



2020 Operating and Capital Improvements Budget City of Neenah, Wisconsin





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DEAN R. KAUFERT

Mayor

October 24, 2019

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

Dear President Stevenson, Honorable Council Members and Citizens:

It is my pleasure to present to you my sixth budget, the 2020 Operating and Capital Improvement Budget. More than ever before, we are faced with numerous challenges due to strict levy limits imposed by the state and zero increases in shared revenue aid. We did receive a slight increase of \$80,000 in general transportation dollars. The State imposed allowable levy increase is tied to our net new construction growth which this year was \$26.3 million dollars which equates to 1.19%. I'm very proud to provide a document that will provide outstanding quality services to our residents.

While the overall economy continues to do well with the State collecting additional sales taxes, income tax and corporate tax dollars, that growth has not been at all reflected in shared revenue and expenditure restraint payments back to municipalities. A couple of stark facts bear this out:

1). In 1983, the state funded over 45% of our budget through shared revenue and this year that number is about 8%. 2). As recently as 2003, the City received \$3,013,800 in shared revenue and expenditure restraint payments from the State; the estimate for 2020 from those same sources is \$2,090,450, a loss in actual dollars of \$1 million over that 17 year period. Increases to the school aid formula along with medical assistance needs continue to be priorities, leaving communities searching for ways to do more with less. More than ever before, it is now clear that this trend is unsustainable and must be addressed for our community and others to continue to thrive and grow.

Also more than ever, the challenges this year of meeting the state levy limit and expenditure restraint requirements (ERP) were daunting. The ERP and levy limits severely restrict our ability to add additional employees or programming due to fixed costs increasing yearly. Requests from two departments for additional positions were denied even though justification was made for them. Much of what we do is to provide services to our residents which translates into a higher percentage of employee salaries making up a larger percentage of our entire budget.

However, we will play the cards we are dealt with and work hard to create a budget that will continue to provide a path to maintain fiscal discipline, while providing a great quality of living for our residents. This document will continue to make sound decisions with spending while laying the groundwork for future economic development within our community. We are moving forward with numerous new buildings and construction projects that will create a new tax base and more jobs for our citizens. Because our ability to increase revenues is dependent on growing

our value so we can further invest in programs and initiatives that will help our tax base, investing in initiatives to further growth is important. Our market value of the community as determined by the state has grown. This year our equalized value growth as determined by the state is 7.44%.

My principles in putting this document together have not changed.

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

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

Regarding the operating budget, our department heads identified needs of just over \$26.2 million for 2020. I'm recommending a reduction from the requests of almost \$520,000 leaving a final expenditure budget of just over \$25.7 million, which is supported by a tax levy of \$13,907,690. Including debt service and TIF, the final proposed levy is just over \$19.1 million dollars, an increase of just over \$207,000 or 1.10 %.

The budget impact on taxpayers for 2020 is unique in that all taxpayers received a new property assessment as part of a city-wide re-valuation. With the re-valuation, the average property assessment went up approximately 20%. The estimated total City assessment value went up 18.7%, which then lead to a correlating decrease in the assessed tax rate. As proposed, the final estimated assessed tax rate (pending final assessed value numbers) for property owners will go down approximately \$1.43 to \$8.21 per \$1,000 of assessed valuation. For the property owner whose assessed value went up the average of 20%, this translates to an increase in property taxes for city purposes of about 2.22%. As an example, the owner of a home assessed at \$150,000 last year, who received a 20% increase in their assessed value to \$180,000 for this year, will see an increase of their taxes for city purposes from \$1,445.13 to \$1,477.24, an increase of \$32.11, or 2.22%. Keep in mind that changes to the estimated final assessed value numbers could change these amounts slightly either up or down.

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

We have received our notice from our health care provider that we can expect an 8% increase amounting to a \$175,000 increase over last year's expenditure. Our Health Care Clinic for employees continues to see increases in utilization and helps keep costs down. We have partnered with private entities and continue to explore other potential partners to further lower our costs of operating the clinic. Our new HR Director, Lindsay Kehl is doing an excellent job in working to control these costs.

While unemployment is low, the economy and job opportunities are excellent, keeping taxes and fee increases to a minimum in this environment needs to continue.

In the Capital Projects portion of this document this year, we will attain the goal of borrowing to meet bank qualified lending limits. The original requests from departments were approximately \$11.7 million dollars, I lowered that by \$1.1 million to \$10.6 million in total capital spending. To help fund those projects, I have proposed borrowing of \$9.96 million, just under the \$10 million bank qualified limit. We were able to stay just under the \$10 million dollar borrowing mark by utilizing \$235,000 in TIF 7 reserves and \$200,000 of Storm Water reserves, leaving both with still healthy reserve balances.

Keeping up with maintenance of roads, buildings, equipment and infrastructure is important. Just continuing to defer these costs always ends up costing more down the road. Other local units of government have seen this issue come up recently.

The good news is that at the end of 2019 our debt load as a percent of the statutory limit will be 42.6%, which is down from 51.8% when I was first elected Mayor. Our total debt including Storm Water Revenue and CDA Lease Revenue Bonds has decreased from 76.8% down to 57.9% in the same time frame.

Once again this year I have included dollars for future economic development opportunities for growth within the city. \$500k is recommended for TIF 8's budget to bring a high value private/public investment to the district. This will meet our objectives of an increment valuation increase of over \$4 million dollars and a possible new public gathering facility that will have a regional attraction that will bring more visits to the downtown area. In TIF 10, I'm recommending additional dollars for land assemblage for parking, redevelopment or project assistance and in TIF 7, \$200,000 which would be assembled with a private contribution and a state grant for a joint effort for a multi-use trail from Cecil Street to Harrison Street.

In January I fully intend to bring a subcommittee together to look at our upcoming big ticket items including a future parking facility and other major proposed capital building projects. We have a definitive need for more parking in the downtown district and companies have expressed the need for more parking to allow them to increase employment.

In addition, work on Pendleton Apartments continues and the Coral Court town houses are beginning to move dirt as I write this. We are also looking at the possibility of additional land developments for housing stock that will be annexed to the city.

Work will continue on Arrowhead Park opportunities and improve recreational opportunities by allocating \$1.4 million for phase 1 A/B which will include an access road into the park, shoreline habitat restoration work and storm water management.

Day after day our Public Works Department is committed to providing quality service. Our new automated refuse trucks are working well and the crews are working extremely hard to improve infrastructure needs throughout the community daily.

Our public safety departments, notably police and fire services are making a difference in peoples lives daily. When our citizens need emergency services they can be sure that our employees are professional and committed to protecting property and saving lives. Our Police Chief, Aaron Olson and command staff are committed to improving the operations and officers are making great strides in providing service that excels to our community. Our N-M Fire Rescue is responding daily for EMS Services and protecting our homes and businesses. The department led by Chief Kloehn has done a good job of stabilizing the overtime budget and finding new ways to train daily.

I promised an aggressive road improvement schedule. When we delay projects, the cost will continue to climb. Road construction is never pretty and the best comment is when it is done everyone is usually pleased. We have proposed ten road projects in 2020 including a portion of Green Bay Road and also the reconstruction of Lakeshore Avenue along Lake Winnebago. With regards to Lakeshore Avenue, I have included the dollars necessary for the reconstruction with a road wide enough to include a walking/biking/pedestrian lane.

The TARF (Transportation Assessment Replacement Fund) is now in place insuring residents will no longer receive large individual street assessments on their property when their street is done.

This budget will also lower a fee which is always welcome news. The recycling fund is proposed to go down from \$40 to \$37 next year, a \$3 decrease.

Technology and IS services will have dollars to begin Smart Cities initiatives throughout the community, which will help provide better services. Enhanced GIS services within an organization improve customer and staff ability to improve and plan.

LEAN concept training and exercises will continue to find ways to be more efficient in processes throughout our work areas. In addition, an amount was set aside to sponsor one or two employees in the Leadership Fox Cities program in 2020.

The budget provides for an average 2.25% wage increase depending upon employee performance reviews. A salary plan review has just been completed by an outside consultant. We have made great strides in improving our salary structure so we are competitive, which is essential in order to retain a quality workforce.

The future budgets will require new ideas and finding ways to provide services even more efficient. Under the current state formulas, equipping and providing manpower to continue the same level of service will be difficult to sustain.

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

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

Respectfully Submitted,

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

Dean R. Kaufert
Mayor

City of Neenah Wisconsin

2020

Operating and Capital Improvements Budget

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

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

CITY OF NEENAH
2020 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET

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CITY OF NEENAH
2020 OPERATING BUDGET AND CAPITAL IMPROVEMENTS BUDGET
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City of Neenah

Budget Development and Management Process

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

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

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

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

Development/Adoption

1. The Mayor establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions and Council and taxpayer expectations.
2. Each operating manager submits preliminary budget requests to the Mayor based on those guidelines, including expenditures, applicable revenues and goals and plans for the ensuing year. Requests are reviewed, amended and updated throughout the development process.
3. With staff input, the Mayor submits a total proposed budget to the Council which includes final department requests, Mayor's recommended expenditures and the means of financing them and required tax levy.
4. Copies of the proposed budget are made available for public review in the Neenah Public Library and by request from the Finance Department.
5. The Council schedules "open to the public" budget workshops with the Mayor and City staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing, all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.

