Wages & Fringes	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	
Miscellaneous/All Other	-	-	-	-	\$ -	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	N/A
<u>Other Financing Uses</u>						
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	N/A
<u>Total Miscellaneous / Other</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	N/A
<u>CONTINGENCY RESERVE</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	N/A
<u>TOTAL GENERAL FUND BUDGET</u>	<u>\$ 16,677,179</u>	<u>\$ 16,918,830</u>	<u>\$ 17,097,538</u>	<u>\$ 17,526,411</u>	<u>\$ 428,873</u>	2.51%
2017 Original Budget =			\$ 17,097,538			
Budget Increase or (Decrease)				\$ 428,873		

GENERAL FUND REVENUES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
General Fund						
100-0000-411.00-00	General Property Taxes	8,248,406	8,590,898	8,591,176	8,591,176	8,821,661
100-0000-412.00-00	Mobile Home Property Tax	148,085	150,000	166,366	150,943	151,000
100-0000-413.00-00	Tax from Municipal Util	660,956	686,894	566,623	679,948	706,002
100-0000-414.00-00	Tax from Housing Auth	10,338	10,500	12,326	12,326	12,500
100-0000-415.00-00	Interest/Penalty on Taxes	24,077	24,000	27,169	27,200	24,500
100-0000-421.01-00	Liquor & Malt Beverage	23,363	22,600	21,991	21,991	22,000
100-0000-421.02-00	Tavern Operators	7,080	16,000	17,840	17,910	7,100
100-0000-421.03-00	Cigarette	2,000	2,000	1,660	1,660	1,700
100-0000-421.04-00	Restaurant	18,838	18,500	19,885	19,885	20,000
100-0000-421.05-00	Amusement Devices	1,600	1,480	1,670	1,670	1,700
100-0000-421.07-00	Heating	1,835	1,835	1,830	1,830	1,850
100-0000-421.08-00	Cable TV	197,405	202,100	90,837	181,199	182,000
100-0000-421.09-00	Weights & Measures	26,898	26,900	24,968	24,968	25,000
100-0000-421.10-00	Retail Food	13,103	12,051	9,239	9,675	10,000
100-0000-421.11-00	Tattoo Parlor	0	0	585	585	585
100-0000-421.12-00	Sundry	625	625	625	650	650
100-0000-421.13-00	Dog	7,974	8,500	4,046	7,251	7,500
100-0000-421.14-00	Cat	860	830	706	826	830
100-0000-421.15-00	Lodging	493	472	973	973	975
100-0000-422.01-00	Building	65,861	72,000	46,635	54,000	55,000
100-0000-422.02-00	Electrical	19,443	22,000	13,695	16,200	16,500
100-0000-422.03-00	Plumbing	17,372	20,000	12,911	15,400	15,500
100-0000-422.04-00	Street Excavation	5,492	4,800	3,750	4,425	4,500
100-0000-422.05-00	Heating	15,527	17,500	10,934	12,900	13,000
100-0000-422.06-00	Mobile Home	1,397	0	0	0	1,400
100-0000-422.07-00	Zoning	4,380	5,000	3,845	4,615	4,700
100-0000-422.08-00	Recreational Fire	10,840	10,860	10,560	10,600	10,800
100-0000-422.09-00	Sign	4,150	3,800	3,125	4,275	4,300
100-0000-422.10-00	Temp Restaurant	1,093	420	315	315	400
100-0000-422.11-00	Erosion Control	1,725	1,725	2,550	2,700	2,700
100-0000-422.12-00	Swimming Pool	1,962	1,962	1,678	1,678	1,680
100-0000-422.13-00	Street Use	25	50	25	25	25
100-0000-422.15-00	Outdoor Service	175	200	350	350	350
100-0000-431.01-00	Law Enforcement	0	1,700	1,710	1,710	1,700
100-0000-432.01-00	Shared Revenues	3,692,930	3,703,391	0	3,703,388	3,702,404
100-0000-432.02-00	Computers	37,290	37,290	0	39,287	39,864
100-0000-432.03-00	Fire Insurance Tax	41,880	41,880	45,701	45,701	45,701
100-0000-432.04-00	Payment for Munic Svcs	119,926	125,000	0	118,000	118,000
100-0000-432.05-00	Law Enforcement	16,538	25,000	22,682	25,000	25,000
100-0000-432.08-00	Highway Transportation	487,085	485,874	242,411	484,823	549,850
100-0000-432.09-00	Connecting Highway	61,337	62,151	31,075	62,151	70,188
100-0000-432.13-00	Other	125	125	130	130	130
100-0000-432.14-00	Public Health	86,856	87,302	48,612	102,520	92,028
100-0000-432.16-00	Senior Citizen	25,741	25,741	18,721	25,741	25,741
100-0000-441.01-00	Clerk	6,955	6,000	5,435	5,735	6,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
100-0000-441.02-00	Treasurer	16,910	18,000	14,053	15,500	16,000
100-0000-441.03-00	Data Processing	1,000	950	850	1,100	1,100
100-0000-441.05-00	Law Enforcement	2,015	3,000	1,750	2,100	3,000
100-0000-441.06-00	Fire Protection	1,630	1,500	1,690	2,090	1,800
100-0000-441.07-00	Street-Misc	17,831	1,000	3,171	3,021	3,100
100-0000-441.08-00	Snow Removal	4,032	4,000	604	1,125	3,000
100-0000-441.09-00	Engineering	0	0	100	100	100
100-0000-441.10-00	Street Lighting	290	175	175	175	175
100-0000-441.11-00	Street Patching	32,354	13,000	16,162	16,500	16,500
100-0000-441.12-00	Parking Lot Stickers	1,816	2,500	976	1,466	1,500
100-0000-441.13-00	Garbage & Refuse	127,714	123,500	124,905	127,581	128,000
100-0000-441.14-00	Solid Waste Disposal	32,150	32,250	32,339	32,354	32,500
100-0000-441.16-00	Weed Cutting	7,034	6,500	4,704	4,880	5,000
100-0000-441.17-00	Cemetery	23,975	12,500	12,275	14,275	14,500
100-0000-441.18-00	Public Health	51,119	50,332	28,153	53,720	54,750
100-0000-441.19-00	Library Fines	13,920	15,000	10,558	11,597	13,000
100-0000-441.20-00	Library Vending Svcs	7,519	8,000	6,697	7,623	7,700
100-0000-441.23-00	Park	19,848	20,900	19,993	21,232	21,300
100-0000-441.24-00	Pool	61,970	61,000	52,409	52,409	52,500
100-0000-441.25-00	Recreation	42,150	37,000	43,190	45,140	43,000
100-0000-441.26-00	Boat Launch	19,443	21,500	30,116	26,224	25,000
100-0000-441.27-00	Senior Center	1,242	1,200	1,069	1,200	1,200
100-0000-441.28-00	Boat Slip Rental	1,329	1,400	1,611	1,611	1,600
100-0000-441.30-00	Pool Concession	17,240	17,000	13,896	13,896	14,000
100-0000-441.40-00	Parks-Koslo	0	700	0	0	0
100-0000-441.41-00	Special Events-Admin Fee	6,360	5,500	7,080	7,780	7,500
100-0000-441.43-00	Room Tax	1,934	2,600	1,952	2,532	2,500
100-0000-451.00-00	Damage Award-Law Enforce	360	0	0	0	0
100-0000-453.00-00	Court Penalty & Costs	55,843	55,000	51,104	55,104	55,500
100-0000-454.00-00	Parking Violation	43,061	52,000	45,605	50,910	52,000
100-0000-461.01-00	On Investments	6,007	6,300	9,691	15,000	15,000
100-0000-462.01-00	Property	45,108	45,600	32,313	46,431	47,335
100-0000-463.03-00	Law Enforcement Property	9,664	8,000	4,014	5,000	8,000
100-0000-463.04-00	Refuse Property	251	150	292	292	300
100-0000-463.07-00	Fire Department Property	0	75,000	0	0	75,000
100-0000-464.01-00	Other Equipment	0	0	2,068	2,068	0
100-0000-464.02-00	Law Enforcement Equipment	0	0	4,378	4,378	0
100-0000-464.03-00	Highway Equipment	12,399	11,000	3,497	5,497	8,000
100-0000-465.00-00	Donations & Gifts	9,000	12,000	11,000	12,000	15,000
100-0000-466.00-00	Misc General Revenue	111,904	77,585	27,109	80,209	55,000
100-0000-481.01-00	Law Enforcement	243,174	245,000	140,386	248,000	250,000
100-0000-481.02-00	Fire Dept	55,891	88,000	73,990	73,990	58,000
100-0000-481.03-00	Mass Transit	129,981	142,191	0	130,000	159,549
100-0000-481.04-00	Street Misc	19,037	0	449	449	0
100-0000-481.05-00	Street Patching	67,236	40,000	41,979	41,979	42,000
100-0000-481.06-00	Garbage & Refuse	36,425	36,400	37,680	37,680	37,680
100-0000-481.07-00	Public Health	278,253	306,127	150,000	303,486	306,127

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
100-0000-481.08-00	Library Tax	459,652	483,024	377,932	483,024	478,513
100-0000-481.10-00	Economic Development	15,067	15,067	16,728	16,728	16,728
100-0000-481.14-00	City Attorney	12,000	12,000	12,000	12,000	12,000
100-0000-481.16-00	Personnel	10,438	10,000	3,050	5,000	7,000
100-0000-481.17-00	Park	0	0	49	49	0
100-0000-482.01-00	Public Health	42,433	40,000	22,454	37,000	48,350
100-0000-482.02-00	Lift Bridges	82,907	95,509	62,965	95,509	88,795
100-0000-491.00-00	Bond/Note Proceeds	75,000	0	0	0	0
100-0000-492.03-00	Marina Fund	5,000	5,000	5,000	5,000	5,000
100-0000-492.05-00	TIF #4 Fund	3,833	4,670	4,670	4,670	9,295
100-0000-492.06-00	TIF #5 Fund	3,833	0	0	0	0
100-0000-492.07-00	TIF #6 Fund	3,833	0	0	0	0
100-0000-492.08-00	TIF #7 Fund	3,833	4,670	4,670	4,670	9,295
100-0000-492.09-00	TIF #8 Fund	3,833	4,670	4,670	4,670	9,295
100-0000-492.10-00	TIF #9 Fund	5,909	6,785	6,785	6,785	11,410
100-0000-492.11-00	TIF #10 Fund	3,833	4,670	4,670	4,670	9,295
100-0000-492.34-00	TIF #11 Fund	5,909	6,785	6,785	6,785	11,410
100-0000-492.35-00	TIF #12 Fund	19,034	30,532	30,532	30,532	35,157
100-0000-492.43-00	TIF #13 Fund	18,473	19,840	19,840	19,840	24,465
100-0000-499.01-00	All Other	0	0	0	155,000	250,783
100-0000-499.01-02	Health	0	0	0	53,485	39,790
* General Fund		16,531,280	16,942,538	11,736,198	17,019,456	17,526,411
** General Fund		16,531,280	16,942,538	11,736,198	17,019,456	17,526,411

GENERAL GOVERNMENT

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Common Council	Don Merkes
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0405-513	

RESPONSIBILITIES

Cities are governed by a common council consisting of alderperson and the mayor. A common council serves as the legislative arm of city government. It decides policy matters. The common council enacts ordinances, resolutions and motions; approves and amends the annual budget; levies taxes; approves the paying of claims made against the city; grants licenses issued by the city; and enters into contracts on behalf of the city. The council also appoints or confirms the appointments of certain city officers.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	ALDERMEN	8.00	8.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	8.00	8.00

PREPARED 10/31/17, 20:17:51
PROGRAM GM601L
BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Common Council						
100-0405-513.10-02	Salaries	41,850	41,821	35,430	41,820	41,820
100-0405-513.15-05	FICA	3,201	3,199	2,711	3,199	3,199
100-0405-513.15-08	Workers Comp	94	101	85	102	67
100-0405-513.21-08	Recording Fees	5,205	4,700	3,810	4,700	4,700
100-0405-513.29-01	Printing	5,221	4,400	3,928	4,400	4,400
100-0405-513.29-02	Publishing	11,816	10,000	6,574	8,000	10,000
100-0405-513.29-07	Inhouse Info Tech Service	1,203	1,313	657	1,313	1,284
100-0405-513.30-10	Office	145	175	15	175	175
100-0405-513.30-18	Department	308	200	399	400	200
100-0405-513.32-01	Dues/Memberships/Licenses	3,942	3,942	3,971	3,971	3,942
100-0405-513.33-02	Registrations	200	250	0	250	250
100-0405-513.33-03	Lodging/Meals	200	250	0	250	250
100-0405-513.51-03	Property	250	250	125	250	0
* Common Council		73,635	70,601	57,705	68,830	70,287

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Office of the Mayor	Donald Merkes
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0101-511	

RESPONSIBILITIES

The duties of the Mayor are prescribed in the Wisconsin State Statutes and Menasha Ordinance including presiding over meetings of the Common Council, serving on the Planning Commission, and serving on the Utility Commission. In addition, the Mayor's office coordinates operations of all city departments, develops and reviews the city budget, provides direction for the City's economic development and long range plans, participate in sale and purchase of property, interpret legislation, and communicating data regarding the community with elected officials including the members of the Common Council.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

1. Continued growth of City's equalized value to \$1.11 Billion, an increase of 6% and new construction of 2.62%. Both indicators are among the highest in the Fox Cities among our peer communities.
2. Jefferson Park vision plan completion, approval and funding for loop the lake trestles, construction of Mill Street terminus, and maintained status as Tree City USA..
3. Completion of over \$1 Million in road reconstruction projects throughout the community, and completion of Phase 3 LED street light conversion.
4. Recruitment and hiring of Directors of Public Works and Administrative Services, as well as hiring in-house building inspector

2018 OBJECTIVES

1. Develop programing that strengthens the City's housing stock and neighborhoods.
2. Continue financial planning efforts to reduce overall debt while continuing growth of the community and encouraging economic development.
3. Promote efforts to increase and improve waterfront access as it relates to the City's brand positon.
4. Ensure that the City's street, utility, and green infrastructure, as well as buildings, are maintained.

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Office of the Mayor	Donald Merkes
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0101-511	
5. Develop strategies to cross promote, share services, and provide improved customer experience with MJSD and others			

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING	POSITION TITLE	2017 # OF FTE'S	2018 # OF FTE'S
TAXES	\$0.00	\$0.00	Administrative Assistant	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Farm Market Intern	0.05	0.05
INTERGOV REVENUE	\$0.00	\$0.00	Mayor	1.00	1.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.25	1.25

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PROGRAM GM601L
BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Office of the Mayor					
100-0101-511.10-01	Wages	1,260	3,000	0	3,000	3,000
100-0101-511.10-02	Salaries	70,146	72,387	61,144	72,506	73,056
100-0101-511.10-03	Overtime/Doubletime	148	100	69	100	100
100-0101-511.15-01	Health	6,858	7,077	5,898	7,077	7,442
100-0101-511.15-02	Life	130	98	82	98	119
100-0101-511.15-03	Dental	543	558	465	558	558
100-0101-511.15-04	Retirement	4,641	4,929	4,162	4,929	4,895
100-0101-511.15-05	FICA	5,458	5,744	4,645	5,744	5,528
100-0101-511.15-07	Vision	61	65	55	65	65
100-0101-511.15-08	Workers Comp	147	181	147	181	117
100-0101-511.15-09	Unemployment Comp	592	0	0	0	0
100-0101-511.22-01	Telephone	140	130	127	150	150
100-0101-511.29-01	Printing	0	200	0	200	200
100-0101-511.29-07	Inhouse Info Tech Service	2,977	3,344	1,672	3,344	3,220
100-0101-511.30-10	Office	77	50	33	50	50
100-0101-511.30-11	Postage	34	100	1	50	50
100-0101-511.30-16	Promotional	0	100	0	100	100
100-0101-511.33-02	Registrations	0	200	0	0	0
100-0101-511.33-03	Lodging/Meals	92	200	23	100	100
100-0101-511.51-03	Property	540	540	270	540	0
*	Office of the Mayor	93,844	99,003	78,793	98,792	98,750

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	City Attorney	Pamela Captain
FUNCTION	BUDGET NUMBER	DATE
General Government	100-0201-512	10/26/2017

RESPONSIBILITIES

Provide legal services to the City including ordinance prosecution, claims processing, review of documents, draft ordinances, legislation, contracts and policies, represent the City in legal matters, adviser to Common Council, Mayor, boards, committees, commissions and Department Heads. Analyze and interpret state and federal legislation to determine its impact on the City. In addition, act as parliamentarian, troubleshoot citizen complaints, act as liaison to other governmental agencies, public information officer. Purchase liability and property insurances. Act as CVMIC representative and Risk Manager. Supervise City Clerk.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Worked with Menasha Utilities unwinding the WPPI/MU Transaction and returning ownership of the Electric Utility assets to Menasha. Police Union Contract for 2017-18.

2018 OBJECTIVES

Assist Community Development in updating forms/procedures of the CDBG Housing Program; Update special assessment process and develop forms

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Admin Asst-Deputy City C	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Attorney	0.92	0.92
INTERGOV REVENUE	\$0.00	\$0.00	HR Admin Asst-Payroll CI	0.00	0.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.12	1.12

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
City Attorney						
100-0201-512.10-02	Salaries	105,828	110,132	93,359	110,132	113,869
100-0201-512.10-03	Overtime/Doubletime	148	400	69	400	400
100-0201-512.15-01	Health	12,475	12,640	10,533	12,640	13,197
100-0201-512.15-02	Life	262	264	307	268	596
100-0201-512.15-03	Dental	1,217	1,232	1,027	1,232	1,232
100-0201-512.15-04	Retirement	6,996	7,516	6,353	7,516	7,629
100-0201-512.15-05	FICA	8,077	8,309	7,009	8,309	8,520
100-0201-512.15-07	Vision	105	111	92	111	111
100-0201-512.15-08	Workers Comp	244	265	224	265	182
100-0201-512.15-09	Unemployment Comp	592	0	0	0	0
100-0201-512.21-01	Legal	4,274	10,000	3,022	10,000	10,000
100-0201-512.21-07	Court Reporter	130	500	0	500	500
100-0201-512.22-01	Telephone	447	800	363	800	800
100-0201-512.29-01	Printing	0	200	41	200	691
100-0201-512.29-07	Inhouse Info Tech Service	2,966	4,080	1,665	2,713	3,207
100-0201-512.30-10	Office	174	300	90	300	300
100-0201-512.30-11	Postage	317	200	43	200	200
100-0201-512.30-15	Tools & Equipment	0	0	0	0	200
100-0201-512.30-18	Department	1,124	1,500	116	616	1,500
100-0201-512.32-01	Dues/Memberships/Licenses	678	750	486	750	750
100-0201-512.32-02	Periodicals/Subscriptions	369	1,500	0	1,500	1,500
100-0201-512.33-01	Mileage	173	200	18	200	200
100-0201-512.33-03	Lodging/Meals	30	50	78	78	50
100-0201-512.34-01	Mileage	284	500	207	500	500
100-0201-512.34-02	Registrations	1,598	1,500	364	1,500	1,500
100-0201-512.34-03	Lodging/Meals	360	900	369	900	900
100-0201-512.34-04	Other Expenses	0	100	8	100	100
100-0201-512.51-03	Property	600	600	300	600	0
* City Attorney		149,468	164,549	126,143	162,330	168,634

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BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2018

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Property Insurance					
100-0208-512.51-03	Property	0	0	0	0	74,500
LEVEL	TEXT	TEXT AMT				
TOTB	THIS AMOUNT HAS BEEN CONSOLIDATED FROM ALL CITY DEPARTMENTS IN THE GENERAL FUND TO THIS SINGLE AMOUNT SHOWN HERE. THE METHODOLOGY USED TO ALLOCATE THE COSTS ACROSS ALL DEPARTMENTS IS NO LONGER APPROPRIATE, DUE TO THE MOVE INTO THE MENASHA CITY CENTER FACILITY IN JUNE 2017. THE ALLOCATIONS TO THE OTHER VARIOUS FUNDS WILL REMAIN FOR THE TIME BEING.					
	LESS: LIBRARY ALLOCATION FROM LIBRARY BOARD		80,000			
			5,500-			
			74,500			
*	Property Insurance	0	0	0	0	74,500

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	City Clerk	Deborah Galeazzi
FUNCTION	BUDGET NUMBER	DATE
General Government	100-0203-512	10/26/2017

RESPONSIBILITIES

Maintains custody of City seal; attests and signs official documents; prepare and file necessary reports pertaining to City business; files and indexes all council actions and administrates all City Clerk duties per State Statutes. Responsible for preparing and keeping Common Council and Committee minutes; update City ordinances in the Municipal Code; issuing and maintaining liquor licenses and other licenses; assist residents as needed.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Implemented new procedures for conducting business in the Clerk's office.

2018 OBJECTIVES

Finding new and effective ways to conduct business in the clerk's office.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Administrative Asst	0.38	0.45
SPECIAL ASSESSMENTS	\$0.00	\$0.00	City Clerk	1.00	0.75
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.38	1.20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
City Clerk						
100-0203-512.10-02	Salaries	62,660	69,001	58,285	69,001	72,027
100-0203-512.10-03	Overtime/Doubletime	333	500	156	300	300
100-0203-512.15-01	Health	11,517	11,996	9,997	12,000	12,538
100-0203-512.15-02	Life	314	238	226	300	382
100-0203-512.15-03	Dental	1,103	1,138	948	1,138	1,138
100-0203-512.15-04	Retirement	4,180	4,692	3,974	4,692	4,826
100-0203-512.15-05	FICA	4,788	5,196	4,377	5,196	5,373
100-0203-512.15-07	Vision	98	106	88	106	106
100-0203-512.15-08	Workers Comp	140	166	140	166	115
100-0203-512.15-09	Unemployment Comp	1,332	0	0	0	0
100-0203-512.21-08	Recording Fees	500	1,500	180	500	500
100-0203-512.22-01	Telephone	185	200	167	192	200
100-0203-512.29-01	Printing	252	250	47	247	1,321
100-0203-512.29-02	Publishing	921	1,000	762	1,000	1,000
100-0203-512.29-07	Inhouse Info Tech Service	6,682	7,446	3,723	7,446	7,199
100-0203-512.30-10	Office	209	300	85	276	300
100-0203-512.30-11	Postage	371	300	120	265	350
100-0203-512.30-18	Department	140	100	0	100	200
100-0203-512.32-01	Dues/Memberships/Licenses	115	250	130	130	150
100-0203-512.34-01	Mileage	0	50	0	50	50
100-0203-512.34-02	Registrations	429	800	667	767	800
100-0203-512.34-03	Lodging/Meals	0	1,000	594	600	800
100-0203-512.51-03	Property	520	520	260	520	0
* City Clerk		96,789	106,749	84,926	104,992	109,675

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Elections	Deborah Galeazzi
FUNCTION	BUDGET NUMBER	DATE
General Government	100-0204-512	10/26/2017

RESPONSIBILITIES

Responsible for all elections per State Statutes. Each election has numerous steps including ballot proofing, voting machine testing, absentee voting, polling place setup, election inspector training, maintain voting records.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Conducted two elections. Training election inspections on the many changes in election laws.

2018 OBJECTIVES

Keeping current on changes in election laws and procedures. Run fair and efficient elections

MAJOR CHANGES FROM 2017 BUDGET

Four election in 2018 compared to two in 2017.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Administrative Assistant	0.00	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	City Clerk	0.00	0.25
INTERGOV REVENUE	\$0.00	\$0.00	Poll Workers	0.67	0.67
LICENSES & PERMITS	\$0.00	\$0.00	Street Personnel	0.18	0.18
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.85	1.25

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Elections					
100-0204-512.10-01	Wages	29,902	15,338	9,069	9,069	26,977
100-0204-512.10-02	Salaries	20,885	23,000	19,424	23,000	24,009
100-0204-512.10-03	Overtime/Doubletime	131	500	52	55	150
100-0204-512.15-01	Health	4,549	4,670	3,446	4,670	4,859
100-0204-512.15-02	Life	106	79	75	100	127
100-0204-512.15-03	Dental	414	423	323	423	423
100-0204-512.15-04	Retirement	1,519	1,764	1,346	1,764	1,741
100-0204-512.15-05	FICA	1,961	1,950	1,482	1,950	3,850
100-0204-512.15-07	Vision	38	40	30	40	40
100-0204-512.15-08	Workers Comp	205	180	83	180	141
100-0204-512.15-09	Unemployment Comp	444	0	0	0	0
100-0204-512.20-02	Vending/Catering	1,809	1,000	22	22	2,000
100-0204-512.24-01	Office Equipment	0	2,000	0	2,000	2,000
100-0204-512.24-04	Specialized Equipment	1,772	5,000	2,972	3,472	2,500
100-0204-512.29-01	Printing	1,610	1,000	431	931	2,000
100-0204-512.29-02	Publishing	580	1,000	174	374	700
100-0204-512.29-05	Vehicle/Equipment Rental	506	0	62	62	500
100-0204-512.29-06	Building Rental	0	600	600	600	1,500
100-0204-512.29-07	Inhouse Info Tech Service	3,848	4,203	2,102	4,203	4,108
100-0204-512.30-10	Office	229	300	62	262	500
100-0204-512.30-11	Postage	1,900	500	420	450	2,000
100-0204-512.30-18	Department	1,811	1,000	16	216	1,000
100-0204-512.34-02	Registrations	0	200	0	0	200
100-0204-512.34-03	Lodging/Meals	0	100	0	0	100
100-0204-512.51-03	Property	70	70	35	70	0
* Elections		74,289	64,917	42,226	53,913	81,425

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Municipal Court					
100-0205-512.25-01	Other Municipal Entities	3,250	3,320	3,320	3,320	3,500
*	Municipal Court	3,250	3,320	3,320	3,320	3,500

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Comptroller/Treasurer	PREPARED BY John Jacobs
FUNCTION General Government	BUDGET NUMBER 100-0401-513	DATE 10/27/2017

RESPONSIBILITIES

Carrying out the duties of the Comptroller and Treasurer for the City as enumerated in the Wisconsin State Statutes,
 Tax billing and records management,
 Administering the City's debt program,
 Monitoring cash flow,
 Creating and delivering financial reports to the Mayor, Common Council, State Agencies, and other interested parties,
 Completing all regulatory required financial reporting,
 Coordinating and Compiling the annual City budget, and
 Collection, disbursement, accounting, and investing of all City funds.

SERVICES PROVIDED

Shown under Responsibilities Section

2017 ACCOMPLISHMENTS

2016 Audit Fieldwork completed prior to May 15, 2017 / Report completed and presented to Council on 9/18/2017,
 Continued with the debt plan and debt refinancings, late 2016 refinancings saved the City in interest costs,
 Continued to refine the fixed asset process started in 2015,
 Completed the 2016 Department of Revenue Annual Financial Report accurately and timely,
 Completed the TIF status reports, presented TID status information in conjunction with the Community Development Department to the Common Council and filed the TID Annual Report with the DOR in August,
 Managed the vacancy of the Administrative Services Director and facilitated the transition of a new director in August.

2018 OBJECTIVES

Complete the annual 2017 audit fieldwork prior to the DOR regulatory report being due on 5/15/2018, and release the 2017 annual audit report, in final form, by 8/15/18,
 Continuing monitoring debt and prepare the City to return to the bond market in the future,
 Continue to monitor the TIF's to make sure all are able to close in a neutral or positive position,
 Review/recommend updates to the City's fund balance policy,

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Comptroller/Treasurer	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0401-513	10/27/2017

Complete all regulatory reporting accurately and timely, and

Account for and monitor all City funds.

MAJOR CHANGES FROM 2017 BUDGET

None

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Administrative Services Di	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Finance Clerks	2.00	2.00
INTERGOV REVENUE	\$0.00	\$0.00	Finance Manager	1.00	1.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	4.00	4.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Comptroller/Treasurer						
100-0401-513.10-01	Wages	91,020	92,913	88,964	101,838	87,646
100-0401-513.10-02	Salaries	169,529	173,483	95,428	121,274	173,023
100-0401-513.10-03	Overtime/Doubletime	191	1,000	1,007	1,075	1,000
100-0401-513.15-01	Health	47,027	48,746	26,634	33,692	43,706
100-0401-513.15-02	Life	625	517	259	342	610
100-0401-513.15-03	Dental	3,975	4,076	2,302	2,857	3,322
100-0401-513.15-04	Retirement	17,209	18,183	10,291	12,924	17,465
100-0401-513.15-05	FICA	19,546	19,945	12,729	15,659	19,638
100-0401-513.15-07	Vision	379	405	227	287	352
100-0401-513.15-08	Workers Comp	582	641	363	456	417
100-0401-513.21-03	Accounting/Financial	23,975	23,850	18,954	19,630	24,600
100-0401-513.22-01	Telephone	449	450	406	495	515
100-0401-513.29-01	Printing	2,686	3,785	1,061	3,000	3,500
100-0401-513.29-07	Inhouse Info Tech Service	60,078	67,706	33,853	67,706	72,507
100-0401-513.30-10	Office	826	850	781	850	1,000
100-0401-513.30-11	Postage	5,288	5,700	449	5,600	6,300
100-0401-513.30-19	Office Furnishings	0	0	0	0	2,500
LEVEL	TEXT	TEXT	AMT			
TOTB	(2) LATERAL FILE CABINETS - FINANCE		2,000			
	REPLACEMENT CHAIR, WALL-HANGING METAL FILE SHELF		500			
			2,500			
100-0401-513.32-01	Dues/Memberships/Licenses	650	735	270	270	600
100-0401-513.32-02	Periodicals/Subscriptions	68	150	48	48	150
100-0401-513.33-01	Mileage	45	75	42	75	75
100-0401-513.33-03	Lodging/Meals	0	50	59	59	50
100-0401-513.34-01	Mileage	0	150	0	240	300
100-0401-513.34-02	Registrations	100	1,100	220	410	1,100
100-0401-513.34-03	Lodging/Meals	0	300	0	0	800
100-0401-513.51-03	Property	2,040	2,040	1,020	2,040	0
*	Comptroller/Treasurer	446,288	466,850	295,367	390,827	461,176

<p align="center">CITY OF MENASHA 2018 OPERATIONS BUDGET</p>	FUND	BUDGET NAME	PREPARED BY
	General Fund	Personnel Department	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0202-512	

RESPONSIBILITIES

Work with all departments and employees on employment related matters,
Administer the Personnel Policy Handbook
Ensure compliance with State and Federal laws and regulations,
Lead in recruitment and hiring for the City,
Provide support and training opportunities for departments,
Responsible for completing bi-weekly payrolls and all accompanying recording and reporting, and
Administer employment benefits.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Completed all regulatory reporting, including: ACA (new), EEOC, WRS, etc.
Changed the hiring process citywide, now using Neogov-an online hiring software provided through CVMIC.
Led the recruitment process for all open positions, including two department heads,
Completed position analysis' when appropriate,
Established a more standardized FMLA process citywide, and updated forms,
Conducted employee training and supervisor training in August of 2017,
Participated in the NMFR Fire Chief and Shift Commander recruitment processes,
Shopped and negotiated and received approval from the Mayor on a new Insurance broker, Cottingham & Butler.
Negotiated, and received approval from Council for all 2018 Benefits Plans, and
Continuing with audits on all payroll and benefits and making necessary changes.

Items in progress

Implementation of Onboard, through NeoGov, an electronic onboarding solution to go paperless (provided through CVMIC).
Continue with the Wellness Committee, working with Menasha Utilities, to promote healthy living, Creating a calendar of events through entire year.

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Personnel Department	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0202-512	
Setting up the 2018 Open Enrollment Process, and Working on updating policies and procedures.			

2018 OBJECTIVES

Work with employees on personnel matters,
 Complete an HR audit with CVMIC to identify and address deficiencies (moved to 2018 due to staffing issue at City),
 Continue updating the policy manual,
 Implement the 2018 CVMIC work plan, including citywide training,
 Begin citywide performance evaluations (already being done at the Police Department & Public Works Facility),
 Complete all payroll and required reporting accurately and timely, and
 Administer all benefits.

MAJOR CHANGES FROM 2017 BUDGET

None

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	HR Admin Asst-Payroll Cl	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Human Resource Coordin	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Human Resource Speciali	0.00	0.00
LICENSES & PERMITS	\$0.00	\$0.00	Personnel Director	0.00	0.00
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	2.00	2.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Personnel						
100-0202-512.10-02	Salaries	108,773	112,728	95,138	112,507	116,755
100-0202-512.10-03	Overtime/Doubletime	370	200	837	1,200	300
100-0202-512.15-01	Health	30,030	30,137	25,115	30,136	30,986
100-0202-512.15-02	Life	226	185	156	238	276
100-0202-512.15-03	Dental	2,476	2,477	2,064	2,477	2,477
100-0202-512.15-04	Retirement	7,203	7,680	6,526	7,705	7,823
100-0202-512.15-05	FICA	8,268	8,507	7,093	8,380	8,568
100-0202-512.15-07	Vision	243	252	210	252	252
100-0202-512.15-08	Workers Comp	242	271	230	272	187
100-0202-512.21-01	Legal	0	4,000	0	0	3,000
100-0202-512.21-05	Medical	10,758	10,000	9,946	11,000	10,500
100-0202-512.21-06	Management	3,601	10,000	18,998	20,338	6,000
100-0202-512.22-01	Telephone	225	250	203	250	250
100-0202-512.29-01	Printing	267	300	239	550	300
100-0202-512.29-03	Advertising	790	1,000	295	295	1,000
100-0202-512.29-07	Inhouse Info Tech Service	6,076	6,841	3,421	6,841	6,578
100-0202-512.30-10	Office	455	500	303	500	500
100-0202-512.30-11	Postage	354	700	174	350	500
100-0202-512.30-15	Tools & Equipment	1,298	0	0	0	0
100-0202-512.30-16	Promotional	4,277	7,000	6,539	9,500	5,000
100-0202-512.30-18	Department	99	250	0	0	200
100-0202-512.32-01	Dues/Memberships/Licenses	0	700	25	25	700
LEVEL	TEXT	TEXT AMT				
TOTB	INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR					
	HUMAN RESOURCES MEMBERSHIP (FOR CERTIFICATION)		400			
	OTHER HR ORGANIZATION MEMBERSHIPS		300			
			700			
100-0202-512.32-02	Periodicals/Subscriptions	0	500	0	0	300
100-0202-512.33-01	Mileage	189	200	61	100	100
100-0202-512.34-01	Mileage	0	400	205	400	400
100-0202-512.34-02	Registrations	299	1,500	584	700	1,900
LEVEL	TEXT	TEXT AMT				
TOTB	INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR					
	HUMAN RESOURCES (IPMA) SENIOR CERTIFIED					
	PROFESSIONAL PROGRAM FOR HR COORDINATOR;		900			
	OTHER HUMAN RESOURCES TRAINING/CONFERENCE					
	REGISTRATIONS		1,000			
			1,900			
100-0202-512.34-03	Lodging/Meals	30	500	320	500	500
100-0202-512.34-04	Other Expenses	0	0	10	10	30
100-0202-512.51-03	Property	660	660	330	660	0

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
*	Personnel	187,209	207,738	179,022	215,186	205,382

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	City Assessor	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0402-513	10/27/2017

RESPONSIBILITIES

The City-appointed Assessor has the statutory duty to determine values and prepare, sign and defend the annual property assessment roll.

SERVICES PROVIDED

Shown under Responsibilities Section

2017 ACCOMPLISHMENTS

Completed assessments as planned,
 Completed all regulatory meetings, reports, and recordings, and
 Assisted City staff, when requested, with special information requests.

2018 OBJECTIVES

Accurately assess properties in the City of Menasha,
 Complete all required tasks per the assessment agreement, and
 Work with city departments to coordinate reporting and recording.

MAJOR CHANGES FROM 2017 BUDGET

None

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Assessor					
100-0402-513.10-07	Per Diem	350	600	300	300	500
100-0402-513.21-04	Computer	235	600	235	235	400
100-0402-513.21-07	Court Reporter	100	250	100	100	200
100-0402-513.21-09	Appraisal	60,734	61,000	50,613	60,736	61,000
100-0402-513.22-01	Telephone	91	100	82	100	110
100-0402-513.25-01	Other Municipal Entities	5,118	5,200	4,731	4,731	5,200
100-0402-513.29-01	Printing	0	400	0	50	250
100-0402-513.29-07	Inhouse Info Tech Service	8,888	9,915	4,959	9,915	9,281
100-0402-513.30-11	Postage	868	1,000	1,369	1,400	1,400
100-0402-513.34-02	Registrations	32	100	35	35	100
100-0402-513.51-03	Property	580	580	290	580	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Assessor	76,996	79,745	62,714	78,182	78,441

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Illegal Tax/Tax Refund					
100-0406-513.73-01	Award & Claim Settlements	4,982	3,000	3,549	3,549	3,000
*	Illegal Tax/Tax Refund	4,982	3,000	3,549	3,549	3,000

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Uncollectable Debt					
100-0414-513.26-01	Accounts Receivable	7,587	13,400	178-	10,600	10,000
*	Uncollectable Debt	7,587	13,400	178-	10,600	10,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Room Tax					
100-0415-513.20-11	Room Tax	1,325	2,313	777	1,600	1,800
100-0415-513.21-01	Legal	300	300	300	300	300
<hr/>						
*	Room Tax	1,625	2,613	1,077	1,900	2,100

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Employees Safety Co	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
General Government	100-0901-515	10/26/2017

RESPONSIBILITIES

- Comply with state and federal safe work place regulations
- Educate employees on safe work policies, practices, and work environment
- Conduct monthly safety committee meetings for City Hall, Public Works Facility and Police

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- New employee and summer help safety training.
- Conducted monthly safety meetings
- Facility Safety walk through inspections
- Maintained electronic SDS information on City intranet
- Maintain certification as American Heart CPR/First Aid instructor
- Conducted respiratory fit tests and hearing screening for all affected employees.
- Maintained all training and PPE annual testing documentation.

2018 OBJECTIVES

- Review and revise City of Menasha Safety Manual.
- Insure all employees have read the Safety Manual.
- Attempt to reduce employee workplace injuries and provide interventions to minimize future injuries.
- Provide recommendation on safety equipment purchases using CVMIC grant.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Registered Sanitarian	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.20	0.20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Employees Safety Comm					
100-0901-515.10-02	Salaries	12,856	13,235	11,027	13,101	14,395
100-0901-515.10-03	Overtime/Doubletime	301	0	438	475	0
100-0901-515.15-01	Health	2,175	2,190	1,816	2,364	2,303
100-0901-515.15-02	Life	23	19	15	19	25
100-0901-515.15-03	Dental	247	248	205	267	248
100-0901-515.15-04	Retirement	868	900	780	922	964
100-0901-515.15-05	FICA	987	989	856	1,022	1,072
100-0901-515.15-07	Vision	21	22	18	24	22
100-0901-515.15-08	Workers Comp	588	621	536	635	453
100-0901-515.21-05	Medical	1,324	1,550	1,218	1,628	1,628
100-0901-515.29-07	Inhouse Info Tech Service	608	672	336	672	688
100-0901-515.30-11	Postage	0	25	0	25	25
100-0901-515.30-18	Department	451	250	320	320	7,250
100-0901-515.34-02	Registrations	0	300	0	0	0
100-0901-515.34-04	Other Expenses	0	0	0	0	25
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Employees Safety Comm	20,449	21,021	17,565	21,474	29,098

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Municipal Buildings	Adam Alix
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-1001-514	10/20/2017

RESPONSIBILITIES

The funds in this account provide for the supplies, services, maintenance, repair and operation of both the old City Hall building and the new City Hall location.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Facilitated the move to the new location in the Menasha City Center.