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

Control/Updating

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue, Capital Projects and other funds as appropriate.
2. General (operating) Fund appropriations are made at the following major expenditure program levels:

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

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

3. Internal City policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from Salaries/Wages, Capital Outlay, between "departments" and major cost center accounts and from the Special Reserve and Escrows account require approval of the Finance and Personnel Committee and a two-thirds vote of the Council.
4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.
5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits quarterly reports in writing to the Finance and Personnel Committee and Council and makes analyses of the fiscal condition of the City's various funds and appropriations and recommendations related thereto.
6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for reappropriation in the succeeding fiscal year.
7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

**CITY OF NEENAH
DIRECTORY OF OFFICIALS
2019 – 2020**

MAYOR

Dean R. Kaufert

PRESIDENT OF THE COUNCIL

Todd Stevenson

COUNCIL MEMBERS

Aldermanic District 1:	Cari Lendrum
Aldermanic District 1:	Danae Steele
Aldermanic District 1:	Kathie Boyette
Aldermanic District 2:	Marge Bates
Aldermanic District 2:	Tami Erickson
Aldermanic District 2:	Christopher Kunz
Aldermanic District 3:	Todd Stevenson
Aldermanic District 3:	Stephanie Spellman
Aldermanic District 3:	Jane Lang

OFFICERS

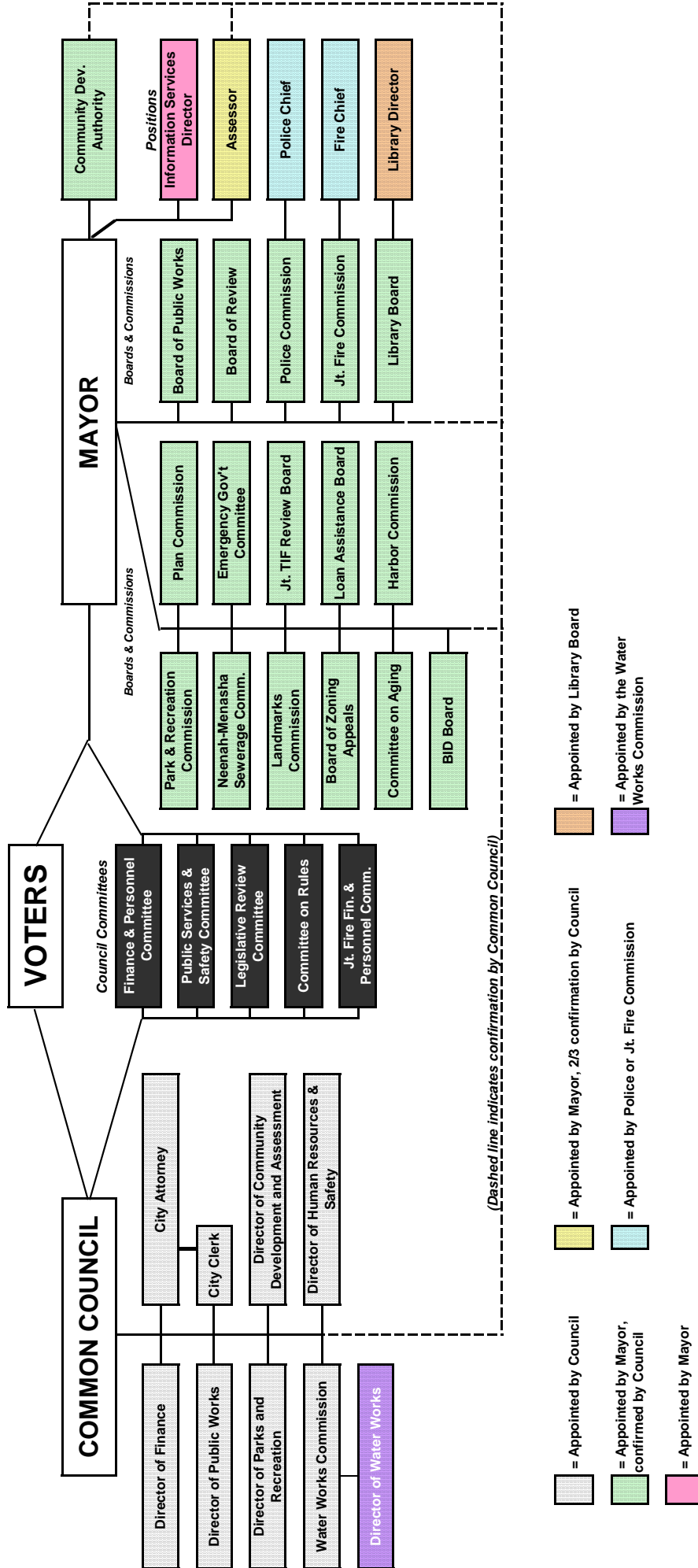
Director of Finance	Michael K. Easker
City Attorney	James G. Godlewski
City Clerk	Patricia A. Sturn
Director of Human Resources and Safety	Lindsay Kehl
Police Chief	Aaron Olson
Fire Chief	Kevin Kloehn
Director of Public Works and Utilities	Gerry Kaiser
Director of Community Development and Assessment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

STANDING FINANCE AND PERSONNEL COMMITTEE

Aldersperson Tami Erickson (Chairman)
Aldersperson Kathie Boyette (Vice Chairman)
Aldersperson Danae Steele
Aldersperson Christopher Kunz
Aldersperson Todd Stevenson

STANDING PUBLIC SERVICES AND SAFETY COMMITTEE

Aldersperson Marge Bates (Chairman)
Aldersperson Jane Lang (Vice Chairman)
Aldersperson Cari Lendrum
Aldersperson Stephanie Spellman
Aldersperson Todd Stevenson



- = Appointed by Council
- = Appointed by Mayor, 2/3 confirmation by Council
- = Appointed by Mayor, 2/3 confirmation by Council
- = Appointed by Mayor, confirmed by Council
- = Appointed by Mayor
- = Appointed by Library Board
- = Appointed by the Water Works Commission

**CITY OF NEENAH
2020 EXECUTIVE BUDGET
MAYOR RECOMMENDED**

FUND	2019 Tax Levy/Rate Adopted	2020 Tax Levy/Rate Requested	% Increase (Decrease)	2020 Tax Levy/Rate Recommended	% Increase (Decrease)
General Fund Tax Levy	\$13,668,260	\$14,824,790	8.46%	\$13,907,690	1.75%
Operating Tax Levy	\$13,668,260	\$14,824,790	8.46%	\$13,907,690	1.75%
Debt Service Fund Tax Levy (2015)	3,210,000	3,210,000	n/a	3,210,000	n/a
Tax Levy Subject To Levy Limit	\$16,878,260	\$18,034,790	6.85%	\$17,117,690	1.42%
Debt Service Fund-2016-19 Levy Increase	75,000	75,000	n/a	75,000	n/a
Tax Levy Subject To Levy Limit After Previous Yr Debt Adjustment	\$16,953,260	\$18,109,790	6.82%	\$17,192,690	1.41%
Debt Service Fund - 2020 Levy Increase	0	165,000	n/a	165,000	n/a
Tax Levy Subject To Levy Limit After Current Yr Debt Adjustment	\$16,953,260	\$18,274,790	7.80%	\$17,357,690	2.39%
<i>City Property Assessed Value (est)</i>	<i>1,961,250,400</i>	<i>2,356,567,375</i>	<i>20.16%</i>	<i>2,327,554,700</i>	<i>18.68%</i>
Assessed Tax Rate (Before TIF)	\$8.6441	\$7.7548	-10.29%	\$7.4575	-13.73%
City Property Equalized Value	2,209,662,100	2,374,159,900	7.44%	2,374,159,900	7.44%
Equalized Tax Rate (Before TIF)	\$7.6723	\$7.6974	0.33%	\$7.3111	-4.71%
T.I.F. Districts Tax Levy	1,941,761	1,744,336	-10.17%	1,744,336	-10.17%
Total Tax Levy (After TIF)	\$18,895,021	\$ 20,019,126	5.95%	\$ 19,102,026	1.10%
Assessed Tax Rate (After TIF)	\$9.6342	\$8.4950	-11.82%	\$8.2069	-14.81%
Equalized Tax Rate (After TIF)	\$8.5511	\$8.4321	-1.39%	\$8.0458	-5.91%

NOTE: * Budget Year 2020 Levy is proposed to be reduced by the application of \$200,000 of General Fund Unassigned Reserve Fund Balance. This compares to the amount of \$151,000 used to reduce the 2019 Budget Year Levy.

* Tax Levy amount includes a Prior Year Levy Limit Carry Forward of \$8,961

* Tax Levy amount includes a Joint Fire/Rescue Levy Limit Exemption of \$100,000

* Tax Levy amount is \$8,966 less than the maximum levy increase amount allowed under levy limits. That amount will then be carried forward for use in future years.

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

<i>Property Tax Impact Due To 2019 Revaluation - Average Assessment Increase - 20%</i>	
<i>Example</i>	
<i>Actual City (Only) Taxes-\$150,000 Assessed Value Home (Last Year) -</i>	<i>\$1,445.13</i>
<i>Est. City (Only) Taxes-\$180,000 Assessed Value Home (This Year) -</i>	<i>\$1,477.24</i>
<i>Difference</i>	<i>\$32.11 (2.22% increase)</i>

2020 GENERAL FUND BUDGET

Requested Expenditures	\$26,219,450
Requested Revenue - includes previous year's tax levy amount	25,276,190
Budget Deficit based upon Requests	\$943,260
<u>Mayor's Recommended Budget Adjustments</u>	
<u>Increases (Decreases) to Expenditures Requested</u>	
* Total General Fund Expenditure Recommended Increases (Decreases)	(518,830)
* Specific details are listed in the Mayor's comments that follow and on the individual budget summary pages.	
* Total General Fund Revenue Recommended Increases (Decreases)	424,430
* Specific details are listed in the Mayor's comments that follow.	
Recommended General Fund Budget Deficit	\$0

<u>Expenditure Restraint Program (ERP)</u>	
2019 General Fund Adopted	
Expenditure Budget	\$25,061,550
Estimated 2020 ERP Limit-2.56%	1.0256
2020 Gen. Fund Expenditure Limit	25,703,126
2019 Department Requested Expenditures	26,219,450
Expenditure Reductions Needed to Qualify for 2020 ERP Program	
	516,324
Expenditure Decreases Recommended by Mayor	
	(518,830)
Expenditure Decreases Recommended in Excess of Amount Needed to Qualify for 2020 ERP Program	
	(2,506)

Mayor's Recommended Revenue Budget Adjustments

Increases (Decreases) to Revenue Requested

1). Property Tax Levy Increase - Levy Limit **\$130,469**

Mayor's Comments:

Per levy limit restrictions based upon net new construction, the City maximum levy increase for its operating budget is limited to \$139,435. I am recommending a levy increase of \$130,469, which is \$8,966 less than the maximum amount allowed. That amount would then be available for levy limit carryforward to future years.

2). Property Tax Levy Increase - Levy Limit Carry Forward **8,961**

Mayor's Comments:

Per levy limit law, the City may carry forward unused levy limit from previous years for the current year budget. The City currently has \$8,961 available in previous year's unused levy limit. I am proposing to use all of those funds as part of the proposed tax levy to balance the 2020 operating budget. From #1 above, the City would then have \$8,966 of unused levy limit carryforward for future years.

3). Property Tax Levy Increase - Fire/Rescue Levy Limit Exemption **100,000**

Mayor's Comments:

Per levy limit law, any municipality with a joint Fire Department is able to exempt from the levy limit the portion of their municipality's increase in fire service cost up to the amount of increase in the City's share of Fire/Rescue services, up to a limit of 2% of the 2019 Fire/Rescue cost. Using the 2% limit, the maximum amount the City could exempt for 2020 is \$100,950. I am recommending a Joint Fire/Rescue levy limit exemption of \$100,000 for 2020.

4). Library Operating Carryforward **40,000**

Mayor's Comments:

State law mandates that all accumulated unspent funds that were appropriated for Library use in previous years must be specifically identified and used only for future Library purposes. Those available carry forward funds total \$97,299 as of 12/31/18. \$40,000 of those funds was used to offset expenditures in the 2019 budget. I am recommending an additional \$40,000 of those carry forward funds be used to offset expenditures in the 2020 Library operating budget.

Mayor's Recommended Revenue Budget Adjustments

General Fund (con't)

5). Additional Transfer from Benefit Accrual Fund 65,000

Mayor's Comments:

As part of the City's budget philosophy, the City continues to budget an annual structural surplus when funding the cost of employee health insurance. The structural surplus is in place to financially accommodate employee health insurance choices on a year-to-year basis. The annual surpluses have allowed the City to accumulate an estimated total surplus of over \$1.7 million as of 12/31/19, with \$2.2 million estimated by the end of 2020. Along with the \$100,000 that was transferred in 2019, I am proposing to use an additional \$65,000 of this accumulating surplus to offset proposed budgeted expenditures in 2020, for a total transfer from the Benefit Accrual Fund of \$165,000 for 2020.

6). General Fund Unassigned Reserves 200,000

Mayor's Comments:

The City ended fiscal year 2018 with a General Fund undesignated fund balance of \$4,220,834 and a total fund balance of \$4,602,170. Current estimates for 2019 indicate the City would end the year with a net expenditure less revenue deficit of \$62,590. This number excludes the budgeted application of both assigned (\$184,049) and unassigned (\$151,000) fund balance. I am recommending the use of \$200,000 of unassigned fund balance as part of the proposed 2020 General Fund budget, an increase of \$49,000 from the \$151,000 of unassigned fund balance applied as part of the 2019 budget.

7). Transfer from Preparedness Grant 10,000

Mayor's Comments:

This transfer will be used to offset the ongoing costs associated with building and grounds preparedness and security for all City facilities. The grant, which was first received in 2012, has a remaining balance \$78,459 of as 12/31/18.

8). Reimbursement for Property Damage (15,000)

Mayor's Comments:

This reduction corresponds with the \$15,000 reduction in 2020 budgeted expenditures for damage to City property and equipment.

9). Transfer from I/S (115,000)

Mayor's Comments:

This reduction corresponds with the \$115,000 reduction in 2020 budgeted expenditures for I/S services provided to all City departments.

Total General Fund Revenue Increases	
(Decreases) Recommended	424,430

Mayor's Recommended Expenditure Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council (500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Common Council President will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Mayor (3,500)

Mayor's Comments:

Operations

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Mayor will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

LEAN Training

I am recommending a \$3,000 reduction to assist in balancing the 2020 budget.

Finance/Risk Management (27,500)

Mayor's Comments:

Operations

I am recommending a \$12,500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Property Damage

This reduction corresponds with the \$15,000 reduction in 2020 budgeted revenue for damage to City property and equipment.

Mayor's Recommended Expenditure Budget Adjustments

General Fund (con't)

Legal and Administrative Services

(13,000)

Mayor's Comments:

Operations

I am recommending a \$1,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Elections

The Common Council's recent decision to approve additional Badger Books technology allows for the reduction of \$12,000 in labor to administer the 2020 election process.

Human Resources & Safety

(500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Municipal Building

(5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Police

(50,000)

Mayor's Comments:

I am recommending a \$50,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Joint Fire/Rescue

(130,460)

Mayor's Comments:

City of Neenah 59.30% share of net total of \$130,460 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include wages, fringes, overtime, training, utilities, public education and PPE. A revenue increase is also projected for additional investment earnings. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Public Works

(50,000)

Mayor's Comments:

I am recommending a \$50,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Park & Recreation

(5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Celebrations/Commemorations

0

No changes recommended

Community Development & Assessment

(2,000)

Mayor's Comments:

I am recommending a \$2,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Library

(44,000)

Mayor's Comments:

I am recommending a \$44,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Mayor's Recommended Expenditure Budget Adjustments

General Fund (con't)

Cemetery (500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Forestry 0

No changes recommended

Special Reserves & Escrow/Mayor's Executive Adjustments

Mayor's Comments:

This area of the budget is used to identify budget adjustments that affect multiple departments across various budget line items.

My recommended changes to those various line items are as follows:

1). Wages/Fringes (20,120)

Reduce line item net charges to account for the carryforward of unspent wage/fringe expenditures budgeted to fund implementation of the 2019 non-represented salary plan update.

2). Information Systems (166,750)

Reduce line item net charges to account for the elimination of funding for the GIS technician and to reduce fixed cost charges to City departments.

Total General Fund Expenditure
Increases (Decreases) (518,830)

Total Budget Adjustments Recommended
to Balance 2020 General Fund Budget \$943,260

Budget Adjustments Recommended - Other Funds

Information Systems Fund (51,750)

Geographic Information Systems

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician (\$61,750 reduction). Add \$15,000 Temporary Wages for GIS Intern.

Operations

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

CITY OF NEENAH
TAX LEVY, TAX RATES and PROPERTY VALUES
BUDGET YEARS 2011-2020

Tax Levy and Tax Rates						
Budget Year	Tax Levy	% Change	Assessed Tax Rate	% Change	Equalized Tax Rate	% Change
2011	16,391,111		8.52		8.54	
2012	16,644,846	1.55%	8.97	5.28%	8.68	1.64%
2013	16,936,628	1.75%	9.09	1.34%	9.20	5.99%
2014	17,179,057	1.43%	9.04	-0.55%	9.27	0.76%
2015	17,626,503	2.60%	9.19	1.66%	9.19	-0.86%
2016	17,853,228	1.29%	9.21	0.22%	9.24	0.54%
2017	18,246,485	2.20%	9.33	1.30%	9.16	-0.87%
2018	18,647,504	2.20%	9.49	1.71%	8.90	-2.84%
2019	18,895,021	1.33%	9.63	1.48%	8.55	-3.93%
2020 (est)	19,102,026	1.10%	8.21	-14.75%	8.05	-5.85%
Average		1.59%		1.38%		0.05%

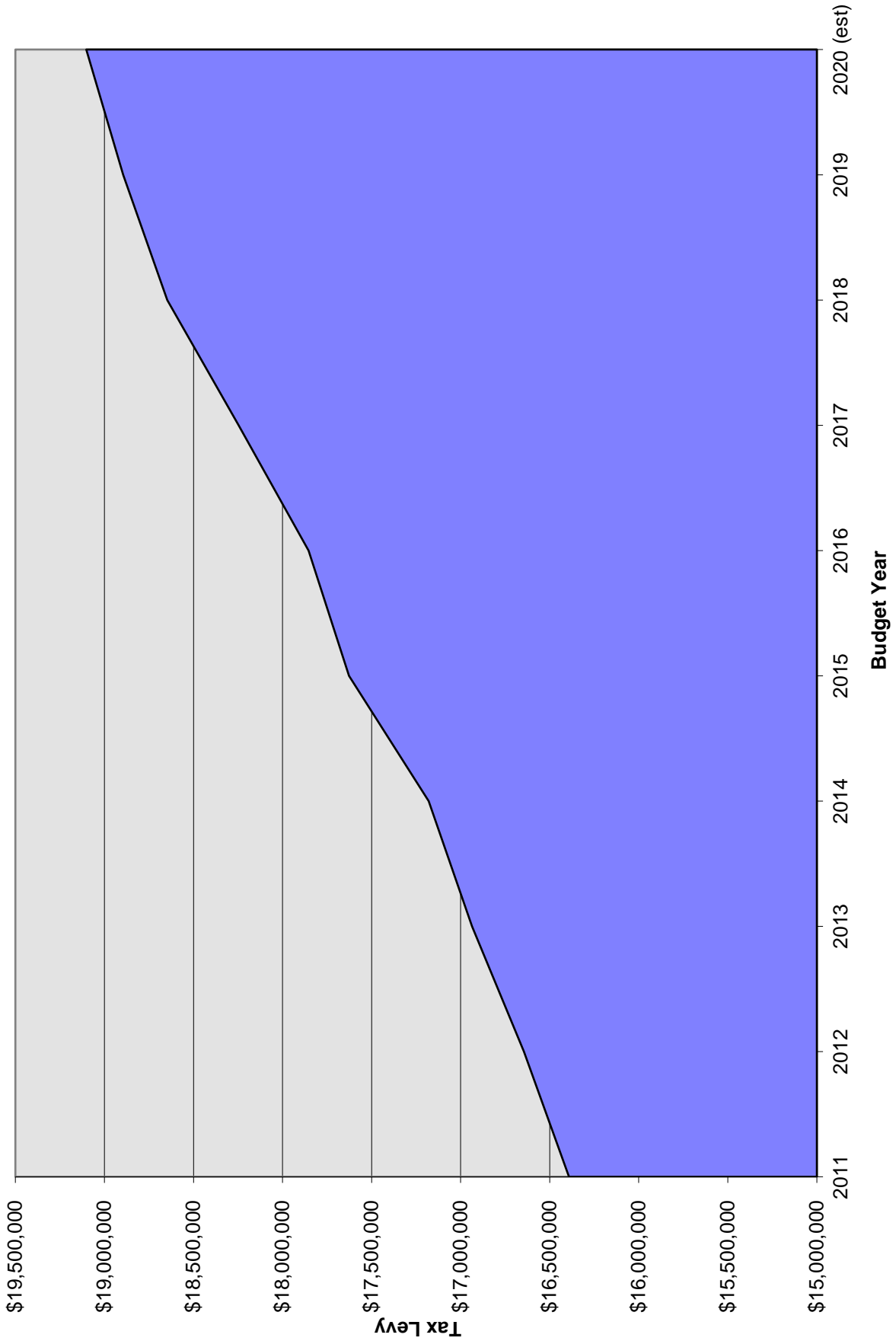
Assessed and Equalized Property Values					
Budget Year	Property Tax Base Assessed Value	% Change	Property Tax Base Equalized Value	% Change	% Ratio
2011	1,922,974,901		1,918,845,500		100.22%
2012	1,854,865,912	-3.54%	1,916,768,500	-0.11%	96.77%
2013	1,863,894,145	0.49%	1,840,562,900	-3.98%	101.27%
2014	1,899,744,900	1.92%	1,852,907,500	0.67%	102.53%
2015	1,918,933,800	1.01%	1,918,342,400	3.53%	100.03%
2016	1,937,527,000	0.97%	1,933,055,000	0.77%	100.23%
2017	1,956,028,634	0.95%	1,991,660,100	3.03%	98.21%
2018	1,964,662,341	0.44%	2,095,284,800	5.20%	93.77%
2019	1,961,250,400	-0.17%	2,209,662,100	5.46%	88.76%
2020 (est)	2,327,554,700	18.68%	2,374,159,900	7.44%	98.04%
Average		2.31%		2.45%	