2018 OBJECTIVES

Provide minimal maintenance at the old City Hall building until its future is determined.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Depty Dir Municipal Opera	0.03	0.03
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Facilites Technician	0.35	0.35
INTERGOV REVENUE	\$0.00	\$0.00	Park/Rec/Facilities Superi	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.41	0.41

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Buildings Maintenance						
100-1001-514.10-01	Wages	15,431	18,486	40,512	44,456	18,073
100-1001-514.10-02	Salaries	4,284	4,385	3,718	4,224	4,472
100-1001-514.10-03	Overtime/Doubletime	897	750	2,267	2,050	250
100-1001-514.15-01	Health	6,965	7,866	11,060	12,009	7,382
100-1001-514.15-02	Life	31	28	35	34	41
100-1001-514.15-03	Dental	458	508	744	807	471
100-1001-514.15-04	Retirement	1,359	1,606	2,831	3,082	1,545
100-1001-514.15-05	FICA	1,551	1,763	3,496	3,816	1,704
100-1001-514.15-07	Vision	42	47	75	81	43
100-1001-514.15-08	Workers Comp	900	1,108	2,159	2,356	734
100-1001-514.19-03	Uniform/Clothing Allow	112	75	107	105	96
100-1001-514.20-01	Janitorial	14,921	7,927	7,976	8,500	500
LEVEL	TEXT	TEXT AMT				
TOTB	RECYCLING/SHREDDING ETC	500				
		500				
100-1001-514.20-04	Mechanical Systems	3,313	1,780	2,094	2,094	1,050
100-1001-514.22-01	Telephone	2,471	3,000	1,873	2,550	3,000
100-1001-514.22-03	Electricity	17,784	10,500	11,625	13,500	8,500
100-1001-514.22-04	Heat	4,608	4,000	2,399	3,500	2,500
100-1001-514.22-05	Water/Sewer	5,623	4,500	4,253	5,500	3,250
100-1001-514.22-06	Storm Water	37	40	30	40	40
100-1001-514.24-01	Office Equipment	0	250	385	385	250
100-1001-514.24-03	Buildings	8,618	2,400	3,874	4,000	2,000
100-1001-514.24-04	Specialized Equipment	863	1,300	216	1,300	1,914
LEVEL	TEXT	TEXT AMT				
TOTB	OLD CITY HALL HVAC PREVENTIVE MAINT.	1,050				
	POSTAGE MACHINE RENTAL	864				
		1,914				
100-1001-514.29-05	Vehicle/Equipment Rental	6,687	5,000	8,218	8,500	6,000
100-1001-514.29-06	Building Rental	0	34,885	0	34,885	56,080
LEVEL	TEXT	TEXT AMT				
TOTB	LEASE EXCLUDES THE HEALTH DEPT - 20% \$70088/12 MONTHS=\$5841/MONTH @ 80%	56,080				
		56,080				
100-1001-514.29-07	Inhouse Info Tech Service	1,436	1,655	828	1,655	1,592
100-1001-514.30-10	Office	3,416	2,600	1,605	3,500	3,500
100-1001-514.30-11	Postage	240	440	12	400	300
100-1001-514.30-13	Housekeeping	2,450	700	477	775	250
100-1001-514.30-15	Tools & Equipment	1,864	1,850	1,965	1,965	750
LEVEL	TEXT	TEXT AMT				

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TOTB	MISCELLANEOUS TOOLS		750 750			
100-1001-514.30-18	Department	605	600	1,504	1,600	300
100-1001-514.32-02	Periodicals/Subscriptions	213	215	213	213	215
100-1001-514.34-02	Registrations	150	300	361	400	300
100-1001-514.34-03	Lodging/Meals	0	0	190	190	150
100-1001-514.51-03	Property	1,530	1,530	765	1,530	0
100-1001-514.82-01	Buildings	0	0	0	0	7,500
LEVEL	TEXT	TEXT AMT				
TOTB	NEW OFFICE FURNITURE		7,500 7,500			
* Buildings Maintenance		108,859	122,094	117,867	170,002	134,752

PUBLIC SAFETY

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Police Department	Tim Styka
FUNCTION	BUDGET NUMBER	DATE
Public Safety	100-0801-521	10/26/2017

RESPONSIBILITIES

The responsibilities of the police department are directed by our mission statement to be a "model of modern police services built upon a strong partnership with the community using respect, creativity and technology to find solutions and improve the quality of life and safety for all." At the core of our mission is a strong level of trust with the community which is based upon open communication and respect for those we serve.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

We completed our onsite assessment for WILEAG accreditation in November. Accreditation approval will be at the next WILEAG Board Meeting.

The Field Training program was updated from the FTO to the PTO program.

All sworn personnel were trained the concept of Implicit Bias.

Roll out of new community program where each Aldermanic District will have specific Patrol Officer assigned to it to be a resource and work on any neighborhood issues.

Continue the process of building updates.

2018 OBJECTIVES

Begin management training for the command staff.

Develop landlord database to provide a contact person for any issues or concerns with a property.

Complete rollout of parking enforcement program.

Transition property and evidence into the new storage area and implement a new evidence tracking computer system.

Work with Winnebago County to roll out a new CAD and RMS system.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Captain	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Chief	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Lieutenants	6.00	6.00
LICENSES & PERMITS	\$0.00	\$0.00	Maintenance Superintend	0.25	0.25
FINES & FORFEITS	\$0.00	\$0.00	Patrol Officers	23.00	23.00
PUBLIC CHARGES	\$0.00	\$0.00	Support Staff	6.50	6.50
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	37.75	37.75

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Police						
100-0801-521.10-01	Wages	332,258	363,210	275,332	333,709	368,490
100-0801-521.10-02	Salaries	2,132,281	2,134,550	1,819,062	2,150,907	2,206,021
100-0801-521.10-03	Overtime/Doubletime	162,235	196,200	147,405	182,000	196,200
100-0801-521.10-05	Differential	9,140	10,000	7,724	9,700	10,000
100-0801-521.10-06	Holiday	133,678	139,575	87,625	134,210	141,750
100-0801-521.15-01	Health	490,098	508,170	376,030	461,819	490,842
100-0801-521.15-02	Life	2,303	1,847	1,438	1,831	2,382
100-0801-521.15-03	Dental	38,606	40,418	30,037	38,231	37,633
100-0801-521.15-04	Retirement	275,696	350,828	267,636	340,378	350,844
100-0801-521.15-05	FICA	207,035	215,749	171,061	205,777	224,333
100-0801-521.15-07	Vision	3,708	3,979	2,940	3,677	4,319
100-0801-521.15-08	Workers Comp	80,148	89,799	68,589	83,794	61,216
100-0801-521.19-03	Uniform/Clothing Allow	16,771	15,700	12,367	16,500	27,700
100-0801-521.19-04	Uniform/Dry Clean Allow	8,719	9,300	4,350	9,300	18,300
100-0801-521.20-01	Janitorial	19,643	20,000	16,390	19,750	20,500
100-0801-521.20-04	Mechanical Systems	2,036	3,500	2,036	3,250	3,000
100-0801-521.20-06	Lawn Care	190	250	143	250	250
100-0801-521.21-05	Medical	3,433	4,000	2,452	3,400	4,000
100-0801-521.21-06	Management	10,200	12,500	10,294	13,000	12,500
100-0801-521.22-01	Telephone	13,833	17,000	11,705	15,233	21,500
100-0801-521.22-03	Electricity	17,185	19,000	12,971	17,951	19,000
100-0801-521.22-04	Heat	5,059	8,000	3,641	5,552	7,000
100-0801-521.22-05	Water/Sewer	4,132	4,200	3,175	4,232	4,200
100-0801-521.22-06	Storm Water	931	1,100	745	994	1,000
100-0801-521.24-01	Office Equipment	864	1,500	1,313	5,450	1,500
100-0801-521.24-02	Tools & Equipment	5,590	7,300	6,542	7,300	7,300
100-0801-521.24-03	Buildings	17,574	17,500	10,054	45,500	17,500
100-0801-521.24-04	Specialized Equipment	364	500	0	475	500
100-0801-521.24-05	Small Projects	459	500	21	450	500
100-0801-521.25-01	Other Municipal Entities	0	250	0	0	250
100-0801-521.29-01	Printing	2,152	1,900	811	3,000	2,200
100-0801-521.29-04	Vehicle Repair	50,997	59,500	29,467	55,000	56,600
100-0801-521.29-07	Inhouse Info Tech Service	93,016	121,378	60,689	121,378	128,634
100-0801-521.30-10	Office	4,078	4,250	2,306	4,250	4,250
100-0801-521.30-11	Postage	2,207	2,100	579	2,300	2,200
100-0801-521.30-12	Computer	22,227	22,630	8,871	22,000	19,550
100-0801-521.30-13	Housekeeping	3,055	3,000	1,248	3,000	3,000
100-0801-521.30-15	Tools & Equipment	27,584	28,000	18,786	28,000	30,000
100-0801-521.30-18	Department	9,144	10,500	5,796	10,500	10,500
100-0801-521.32-01	Dues/Memberships/Licenses	3,725	4,000	2,883	3,900	4,600
100-0801-521.32-02	Periodicals/Subscriptions	75	1,000	961	1,000	400
100-0801-521.33-01	Mileage	0	50	0	25	0
100-0801-521.33-02	Registrations	0	50	0	0	0
100-0801-521.33-03	Lodging/Meals	318	350	88	300	350
100-0801-521.34-02	Registrations	15,855	20,000	7,945	13,000	20,000
100-0801-521.34-03	Lodging/Meals	5,842	7,500	1,956	4,500	7,500

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
100-0801-521.34-04	Other Expenses	577	1,200	457	1,000	1,200
100-0801-521.38-01	Fuel	28,767	36,000	9,707	32,190	36,000
100-0801-521.51-03	Property	30,000	30,000	15,000	30,000	0
100-0801-521.80-03	Motorized Equipment	70,932	96,900	29,633	69,633	97,100
100-0801-521.80-05	Other Equipment	0	0	0	0	4,000
<hr/>						
*	Police	4,364,720	4,646,733	3,550,261	4,519,596	4,688,614

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
	Crossing Guard Patrol	Tim Styka
FUNCTION	BUDGET NUMBER	DATE
Public Safety	100-0802-521	10/27/2017

RESPONSIBILITIES

Crossing Guards are responsible for the safety of pedestrians as they go to and from school. They are positioned in areas near the schools which have a high volume of traffic or are at a location which large numbers of pedestrians cross which necessitate the need for an official to help with the street crossing process.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Safely crossed hundreds of children and adults in the community on a daily basis.

Continued to work with staff to provide equipment and training to ensure recognized safe work practices.

Toward the end of 2017 we finally filled all positions. We will attempt to maintain this for 2018, however pay and interested people continue to be an issue.

2018 OBJECTIVES

In 2017 we continued to struggle to maintain regularly scheduled personnel at each location. We will work on recruiting and training people to fill each location on a consistent basis.

MAJOR CHANGES FROM 2017 BUDGET

The budget is being maintained at the 2016 and 2017 level.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Crossing Guard	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

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BUDGET PREPARATION WORKSHEET
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 ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Crossing Guard					
100-0802-521.10-01	Wages	15,610	19,750	13,646	17,871	19,750
100-0802-521.15-05	FICA	1,194	1,511	1,044	1,367	1,511
100-0802-521.15-08	Workers Comp	549	701	485	634	701
100-0802-521.19-04	Uniform/Dry Clean Allow	0	100	0	50	100
100-0802-521.30-18	Department	344	500	0	375	500
100-0802-521.33-03	Lodging/Meals	191	350	0	200	350
100-0802-521.51-03	Property	360	360	180	360	0
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*	Crossing Guard	18,248	23,272	15,355	20,857	22,912

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
	Community Service Offi	Tim Styka
FUNCTION	BUDGET NUMBER	DATE
	100-0803-521	10/26/2017

RESPONSIBILITIES

The Community Service Officer is responsible for animal complaints, traffic concern & hazards, traffic direction, park patrol, vehicle lockouts and parking enforcement. These are part-time positions held by people that are attending school for criminal justice/law enforcement.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

As of September 30th, CSOs have worked over 2300 hours this year. The program is an essential part of providing a high level of service to the community.

We have extended offers to 3 current and former CSO for the position of police officer. The program is serving as a valuable recruiting tool for full time police officer positions.

2018 OBJECTIVES

Continue to recruit, train and develop personnel in the position.

Evaluate the programs offered and update/change programs as needed to meet the needs of the community.

Explore develop the program with FVTC to provide an internship opportunity for CSOs who are also students at the school.

MAJOR CHANGES FROM 2017 BUDGET

A slight increase in wages to allow for an average of 10 hours of coverage per day.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	.	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Community Service Office	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Community Svc Officer					
100-0803-521.10-01	Wages	27,165	34,000	27,127	32,634	38,325
100-0803-521.15-05	FICA	2,078	2,601	2,075	2,496	2,933
100-0803-521.15-08	Workers Comp	734	1,207	963	1,160	1,363
100-0803-521.19-03	Uniform/Clothing Allow	210	600	83	450	600
100-0803-521.29-04	Vehicle Repair	0	1,000	0	750	0
100-0803-521.30-15	Tools & Equipment	63	500	101	400	500
100-0803-521.51-03	Property	450	450	225	450	0
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*	Community Svc Officer	30,700	40,358	30,574	38,340	43,721

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	FUNCTION	BUDGET NUMBER	DATE
		Auxiliary Police	Tim Styka
		100-0804-521	10/26/2017

RESPONSIBILITIES

This Auxiliary Police Unit helps supplement the mission of the Department by providing services to the community at events like the annual Easter Egg Hunt, high school football games, 4th of July, parades and many other events throughout the year.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

There is a slight increase in the budget to increase the hourly wage of personnel. It is proving to be difficult to find interested people in this position at \$8.50/hr.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Auxiliary Police Officer	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Auxiliary Police					
100-0804-521.10-01	Wages	5,545	9,000	5,753	6,992	11,000
100-0804-521.15-05	FICA	424	689	440	535	842
100-0804-521.15-08	Workers Comp	317	554	354	430	409
100-0804-521.24-04	Specialized Equipment	0	400	0	300	400
100-0804-521.30-15	Tools & Equipment	1,568	1,975	425	1,450	1,975
100-0804-521.33-02	Registrations	0	500	169	300	500
100-0804-521.34-02	Registrations	120	60	0	0	0
100-0804-521.51-03	Property	60	60	30	60	0
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*	Auxiliary Police	8,034	13,238	7,171	10,067	15,126

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME Jail/Prisoner Meal Chg	PREPARED BY Tim Styka
	FUNCTION	BUDGET NUMBER 100-0805-521	DATE 10/26/2017

RESPONSIBILITIES

This is the account that pays for the jail housing costs for offenders who have warrants issued for their arrest from the Municipal Court. Generally these warrants are issued when a person does not pay their fine for violating a municipal ordinance.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

None

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Jail/Prisoner Meal Charge					
100-0805-521.25-01	Other Municipal Entities	9,085	11,000	5,311	11,000	11,000
*	Jail/Prisoner Meal Charge	9,085	11,000	5,311	11,000	11,000

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Code Enforcement	Tim Styka
FUNCTION	BUDGET NUMBER	DATE
Public Safety	100-0811-521	10/26/2017

RESPONSIBILITIES

The Code Enforcement Officer is responsible for the enforcement of City Code violations. The employee regularly inspects properties for violations that impact quality of life, health and property value issues. The employee will also assist in the duties of a CSO when one is unavailable.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Continued addressing Commercial properties with exterior, interior and public nuisance code violations.

Worked with other City Departments to abate health and safety issues, some of which resulted in raze orders being issued.

Began the process of City-wide property inspections. As of September 30, 241 inspections have been completed. In addition to the inspections, a follow up and reporting system has been implemented to track the work on the project.

2018 OBJECTIVES

Continue to City-wide property survey. The goal will be to conduct 1000 surveys in 2018.

Work with staff to rewrite the ordinance to include address property owners who are non-complaint and refuse to abate issues.

Develop a uniformed system with Community Development to assist in processing and following up on non-complaint properties.

Create a "Java with Joe" program where there can be informal meetings with community members to answer questions about code violations.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Code Enforcement Officer	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.00	1.00

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Code Enforcement					
100-0811-521.10-01	Wages	46,826	50,093	42,168	49,946	51,819
100-0811-521.10-03	Overtime/Doubletime	389	500	216	450	0
100-0811-521.15-01	Health	12,416	12,457	10,380	12,457	12,996
100-0811-521.15-02	Life	331	270	230	281	425
100-0811-521.15-03	Dental	1,238	1,238	1,032	1,238	1,238
100-0811-521.15-04	Retirement	3,116	3,440	2,882	3,410	3,472
100-0811-521.15-05	FICA	3,579	3,816	3,192	3,793	3,876
100-0811-521.15-07	Vision	105	109	90	109	109
100-0811-521.15-08	Workers Comp	2,307	2,367	1,985	2,353	1,632
100-0811-521.19-03	Uniform/Clothing Allow	81	0	0	0	0
100-0811-521.29-04	Vehicle Repair	1,575	1,500	0	1,100	1,500
100-0811-521.30-15	Tools & Equipment	0	1,000	122	750	1,000
100-0811-521.34-02	Registrations	663	500	425	450	500
100-0811-521.34-03	Lodging/Meals	1,049	1,000	425	1,100	1,100
100-0811-521.51-03	Property	450	450	225	450	0
*	Code Enforcement	74,125	78,740	63,372	77,887	79,667

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

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

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

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

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

Dedication: We provide quality service through pride and professionalism.

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

Teamwork: We work together to achieve common goals.

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

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

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

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

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

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

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

Grand Incident Totals	2667	2442	2398	2281	2335
Property Damage by Fire	\$457,522	\$1,227,629	\$440,665	\$454,894	\$431,946

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

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

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

Automatic Aid Call Review

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

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

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

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

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

NMFR Public Education Activities

CITY OF MENASHA 2018 OPERATING BUDGET REQUEST PROGRAM COMMENTS

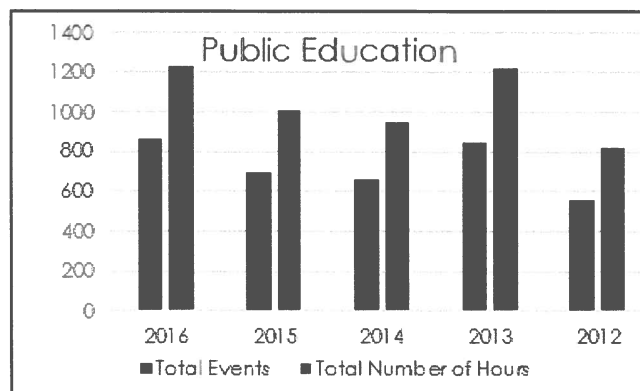
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

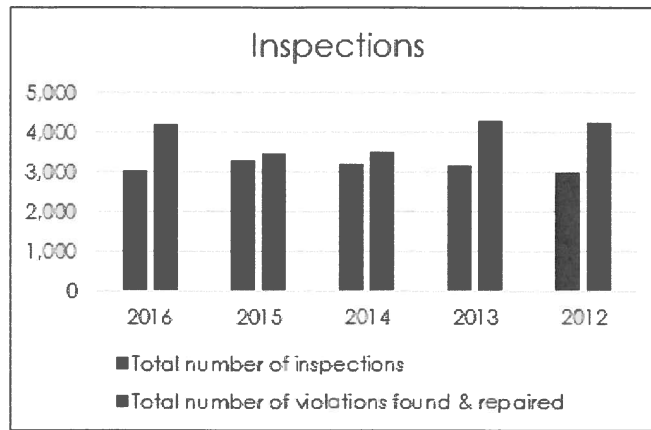
Fire Prevention, Fire Investigations, and Public Education: Neenah Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of Fire Prevention, Fire Investigations, and Public Education. Fire prevention is not simply conducting fire inspections, it also includes detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, as well as changes to any and all fire detection and suppression systems in all commercial properties and multi-family residential facilities. Over the past several years, both Neenah and Menasha have had several significant construction projects throughout the two communities. We have worked very closely with property owners, architects, engineers, developers, and building officials to ensure that all projects are completed with fire and life safety as our number one priority. Each year NMFR conducts in excess of 3000 inspections to assist property and business owners with identifying potential fire and life safety concerns. NMFR is required, by Wisconsin State Statute, to perform fire inspections for all commercial businesses and multi-family (3 family or more) residential structures, within our jurisdiction, two times annually (with few exceptions). This is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2017, the City of Neenah's 2% dues was \$85,756.27, and the City of Menasha was \$45,701.37.

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

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

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2017 Accomplishments:

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

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

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

2017/2018 Goals:

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

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

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

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

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

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

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

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

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

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

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

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

License Renewal (0118): Increase of \$9,919 for required re-certification of EMT, EMR and CPR training. Training is bi-annual.

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

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

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

Outside Services (0236): Increase of \$4,196. Increase is due to contracted Dark Fiber charges for Stations 31 and 36.

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

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

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

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

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

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

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
	<u>CAPITAL OUTLAY</u>		
8108	<u>Office Furniture & Equipment</u> To replace old office/living furniture as necessary for the four stations. This remains the same as the 2017 budget. Total projected cost \$2,500.	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Funds are used fund the annual MDC warranty, monthly cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of \$930. Increase is needed for monthly cellular charge for the MDC's. Total projected cost is \$7,000.	\$7,000	\$7,000
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Decrease of \$1,000 per Neenah IS Department. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2017 upon failure or based on Neenah IS's recommendation and to fund the sequel server change over for Firehouse records management system. This project pushed back to 2018. Total projected cost \$9,520.	\$9,520	\$9,520
8133	<u>All Other Equipment</u> These funds are used to replace major equipment relating such as nozzles, adaptors, hose, ladders, large equipment, Total projected cost \$20,000.	\$20,000	\$20,000
8149	<u>Household Purchases</u> This is requested by the Joint Finance & Personnel Committee to budget purchases, and repairs, that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Increase is needed due to increased cost of replacing items. Total projected cost is \$7,000.	\$7,000	\$7,000

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

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

Neenah-Menasha Fire Rescue Special Operations Team:

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

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

Major Increases (Decreases) in 2018 Budget Request:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PREPARED 10/31/17, 20:28:47
PROGRAM GM601L
BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Fire					
100-0501-522.10-01	Wages	0	0	51	51	0
100-0501-522.15-01	Health	0	0	20	20	0
100-0501-522.15-03	Dental	0	0	1	1	0
100-0501-522.15-04	Retirement	2,480	3,307	4	4	0
100-0501-522.15-05	FICA	0	0	4	4	0
100-0501-522.15-08	Workers Comp	0	0	2	2	0
100-0501-522.24-03	Buildings	10,012	5,000	6,480	6,800	7,000
100-0501-522.25-01	Other Municipal Entities	3,211,115	3,341,067	3,062,642	3,341,067	3,359,296
100-0501-522.30-15	Tools & Equipment	6,936	18,320	6,330	14,520	0
*	Fire	3,230,543	3,367,694	3,075,534	3,362,469	3,366,296

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET REQUEST	2017 APPROVED BUDGET	2017 ESTIMATED USE	2018 BUDGET REQUEST	% Change	MAYOR'S CHANGE	BUDGET LINE ITEM AFTER CHANGE	Notes
180-2301-712-0101	Salaries	4,932,550	5,099,180	5,089,050	5,094,510	5,251,680	3.2%	0	5,251,680	Per Neenah Finance
180-2301-712-0104	Overtime Wages	161,185	167,000	121,270	130,000	160,000	32%	-20,000	140,000	Funds are used for emergency calls, training of staff, staffing for community events and to maintain staffing levels. In 2018, there is the possibility of 2 retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions.
180-2301-712-0105	Reimbursement / Overtime	0	0	0	-1,404	0	0%	0	0	
180-2301-712-0106	FLSA Overtime Wages	46,932	47,000	47,000	47,000	47,000	0%	0	47,000	
180-2301-712-0110	Health Insurance	899,765	906,830	906,830	800,470	797,150	-12%	0	797,150	Per Neenah Finance
180-2301-712-0111	Fringes	1,134,760	1,332,230	1,317,040	1,280,422	1,353,450	2.8%	0	1,353,450	Per Neenah Finance
180-2301-712-0115	Schools/Seminars/Training	10,884	14,110	14,110	17,710	17,000	20.4%	-1,000	16,000	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.
180-2301-712-0116	Test/Certification of Equipment	1,336	6,000	6,000	6,000	6,000	0.0%	0	6,000	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, etc.
180-2301-712-0117	Clothing Allowance	31,269	32,000	32,000	32,000	32,000	0.0%	0	32,000	Amount is negotiated in the labor agreement.
180-2301-712-0118	License Renewal	9,284	150	150	0	10,069	612.7%	0	10,069	Required re-certification of EMT, EMR and CPR on an bi-annual basis.
180-2301-712-0123	Auto Allowance	0	150	150	0	0	-100.0%	0	0	Line has not been used by the department in several years.
180-2301-712-0125	Employee School Reimbursement	0	0	0	0	0	0.0%	0	0	
180-2301-712-0128	Empl Recognition Awards	726	880	880	880	650	-26.1%	0	650	Per Neenah Human Resources for employee recognition awards for years of service.
180-2301-712-0202	Outside Printing	550	800	800	800	800	0.0%	0	800	Forms, business cards, etc.
180-2301-712-0203	Postage	338	660	660	330	660	0.0%	0	660	
180-2301-712-0204	Conferences & Meetings	1,386	1,500	1,500	1,500	2,000	33.3%	0	2,000	Attendance at Administrative staff level for local and regional meetings and conferences. Also used for hosting several meetings each year.
180-2301-712-0206	Advertising & Publication	175	200	200	200	200	0.0%	0	200	
180-2301-712-0207	Dues & Memberships	1,031	1,740	1,740	900	1,400	-19.5%	0	1,400	
180-2301-712-0209	Maintenance of PPE/SCBA	7,680	6,000	6,000	6,000	3,000	-50.0%	0	3,000	Due to the FEMA grant award to replace our SCBA system in 2018, we anticipate using less funds for repairs and maintenance.
180-2301-712-0210	Maint of Computer Hardwre	1,232	1,300	1,300	1,100	500	-61.5%	0	500	Per Neenah IS
180-2301-712-0211	Maint of Other Equipment	24	3,500	3,500	3,500	3,500	0.0%	0	3,500	
180-2301-712-0212	Maint of Office Equipment	0	0	0	0	0	0.0%	0	0	
180-2301-712-0213	Maint of Motor Vehicles	37,773	35,000	35,000	35,000	35,000	0.0%	-2,500	32,500	
180-2301-712-0214	Maint of Joint Buildings	3,741	4,000	4,000	4,000	5,000	25.0%	-500	4,500	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, flags, etc. for all four stations.
180-2301-712-0215	Maint of Radio Equipment	4,522	6,000	6,000	6,039	6,139	2.3%	0	6,139	Annual radio service agreement and repairs not covered by agreement.
180-2301-712-0216	Maint of Operating Equip	6,165	3,000	3,000	3,000	3,100	3.3%	0	3,100	Repairs for major firefighting equipment, station compressors, AED's, TIC's, TNT rescue equipment, etc.
180-2301-712-0218	Maint of software	7,470	9,000	9,000	7,388	12,000	33.3%	0	12,000	Per Neenah IS Department. \$4,900 increase is for desktop licenses for software.
180-2301-712-0221	Telephone	8,988	9,100	9,100	8,748	9,000	-1.1%	0	9,000	
180-2301-712-0222	Electricity	50,505	52,000	52,000	45,568	52,000	0.0%	0	52,000	No increase per Neenah Finance Department. Weather has been warmer than usual in 2017.
180-2301-712-0223	Natural Gas	17,055	27,000	27,000	21,242	27,000	0.0%	0	27,000	No increase per Neenah Finance Department. Weather has been warmer than usual in 2017.
180-2301-712-0224	Water & Sewer	10,610	12,200	12,200	11,780	12,810	5.0%	-1,000	11,810	Increase per Neenah Finance Department
180-2301-712-0225	Commercial Dumpster	0	0	0	0	0	0.0%	0	0	Each City pays their own dumpster fees for their two stations.
180-2301-712-0226	Storm Water	2,845	3,100	3,100	2,940	3,100	0.0%	0	3,100	
180-2301-712-0227	Cellular Telephone	3,722	4,320	4,320	4,320	4,320	0.0%	0	4,320	
180-2301-712-0232	Auditing Services	1,700	1,750	1,750	1,750	1,800	2.9%	0	1,800	Per City of Neenah Finance
180-2301-712-0236	Outside Services	12,903	12,200	12,200	12,200	16,396	34.4%	0	16,396	Increase is due to contracted Dark Fiber charges for Stations 31 and 36.
180-2301-712-0237	Pest Control	453	600	600	600	600	0.0%	0	600	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET REQUEST	2017 APPROVED BUDGET	2017 ESTIMATED USE	2018 BUDGET REQUEST	% Change	MAYOR'S CHANGE	BUDGET LINE ITEM AFTER CHANGE	Notes
180-2301-712-0238	Professional Services	13,449	11,000	11,000	11,000	22,000	100.0%	0	22,000	In 2017, the City of Neenah discontinued their HRA program for their health insurance plan. Their provider was used for our lab work to obtain their discounted pricing. We will no longer be able to obtain the City of Neenah's discounted pricing as we do not have enough staff members for a large quantity discount.
180-2301-712-0241	Tree Planting & Landscape	2,160	2,200	1,200	1,200	1,200	0.0%	0	1,200	
180-2301-712-0242	Permits	22	30	30	0	30	0.0%	0	30	
180-2301-712-0246	Liability Insurance	32,834	34,150	34,150	32,224	33,580	1.0%	0	33,580	Per City of Neenah Finance
180-2301-712-0247	Auto/Physical Damage Ins	11,810	16,480	16,480	13,285	13,960	1.0%	0	13,960	Per City of Neenah Finance
180-2301-712-0250	Burn Building Maintenance	0	0	0	-100	0	0.0%	0	0	New account created in 2017 to track maintenance expenses.
180-2301-712-0252	Rental of Equipment	414	350	350	308	350	0.0%	0	350	
180-2301-712-0254	Printer / Copies	3,089	3,200	3,200	3,200	2,970	-7.2%	0	2,970	Per Neenah IS
180-2301-712-0255	Neenah City I/S Services	128,031	134,350	134,350	134,350	128,440	-4.4%	0	128,440	Per Neenah IS
180-2301-712-0256	Neenah City Finance Ser.	22,850	23,310	23,310	23,310	23,800	2.0%	0	23,800	
180-2301-712-0257	Neenah City H/R Services	40,000	44,000	44,000	44,000	48,000	9.0%	-1,000	47,000	Per City of Neenah Finance
180-2301-712-0262	Public Relations/Services	4,175	6,000	5,060	6,000	7,000	38.2%	-1,500	5,500	Funds are used 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. A majority of the expenditures take place in the Fall.
180-2301-712-0271	Liability Claims	0	0	0	0	0	0.0%	0	0	
180-2301-712-0292	FVTC Reimbursements	0	0	0	0	0	0.0%	0	0	
180-2301-712-0293	Maint of Motor Veh/Fleet	0	100	100	0	100	0.0%	0	100	
180-2301-712-0294	Oil and Fluids/Fleet	0	100	100	0	100	0.0%	0	100	
180-2301-712-0296	Maint of Equipment/Fleet	0	100	100	0	100	0.0%	0	100	
180-2301-712-0301	Office Supplies	1,714	2,000	2,000	2,000	2,000	0.0%	0	2,000	
180-2301-712-0306	Cleaning/Janitor Supplies	12,156	12,000	12,000	12,000	12,000	0.0%	0	12,000	
180-2301-712-0308	Books and Periodicals	274	1,000	1,000	320	500	-50.0%	0	500	
180-2301-712-0310	Gasoline & Oil	26,009	25,000	25,000	25,000	25,000	0.0%	0	25,000	
180-2301-712-0319	Safety Supplies	3,008	6,000	6,000	6,000	6,400	6.7%	-1,000	5,400	Funds are used for non-reimbursed medical supplies.
180-2301-712-0320	Small Tools	799	1,000	1,000	1,000	1,000	0.0%	0	1,000	Small tools used on trucks for calls and for maintenance of vehicle repairs.
180-2301-712-0325	Consumable Supplies	1,243	2,000	2,000	2,000	2,000	0.0%	0	2,000	Consumable supplies used on calls such as oil dry, foam, caution tape, fire line tape, etc.
180-2301-712-0326	Photography Supplies	1,156	500	500	167	500	0.0%	0	500	
180-2301-712-0333	All Other Supplies	2,853	3,000	3,000	3,000	3,000	0.0%	0	3,000	
180-2301-712-0343	Small Program Packages	8	0	0	0	0	0.0%	0	0	
180-2301-712-0344	Small Equipment	7,798	7,000	6,170	6,170	7,000	13.5%	-500	6,500	Replacement of small equipment & hand tools on trucks, stations, vehicle light bars, equipment bags, EMS bags, etc.
180-2301-712-0347	Small Computer Hardware	716	600	600	400	620	3.3%	0	620	
180-2301-712-0348	Per Protective Equipment	38,083	40,000	40,084	40,000	40,000	-0.2%	0	40,000	We are not sure why the budget was put as approved at \$40,084 when this line item has always been at \$40,000. Funds are used for scheduled required replacement/repairs of all turn out gear, helmets, boots, gloves, shields, etc.
180-2301-712-0350	Training Supplies	1,387	2,000	2,000	2,000	2,000	0.0%	0	2,000	
180-2301-712-8108	Office Furniture & Equip	996	2,500	2,500	2,885	2,500	0.0%	0	2,500	
180-2301-712-8113	Communication Equipment	5,551	7,000	6,070	6,070	7,000	15.3%	0	7,000	Verizon air card monthly charge for MDC's and MDC warranty/service agreement, repairs, etc.
180-2301-712-8114	Computer Software Outlay	2,917	2,000	2,000	1,000	1,000	-50.0%	0	1,000	Per Neenah IS
180-2301-712-8115	Computer Hardware Outlay	4,616	9,520	8,430	4,000	9,520	12.4%	0	9,520	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.
180-2301-712-8133	All Other Equipment	18,503	20,000	20,000	26,681	20,000	0.0%	0	20,000	Overage for 2017 is due to purchase of public education trailer. Overage is offset by sale of Public Education Van, older trailer and donation from Mayor's Charity Golf Outing. Funds are used for purchase and replacement of fire and rescue related equipment.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET REQUEST	2017 APPROVED BUDGET	2017 ESTIMATED USE	2018 BUDGET REQUEST	% Change	MAYOR'S CHANGE	BUDGET LINE ITEM AFTER CHANGE	Notes
180-2301-712-8149	Household Purchases	4,974	5,000	5,000	5,000	7,000	40.0%	-1,000	6,000	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, dryers, 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.
Subtotal	Total Operating			8,148,234	8,000,963	8,305,994	0.74%	-30,000	8,275,994	
	Special Ops Budget									
180-2314-712-0104	Overtime Wages	\$17,268	7,130	7,130	7,130	7,130	0	0	7,130	
180-2314-712-0105	Reimbursement / Overtime	-\$12,195	0	0	-3,038	0	0	0	0	There will be some reimbursement by the State for training to offset overtime. Note: Fringes are reduced more this year as they were not updated in 2017's budget after the reduction was made to overtime.
180-2314-712-0111	Fringes	\$3,608	1,840	1,840	1,840	1,650	-10.3%	0	1,650	
180-2314-712-0216	Maint of Operating Equip	\$122	500	500	0	500	0.0%	0	500	
180-2314-712-0320	Small Tools	\$119	500	500	0	500	0.0%	0	500	
180-2314-712-0348	Per Protective Equipment	\$1,572	3,040	3,040	324	1,500	-50.6%	0	1,500	Funds reduced as PPE was purchased in 2017 for members.
180-2314-712-0350	Training Supplies	\$15	500	500	0	500	0.0%	0	500	
180-2314-712-8133	All Other Equipment	\$796	500	500	0	500	-38.1%	0	500	
Total				14,010	6,256	12,280	-12.4%	0	12,280	
	Joint Fire Commission									
280-2320-712-0203	Postage	\$0	500	500	0	500	0.0%	0	500	Used for establishing hiring list
180-2320-712-0206	Advertising & Publication	\$555	2,500	1,000	0	1,000	0.0%	0	1,000	Used for establishing hiring list
180-2320-712-0236	Outside Services	\$8,661	5,000	2,500	2,057	2,500	0.0%	0	2,500	Annual regional hiring contract for establishing eligibility list, new hire physicals and testing.
180-2320-712-0261	Misc Expenditures	\$682	500	500	500	500	0.0%	0	500	
Total				4,500	2,557	4,500	0.0%	0	4,500	
	Water Rescue									
180-2479-712-0104	Overtime Wages	6,113	3,600	3,600	3,600	3,600	0.0%	0	3,600	
180-2479-712-0-05	Reimbursement / Overtime	0	0	0	0	0	0.0%	0	0	
180-2479-712-0111	Fringes	1,526	1,240	1,240	1,240	840	-32.3%	0	840	Note: Fringes are reduced more this year as they were not updated in 2017's budget after the reduction was made to overtime.
180-2479-712-0115	Schools/Seminars/Training	1,347	4,000	4,000	4,000	2,500	-37.5%	0	2,500	
180-2479-712-0118	License Renewal	0	0	0	0	0	0.0%	0	0	
180-2479-712-0207	Dues & Memberships	305	0	0	0	0	0.0%	0	0	
190-2479-712-0209	Maint of PPE/SCUBA	145	2,000	2,000	2,000	1,000	-21.5%	0	1,000	Maint. of all water rescue operating equipment used for all open water, swift water & ice related calls.
180-2479-712-0215	Maint of Radio Equipment	562	1,000	1,000	940	500	-50.0%	0	500	
180-2479-712-0216	Maint of Operating Equip	2,671	1,500	1,500	200	1,000	-50.0%	0	1,000	Maint/repair of all water rescue personal protective equipment used for all open water, swift water & ice related calls.
180-2479-712-0261	Misc Expenditures	0	0	0	0	0	0.0%	0	0	
180-2479-712-0333	All Other Supplies	18	500	500	269	500	0.0%	0	0	
180-2479-712-0344	Small Equipment	0	2,000	2,000	1,000	1,000	-50.0%	0	1,000	
180-2479-712-0348	PPE	1,210	3,500	3,500	3,500	500	-85.7%	0	500	Replacement PPE for all water rescue calls such as PFD's, gloves, helmets, throw rings, etc.
180-2479-712-8113	Communication Equipment	1,650	600	600	250	1,000	-66.7%	0	1,000	
180-2479-712-8133	All Other Equipment	1,650	1,650	1,650	1,650	1,650	0.0%	0	1,650	
Total		17,197	21,590	21,590	18,649	14,090	-34.74%	0	13,590	
Grand Total		7,861,663	8,289,680	8,222,464	8,019,695	8,336,864	1.39%	-30,000	8,306,864	
	Special Reserves & Escrow									
180-2326-712.01-01	Salaries			5,620						Information needs to be provided by City of Neenah Finance
180-2326-712.01-10	Health Insurance			34,130						Information needs to be provided by City of Neenah Finance

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 BUDGET REQUEST	2017 APPROVED BUDGET	2017 ESTIMATED USE	2018 BUDGET REQUEST	% Change	MAYOR'S CHANGE	BUDGET LINE ITEM AFTER CHANGE	Notes
180-2326-712.01-11	Fringes			1,400						Information needs to be provided by City of Neenah Finance
	Special Reserves							-25,000		
	Additional revenues from interest on income							-\$5,000		
	Grand Total for operating budget							-60,000		

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Emerergency Government					
100-0502-522.22-01	Telephone	557	531	504	575	600
100-0502-522.24-01	Office Equipment	0	100	0	50	100
100-0502-522.30-10	Office	0	100	0	50	100
100-0502-522.30-18	Department	0	100	94	95	100
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Emerergency Government	557	831	598	770	900

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	FUNCTION	BUDGET NUMBER	DATE
	General Government	100-0301-523	David Buck 10/26/2017

RESPONSIBILITIES

The City residential building inspector/housing specialist is a dual position that combines functions of a residential building plan review and inspection services and the in-house operation of the communities housing programs. This position provides increased consistency and enhanced customer service. Commercial plan review and inspection will continue to be contacted. This position became a full-time city employee in 2017.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Hired in-house residential building inspector/housing specialist.
- Implemented full process for issuance of residential permits, including permit intake, review, issuance, inspection and occupancy.
- Renegotiated commercial building inspection contract.
- Implemented permit tracking software.