**CITY OF NEENAH
2020 OPERATING BUDGET
CALCULATION OF TAX LEVY LIMIT**

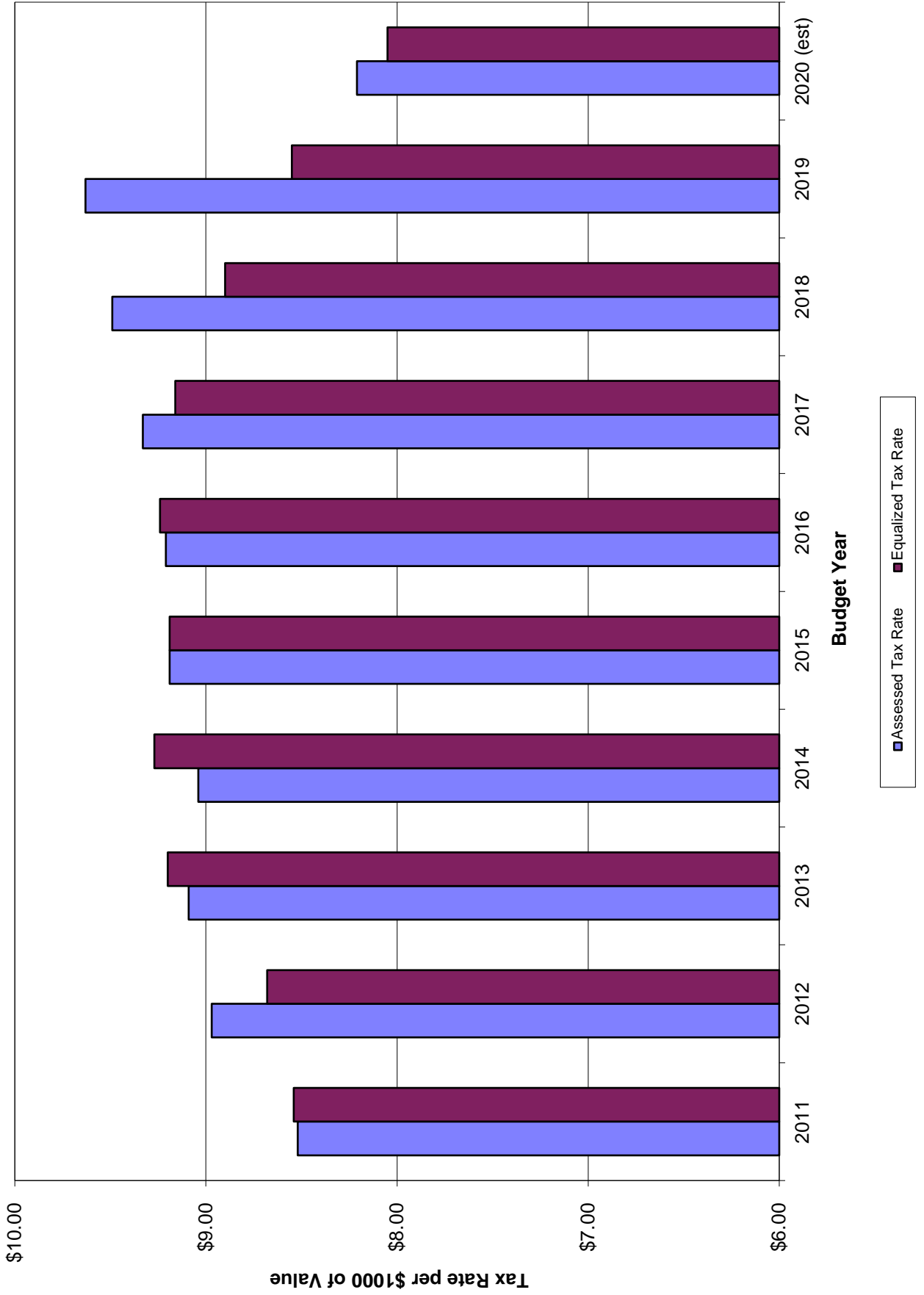
Operating Budget Levy Limit Calculation

	Tax Levy	%
<i><u>2020 Budget Operating Levy Subject to Levy Limit</u></i>		
2018 payable 2019 actual levy (excluding unused capacity)	\$16,953,255	
Plus: 2019 Personal Property Tax State Aid	92,858	
Total 2019 Actual Levy plus 2019 Personal Property Tax State Aid	17,046,113	
Less: 2019 Budget Levy - Debt Service on debt authorized after 7/1/05	(75,000)	
Total 2019 Budget Operating Levy Subject to Levy Limit	16,971,113	\$16,971,113
Allowable Budget Levy % Increase for 2020	1.193%	
	17,173,578	
2019 Budget Operating Levy Increase Allowed Due To Levy Limit-Before PP Tax Aid	202,465	
Less: 2020 Personal Property Tax Aid	(80,888)	
2020 Budget Operating Levy Increase Allowed Due To Levy Limit-After PP Tax Aid	121,577	
2020 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	17,092,690	0.72%
* Amount Used from Previous Year's Unused Levy Limit	8,960	
2020 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	17,101,650	0.77%
2020 Budget Total Operating Levy - Mayor Recommended (Before Adjustments)	17,092,690	0.72%
2020 Budget Total Operating Levy Recommended Below Levy Limit (Before Adjustments)	8,960	
<u>Adjustments to Levy Limit - Current Year</u>		
2020 Budget Total Operating Levy Allowed Under Levy Limit (Before Adjustments)	17,101,650	
<u>Adjustments</u>		
2020 Budget Levy - For increase in charges assessed by a joint fire department	100,000	
Cumulative Net Levy Increase for Debt Service for Debt Authorized After July 1, 2005.	240,000	
2020 Budget Total Operating Levy Allowed Under Levy Limit (After Adjustments)	\$17,441,650	
2020 Budget Total Operating Levy Recommended Under Levy Limit (After Adjustments)	17,357,690	
Less: Debt Service 2016-2019 Levy Increase	(75,000)	
2020 Budget Total Operating Levy Recommended Below Levy Limit (After Adjustments)	\$8,960	
<u>Previous Year's Unused Levy Limit Adjustment</u>		
Previous Year's Allowable Levy	\$16,962,216	
Previous Year's Actual Levy	16,953,255	
Previous Year's Unused Levy Limit	8,961	
Previous Year's Actual Levy	16,953,255	x 1.50%
Allowable Operating Levy Limit Unused Levy (lesser of lines above)	8,961	
Mayor's Recommended Use of Unused Levy Limit	8,961	
Allowable Previous Year Unused Levy Limit Still Available	0	
2020 Budget Total Operating Levy Recommended Below Levy Limit	8,960	
Total Unused Levy Limit Available for Future Years	\$8,960	

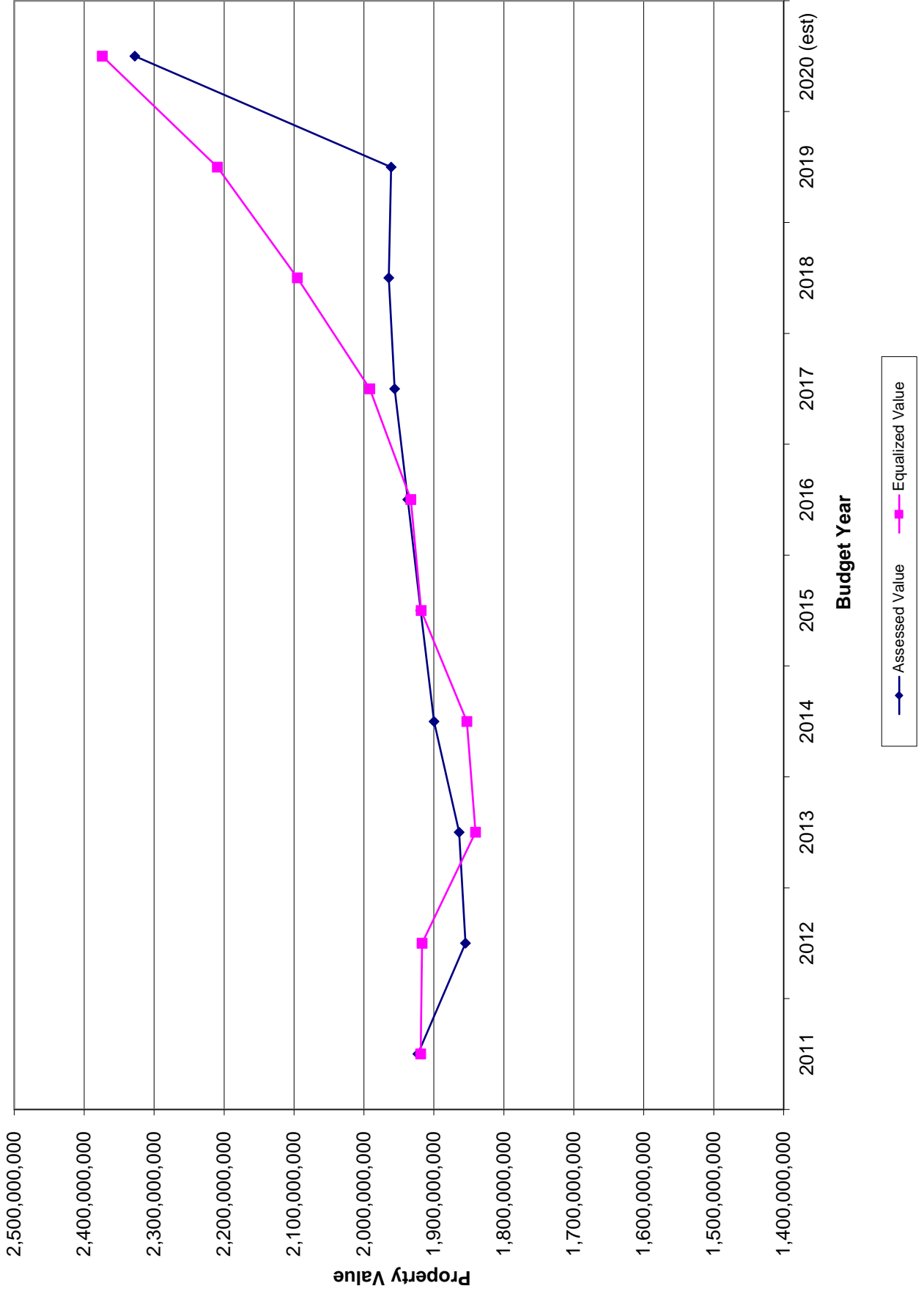
**CITY OF NEEENAH
Total Annual Tax Levy
Budget Years 2011-2020**