2018 OBJECTIVES

- Reinstate the City's revolving loan program.
- Implemented a Property Survey program.
- Update the Housing Code and Building Code ordinances.

MAJOR CHANGES FROM 2017 BUDGET

- In-house operation of all residential building inspection services
- In-house operation of the city's housing program.
- Coordinate a multi-department code enforcement strategy (including the departments of Building Inspection, Zoning/Planning, Police, Health and Fire).
- Integration of Code Enforcement services to Community Development Department.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Building Inspector/Housin	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.00	1.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Inspector					
100-0301-523.10-01	Wages	0	49,481	0	0	0
100-0301-523.10-02	Salaries	0	0	20,567	29,233	57,447
100-0301-523.15-01	Health	0	12,457	0	0	19,428
100-0301-523.15-02	Life	0	0	18	28	99
100-0301-523.15-03	Dental	0	1,238	516	722	1,238
100-0301-523.15-04	Retirement	0	3,365	1,399	1,994	3,849
100-0301-523.15-05	FICA	0	3,785	1,569	2,235	4,739
100-0301-523.15-07	Vision	0	109	60	84	143
100-0301-523.15-08	Workers Comp	0	2,321	965	1,371	1,951
100-0301-523.21-06	Management	107,677	60,000	42,039	53,000	55,000
100-0301-523.22-01	Telephone	0	900	264	500	780
100-0301-523.29-01	Printing	829	0	829	829	500
100-0301-523.29-05	Vehicle/Equipment Rental	0	8,000	203	8,000	8,000
100-0301-523.29-07	Inhouse Info Tech Service	5,253	17,809	13,627	17,809	10,378
100-0301-523.30-12	Computer	649	0	0	0	0
100-0301-523.30-18	Department	0	2,000	1,659	1,700	1,000
100-0301-523.32-01	Dues/Memberships/Licenses	0	400	270	270	300
100-0301-523.32-02	Periodicals/Subscriptions	0	150	0	0	50
100-0301-523.34-02	Registrations	0	1,000	50	350	1,000
*	Inspector	114,408	163,015	84,035	118,125	165,902

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Sealer of Wghts & Meas	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Public Safety	100-0902-524	10/26/2017

RESPONSIBILITIES

This program monitors the accuracy of gas pumps, scanners, different types of scales used in the business community, measuring and timing devices (such as laundromat clothes dryers), and other measuring devices used by various business establishments in Menasha.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- 455 devices were inspected for compliance with allowed tolerances per Wisconsin State Statutes.
- Enforced City of Menasha Ordinance and Wisconsin State Statutes in cases of non-compliance to applicable consumer protection laws.

2018 OBJECTIVES

- Inspect all devices present within the City of Menasha.
- Ensure compliance to applicable Weights and Measures laws.
- Conduct package checking to ensure customers are receiving quantities advertised.
- Ensure residents of the City of Menasha are receiving the goods and services they are purchasing in the quantities and rates offered.

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING	POSITION TITLE	2017 # OF FTE'S	2018 # OF FTE'S
TAXES	\$0.00	\$0.00	Registered Sanitarian/Se	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.20	0.20

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Sealer Weights & Measures					
100-0902-524.10-02	Salaries	12,856	13,235	11,027	13,123	14,395
100-0902-524.10-03	Overtime/Doubletime	301	378	438	438	0
100-0902-524.15-01	Health	2,175	2,190	1,816	2,368	2,303
100-0902-524.15-02	Life	23	19	15	19	25
100-0902-524.15-03	Dental	247	248	205	267	248
100-0902-524.15-04	Retirement	868	926	780	926	964
100-0902-524.15-05	FICA	987	1,018	856	1,014	1,072
100-0902-524.15-07	Vision	21	22	18	24	22
100-0902-524.15-08	Workers Comp	588	639	536	635	453
100-0902-524.24-04	Specialized Equipment	721	500	500	500	500
100-0902-524.29-05	Vehicle/Equipment Rental	1,932	1,600	1,215	1,600	1,600
100-0902-524.29-07	Inhouse Info Tech Service	1,438	1,608	804	1,608	1,632
100-0902-524.30-11	Postage	0	50	0	50	50
100-0902-524.30-18	Department	106	100	63	100	100
100-0902-524.32-01	Dues/Memberships/Licenses	30	30	0	30	30
100-0902-524.33-02	Registrations	90	105	0	150	150
100-0902-524.33-03	Lodging/Meals	0	100	7	38	38
100-0902-524.33-04	Other Expenses	0	0	0	25	25
100-0902-524.34-02	Registrations	0	25	0	0	0
100-0902-524.51-03	Property	30	30	15	30	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Sealer Weights & Measures	22,413	22,823	18,295	22,945	23,607

PUBLIC WORKS

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Engineering/Public Work	Adam Alix Josh Radomski
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1002-541	10/20/2017

RESPONSIBILITIES

The Engineering Department is responsible for the management of public works improvement projects within the City, including streets, bridges, sewers, buildings, et. al. Staff duties include responsibility for planning, design work, surveying, drafting, mapping, construction administration, traffic analysis, grant procurement, utility coordination, record keeping and response to citizens' requests and questions.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Provided design, surveying, staking and inspection for all public works construction projects which included the paving of Jefferson Street, Railroad Street, Stardust Drive, Manitowoc Street, Pearl Street, Emerald Court, Garnet Court, Center Street, Second Street, Apple Court, Briarwood Drive, Deerfield Avenue, Silver Brich Estates, Community Way and the construction administration for the Mill Street Enhancements. Continued management of sanitary sewer industrial monitoring program. Administered storm water regulation program, including erosion and sediment control, illicit discharge and construction management. Provided in house traffic engineering services. Update 5-year Capital Improvement Program as it relates to future infrastructure needs.

2018 OBJECTIVES

Continue with sanitary sewer I/I removal program. Perform all tasks for implementing 2018 capital projects. Coordinate TMDL Storm Water Management Planning Grant.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.06	0.06
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.03	0.03
INTERGOV REVENUE	\$0.00	\$0.00	Heavy Equipment Operat	0.19	0.69
LICENSES & PERMITS	\$0.00	\$0.00	Light Equipment Operator	0.19	0.19
FINES & FORFEITS	\$0.00	\$0.00	Public Works Superintend	0.10	0.10
PUBLIC CHARGES	\$0.00	\$0.00	Truck Driver	1.65	1.15
MISCELLANEOUS	\$0.00	\$0.00	Lead Person	0.40	0.00
TOTAL	\$0.00	\$0.00	TOTAL	2.62	2.22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Engineering						
100-1002-541.10-01	Wages	86,555	109,977	78,387	92,575	112,167
LEVEL	TEXT	TEXT AMT				
TOTB	#100-1002-541 (ENGINEERING 35 - 40%)					
	#601-1002-541 (SANITARY SEWERS 25%)					
	#625-1002-541 (STORM SEWERS 25 -30%)					
	#485-1002-541 (TID #9 5%)					
	#492-1002-541 (TID #12 5%)					
100-1002-541.10-02	Salaries	42,671	35,369	5,613	11,250	37,639
LEVEL	TEXT	TEXT AMT				
TOTB	#100-1002-541 (ENGINEERING 40%)					
	#601-1002-541 (SANITARY SEWERS 25%)					
	#625-1002-541 (STORM SEWERS 25%)					
	#485-1002-541 (TID #9 5%)					
	#492-1002-541 (TID #12 5%)					
100-1002-541.10-03	Overtime/Doubletime	2,747	2,500	2,848	3,375	2,500
100-1002-541.15-01	Health	21,789	30,799	17,523	23,983	34,334
100-1002-541.15-02	Life	512	324	237	280	472
100-1002-541.15-03	Dental	2,016	2,578	1,606	2,191	2,578
100-1002-541.15-04	Retirement	7,370	10,054	5,934	7,287	10,205
100-1002-541.15-05	FICA	8,712	10,965	6,415	7,860	11,251
100-1002-541.15-07	Vision	179	257	152	193	271
100-1002-541.15-08	Workers Comp	3,386	4,609	3,436	4,178	4,321
100-1002-541.19-03	Uniform/Clothing Allow	154	225	29	225	225
100-1002-541.19-06	Relocation Allowance	0	0	1,055	1,055	0
100-1002-541.21-02	Engineering	823	2,250	7,268	7,300	2,750
LEVEL	TEXT	TEXT AMT				
TOTB	BRIDGE INSPECTIONS	1,500				
	MISCELLANEOUS ENGINEERING DESIGN	1,250				
		2,750				
100-1002-541.22-01	Telephone	1,974	2,300	1,524	1,975	2,100
100-1002-541.24-04	Specialized Equipment	0	200	0	0	200
100-1002-541.29-01	Printing	112	100	0	0	100
100-1002-541.29-05	Vehicle/Equipment Rental	18,870	19,000	12,607	18,925	19,000
100-1002-541.29-07	Inhouse Technology Svcs	14,115	18,097	8,674	18,097	17,026
100-1002-541.30-10	Office	294	400	303	400	400
100-1002-541.30-11	Postage	153	150	13	125	150
100-1002-541.30-15	Tools & Equipment	3,840	500	723	723	750
100-1002-541.30-18	Department	2,107	2,500	972	2,500	2,500
LEVEL	TEXT	TEXT AMT				
TOTB	75% OF ENGINEERING SUPPLIES E.G. SHIRTS, VESTS, GL STAKES, PAINT, TAPE, ETC	2,500				

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
			2,500			
100-1002-541.32-01	Dues/Memberships/Licenses	228	0	284	284	285
100-1002-541.33-01	Mileage	0	0	21	21	0
100-1002-541.33-03	Lodging/Meals	0	0	673	673	0
100-1002-541.34-02	Registrations	0	2,000	205	250	2,000
100-1002-541.34-03	Lodging/Meals	0	300	19	19	300
100-1002-541.51-03	Property	1,760	1,760	880	1,760	0
<hr/>						
* Engineering		220,367	257,214	157,401	207,504	263,524

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Repl of Streets/Alleys	Corey Gordon Adam Alix
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1003-541	10/20/2017

RESPONSIBILITIES

This budget accounts for the maintenance and reconstruction of streets and roads within the City. Preventive maintenance through timely pavement repair, crack filling, etc., is key for containment of future costs in this account. Prudent scheduling of needed street improvements is essential for controlling future budgets.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Through public bid, the following streets were improved: Jefferson Street, Railroad Street, Stardust Drive, Manitowoc Street, Pearl Street, Emerald Court, Garnet Court, Center Street, Second Street, Apple Court, Briarwood Drive, Deerfield Avenue, Community Way and Silver Birch Estates streets.

2018 OBJECTIVES

Implement the street projects included in the Capital Improvement Program. Continue the preventive maintenance efforts with pavement crack sealing and chip seal operations.

MAJOR CHANGES FROM 2017 BUDGET

Our street pavement condition ratings have been decreasing due to underfunding in past years. It should be an objective to establish a sufficiently funded capital budget to maintain the present pavement condition rating.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.06	0.06
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.03	0.03
INTERGOV REVENUE	\$0.00	\$0.00	Heavy Equipment Operat	0.19	0.69
LICENSES & PERMITS	\$0.00	\$0.00	Light Equipment Operator	0.19	0.19
FINES & FORFEITS	\$0.00	\$0.00	Public Works Superintend	0.10	0.10
PUBLIC CHARGES	\$0.00	\$0.00	Truck Driver	1.65	1.15
MISCELLANEOUS	\$0.00	\$0.00	Lead Person	0.40	0.00
TOTAL	\$0.00	\$0.00	TOTAL	2.62	2.22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Street Construction						
100-1003-541.10-01	Wages	129,682	133,879	114,898	129,456	122,907
100-1003-541.10-02	Salaries	12,232	9,332	7,956	9,410	9,796
100-1003-541.10-03	Overtime/Doubletime	939	1,000	657	934	1,000
100-1003-541.15-01	Health	34,854	41,854	27,834	29,524	36,782
100-1003-541.15-02	Life	244	166	187	180	249
100-1003-541.15-03	Dental	2,570	2,871	2,067	2,218	2,660
100-1003-541.15-04	Retirement	9,220	9,806	8,164	9,223	8,958
100-1003-541.15-05	FICA	10,407	10,603	9,149	10,373	9,922
100-1003-541.15-07	Vision	260	304	217	230	239
100-1003-541.15-08	Workers Comp	6,263	6,764	5,759	6,519	4,227
100-1003-541.19-03	Uniform/Clothing Allow	475	639	205	639	696
100-1003-541.20-10	Pavement Maintenance	61,065	70,500	62,498	62,498	60,000
LEVEL	TEXT	TEXT AMT				
TOTB	CHIP SEAL	27,000				
	CRACK SEAL	30,000				
	PAVEMENT MILLING, PULVERIZING, ETC	3,000				
		60,000				
100-1003-541.21-02	Engineering	0	750	0	750	750
100-1003-541.29-05	Vehicle/Equipment Rental	61,777	58,500	39,712	66,738	58,500
100-1003-541.29-07	Inhouse Technology Svcs	3,589	4,137	2,069	4,137	3,980
100-1003-541.30-11	Postage	19	0	0	0	0
100-1003-541.30-15	Tools & Equipment	4,441	9,000	6,079	9,000	7,500
LEVEL	TEXT	TEXT AMT				
TOTB	MISC. TOOLS	3,000				
	SAW BLADES, ETC.	2,500				
	1/3 TRAILER	2,000				
		7,500				
100-1003-541.30-18	Department	54,085	62,500	21,113	54,750	90,000
LEVEL	TEXT	TEXT AMT				
TOTB	CONCRETE, ASPHALT & STONE	45,000				
	CRUSHER RENTAL	40,000				
	MISC. -TOP SOIL, ETC.	5,000				
		90,000				
100-1003-541.34-02	Registrations	0	500	0	0	500
100-1003-541.51-03	Property	1,050	1,050	525	1,050	0
100-1003-541.82-02	Construction	275,353	312,120	152,707	233,675	279,180
LEVEL	TEXT	TEXT AMT				
TOTB	ALVA STREET- PULVERIZE/REPAVE	88,720				
	FIRST STREET- PULVERIZE/REPAVE	132,345				

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	IDA STREET- PULVERIZE/REPAVE		58,115 279,180			
* Street Construction		668,525	736,275	461,796	631,304	697,846

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Street Excavation					
100-1004-541.10-01	Wages	39,840	0	24,970	25,750	0
100-1004-541.10-03	Overtime/Doubletime	122	0	66	66	0
100-1004-541.15-01	Health	14,047	0	6,193	6,400	0
100-1004-541.15-02	Life	37	0	17	20	0
100-1004-541.15-03	Dental	962	0	423	437	0
100-1004-541.15-04	Retirement	2,655	0	1,711	1,765	0
100-1004-541.15-05	FICA	2,970	0	1,859	1,925	0
100-1004-541.15-07	Vision	100	0	46	48	0
100-1004-541.15-08	Workers Comp	1,762	0	1,178	1,215	0
100-1004-541.29-05	Vehicle/Equipment Rental	45,800	0	6,019	6,600	0
100-1004-541.30-18	Department	42,940	0	22,055	22,850	0
*	Street Excavation	151,235	0	64,537	67,076	0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Removal of Snow & Ice	Thad Brown Adam Alix
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1006-541	10/20/2017

RESPONSIBILITIES

This account represents the total cost of snow removal and ice control on City streets and parking lots. Costs include labor, equipment operation and materials, such as salt and chips. The average seasonal snowfall for our area is 45 inches. Service responsibilities area to maintain streets and sidewalks in good traveling condition, according to established policy.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

The 2016 - 2017 season experienced approximately 40" of snow while using just slightly over 1045 tons of salt.

2018 OBJECTIVES

Continue providing quality snow and ice control and removal service, including anti-icing operations which will prevent the formation of ice on streets when properly performed. Try to better utilize our inventory of road salt and continue to look at environmentally friendly alternatives to road salt.

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.10	0.10
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.01	0.01
INTERGOV REVENUE	\$0.00	\$0.00	Light Equipment Operator	1.05	1.05
LICENSES & PERMITS	\$0.00	\$0.00	PW Superintendent	0.08	0.08
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
			TOTAL	1.24	1.24
TOTAL	\$0.00	\$0.00			

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Snow & Ice Removal						
100-1006-541.10-01	Wages	58,557	57,906	38,322	48,100	58,568
100-1006-541.10-02	Salaries	8,290	5,930	5,054	5,751	6,271
100-1006-541.10-03	Overtime/Doubletime	36,956	17,500	19,589	23,089	17,500
100-1006-541.15-01	Health	26,513	23,827	17,559	22,095	22,186
100-1006-541.15-02	Life	142	76	65	82	102
100-1006-541.15-03	Dental	1,842	1,538	1,247	1,576	1,414
100-1006-541.15-04	Retirement	6,713	5,531	4,296	5,245	5,517
100-1006-541.15-05	FICA	7,599	6,076	4,643	5,670	5,999
100-1006-541.15-07	Vision	192	178	141	178	164
100-1006-541.15-08	Workers Comp	4,455	3,815	2,865	3,501	2,864
100-1006-541.19-03	Uniform/Clothing Allow	320	351	218	351	315
100-1006-541.29-05	Vehicle/Equipment Rental	165,610	117,894	94,963	125,000	117,894
100-1006-541.29-07	Inhouse Technology Svcs	3,650	4,182	2,091	4,182	4,088
100-1006-541.30-11	Postage	95	100	102	100	100
100-1006-541.30-15	Tools & Equipment	18,945	18,000	14,221	18,000	18,000
LEVEL	TEXT	TEXT AMT				
TOTB	PLOW BLADE INVENTORY		16,000			
	SNOW FENCE/POSTS/SHOVELS ETC		2,000			
			18,000			
100-1006-541.30-18	Department	63,435	62,010	65,125	64,340	75,892
LEVEL	TEXT	TEXT AMT				
TOTB	1200 TONS SEASONAL FILL ROAD SALT AT \$62.41		74,892			
	200 TONS RESERVE NOT INCOLUDED IN BUDGET					
	ABRASIVES, MISC. SUPPLIES		1,000			
			75,892			
100-1006-541.34-02	Registrations	0	500	0	500	500
100-1006-541.51-03	Property	3,539	3,539	1,770	3,539	0
*	Snow & Ice Removal	406,853	328,953	272,271	331,299	337,374

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Snow Hauling					
100-1007-541.15-08	Workers Comp	13-	0	0	0	0
*	Snow Hauling	13-	0	0	0	0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Street Signs/Markings	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1008-541	10/20/2017

RESPONSIBILITIES

This account contains all costs for signing and marking of streets, traffic signal installation and maintenance, and electricity to operate traffic signals and the Sign Shop. Major expenditures include street paint and signs, repair of traffic signals, installation of new signals, and electricity.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Continued the use of use longer lasting epoxy paint on newly paved streets

2018 OBJECTIVES

The budget includes funds for additional outsourcing of road markings with epoxy paint.

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Depty Dir Municipal Opera	0.01	0.01
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Public Works Superintend	0.05	0.05
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	0.29	0.29
LICENSES & PERMITS	\$0.00	\$0.00	Traffic Tech	0.97	0.97
FINES & FORFEITS	\$0.00	\$0.00	Truck Driver	0.25	0.25
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.57	1.57

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
General Fund						
Street Signs-Markings						
100-1008-541.10-01	Wages	81,431	72,182	61,285	73,368	67,956
100-1008-541.10-02	Salaries	5,342	3,910	3,333	3,791	4,323
100-1008-541.10-03	Overtime/Doubletime	2,720	1,500	592	500	1,500
100-1008-541.10-08	Wages-Temp Help	0	0	0	0	5,850
100-1008-541.15-01	Health	27,388	24,460	19,421	22,972	24,770
100-1008-541.15-02	Life	47	25	25	32	29
100-1008-541.15-03	Dental	1,791	1,579	1,280	1,518	1,579
100-1008-541.15-04	Retirement	5,484	4,899	4,079	4,926	4,930
100-1008-541.15-05	FICA	6,560	5,703	4,960	5,938	6,588
100-1008-541.15-07	Vision	197	183	141	165	183
100-1008-541.15-08	Workers Comp	3,875	3,638	3,095	3,706	2,615
100-1008-541.19-03	Uniform/Clothing Allow	390	365	113	365	365
100-1008-541.20-10	Pavement Maintenance	0	2,500	3,769	3,850	20,000
LEVEL	TEXT	TEXT AMT				
TOTB	EPOXY PAINTED TRAFFIC MARKINGS	20,000				
		20,000				
100-1008-541.22-01	Telephone	127	140	80	90	140
100-1008-541.22-03	Electricity	9,543	9,500	6,562	9,500	9,500
100-1008-541.22-04	Heat	751	1,000	644	875	1,000
100-1008-541.22-05	Water/Sewer	578	610	948	1,076	610
100-1008-541.24-03	Buildings	533	500	186	500	500
100-1008-541.24-04	Specialized Equipment	23,594	8,520	5,753	8,520	10,000
100-1008-541.29-05	Vehicle/Equipment Rental	19,811	19,000	13,129	18,250	19,000
100-1008-541.29-07	Inhouse Technology Svcs	2,767	4,005	2,003	4,005	3,192
100-1008-541.30-15	Tools & Equipment	7,896	6,500	916	6,500	27,000
LEVEL	TEXT	TEXT AMT				
TOTB	BARRELS/CONES	5,000				
	SURFACE/LINE GRINDER	18,000				
	SPEED INDICATOR SIGN	4,000				
		27,000				
100-1008-541.30-18	Department	17,314	25,000	11,917	20,000	20,000
LEVEL	TEXT	TEXT AMT				
TOTB	PAINT, GLASS BEADS, TRAFFIC SIGNAL & SIGN MATERIAL	20,000				
		20,000				
100-1008-541.51-03	Property	1,090	1,090	545	1,090	0
*	Street Signs-Markings	219,229	196,809	144,776	191,537	231,630

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Sidewalks and Crosswalks					
100-1009-541.10-01	Wages	59,924	46,139	51,941	56,000	56,617
100-1009-541.10-02	Salaries	2,347	1,858	1,582	1,875	1,942
100-1009-541.10-03	Overtime/Doubletime	216	250	347	350	200
100-1009-541.15-01	Health	17,313	12,568	14,674	16,184	16,693
100-1009-541.15-02	Life	54	32	57	50	55
100-1009-541.15-03	Dental	1,187	841	1,086	1,168	1,088
100-1009-541.15-04	Retirement	4,194	3,281	3,634	3,935	3,937
100-1009-541.15-05	FICA	4,709	3,532	3,997	4,314	4,347
100-1009-541.15-07	Vision	123	89	113	123	126
100-1009-541.15-08	Workers Comp	2,909	2,263	2,524	2,732	1,854
100-1009-541.19-03	Uniform/Clothing Allow	176	300	108	90	321
100-1009-541.21-06	Management	4,580	5,000	0	2,500	5,000
100-1009-541.29-05	Vehicle/Equipment Rental	37,918	30,000	27,110	37,125	33,500
100-1009-541.30-15	Tools & Equipment	804	4,000	3,010	4,000	3,000
LEVEL	TEXT	TEXT AMT				
TOTB	PARTIAL SHARE OF SKID STEER TRAILER		2,500			
	CONCRETE TOOLS		500			
			3,000			
100-1009-541.30-18	Department	9,569	7,750	21,134	19,000	15,000
LEVEL	TEXT	TEXT AMT				
TOTB	CONCRETE, REBAR, ETC.		10,000			
	DETECTOR PLATES, SUPPLIES		5,000			
			15,000			
100-1009-541.51-03	Property	6,470	6,470	3,235	6,470	0
100-1009-541.82-02	Construction	0	0	0	0	27,325
LEVEL	TEXT	TEXT AMT				
TOTB	SIDEWALK PORTION OF STREET PROJECTS		27,325			
			27,325			
*	Sidewalks and Crosswalks	152,493	124,373	134,552	155,916	171,005

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Sidewalk Excavation					
100-1011-541.10-01	Wages	10,495	0	17,413	17,500	0
100-1011-541.15-01	Health	3,847	0	5,219	5,225	0
100-1011-541.15-02	Life	13	0	12	13	0
100-1011-541.15-03	Dental	251	0	347	350	0
100-1011-541.15-04	Retirement	698	0	1,191	1,200	0
100-1011-541.15-05	FICA	783	0	1,284	1,300	0
100-1011-541.15-07	Vision	27	0	38	40	0
100-1011-541.15-08	Workers Comp	442	0	821	825	0
100-1011-541.29-05	Vehicle/Equipment Rental	5,285	0	2,105	2,200	0
100-1011-541.30-18	Department	3,905	0	801	850	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Sidewalk Excavation	25,746	0	29,231	29,503	0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Street Lighting	Adam Alix
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1012-541	10/20/2017

RESPONSIBILITIES

Funds in this account are for the cost of electricity, maintenance and replacement of City-owned street lights.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

MU installed the remaining 221 LED street light fixtures.

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

No substantial changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Light Equipment Operator	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Public Works Superintend	0.01	0.01
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.16	0.16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Street Lighting					
100-1012-541.10-01	Wages	7,260	4,225	2,648	4,401	4,518
100-1012-541.10-03	Overtime/Doubletime	470	200	253	125	200
100-1012-541.15-01	Health	2,625	1,535	969	1,180	1,554
100-1012-541.15-02	Life	4	3	2	2	5
100-1012-541.15-03	Dental	170	99	63	76	99
100-1012-541.15-04	Retirement	513	301	198	228	388
100-1012-541.15-05	FICA	585	332	219	253	350
100-1012-541.15-07	Vision	15	9	5	7	9
100-1012-541.15-08	Workers Comp	364	207	132	154	151
100-1012-541.19-03	Uniform/Clothing Allow	0	0	24	24	24
100-1012-541.22-03	Electricity	175,578	155,000	117,532	150,000	150,000
100-1012-541.24-04	Specialized Equipment	76,144	23,000	20,154	23,000	12,000
LEVEL	TEXT	TEXT AMT				
TOTB	DRUM CORP DRIVE INSTALLATION	12,000				
		12,000				
100-1012-541.29-05	Vehicle/Equipment Rental	943	1,000	469	800	1,000
100-1012-541.30-15	Tools & Equipment	0	500	519	519	250
100-1012-541.30-18	Department	3,754	1,000	1,213	1,400	1,200
*	Street Lighting	268,425	187,411	144,400	182,169	171,748

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Parking Lots						
100-1013-541.10-01	Wages	7,760	8,076	12,086	13,900	8,235
100-1013-541.10-02	Salaries	922	631	539	640	671
100-1013-541.10-03	Overtime/Doubletime	1,291	1,200	816	1,000	1,000
100-1013-541.15-01	Health	2,988	3,070	3,800	4,366	3,108
100-1013-541.15-02	Life	6	1	16	19	10
100-1013-541.15-03	Dental	198	198	268	308	198
100-1013-541.15-04	Retirement	641	674	917	1,057	664
100-1013-541.15-05	FICA	717	715	991	1,146	705
100-1013-541.15-07	Vision	21	23	29	34	23
100-1013-541.15-08	Workers Comp	407	464	624	722	328
100-1013-541.19-03	Uniform/Clothing Allow	47	45	16	45	45
100-1013-541.21-06	Management	0	0	0	0	14,300
LEVEL	TEXT	TEXT AMT				
TOTB	MARINA PLACE PARKING RAMP MAINTENANCE	10,800				
	BROAD STREET LIGHTING UPGRADE	3,500				
		14,300				
100-1013-541.22-03	Electricity	340	375	319	410	425
100-1013-541.22-06	Storm Water	3,638	3,510	2,673	3,564	3,565
100-1013-541.29-05	Vehicle/Equipment Rental	11,936	9,000	8,774	12,000	9,000
100-1013-541.30-18	Department	1,796	2,500	3,302	3,500	2,500
100-1013-541.51-03	Property	10	10	5	10	0
*	Parking Lots	32,718	30,492	35,175	42,721	44,777

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Canal Maint-Construction					
100-1014-543.22-06	Storm Water	790	850	631	842	850
*	Canal Maint-Construction	<hr/> 790	<hr/> 850	<hr/> 631	<hr/> 842	<hr/> 850

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Refuse Collect/Dispose	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1016-543	10/20/2017

RESPONSIBILITIES

The Sanitation Department is responsible for the collection and disposal of all residential and some of the commercial refuse generated within the City.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Nearly all commercial collections sites' dumpsters have been converted to be serviced with our front load refuse trucks.

2018 OBJECTIVES

Install GPS technology in our refuse trucks to help manage overflow collections and maximize efficiencies.

MAJOR CHANGES FROM 2017 BUDGET

The Winnebago County tipping fee has increased by \$1.00/ton and volume is projected to increase slightly with the continued growth out East.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	1.54	1.54
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.06	0.06
INTERGOV REVENUE	\$0.00	\$0.00	PW Superintendent	0.10	0.10
LICENSES & PERMITS	\$0.00	\$0.00	PWF Adminstrative Assist	0.20	0.20
FINES & FORFEITS	\$0.00	\$0.00	Sanitation Workers	2.00	2.00
PUBLIC CHARGES	\$0.00	\$0.00	Summer Laborer	0.29	0.29
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	4.19	4.19

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Refuse Collect-Dispose					
100-1016-543.10-01	Wages	117,790	192,890	112,786	121,750	194,196
100-1016-543.10-02	Salaries	25,687	18,376	15,768	18,660	19,422
100-1016-543.10-03	Overtime/Doubletime	131	500	612	500	500
100-1016-543.10-08	Wages-Temp Help	0	0	0	0	5,850
100-1016-543.15-01	Health	26,601	48,257	23,414	28,442	37,638
100-1016-543.15-02	Life	401	341	264	299	463
100-1016-543.15-03	Dental	2,791	4,061	2,383	2,910	4,136
100-1016-543.15-04	Retirement	9,023	14,023	8,046	9,778	14,346
100-1016-543.15-05	FICA	10,301	15,632	8,850	10,721	16,315
100-1016-543.15-07	Vision	227	323	240	291	445
100-1016-543.15-08	Workers Comp	5,768	9,609	5,210	6,573	6,793
100-1016-543.19-03	Uniform/Clothing Allow	1,036	1,062	950	1,060	1,080
100-1016-543.22-01	Telephone	0	1,000	0	0	1,000
LEVEL	TEXT	TEXT AMT				
TOTB	GPS DATA PLAN	1,000				
		1,000				
100-1016-543.25-01	Other Municipal Entities	187,010	234,400	143,950	190,311	240,300
LEVEL	TEXT	TEXT AMT				
TOTB	5900 TONS @\$40.00 PER TON TIPPING FEE	236,000				
	WDNR LICENSE	4,300				
		240,300				
100-1016-543.29-01	Printing	1,933	2,100	408	2,100	2,100
100-1016-543.29-05	Vehicle/Equipment Rental	199,702	274,000	128,031	195,000	305,000
100-1016-543.29-07	Inhouse Info Tech Service	2,153	2,482	1,241	2,482	2,388
100-1016-543.30-11	Postage	5	0	6	0	0
100-1016-543.30-15	Tools & Equipment	4,568	9,750	7,660	7,660	12,700
LEVEL	TEXT	TEXT AMT				
TOTB	REFUSE CARTS/PARTS	6,700				
	RENTAL DUMPSTERS	1,000				
	2/3 COST OF GPS	5,000				
		12,700				
100-1016-543.30-18	Department	1,695	2,500	545	2,500	2,500
100-1016-543.32-01	Dues/Memberships/Licenses	572	572	0	605	605
100-1016-543.51-03	Property	7,650	7,650	3,825	7,650	0
*	Refuse Collect-Dispose	605,044	839,528	464,189	609,292	867,777

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Commercial Overflow					
100-1017-543.10-01	Wages	77,535	0	71,203	81,000	0
100-1017-543.10-03	Overtime/Doubletime	567	0	374	300	0
100-1017-543.15-01	Health	17,119	0	13,252	16,039	0
100-1017-543.15-02	Life	145	0	149	168	0
100-1017-543.15-03	Dental	1,618	0	1,410	1,641	0
100-1017-543.15-04	Retirement	4,900	0	4,725	5,495	0
100-1017-543.15-05	FICA	5,846	0	5,310	6,025	0
100-1017-543.15-07	Vision	142	0	147	165	0
100-1017-543.15-08	Workers Comp	3,471	0	3,360	3,694	0
100-1017-543.20-09	Sanitation	205	0	183	183	0
100-1017-543.25-01	Other Municipal Entities	39,078	0	32,855	44,069	0
100-1017-543.29-05	Vehicle/Equipment Rental	116,144	0	69,092	100,700	0
100-1017-543.30-18	Department	342	0	9	9	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Commercial Overflow	267,112	0	202,069	259,488	0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Weed Control	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1018-543	10/20/2017

RESPONSIBILITIES

This budget is responsible for the cutting and control of weeds on both public and noncompliant private property within the City.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Public Works Superintend	0.01	0.01
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Light Equipment Operator	0.22	0.22
INTERGOV REVENUE	\$0.00	\$0.00	Summer Help	0.22	0.22
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.45	0.45

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BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Weed Cutting					
100-1018-543.10-01	Wages	12,367	16,232	14,041	14,771	12,077
100-1018-543.10-02	Salaries	1,152	789	673	765	839
100-1018-543.10-03	Overtime/Doubletime	40	0	109	109	0
100-1018-543.10-08	Wages-Temp Help	0	0	0	0	4,388
100-1018-543.15-01	Health	2,885	4,460	3,603	3,650	4,517
100-1018-543.15-02	Life	23	35	27	30	74
100-1018-543.15-03	Dental	195	288	247	250	576
100-1018-543.15-04	Retirement	556	859	796	864	2,019
100-1018-543.15-05	FICA	995	1,258	1,094	1,149	2,538
100-1018-543.15-07	Vision	20	33	27	27	66
100-1018-543.15-08	Workers Comp	565	797	693	727	1,419
100-1018-543.19-03	Uniform/Clothing Allow	69	75	49	66	66
100-1018-543.29-05	Vehicle/Equipment Rental	14,691	17,000	17,183	19,000	17,000
100-1018-543.30-11	Postage	49	125	0	25	25
100-1018-543.30-15	Tools & Equipment	0	75	0	75	400
LEVEL	TEXT	TEXT AMT				
TOTB	WEED EATER	300				
	BACK PACK SPRAYER	100				
		400				
100-1018-543.30-18	Department	230	250	129	250	250
100-1018-543.51-03	Property	30	30	15	30	0
*	Weed Cutting	33,867	42,306	38,686	41,788	46,254

<p style="text-align: center;">CITY OF MENASHA 2018 OPERATIONS BUDGET</p>	FUND	BUDGET NAME	PREPARED BY
	FUNCTION	BUDGET NUMBER	DATE
		Valley Transit Subsidy	David Buck
		100-0302-542	10/26/2017

RESPONSIBILITIES

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (2.5%) in the first six months of 2017. When gas prices are lower, as they have been in 2017, transit ridership tends to dip.

Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the State and federal level.

Federal Funding– During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair. Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA.

State Budget – After State funding for transit operations was cut by 10% in 2012, funding has remained at a consistent level.

RTA – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a Regional Transit Authority (RTA) in the Fox Cities. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

Valley Transit received no findings in the 2016 financial audit conducted in early 2017.

Additional Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2018 proposed budget reflects an award of funds to a non-profit organization.

2018 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. In 2015, we put performance measures and tracking mechanisms in place which build on existing

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	FUNCTION	BUDGET NUMBER	DATE
		Valley Transit Subsidy	David Buck
		100-0302-542	10/26/2017

strengths of the system and address weaknesses and we dedicated staff resources accordingly. Improving on-time-performance will be a major focus in 2017, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

We will continue to work on establishing an RTA in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to timing of availability of State funding. During 2018, the plan will be finished and reviewed to determine the feasibility of recommendations with an implementation plan to follow.