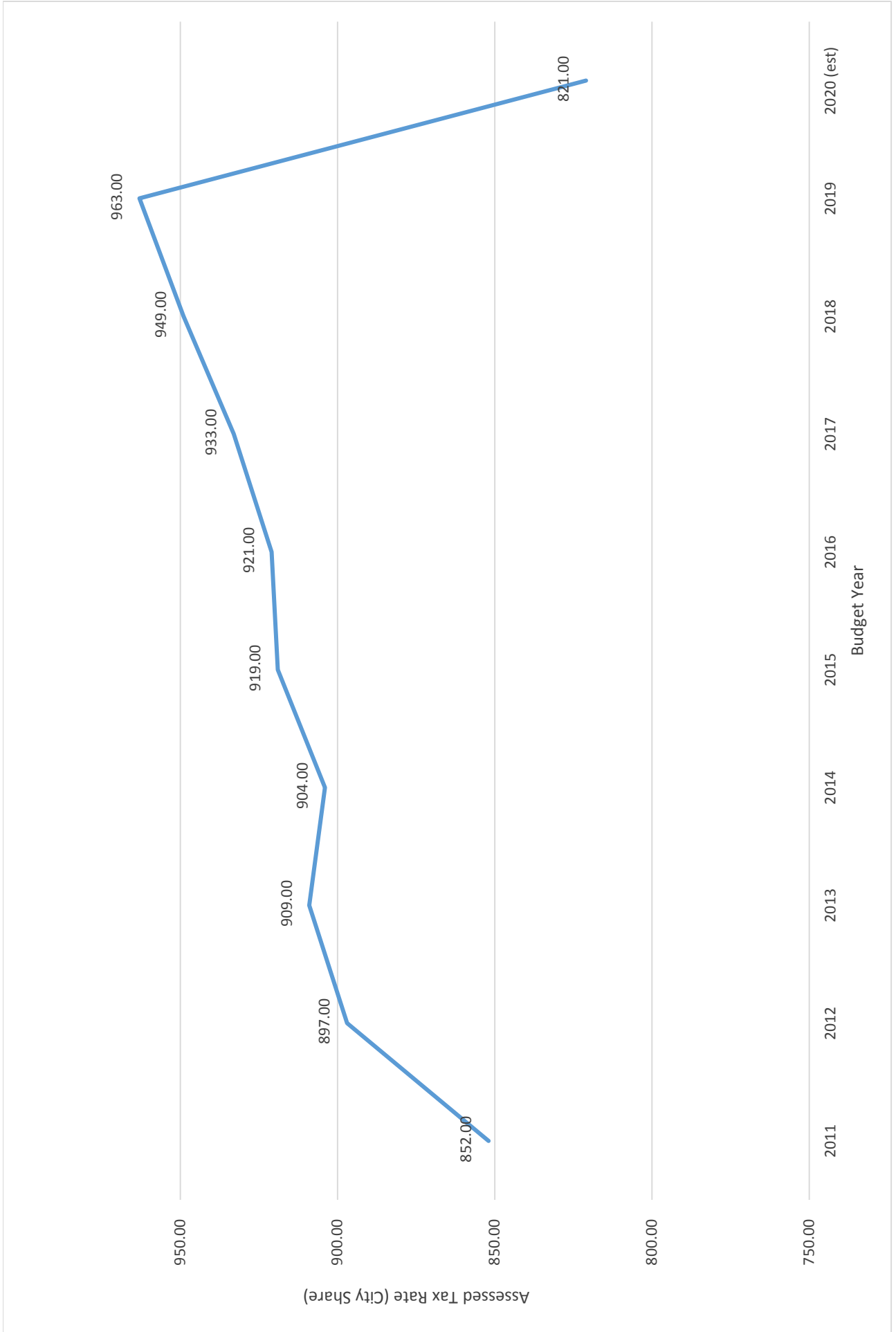
CITY OF NEENAH
Comparison of Assessed and Equalized Tax Rates
Budget Years 2011-2020



CITY OF NEENAH
Comparison of Assessed and Equalized Values
Budget Years 2011-2020



**CITY OF NEENAH
Property Taxes on \$100,000 of Assessed Value
Budget Years 2011-2020**

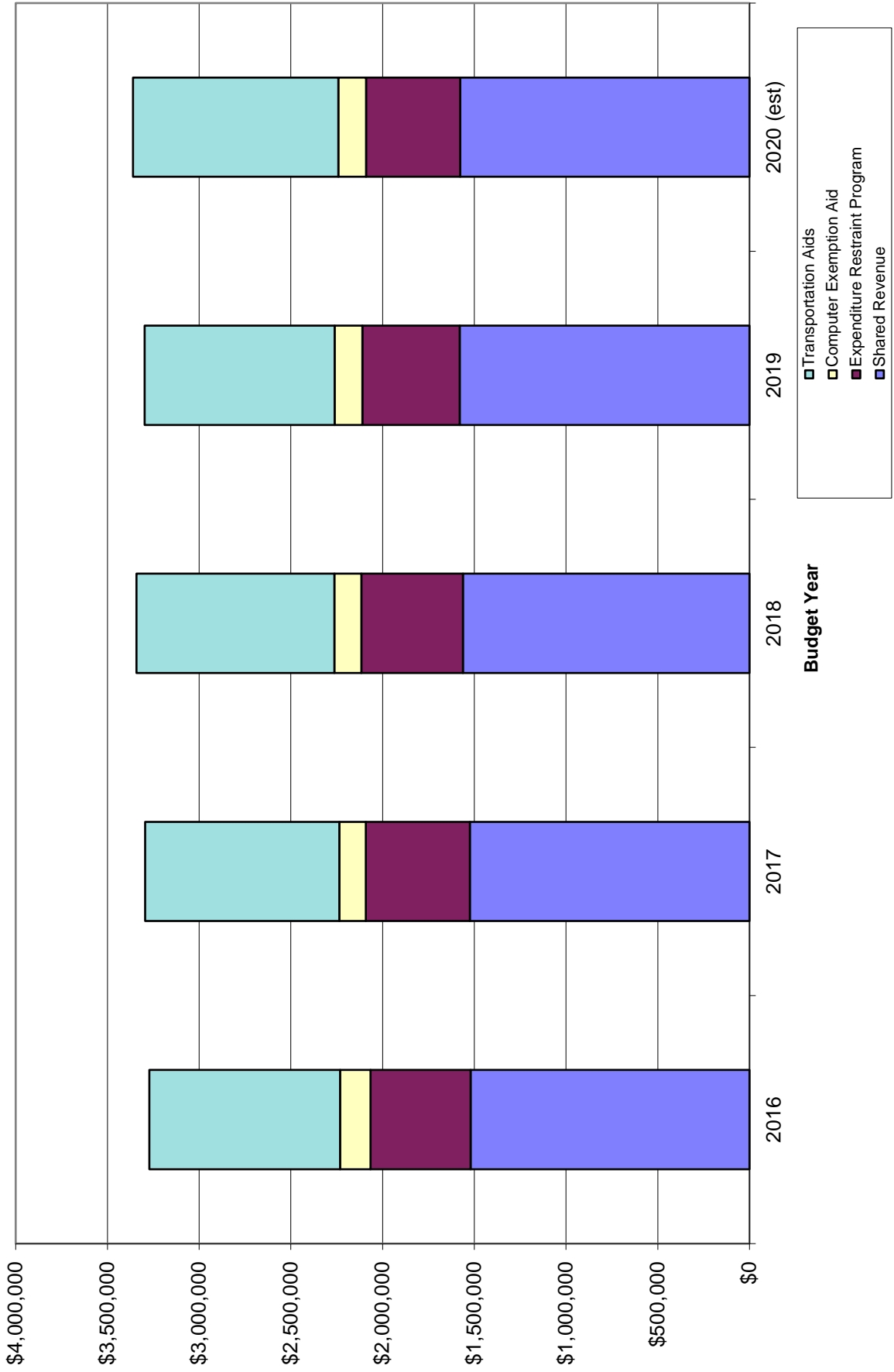


CITY OF NEENAH
SCHEDULE OF ALL STATE AID PAYMENTS
2016-2020

	2016	2017	2018	2019	2020 (est)	Five-Year \$ Increase (Decrease)	Five-Year % Increase (Decrease)
State Shared Revenue	\$1,520,500	\$1,524,360	\$1,562,614	\$1,580,010	\$1,577,290	56,790	3.73%
Expenditure Restraint Program	544,830	566,880	553,680	530,670	513,160	(31,670)	-5.81%
Computer Exemption Aid	167,110	144,880	147,020	150,580	150,580	(16,530)	-9.89%
Transportation Aids	1,038,930	1,058,480	1,078,260	1,036,080	1,120,130	81,200	7.82%
Total State Aid Payments	\$3,271,370	\$3,294,600	\$3,341,574	\$3,297,340	\$3,361,160	\$89,790	2.74%

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

CITY OF NEENAH
Schedule of All State Aid Payments
2016-2020



**CITY OF NEENAH
2020 RECOMMENDED BUDGET
ALL FUNDS SUMMARY**

OPERATIONS/UTILITIES

<u>Funds</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>	<u>Budget Change</u>
<u>General Fund</u>						
Total Expenditures	\$ 24,276,857	\$ 25,205,599	\$ 25,232,910	\$ 26,219,450	\$ 25,700,620	1.96%
<u>Special Revenue Funds (Excluding TIF Special Revenue)</u>						
Total Expenditures	1,293,407	959,970	837,030	902,470	902,470	-5.99%
<u>Debt Service Fund (Including TIF/Sanitary/Storm Utility Debt)</u>						
Total Expenditures	10,126,370	10,048,440	10,048,440	10,093,667	10,093,667	0.45%
<u>Capital Project Funds (Excluding Utilities and Internal Transfers)</u>						
Total Expenditures	9,049,437	7,985,950	7,985,950	8,547,630	7,489,130	-6.22%
<u>Enterprise Funds (Including Capital/Depreciation - Excluding Sanitary/Storm Debt Service)</u>						
Total Expenses	14,536,438	15,244,440	14,959,150	17,316,730	17,276,730	13.33%
<u>Trust Funds</u>						
Total Expenditures	27,510	23,500	23,500	23,500	23,500	0.00%
<u>All Operations/Utilities</u>						
Total Expenditures	\$ 59,310,019	\$ 59,467,899	\$ 59,086,980	\$ 63,103,447	\$ 61,486,117	3.39%