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Valley Transit Subsidy					
100-0302-542.25-01	Other Municipal Entities	170,705	186,461	153,410	184,092	202,064
*	Valley Transit Subsidy	<u>170,705</u>	<u>186,461</u>	<u>153,410</u>	<u>184,092</u>	<u>202,064</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Dial A Ride Subsidy					
100-0303-542.25-01	Other Municipal Entities	11,200	11,200	11,200	11,200	11,200
*	Dial A Ride Subsidy	<hr/> 11,200	<hr/> 11,200	<hr/> 11,200	<hr/> 11,200	<hr/> 11,200

HEALTH & HUMAN SERVICES

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME Health Department	PREPARED BY Nancy McKenney
	FUNCTION	BUDGET NUMBER 100-0903-531	DATE 10/26/2017

RESPONSIBILITIES

Responsibilities:

- **Communicable Disease Control** includes follow-up on reportable communicable diseases. The Menasha Health Department also provides monthly immunization clinics (state-provided vaccines for children) and annual influenza vaccine clinics to prevent communicable diseases.
- **Public Health Nursing Services** are available to all ages upon request of the individual, family member, Menasha Police Department, county agencies, and medical providers on a wide range of health concerns. Services include telephone contacts, office visits, or home visits, and are an opportunity to assess, consult, monitor, and link individuals and families to community agencies and resources. Examples include: 1) visits to older adults to assess concerns and monitor health conditions in-home that are not covered by any insurance and are usually short term, such as medication set-up and instruction; 2) prenatal care coordination to promote healthy birth outcomes; 3) mother, infant, and child health visits at the request of the medical provider or parents for a wide variety of concerns such as safe sleep, feeding tips and monitoring infant and child weights. Working with individuals and families promotes healthy growth and development, prevents accidental injury, unnecessary hospitalizations, child and adult neglect and abuse.
- **School Health Services:** The Menasha Health Department has a strong working relationship with the Menasha Joint School District and provides all of the school health services. These services include: 1) student health screenings such as vision, hearing, and dental; 2) developing individual health plans for students with medical needs (e.g. allergies, diabetes, asthma, attention deficit hyperactivity disorder, feeding tubes and medications needing to be given at school); 3) individual health conferences with students and staff (the adolescent student who is pregnant or the staff person who has been asked to have a medical condition monitored by the school nurse); 4) monitoring illnesses in the school setting to determine if there is a disease occurring in the community such as influenza; 5) referring parents to appropriate resources in the community; 6) providing classroom education on infection control, communicable diseases such as sexually transmitted diseases, growth and development, and 6) staff education on emergency medications, procedures, and the bloodborne pathogen standard as required by law.
- The Menasha Health Department maintains a **Medical Alert Equipment List** of homes with life-saving medical equipment for Menasha Utilities. The public health director maintains the list for Menasha Utilities so that they know who would be at risk if there was no power to that resident's home. The residents with life-saving medical equipment can plan for service interruptions. As medical information is exchanged, health information and privacy are protected.
- Completion of a **community health needs assessment**, developing a **community health improvement plan**, and implementation of that plan.
- A **Volunteer Registry** is maintained for all City emergency situations.
- Participation in **Safe Child Passenger Seat Checks** on a bi-monthly basis and by appointment when requested. This also includes finding car seats for residents who are required to have one and don't have the funds to purchase one.
- **CPR and First Aid** instruction for City of Menasha and Menasha Joint School District employees biannually.
- Convene **Board of Health and Medical Advisory Board** meetings.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Accomplishments

- 8 staff are Certified CPR/First Aid Instructors.
- Revised Health Department Mission, Vision and Values.
- Launched a Facebook page.
- Completed required communicable disease follow-up

<p align="center">CITY OF MENASHA 2018 OPERATIONS BUDGET</p>	FUND	BUDGET NAME Health Department	PREPARED BY Nancy McKenney
	FUNCTION	BUDGET NUMBER 100-0903-531	DATE 10/26/2017

- 196 cases January 1, 2016 – December 31, 2016
- 145 cases from January 2017 – September 2017
- Managed latent tuberculosis cases by directly observing weekly medication administration.
- Participated in Wisconsin Division of Public Health-facilitated sexually transmitted disease work group
- Completed maternal and child health home visits.
- Offered monthly vaccine clinics at the Menasha Health Department.
 - 520 vaccinations were provided at the Menasha Health Department in 2016
- Offered annual influenza vaccine clinic at Butte des Morts elementary school.
 - 232 vaccinations were provided at the 2016 Butte des Morts influenza vaccine clinic
 - 22 volunteers were trained on influenza vaccination clinic protocol
- Offered annual influenza vaccine clinic outreach to local businesses
 - 118 people participated in their workplace onsite influenza vaccine clinic in 2015.
- Completed Medicaid billing for vaccine administration and other services
- Worked with public and private schools, parents and guardians to assure pre-kindergarten through 12th grade were current on vaccines:
 - 99.8 percent of children in Menasha public and private schools were up to date on vaccinations during the 2016-2017 school year.
- During the 2016-2017 School year, the Menasha Health Department completed annual health screenings for children in Menasha's public and private schools..
 - 1,817 children had their vision screened.
 - 1,170 children had their hearing screened.
 - 2,012 children received an oral health screening.
- Coordinated with the Lion's Club to offer state-of-the-art vision screening to children in Menasha's public and private schools during the 2016-2017 school year.
- Completed community health assessments with Fox Valley Community Health Improvement Coalition (health systems and adjacent local health departments).
- Certified 134 City and Menasha Joint School District employees in CPR and First Aid
- Provided car fittings were provided to families during bi-monthly car seat checks, community events and by appointment at the health department.

2018 OBJECTIVES

- Orient the new public health educator.
- Partner with health systems and adjacent health departments to complete a community health assessment
- Explore public health grant opportunities.
- Develop the Health Department Face Book and web presence to enhance public communication.
- Maintain services to the community with current staffing levels.
-

MAJOR CHANGES FROM 2017 BUDGET

Co locating with the Menasha Joint School District and City Hall lowers building costs.

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	FUNCTION	BUDGET NUMBER	DATE
		Health Department	Nancy McKenney
		100-0903-531	10/26/2017

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Dental Hygienist	0.32	0.32
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Deputy Health Officer	0.20	0.00
INTERGOV REVENUE	\$0.00	\$0.00	Hispanic Interpreter	0.08	0.08
LICENSES & PERMITS	\$0.00	\$0.00	Housekeeping	0.00	0.00
FINES & FORFEITS	\$0.00	\$0.00	PH Director	1.00	1.00
PUBLIC CHARGES	\$0.00	\$0.00	PHN I	2.55	3.00
MISCELLANEOUS	\$0.00	\$0.00	PHN II	0.00	0.00
TOTAL	\$0.00	\$0.00	Public Health Aide	1.00	1.00
			Vision/Hearing Screener (0.11	0.11
			TOTAL	5.26	5.51

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Health Department						
100-0903-531.10-01	Wages	102,312	111,421	88,242	111,421	119,028
100-0903-531.10-02	Salaries	196,095	204,582	167,819	204,582	204,592
100-0903-531.10-03	Overtime/Doubletime	681	738	1,078	976	1,346
100-0903-531.15-01	Health	70,768	74,032	45,476	60,000	54,648
100-0903-531.15-02	Life	1,201	1,099	857	1,099	1,324
100-0903-531.15-03	Dental	5,354	5,355	3,306	5,355	3,922
100-0903-531.15-04	Retirement	19,614	20,696	16,721	20,696	20,347
100-0903-531.15-05	FICA	22,546	23,730	19,173	23,730	23,824
100-0903-531.15-07	Vision	469	484	345	484	414
100-0903-531.15-08	Workers Comp	11,531	12,977	10,451	12,977	10,236
100-0903-531.20-01	Janitorial	6,180	5,180	3,205	3,205	0
100-0903-531.21-05	Medical	1,800	2,100	1,650	2,100	2,100
100-0903-531.22-01	Telephone	682	675	618	745	675
100-0903-531.22-03	Electricity	2,402	1,400	998	1,200	0
100-0903-531.22-04	Heat	287	360	176	200	0
100-0903-531.22-05	Water/Sewer	656	300	386	525	0
100-0903-531.24-03	Buildings	432	300	30	150	0
100-0903-531.24-04	Specialized Equipment	225	1,000	302	1,000	1,000
100-0903-531.29-01	Printing	165	200	74	200	200
100-0903-531.29-05	Vehicle/Equipment Rental	5,363	5,500	3,232	5,500	5,500
100-0903-531.29-06	Building Rental	24,695	26,465	23,937	26,465	14,020
100-0903-531.29-07	Inhouse Info Tech Service	27,646	30,598	15,299	30,598	31,317
100-0903-531.30-10	Office	296	300	319	319	300
100-0903-531.30-11	Postage	1,312	1,250	158	1,250	1,250
100-0903-531.30-13	Housekeeping	1,141	1,000	495	500	125
100-0903-531.30-15	Tools & Equipment	757	0	57	814	6,000
100-0903-531.30-18	Department	7,800	7,800	7,538	7,800	8,500
100-0903-531.32-01	Dues/Memberships/Licenses	1,094	1,300	275	1,300	1,300
100-0903-531.33-01	Mileage	704	1,500	527	800	1,500
100-0903-531.33-02	Registrations	82	320	320	320	500
100-0903-531.33-03	Lodging/Meals	22	0	0	0	152
100-0903-531.34-01	Mileage	135	300	0	150	300
100-0903-531.34-02	Registrations	500	600	789	890	3,600
100-0903-531.34-03	Lodging/Meals	0	500	0	200	500
100-0903-531.34-04	Other Expenses	7	25	11	25	25
100-0903-531.51-03	Property	1,100	1,100	550	1,100	0
* Health Department		516,054	545,187	414,414	528,676	518,545

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Environmental Health	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0904-531	10/26/2017

RESPONSIBILITIES

- Agent of the state for all inspection and licensing of retail food and all recreational licensing in the city.
- Agent of the state for inspection and licensing of mobile home parks
- Licensing, inspection, and education on safe food handling for temporary food booths.
- Asbestos inspections per contractual agreement with the DNR
- Inspection/follow-up on potential state and local health code violations received by citizen/other complaint.
- Follow-up on environmental health hazards.
- Assists with follow-up on animal bites (rabies control).

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Collaborated with Utilities on Lead Safe Menasha program for Menasha families, including a data base with the age of homes, water service type (lead, galvanized, copper), water filters, technical assistance and assessment.
- Completing an FDA Environmental Health Program Standards grant.
- Maintained agent contract and all records related to licenses and inspections conducted.
- Took enforcement action against violations of human health hazard laws.
- Maintained Wisconsin Certifications as Asbestos Supervisor, Asbestos Inspector and Lead Risk Assessor.
- Investigated all complaints related to human health hazards received from City residents.

2018 OBJECTIVES

- Orient Public Health Educator
- Manage Environmental Health Consortia with the City of De Pere.
- Maintain Lead Safe Menasha Program as a resource to families in Menasha.
- Maintain Wisconsin Department of Agriculture Trade and Consumer Protection agent contract
- Maintain Wisconsin Department of Administration Manufactured Home Park contract
- Maintain Wisconsin Department of Natural Resources Asbestos Compliance Contract
- Maintain State environmental certifications in asbestos and lead.
- Maintain standardization in the Wisconsin Food Code.
- Investigate all human health hazard complaints.
-

MAJOR CHANGES FROM 2017 BUDGET

Maintain contractual relationship with the City of De Pere (Environmental Health Consortia).
Public Health Educator will provide program support.

CITY OF MENASHA 2018 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Environmental Health	Nancy McKenney
			FUNCTION	BUDGET NUMBER	DATE
			Health and Human Servi	100-0904-531	10/26/2017
<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	1 person	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Registered Sanitarian	0.60	0.60
INTERGOV REVENUE	\$0.00	\$0.00	Public Health Educator	0.00	0.10
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.60	0.70

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Environmental Health					
100-0904-531.10-01	Wages	0	0	658	1,536	6,182
100-0904-531.10-02	Salaries	38,563	39,704	33,079	39,366	43,185
100-0904-531.10-03	Overtime/Doubletime	903	1,633	1,450	1,633	0
100-0904-531.15-01	Health	6,526	6,571	5,535	7,181	7,605
100-0904-531.15-02	Life	69	56	47	57	80
100-0904-531.15-03	Dental	740	743	624	810	795
100-0904-531.15-04	Retirement	2,605	2,811	2,348	2,779	2,893
100-0904-531.15-05	FICA	2,960	3,092	2,625	3,099	3,647
100-0904-531.15-07	Vision	63	65	54	70	65
100-0904-531.15-08	Workers Comp	1,763	1,939	1,648	1,945	1,555
100-0904-531.22-01	Telephone	584	650	608	667	650
100-0904-531.29-05	Vehicle/Equipment Rental	5,802	4,750	4,185	6,250	5,800
100-0904-531.29-07	Inhouse Info Tech Service	1,215	1,345	673	1,345	1,376
100-0904-531.30-10	Office	2	10	0	0	10
100-0904-531.30-11	Postage	191	200	21	200	200
100-0904-531.30-15	Tools & Equipment	148	175	88	175	175
100-0904-531.30-18	Department	80	360	30	360	360
100-0904-531.32-01	Dues/Memberships/Licenses	340	475	350	475	475
100-0904-531.33-01	Mileage	14	50	40	50	50
100-0904-531.33-02	Registrations	0	150	20	150	150
100-0904-531.33-03	Lodging/Meals	10	150	9	159	150
100-0904-531.33-04	Other Expenses	20	0	0	0	20
100-0904-531.34-02	Registrations	300	600	395	600	600
100-0904-531.34-03	Lodging/Meals	16	150	8	150	150
100-0904-531.34-04	Other Expenses	5	20	0	20	20
100-0904-531.51-03	Property	90	90	45	90	0
* Environmental Health		63,009	65,789	54,540	69,167	76,193

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Health Screen/60+	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0905-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program designed to:

- Coordinate all health screenings, health education, and health monitoring of older adult population
- Collaborate with the Menasha Senior Center to assess, plan, implement, and evaluate the Health Screening/60+ program.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Maintained regular Wellness Room hours at the Senior Center to offer preventive services including: health education, blood pressure, and other health screening.
- Coordinated with medical systems to offer health and wellness clinics.
- Offered bi-monthly foot clinics, including a foot exam, foot care and education.
- Coordinated with a certified massage therapist to offer chair massages at the Senior Center.
- Coordinated Walking Club, a 12 week program designed to promote health eating and exercise.
- Coordinated with the Memory Café to offer to programs to Menasha residents.
- Increased screenings offered including: Dental, Vascular Health, Skin Cancer

2018 OBJECTIVES

The Menasha Health Department will:

- Integrate the seven dimensions of wellness into the new public health nurse orientation and Health Screening – 60 Plus program plans (emotional, intellectual/cognitive, physical, professional/vocational, social, spiritual, and environmental).
- Maintain regular wellness room hours at the Senior Center with a public health nurse.
- Maintain collaboration with medical systems to offer health and wellness clinics.
- Maintain collaboration with local healthcare providers to offer skin cancer assessments; oral health screening and education; foot care clinics; chair massages, influenza vaccines.
- Incorporate hearing screening.
- Coordinate Lunch and Learns and Walking Club, a 12 week program designed to promote health eating and exercise.
- Maintain collaboration with the Memory Café to offer to programs to Menasha residents.
- Train Senior Center Nurse in "Living Well with Diabetes" and Tai Chi to offer programs that improves balance, health and wellness.
- Apply for the Winnebago County grant funding to operate the Health Screening - 60 Plus program

MAJOR CHANGES FROM 2017 BUDGET

CITY OF MENASHA 2018 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Health Screen/60+	Nancy McKenney
			FUNCTION	BUDGET NUMBER	DATE
			Health and Human Servi	100-0905-531	10/26/2017
<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	PHN	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Screening Coordinator	0.28	0.30
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.28	0.30

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Health Screening/60 Plus					
100-0905-531.10-01	Wages	13,381	16,540	13,928	16,846	17,158
100-0905-531.15-01	Health	2,261	0	0	0	0
100-0905-531.15-02	Life	9	0	0	0	0
100-0905-531.15-03	Dental	257	0	0	0	0
100-0905-531.15-04	Retirement	831	0	0	0	0
100-0905-531.15-05	FICA	995	1,265	1,065	1,289	1,313
100-0905-531.15-07	Vision	22	0	0	0	0
100-0905-531.15-08	Workers Comp	649	776	653	790	540
100-0905-531.21-05	Medical	1,735	1,980	1,270	1,980	1,980
100-0905-531.24-04	Specialized Equipment	0	60	0	0	60
100-0905-531.30-11	Postage	9	20	0	20	20
100-0905-531.30-18	Department	5,712	300	124	300	2,095
100-0905-531.32-01	Dues/Memberships/Licenses	75	75	75	75	75
100-0905-531.33-01	Mileage	21	150	183	238	150
100-0905-531.34-02	Registrations	0	160	90	160	160
100-0905-531.51-03	Property	90	90	45	90	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Health Screening/60 Plus	26,047	21,416	17,433	21,788	23,551

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Prevention Program	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0906-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program targeting prevention of chronic disease, through promoting physical activity and nutrition and community health planning.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- The Menasha Community Health Needs Assessment has been completed in cooperation with adjacent health departments and health systems.
- Facilitated the 3rd Annual Corny Community Walk with over 184 participants (a significant increase) in cooperation with Menasha business sponsors, Menasha Park and Recreation, Neenah-Menasha Fire and Rescue, and the Menasha Police Department.
- Participated in Weight of the Fox Valley to make a collective impact on physical activity and good nutrition.

2018 OBJECTIVES

- Plan and implement a community health plan in cooperation with health systems and adjacent county and city health departments (required by State Statute).
- Facilitate the 4rd Annual Corny Community Walk to promote physical activity and nutrition.
- Participate in the Weight of the Fox Valley to promote increased physical activity and good nutrition.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Public Health Educator	0.07	0.05
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.07	0.05

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Prevention Program					
100-0906-531.10-01	Wages	2,224	2,592	2,542	2,536	2,649
100-0906-531.15-01	Health	323	281	311	315	298
100-0906-531.15-02	Life	1	0	2	4	2
100-0906-531.15-03	Dental	37	22	25	25	22
100-0906-531.15-04	Retirement	147	0	80	80	0
100-0906-531.15-05	FICA	166	198	179	179	185
100-0906-531.15-07	Vision	3	3	2	2	0
100-0906-531.15-08	Workers Comp	99	122	119	119	83
100-0906-531.20-05	Entertainment	400	400	400	400	400
100-0906-531.30-18	Department	541	822	268	268	1,566
100-0906-531.33-01	Mileage	6	50	7	7	50
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Prevention Program	3,947	4,490	3,935	3,935	5,255

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Radon Grant	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0907-531	10/26/2017

RESPONSIBILITIES

This grant funded program provide residents, realtors and homebuilders with outreach to facilitate reduction of residential exposures to indoor radon.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Promoted testing of homes through the City of Menasha website and public service announcements/
- Provided radon test kits to residents at a minimal cost.
- Offer radon presentations upon request.

2018 OBJECTIVES

The Radon grant is not available in 2016-2017.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	PHN	0.04	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.04	0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Radon Grant					
100-0907-531.10-01	Wages	1,299	0	1,058	1,058	0
100-0907-531.15-01	Health	203	0	111	111	0
100-0907-531.15-02	Life	1	0	0	0	0
100-0907-531.15-03	Dental	22	0	11	11	0
100-0907-531.15-04	Retirement	68	0	0	0	0
100-0907-531.15-05	FICA	94	0	78	78	0
100-0907-531.15-07	Vision	2	0	1	1	0
100-0907-531.15-08	Workers Comp	58	0	50	50	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Radon Grant	1,747	0	1,309	1,309	0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	School Health Aides	Nancy McKenney
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Servi	100-0908-531	10/26/2017

RESPONSIBILITIES

School health aides work in the schools during the lunch hour distributing medications and providing other health related services to students.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Provided annual training for all school health aides.

2018 OBJECTIVES

- Continue school health aide services.
- Maintain school health aide annual training.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	School Health Aide (4)	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	School Health Aide (5)	1.38	1.38
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.38	1.38

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	School Health Aides					
100-0908-531.10-01	Wages	33,060	35,195	25,220	33,488	35,904
100-0908-531.15-05	FICA	2,529	2,692	1,930	2,692	2,747
100-0908-531.15-08	Workers Comp	1,470	1,651	1,183	1,651	1,131
100-0908-531.15-09	Unemployment Comp	0	0	2,556	2,556	0
100-0908-531.30-18	Department	0	50	0	50	50
100-0908-531.34-02	Registrations	0	75	60	75	75
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	School Health Aides	37,059	39,663	30,949	40,512	39,907

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Dental Program	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0909-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program that, along with the Dental Sealant Program, prevents tooth decay, the most common chronic disease in children. This program serves preschool and school-aged children in the Menasha School District. Services include oral health education, dental screenings and topical fluoride, parent follow up and referral for treatment and emergency conditions.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2016-2017 School Year Accomplishments

- Dental Screenings
 - 2376 children had oral screenings
 - 1916 Preschool and Elementary
 - 232 Middle school
 - 228 High school
 - 205 (9%) were referred to a dental provider
 - 182 Preschool and elementary
 - 9 Middle school
 - 14 High school
- Dental Health Education
 - 2127 children (approx. 105 classrooms) participated in dental health/nutrition education
 - Children received individual oral hygiene instructions when necessary
- School/Community Outreach Programs
 - “Get Fit Night,” Banta pre-kindergarten screening event, “Family Resource Day,” Neenah-Menasha “Back to School Fair,” Menasha Library “Brain Walk.”
 - Over 1000 families participated
- Fluoride Varnish Program
 - With parental permission, 1374 fluoride varnishes are provided to students in the Menasha Schools, Head Start program, Menasha Parks and Recreation “Tiny Tots” program, Salvation Army Children’s Learning Center, and UW-Fox Valley Children’s Center.
- Maintained a dental consultation and referral network with Menasha private dental practices, Tri-County Community Dental Clinic, and Partnership Community Health Center
- Implemented the Oral Health for Children and Youth with Special Health Care Needs Program

2018 OBJECTIVES

During the School Year the Menasha Health Department will:

- Offer screening, topical fluoride varnish application, referral, oral health education, school and community outreach to children and families in the Menasha Joint School District.
- Strengthen the dental consultation and referral network.

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Dental Program	Nancy McKenney
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Servi	100-0909-531	10/26/2017
<ul style="list-style-type: none"> • Evaluate the Oral Health for Children and Youth with Special Health Care Needs program. • Apply for continued program funding. • Record and evaluate data to guide continuous quality improvement. 			

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Dental Assistant	0.03	0.14
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Dental Hygenist	0.29	0.48
INTERGOV REVENUE	\$0.00	\$0.00	Public Health Educator	0.00	0.06
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.32	0.68

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Dental Program					
100-0909-531.10-01	Wages	29,279	32,712	54,631	53,502	34,159
100-0909-531.15-01	Health	4,889	5,026	2,848	5,026	3,374
100-0909-531.15-02	Life	142	111	54	111	50
100-0909-531.15-03	Dental	467	486	169	300	253
100-0909-531.15-04	Retirement	1,381	1,493	1,339	1,574	1,809
100-0909-531.15-05	FICA	2,124	2,422	2,020	2,395	2,569
100-0909-531.15-07	Vision	41	43	19	35	26
100-0909-531.15-08	Workers Comp	1,325	1,535	1,158	1,798	1,076
100-0909-531.21-06	Management	0	0	0	2,625	0
100-0909-531.24-04	Specialized Equipment	287	0	0	0	0
100-0909-531.30-18	Department	2,866	2,600	4,626	6,960	4,154
100-0909-531.33-01	Mileage	80	100	13	80	80
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*	Dental Program	42,881	46,528	66,877	74,406	47,550

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Lead Prevention Grant	Nancy McKenney
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Servi	100-0913-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program to provide case management services to families with a possible lead poisoned child.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Reviewed all reports sent from the State Laboratory of Hygiene
- Provided information and offered technical assistance to families whose child's blood lead level was between 5mcg – 10 mcg
- Provided home visits and lead hazard investigations as indicated.

2018 OBJECTIVES

- Attend the statewide Childhood Lead Poisoning Conference as offered.
- Provide case management services to families with a possible lead poisoned child in accordance with federal and state guidance.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	PHN	0.03	0.04
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.03	0.04

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Lead Prevention Grant					
100-0913-531.10-01	Wages	2,971	2,712	2,637	2,760	2,780
100-0913-531.15-02	Life	1	1	1	1	3
100-0913-531.15-04	Retirement	196	184	179	188	186
100-0913-531.15-05	FICA	227	207	202	208	213
100-0913-531.15-08	Workers Comp	135	127	123	129	88
100-0913-531.34-02	Registrations	40	40	0	0	40
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*	Lead Prevention Grant	3,570	3,271	3,142	3,286	3,310

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Immunization Grant	Nancy McKenney
	FUNCTION	BUDGET NUMBER	DATE
	Health and Human Servi	100-0914-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program to assure infants 24 months of age are up to date on recommended vaccines.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Notified families of recommended vaccination for infants 24 months of age.
- Offered monthly vaccine clinics to families.
- Completed an Adult T-dap grant to improve immunization rates in adults
- By December 31, 2017, over 80% of children residing in the Menasha Health Department jurisdiction who turn 24 months of age completed recommended vaccines.

2018 OBJECTIVES

- Notified families of recommended vaccination for infants 24 months of age.
- Offered monthly vaccine clinics to families.
- Meet or exceed 2017 benchmark of children residing in Menasha Health Department jurisdiction who turn 24 months of age and complete recommended vaccines.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	PHN Hrly	0.04	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	PHN Salary	0.05	0.11
INTERGOV REVENUE	\$0.00	\$0.00	Public Health Aide	0.01	0.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.10	0.11

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Immunization Grant					
100-0914-531.10-01	Wages	2,676	5,930	4,060	5,930	6,056
100-0914-531.10-02	Salaries	0	0	143	143	0
100-0914-531.15-01	Health	463	0	24	24	0
100-0914-531.15-02	Life	3	0	0	0	0
100-0914-531.15-03	Dental	53	0	3	3	0
100-0914-531.15-04	Retirement	156	0	10	10	0
100-0914-531.15-05	FICA	198	454	321	390	463
100-0914-531.15-07	Vision	4	0	0	1	0
100-0914-531.15-08	Workers Comp	101	278	197	241	191
100-0914-531.24-04	Specialized Equipment	0	0	368	368	0
100-0914-531.30-18	Department	5,069	200	740	2,647	1,124
100-0914-531.34-01	Mileage	78	80	0	0	80
*	Immunization Grant	8,801	6,942	5,866	9,757	7,914

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Maternal Child Health	Nancy McKenney
FUNCTION	BUDGET NUMBER	DATE
Health and Human Servi	100-0915-531	10/26/2017

RESPONSIBILITIES

This is a grant funded program to provide community based services for early childhood in partnership with other local agencies that work specifically with early childhood populations such as daycares.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Worked with the Wisconsin Breast Feeding Coalitions, the Fox Valley Early Childhood Coalition, and Weight of the Fox Valley to support maternal and child health in the community, region and state.
- Assisted childcare centers to complete all 10 steps to become a breast feeding friendly worksite.
- Provided resources and training to support childcare sites in becoming breast feeding friendly.

2018 OBJECTIVES

- Work with coalitions and partners to support maternal and child health in the community, region and state.
- Assist additional child care centers to become breast feeding friendly worksites.
- Provide resources and staff training to support current and additional childcare sites to become breast feeding friendly.

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING	POSITION TITLE	2017 # OF FTE'S	2018 # OF FTE'S
TAXES	\$0.00	\$0.00	Public Health Educator	0.00	0.18
SPECIAL ASSESSMENTS	\$0.00	\$0.00	PHN (Salary)	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.18

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Maternal Child Health					
100-0915-531.10-01	Wages	10,549	9,217	4,584	9,217	10,156
100-0915-531.15-01	Health	1,784	1,000	510	868	1,141
100-0915-531.15-02	Life	5	0	1	1	9
100-0915-531.15-03	Dental	190	79	41	79	86
100-0915-531.15-04	Retirement	559	0	89	113	0
100-0915-531.15-05	FICA	761	705	327	549	709
100-0915-531.15-07	Vision	17	9	2	9	0
100-0915-531.15-08	Workers Comp	472	432	214	406	320
100-0915-531.30-18	Department	101	100	0	0	1,290
100-0915-531.33-01	Mileage	48	100	4	100	100
100-0915-531.34-02	Registrations	0	125	0	125	125
100-0915-531.34-03	Lodging/Meals	0	38	0	38	38
<hr/>						
*	Maternal Child Health	14,486	11,805	5,772	11,505	13,974

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Dental Sealant Program	PREPARED BY Nancy McKenney
FUNCTION Health and Human Servi	BUDGET NUMBER 100-0916-531	DATE 10/26/2017

RESPONSIBILITIES

This is a grant funded program that, along with the Dental Program, prevents tooth decay, the most common chronic disease in children. This program serves preschool and school-aged children in the Menasha School District. Services include: dental screening, dental sealants, and topical fluoride application, parent follow up and refer for restorative treatment and emergency conditions.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2016-17 Accomplishments

- Successfully competed and was awarded a Wisconsin Seal a Smile grant .
- Distributed parental permission, all children in grades 2, 3, 5, 6, 7 and 8 the Menasha School District:
- Dental screening (significant increase in participation from the previous year)
 - Screened 203 children for tooth decay and to determine the need for sealants
 - Screened 203 children for inflammation, abscesses and any other oral manifestations of disease
 - Completed 415 dental sealant applications on 124 children
 - Referred 25 children to see a dental provider for dental treatment needs.
- 203 children received Individual oral hygiene instructions
- 203 children received fluoride varnish applications
- Maintained a dental referral network of private practice dentists; Tri County Community Dental Clinic and Partnership Community Health Center.

2018 OBJECTIVES

- Promote the Menasha Seal a Smile program to improve participation.
- Continue to offer dental screenings, sealants and fluoride treatments by parental permission in grades 2,3,6,7 and 8 in the Menasha School District.
- Continue to provide individual oral hygiene instructions.
- Maintain and strengthen dental consultation and referral network.
- Apply for annual funding.
- Record and evaluate data for continuous quality improvement.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Dental Assistant	0.00	0.06
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Dental Hygienist	0.00	0.13
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.19

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Dental Sealant Program					
100-0916-531.10-01	Wages	5,901	8,586	10,231	10,791	9,019
100-0916-531.15-01	Health	176	750	1,068	1,132	806
100-0916-531.15-02	Life	0	0	8	10	13
100-0916-531.15-03	Dental	14	59	89	94	60
100-0916-531.15-04	Retirement	4	0	437	475	490
100-0916-531.15-05	FICA	438	657	763	805	685
100-0916-531.15-07	Vision	2	7	10	12	7
100-0916-531.15-08	Workers Comp	254	402	479	490	284
100-0916-531.30-18	Department	929	930	559	560	599
100-0916-531.32-01	Dues/Memberships/Licenses	75	150	125	125	0
100-0916-531.33-01	Mileage	12	20	61	61	20
100-0916-531.34-01	Mileage	67	70	0	0	70
100-0916-531.34-03	Lodging/Meals	93	100	91	91	100
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Dental Sealant Program	7,965	11,731	13,921	14,646	12,153

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Bio-Terrorism	PREPARED BY Nancy McKenney
FUNCTION Health and Human Servi	BUDGET NUMBER 100-0918-531	DATE 10/26/2017

RESPONSIBILITIES

This is a grant-funded program to maintain emergency preparedness.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Managed the Annual City of Menasha Influenza Vaccine Clinic, which is also an emergency preparedness exercise at the City Center at 100 Main Street.
 - 269 vaccinations in 2017, compared to 232 vaccinations provided at the 2016 Butte des Morts influenza vaccine clinic
 - 22 volunteers were trained on influenza vaccination clinic protocol
- Two staff completed incident command public health emergency preparedness
- Participated as members and on the Board of Directors in the Region 6 Fox Valley Area Health Care Coalition.
- Participated in Northeast Wisconsin Public Health Emergency Preparedness coalition to coordinate emergency preparedness efforts.
- Responded as requested to public health emergencies.

2018 OBJECTIVES

- Continue to manage the City of Menasha Influenza Vaccine Clinic as an emergency preparedness and response exercise.
- Maintain coordination and conduct public health emergency preparedness activities in cooperation with local emergency management, emergency medical services, and other emergency responders.
- Continue to participate in the Region 6 Fox Valley Area Health Care Coalition.
- Continue to participate in the Northeast Wisconsin Public Health Emergency Preparedness Coalition.
- Respond as requested to public health emergencies.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Public Health Educator	0.15	0.29
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Dental Hygienist	0.07	0.05
INTERGOV REVENUE	\$0.00	\$0.00	PHN hrly	0.00	0.00
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.22	0.34

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Bio-Terrorism					
100-0918-531.10-01	Wages	17,480	17,904	11,973	17,904	18,709
100-0918-531.10-02	Salaries	688	0	0	0	0
100-0918-531.10-03	Overtime/Doubletime	132	0	0	0	0
100-0918-531.15-01	Health	3,545	3,217	1,515	1,977	2,096
100-0918-531.15-02	Life	65	76	13	20	20
100-0918-531.15-03	Dental	354	315	111	374	157
100-0918-531.15-04	Retirement	1,208	1,022	453	543	188
100-0918-531.15-05	FICA	1,342	1,315	1,005	1,315	1,323
100-0918-531.15-07	Vision	30	27	8	10	3
100-0918-531.15-08	Workers Comp	819	840	567	712	589
100-0918-531.21-06	Management	6,000	6,000	5,000	6,000	6,000
100-0918-531.24-04	Specialized Equipment	0	0	957	957	0
100-0918-531.30-10	Office	12	0	0	0	0
100-0918-531.30-11	Postage	42	43	0	0	0
100-0918-531.30-15	Tools & Equipment	1,925	0	0	0	0
100-0918-531.30-18	Department	1,613	150	11,681	11,681	6,779
100-0918-531.33-01	Mileage	92	100	123	123	50
100-0918-531.33-02	Registrations	0	0	0	0	250
100-0918-531.33-04	Other Expenses	14	15	0	15	0
100-0918-531.34-01	Mileage	11	15	0	15	0
100-0918-531.34-02	Registrations	1,000	0	1,250	1,250	0
100-0918-531.34-03	Lodging/Meals	0	0	353	353	0
* Bio-Terrorism		36,372	31,039	35,009	43,249	36,164

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME Twenty-Four/Seven Cov	PREPARED BY Nancy McKenney
	FUNCTION	BUDGET NUMBER 100-0919-531	DATE 10/26/2017

RESPONSIBILITIES

This program is grant funded and provides staff with telephone and specialized equipment (e.g. I-pad) to facilitate business communication.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Provided staff with telephones and I-pads to facilitate business communication.

2018 OBJECTIVES

Provide Bioterrorism staff with upgraded telephones to facilitate business communication.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Twenty-Four/Seven					
100-0919-531.15-08	Workers Comp	1-	0	0	0	0
100-0919-531.22-01	Telephone	1,743	2,196	1,451	2,196	3,074
<hr/>						
*	Twenty-Four/Seven	1,742	2,196	1,451	2,196	3,074

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Senior Center	PREPARED BY Nancy McKenney
FUNCTION Health and Human Servi	BUDGET NUMBER 100-0920-531	DATE 10/26/2017

RESPONSIBILITIES

The Menasha Senior Center is fully accredited by the National Institute of Senior Centers. It is operated by the Neenah-Menasha YMCA under a collaborative agreement with the City of Menasha. The Senior Center is supported in part, by a grant from Winnebago County. Responsibilities include:

- Maintaining Menasha's state of the art Senior Center, where anyone 55 years and older, may engage in social, educational, and recreational activities.
- Offering Senior Center participants opportunities to pursue improved health, stronger economic security, enhanced well-being, and increased societal participation.
- Facilitating counseling services, information on available health, housing, financial, and other personal services.
- Promoting the Menasha Senior Center to individuals 55 years and older to increase awareness and participation in activities and services offered at the Senior Center.
- Convening the City of Menasha, Committee on Aging.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

- Revised the Menasha Senior Center mission, vision and goals to include the eight dimensions of wellness.
- Convened monthly Committee on Aging meetings.
- Oriented two Committee on Aging members.

2018 OBJECTIVES

- Continue collaborative partnership with the Neenah-Menasha YMCA, as operations agent for the Menasha Senior Center.
- Maintain Winnebago County Senior Center grant to support Senior Center operations.
- Seek additional funding opportunities to support Senior Center operations and programs.
- Integrate the eight dimensions of wellness into program planning.
- Implement continuous quality improvement into program evaluation.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Activity Coordinator	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Supervisor	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Senior Center					
100-0920-531.21-06	Management	88,664	91,643	91,644	91,643	91,693
100-0920-531.22-01	Telephone	0	0	69	0	0
100-0920-531.22-04	Heat	0	0	21	0	0
100-0920-531.24-03	Buildings	3,312	2,500	2,022	2,500	6,000
100-0920-531.29-05	Vehicle/Equipment Rental	0	50	31	50	50
100-0920-531.29-07	Inhouse Info Tech Service	570	647	324	647	619
100-0920-531.30-13	Housekeeping	190	50	145	175	200
100-0920-531.51-03	Property	960	960	480	960	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Senior Center	93,696	95,850	94,736	95,975	98,562

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
	Animal Impoundment	Tim Styka
FUNCTION	BUDGET NUMBER	DATE
	100-0806-532	10/26/2017

RESPONSIBILITIES

This budget provides for the funding paid to Fox Valley Humane Society for caring for stay animals located within the City.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

Slight decrease from 2017 based upon changes made in transporting animals.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Animal Impoundment					
100-0806-532.25-01	Other Municipal Entities	14,183	16,000	4,077	12,500	15,000
*	Animal Impoundment	<u>14,183</u>	<u>16,000</u>	<u>4,077</u>	<u>12,500</u>	<u>15,000</u>

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Resthaven Cemetery O	PREPARED BY Brian Tungate Vince Maas
FUNCTION Health and Human Servi	BUDGET NUMBER 100-0701-533	DATE 10/25/2017

RESPONSIBILITIES

Ensure that the city's two cemetery sites are properly administrated and maintained.

SERVICES PROVIDED

Provide affordable grave space to the community

2017 ACCOMPLISHMENTS

Repaved a long section of cemetery roadway

2018 OBJECTIVES

- Improve maintenance to turf area

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING	POSITION TITLE	2017 # OF FTE'S	2018 # OF FTE'S
TAXES	\$0.00	\$0.00	Park Caretaker	0.15	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Summer Laborer	0.03	0.03
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.18	0.23

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CULTURE & RECREATION

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Public Library	Vicki Lenz
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	100-0601-551	10/26/2017

RESPONSIBILITIES

The library supports lifelong learning for people of all ages. It promotes early childhood literacy, preparing children to reach their full potential in school. The library bridges the technology divide, providing computer and internet access to everyone in our community. And it builds community with programs, exhibits, and meeting spaces that bring people together to learn, discuss, and broaden their understanding of the world.

SERVICES PROVIDED

The library has about 140,000 physical items available for checkout, with more than a million more directly available from other libraries in the Winnefox library system. Library patrons also have constant access to a digital library of ebooks, audiobooks, local podcasts, music, magazines, online classes, story books, and videos. The library provides reference and information assistance, answering more than 55,000 questions each year. Four meeting rooms are available and set up for the public upon request. Teacher/homeschooling services include a special teacher card, special book collections, and library tours and instruction. The library offers personal business services: faxing, photocopies, computers, scanning, WiFi access, exam proctoring, mobile printing, tax forms, and a notary public. Library programs and classes are well attended. Other services include home delivery, one-on-one technology help, and interlibrary loan/borrowing of materials with libraries outside the library system. Exhibits feature local artists, and local artisans display their work.

2017 ACCOMPLISHMENTS

The library's summer reading program had more than a 5% increase in participation and children checked out more than 25% more books than last summer. Staff and students at Menasha High School constructed a Book Bike cart, and the Rotary Club of Menasha donated a bicycle, so that staff can take books out to patrons. The Common Council and local veteran's group re-dedicated the library's main meeting room to the Company E of Menasha, who served in WWI. The library received grant funds from local businesses, most notably from Faith Technologies, to purchase technology for children and internet hotspot devices to check out. Meeting rooms now all have overhead projectors, and the main meeting room's sound system has been improved. The carpeting in the concourse area of the library was replaced by Macco's, at a lower cost and in less time than anticipated. The library's Board of Trustees created a new Governance Board to more intentionally review trustee responsibilities, oversee trustee orientation, take over responsibilities of the former ad hoc Nominating Committee, propose changes in board structure, and take the lead in succession planning. They also created a new Marketing and Development Committee to develop a plan to reach non-users of the library and make more people aware of the value of the library.

2018 OBJECTIVES

Next year's capital improvement requests include funds to convert light fixtures to LED for energy savings, a study room renovation to help meet demand for small quiet spaces for literacy tutoring and taking tests, parking lot improvements for greater pedestrian safety, upgrades to the security camera system that would provide clearer images and more coverage, and work on one of the building's cooling system chillers, if necessary. A new marketing plan will be developed to reach non-users of the library.

MAJOR CHANGES FROM 2017 BUDGET

The library's budget for materials was \$190,000 in 2009, an amount that was reduced to accommodate budget constraints during following years. The Board of Trustees has the goal of incrementally re-establishing that benchmark in order to maintain collection relevance. Staffing for 2018 will be at five hours fewer staff hours per week; funds for wages increase to allow for future payroll expenses, step increases, retirement payouts for two long-time employees,

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Public Library	Vicki Lenz
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0601-551	10/26/2017

and a 2% COLA. The line for printing was increased by \$1,000 to allow for more marketing.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Administrative Assistant	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Assistant Librarian	1.50	1.50
INTERGOV REVENUE	\$0.00	\$0.00	Building Deputy Director	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00	Building Superintendent	0.03	0.03
FINES & FORFEITS	\$0.00	\$0.00	Custodian	1.06	1.06
PUBLIC CHARGES	\$0.00	\$0.00	Director	1.00	1.00
MISCELLANEOUS	\$0.00	\$0.00	Librarian	3.00	3.00
TOTAL	\$0.00	\$0.00	Library Assistant	4.20	3.75
			Library Clerk	2.00	2.00
			Library Page	0.75	0.55
			Supervisor	3.00	3.00
			TOTAL	17.57	16.92

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Public Library					
100-0601-551.10-01	Wages	484,628	532,458	431,243	519,174	566,915
LEVEL	TEXT	TEXT AMT				
TOTB	REGULAR STAFF HOURLY WAGES	546,915				
	2018 ESTIMATED RETIREMENT PAYOUTS FOR UNUSED					
	SICK LEAVE TIME AT POINT OF RETIREMENT DURING YEAR	20,000				
		566,915				
100-0601-551.10-02	Salaries	292,772	289,261	244,763	289,261	300,363
100-0601-551.10-03	Overtime/Doubletime	4,597	5,346	6,136	6,500	5,500
100-0601-551.15-01	Health	127,673	129,797	105,452	129,797	128,922
100-0601-551.15-02	Life	1,858	1,597	1,379	1,597	2,045
100-0601-551.15-03	Dental	12,721	12,401	9,751	12,401	11,729
100-0601-551.15-04	Retirement	48,326	51,854	43,452	51,854	52,539
100-0601-551.15-05	FICA	58,111	61,482	50,617	60,619	64,321
100-0601-551.15-07	Vision	910	983	933	983	1,120
100-0601-551.15-08	Workers Comp	3,757	4,558	3,558	4,400	2,960
100-0601-551.15-09	Unemployment Comp	0	300	0	0	301
100-0601-551.19-03	Uniform/Clothing Allow	97	100	78	100	100
100-0601-551.20-01	Janitorial	17,897	17,950	13,869	17,950	18,500
100-0601-551.20-05	Entertainment	3,045	3,000	2,965	2,965	3,000
100-0601-551.21-03	Accounting/Financial	550	560	560	560	570
100-0601-551.21-06	Management	468	300	385	385	470
100-0601-551.22-01	Telephone	170	400	232	260	170
100-0601-551.22-03	Electricity	44,772	40,000	33,831	44,771	44,000
100-0601-551.22-04	Heat	12,578	17,000	8,913	12,600	15,000
100-0601-551.22-05	Water/Sewer	7,501	6,500	5,408	7,500	7,500
100-0601-551.22-06	Storm Water	1,539	1,590	1,233	1,540	1,750
100-0601-551.24-01	Office Equipment	1,516	0	1,080	1,080	0
100-0601-551.24-03	Buildings	20,902	19,800	20,860	25,612	19,800
100-0601-551.24-04	Specialized Equipment	13,291	7,500	4,895	7,500	7,500
100-0601-551.25-01	Other Municipal Entities	104,502	80,333	80,333	80,333	82,000
100-0601-551.29-02	Publishing	892	1,000	0	0	2,000
100-0601-551.29-05	Vehicle/Equipment Rental	1,635	4,500	1,124	4,500	4,500
100-0601-551.29-07	Inhouse Info Tech Service	6,600	7,881	4,459	7,881	7,703
100-0601-551.30-10	Office	4,561	7,000	4,786	5,856	7,000
100-0601-551.30-11	Postage	3,223	2,500	2,138	3,325	2,500
100-0601-551.30-13	Housekeeping	6,604	10,000	3,665	6,605	8,900
100-0601-551.30-14	Library Materials	170,043	165,000	98,958	165,000	170,000
100-0601-551.30-15	Tools & Equipment	2,513	500	335	335	500
100-0601-551.30-16	Promotional	3,247	3,243	2,652	4,014	3,243
100-0601-551.30-18	Department	15,109	14,500	11,495	14,359	14,500
100-0601-551.30-19	Office Furnishings	2,215	400	0	400	400
100-0601-551.32-01	Dues/Memberships/Licenses	1,173	950	967	967	950
100-0601-551.33-01	Mileage	507	400	600	600	400
100-0601-551.33-02	Registrations	539	500	346	346	500

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
100-0601-551.33-03	Lodging/Meals	279	500	855	1,000	500
100-0601-551.33-04	Other Expenses	431	0	46	46	0
100-0601-551.34-01	Mileage	278	200	199	220	200
100-0601-551.34-02	Registrations	348	500	1,095	1,095	500
100-0601-551.34-03	Lodging/Meals	843	300	569	575	300
100-0601-551.34-04	Other Expenses	0	0	150	150	0
100-0601-551.51-03	Property	5,500	5,500	2,750	5,500	5,500
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Public Library	1,490,721	1,510,444	1,209,115	1,502,516	1,567,171

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Parks Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0703-553	10/25/2017

RESPONSIBILITIES

Plan and manage the City's network of parks, trails, and open spaces.

SERVICES PROVIDED

Ensure that residents have sufficient parks, trails, open space and related facilities to enjoy all the benefits provided by a quality park system.

2017 ACCOMPLISHMENTS

- Completed the Jefferson Park vision plan process
- Renovated basketball courts at Hart & Smith Parks
- Installed new scoreboard at Jefferson Park
- Replaced the boiler at the Memorial Building
- Renovated the Shepard Park shelter
- Finalized funding and broke ground on the Loop the Lake Project
- Made progress on DNR concerns with the Lawson Canal restoration project

2018 OBJECTIVES

- Begin repair to Jefferson Park Shorewall (Vision Plan)
- Install a pedestrian bridge on Peanut Island (Vision Plan)
- Take the Jefferson Park west diamond out of service after the season (Vision Plan)
- Work with School District & other stakeholders on large Jefferson Park playground fundraising project (2019 Vision Plan)
- Renovate Koslo Park Basketball Court
- Purchase play equipment for Koslo Park
- Pave area behind the backstop at Koslo Park
- Add an ADA accessible bleacher at Koslo Park
- Renovate tennis courts at Barker Farm Park
- Paint & repair Hart Park Shelter
- Renovate (floor and tile) the Jefferson Park restrooms
- Install small picnic shelter at Shepard Park
- Renovate Shepard Park basketball court (1/2 court)
- Build small parking lot and install landscape at 100 Fox Street (Loop the Lake)
- Improve other play, athletic and trail (land and water) areas as needed
- Update open Space and Recreation Facilities Plan (East Central assistance)
- Add poured-in-place surfacing at Clovis Grove with school district funding assistance

MAJOR CHANGES FROM 2017 BUDGET

CITY OF MENASHA 2018 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Parks Department	Brian Tungate
			FUNCTION	BUDGET NUMBER	DATE
			Culture and Recreation	100-0703-553	10/25/2017
<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Admin. Asst. (Garage)	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Arborist	0.40	0.40
INTERGOV REVENUE	\$0.00	\$0.00	Deputy Dir. Of Muni Oper	0.10	0.10
LICENSES & PERMITS	\$0.00	\$0.00	DPW Laborer	0.15	0.15
FINES & FORFEITS	\$0.00	\$0.00	Facility Tech/Electrician	0.15	0.15
PUBLIC CHARGES	\$0.00	\$0.00	Facility/Pool Tech. (1)	0.70	0.70
MISCELLANEOUS	\$0.00	\$0.00	Park Caretakers (4)	3.70	3.60
			Park Superintendent	1.00	0.91
			Seasonal Laborers (2)	1.15	1.15
			Summer Laborers (6)	1.73	1.73
TOTAL	\$0.00	\$0.00	TOTAL	9.28	9.09

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Parks Department						
100-0703-553.10-01	Wages	313,688	335,606	268,169	311,206	314,446
100-0703-553.10-02	Salaries	82,301	79,266	67,187	76,402	81,256
100-0703-553.10-03	Overtime/Doubletime	14,533	10,000	15,343	15,400	14,000
100-0703-553.10-08	Wages-Temp Help	0	0	0	0	31,140
100-0703-553.15-01	Health	92,974	87,254	81,764	97,336	118,477
100-0703-553.15-02	Life	1,376	1,078	888	1,054	1,662
100-0703-553.15-03	Dental	7,284	6,864	6,607	7,829	8,937
100-0703-553.15-04	Retirement	25,019	25,504	21,082	24,013	26,284
100-0703-553.15-05	FICA	31,069	31,906	26,320	30,222	32,720
100-0703-553.15-07	Vision	731	708	636	761	862
100-0703-553.15-08	Workers Comp	17,938	19,605	15,750	17,972	14,444
100-0703-553.15-09	Unemployment Comp	5,602	12,000	4,295	10,000	10,000
100-0703-553.19-03	Uniform/Clothing Allow	1,783	2,000	1,445	1,800	2,100
100-0703-553.20-06	Lawn Care	1,937	1,500	1,277	1,500	1,500
100-0703-553.20-07	Pest Control	275	150	30	150	150
100-0703-553.20-09	Sanitation	2,809	3,000	4,121	4,800	5,000
100-0703-553.21-02	Engineering	4,958	6,000	6,000	5,800	6,000
100-0703-553.21-06	Management	67	0	0	0	0
100-0703-553.22-01	Telephone	2,557	2,600	2,393	2,600	2,700
100-0703-553.22-03	Electricity	33,458	33,300	27,014	34,490	34,500
LEVEL	TEXT	TEXT AMT				
TOTB	LIGHT LEASES AT KOSLO/JEFFERSON PARK TRAIL					
100-0703-553.22-04	Heat	3,623	6,200	2,335	4,000	6,000
100-0703-553.22-05	Water/Sewer	17,967	18,000	13,455	17,800	18,000
100-0703-553.22-06	Storm Water	17,414	18,000	13,764	18,350	18,500
100-0703-553.24-01	Office Equipment	0	200	0	0	0
100-0703-553.24-02	Tools & Equipment	8,537	6,500	6,562	6,400	6,500
100-0703-553.24-03	Buildings	22,831	25,500	23,696	25,500	27,000
LEVEL	TEXT	TEXT AMT				
TOTB	MEMORIAL BLDG FLOOR,ADA UPGRADES,PAINTING PLUMBING,RESTROOM,ELECTRICAL					
100-0703-553.24-04	Specialized Equipment	348	1,600	184	500	500
100-0703-553.24-05	Small Projects	11,342	8,000	8,817	8,500	8,500
100-0703-553.29-01	Printing	1,445	3,000	2,021	2,900	3,000
100-0703-553.29-04	Vehicle Repair	0	2,000	0	0	0
100-0703-553.29-05	Vehicle/Equipment Rental	144,876	122,000	107,906	136,900	137,000
100-0703-553.29-07	Inhouse Info Tech Service	5,108	6,940	3,470	6,940	6,056
100-0703-553.30-10	Office	191	700	229	250	500
100-0703-553.30-11	Postage	196	200	160	160	200
100-0703-553.30-13	Housekeeping	2,849	2,600	233	2,600	2,600
100-0703-553.30-15	Tools & Equipment	9,044	8,500	6,294	8,500	9,000
LEVEL	TEXT	TEXT AMT				
TOTB	ADA BLEACHERS, BACKPACK BLOWER, WALK BEHIND MOWER					

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
100-0703-553.30-18	POWER POLE SAW, STRING TRIMMER, POWER TOOLS Department	35,307	36,500	33,746	36,500	39,000
LEVEL	TEXT	TEXT AMT				
TOTB	POURED IN PLACE RUBBER MATERIALS AS NEEDED, FLOWERS DIRT, SIGNS, WOODSHIPS, CONCRETE, ASPHALT, LUMBER, LANDSCAPE MATERIALS					
100-0703-553.32-01	Dues/Memberships/Licenses	180	280	130	280	280
100-0703-553.34-02	Registrations	1,000	750	793	793	750
LEVEL	TEXT	TEXT AMT				
TOTB	PARK SUPERINTENDENT ATTENDANCE AT STATE CONFERENCE OTHER WORKSHOPS					
100-0703-553.34-03	Lodging/Meals	841	750	288	750	750
100-0703-553.38-01	Fuel	2,054	2,000	62	2,000	2,500
100-0703-553.51-03	Property	3,900	3,900	1,950	3,900	0
100-0703-553.82-02	Construction	10,523	0	0	0	0
*	Parks Department	939,935	932,461	776,416	926,858	992,814

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Recreation Department	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	100-0702-552	10/25/2017

RESPONSIBILITIES

Plan and manage recreation programs for the community.

SERVICES PROVIDED

Offer a variety of affordable recreation programs and activities to the community

2017 ACCOMPLISHMENTS

- Expanded the popular youth gymnastics programs held at the Memorial Building
- Collaborated with the Neenah Cross-Country 5K event held the Sunday after the Grunski Runski, by adding a 5K Dynamic Double Event.
- Successfully added "bubbles" to several summer recreation events
- Collaborated on a new youth sailing program with Oshkosh Youth Sailing organization, School District and Boys & Girls Club

2018 OBJECTIVES

- Partner with Neenah to plan a Loop the Lake grand opening event
- Continue the youth sailing program

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Director	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park/Rec Admin. Asst.	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers	2.03	2.26
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	4.03	4.26

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Recreation Department						
100-0702-552.10-01	Wages	91,049	87,663	86,073	95,700	43,046
100-0702-552.10-02	Salaries	81,826	83,528	70,602	83,528	84,386
100-0702-552.10-03	Overtime/Doubletime	52	0	87	87	75
100-0702-552.10-08	Wages-Temp Help	0	0	0	0	54,950
100-0702-552.15-01	Health	38,243	38,369	31,975	38,369	38,855
100-0702-552.15-02	Life	519	426	360	426	670
100-0702-552.15-03	Dental	2,477	2,477	2,064	2,447	2,477
100-0702-552.15-04	Retirement	8,524	8,448	7,700	8,448	8,538
100-0702-552.15-05	FICA	12,820	12,614	11,546	13,710	13,410
100-0702-552.15-07	Vision	277	287	240	287	287
100-0702-552.15-08	Workers Comp	6,128	6,218	5,827	6,650	5,468
100-0702-552.15-09	Unemployment Comp	2,960	300	0	0	400
100-0702-552.20-03	Temp Staffing	1,853	1,800	460	1,860	1,900
LEVEL	TEXT	TEXT AMT				
TOTB	GRUNSKI TIMING SERVICES, GOLF, ART & OTHER INSTRUCTION SERVICES					
100-0702-552.20-05	Entertainment	1,774	2,500	2,206	2,400	2,700
LEVEL	TEXT	TEXT AMT				
TOTB	SUMMER BUS TRIPS, KIDDIE CARNIVAL, OUTDOOR MOVIES, WINTER GALA					
100-0702-552.22-01	Telephone	856	1,100	971	1,300	1,400
100-0702-552.29-01	Printing	6,246	6,700	6,259	6,500	6,700
LEVEL	TEXT	TEXT AMT				
TOTB	PROGRAM BROCHURES/FLYERS, OFFICE FORMS AS NEEDED					
100-0702-552.29-03	Advertising	465	400	645	645	550
LEVEL	TEXT	TEXT AMT				
TOTB	PERIODIC ADS FOR RECREATION PROGRAMS					
100-0702-552.29-05	Vehicle/Equipment Rental	0	500	0	500	500
100-0702-552.29-07	Inhouse Info Tech Service	10,138	13,914	6,207	13,914	12,823
100-0702-552.30-10	Office	793	1,100	554	1,000	1,100
100-0702-552.30-11	Postage	3,256	4,200	2,642	3,500	4,000
100-0702-552.30-15	Tools & Equipment	163	0	0	0	0
100-0702-552.30-18	Department	6,970	9,100	7,442	8,200	8,000
LEVEL	TEXT	TEXT AMT				
TOTB	EX:SOFTBALLS,TSHIRTS,ATHLETIC SUPPLIES,GAMES,FIRST AID SUPPLIES, PARTIALLY OFFSET BY SPONSORSHIPS					
100-0702-552.32-01	Dues/Memberships/Licenses	897	1,200	1,006	1,100	1,200
LEVEL	TEXT	TEXT AMT				
TOTB	STATE ASSOCIATION MEMBERSHIP, MUSIC LICENSE FEES					
100-0702-552.34-02	Registrations	671	700	40	600	700

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
LEVEL	TEXT		TEXT AMT			
TOTB	STATE CONFERENCE(DIRECTOR),CLASSES/TRAINING FOR SUPPORT STAFF					
100-0702-552.34-03	Lodging/Meals	187	300	0	200	300
LEVEL	TEXT		TEXT AMT			
TOTB	ALSO RELATED TO ACCT 34-03. ADDITIONALLY-PIZZA FOR SUMMER STAFF TRAINING AND DECEMBER PARK BOARD MEETING					
100-0702-552.51-03	Property	1,070	1,070	535	1,070	0
*	Recreation Department	<u>280,214</u>	<u>284,914</u>	<u>245,441</u>	<u>292,441</u>	<u>294,435</u>

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Swimming Pool	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	100-0704-552	10/25/2017

RESPONSIBILITIES

Operate an outdoor aquatic facility for residents to enjoy.

SERVICES PROVIDED

Provide a relaxing and social aquatic experience for residents, where children can also learn to swim.

2017 ACCOMPLISHMENTS

- Raised starting lifeguard pay & increased staff recruiting efforts
- Park crew re-painted the pool basin (Fall 2017)

2018 OBJECTIVES

- Re-paint inside of bathrooms
- Repair roll-up door and large umbrella

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Fac./Pool Tech	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Seasonal Part-Time Staff	4.03	4.03
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	4.18	4.18

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Swimming Pool						
100-0704-552.10-01	Wages	81,082	87,862	83,228	86,000	8,812
100-0704-552.10-03	Overtime/Doubletime	1,223	1,000	977	977	1,000
100-0704-552.10-08	Wages-Temp Help	0	0	0	0	82,719
100-0704-552.15-01	Health	1,573	1,869	1,861	1,987	1,949
100-0704-552.15-02	Life	38	41	46	67	62
100-0704-552.15-03	Dental	152	186	179	210	186
100-0704-552.15-04	Retirement	1,014	656	1,217	1,363	657
100-0704-552.15-05	FICA	6,287	6,791	6,428	6,579	7,066
100-0704-552.15-07	Vision	13	16	16	20	16
100-0704-552.15-08	Workers Comp	3,618	4,167	3,918	4,469	4,380
100-0704-552.19-03	Uniform/Clothing Allow	44	0	35	50	50
100-0704-552.20-01	Janitorial	3,686	3,700	3,682	3,682	3,800
100-0704-552.20-04	Mechanical Systems	2,959	3,200	0	3,000	3,200
100-0704-552.20-07	Pest Control	176	150	0	0	150
100-0704-552.22-01	Telephone	196	200	177	218	225
100-0704-552.22-03	Electricity	11,814	12,500	11,722	11,900	12,000
100-0704-552.22-04	Heat	5,339	10,000	7,404	7,800	8,000
100-0704-552.22-05	Water/Sewer	30,768	30,000	20,690	29,000	29,000
100-0704-552.24-03	Buildings	7,649	7,000	5,292	7,000	7,000
100-0704-552.24-04	Specialized Equipment	8,827	7,000	6,882	7,000	7,000
100-0704-552.24-05	Small Projects	2,081	3,800	3,139	3,600	3,800
LEVEL	TEXT	TEXT AMT				
TOTB	REPAIR ROLL-UP DOOR, LIFEGUARD SEATS AND UMBRELLA.					
	BATHHOUSE PAINTING, BOILER PARTS					
100-0704-552.29-01	Printing	60	150	43	43	150
100-0704-552.29-05	Vehicle/Equipment Rental	2,303	1,300	2,646	2,646	2,000
100-0704-552.29-07	Inhouse Info Tech Service	4,141	5,241	2,621	5,241	5,123
100-0704-552.30-10	Office	2,552	2,300	2,163	2,200	2,300
LEVEL	TEXT	TEXT AMT				
TOTB	STAFF UNIFORMS, LESSON SUPPLIES, FIRST AID EQUIP,					
	OFFICE SUPPLIES					
100-0704-552.30-13	Housekeeping	1,010	1,600	408	1,600	1,600
100-0704-552.30-15	Tools & Equipment	1,564	1,500	0	1,400	2,000
LEVEL	TEXT	TEXT AMT				
TOTB	DECK CHAIRS, GUARD UMBRELLAS, LESSON EQUIPMENT,					
	RESCUE TUBES, LIFEJACKETS					
100-0704-552.30-17	Concessions	8,805	9,500	8,764	8,764	8,500
100-0704-552.30-18	Department	20,382	21,000	24,297	24,500	21,000
100-0704-552.32-01	Dues/Memberships/Licenses	1,087	1,100	90	500	1,100
100-0704-552.34-02	Registrations	285	450	515	515	450
100-0704-552.51-03	Property	1,680	1,680	840	1,680	0
100-0704-552.82-01	Buildings	5,000	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
*	Swimming Pool	217,408	225,959	199,280	224,011	225,295

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Heckrodt Wetland Rese	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	100-0705-553	10/26/2017

RESPONSIBILITIES

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Heckrodt Wetland Reserve					
100-0705-553.51-03	Property	75	75	38	75	0
*	Heckrodt Wetland Reserve	<hr/> 75	<hr/> 75	<hr/> 38	<hr/> 75	<hr/> 0

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME Civic Commemorations	PREPARED BY Don Merkes
	FUNCTION	BUDGET NUMBER 100-0408-552	DATE

RESPONSIBILITIES

SERVICES PROVIDED

Providing funding for Communityfest Fireworks, downtown banners, and promotional items

2017 ACCOMPLISHMENTS

Purchased new Christmas decorations for downtown, design chosen by downtown business owners.

2018 OBJECTIVES

Contribution from Festival Foods to increase \$3,000 in 2018 for CommunityFest Fireworks
Secured new vendor to supply new pennant banners for downtown

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Civic Commemorations					
100-0408-552.21-06	Management	23,250	26,000	20,995	26,000	29,000
100-0408-552.30-16	Promotional	600	1,300	0	200	1,000
100-0408-552.51-03	Property	10	10	5	10	0
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*	Civic Commemorations	23,860	27,310	21,000	26,210	30,000

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Lift Bridges	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	100-1019-552	10/20/2017

RESPONSIBILITIES

This account includes the cost of materials, labor, equipment and utilities to operate the lift bridges at Racine Street and Tayco Street. The State of Wisconsin reimburses the City for these costs.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Bridge Tenders	1.13	1.03
SPECIAL ASSESSMENTS	\$0.00	\$0.00	PW Superintendent	0.06	0.06
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.19	1.09

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Lift Bridges					
100-1019-552.10-01	Wages	31,544	42,201	33,554	33,405	39,850
100-1019-552.10-02	Salaries	5,160	3,536	3,014	3,430	3,758
100-1019-552.10-03	Overtime/Doubletime	11,219	11,000	12,973	12,150	11,000
100-1019-552.15-01	Health	995	1,074	895	1,074	1,088
100-1019-552.15-02	Life	9	3	2	2	4
100-1019-552.15-03	Dental	73	69	58	69	69
100-1019-552.15-04	Retirement	1,414	2,051	205	233	989
100-1019-552.15-05	FICA	3,557	4,336	3,777	3,800	4,159
100-1019-552.15-07	Vision	7	8	7	8	8
100-1019-552.15-08	Workers Comp	750	1,361	821	830	1,053
100-1019-552.15-09	Unemployment Comp	12,502	14,720	7,598	9,400	12,500
100-1019-552.19-03	Uniform/Clothing Allow	14	0	6	7	0
100-1019-552.20-07	Pest Control	699	700	587	700	700
100-1019-552.21-06	Management	35	125	0	1,710	125
100-1019-552.22-01	Telephone	83	150	52	100	100
100-1019-552.22-03	Electricity	10,958	10,500	6,727	10,500	10,500
100-1019-552.22-05	Water/Sewer	899	1,000	497	1,000	800
100-1019-552.24-04	Specialized Equipment	0	0	1,710	0	0
100-1019-552.29-05	Vehicle/Equipment Rental	383	250	163	250	250
100-1019-552.29-07	Inhouse Info Tech Service	1,436	1,655	828	1,655	1,592
100-1019-552.30-11	Postage	4	0	0	0	0
100-1019-552.30-13	Housekeeping	143	150	35	150	150
100-1019-552.30-18	Department	0	100	10	100	100
100-1019-552.51-03	Property	520	520	260	520	0
*	Lift Bridges	82,404	95,509	73,779	81,093	88,795

CONSERVATION & DEVELOPMENT

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Community Developmen	David Buck
	FUNCTION	BUDGET NUMBER	DATE
	Conservation and Devel	100-0304-562	10/26/2017

RESPONSIBILITIES

The Community Development Department is responsible for the maintenance and enhancement of the overall character of the community by managing progression of the property tax base and ensuring orderly growth, promoting high quality development and redevelopment, and maintaining and improving existing neighborhood character and quality.

This is accomplished through implementation of the adopted brand positioning statement, various planning documents, the City of Menasha Year 2030 Comprehensive Plan, general land use planning, zoning administration, building code administration, redevelopment coordination, growth management, bike and pedestrian planning and implementation, economic development, business retention and recruitment, administration of housing and business loan programs, grants administration, historic preservation, TIF development and administration, and land records management.

The department serves in an advisory and coordinating capacity for public works projects, local and regional development policy, Plan Commission, Housing Authority, Board of Appeals, Landmarks Commission, Redevelopment Authority, TIF Joint Review Boards, and other planning and development organizations.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Community & Economic Development:

- Managed vacancy of the Community Development Director position and facilitated the transition of a new director.
- Managed the City's Housing Program, administered by Community Housing Coordinators.
- Facilitated Habitat for Humanity's Rock the Block residential rehab program.
- Managed the Building Inspector functions carried out by SAFEbuilt Inspection Services as well as negotiated and entered a new contract for services.
- Developed in-house building inspector position and began the hiring process. Includes transitioning the housing program from contract service and restructuring of internal mechanisms/logistics associated with this shift.
- Incorporated Code Enforcement Specialist into the Community Development Department.
- Coordination and management of all Tax Increment Districts (TID #s 3-13) including amendments to TID #s 5 and 10 and the closure of TID #3.
- Facilitated Land Purchase Agreements with builders in Lake Park Villas.
- Facilitated preparation of development agreements with Woodland Development, LLC, and Vans Realty and Construction.
- Sold five lots in Lake Park Villas to Cypress Homes and five lots to Van's Realty.
- Represented the city/RDA on the Lake Park Villas Phase II Homeowners' Association and created the Second Restated Covenants.
- Prepared site improvement agreements and financial guarantees for development sites.
- Administered development agreements with the Ponds of Menasha, Cypress Homes, PJC Group LLC, Gilbert Development Company, LLC, Woodland Dev. LLC, Van's Realty, and Multi-Storage LLC.
- Executed and managed a Land Purchase Agreement between RR Donnelley and the city/RDA.
- Marketed city and RDA owned properties.
- Assisted building owners/brokers with prospects for business location.
- Facilitated the development or redevelopment of numerous projects throughout the city including new business development and redevelopment, existing business relocation and expansion.
- Represented the City with various outside agencies and boards such as the Fox Cities Regional Partnership, Fox Cities Convention and Visitors Bureau, Fox Cities Economic Development Professionals Group, WI Lakes Council, Fox WI Heritage Parkway, Neighborhood Partners Network of the Fox Valley, Menasha Business Group, NE Chapter American Planning Association, etc.
- Coordinated with WisDOT on the USH 441 reconstruction project and the coordinated with WisDOT and Calumet County on planning the reconstruction of the CTH LP.
- Completed the Appleton Road and Lake Park/Manitowoc Road annexations.
- Coordinated with the Public Works Department to administer the City's Driveway Installation Ordinance and Policy. To date, over 58 driveway permits have been issued.
- Coordinated with Parks Department for Visioning for Jefferson Park Master Plan.
- Began initial Water Street corridor planning including lock site visioning report, Valley Marine lease and Trail development from Water Street to Lock site.
- Assisted with legal objection to the incorporation of Fox Crossing and the intergovernmental agreement between the Village of Fox Crossing and the Town of Menasha.
- Processed building alterations and façade improvement grant/loan applications related to projects in the City's Historic Districts.
- Coordinated planning and design development for the Province Terrace Trail.
- Planning and lot purchases associated with the Loop the Lake trail development.

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Community Developmen	David Buck
FUNCTION	BUDGET NUMBER	DATE
Conservation and Devel	100-0304-562	10/26/2017

- Worked with Parks Department to purchase and naturalize the Lawson Canal.
- Continued planning efforts for future trail extensions and expansions.
- Updated department website pages for implementation of new city website.
- Updated the Non-Conforming code.

Grant Writing and Administration:

- In coordination with the Health Department & Senior Center, completed close out of the Wisconsin Dept. of Administration CDBG-PF (Public Facilities) grant (awarded Spring 2014) for the Senior Center Renovation/Expansion and assisted in implementation activities.
- Administered and dispersed funds associated with a \$500,000 Community Development Investment (CDI) Grant in support of the office tower project.
- Administered a Site Assessment Grant (SAG) grant to fund exploration of site conditions and building demolition for property at 867 Valley Road.

Zoning, Land Records, and Socioeconomic Data:

- Zoning Administration, including sign regulations, zone changes, project/site plan review, special use permits, variance requests, and zoning enforcement.
- Creation of maps and data sets for various city departments and outside agencies upon request.
- Assigned and re-assigned addresses for numerous lots throughout the city.
- Coordinated land records information with Associated Appraisal, the City's assessment contractor.

Stormwater Coordination:

- Assisted the Engineering Division with property information as related to the calculation of stormwater fees.
- In coordination with the Engineering Division, administration of Erosion Control and Stormwater Management ordinances through site plan and project review, and long term maintenance agreements.
- Participated in regional stormwater planning and management.
- Prepared stormwater maintenance agreements and financial guarantees for development sites.
- Participated in NEWSC-Council (Northeast WI Stormwater Coalition).

2018 OBJECTIVES

- Work to improve the city's quality of life and tax base by continuing to focus on projects and initiatives that spur development and redevelopment, including the conservation and rehabilitation of housing stock.
- Continue implementation of branding/marketing efforts to implement the adopted brand statement as well as integrating the brand statement into policy goals and objectives.
- Develop and improve standard operating procedures for functions of the department to provide clear and concise direction to citizens and the development community.
- Maintain and improve a customer friendly environment for all citizens, appraisers, real estate professionals, businesses, developers, lenders, and contractors.
- Advance projects that help implement the goals, objectives, and policies of the City of Menasha Year 2030 Comprehensive Plan.
- Develop specific area development and redevelopment plans reflecting the vision of the Menasha community that include well defined goals, objectives and implementation strategies.
- Provide staff support and guidance to a Plan Commission, Landmarks Commission, Board of Appeals, Redevelopment Authority, Housing Authority, TIF Joint Review Boards (Winnebago & Calumet County) and Common Council.
- Water Street Redevelopment.
- Redevelopment of Gilbert/RR Donnelley Site.
- Update Parking Code and Sign Code.

MAJOR CHANGES FROM 2017 BUDGET

- Changes to staffing with the hiring of a new Principal Planner.
- Added in-house building inspection and housing program specialist.
- Integrated code enforcement specialist into the Community Development Department.

CITY OF MENASHA 2018 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Community Developmen	David Buck
			FUNCTION	BUDGET NUMBER	DATE
			Conservation and Devel	100-0304-562	10/26/2017
<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Principal Planner	0.59	0.59
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Building Inspector/Housin	0.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Comm. Dev. Coordinator	1.00	1.00
LICENSES & PERMITS	\$0.00	\$0.00	Community Dev. Director	0.65	0.65
FINES & FORFEITS	\$0.00	\$0.00	Intern	0.00	0.23
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	2.24	3.47

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Community Development						
100-0304-562.10-01	Wages	52,236	56,808	43,866	52,140	54,824
100-0304-562.10-02	Salaries	91,546	88,384	75,217	88,835	90,527
100-0304-562.10-03	Overtime/Doubletime	196	0	145	225	0
100-0304-562.10-08	Wages-Temp Help/Interns	0	0	0	0	4,500
LEVEL	TEXT	TEXT AMT				
TOTB	INTERN POSITION ADDED: 450 HOURS X \$10/HOUR	4,500				
		4,500				
100-0304-562.15-01	Health	26,199	26,497	24,694	30,417	34,921
100-0304-562.15-02	Life	269	159	134	494	215
100-0304-562.15-03	Dental	1,840	1,815	1,665	2,257	2,271
100-0304-562.15-04	Retirement	7,503	9,567	8,015	9,510	9,739
100-0304-562.15-05	FICA	9,196	10,876	8,839	10,544	11,102
100-0304-562.15-07	Vision	167	179	178	247	263
100-0304-562.15-08	Workers Comp	1,676	2,715	737	789	375
100-0304-562.21-02	Engineering	0	25,000	17,000	25,000	20,000
100-0304-562.21-06	Management	18,766	8,000	9,231	9,731	10,000
100-0304-562.21-08	Recording Fees	30	120	0	120	120
100-0304-562.21-09	Appraisal	0	3,000	0	0	3,000
100-0304-562.21-10	Marketing	11,250	19,250	18,144	19,250	15,000
100-0304-562.22-01	Telephone	705	1,000	391	577	960
100-0304-562.22-03	Electricity	314	300	167	228	300
100-0304-562.29-01	Printing	0	200	0	200	200
100-0304-562.29-05	Vehicle/Equipment Rental	201	0	0	0	0
100-0304-562.29-07	Inhouse Info Tech Service	9,635	12,963	5,634	12,963	10,579
100-0304-562.30-10	Office	860	1,500	536	1,500	1,500
100-0304-562.30-11	Postage	850	1,000	172	1,000	1,000
100-0304-562.30-15	Tools & Equipment	0	0	1,470	1,470	300
100-0304-562.30-18	Department	272	600	138	600	600
100-0304-562.32-01	Dues/Memberships/Licenses	1,010	1,900	65	1,075	1,900
100-0304-562.33-01	Mileage	204	1,800	0	500	1,800
100-0304-562.33-02	Registrations	681	1,800	58	500	1,800
100-0304-562.33-03	Lodging/Meals	130-	1,800	0	500	1,800
100-0304-562.33-04	Other Expenses	0	100	0	100	100
100-0304-562.34-01	Mileage	0	150	0	0	150
100-0304-562.34-02	Registrations	70	500	0	0	500
100-0304-562.51-03	Property	590	590	295	590	0
100-0304-562.80-02	Land Purchase	2,796	0	0	0	0
* Community Development		238,932	278,573	216,791	271,362	280,346

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Urban Redevelopment					
100-0305-562.22-03	Electricity	93	250	169	230	250
100-0305-562.22-05	Water/Sewer	34	50	131	168	200
100-0305-562.22-06	Storm Water	268	275	257	327	400
100-0305-562.70-01	Acquisition/Rehab/Conv	0	22,500	0	22,500	22,500
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*	Urban Redevelopment	395	23,075	557	23,225	23,350

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
General Fund	Forestry	Brian Tungate Vince Maas
FUNCTION	BUDGET NUMBER	DATE
Conservation and Devel	100-0706-561	10/26/2017

RESPONSIBILITIES

Manage the City's urban forest.

SERVICES PROVIDED

Plant, trim or remove trees as needed.