**CITY OF NEENAH
TOTAL TAX LEVY FUNDED OPERATING BUDGET
SUMMARY OF 2020 BUDGET
COMMITTEE OF THE WHOLE RECOMMENDED**

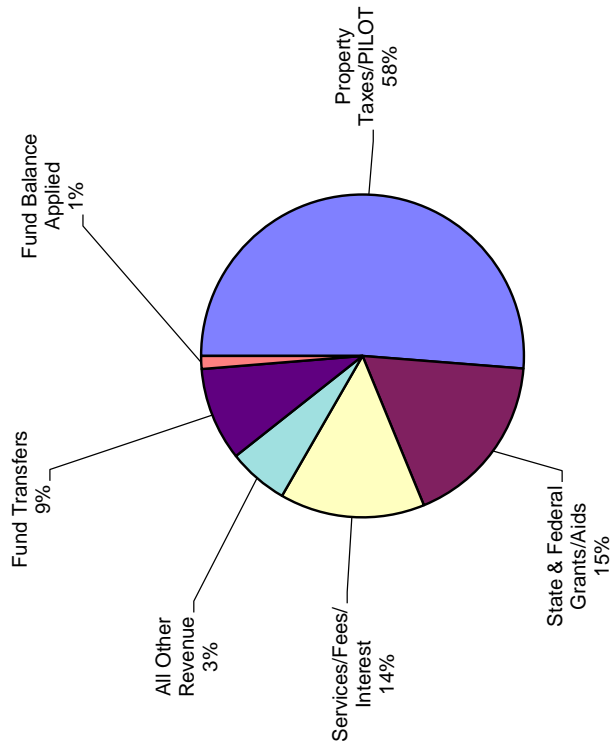
<u>Budget Account</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>	<u>Budget Change</u>	<u>% of Total</u>
<u>EXPENDITURES</u>							
<u>General Fund</u>							
General Government	\$ 2,537,059	2,541,730	\$ 2,567,530	\$ 2,660,540	\$ 2,610,540	2.71%	10.16%
Public Safety	11,304,011	11,924,120	11,812,340	12,355,970	12,175,510	2.11%	47.37%
Public Works	4,274,840	4,363,720	4,466,300	4,440,770	4,390,770	0.62%	17.08%
Parks and Recreation	2,103,915	2,127,070	2,165,390	2,173,730	2,168,730	1.96%	8.44%
Health and Welfare	119	250	200	250	250	0.00%	0.00%
Community Development	1,672,804	1,747,919	1,721,300	1,760,760	1,758,760	0.62%	6.84%
Library	2,090,625	2,189,900	2,206,400	2,310,680	2,266,680	3.51%	8.82%
All Other	293,484	310,890	293,450	516,750	329,380	5.95%	1.28%
TOTAL EXPENDITURES	\$ 24,276,857	\$ 25,205,599	\$ 25,232,910	\$ 26,219,450	\$ 25,700,620	1.96%	100%

<u>REVENUES</u>							
<u>General Fund</u>							
Other Taxes & PILOT	\$ 1,076,975	\$ 1,123,910	\$ 1,125,920	\$ 1,108,690	\$ 1,108,690	-1.35%	4.32%
State & Federal Revenue	3,741,220	3,794,200	3,814,900	3,927,010	3,927,010	3.50%	15.29%
Licenses, Permits and Fees	698,632	676,130	696,280	679,900	679,900	0.56%	2.66%
Charges for Services	1,714,499	1,701,080	1,741,610	1,762,160	1,762,160	3.59%	6.87%
Investment Income	367,610	540,000	583,780	590,000	590,000	9.26%	2.31%
Fines & Forfeitures	99,291	104,000	98,400	100,000	100,000	-3.85%	0.40%
Other Revenue	545,565	289,270	300,230	389,230	374,230	29.37%	1.47%
Park & Recreation Revenue	557,272	572,760	582,690	596,880	596,880	4.21%	2.33%
Fund Transfers	2,330,433	2,400,940	2,558,250	2,454,060	2,414,060	0.55%	9.40%
Applied Fund Balance	0	335,049	0	0	240,000	-28.37%	0.94%
Sub-Total	\$ 11,131,497	\$ 11,537,339	\$ 11,502,060	\$ 11,607,930	\$ 11,792,930	2.22%	45.99%
Tax Levy	13,419,262	13,668,260	13,668,260	13,668,260	13,907,690	1.75%	54.11%
TOTAL REVENUES	\$ 24,550,759	\$ 25,205,599	\$ 25,170,320	\$ 25,276,190	\$ 25,700,620	1.96%	100%
				2020 \$ Increase over 2019 Levy	\$239,430		

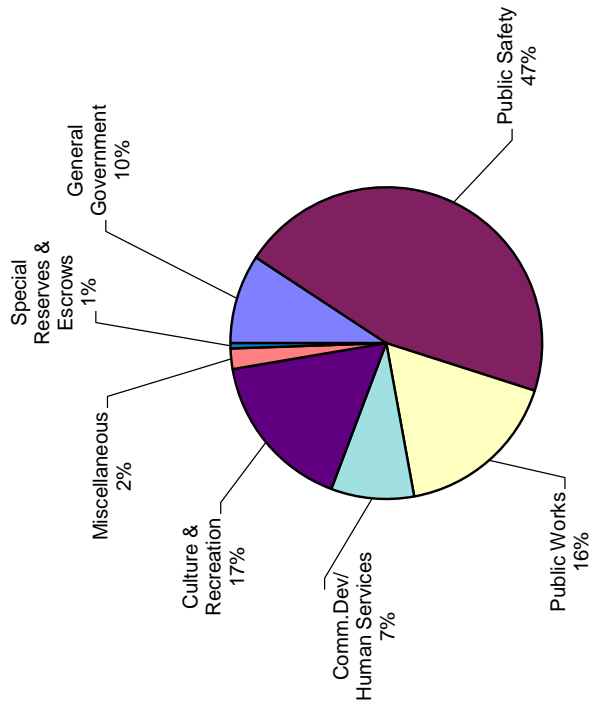
<u>Debt Service Fund</u>							
Expenditures	\$ 6,525,492	\$ 10,048,440	\$ 10,048,440	\$ 10,093,667	\$ 10,093,667	0.45%	100.00%
Fund Revenue	\$ 3,771,310	\$ 7,534,276	\$ 7,534,276	\$ 7,445,944	\$ 7,445,944	-1.17%	68.34%
Tax Levy	3,360,000	3,285,000	3,285,000	3,450,000	3,450,000	5.02%	31.66%
TOTAL REVENUES	\$ 7,131,310	\$ 10,819,276	\$ 10,819,276	\$ 10,895,944	\$ 10,895,944	0.71%	100%
				2020 \$ Increase over 2019 Levy	\$165,000		

CITY OF NEENAH 2020 General Fund Operating Budget

2020 Proposed Revenues



2020 Proposed Expenditures



CITY OF NEENAH
SUMMARY OF 2020 RECOMMENDED BUDGET
By Type of Expenditures

	2018 ACTUAL	2019 BUDGET	2019 (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	% Budget Change	% of Total
EXPENDITURES								
General Fund								
Personal Services	\$ 17,963,887	\$ 18,814,000	\$ 9,984,297	\$ 18,705,050	\$ 19,574,240	\$ 19,431,350	3.28%	75.61%
Contractual Services	5,060,119	5,123,789	7,305,807	5,198,570	5,300,110	5,127,600	0.07%	19.95%
Supplies & Materials	1,138,933	1,228,090	823,491	1,220,230	1,239,350	1,238,040	0.81%	4.82%
Other	48,880	(29,110)	23,061	38,700	15,620	(185,310)	N/A	-0.72%
Capital Outlay	65,038	68,830	23,401	70,360	90,130	88,940	29.22%	0.35%
TOTAL EXPENDITURES	\$ 24,276,857	\$ 25,205,599	\$ 18,160,057	\$ 25,232,910	\$ 26,219,450	\$ 25,700,620	1.96%	100.00%
Recycling								
Personal Services	\$ 306,976	\$ 297,470	\$ 186,671	\$ 290,770	\$ 296,580	\$ 296,580	-0.30%	52.93%
Contractual Services	233,312	227,740	91,904	164,830	177,520	177,520	-22.05%	31.68%
Supplies & Materials	69,343	76,110	34,092	55,950	61,210	61,210	-19.58%	10.92%
Transfers	25,000	25,000	18,750	25,000	25,000	25,000	0.00%	4.46%
TOTAL EXPENDITURES	\$ 634,631	\$ 626,320	\$ 331,417	\$ 536,550	\$ 560,310	\$ 560,310	-10.54%	100.00%
Storm Sewer								
Personal Services	\$ 384,367	\$ 519,450	\$ 286,707	\$ 495,880	\$ 468,130	\$ 468,130	-9.88%	36.45%
Contractual Services	240,245	254,720	175,868	241,610	271,940	271,940	6.76%	21.17%
Supplies & Materials	40,670	43,200	24,224	46,010	44,450	44,450	2.89%	3.46%
Other	47,790	61,390	44,585	59,500	60,500	60,500	-1.45%	4.71%
Transfers	413,340	426,630	319,973	426,630	439,430	439,430	3.00%	34.21%
TOTAL EXPENDITURES	\$ 1,126,412	\$ 1,305,390	\$ 851,357	\$ 1,269,630	\$ 1,284,450	\$ 1,284,450	-1.60%	100.00%
Fleet Management								
Personal Services	\$ 468,185	\$ 476,030	\$ 333,185	\$ 477,710	\$ 494,670	\$ 494,670	3.92%	70.08%
Contractual Services	36,873	46,760	30,157	43,160	47,870	47,870	2.37%	6.78%
Supplies & Materials	172,524	163,050	93,971	148,030	163,300	163,300	0.15%	23.14%
TOTAL EXPENDITURES	\$ 677,582	\$ 685,840	\$ 457,313	\$ 668,900	\$ 705,840	\$ 705,840	2.92%	100.00%
Parking Utility								
Personal Services	\$ 68,793	\$ 86,140	\$ 64,215	\$ 100,680	\$ 93,560	\$ 93,560	8.61%	22.90%
Contractual Services	160,473	162,330	119,125	179,800	162,550	162,550	0.14%	39.79%
Supplies & Materials	15,707	20,500	3,443	16,530	19,550	19,550	-4.63%	4.79%
Other	(2,986)	640	0	0	100	100	-84.38%	0.02%
Transfers	117,230	128,870	96,653	128,870	132,740	132,740	3.00%	32.49%
TOTAL EXPENDITURES	\$ 359,217	\$ 398,480	\$ 283,436	\$ 425,880	\$ 408,500	\$ 408,500	2.51%	100.00%
Information Systems								
Personal Services	\$ 599,389	\$ 618,400	\$ 431,644	\$ 609,020	\$ 684,480	\$ 637,730	3.13%	69.95%
Contractual Services	166,805	163,400	166,393	184,520	217,520	217,520	33.12%	23.86%
Supplies & Materials	5,676	5,450	5,811	5,990	5,500	5,500	0.92%	0.60%
Other	0	0	0	0	0	(5,000)	0.00%	-0.55%
Capital Outlay	16,767	25,000	16,989	29,230	31,000	31,000	24.00%	3.40%
Transfers	120,000	120,000	90,000	120,000	140,000	25,000	-79.17%	2.74%
TOTAL EXPENDITURES	\$ 908,637	\$ 932,250	\$ 710,837	\$ 948,760	\$ 1,078,500	\$ 911,750	-2.20%	100.00%