2017 ACCOMPLISHMENTS

- Recognized by National Arbor Day Foundation as a Tree City, USA for the 34th consecutive year
- Terrace tree planting program conducted in Districts 7 & 8
- Collaborated with Jefferson Park Neighborhood Group to plant ten (10) trees in Jefferson Park
- DNR Urban Forestry Grant - update our tree inventory, plant 60 trees, staff training (tree risk assessment), provide trees to residents with an existing ash tree on private property
- Baylake Region Planning Commission Grant - provided \$2,400 to plant 40 trees in parks and terraces with a large number of ash trees
- American Transmission Company (ATC) Grant - provided \$500 to help with planting trees for Arbor Day

2018 OBJECTIVES

- Pursue annual Tree City, USA designation
- Emerald Ash Borer management plan - continue removing poor condition ash trees(33) and fair condition (176). At this point in time, the city has 688 ash trees on public property
- Continue residential terrace tree planting program in Districts 3&4
- Park staff to continue park replacement tree planting in anticipation of eventual loss of all ash trees (approximately 50-70 trees in both terraces and parks)
- Continue collaborations with UW-Fox Valley and Menasha Utilities
- If grants or other funding is received, continue to plant EAB replacement trees
- Remove approximately 100 ash trees per year over the next 5-6 years.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Arborist	0.35	0.40
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker (1)	0.10	0.10
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.45	0.50

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Forestry					
100-0706-561.10-01	Wages	18,050	23,743	39,442	39,000	24,704
100-0706-561.10-03	Overtime/Doubletime	305	0	612	650	150
100-0706-561.15-01	Health	5,056	7,304	8,538	9,375	8,742
100-0706-561.15-02	Life	20	27	26	32	50
100-0706-561.15-03	Dental	361	557	610	670	557
100-0706-561.15-04	Retirement	1,199	1,615	1,989	2,190	1,665
100-0706-561.15-05	FICA	1,357	1,716	2,961	3,260	1,784
100-0706-561.15-07	Vision	35	65	62	69	65
100-0706-561.15-08	Workers Comp	810	1,113	1,860	1,890	785
100-0706-561.19-03	Uniform/Clothing Allow	133	0	47	135	135
100-0706-561.20-06	Lawn Care	2,675	2,600	3,450	3,450	3,200
100-0706-561.21-04	Computer	0	500	0	500	0
100-0706-561.29-05	Vehicle/Equipment Rental	10,664	10,400	20,222	22,750	15,000
100-0706-561.29-07	Inhouse Info Tech Service	2,070	2,620	1,310	2,620	2,561
100-0706-561.30-18	Department	2,271	1,600	2,216	2,250	1,000
100-0706-561.32-01	Dues/Memberships/Licenses	245	200	0	0	200
100-0706-561.34-02	Registrations	420	700	930	930	1,250
100-0706-561.34-03	Lodging/Meals	0	300	258	258	300
100-0706-561.51-03	Property	10	10	5	10	0
*	Forestry	45,681	55,070	84,538	90,039	62,148

**MISCELLANEOUS/
ALL OTHER**

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Misc Other					
100-1199-519.10-01	Wages	0	0	0	0	35,000
*	Misc Other	0	0	0	0	35,000

REVENUES

ALL OTHER FUNDS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Facade Improvement						
203-0000-461.01-00	On Investments	746	664	664	665	592
203-0000-466.00-00	Misc General Revenue	3,881	1,802	1,802	1,802	1,874
**	Facade Improvement	<u>4,627</u>	<u>2,466</u>	<u>2,466</u>	<u>2,467</u>	<u>2,466</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Marina						
207-0000-441.35-00	Annual Slip Rentals	97,166	90,000	96,411	96,411	96,500
207-0000-441.36-00	Transient Slip Rentals	1,420	2,000	1,727	1,727	2,000
207-0000-441.37-00	Marina Concession	1,506	1,700	1,478	1,478	1,500
207-0000-441.38-00	Gasoline Sales	86,104	88,000	80,571	80,571	81,000
207-0000-466.00-00	Misc General Revenue	0	0	700	700	0
**	Marina	186,196	181,700	180,887	180,887	181,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 3						
208-0000-416.00-00	Tax Increment-City Purp	28,656	29,817	29,732	29,732	25,587
208-0000-432.02-00	Computers	3,080	3,080	0	16,671	16,671
208-0000-492.06-00	TIF #5-Fund	732,500	0	0	0	0
**	TIF Project 3	764,236	32,897	29,732	46,403	42,258

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Park Development						
209-0000-441.23-00	Park	19,250	13,750	18,150	19,250	19,500
209-0000-461.01-00	On Investments	517	600	121	481	490
209-0000-466.00-00	Misc General Revenue	15,000	0	0	0	0
**	Park Development	<hr/> 34,767	<hr/> 14,350	<hr/> 18,271	<hr/> 19,731	<hr/> 19,990

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Farm Fresh Market						
210-0000-441.44-00	Farm Fresh Market	2,170	2,100	1,253	1,253	2,100
210-0000-465.00-00	Donations & Gifts	2,260	2,000	200	200	400
210-0000-466.00-00	Misc General Revenue	180	200	0	0	0
210-0000-467.00-00	Gift Card Sales	231-	500	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
**	Farm Fresh Market	4,379	4,800	1,453	1,453	2,500

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Post Employment Sick						
260-0000-411.00-00	General Property Taxes	60,000	60,000	60,000	60,000	60,000
260-0000-466.00-00	Misc General Revenue	0	0	0	0	28,500
**	Post Employment Sick	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>88,500</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
CDBG Revolving Loan						
263-0000-466.00-00	Misc General Revenue	39,920	20,000	13,180	20,000	20,000
**	CDBG Revolving Loan	<u>39,920</u>	<u>20,000</u>	<u>13,180</u>	<u>20,000</u>	<u>20,000</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Recycling						
266-0000-411.00-00	General Property Taxes	363,849	319,228	319,228	319,228	341,250
266-0000-432.11-00	Recycling	66,860	66,860	70,063	70,063	71,000
266-0000-441.14-00	Solid Waste Disposal	870	650	688	708	725
266-0000-441.15-00	Recycling	5,055	4,000	4,080	4,265	4,300
266-0000-463.05-00	Recyclable Materials	8,740	7,500	11,416	12,415	12,500
266-0000-481.12-00	Recycling	4,684	6,000	15,792	15,792	16,000
266-0000-481.13-00	Solid Waste Disposal	0	0	24	24	0
**	Recycling	450,058	404,238	421,291	422,495	445,775

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Debt Service						
310-0000-411.00-00	General Property Taxes	970,522	948,337	948,337	948,337	989,097
310-0000-413.00-00	Tax from Municipal Util	635,571	663,388	547,558	602,314	668,424
310-0000-461.01-00	On Investments	2,327	5,000	4,355	14,335	14,500
310-0000-461.02-00	On Special Assessments	5,209	5,000	4,115	5,000	5,000
310-0000-461.03-00	On RDA Note	214,500	388,540	0	388,540	388,540
310-0000-471.00-00	Street Construction	427,403	77,000	81,077	157,613	287,055
310-0000-472.00-00	Sanitary Sewer	0	2,500	4,434	4,434	3,000
310-0000-473.00-00	Curb & Gutter	92,441	57,500	36,586	45,850	60,000
310-0000-474.00-00	Sidewalk	7,328	7,500	8,020	8,020	8,000
310-0000-475.00-00	Storm Sewer	10,270	5,000	9,353	9,353	7,000
310-0000-476.00-00	City Water	0	1,500	3,828	3,828	1,500
310-0000-477.00-00	Engineering	30,843	16,000	13,725	19,300	25,000
310-0000-478.00-00	Street Lighting	0	500	675	675	500
310-0000-491.00-00	Bond/Note Proceeds	11,659,168	0	0	0	4,728,876
310-0000-492.05-00	TIF #4 Fund	146,471	146,471	146,471	146,471	0
310-0000-492.06-00	TIF #5 Fund	271,902	276,719	276,719	276,719	164,785
310-0000-492.07-00	TIF #6 Fund	329,883	329,883	328,883	328,883	328,571
310-0000-492.08-00	TIF #7 Fund	189,821	189,605	189,605	189,605	101,023
310-0000-492.09-00	TIF #8 Fund	84,303	99,413	99,413	99,413	61,336
310-0000-492.10-00	TIF #9 Fund	335,111	470,111	470,111	470,111	477,380
310-0000-492.13-00	TIF #3 Fund	172,329	0	0	0	0
310-0000-492.30-00	Menasha Utility	0	208,744	0	0	208,744
310-0000-492.34-00	TIF #11 Fund	830,608	59,562	59,562	59,562	58,435
310-0000-492.43-00	TIF #13 Fund	0	0	0	0	43,545
310-0000-492.46-00	Capital Improvements Fund	0	0	0	0	330,900
**	Debt Service	16,416,010	3,958,273	3,232,827	3,778,363	8,961,211

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 4						
456-0000-416.00-00	Tax Increment-City Purp	58,090	59,450	59,280	59,280	69,677
456-0000-432.02-00	Computers	2,014	2,014	0	1,763	1,763
456-0000-461.01-00	On Investments	108	105	27	102	102
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
**	TIF Project 4	60,212	61,569	59,307	61,145	71,542

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 5						
457-0000-416.00-00	Tax Increment-City Purp	330,058	315,648	314,746	314,746	310,668
457-0000-432.02-00	Computers	584,678	584,678	0	546,567	546,567
457-0000-461.01-00	On Investments	6,853	6,600	1,301	4,900	4,900
457-0000-492.11-00	TIF #10 Fund	221,000	0	0	0	0
**	TIF Project 5	1,142,589	906,926	316,047	866,213	862,135

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Capital Improvements						
470-0000-432.13-00	Other	49,778	384,000	150,000	384,000	0
470-0000-463.02-00	Land	0	0	87,500	87,500	0
470-0000-465.00-00	Donations & Gifts	0	528,000	40,521	528,000	0
470-0000-466.00-00	Misc General Revenue	0	0	4,020	1,520	0
470-0000-491.00-00	Bond/Note Proceeds	1,287,372	3,097,481	1,562,225	0	0
**	Capital Improvements	1,337,150	4,009,481	1,844,266	1,001,020	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 6						
471-0000-416.00-00	Tax Increment-City Purp	386,031	412,060	410,883	410,883	436,479
471-0000-432.02-00	Computers	3,329	3,329	0	2,558	2,558
471-0000-461.01-00	On Investments	708	700	319	1,735	1,735
**	TIF Project 6	390,068	416,089	411,202	415,176	440,772

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 7						
481-0000-416.00-00	Tax Increment-City Purp	102,612	102,453	102,160	102,160	105,474
481-0000-462.01-00	Property	4,000	4,000	4,000	0	0
481-0000-492.06-00	TIF #5 Fund	127,534	17,173	0	169,640	99,759
**	TIF Project 7	<hr/> 234,146	<hr/> 123,626	<hr/> 106,160	<hr/> 271,800	<hr/> 205,233

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 8						
484-0000-416.00-00	Tax Increment-City Purp	36,683	36,607	36,503	36,503	38,391
484-0000-492.06-00	TIF #5 Fund	0	126,000	0	127,974	407,223
**	TIF Project 8	<hr/> 36,683	<hr/> 162,607	<hr/> 36,503	<hr/> 164,477	<hr/> 445,614

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 9						
485-0000-416.00-00	Tax Increment-City Purp	602,770	642,440	640,430	640,430	975,176
485-0000-432.02-00	Computers	1,316	1,316	0	1,082	1,082
485-0000-461.01-00	On Investments	4,458	4,300	1,387	5,440	5,440
**	TIF Project 9	608,544	648,056	641,817	646,952	981,698

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 10						
487-0000-416.00-00	Tax Increment-City Purp	68,212	75,819	75,603	75,603	62,742
487-0000-432.02-00	Computers	14,450	14,450	0	11,390	11,390
487-0000-461.01-00	On Investments	0	0	97	415	415
**	TIF Project 10	82,662	90,269	75,700	87,408	74,547

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 11						
489-0000-416.00-00	Tax Increment-City Purp	82,133	81,946	81,712	81,712	77,000
489-0000-432.02-00	Computers	269	269	0	354	354
489-0000-491.00-00	Bond/Note Proceeds	768,634	0	0	0	0
**	TIF Project 11	<hr/> 851,036	<hr/> 82,215	<hr/> 81,712	<hr/> 82,066	<hr/> 77,354

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 12						
492-0000-416.00-00	Tax Increment-City Purp	348,599	405,557	404,288	404,288	596,558
492-0000-432.02-00	Computers	573	573	0	360	360
**	TIF Project 12	<hr/> 349,172	<hr/> 406,130	<hr/> 404,288	<hr/> 404,648	<hr/> 596,918

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 13						
493-0000-416.00-00	Tax Increment-City Purp	0	156,624	156,176	156,176	321,614
493-0000-432.02-00	Computers	0	1,316	0	1,174	1,174
493-0000-432.13-00	Other	500,000	0	0	0	0
493-0000-491.00-00	Bond/Note Proceeds	337,000	0	0	0	0
**	TIF Project 13	837,000	157,940	156,176	157,350	322,788

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Redevelopment Authority						
501-0000-466.00-00	Misc General Revenue	120	0	0	0	0
501-0000-481.10-00	Economic Development	270,000	270,000	0	270,000	270,000
**	Redevelopment Authority	<hr/> 270,120	<hr/> 270,000	<hr/> 0	<hr/> 270,000	<hr/> 270,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Sewage Fund						
601-0000-441.31-00	Sewage-Utility Customer	1,681,956	1,800,000	1,097,437	1,633,836	1,800,000
601-0000-441.32-00	Sewage-Commercial User	105,011	97,200	72,866	105,710	106,000
601-0000-441.33-00	Sewage-Industrial User	243,258	188,000	145,886	199,886	220,000
601-0000-461.01-00	On Investments	4,068	5,200	1,992	7,572	7,600
601-0000-463.01-00	Other Property	0	0	777	777	0
601-0000-466.00-00	Misc General Revenue	780	0	79,986	79,986	0
601-0000-481.11-00	Sewage/Utility	123,793	140,000	93,404	128,804	130,000
**	Sewage Fund	2,158,866	2,230,400	1,492,348	2,156,571	2,263,600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Storm Water Utility						
625-0000-422.11-00	Erosion Control	1,590	2,000	650	650	1,000
625-0000-422.16-00	Post Construction Review	1,252	1,500	300	300	500
625-0000-422.17-00	Storm Water	500	0	0	0	0
625-0000-432.10-00	Engineering	59,149	0	0	0	0
625-0000-432.13-00	Other	0	11,845	0	11,845	0
625-0000-441.09-00	Engineering	0	0	2,100	2,100	10,000
625-0000-441.39-00	Storm Water-Utility Cust	1,277,245	1,500,000	1,015,226	1,524,026	1,800,000
625-0000-461.01-00	On Investments	2,363	2,700	764	3,000	3,000
625-0000-466.00-00	Misc General Revenue	468	2,415	0	2,415	0
**	Storm Water Utility	<u>1,342,567</u>	<u>1,520,460</u>	<u>1,019,040</u>	<u>1,544,336</u>	<u>1,814,500</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Public Works Facility						
731-0000-462.02-00	Street Machine	1,000,009	982,360	633,214	983,214	985,000
731-0000-463.01-00	Other Property	28,792	0	2,535	2,600	2,600
731-0000-466.00-00	Misc General Revenue	1,775	0	0	0	0
**	Public Works Facility	1,030,576	982,360	635,749	985,814	987,600

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Property and Liab Ins						
733-0000-466.00-00	Misc General Revenue	122,547	125,144	50,082	122,144	128,152
**	Property and Liab Ins	122,547	125,144	50,082	122,144	128,152

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Self-Funded Dental Ins						
735-0000-466.00-00	Misc General Revenue	136,182	138,000	107,046	136,000	136,000
**	Self-Funded Dental Ins	<u>136,182</u>	<u>138,000</u>	<u>107,046</u>	<u>136,000</u>	<u>136,000</u>

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Street Equipment						
741-0000-441.38-00	Gasoline Sales	7,336	7,500	2,769	7,719	7,800
741-0000-461.01-00	On Investments	148	150	50	212	225
741-0000-462.02-00	Street Machine	479,713	463,380	324,032	486,033	490,000
741-0000-463.06-00	Highway Property	21,830-	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
**	Street Equipment	465,367	471,030	326,851	493,964	498,025

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Information Technology						
743-0000-466.00-00	Misc General Revenue	315,994	388,540	194,789	388,540	389,860
**	Information Technology	<hr/> 315,994	<hr/> 388,540	<hr/> 194,789	<hr/> 388,540	<hr/> 389,860

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Library Endowment						
821-0000-461.01-00	On Investments	19,757	10,000	0	10,000	10,000
821-0000-465.00-00	Donations & Gifts	38,411	30,000	0	30,000	30,000
**	Library Endowment	<hr/> 58,168	<hr/> 40,000	<hr/> 0	<hr/> 40,000	<hr/> 40,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Hattie Miner Scholarship						
822-0000-461.01-00	On Investments	106	100	30	120	120
**	Hattie Miner Scholarship	106	100	30	120	120

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Public Safety						
824-0000-465.01-00	K9	7,772	4,000	3,348	3,500	3,500
824-0000-465.03-00	Honor Guard	25	0	750	750	750
824-0000-465.04-00	Explorer Post 9106	0	1,500	0	0	0
824-0000-466.04-00	Explorer Post 9106	1,391	0	0	0	0
<hr/>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
**	Public Safety	9,188	5,500	4,098	4,250	4,250

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Park & Rec Donation						
826-0000-465.00-00	Donations & Gifts	12,884	7,500	14,471	14,500	10,000
**	Park & Rec Donation	<u>12,884</u>	<u>7,500</u>	<u>14,471</u>	<u>14,500</u>	<u>10,000</u>

EXPENDITURES

ALL OTHER FUNDS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Facade Improvement						
Housing Rehab Program						
203-0306-562.70-01	Acquisition/Rehab/Conv	7,500	10,000	2,500	7,500	10,000
*	Housing Rehab Program	7,500	10,000	2,500	7,500	10,000
**	Facade Improvement	7,500	10,000	2,500	7,500	10,000

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND	BUDGET NAME	PREPARED BY
Marina Fund	Marina Operations	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	207-0707-552	10/25/2017

RESPONSIBILITIES

Administer this non-levy, contracted facility

SERVICES PROVIDED

Full service marina with access to downtown

2017 ACCOMPLISHMENTS

- Harbormaster Schabach continued to operate a successful marina
- Added an additional security camera
- Added a private paddle sport concessionaire into the Harborhouse

2018 OBJECTIVES

- Begin replacement of aging electric/water pedestals
- Continue arrangement to allow paddle sport concessionaire use of Harborhouse space

MAJOR CHANGES FROM 2017 BUDGET

FUNDING SOURCES	2017 FUNDING	2018 FUNDING	POSITION TITLE	2017 # OF FTE'S	2018 # OF FTE'S
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker	0.00	0.05
INTERGOV REVENUE	\$0.00	\$0.00	Park Seasonal	0.03	0.05
LICENSES & PERMITS	\$0.00	\$0.00	Summer Laborers	0.08	0.03
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
			TOTAL	0.26	0.28
TOTAL	\$0.00	\$0.00			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Marina						
	Trans to General Fund					
207-0412-591.25-02	Other Municipal Funds	5,000	5,000	5,000	5,000	5,000
*	Trans to General Fund	5,000	5,000	5,000	5,000	5,000
Marina Operations						
207-0707-552.10-01	Wages	7,775	13,661	6,746	7,650	12,190
207-0707-552.10-03	Overtime/Doubletime	138	200	112	200	200
207-0707-552.10-08	Wages-Temp Help	0	0	0	0	1,755
207-0707-552.15-01	Health	2,172	2,163	1,394	1,500	3,231
207-0707-552.15-02	Life	21	42	31	37	72
207-0707-552.15-03	Dental	175	209	143	162	310
207-0707-552.15-04	Retirement	514	813	455	520	964
207-0707-552.15-05	FICA	596	1,036	519	585	1,059
207-0707-552.15-07	Vision	16	16	13	14	23
207-0707-552.15-08	Workers Comp	341	641	310	352	566
207-0707-552.19-03	Uniform/Clothing Allow	59	0	35	35	0
207-0707-552.21-06	Management	53,305	48,500	48,950	53,500	54,000
207-0707-552.22-03	Electricity	8,434	9,000	8,963	9,350	9,300
207-0707-552.22-04	Heat	407	650	272	600	650
207-0707-552.22-05	Water/Sewer	3,996	4,500	2,247	3,000	4,000
207-0707-552.22-06	Storm Water	725	625	579	780	800
207-0707-552.24-02	Tools & Equipment	6,283	11,600	5,823	11,500	3,000
207-0707-552.24-03	Buildings	10,884	3,300	4,352	4,400	5,000
207-0707-552.29-01	Printing	0	200	50	150	200
207-0707-552.29-05	Vehicle/Equipment Rental	100	2,000	229	600	2,000
207-0707-552.29-07	Inhouse Info Tech Service	1,046	3,323	662	3,323	1,293
207-0707-552.30-11	Postage	188	325	0	200	250
207-0707-552.30-13	Housekeeping	551	500	0	500	500
207-0707-552.30-15	Tools & Equipment	0	0	0	0	9,000
207-0707-552.30-18	Department	5,509	5,800	1,799	4,000	5,800
207-0707-552.32-01	Dues/Memberships/Licenses	416	500	0	500	500
207-0707-552.38-01	Fuel	75,667	83,200	71,144	71,400	75,000
207-0707-552.51-03	Property	130	130	65	130	138
*	Marina Operations	179,448	192,934	154,893	174,988	191,801
**	Marina	184,448	197,934	159,893	179,988	196,801

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 3						
Comptroller/Treasurer						
208-0401-513.25-01	Other Municipal Entities	150	0	0	150	150
*	Comptroller/Treasurer	150	0	0	150	150
Debt Issuance Expenditure						
208-0407-513.21-03	Accounting/Financial	0	0	0	0	3,150
*	Debt Issuance Expenditure	0	0	0	0	3,150
Transfer to Debt Service						
208-0411-591.25-02	Other Municipal Funds	172,329	0	0	0	0
*	Transfer to Debt Service	172,329	0	0	0	0
**	TIF Project 3	172,479	0	0	150	3,300

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Park Develop Fund	Park Development Fund	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	209-0703-553	10/26/2017

RESPONSIBILITIES

A non-levy fund established with fees collected from residential development. Funds are to be used for parks and recreation land acquisition and development.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

- Engineering work at Jefferson and Gilbert/Donnelly sites.
- Pursue grant opportunities for both sites
- Acquire blighted Lawson Canal parcel

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Park Development						
Parks Department						
209-0703-553.21-02	Engineering	4,995	0	4,995	4,995	26,000
209-0703-553.21-06	Management	5,100	0	0	0	0
209-0703-553.21-08	Recording Fees	105	0	0	0	0
209-0703-553.80-02	Land Purchase	24,295	0	0	0	10,000
209-0703-553.82-02	Construction	104,588	0	0	0	0
* Parks Department		139,083	0	4,995	4,995	36,000
** Park Development		139,083	0	4,995	4,995	36,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Farm Fresh Market						
Farm Fresh Market						
210-0103-511.10-01	Wages	1,260	7,000	1,748	2,000	7,000
210-0103-511.15-05	FICA	96	536	134	150	536
210-0103-511.15-08	Workers Comp	3	17	4	5	17
210-0103-511.20-05	Entertainment	1,805	0	375	500	500
210-0103-511.21-03	Accounting/Financial	0	100	0	0	0
210-0103-511.29-03	Advertising	200	1,500	0	0	1,500
210-0103-511.30-11	Postage	0	250	0	0	250
210-0103-511.30-16	Promotional	1,247	7,000	1,505	2,000	7,000
210-0103-511.30-18	Department	179	500	16	150	500
* Farm Fresh Market		4,790	16,903	3,782	4,805	17,303
** Farm Fresh Market		4,790	16,903	3,782	4,805	17,303

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Post Employment Sick						
Comptroller/Treasurer						
260-0401-513.15-01 Health		0	0	4,794	4,794	0
* Comptroller/Treasurer		0	0	4,794	4,794	0
Public Library						
260-0601-551.15-01 Health		0	0	0	0	20,000
* Public Library		0	0	0	0	20,000
Parks Department						
260-0703-553.15-01 Health		0	0	0	0	20,000
* Parks Department		0	0	0	0	20,000
Police						
260-0801-521.10-02 Salaries		0	40,000	0	0	0
260-0801-521.15-01 Health		17,744	0	75,647	75,647	20,000
* Police		17,744	40,000	75,647	75,647	20,000
Street Construction						
260-1003-541.10-01 Wages		0	20,000	0	0	0
* Street Construction		0	20,000	0	0	0
** Post Employment Sick		17,744	60,000	80,441	80,441	60,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
CDBG Revolving Loan	Housing Rehab Program					
263-0306-562.70-01	Acquisition/Rehab/Conv	31,612	60,000	22,822	22,822	50,000
*	Housing Rehab Program	31,612	60,000	22,822	22,822	50,000
**	CDBG Revolving Loan	31,612	60,000	22,822	22,822	50,000

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Recycling Fund	Recycling, Solid Waste	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	266-1027-543	10/20/2017

RESPONSIBILITIES

This budget reflects costs associated with the collection and processing of all residential recycling goods; including recyclables dropped off at PWF recycling facility.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Increased the level of curbside service by adding additional curbside collections.

2018 OBJECTIVES

Utilize GPS technology to maximize efficiencies in our routing.

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.04	0.04
INTERGOV REVENUE	\$0.00	\$0.00	PW Superintendent	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00	PWF Administrative Assis	0.20	0.20
FINES & FORFEITS	\$0.00	\$0.00	Sanitation Worker	1.00	1.00
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.47	1.47

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Recycling						
Recycling-Solid Waste						
266-1027-543.10-01	Wages	63,167	64,163	44,630	60,016	65,515
266-1027-543.10-02	Salaries	17,310	12,135	10,447	12,390	12,854
266-1027-543.10-03	Overtime/Doubletime	58	300	162	300	300
266-1027-543.15-01	Health	12,375	6,006	10,377	12,885	19,248
266-1027-543.15-02	Life	271	285	128	152	364
266-1027-543.15-03	Dental	1,551	1,819	1,195	1,549	1,819
266-1027-543.15-04	Retirement	4,984	5,208	3,767	4,953	5,271
266-1027-543.15-05	FICA	5,738	5,799	4,105	5,415	5,648
266-1027-543.15-07	Vision	130	175	121	158	162
266-1027-543.15-08	Workers Comp	3,044	3,270	2,304	3,028	2,249
266-1027-543.19-03	Uniform/Clothing Allow	436	360	153	360	360
266-1027-543.21-06	Management	9,805	10,500	8,615	10,960	4,500
LEVEL	TEXT	TEXT AMT				
TOTB	DROP SITE CONTAINER RENTAL & HAULING	2,500				
	OIL DRY, LIGHT BULB, ETC. RECYCLING	500				
	WASTE OIL COLLECTION/CLEAN UP	1,500				
		4,500				
266-1027-543.22-01	Telephone	0	500	0	0	500
266-1027-543.25-01	Other Municipal Entities	8,201	8,000	6,263	7,960	8,075
LEVEL	TEXT	TEXT AMT				
TOTB	1475 TONS OF SS RECYCLABLES @ \$5.00/TON	7,375				
	4 TONS OF TIRE DISPOSAL @ \$175.00/TON	700				
		8,075				
266-1027-543.25-03	Other Govment-Electronics	695	400	460	650	700
266-1027-543.29-01	Printing	6,551	6,500	6,899	6,899	6,500
266-1027-543.29-05	Vehicle/Equipment Rental	88,468	98,085	58,670	89,750	93,750
266-1027-543.29-07	Inhouse Info Tech Service	4,307	4,965	2,483	4,965	4,776
266-1027-543.30-11	Postage	152	3,000	115	3,000	3,000
266-1027-543.30-15	Tools & Equipment	0	2,500	0	0	24,680
LEVEL	TEXT	TEXT AMT				
TOTB	GPS HARDWARE	3,000				
	DROP SITE MATERIALS ROLL OFF CONTAINERS	12,000				
	TIRES ROLL OFF CONTAINER	6,500				
	CURBSIDE CARTS (60 @ \$53)	3,180				
		24,680				
266-1027-543.30-18	Department	1,535	1,500	809	1,500	1,500
266-1027-543.51-03	Property	300	300	150	300	318
*	Recycling-Solid Waste	229,078	235,770	161,853	227,190	262,089

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND Recycling Fund	BUDGET NAME Recycling, Yard Waste	PREPARED BY Adam Alix Thad Brown
	FUNCTION Public Works	BUDGET NUMBER 266-1028-543	DATE 10/20/2017

RESPONSIBILITIES

This budget reflects costs associated with the collection and processing of all City yard waste. A portion of yard waste activities is charged to the Storm Water Utility.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Improved the City owned dump site located along side the former Badger Highways site for composting activities.

2018 OBJECTIVES

Continue to look to other opportunities to reduce volume of yard wastes the City handles and processes.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.22	0.22
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.02	0.02
INTERGOV REVENUE	\$0.00	\$0.00	Heavy Equipment Operat	0.36	0.36
LICENSES & PERMITS	\$0.00	\$0.00	Light Equipment Operator	0.18	0.18
FINES & FORFEITS	\$0.00	\$0.00	PW Superintendent	0.05	0.05
PUBLIC CHARGES	\$0.00	\$0.00	PWF Administrative Assis	0.09	0.09
MISCELLANEOUS	\$0.00	\$0.00	Summer Laborer	0.13	0.13
			Truck Driver	0.04	0.04
			Yard Attendent	0.09	0.09
TOTAL	\$0.00	\$0.00	TOTAL	1.18	1.18

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Recycling Fund	Recycling, Appliances	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	266-1029-543	10/20/2017

RESPONSIBILITIES

This budget provides for the collection and processing of all waste appliances in the City.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

Continue current service level.

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Common Laborer	0.10	0.10
SPECIAL ASSESSMENTS	\$0.00	\$0.00	PW Superintendent	0.01	0.01
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	0.07	0.07
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.18	0.18

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Recycling-Yard Waste					
266-1028-543.10-01	Wages	38,232	39,048	47,707	44,393	43,270
266-1028-543.10-02	Salaries	11,409	12,081	10,403	8,205	12,862
266-1028-543.10-03	Overtime/Doubletime	2,405	1,980	1,287	2,200	1,980
266-1028-543.10-08	Wages-Temp Help	0	0	0	0	4,628
266-1028-543.15-01	Health	13,588	13,791	13,913	13,419	14,713
266-1028-543.15-02	Life	101	76	82	75	150
266-1028-543.15-03	Dental	1,055	1,278	1,240	1,156	1,204
266-1028-543.15-04	Retirement	3,049	3,612	3,713	3,582	3,574
266-1028-543.15-05	FICA	3,680	3,965	4,410	4,135	4,639
266-1028-543.15-07	Vision	104	121	127	118	121
266-1028-543.15-08	Workers Comp	1,970	2,169	2,490	2,394	1,845
266-1028-543.19-03	Uniform/Clothing Allow	292	240	86	240	227
266-1028-543.21-06	Management	2,037	4,840	3,000	3,300	4,400
LEVEL	TEXT	TEXT AMT				
TOTB	GRINDER RENTAL		4,400			
			4,400			
266-1028-543.22-06	Storm Water	477	497	869	510	510
266-1028-543.29-05	Vehicle/Equipment Rental	55,708	59,400	64,905	55,627	64,416
266-1028-543.30-11	Postage	63	70	96	33	70
266-1028-543.30-15	Tools & Equipment	267	880	0	880	1,100
LEVEL	TEXT	TEXT AMT				
TOTB	SHARE OF RAKES, SAWS AND LEAF MACHINE IMPELLOR		1,100			
			1,100			
266-1028-543.30-18	Department	600	1,320	1,454	880	880
LEVEL	TEXT	TEXT AMT				
TOTB	MISC/SAFETY SUPPLIES		880			
			880			
266-1028-543.51-03	Property	256	196	135	211	285
*	Recycling-Yard Waste	135,293	145,564	155,917	141,358	160,874
	Recycling-Appliances					
266-1029-543.10-01	Wages	5,867	8,604	5,005	6,315	5,309
266-1029-543.10-02	Salaries	737	505	431	510	537
266-1029-543.10-03	Overtime/Doubletime	0	0	103	103	0
266-1029-543.10-08	Wages-Temp Help	0	0	0	0	1,463
266-1029-543.15-01	Health	1,555	2,072	1,087	1,363	2,098

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
266-1029-543.15-02	Life	14	3	9	15	5
266-1029-543.15-03	Dental	133	134	106	130	134
266-1029-543.15-04	Retirement	419	388	372	464	392
266-1029-543.15-05	FICA	476	676	413	518	523
266-1029-543.15-07	Vision	12	15	11	15	15
266-1029-543.15-08	Workers Comp	283	427	258	323	253
266-1029-543.19-03	Uniform/Clothing Allow	29	30	30	30	30
266-1029-543.25-01	Other Municipal Entities	3,887	4,000	4,420	4,500	4,500
LEVEL	TEXT		TEXT AMT			
TOTB	FREON BASED APPLIANCE FEES		4,500			
			4,500			
266-1029-543.29-05	Vehicle/Equipment Rental	7,694	6,000	5,279	7,900	7,500
266-1029-543.51-03	Property	50	50	25	50	53
*	Recycling-Appliances	21,156	22,904	17,549	22,236	22,812
**	Recycling	385,527	404,238	335,319	390,784	445,775

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Debt Service							
Debt Service-Principal							
310-0409-571.61-01 Principal			15,314,275	3,149,440	3,050,608	3,051,597	7,878,082
LEVEL	TEXT		TEXT AMT				
TOTB	2018 PRINCIPAL PAYMENTS - PER EXISTING SCHEDULE		3,130,015				
	2018 PAYOFF OF STATE TRUST FUND LOANS & REFINANCE		4,728,876				
	2018 PRINCIPAL PAYMENTS - FOR NEW ISSUES		19,191				
			7,878,082				
			<hr/>				
*	Debt Service-Principal		15,314,275	3,149,440	3,050,608	3,051,597	7,878,082
			<hr/>				
Debt Service-Interest							
310-0410-571.61-02 Interest			1,133,071	1,158,833	1,049,909	1,049,909	1,083,129
			<hr/>				
*	Debt Service-Interest		1,133,071	1,158,833	1,049,909	1,049,909	1,083,129
			<hr/>				
**	Debt Service		16,447,346	4,308,273	4,100,517	4,101,506	8,961,211

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 4						
Comptroller/Treasurer						
456-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	150	150	0	150	150
Transfer to Debt Service						
456-0411-591.25-02	Other Municipal Funds	146,471	146,471	146,471	146,471	0
*	Transfer to Debt Service	146,471	146,471	146,471	146,471	0
Trans to General Fund						
456-0412-591.25-02	Other Municipal Funds	3,833	4,670	4,670	4,670	9,295
*	Trans to General Fund	3,833	4,670	4,670	4,670	9,295
Street Construction						
456-1003-541.82-02	Construction	0	0	0	0	405,605
*	Street Construction	0	0	0	0	405,605
Sidewalks and Crosswalks						
456-1009-541.82-02	Construction	0	0	0	0	128,550
*	Sidewalks and Crosswalks	0	0	0	0	128,550
Street Lighting						
456-1012-541.82-02	Construction	0	0	0	0	134,465
*	Street Lighting	0	0	0	0	134,465
**	TIF Project 4	150,454	151,291	151,141	151,291	678,065

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 5						
Community Development						
457-0304-562.10-02	Salaries	5,534	0	0	0	0
457-0304-562.15-01	Health	424	0	0	0	0
457-0304-562.15-02	Life	8	0	0	0	0
457-0304-562.15-03	Dental	37	0	0	0	0
457-0304-562.15-04	Retirement	230	0	0	0	0
457-0304-562.15-05	FICA	295	0	0	0	0
457-0304-562.15-07	Vision	2	0	0	0	0
457-0304-562.15-08	Workers Comp	65	0	0	0	0
457-0304-562.21-10	Marketing	151	0	0	0	0
457-0304-562.22-05	Water/Sewer	29	0	0	0	0
457-0304-562.22-06	Storm Water	24	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Community Development	6,799	0	0	0	0
Comptroller/Treasurer						
457-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Comptroller/Treasurer	150	150	0	150	150
Transfer to Debt Service						
457-0411-591.25-02	Other Municipal Funds	271,902	276,719	276,719	276,719	164,785
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Transfer to Debt Service	271,902	276,719	276,719	276,719	164,785
Trans to General Fund						
457-0412-591.25-02	Other Municipal Funds	3,833	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Trans to General Fund	3,833	0	0	0	0
Trans to TIF 7						
457-0475-591.25-02	Other Municipal Funds	127,534	17,173	0	169,640	99,759
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Trans to TIF 7	127,534	17,173	0	169,640	99,759
Trans to TIF 3						
457-0476-591.25-02	Other Municipal Funds	732,500	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Trans to TIF 3	732,500	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Trans to TIF 8					
457-0479-591.25-02	Other Municipal Funds	0	126,000	0	127,924	407,223
*	Trans to TIF 8	0	126,000	0	127,924	407,223
**	TIF Project 5	1,142,718	420,042	276,719	574,433	671,917

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Capital Improvements						
Community Development						
470-0304-562.80-02	Land Purchase	171,643	0	8,726	0	0
470-0304-562.82-01	Buildings	140,564	0	40,322	0	0
470-0304-562.82-02	Construction	0	135,000	72,881	0	0
*	Community Development	312,207	135,000	121,929	0	0
Fire						
470-0501-522.30-15	Tools & Equipment	0	0	0	0	10,110
470-0501-522.80-03	Motorized Equipment	0	14,249	14,714	0	238,596
470-0501-522.82-01	Buildings	0	8,142	0	0	0
470-0501-522.82-02	Construction	6,960	0	0	0	0
*	Fire	6,960	22,391	14,714	0	248,706
Public Library						
470-0601-551.24-05	Small Projects	18,302	0	0	0	0
470-0601-551.82-01	Buildings	5,680	25,000	14,218	0	39,000
*	Public Library	23,982	25,000	14,218	0	39,000
Resthaven Cemetery						
470-0701-533.82-02	Construction	0	35,000	0	0	0
*	Resthaven Cemetery	0	35,000	0	0	0
Parks Department						
470-0703-553.80-05	Other Equipment	44,654	4,700	6,593	6,593	94,000
470-0703-553.82-01	Buildings	10,450	66,000	42,114	47,000	44,000
470-0703-553.82-02	Construction	93,174	1,485,065	66,663	1,741,699	155,000
*	Parks Department	148,278	1,555,765	115,370	1,795,292	293,000
Police						
470-0801-521.82-01	Buildings	0	240,000	12,592	0	0
*	Police	0	240,000	12,592	0	0
Buildings Maintenance						
470-1001-514.80-05	Other Equipment	8,134	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
470-1001-514.82-01	Buildings	5,519	407,000	406,268	0	0
*	Buildings Maintenance	13,653	407,000	406,268	0	0
	Engineering					
470-1002-541.21-02	Engineering	13,326	0	0	0	0
470-1002-541.80-02	Land Purchase	3,200	0	0	0	0
470-1002-541.80-05	Other Equipment	13,496	0	0	0	0
*	Engineering	30,022	0	0	0	0
	Street Construction					
470-1003-541.82-02	Construction	792,051	1,885,390	425,270	0	3,223,915
LEVEL	TEXT	TEXT AMT				
TOTB	MAIN STREET-TAYCO THRU MILL	405,605				
	THE PONDS SUBDIVISION-PHASE 1	296,220				
	GOSLING WAY EAST-DEFERRED ASSESSMENT	715,000				
	GRASSY MEADOW LANE-DEFERRED ASSESSMENT	181,330				
	LAKE PARK HEIGHTS ADDITION 2-DEFERRED ASSESSMENT	1,212,200				
	NORTH WOODLAND DEVELOPMENT-DEFERRED ASSESSMENT	413,560				
		3,223,915				
*	Street Construction	792,051	1,885,390	425,270	0	3,223,915
	Sidewalks and Crosswalks					
470-1009-541.82-02	Construction	34,889	30,000	27,714	0	128,550
LEVEL	TEXT	TEXT AMT				
TOTB	MAIN STREET - TAYCO THRU MILL	128,550				
		128,550				
*	Sidewalks and Crosswalks	34,889	30,000	27,714	0	128,550
	Street Lighting					
470-1012-541.24-04	Specialized Equipment	0	52,000	56,590	0	0
470-1012-541.82-02	Construction	0	0	0	0	134,465
LEVEL	TEXT	TEXT AMT				
TOTB	MAIN STREET - TAYCO THRU MILL	134,465				
		134,465				