**CITY OF NEENAH
2020 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Dept. Request</u>	<u>2020 Proposed</u>	<u>% Budget Change</u>
<u>GENERAL GOVERNMENT</u>						
<u>Common Council</u>						
Council Operations	83,346	84,430	87,750	80,120	79,620	
	83,346	84,430	87,750	80,120	79,620	-5.70%
<u>Mayor's Office</u>						
Mayors Office	185,860	199,730	199,390	201,610	201,110	
City Publication	26,377	20,700	21,010	19,500	19,500	
LEAN Training	5,932	7,800	2,000	7,800	4,800	
	218,169	228,230	222,400	228,910	225,410	-1.24%
<u>Finance</u>						
Finance Operations	611,934	636,040	603,020	625,960	613,460	
Annual Audit/GASB#34 Impl	50,174	58,910	50,320	49,310	49,310	
Risk Management	203,853	211,650	230,750	238,600	238,600	
General	30,782	20,000	20,000	20,000	5,000	
Purchasing / P-Card	1,969	1,570	1,570	1,570	1,570	
Central Services	9,175	13,320	14,330	12,820	12,820	
Utility Billing	156,446	159,170	164,840	167,470	167,470	
Water Utility	60,805	55,510	55,510	57,630	57,630	
Capital Outlay-Finance	0	2,400	1,780	0	0	
	1,125,138	1,158,570	1,142,120	1,173,360	1,145,860	-1.10%
<u>Legal & Admin Services</u>						
City Attorney Operation	278,605	293,380	294,480	299,930	298,930	
Prosecutn/Ext Legal Serv	8,713	0	5,500	2,000	2,000	
Cable TV/Cellular Comm	0	200	0	200	200	
ADA Compliance	31,201	0	200	0	0	
City Clerk Operations	194,630	205,280	207,460	214,640	214,640	
Elections	72,692	25,140	25,090	92,190	80,190	
Board of Review	698	6,570	6,570	2,390	2,390	
	586,539	530,570	539,300	611,350	598,350	12.77%
<u>Human Resources and Safety</u>						
Operations	221,824	252,840	262,010	265,990	265,490	
	221,824	252,840	262,010	265,990	265,490	5.00%
<u>Municipal Building</u>						
Municipal Building Oper	283,420	273,560	280,920	278,680	273,680	
Training/Redundant Data	11,002	7,530	25,740	14,630	14,630	
Monument Maintenance	0	0	690	1,500	1,500	
Capital Outlay-Mun Bldg	7,621	6,000	6,600	6,000	6,000	
	302,043	287,090	313,950	300,810	295,810	3.04%
<u>Total General Government</u>	2,537,059	2,541,730	2,567,530	2,660,540	2,610,540	2.71%

**CITY OF NEENAH
2020 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Dept. Request</u>	<u>2020 Proposed</u>	<u>% Budget Change</u>
<u>PUBLIC SAFETY</u>						
<u>Police</u>						
Operations	5,913,948	6,377,030	6,224,660	6,551,940	6,501,940	
Police Firing Range	18,210	20,490	20,530	20,490	20,490	
School Liaison Program	266,874	274,300	272,140	286,780	286,780	
Police Crossing Guards	57,516	70,960	70,550	70,240	70,240	
CSA / Animal Control	64,773	72,840	72,290	71,050	71,050	
K-9 Project	14,209	15,870	14,550	17,240	17,240	
Capital Outlay-Police	20,155	22,830	25,840	43,080	43,080	
	<u>6,355,685</u>	<u>6,854,320</u>	<u>6,700,560</u>	<u>7,060,820</u>	<u>7,010,820</u>	<u>2.28%</u>
<u>Neenah Share of NMFR</u>						
Fire	4,882,540	5,003,680	5,066,780	5,201,440	5,074,360	
Fire Station Buildings	24,688	26,000	26,000	26,000	26,000	
Reg Spec Oper Resp Team	9,250	15,150	10,040	20,240	16,860	
Joint Fire Commission	2,380	2,690	2,050	2,670	2,670	
Special Reserves & Escrow	0	0	0	34,700	34,700	
Water Rescue Services	8,570	0	0	0	0	
	<u>4,927,428</u>	<u>5,047,520</u>	<u>5,104,870</u>	<u>5,285,050</u>	<u>5,154,590</u>	<u>2.12%</u>
<u>Other Public Safety</u>						
Emergency Government	982	1,620	960	1,870	1,870	
Police Commission	10,193	7,500	7,050	8,230	8,230	
Pension Plan Contribution	9,723	13,160	(1,100)	0	0	
	<u>20,898</u>	<u>22,280</u>	<u>6,910</u>	<u>10,100</u>	<u>10,100</u>	<u>-54.67%</u>
<u>Total Public Safety</u>	<u>11,304,011</u>	<u>11,924,120</u>	<u>11,812,340</u>	<u>12,355,970</u>	<u>12,175,510</u>	<u>2.11%</u>
<u>PUBLIC WORKS</u>						
Engineering	747,046	752,080	757,320	776,990	726,990	
Capital Outlay-P.W. Admin	0	200	200	200	200	
Tullar Garage	471,786	487,780	491,710	486,690	486,690	
Cecil Street Garage	21,919	17,280	17,250	17,480	17,480	
Refuse Garbage Collection	745,767	674,650	735,820	737,260	737,260	
Sanit Sewers/Lift Station	292,095	289,610	265,400	290,970	290,970	
T-V San Sewers Insp/Seal	3,991	67,310	57,880	57,790	57,790	
Repair of Streets	410,377	381,970	375,360	383,430	383,430	
Snow & Ice Removal	475,106	575,400	640,840	564,550	564,550	
Weed Cutting	47,196	41,950	67,610	55,960	55,960	
Traffic Control	291,799	282,370	285,060	282,450	282,450	
Street Lighting	574,169	577,380	576,460	587,270	587,270	
Capital Outlay-P.W. Equip	6,523	6,100	5,850	6,100	6,100	
Interdepartmental Service	10,554	6,460	4,810	9,570	9,570	
<u>Total Public Works</u>	<u>4,098,328</u>	<u>4,160,540</u>	<u>4,281,570</u>	<u>4,256,710</u>	<u>4,206,710</u>	<u>1.11%</u>

**CITY OF NEENAH
2020 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Dept. Request</u>	<u>2020 Proposed</u>	<u>% Budget Change</u>
<u>COMMUNITY/ECONOMIC DEVELOPMENT</u>						
<u>Community Development</u>						
Comm Development Admin	454,886	457,250	446,370	453,530	451,530	
Inspections	354,442	381,590	383,170	404,000	404,000	
Weights/Measures	27,452	42,880	41,580	46,070	46,070	
Assessor Operations	317,692	310,079	307,220	273,140	273,140	
	<u>1,154,472</u>	<u>1,191,799</u>	<u>1,178,340</u>	<u>1,176,740</u>	<u>1,174,740</u>	<u>-1.43%</u>
<u>Other Community Services</u>						
Landmark Operations	1,541	3,550	2,170	3,550	3,550	
Sustainable Neenah Commit	2,154	4,600	1,850	3,200	3,200	
Commun Develop Authority	5,149	6,020	5,290	6,490	6,490	
Dial-A-Ride Program	12,000	12,000	12,000	12,000	12,000	
Mass Transit	416,537	436,200	435,150	466,800	466,800	
Y-Senior Friends Program	14,800	15,100	15,100	15,550	15,550	
Neenah Committee on Aging	119	250	200	250	250	
	<u>452,300</u>	<u>477,720</u>	<u>471,760</u>	<u>507,840</u>	<u>507,840</u>	<u>6.30%</u>
<u>Total Community/Economic Development</u>	<u>1,606,772</u>	<u>1,669,519</u>	<u>1,650,100</u>	<u>1,684,580</u>	<u>1,682,580</u>	<u>0.78%</u>
<u>CULTURE AND RECREATION</u>						
<u>Neenah Public Library</u>						
Library Operations	1,910,448	2,006,910	2,009,440	2,068,320	2,024,320	
WALS Computerization	176,825	181,590	182,710	181,390	181,390	
Special Reserves & Escrow	0	0	0	20,970	20,970	
Capital Outlay-Library	0	1,400	1,400	0	0	
Funds Carried Forward	3,352	0	12,850	40,000	40,000	
	<u>2,090,625</u>	<u>2,189,900</u>	<u>2,206,400</u>	<u>2,310,680</u>	<u>2,266,680</u>	<u>3.51%</u>
<u>Other Culture</u>						
Harbor Commiss Operation	6,643	5,580	5,350	6,050	6,050	
	<u>6,643</u>	<u>5,580</u>	<u>5,350</u>	<u>6,050</u>	<u>6,050</u>	<u>8.42%</u>