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
* Street Lighting		0	52,000	56,590	0	134,465
Public Works Facility						
470-1022-541.82-01 Buildings		0	0	0	0	1,550,000
LEVEL	TEXT	TEXT AMT				
TOTB	PUBLIC WORKS FACILITY - PHASE 1	1,550,000				
		1,550,000				
* Public Works Facility		0	0	0	0	1,550,000
						/
** Capital Improvements		1,362,042	4,387,546	1,194,665	1,795,292	5,617,636

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 6						
Community Development						
471-0304-562.15-08	Workers Comp	19-	0	0	0	0
471-0304-562.21-10	Marketing	8,750	8,750	8,750	8,750	3,000
*	Community Development	8,731	8,750	8,750	8,750	3,000
Comptroller/Treasurer						
471-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	150	150	0	150	150
Transfer to Debt Service						
471-0411-591.25-02	Other Municipal Funds	329,883	329,883	328,883	328,883	328,571
*	Transfer to Debt Service	329,883	329,883	328,883	328,883	328,571
Trans to General Fund						
471-0412-591.25-02	Other Municipal Funds	3,833	0	0	0	0
*	Trans to General Fund	3,833	0	0	0	0
**	TIF Project 6	342,597	338,783	337,633	337,783	331,721

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 7						
Comptroller/Treasurer						
481-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	150	150	0	150	150
Transfer to Debt Service						
481-0411-591.25-02	Other Municipal Funds	189,821	189,605	189,605	189,605	101,023
*	Transfer to Debt Service	189,821	189,605	189,605	189,605	101,023
Trans to General Fund						
481-0412-591.25-02	Other Municipal Funds	3,833	4,670	4,670	4,670	9,295
*	Trans to General Fund	3,833	4,670	4,670	4,670	9,295
Parks Department						
481-0703-553.24-05	Small Projects	0	0	0	0	4,000
*	Parks Department	0	0	0	0	4,000
**	TIF Project 7	193,804	194,425	194,275	194,425	114,468

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 8						
	Urban Redevelopment					
484-0305-562.15-08	Workers Comp	1-	0	0	0	0
484-0305-562.21-06	Management	1,156	0	0	0	0
*	Urban Redevelopment	<u>1,155</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Comptroller/Treasurer						
484-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>150</u>
Transfer to Debt Service						
484-0411-591.25-02	Other Municipal Funds	84,303	99,413	99,413	99,413	61,336
*	Transfer to Debt Service	<u>84,303</u>	<u>99,413</u>	<u>99,413</u>	<u>99,413</u>	<u>61,336</u>
Trans to General Fund						
484-0412-591.25-02	Other Municipal Funds	3,833	4,670	4,670	4,670	9,295
*	Trans to General Fund	<u>3,833</u>	<u>4,670</u>	<u>4,670</u>	<u>4,670</u>	<u>9,295</u>
**	TIF Project 8	<u>89,441</u>	<u>104,233</u>	<u>104,083</u>	<u>104,233</u>	<u>70,781</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 9						
Community Development						
485-0304-562.10-02	Salaries	15,544	15,342	13,070	15,497	15,724
485-0304-562.15-01	Health	1,261	1,297	1,612	2,126	2,951
485-0304-562.15-02	Life	20	15	12	16	20
485-0304-562.15-03	Dental	106	102	116	137	195
485-0304-562.15-04	Retirement	755	1,044	870	1,033	1,054
485-0304-562.15-05	FICA	932	1,168	993	1,174	1,199
485-0304-562.15-07	Vision	4	5	11	24	23
485-0304-562.15-08	Workers Comp	242	401	100	12	25
485-0304-562.21-02	Engineering	18,518	0	0	0	10,000
485-0304-562.21-08	Recording Fees	90	0	0	0	90
485-0304-562.21-10	Marketing	0	2,000	0	0	6,000
485-0304-562.22-06	Storm Water	726	800	572	703	800
485-0304-562.80-02	Land Purchase	21,700	0	105,160	105,160	600,000
485-0304-562.82-02	Construction	0	35,000	0	0	125,000
* Community Development		59,898	57,174	122,516	125,882	763,081
Comptroller/Treasurer						
485-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
* Comptroller/Treasurer		150	150	0	150	150
Transfer to Debt Service						
485-0411-591.25-02	Other Municipal Funds	335,111	470,111	470,111	470,111	477,380
* Transfer to Debt Service		335,111	470,111	470,111	470,111	477,380
Trans to General Fund						
485-0412-591.25-02	Other Municipal Funds	5,909	6,785	6,785	6,785	11,410
* Trans to General Fund		5,909	6,785	6,785	6,785	11,410
Parks Department						
485-0703-553.21-02	Engineering	0	10,000	0	1,216	20,000
* Parks Department		0	10,000	0	1,216	20,000
Engineering						
485-1002-541.10-01	Wages	11,368	14,492	10,293	12,450	14,780
485-1002-541.10-02	Salaries	5,334	4,421	702	2,800	4,705

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
485-1002-541.10-03	Overtime/Doubletime	357	0	370	370	0
485-1002-541.15-01	Health	2,842	4,007	2,292	3,189	4,452
485-1002-541.15-02	Life	48	41	30	41	60
485-1002-541.15-03	Dental	260	333	207	287	333
485-1002-541.15-04	Retirement	958	1,286	776	1,066	1,306
485-1002-541.15-05	FICA	1,125	1,401	838	1,150	1,437
485-1002-541.15-06	Deferred Comp	0	0	0	28	0
485-1002-541.15-07	Vision	24	33	20	621	35
485-1002-541.15-08	Workers Comp	448	596	453	453	549
485-1002-541.19-03	Uniform/Clothing Allow	4	0	4	4	0
485-1002-541.19-06	Relocation Allowance	0	0	58	58	0
<hr/>		<hr/>				
*	Engineering	22,768	26,610	16,043	22,517	27,657
Street Construction						
485-1003-541.82-02	Construction	0	16,100	195,099	195,099	34,975
<hr/>		<hr/>				
*	Street Construction	0	16,100	195,099	195,099	34,975
Sidewalks and Crosswalks						
485-1009-541.10-01	Wages	4,824	19,585	7,454	7,500	10,017
485-1009-541.10-03	Overtime/Doubletime	0	0	36	36	0
485-1009-541.15-01	Health	1,522	6,523	2,315	5,055	3,930
485-1009-541.15-02	Life	5	16	8	18	17
485-1009-541.15-03	Dental	105	421	163	356	112
485-1009-541.15-04	Retirement	315	1,332	508	512	664
485-1009-541.15-05	FICA	356	1,403	548	552	767
485-1009-541.15-07	Vision	12	49	17	18	28
485-1009-541.15-08	Workers Comp	193	918	347	350	282
485-1009-541.19-03	Uniform/Clothing Allow	37	0	23	25	51
485-1009-541.29-05	Vehicle/Equipment Rental	0	0	10,250	10,250	1,800
485-1009-541.80-02	Land Purchase	789	0	0	0	0
485-1009-541.82-02	Construction	188,562	39,930	10,205	205,304	0
<hr/>		<hr/>				
*	Sidewalks and Crosswalks	196,720	70,177	31,874	229,976	17,668
**	TIF Project 9	620,556	657,107	842,428	1,051,736	1,352,321

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 10						
Community Development						
487-0304-562.82-02	Construction	0	0	0	0	5,500
*	Community Development	0	0	0	0	5,500
Urban Redevelopment						
487-0305-562.21-02	Engineering	0	25,000	0	5,000	20,000
487-0305-562.70-01	Acquisition/Rehab/Conv	0	90,000	0	0	28,000
487-0305-562.73-01	Award & Claim Settlements	27,000	27,000	0	0	0
*	Urban Redevelopment	27,000	142,000	0	5,000	48,000
Comptroller/Treasurer						
487-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	150	150	0	150	150
Trans to General Fund						
487-0412-591.25-02	Other Municipal Funds	3,833	4,670	4,670	4,670	9,295
*	Trans to General Fund	3,833	4,670	4,670	4,670	9,295
Trans to TIF 5						
487-0471-591.25-02	Other Municipal Funds	221,000	0	0	0	0
*	Trans to TIF 5	221,000	0	0	0	0
**	TIF Project 10	251,983	146,820	4,670	9,820	62,945

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 11						
Urban Redevelopment						
489-0305-562.21-02	Engineering	0	5,000	0	5,000	3,000
489-0305-562.73-01	Award & Claim Settlements	16,870	17,210	17,271	17,271	18,000
*	Urban Redevelopment	16,870	22,210	17,271	22,271	21,000
Comptroller/Treasurer						
489-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	150	150	0	150	150
Transfer to Debt Service						
489-0411-591.25-02	Other Municipal Funds	830,608	59,562	59,562	59,562	58,435
*	Transfer to Debt Service	830,608	59,562	59,562	59,562	58,435
Trans to General Fund						
489-0412-591.25-02	Other Municipal Funds	5,909	6,785	6,785	6,785	11,410
*	Trans to General Fund	5,909	6,785	6,785	6,785	11,410
Parks Department						
489-0703-562.21-02	Engineering	3,110	20,000	16,999	17,000	9,000
489-0703-562.82-02	Construction	813	0	0	0	0
*	Parks Department	3,923	20,000	16,999	17,000	9,000
**	TIF Project 11	857,460	108,707	100,617	105,768	99,995

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 12						
Community Development						
492-0304-562.10-02	Salaries	6,512	11,165	9,481	11,607	11,421
492-0304-562.15-01	Health	425	885	959	1,220	1,592
492-0304-562.15-02	Life	10	13	11	13	17
492-0304-562.15-03	Dental	37	70	71	97	108
492-0304-562.15-04	Retirement	294	759	637	760	765
492-0304-562.15-05	FICA	370	850	721	854	869
492-0304-562.15-07	Vision	3	5	7	11	13
492-0304-562.15-08	Workers Comp	188	391	92	96	18
492-0304-562.21-06	Management	0	0	0	0	4,000
492-0304-562.21-10	Marketing	0	0	0	0	6,000
492-0304-562.21-11	Development Assistance	270,000	270,000	0	0	270,000
492-0304-562.30-18	Department	5,190	0	0	0	0
492-0304-562.80-05	Other Equipment	0	40,000	0	0	40,000
* Community Development		283,029	324,138	11,979	14,658	334,803
Urban Redevelopment						
492-0305-562.21-11	Development Assistance	83,889	110,000	95,085	95,085	325,000
492-0305-562.25-01	Other Municipal Entities	614	0	0	0	0
* Urban Redevelopment		84,503	110,000	95,085	95,085	325,000
Comptroller/Treasurer						
492-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
* Comptroller/Treasurer		150	150	0	150	150
Trans to General Fund						
492-0412-591.25-02	Other Municipal Funds	19,034	30,532	30,532	30,532	35,157
* Trans to General Fund		19,034	30,532	30,532	30,532	35,157
Engineering						
492-1002-541.10-01	Wages	11,368	14,492	10,293	12,450	14,780
492-1002-541.10-02	Salaries	5,334	4,421	702	4,403	4,705
492-1002-541.10-03	Overtime/Doubletime	357	0	370	0	0
492-1002-541.15-01	Health	2,842	4,007	2,292	4,007	4,452
492-1002-541.15-02	Life	48	41	30	41	60
492-1002-541.15-03	Dental	260	333	207	332	333
492-1002-541.15-04	Retirement	958	1,286	776	776	1,306
492-1002-541.15-05	FICA	1,125	1,401	838	838	1,437

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
492-1002-541.15-07	Vision	24	33	20	33	35
492-1002-541.15-08	Workers Comp	448	596	453	596	549
492-1002-541.19-03	Uniform/Clothing Allow	4	0	4	4	0
492-1002-541.19-06	Relocation Allowance	0	0	58	58	0
* Engineering		22,768	26,610	16,043	23,538	27,657
Street Construction						
492-1003-541.10-01	Wages	0	0	1,729	1,729	0
492-1003-541.10-03	Overtime/Doubletime	0	0	120	120	0
492-1003-541.15-01	Health	0	0	640	640	0
492-1003-541.15-03	Dental	0	0	47	47	0
492-1003-541.15-04	Retirement	0	0	127	127	0
492-1003-541.15-05	FICA	0	0	137	137	0
492-1003-541.15-07	Vision	0	0	5	5	0
492-1003-541.15-08	Workers Comp	0	0	87	87	0
492-1003-541.21-02	Engineering	2,960	0	0	0	0
492-1003-541.29-05	Vehicle/Equipment Rental	0	0	3,731	3,731	0
492-1003-541.82-02	Construction	48,953	6,000	6,588	19,798	378,690
LEVEL	TEXT	TEXT AMT				
TOTB	COMMUNITY WAY EXTENSION	378,690				
		378,690				
* Street Construction		51,913	6,000	13,211	26,421	378,690
Sidewalks and Crosswalks						
492-1009-541.10-01	Wages	0	0	1,792	1,792	10,017
492-1009-541.15-01	Health	0	0	441	441	3,012
492-1009-541.15-02	Life	0	0	2	2	17
492-1009-541.15-03	Dental	0	0	33	33	112
492-1009-541.15-04	Retirement	0	0	102	102	664
492-1009-541.15-05	FICA	0	0	133	133	767
492-1009-541.15-07	Vision	0	0	3	3	28
492-1009-541.15-08	Workers Comp	0	0	84	84	282
492-1009-541.29-05	Vehicle/Equipment Rental	781	8,500	6,590	6,590	1,800
492-1009-541.82-02	Construction	9,960	6,000	11,454	11,454	118,140
* Sidewalks and Crosswalks		10,741	14,500	20,634	20,634	134,839
** TIF Project 12		472,138	511,930	187,484	211,018	1,236,296

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TIF Project 13						
Community Development						
493-0304-562.21-02	Engineering	7,578	0	0	0	0
493-0304-562.21-06	Management	324	0	0	0	0
493-0304-562.21-11	Development Assistance	1,126,845	168,338	148,368	148,368	305,520
493-0304-562.30-18	Department	12,320	0	0	0	0
493-0304-562.82-02	Construction	249,471	0	0	0	0
*	Community Development	<u>1,396,538</u>	<u>168,338</u>	<u>148,368</u>	<u>148,368</u>	<u>305,520</u>
Comptroller/Treasurer						
493-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>150</u>
Trans to General Fund						
493-0412-591.25-02	Other Municipal Funds	18,473	19,923	19,840	19,840	24,465
*	Trans to General Fund	<u>18,473</u>	<u>19,923</u>	<u>19,840</u>	<u>19,840</u>	<u>24,465</u>
Parking Lots						
493-1013-541.24-05	Small Projects	0	0	9,730	9,730	0
*	Parking Lots	<u>0</u>	<u>0</u>	<u>9,730</u>	<u>9,730</u>	<u>0</u>
**	TIF Project 13	<u>1,415,161</u>	<u>188,411</u>	<u>177,938</u>	<u>178,088</u>	<u>330,135</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Redevelopment Authority						
Community Development						
501-0304-562.15-08	Workers Comp	1-	0	0	0	0
501-0304-562.21-01	Legal	4,809	12,000	2,667	3,700	5,000
501-0304-562.21-08	Recording Fees	2,205	3,250	120	3,000	3,000
501-0304-562.21-10	Marketing	55	2,500	167	2,000	2,500
501-0304-562.21-11	Development Assistance	13,916	61,500	3,192	35,000	42,000
501-0304-562.22-03	Electricity	46	250	0	250	250
501-0304-562.22-06	Storm Water	4,195	4,000	3,102	3,818	14,000
501-0304-562.30-11	Postage	23	0	48	0	0
501-0304-562.32-01	Dues/Memberships/Licenses	31,500	35,000	0	35,000	34,000
501-0304-562.74-01	Sale of Land	4,400	0	13,793	18,793	25,000
501-0304-562.82-01	Buildings	0	18,000	0	0	70,000
*	Community Development	61,148	136,500	23,089	101,561	195,750
Debt Service-Principal						
501-0409-571.61-01	Principal	0	174,040	0	174,040	183,612
*	Debt Service-Principal	0	174,040	0	174,040	183,612
Debt Service-Interest						
501-0410-571.61-02	Interest	214,500	214,500	0	214,500	204,928
*	Debt Service-Interest	214,500	214,500	0	214,500	204,928
**	Redevelopment Authority	275,648	525,040	23,089	490,101	584,290

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Sewage Fund	San Sewer Maint/Const	Adam Alix Corey Gordon
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	601-1020-543	10/20/2017

RESPONSIBILITIES

This budget provides for the design, construction, reconstruction, maintenance, and repair of the sanitary sewer system. It includes such work as reconstruction of existing mains, cleaning and flushing of sewer mains, inspection and repair of lift stations, maintenance to the system, engineering design, field surveys and compliance monitoring of industries.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Televised sewer mains and portions of interceptor to access pipe conditions prior to construction.

2018 OBJECTIVES

Continue concentrated I/I removal projects and Sewer System Evaluation Survey (SSES) in Phase 4 area of the City (Doty Island). Continue industrial monitoring program to ensure equitable charges for all City sewer users. Explore sanitary lateral improvement program in conjunction with street improvement projects.

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Assistant Sewer Equipme	0.50	0.50
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.03	0.03
INTERGOV REVENUE	\$0.00	\$0.00	PW Superintendent	0.05	0.05
LICENSES & PERMITS	\$0.00	\$0.00	Sewer Equipment Operat	0.50	0.50
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
			TOTAL	1.08	1.08
TOTAL	\$0.00	\$0.00			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Sewage Fund						
Comptroller/Treasurer						
601-0401-513.21-03	Accounting/Financial	1,250	1,300	1,300	1,300	1,300
601-0401-513.25-02	Other Municipal Funds	230,688	220,000	167,281	223,081	225,000
*	Comptroller/Treasurer	231,938	221,300	168,581	224,381	226,300
Debt Service-Interest						
601-0410-571.61-02	Interest	77,138	72,410	0	72,411	66,643
*	Debt Service-Interest	77,138	72,410	0	72,411	66,643
Uncollectable Debt						
601-0414-513.26-01	Accounts Receivable	98,651	0	0	0	0
*	Uncollectable Debt	98,651	0	0	0	0
Engineering						
601-1002-541.10-01	Wages	56,831	72,458	51,462	61,050	73,901
601-1002-541.10-02	Salaries	26,670	22,106	3,508	7,339	23,524
601-1002-541.10-03	Overtime/Doubletime	1,786	1,250	1,851	1,964	1,250
601-1002-541.15-01	Health	14,210	20,033	11,463	14,382	22,260
601-1002-541.15-02	Life	323	206	150	156	299
601-1002-541.15-03	Dental	1,300	1,664	1,038	1,252	1,664
601-1002-541.15-04	Retirement	4,789	6,515	3,882	4,649	6,611
601-1002-541.15-05	FICA	5,624	7,099	4,193	5,154	7,282
601-1002-541.15-07	Vision	117	167	99	123	176
601-1002-541.15-08	Workers Comp	2,240	3,041	2,266	2,769	2,806
601-1002-541.19-03	Uniform/Clothing Allow	19	0	18	18	18
601-1002-541.19-06	Relocation Allowance	0	0	290	290	0
601-1002-541.29-05	Vehicle/Equipment Rental	10,055	9,000	5,703	8,550	9,000
*	Engineering	123,964	143,539	85,923	107,696	148,791
San Sewer Maint/Const						
601-1020-543.10-01	Wages	45,855	53,306	38,748	41,500	54,357
601-1020-543.10-02	Salaries	6,441	5,039	4,294	5,100	5,275
601-1020-543.10-03	Overtime/Doubletime	1,349	2,000	1,685	2,000	2,000
601-1020-543.15-01	Health	14,570	16,507	10,018	10,599	16,950
601-1020-543.15-02	Life	71	50	40	60	64
601-1020-543.15-03	Dental	1,093	1,331	863	882	1,331
601-1020-543.15-04	Retirement	3,446	4,103	3,016	3,273	4,129
601-1020-543.15-05	FICA	3,915	4,442	3,323	3,605	4,484

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
601-1020-543.15-07	Vision	104	119	81	83	119
601-1020-543.15-08	Workers Comp	2,269	2,830	2,063	2,230	1,972
601-1020-543.19-03	Uniform/Clothing Allow	349	300	165	300	300
601-1020-543.21-02	Engineering	46,168	46,300	21,085	46,300	46,300
LEVEL	TEXT	TEXT AMT				
TOTB	TELEVISED INSPECTIONS	20,000				
	INDUSTRIAL SEWER MONITORING	24,000				
	DIGGER'S HOTLINE	2,300				
		46,300				
601-1020-543.22-01	Telephone	3,810	3,800	3,159	3,800	1,800
601-1020-543.22-03	Electricity	2,851	3,000	2,773	3,529	3,000
601-1020-543.24-04	Specialized Equipment	11,814	7,500	409	7,500	5,000
LEVEL	TEXT	TEXT AMT				
TOTB	LIFT STATION REPAIRS	5,000				
		5,000				
601-1020-543.24-05	Small Projects	51,808	5,000	12,450	15,000	15,000
601-1020-543.29-05	Vehicle/Equipment Rental	36,164	60,000	27,361	45,000	60,000
601-1020-543.29-07	Inhouse Info Tech Service	2,512	2,896	1,448	2,896	2,786
601-1020-543.30-11	Postage	16	0	0	0	0
601-1020-543.30-15	Tools & Equipment	7,334	12,000	301	12,000	4,700
LEVEL	TEXT	TEXT AMT				
TOTB	SEWER JET HEADS	3,000				
	HYDRO EXCAVATING NOZZLE/HOSE	1,200				
	MISC	500				
		4,700				
601-1020-543.30-18	Department	11,127	11,000	3,699	11,000	11,000
LEVEL	TEXT	TEXT AMT				
TOTB	CASTINGS, PIPE, STONE ETC	7,500				
	GAS MONITOR SENSORS/CYCLINDERS	1,500				
	LIFT STATION SUPPLIES/PARTS	2,000				
		11,000				
601-1020-543.34-02	Registrations	0	0	0	0	250
601-1020-543.51-03	Property	2,840	2,840	1,420	2,840	3,010
601-1020-543.54-00	Depreciation	134,458	0	0	0	0
601-1020-543.80-05	Other Equipment	0	27,000	332	6,330	27,000
LEVEL	TEXT	TEXT AMT				
TOTB	SCADA MONITORING SYSTEM	27,000				
		27,000				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
601-1020-543.82-02	Construction	0	200,000	0	26,449	600,800
LEVEL	TEXT	TEXT AMT				
TOTB	BROAD STREET-TAYCO ST. TO RACINE ST.		415,800			
	MISC MANHOLE, SEWER REPAIRS CONTINGENCY					
	VARIOUS LOCATION		45,000			
	I/I HOME GRANT PROGRAM		50,000			
	LATERAL REPAIR/REHAB/RECONSTRUCTION*		90,000			
	* - \$60,000 ASSESSABLE					
			600,800			
*	San Sewer Maint/Const	390,364	471,363	138,733	252,276	871,627
	Sewer Treatment Plant					
601-1021-543.21-01	Legal	14,558	175,000	11,303	11,500	11,500
601-1021-543.25-01	Other Municipal Entities	954,844	1,095,702	814,309	977,200	977,500
*	Sewer Treatment Plant	969,402	1,270,702	825,612	988,700	989,000
**	Sewage Fund	1,891,457	2,179,314	1,218,849	1,645,464	2,302,361

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Storm Water Utility						
City Attorney						
625-0201-512.10-02	Salaries	8,683	8,863	7,523	8,901	9,130
625-0201-512.15-01	Health	993	997	830	997	1,040
625-0201-512.15-02	Life	28	23	27	34	51
625-0201-512.15-03	Dental	99	99	83	100	99
625-0201-512.15-04	Retirement	573	603	511	606	612
625-0201-512.15-05	FICA	662	666	565	669	683
625-0201-512.15-07	Vision	8	9	7	9	9
625-0201-512.15-08	Workers Comp	19	21	18	22	15
* City Attorney		11,065	11,281	9,564	11,338	11,639
Community Development						
625-0304-562.10-02	Salaries	26,314	26,591	22,684	26,819	27,276
625-0304-562.15-01	Health	2,244	2,300	2,980	3,904	5,593
625-0304-562.15-02	Life	50	24	20	25	32
625-0304-562.15-03	Dental	187	181	212	363	367
625-0304-562.15-04	Retirement	1,331	1,808	1,504	1,784	1,827
625-0304-562.15-05	FICA	1,626	2,024	1,721	2,035	2,080
625-0304-562.15-07	Vision	6	8	18	36	43
625-0304-562.15-08	Workers Comp	372	610	157	167	44
625-0304-562.22-03	Electricity	99	100	74	91	150
* Community Development		32,229	33,646	29,370	35,224	37,412
Comptroller/Treasurer						
625-0401-513.10-01	Wages	2,335	2,382	2,282	2,612	2,247
625-0401-513.10-02	Salaries	4,347	4,448	2,447	3,117	4,436
625-0401-513.10-03	Overtime/Doubletime	5	0	26	26	0
625-0401-513.15-01	Health	1,206	1,250	683	864	1,121
625-0401-513.15-02	Life	16	13	7	9	16
625-0401-513.15-03	Dental	102	105	58	74	85
625-0401-513.15-04	Retirement	441	464	264	332	448
625-0401-513.15-05	FICA	501	509	326	402	504
625-0401-513.15-07	Vision	10	10	6	8	9
625-0401-513.15-08	Workers Comp	15	16	10	12	11
625-0401-513.21-03	Accounting/Financial	1,250	1,350	1,350	1,350	1,350
625-0401-513.25-01	Other Municipal Entities	22,723	24,500	17,194	23,000	24,000
* Comptroller/Treasurer		32,951	35,047	24,653	31,806	34,227
Information Systems						
625-0403-513.10-02	Salaries	1,424	1,460	1,233	1,459	1,497

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
625-0403-513.15-01	Health	270	311	260	312	325
625-0403-513.15-02	Life	2	2	2	3	5
625-0403-513.15-03	Dental	26	31	25	31	31
625-0403-513.15-04	Retirement	94	99	84	100	100
625-0403-513.15-05	FICA	107	109	89	106	107
625-0403-513.15-07	Vision	2	3	2	3	3
625-0403-513.15-08	Workers Comp	3	4	3	4	2
* Information Systems		1,928	2,019	1,698	2,018	2,070
Debt Service-Interest						
625-0410-571.61-02	Interest	14,905	14,139	7,301	14,600	14,200
* Debt Service-Interest		14,905	14,139	7,301	14,600	14,200
Forestry						
625-0706-561.10-01	Wages	10,679	26,949	6,085	17,040	16,469
625-0706-561.10-03	Overtime/Doubletime	11	250	32	75	250
625-0706-561.15-01	Health	3,331	5,091	1,889	3,468	5,828
625-0706-561.15-02	Life	11	16	4	9	29
625-0706-561.15-03	Dental	249	372	130	240	372
625-0706-561.15-04	Retirement	708	1,088	317	530	1,120
625-0706-561.15-05	FICA	788	2,010	444	1,270	1,195
625-0706-561.15-07	Vision	27	43	15	27	43
625-0706-561.15-08	Workers Comp	467	1,276	282	791	531
625-0706-561.19-03	Uniform/Clothing Allow	88	0	28	90	90
625-0706-561.20-06	Lawn Care	1,950	2,500	2,675	2,675	4,500
625-0706-561.29-05	Vehicle/Equipment Rental	2,627	4,000	1,593	4,000	4,000
625-0706-561.30-18	Department	7,344	6,500	13,226	14,000	5,000
* Forestry		28,280	50,095	26,720	44,215	39,427
Engineering						
625-1002-541.10-01	Wages	61,187	78,413	55,412	65,672	79,974
625-1002-541.10-02	Salaries	26,669	22,106	3,508	7,016	23,524
625-1002-541.10-03	Overtime/Doubletime	1,895	1,250	1,965	1,965	1,500
625-1002-541.15-01	Health	15,166	21,287	12,282	15,065	23,541
625-1002-541.15-02	Life	327	210	153	190	305
625-1002-541.15-03	Dental	1,365	1,749	1,094	1,353	1,749
625-1002-541.15-04	Retirement	5,084	6,920	4,157	5,111	7,035
625-1002-541.15-05	FICA	5,949	7,530	4,487	5,528	7,737
625-1002-541.15-07	Vision	124	177	105	130	185
625-1002-541.15-08	Workers Comp	2,439	3,320	2,457	3,042	3,008
625-1002-541.19-03	Uniform/Clothing Allow	23	75	18	75	75

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
625-1002-541.19-06	Relocation Allowance	0	0	290	290	0
625-1002-541.21-02	Engineering	3,216	4,500	8,779	8,779	4,500
625-1002-541.22-01	Telephone	491	600	347	600	600
625-1002-541.29-01	Printing	37	50	0	50	50
625-1002-541.29-05	Vehicle/Equipment Rental	10,782	9,000	5,690	9,000	9,000
625-1002-541.29-07	Inhouse Technology Svcs	4,705	6,032	2,891	6,032	5,675
625-1002-541.30-10	Office	88	125	63	125	125
625-1002-541.30-11	Postage	0	25	0	25	25
625-1002-541.30-15	Tools & Equipment	1,000	350	0	350	350
625-1002-541.30-18	Department	4,977	900	359	900	900
625-1002-541.32-01	Dues/Memberships/Licenses	50	0	0	0	0
625-1002-541.33-03	Lodging/Meals	0	100	0	0	0
625-1002-541.34-02	Registrations	0	0	0	0	250
625-1002-541.51-03	Property	585	585	293	585	620
*	Engineering	146,159	165,304	104,350	131,883	170,728
Street Construction						
625-1003-541.10-01	Wages	60,103	48,905	40,890	44,900	54,415
625-1003-541.10-02	Salaries	2,347	1,858	1,582	1,875	1,942
625-1003-541.10-03	Overtime/Doubletime	162	100	253	275	200
625-1003-541.15-01	Health	21,078	16,540	13,074	14,605	20,156
625-1003-541.15-02	Life	46	3	48	48	30
625-1003-541.15-03	Dental	1,450	1,285	953	1,046	1,285
625-1003-541.15-04	Retirement	4,120	3,459	2,902	3,196	3,783
625-1003-541.15-05	FICA	4,607	3,748	3,141	3,456	4,072
625-1003-541.15-07	Vision	150	131	99	111	149
625-1003-541.15-08	Workers Comp	2,910	2,386	1,994	2,197	1,780
625-1003-541.19-03	Uniform/Clothing Allow	283	276	134	276	303
625-1003-541.24-05	Small Projects	550	0	0	0	0
625-1003-541.29-05	Vehicle/Equipment Rental	32,224	37,336	27,603	31,350	37,336
625-1003-541.30-15	Tools & Equipment	1,216	5,500	1,988	5,500	4,000
LEVEL	TEXT	TEXT AMT				
TOTB	SHARE OF SKID STEER TRAILER	2,000				
	CURB FORMS & PINS	2,000				
		4,000				
625-1003-541.30-18	Department	23,961	20,000	26,876	27,500	15,000
LEVEL	TEXT	TEXT AMT				
TOTB	C&G CONCRETE & SUPPLIES	15,000				
		15,000				
625-1003-541.82-02	Construction	0	136,805	0	90,022	192,865
LEVEL	TEXT	TEXT AMT				

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Storm Water Utility	Street Clean/Flush	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	625-1005-541	10/20/2017

RESPONSIBILITIES

This account includes the cost of materials, labor, and equipment to sweep and clean City streets on a regular basis through the Spring, Summer, and Fall. Residential streets are to be swept once per month, main City routes more frequently, and the sweeper is available upon request or as necessary for emergencies.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Added a high efficiency vacuum sweeper to our fleet.

2018 OBJECTIVES

Continue current service level.

MAJOR CHANGES FROM 2017 BUDGET

No substantial changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Deputy Director of Munici	0.01	0.01
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Light Equipment Operator	0.41	0.41
INTERGOV REVENUE	\$0.00	\$0.00	PW Superintendent	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.45	0.45

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
TOTB	STORM WATER PORTION OF STREET PROJECTS		192,865 192,865			
*	Street Construction	155,207	278,332	121,537	226,357	337,316
	Street Cleaning					
625-1005-541.10-01	Wages	18,946	22,073	22,809	25,180	24,704
625-1005-541.10-02	Salaries	3,257	2,557	2,180	2,575	2,676
625-1005-541.10-03	Overtime/Doubletime	259	100	22	50	0
625-1005-541.15-01	Health	6,897	8,595	8,905	9,765	9,481
625-1005-541.15-02	Life	14	4	33	35	5
625-1005-541.15-03	Dental	475	555	576	631	604
625-1005-541.15-04	Retirement	1,430	1,682	1,707	1,899	1,834
625-1005-541.15-05	FICA	1,604	1,787	1,804	2,004	1,931
625-1005-541.15-07	Vision	51	64	66	73	70
625-1005-541.15-08	Workers Comp	959	1,160	1,173	1,304	862
625-1005-541.19-03	Uniform/Clothing Allow	159	123	69	123	135
625-1005-541.25-01	Other Municipal Entities	0	7,800	0	7,800	8,000
LEVEL	TEXT	TEXT AMT				
TOTB	LANDFILL TIPPING FEE, 200 TONS @ \$40.00/TON		8,000			
			8,000			
625-1005-541.29-05	Vehicle/Equipment Rental	67,467	77,000	59,221	82,850	82,850
625-1005-541.29-07	Inhouse Technology Svcs	1,794	2,069	1,035	2,069	1,990
625-1005-541.30-15	Tools & Equipment	2,744	5,500	1,178	5,393	5,500
LEVEL	TEXT	TEXT AMT				
TOTB	SKID STEER BOX BROOM		5,500			
			5,500			
625-1005-541.30-18	Department	0	2,000	1,653	2,000	3,000
LEVEL	TEXT	TEXT AMT				
TOTB	SWEEPER GUTTER BROOMS, ETC		3,000			
			3,000			
625-1005-541.51-03	Property	350	350	175	350	371
*	Street Cleaning	106,406	133,419	102,606	144,101	144,013
	Snow & Ice Removal					
625-1006-541.10-01	Wages	41,645	28,534	10,702	13,625	29,096
625-1006-541.10-02	Salaries	4,778	4,274	3,643	4,303	4,413

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Storm Water Utility	Storm Sewers & Drains	Adam Alix Corey Gordon
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	625-1010-541	10/20/2017

RESPONSIBILITIES

The Storm Sewer Account reflects costs involved in the design, planning, maintenance and construction of storm sewer systems throughout the City. Funds are used to remedy drainage/flooding problems, install sewers prior to street reconstruction, and construct storm sewers and storm water management facilities in conjunction with new development or regulatory compliance.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Accomplished established goals in City's WPEDS permit. Continued TMDL Storm Water Management Plan.

2018 OBJECTIVES

Continue to develop list of potential sites for future storm water management facility in compliance with NR216 and Lower Fox River Total Maximum Daily Load (TMDL) requirements.

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Assistant Sewer Equipme	0.50	0.50
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.04	0.04
INTERGOV REVENUE	\$0.00	\$0.00	PW Superintendent	0.07	0.07
LICENSES & PERMITS	\$0.00	\$0.00	Sewer Equipment Operat	0.50	0.50
FINES & FORFEITS	\$0.00	\$0.00	Truck Driver	0.25	0.25
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.36	1.36

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
625-1006-541.10-03 Overtime/Doubletime			2,597	2,500	467	750	2,500
625-1006-541.15-01 Health			15,016	11,319	4,375	4,582	11,462
625-1006-541.15-02 Life			84	93	20	25	103
625-1006-541.15-03 Dental			1,011	731	293	367	731
625-1006-541.15-04 Retirement			3,211	2,401	1,008	1,273	2,413
625-1006-541.15-05 FICA			3,615	2,583	1,083	1,368	2,602
625-1006-541.15-07 Vision			107	85	34	42	85
625-1006-541.15-08 Workers Comp			2,230	1,656	673	849	1,056
625-1006-541.19-03 Uniform/Clothing Allow			174	159	119	159	159
625-1006-541.29-05 Vehicle/Equipment Rental			69,152	58,000	5,560	7,500	58,000
625-1006-541.51-03 Property			1,151	1,151	576	1,151	1,220
*	Snow & Ice Removal		144,771	113,486	28,553	35,994	113,840
Storm Sewers & Drains							
625-1010-541.10-01 Wages			38,845	66,500	43,340	45,500	65,648
625-1010-541.10-02 Salaries			8,924	7,115	6,065	7,170	7,433
625-1010-541.10-03 Overtime/Doubletime			525	500	169	250	500
625-1010-541.15-01 Health			13,871	21,879	13,407	14,193	22,390
625-1010-541.15-02 Life			67	65	40	42	80
625-1010-541.15-03 Dental			957	1,678	1,026	1,088	1,678
625-1010-541.15-04 Retirement			3,057	5,040	3,355	3,575	4,930
625-1010-541.15-05 FICA			3,470	5,420	3,656	3,904	5,388
625-1010-541.15-07 Vision			95	151	103	108	160
625-1010-541.15-08 Workers Comp			1,956	3,476	2,310	2,462	2,325
625-1010-541.19-03 Uniform/Clothing Allow			370	375	189	375	375
625-1010-541.21-02 Engineering			14,318	12,350	1,403	7,500	19,850
LEVEL	TEXT		TEXT	AMT			
TOTB	DIGGERS HOTLINE			2,350			
	SEWER TELEVISIONING/CLEANING			7,500			
	STORMWATER IMPLEMENTATION PLAN			10,000			
				19,850			
625-1010-541.21-04 Computer			975	1,200	595	1,190	1,200
LEVEL	TEXT		TEXT	AMT			
TOTB	PERMITRAK SOFTWARE SERVICE			1,200			
				1,200			
625-1010-541.21-06 Management			2,594	5,000	2,435	5,000	5,000
LEVEL	TEXT		TEXT	AMT			
TOTB	STORMWATER POND O&M			5,000			
				5,000			

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
625-1010-541.22-01	Telephone	0	50	0	0	0
625-1010-541.24-05	Small Projects	0	0	4,200	10,000	20,000
LEVEL	TEXT	TEXT	AMT			
TOTB	REAR LOT DRAINAGE GRANT PROGRAM		20,000			
			20,000			
625-1010-541.25-01	Other Municipal Entities	3,000	3,000	3,000	3,000	3,000
LEVEL	TEXT	TEXT	AMT			
TOTB	WDNR ANNUAL STORWATER PERMIT		3,000			
			3,000			
625-1010-541.29-05	Vehicle/Equipment Rental	34,512	65,000	35,978	51,885	65,000
625-1010-541.29-07	Inhouse Technology Svcs	1,794	2,069	1,035	2,069	1,990
625-1010-541.30-11	Postage	7	0	0	0	0
625-1010-541.30-15	Tools & Equipment	2,950	5,000	241	3,500	5,000
LEVEL	TEXT	TEXT	AMT			
TOTB	SEWER CLEANING NOZZLE		2,500			
	CONCRETE SAW		1,500			
	MISC TOOLS		1,000			
			5,000			
625-1010-541.30-18	Department	34,746	35,000	20,911	25,650	35,000
LEVEL	TEXT	TEXT	AMT			
TOTB	CASTINGS & SUPPLIES		20,000			
	CONCRETE, MORTAR & STONE, ETC		6,000			
	PRECAST BASINS & RISERS RINGS		5,500			
	PIPE AND ACCESSORIES		3,500			
			35,000			
625-1010-541.32-01	Dues/Memberships/Licenses	1,541	1,500	1,650	1,650	1,650
LEVEL	TEXT	TEXT	AMT			
TOTB	NEWSC		1,650			
			1,650			
625-1010-541.34-02	Registrations	0	500	0	500	500
625-1010-541.34-03	Lodging/Meals	0	150	0	150	0
625-1010-541.51-03	Property	150	150	75	150	159
625-1010-541.54-00	Depreciation	111,521	0	0	0	0
625-1010-541.82-02	Construction	0	204,445	0	102,918	249,445
LEVEL	TEXT	TEXT	AMT			
TOTB	BROAD STREET PIPEBURST PROJECT		35,000			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	STORM INLETS/MANHOLES/PIPE REPAIRS		30,000			
	STORM EXTENSION LAKE PARK HEIGHTS		60,000			
	MIDWAY ROAD DETENTION POND		100,000			
	STORM WATER PORTION OF STREET PROJECTS		24,445			
			249,445			
* Storm Sewers & Drains		280,245	447,613	145,183	293,829	518,701
	Parking Lots					
625-1013-541.10-01	Wages	1,036	3,230	1,356	2,069	3,294
625-1013-541.10-03	Overtime/Doubletime	86	0	0	0	0
625-1013-541.15-01	Health	391	1,151	356	536	1,166
625-1013-541.15-03	Dental	25	74	23	36	74
625-1013-541.15-04	Retirement	74	220	92	141	221
625-1013-541.15-05	FICA	81	230	100	152	232
625-1013-541.15-07	Vision	3	9	3	5	9
625-1013-541.15-08	Workers Comp	47	151	60	92	104
625-1013-541.19-03	Uniform/Clothing Allow	24	18	6	18	18
625-1013-541.29-05	Vehicle/Equipment Rental	9,561	10,000	2,269	3,275	10,000
* Parking Lots		11,328	15,083	4,265	6,324	15,118
	Recycling-Yard Waste					
625-1028-543.10-01	Wages	48,659	62,920	8,331	56,500	49,494
625-1028-543.10-02	Salaries	14,521	6,260	5,336	10,443	6,550
625-1028-543.10-03	Overtime/Doubletime	3,061	2,520	0	2,800	2,520
625-1028-543.10-08	Wages-Temp Help	0	0	0	0	5,890
625-1028-543.15-01	Health	17,294	16,449	3,737	17,078	15,986
625-1028-543.15-02	Life	114	80	15	96	160
625-1028-543.15-03	Dental	1,343	1,428	287	1,471	1,230
625-1028-543.15-04	Retirement	3,880	4,310	920	4,559	3,924
625-1028-543.15-05	FICA	4,683	5,368	988	5,263	4,763
625-1028-543.15-07	Vision	132	136	30	150	128
625-1028-543.15-08	Workers Comp	2,507	3,363	628	3,047	2,159
625-1028-543.19-03	Uniform/Clothing Allow	372	306	115	306	289
625-1028-543.21-06	Management	2,593	6,160	0	4,200	5,600
LEVEL	TEXT	TEXT AMT				
TOTB	GRINDER RENTAL		5,600			
			5,600			
625-1028-543.22-06	Storm Water	608	633	0	649	650
625-1028-543.29-05	Vehicle/Equipment Rental	56,570	87,000	0	70,798	81,984
625-1028-543.30-11	Postage	80	90	0	42	90

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
625-1028-543.30-15	Tools & Equipment	340	1,120	0	1,120	1,400
625-1028-543.30-18	Department	764	1,680	0	1,120	1,120
625-1028-543.51-03	Property	297	284	142	269	301
*	Recycling-Yard Waste	157,818	200,107	20,529	179,911	184,238
**	Storm Water Utility	1,123,292	1,499,571	626,329	1,157,600	1,622,929

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	City Garage Fund	City Garage	Adam Alix Thad Brown
	FUNCTION	BUDGET NUMBER	DATE
	Public Works	731-1022-541	10/20/2017

RESPONSIBILITIES

Budgeted funds in this account represent costs associated with the management, operation, maintenance, and repair of the Public Works Facility complex, as well as expenses for parts, tires, fuel, internal service and outside repairs for all City owned motorized equipment as well as the Menasha Utilities' and Menasha Joint School Districts' motorized equipment.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Fabricated an old automated refuse truck into an automated vacuum leaf collection truck.

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

No significant changes.

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	City Mechanic I	1.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	City Mechanic II	1.00	2.00
INTERGOV REVENUE	\$0.00	\$0.00	City Mechanic III	1.00	1.00
LICENSES & PERMITS	\$0.00	\$0.00	Depty Dir Municipal Opera	0.45	0.45
FINES & FORFEITS	\$0.00	\$0.00	Lead Person	0.26	0.30
PUBLIC CHARGES	\$0.00	\$0.00	PW Administrative Assist	0.20	0.20
MISCELLANEOUS	\$0.00	\$0.00	PW Superintendent	0.25	0.25
TOTAL	\$0.00	\$0.00	TOTAL	4.16	4.20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Public Works Facility						
Public Works Facility						
731-1022-541.10-01	Wages	205,598	202,043	200,546	222,256	215,432
731-1022-541.10-02	Salaries	67,828	56,904	48,594	57,459	59,125
731-1022-541.10-03	Overtime/Doubletime	3,589	3,500	4,714	5,000	3,500
731-1022-541.15-01	Health	73,528	75,271	66,700	74,349	84,067
731-1022-541.15-02	Life	827	655	520	583	441
731-1022-541.15-03	Dental	5,362	5,399	4,793	5,384	5,635
731-1022-541.15-04	Retirement	17,537	17,846	17,241	18,995	18,630
731-1022-541.15-05	FICA	20,110	19,402	18,754	21,398	20,338
731-1022-541.15-07	Vision	540	584	520	581	633
731-1022-541.15-08	Workers Comp	11,302	11,986	11,463	13,463	8,579
731-1022-541.19-03	Uniform/Clothing Allow	1,026	1,038	505	888	945
731-1022-541.19-05	Tool Allowance	884	900	600	900	900
731-1022-541.20-01	Janitorial	15,220	14,200	14,096	17,900	17,900
LEVEL	TEXT	TEXT AMT				
TOTB	COVERALS, RAGS, MATS & RESTROOM SUPPLIES	10,200				
	CONTRACTED CLEANING	7,700				
		17,900				
731-1022-541.20-04	Mechanical Systems	3,111	3,200	3,110	3,111	3,200
731-1022-541.20-07	Pest Control	818	840	930	930	860
731-1022-541.20-08	Storage Services	975	0	1,839	2,000	2,000
731-1022-541.21-06	Management	7,320	6,200	1,860	5,200	5,800
LEVEL	TEXT	TEXT AMT				
TOTB	OIL FILTER DISPOSAL FEES	600				
	MISCELLANEOUS SERVICES	3,200				
	INVENTORY FEE FOR FUEL	800				
	FIRE EXTINGUISHER INSPECTION	1,200				
		5,800				
731-1022-541.22-01	Telephone	2,242	2,300	1,838	2,300	2,300
731-1022-541.22-03	Electricity	15,705	16,500	10,985	15,675	16,500
731-1022-541.22-04	Heat	17,527	25,000	9,885	16,345	22,000
731-1022-541.22-05	Water/Sewer	7,893	8,500	5,807	8,275	8,500
731-1022-541.22-06	Storm Water	13,381	14,000	10,714	14,286	14,300
731-1022-541.24-01	Office Equipment	3	450	0	0	450
731-1022-541.24-02	Tools & Equipment	2,401	3,000	1,091	2,500	3,000
731-1022-541.24-03	Buildings	10,622	8,500	7,298	8,500	8,500
LEVEL	TEXT	TEXT AMT				
TOTB	GATE CONTROLLER UPGRADE	2,500				
		2,500				
731-1022-541.24-04	Specialized Equipment	3,477	2,500	1,286	2,500	2,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
731-1022-541.24-05	Small Projects	0	0	2,638	2,638	0
731-1022-541.24-06	Fuel Station	4,671	31,200	29,398	31,200	5,300
LEVEL	TEXT	TEXT AMT				
TOTB	TANK TESTING		700			
	MISC		1,000			
	AIMS COMPONENTS		3,600			
			5,300			
731-1022-541.29-01	Printing	551	350	260	260	350
731-1022-541.29-04	Vehicle Repair	27,034	20,000	23,833	26,000	27,000
731-1022-541.29-05	Vehicle/Equipment Rental	35,439	40,000	29,689	40,000	35,000
731-1022-541.29-07	Inhouse Technology Svcs	8,036	8,396	3,823	8,396	8,286
731-1022-541.30-10	Office	1,016	800	1,088	1,000	1,000
731-1022-541.30-11	Postage	20	100	5	100	100
731-1022-541.30-13	Housekeeping	2,213	2,200	802	1,700	2,000
731-1022-541.30-15	Tools & Equipment	16,791	13,500	14,596	16,250	18,300
LEVEL	TEXT	TEXT AMT				
TOTB	20 TON JACK		4,000			
	PORTABLE JACK UPGRADE		7,000			
	3/4" INPACT		1,000			
	HOSE REEL		1,000			
	LARGE DEEP SOCKETS		1,800			
	CUMMINS ENGINE CODE READER		1,000			
	MISC.		2,500			
			18,300			
731-1022-541.30-18	Department	30,874	35,000	25,950	35,000	35,000
731-1022-541.32-01	Dues/Memberships/Licenses	80	300	350	350	350
731-1022-541.33-02	Registrations	99	0	0	0	0
731-1022-541.33-03	Lodging/Meals	0	300	0	0	300
731-1022-541.34-02	Registrations	556	2,000	383	383	2,000
LEVEL	TEXT	TEXT AMT				
TOTB	UW WISCONSIN PUBLIC WORKS TRAINING		2,000			
			2,000			
731-1022-541.38-01	Fuel	99,763	147,900	26,468	111,027	149,475
LEVEL	TEXT	TEXT AMT				
TOTB	DIESEL 45000 GALS. @ \$2.75/GAL		123,750			
	NO LEAD 10500 GALS @ \$2.450/GAL		25,725			
			149,475			
731-1022-541.38-02	Tires	47,203	45,000	39,323	45,000	45,000
731-1022-541.38-03	Parts	147,179	135,000	113,026	135,000	135,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
731-1022-541.51-03	Property	17,320	17,320	8,660	17,320	18,359
731-1022-541.80-05	Other Equipment	0	0	0	0	14,000
LEVEL	TEXT	TEXT	AMT			
TOTB	CRANE UPGRADE		14,000			
			14,000			
<hr/>						
*	Public Works Facility	947,671	1,000,084	765,981	992,402	1,022,855
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**	Public Works Facility	947,671	1,000,084	765,981	992,402	1,022,855

**CITY OF MENASHA
2018 OPERATIONS BUDGET**

FUND Property and liab Ins Fu	BUDGET NAME Property and Liab Ins	PREPARED BY Pamela Captain
FUNCTION General Government	BUDGET NUMBER 733-0206-512	DATE 10/26/2017

RESPONSIBILITIES

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

2018 OBJECTIVES

MAJOR CHANGES FROM 2017 BUDGET

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Property and Liab Ins						
Property and Liab Ins						
733-0206-512.21-01	Legal	3,301	0	1,100	1,100	0
733-0206-512.51-03	Property	31,492	37,043	32,591	32,591	32,725
733-0206-512.51-04	Liability	54,122	55,808	55,808	55,808	57,204
733-0206-512.51-05	Vehicle	17,060	19,704	18,675	18,675	20,197
733-0206-512.51-06	Computer Equipment	4,342	4,776	4,342	4,342	5,015
733-0206-512.51-07	Boiler	1,001	1,052	2,024	2,024	2,024
733-0206-512.51-08	Crime	604	634	703	703	703
733-0206-512.51-09	Public Liability	1,793	1,972	1,733	1,733	1,733
733-0206-512.51-10	Employment Practice Liab	7,876	9,057	7,877	7,877	9,059
733-0206-512.51-11	Underground Storage Tanks	4,632	4,864	1,980	1,980	5,350
733-0206-512.51-12	Volunteer	293	307	190	190	307
733-0206-512.51-13	Pollution Legal Liability	0	0	0	0	1,300
733-0206-512.73-01	Award & Claim Settlements	22,146	50,000	1,844	55,000	25,000
*	Property and Liab Ins	148,662	185,217	128,867	182,023	160,617
***	Property and Liab Ins	148,662	185,217	128,867	182,023	160,617

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 BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2018

PAGE 44
 ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Self-Funded Dental Ins					
	Self-Funded Dental					
735-0207-512.15-03	Dental	114,645	112,500	20,901	115,000	115,000
735-0207-512.21-06	Management	7,376	7,500	1,788	7,500	7,500
*	Self-Funded Dental	122,021	120,000	22,689	122,500	122,500
**	Self-Funded Dental Ins	122,021	120,000	22,689	122,500	122,500

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BUDGET WORKSHEET 2018

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FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Street Equipment						
Street Machinery						
741-1023-541.54-01	Buildings	14,642	0	0	0	0
741-1023-541.54-02	Motorized Equipment	371,855	0	0	0	0
741-1023-541.80-03	Motorized Equipment	0	506,500	0	441,040	568,000
LEVEL	TEXT	TEXT AMT				
TOTB	#0008 DUMP TRUCK	215,000				
	#0013 TRAFFIC CONTROL TRUCK	50,000				
	#0021 DUMP TRUCK	215,000				
	#0036 UTILITY/SMALL DUMP TRUCK	60,000				
	#9114 ZERO TURN MOWER	13,000				
	#9116 STREET DEPT MOWER	15,000				
		568,000				
*	Street Machinery	386,497	506,500	0	441,040	568,000
**	Street Equipment	386,497	506,500	0	441,040	568,000

<p align="center">CITY OF MENASHA 2018 OPERATIONS BUDGET</p>	FUND	BUDGET NAME	PREPARED BY
	General Fund	IT Department	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	743-0403-513	10/27/2017

RESPONSIBILITIES

Administrating and monitoring current Information Technology resources for the City; including all data, e-mail, the e-mail archiver, storage area network, databases, PCs, laptops, servers, switches, routers, the firewall, virtual private networking devices, displays, printers, printer toner, fax machines, copiers, I-Pads, phone system, phones, cell phones, smart phones, wireless access points, wireless modems, cellular modems, cabling, camera systems, cameras, digital video recording, user profiles, server policies, access rights, back-ups, training of Microsoft Office Suite, maintenance contracts, the City's website, and PC's,

Works with departments to recommend, determine, and provide the most efficient use of the technology available that will enhance their workflow,

Handles all IT Support needs throughout the City Buildings and for City staff,

Completes long-term planning in regard to infrastructure and technology, and

Maintains some 'in-house' applications that have been created and are being used.

SERVICES PROVIDED

2017 ACCOMPLISHMENTS

Completed a network security Audit,

Major changes to the printing devices we have throughout the city to reduce pieces of equipment to maintain, as well as improve the capabilities for the end users. The changes resulted in more efficient printing in terms of time and costs, allowing a reduction in our printing budget by \$1,500 this year,

Keeping IT support tickets as current as possible,

Replacing approximately twenty-nine (29) PC's in 2017,

Implementation of the City's new website,

Maintaining all servers, PC's, and other IT equipment prudently and responsibly,

Successful transition to the new City Hall from an IT perspective.

2018 OBJECTIVES

Implementation of a citywide parcel management system to assist with (1) customer service, (2) code enforcement, (3) permitting, (4) zoning, (5) asset management, and (6) property & facility management. (carryover from 2017 due to three critical department head retirements and changes),

Assess document imaging needs with the Health Department on first setup, with other departments joining the program in the future.

Security Improvements, including replacing/upgrading the firewall, adding intrusion protection (carryover from 2017 due to Admin Services Director vacancy),

Additional storage expansion due to growing needs,

Expanding the back-up process,

CITY OF MENASHA 2018 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	IT Department	John Jacobs
	FUNCTION	BUDGET NUMBER	DATE
	General Government	743-0403-513	10/27/2017

Monitor and stay current with the ongoing maintenance schedule, and

Maintain systems and assist end users with IT support needs.

MAJOR CHANGES FROM 2017 BUDGET

None

<u>FUNDING SOURCES</u>	<u>2017 FUNDING</u>	<u>2018 FUNDING</u>	<u>POSITION TITLE</u>	<u>2017 # OF FTE'S</u>	<u>2018 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Intern	0.00	0.50
SPECIAL ASSESSMENTS	\$0.00	\$0.00	IT Supervisor	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	1.00	1.50

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Information Technology						
Information Systems						
743-0403-513.10-01	Wages	0	12,730	4,935	6,913	14,676
743-0403-513.10-02	Salaries	55,484	56,951	48,104	56,925	58,377
743-0403-513.15-01	Health	10,512	12,145	10,121	12,146	12,772
743-0403-513.15-02	Life	78	79	66	79	185
743-0403-513.15-03	Dental	1,019	1,207	1,006	1,207	1,207
743-0403-513.15-04	Retirement	3,662	3,873	3,271	3,870	3,911
743-0403-513.15-05	FICA	4,163	5,222	3,843	6,283	6,283
743-0403-513.15-07	Vision	90	106	88	106	106
743-0403-513.15-08	Workers Comp	84	168	127	168	117
743-0403-513.21-04	Computer	87,993	104,988	41,495	90,495	105,538
743-0403-513.22-01	Telephone	651	1,000	417	700	1,000
743-0403-513.24-04	Specialized Equipment	96,891	122,836	72,188	100,000	130,410
743-0403-513.29-01	Printing	16,650	22,000	32,527	36,500	20,500
743-0403-513.29-05	Vehicle/Equipment Rental	0	100	0	50	100
743-0403-513.30-10	Office	73	350	10	200	350
743-0403-513.30-11	Postage	7	100	0	50	50
743-0403-513.30-12	Computer	37	200	0	100	100
743-0403-513.30-15	Tools & Equipment	5,798	14,965	10,147	12,447	30,850
743-0403-513.30-18	Department	0	0	120	120	0
743-0403-513.32-01	Dues/Memberships/Licenses	50	50	50	100	50
743-0403-513.33-01	Mileage	325	400	221	321	400
743-0403-513.34-02	Registrations	0	1,200	125	250	500
743-0403-513.34-03	Lodging/Meals	0	500	184	225	500
743-0403-513.34-04	Other Expenses	0	500	0	0	500
743-0403-513.51-03	Property	1,300	1,300	650	1,300	1,378
743-0403-513.80-01	Computer Equipment	0	25,570	0	15,000	0
*	Information Systems	284,867	388,540	229,695	345,555	389,860
**	Information Technology	284,867	388,540	229,695	345,555	389,860

Technology Budget 2018

		Global	Dept Specific
<u>743-0403-513-1001</u>	IT Intern/Part-Time	\$14,676	
		\$14,676	
<u>743-0403-513-1002 -Salaries</u>			
Inc. Deferred Comp	Supervisor of IT Support	\$58,377	
		\$58,377	
<u>743-0403-513-1501 - Health</u>	Supervisor of IT Support	\$12,772	
		\$12,772	
<u>743-0403-513-1502 - Life Insurance</u>	Supervisor of IT Support	\$185	
		\$185	
<u>743-0406-513-1503 - Dental</u>	Supervisor of IT Support	\$1,207	
		\$1,207	
<u>743-0403-513-1504 - Retirement</u>	Supervisor of IT Support	\$3,911	
	IT Intern/Part-Time	\$0	
		\$3,911	
<u>743-0403-513-1505 - FICA</u>	Supervisor of IT Support	\$5,309	
	IT Intern/Part-Time	\$974	
		\$6,283	
<u>743-0403-513-1507 - Vision</u>	Supervisor of IT Support	\$106	
		\$106	

743-0403-513-1508 - Workers Comp

Supervisor of IT Support	\$100	
IT Intern/Part-Time	\$17	
	<u>\$117</u>	

Total of Accounts 1001 through 1508 **\$97,634**

743-0403-513-2104 - IT Professional Services (Global)

Cable Projects/Specialized Assistance/Security	\$2,500	
Website - Annual Hosting	\$4,550	
Internet Access/Fiber Rental	\$33,488	
Outside services	\$65,000	
	<u>\$105,538</u>	

743-0403-513-2201 - Telephone (Global)

Telephone	\$1,000	
	<u>\$1,000</u>	

743-0403-513-2404 - Repair/Maint of Software & Hardware

Police

MorphoTrak Live ID Maintenance	\$135	
LiveScan Finger Printer Maintenance	\$1,000	
AccessData PC Forensic Maintenance	\$2,200	
Cop Logic - DORS Maintenance	\$1,200	
RSA Maintenance	\$800	
Arbitrator 360 Squad Video Maintenance	\$2,160	
NetMotion Cellular Connectivity Maintenance	\$2,300	
Law Records Management System Maintenance	\$7,500	\$27,358 Police
T2 Parking System	\$6,888	
Scheduling Software	\$2,500	
BEAST - Evidence Room Software Maintenance	\$675	

Engineering

CarteGraph Maintenance	\$1,310	
AutoDesk Maintenance	\$4,800	
Plotter Maintenance	\$1,200	\$7,310 Eng

City Garage

Syn-Tech FuelMaster Maintenance	\$550	
Syn-Tech Fuelmaster Upgrade	\$3,050	
Weather Sentry Subscription	\$1,700	
TrafficTech Maintenance	\$1,600	
Fleetsoft Maintenance	\$1,900	\$8,800 PWF

Com Dev

ARC GIS Maintenance	\$2,000	
Building Inspection Software Maintenance	\$5,500	\$7,500 Com Dev

Parks and Rec

Anticipated ActiveNet Usage	\$3,000	
ARCPad Maintenance	\$275	
Pontem Cemetery App. Maintenance	\$1,040	\$4,315 Parks

Health

WinWam Sanitarian Application Maintenance	\$600	\$600 Health
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Finance

City of Neenah Tax Services	\$18,050	
Sungard NaviLine Maintenance/Training	\$34,672	\$52,722 Finance

Assessor

MarketDrive Maintenance	\$4,000	\$4,000 Assessor
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Global

Adobe Acrobat Pro/Acronis/Misc.	\$750
Access Point Maintenance	\$200
Barracuda Spam/Web Filter Energizer/ Repl Agreements	\$2,800
Back-Up Software and Core Switch Maintenance	\$630
Domain Name Renewal	\$400
E-Mail Archiver Maint.	\$1,700
E-Set - Antivirus	\$1,125
Guardian Tracking	\$3,600
Microsoft Licensing	\$2,600
SSL Certificate Commail	\$200
Unitel Phone System	\$800
Vmware licensing for Virtualizing 10 PCs	\$2,000
Virtual Server Maintenance	\$1,000

\$17,80250**\$112,605****\$130,410 Total in IT Budget**

743-0403-513-29-01 - Printing

Printing Services for Entire City - Printers and Copiers	\$20,500
	\$20,500

743-0403-513-2905 - Vehicle/Equipment Rental

Vehicle/Equipment Rental	\$100
	\$100

743-0403-513-3010 - Office Supplies

Office Supplies	\$350
	\$350

743-0403-513-3011 - Postage

Postage	\$50
	\$50

743-0403-513-3012 - Computer Recycle

Computer Recycle	\$100
	\$100

743-0403-513-30-15 - Supplies/Tools & Equipment/Infrastructure (Global)

Network Storage	\$6,100
Sever Switch - Core Switch	\$11,500
Back-up Storage and Disks	\$4,500
Citywide Parcel Management System (plus carryforward)	\$3,750
Emergency Replacement	\$5,000
	\$30,850

743-0403-513-3201 - Membership Dues

GIPAW Dues	\$50
	\$50

743-0403-513-3301 - Mileage

Mileage	\$400
	\$400

743-0403-513-3402 - Registrations

Registrations	\$500
	<u>\$500</u>

743-0403-513-3403 - Lodging/Meals

Lodging/Meals	\$500
	<u>\$500</u>

743-0403-513-3404 - Other Expenses

Other Expenses	\$500
	<u>\$500</u>

743-0403-513-5103 - Liability

Liability	\$1,378
	<u>\$1,378</u>

Total for 2018 IT Budget \$277,255

Less Printing (\$20,500)

Total Global \$256,755

Assessor	2.000%	\$5,135
City Attorney	1.000%	\$2,568
Clerk	4.000%	\$10,270
Common Council	0.500%	\$1,284
Community Development	4.750%	\$12,196
Finance	7.325%	\$18,807
Health	12.000%	\$30,809
HR	2.000%	\$5,135
Library	3.000%	\$7,703
Mayor	1.000%	\$2,568
Park and Rec	9.500%	\$24,393
Police	37.250%	\$95,639
Public Works	15.500%	\$39,799
Senior Center	0.175%	\$449
	100.00%	<u>\$256,755</u>

Dept Specific Items in IT Budget \$112,605

Printing \$20,500

TOTAL IT Budget 2018 \$389,860

Printing

2018 2017

\$146	\$157
\$639	\$686
\$1,037	\$1,113
\$0	\$0
\$1,261	\$1,353
\$978	\$1,050
\$3,603	\$3,867
\$1,443	\$1,549
\$0	\$0
\$652	\$700
\$1,481	\$1,589
\$5,638	\$6,051
\$3,452	\$3,705
\$170	\$182
<u>\$20,500</u>	<u>\$22,000</u>

2018 Technology Service Cost for Police Department

			<u>IT Budget</u>	<u>Dept Budget</u>
Repair/Maint of Software & Hardware				
Police	MorphoTrak Live ID Maintenance		\$135	
Police	LiveScan Finger Printer Maintenance		\$1,000	
Police	AccessData PC Forensic Maintenance		\$2,200	
Police	Cop Logic - DORS Maintenance		\$1,200	
Police	RSA Maintenance		\$800	
Police	Arbitrator 360 Squad Video Maintenance		\$2,160	
Police	NetMotion Cellular Connectivity Maintenance		\$2,300	
Police	T2 Parking System		\$6,888	
Police	Scheduling Software		\$2,500	
Police	BEAST - Evidence Room Software Maintenance		\$675	
Police	Law Records Management System Maintenance		\$7,500	
			<u>\$27,358</u>	
Supplies - Tools and Equipment				
Police	3 Replacement ToughBook for Squad			\$10,800
Police	2 Pentax Thermal Printers for Squads			\$500
Police	PC Replacements (9)			\$7,500
Police	Replacement Monitors			\$750
				<u>\$19,550</u>
Printing				
Police	Printing Services		\$5,638	
In-house Technology Services				
Police	Technology Services		\$95,639	
2018 Total Technology Cost for Police			\$128,634	\$19,550
				\$148,184

2018 Technology Costs for Public Works

		IT Budget	Dept Budget
Repair/Maint of Software & Hardware			
Engineering	CarteGraph Maintenance	\$1,310	
Engineering	AutoDesk Maintenance	\$4,800	
Engineering	Plotter Maintenance	\$1,200	
City Garage	Syn-Tech FuelMaster Maint.	\$550	
City Garage	Syn-Tech FuelMaster Upgrade	\$3,050	
City Garage	Weather Sentry Subscription	\$1,700	
City Garage	TrafficTech Maintenance	\$1,600	
City Garage	Fleetsoft Maintenance	\$1,900	
		\$16,110	
Supplies - Tools and Equipment			
Refuse/Recycling	GPS Hardware		\$7,500
			\$7,500
Printing			
Public Works	Printing Services	\$3,452	
Inhouse Technology Services			
Public Works	Storm Sewers/Drains Maint	\$1,990	5.00%
Public Works	Municipal Buildings	\$1,592	4.00%
Public Works	Lift Bridges	\$1,592	4.00%
Public Works	San Sewer Maint/Const	\$2,786	7.00%
Public Works	Recycling, Solid waste	\$4,776	12.00%
Public Works	Street Clean/ Flush	\$1,990	5.00%
Public Works	Refuse Collect / Dispose	\$2,388	6.00%
Public Works	Street Signs / Markings	\$1,592	4.00%
Public Works	Removal of Snow and Ice	\$2,388	6.00%
Public Works	Engineering / Public Works	\$11,939	30.00%
Public Works	City Garage	\$2,786	7.00%
Public Works	Repr of Streets / Alleys	\$3,980	10.00%
		\$39,799	100%
2018 Total Technology Cost for Public Works		\$59,361	\$7,500
			\$66,861

2018 Technology Costs for Com Dev

		<u>IT Budget</u>	<u>Dept Budget</u>	
Repair/Maint of Software & Hardware				
Building Inspection	Building Inspection Software	\$5,500		
Com Dev	ARCVIEW Maintenance	<u>\$2,000</u>		
		\$7,500		
Supplies - Tools and Equipment				
Building and Plumbing Inspection			\$0	
Com Dev	Monitor Replacements (2)		<u>\$300</u>	
			\$300	
Printing				
Com Dev	Printing services	<u>\$1,261</u>		
		\$1,261		
Inhouse Technology Services				
Com Dev	Technology Services	\$7,318	60.00%	
Building and Plumbing Inspection	Technology Services	<u>\$4,878</u>	40.00%	
		\$12,196	100%	
2018 Total Technology Cost for Com Dev		\$20,957	\$300	\$21,257

2018 Technology Costs for Parks and Rec

		IT Budget	Dept Budget
Repair/Maint of Software & Hardware			
Parks and Rec	Anticipated ActiveNet Usage	\$3,000	
Parks and Rec	ARCPad Maintenance	\$275	
Resthaven	Pontem Cemetery App. Maintenance	\$1,040	
		<u>\$4,315</u>	
Supplies - Tools and Equipment			
Marina			
	Security Cameras for Marina		\$500
			<u>\$500</u>
Printing			
Parks and Rec	Printing Services	\$1,481	
		<u>\$1,481</u>	
Inhouse Technology Services			
Swimming Pool	Technology Services	\$5,123	21.00%
Forestry	Technology Services	\$2,561	10.50%
Resthaven Cemetery	Technology Services	\$1,293	5.30%
Recreation Department	Technology Services	\$8,342	34.20%
Parks Department	Technology Services	\$5,781	23.70%
Marina Operations	Technology Services	\$1,293	5.30%
		<u>\$24,393</u>	100%
2018 Total Technology Cost for Parks and Rec		\$30,189	\$500 \$30,689

2018 Technology Costs for Health

		IT Budget	Dept Budget		
Repair/Maint of Software & Hardware	Health-Sealer of Weights & Measures	WinWam Sanitarian Maint.	\$600		
			\$600		
Supplies - Tools and Equipment					\$0
Printing	Health	Printing Services	\$3,603		
			\$3,603		
Inhouse Technology Services					
Health		Employee Safety Committee	\$616		2.00%
Health		Environmental Health	\$1,232		4.00%
Health		Health Department	\$28,037		91.00%
Health		Sealer of Weights and Measures	\$924		3.00%
			\$30,809		100%
2018 Total Technology Cost for Health			\$35,012	\$0	\$35,012

2018 Technology Costs for Finance

		<u>IT Budget</u>	<u>Dept Budget</u>	
Repair/Maint of Software & Hardware				
Finance	City of Neenah Tax Services	\$18,050		
Finance	Sungard NaviLine Maint./Training	<u>\$34,672</u>		
		\$52,722		
Tools and Equipment				
				\$0
Finance	Printing Services	<u>\$978</u>		
		\$978		
Inhouse Technology Services				
Finance	Technology Services	<u>\$18,807</u>		
		\$18,807		
2018 Total Technology Cost for Finance		\$72,507	\$0	\$72,507

2018 Technology Costs for Assessor

		<u>IT Budget</u>	<u>Dept. Budget</u>	
Repair/Maint of Software & Hardware				
Assessor	MarketDrive Maintenance	\$4,000		
		<u>\$4,000</u>		
Printing				
Assessor	Printing Services	\$146		
		<u>\$146</u>		
Inhouse Technology Services				
Assessor	Technology Services	\$5,135		
		<u>\$5,135</u>		
2017 Total Technology Cost for Assessor		\$9,281	\$0	\$9,281

2018 Technology Costs for City Clerk

		<u>IT Budget</u>	<u>Dept Budget</u>	
Printing				
City Clerk	Printing Services	\$1,037		
		<u>\$1,037</u>		
Tools and Equipment				
				\$0
Inhouse Technology Services				
City Clerk	Technology Services	\$6,162	60.00%	
Elections	Technology Services	\$4,108	40.00%	
		<u>\$10,270</u>	100%	
2018 Total Technology Cost for City Clerk		\$11,307	\$0	\$11,307

2018 Technology Costs for City Attorney

		<u>IT Budget</u>	<u>Dept. Budget</u>	
	Printing Attorney	Printing Services	\$639	
			<u>\$639</u>	
	Tools and Equipment			
	Inhouse Technology Services Attorney	Technology Services	\$2,568	
			<u>\$2,568</u>	
	2018 Total Technology Cost for Attorney		\$3,207	\$0 \$3,207

2018 Technology Costs for Human Resources

		<u>IT Budget</u>	<u>Dept. Budget</u>	
	Printing Human Resources	Printing Services	\$1,443	
			<u>\$1,443</u>	
	Tools and Equipment			\$0
	Inhouse Technology Services Human Resources	Technology Services	\$5,135	
			<u>\$5,135</u>	
	2018 Total Technology Cost for Human Resources		\$6,578	\$0 \$6,578

2018 Technology Costs for Library

Account - 2907 - Inhouse Technology Services		<u>IT Budget</u>	<u>Dept. Budget</u>	
	Library			\$0
	Library	Technology Services	<u>\$7,703</u>	
			\$7,703	
2018 Total Technology Cost for Library		\$7,703	\$0	\$7,703

2018 Technology Costs for Mayor

		<u>IT Budget</u>	<u>Dept. Budget</u>	
	Printing Mayor	Printing Services	\$652	
			<u>\$652</u>	
Inhouse Technology Services Mayor		Technology Services	\$2,568	
2018 Total Technology Cost for Mayor			\$3,220	\$0 \$3,220

2018 Technology Costs for Senior Center

		<u>IT Budget</u>	<u>Dept. Budget</u>	
	Printing			
	Senior Center	Printing Services	\$170	
			<u>\$170</u>	
Inhouse Technology Services				
	Senior Center	Technology Services	\$449	
			<u>\$449</u>	
2018 Total Technology Cost for Senior Center			\$619	\$0
				\$619

2018 Technology Costs for Common Council

	<u>IT Budget</u>	<u>Dept. Budget</u>	
Tools and Equipment			\$0
Inhouse Technology Services Common Council			
	Technology Services	<u>\$1,284</u>	
		<u>\$1,284</u>	
2018 Total Technology Cost for Common Council	\$1,284	\$0	\$1,284

INFORMATION TECHNOLOGY

2019 Budget

(Some of these items were deferred from 2018 Budget to 2019 Budget)

1)	New Vmware Hosts/Server Switch (located at Police Dept. for entire City)		
	(2) HP ProLiant DL360 G9 1U Rack Servers	\$	15,500
2)	Replacement Switch for Police Department		
	HP 2920-48G-PDE + Switch	\$	3,250
3)	Replacement Switch for Public Works		
	HP 2920-24G-PDE + Switch	\$	1,850
4)	Replacement Switch for City Hall		
	HP 2920-48G-PDE + Switch	\$	3,250
5)	Primary Storage:		
	HP Storage Works D2700 Hard Drive Enclosure	\$	2,600
6)	Color Copier #1 - replacement	\$	9,000
7)	Color Copier #2 - replacement	\$	9,000
8)	Black & White Copier #1 - replacement	\$	3,500
9)	Black & White Copier #2 - replacement	\$	3,500
GRAND TOTAL to date for 2019 Budget		\$	<u>51,450</u>

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BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

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ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Library Endowment					
	Public Library					
	821-0601-551.30-16 Promotional	43,739	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	Public Library	43,739	0	0	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
**	Library Endowment	43,739	0	0	0	0

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 PROGRAM GM601L
 BUDGET WORKSHEET 2018

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2018

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 ACCOUNTING PERIOD 04/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Hattie Miner Scholarship					
	Hattie Miner Scholarship					
	822-0413-554.30-16 Promotional	3,000	4,000	1,750	3,000	3,000
*	Hattie Miner Scholarship	3,000	4,000	1,750	3,000	3,000
**	Hattie Miner Scholarship	3,000	4,000	1,750	3,000	3,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
Public Safety						
K9						
824-0807-521.21-05	Medical	747	750	629	1,000	750
824-0807-521.21-06	Management	248	2,000	1,700	1,800	2,000
824-0807-521.30-15	Tools & Equipment	3,215	1,000	1,041	1,500	1,250
824-0807-521.30-18	Department	0	250	0	0	250
* K9		<u>4,210</u>	<u>4,000</u>	<u>3,370</u>	<u>4,300</u>	<u>4,250</u>
Honor Guard						
824-0809-521.19-03	Uniform/Clothing Allow	0	250	338	350	250
824-0809-521.30-15	Tools & Equipment	0	250	284	300	250
* Honor Guard		<u>0</u>	<u>500</u>	<u>622</u>	<u>650</u>	<u>500</u>
Explorer Post 9106						
824-0810-521.21-06	Management	426	0	70	150	250
824-0810-521.30-18	Department	817	1,000	0	300	750
824-0810-521.32-01	Dues/Memberships/Licenses	0	750	0	300	500
* Explorer Post 9106		<u>1,243</u>	<u>1,750</u>	<u>70</u>	<u>750</u>	<u>1,500</u>
** Public Safety		<u>5,453</u>	<u>6,250</u>	<u>4,062</u>	<u>5,700</u>	<u>6,250</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ADJUSTED BUDGET	2017 YEAR TO DATE ACTUAL	2017 YEAR END PROJECTION	2018 DEPARTMENT REQUEST
	Park & Rec Donation					
	Recreation Department					
826-0702-552.20-05	Entertainment	1,521	2,000	525	525	0
826-0702-552.29-03	Advertising	375	0	500	500	600
826-0702-552.30-18	Department	1,778	2,000	8,272	9,000	6,000
*	Recreation Department	<u>3,674</u>	<u>4,000</u>	<u>9,297</u>	<u>10,025</u>	<u>6,600</u>
	Parks Department					
826-0703-553.30-18	Department	6,994	3,000	4,061	4,061	4,000
826-0703-553.82-02	Construction	5,000	0	2,635	2,635	20,000
*	Parks Department	<u>11,994</u>	<u>3,000</u>	<u>6,696</u>	<u>6,696</u>	<u>24,000</u>
	Forestry					
826-0706-561.30-18	Department	400	1,000	942	942	1,000
*	Forestry	<u>400</u>	<u>1,000</u>	<u>942</u>	<u>942</u>	<u>1,000</u>
**	Park & Rec Donation	<u>16,068</u>	<u>8,000</u>	<u>16,935</u>	<u>17,663</u>	<u>31,600</u>