**CITY OF NEENAH
2020 BUDGET SUMMARY
GENERAL FUND**

<u>Budget Account</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Dept. Request</u>	<u>2020 Proposed</u>	<u>% Budget Change</u>
<u>CULTURE AND RECREATION (cont.)</u>						
<u>Park & Recreation</u>						
Park & Rec Admin Office	595,425	588,020	631,940	687,930	682,930	
Gen Unallocated Overhead	19,876	19,390	19,230	19,210	19,210	
Adult Programs	11,587	14,380	10,270	1,930	1,930	
Contracted Programs	26,578	28,250	29,500	36,370	36,370	
Youth Programs	102,485	106,850	112,510	147,720	147,720	
Other Pk & Rec Activities	17,274	14,870	14,330	15,120	15,120	
Riverside Players	27,353	31,650	26,680	31,450	31,450	
Parks	939,150	947,030	949,880	889,340	889,340	
	<u>1,739,728</u>	<u>1,750,440</u>	<u>1,794,340</u>	<u>1,829,070</u>	<u>1,824,070</u>	<u>4.21%</u>
<u>Independent Programs</u>						
Municipal Pool	265,241	261,110	259,590	261,050	261,050	
Sports Clinics	26,431	25,000	23,070	0	0	
Dance Lesson Program	3,734	6,000	1,350	0	0	
	<u>295,406</u>	<u>292,110</u>	<u>284,010</u>	<u>261,050</u>	<u>261,050</u>	<u>-10.63%</u>
<u>Celebrations/Commemorations</u>						
4th of July/Communityfest	44,158	50,050	44,470	48,570	48,570	
Concerts/Parades/Others	21,993	28,600	26,930	27,860	27,860	
	<u>66,151</u>	<u>78,650</u>	<u>71,400</u>	<u>76,430</u>	<u>76,430</u>	<u>-2.82%</u>
<u>Total Culture and Recreation</u>	<u>4,198,553</u>	<u>4,316,680</u>	<u>4,361,500</u>	<u>4,483,280</u>	<u>4,434,280</u>	<u>2.72%</u>
<u>MISCELLANEOUS</u>						
<u>Oak Hill Cemetery</u>						
Oak Hill Cemetery	251,528	256,710	261,880	261,000	260,500	
	<u>251,528</u>	<u>256,710</u>	<u>261,880</u>	<u>261,000</u>	<u>260,500</u>	<u>1.48%</u>
<u>City-Wide Forestry Program</u>						
Public Right-of-Way	176,512	203,180	184,730	184,060	184,060	
Parks	58,184	66,200	68,140	65,440	65,440	
Invasive Species Control	10,597	18,320	18,900	18,170	18,170	
	<u>245,293</u>	<u>287,700</u>	<u>271,770</u>	<u>267,670</u>	<u>267,670</u>	<u>-6.96%</u>
<u>Other</u>						
Tax Refunds	20,000	15,000	15,000	10,000	10,000	
Cash Short & Over	10	0	20	0	0	
Uncollectible Write Offs	5,303	0	1,200	0	0	
	<u>25,313</u>	<u>15,000</u>	<u>16,220</u>	<u>10,000</u>	<u>10,000</u>	<u>-33.33%</u>
<u>Mayor's Executive Adjustments</u>						
Mayor's Adjustments	0	0	0	0	(166,750)	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(166,750)</u>	<u>N/A</u>
<u>Transfers Out</u>						
Transfer to Joint Court-Neenah Share	10,000	10,000	10,000	10,000	10,000	
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
<u>Total Miscellaneous</u>	<u>532,134</u>	<u>569,410</u>	<u>559,870</u>	<u>548,670</u>	<u>381,420</u>	<u>-33.01%</u>
<u>SPECIAL RESERVES & ESCROWS</u>	<u>0</u>	<u>23,600</u>	<u>0</u>	<u>229,700</u>	<u>209,580</u>	<u>788.05%</u>
<u>TOTAL GENERAL FUND BUDGETS</u>	<u>24,276,857</u>	<u>25,205,599</u>	<u>25,232,910</u>	<u>26,219,450</u>	<u>25,700,620</u>	<u>1.96%</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	9,994,312	10,426,640	4,980,228	10,384,290	10,877,710	10,844,640	
0102	Full Time Hourly Wages	1,581,270	1,669,220	1,191,187	1,657,700	1,662,670	1,662,670	
0103	Temporary Wages	555,477	575,750	463,653	558,980	635,340	623,340	
0104	Overtime Wages	479,497	612,660	358,469	622,030	619,660	597,130	
0105	Reimbursable Overtime	(47,570)	(33,600)	(20,001)	(26,490)	(23,420)	(23,420)	
0106	FLSA Overtime Wages	33,166	30,280	1,310	32,070	31,950	31,950	
0108	Grant Overtime	13,804	20,000	11,442	20,000	20,000	20,000	
0109	Premium Pay	12,250	15,500	7,719	13,000	13,400	13,400	
0110	Health Insurance	2,347,536	2,433,030	1,456,129	2,438,250	2,649,880	2,649,880	
0111	Fringes	2,833,885	2,827,910	1,419,775	2,807,320	2,824,980	2,749,590	
0112	Grant Fringes	3,209	4,460	2,552	4,460	4,550	4,550	
0115	Schools/Seminars/Training	56,282	79,630	42,603	75,150	86,170	79,610	
0116	Test/Certification for Eq	2,330	5,950	0	5,660	5,930	5,930	
0117	Clothing Allowance	83,275	97,180	60,743	98,250	98,490	98,490	
0118	License Renewal	4,383	1,120	402	1,140	8,150	2,810	
0120	Protective Vest Repl Fd	3,200	2,400	2,400	2,400	3,000	3,000	
0122	Travel Expenses	478	3,000	824	1,000	1,000	1,000	
0123	Auto Allowance	1,482	2,110	1,196	1,940	2,050	2,050	
0124	Meal Allowance	1,822	1,670	1,979	2,340	1,620	1,620	
0125	Employee Schooling Reimb.	600	1,200	737	740	600	600	
0126	Department Awards	956	2,000	0	3,000	2,000	2,000	
0127	DOT Emp Notification Prog	0	50	0	30	50	50	
0128	Empl Recognition Awards	2,243	1,820	950	1,790	4,840	4,840	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
0140	Midpoint/Other Adj Wages	0	0	0	0	18,750	18,750	
0141	Midpoint/Other Adj Fringe	0	0	0	0	5,170	5,170	
0150	Salary Plan Impl-Wages	0	0	0	0	16,200	16,200	
0151	Salary Plan Impl-Fringes	0	200	0	0	3,500	3,500	
	PERSONAL SERVICES	17,963,887	18,780,680	9,984,297	18,705,050	19,574,240	19,419,350	638,670
CONTRACTUAL SERVICES								
0202	Outside Printing	48,551	43,880	36,429	48,780	46,260	46,260	
0203	Postage	51,366	54,730	29,407	56,010	54,580	54,580	
0204	Conferences & Meetings	30,564	32,120	16,377	31,390	34,250	34,250	
0205	Credit/Debit Charges	8,801	7,600	7,401	9,400	9,900	9,900	
0206	Advertising & Publication	20,506	25,020	11,524	24,230	26,550	26,550	
0207	Dues & Memberships	21,877	22,290	20,006	24,330	25,270	25,270	
0209	Maintenance of PPE/SCBA	3,040	1,890	0	1,890	1,900	1,900	
0210	Maint of Computer Hardwre	775	2,050	0	2,460	3,300	3,300	
0211	Maint of Fixed Equipment	15,398	10,740	13,048	16,550	12,500	12,500	
0212	Maint of Office Equipment	6,418	8,200	6,263	7,430	10,050	10,050	
0213	Maint of Motor Vehicles	51,802	40,250	19,437	48,950	48,420	48,420	
0214	Maintenance of Buildings	179,702	166,880	152,807	188,960	178,850	178,430	
0215	Maint of Radio Equipment	11,465	14,120	9,390	13,820	14,870	14,870	
0216	Maint of Operating Equip	13,180	16,440	8,746	18,810	17,230	17,230	
0217	Maint of Traffic Signals	11,439	10,000	6,993	10,000	10,000	10,000	
0218	Maint of Software	126,134	140,100	78,260	94,230	105,310	105,310	
0219	Maintenance of Land	9,622	10,600	11,195	13,450	11,550	11,550	
0220	Maint of Athletic Fields	6,328	2,000	9,676	10,270	2,000	2,000	
0221	Telephone	30,575	29,950	17,456	31,170	31,200	31,200	
0222	Electricity	850,096	870,200	507,223	861,820	880,080	880,080	
0223	Natural Gas	71,956	80,830	41,080	79,380	82,980	81,500	
0224	Water & Sewer	79,640	78,260	34,443	86,220	81,480	81,480	
0225	Commercial Dumpster	8,028	8,290	5,830	8,160	8,480	8,480	
0226	Storm Water	41,031	40,780	25,807	40,480	40,470	40,470	
0227	Cellular Telephone	31,382	31,540	19,387	31,940	37,170	37,170	
0228	Other Communications/GPS	859	900	640	900	900	900	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
CONTRACTUAL SERVICES (CONT.)								
0229	Maint of Pavement Marking	0	54,000	51,953	51,960	50,000	50,000	
0231	Care of Prisoners	13,855	15,000	5,815	12,000	12,000	12,000	
0232	Auditing Services	49,945	55,610	42,598	44,160	49,220	49,220	
0233	Other Services	68,083	71,940	61,685	70,380	71,760	71,760	
0234	Credit Card Payment Fees	12,841	13,000	12,671	13,940	14,000	14,000	
0235	Outside Software Services	8,623	18,730	12,749	18,230	17,440	17,440	
0236	Outside Services	1,107,631	1,078,179	745,173	1,067,290	1,077,950	1,077,950	
0237	Pest Control	5,888	5,670	3,425	5,340	5,370	5,370	
0238	Professional Services	17,299	20,050	12,033	28,100	26,710	26,710	
0239	Misc Insurance	2,007	1,400	2,975	2,980	3,100	3,100	
0241	Tree Planting & Landscape	13,627	17,510	17,881	18,610	17,710	17,410	
0242	Permit	586	1,110	997	1,160	1,210	1,210	
0243	Tipping Fees	305,747	305,000	225,343	330,000	310,800	310,800	
0244	Commercial Dumpsters	72,022	67,950	55,136	72,330	72,700	72,700	
0245	License Fees	35,187	35,700	53,374	53,380	56,020	56,020	
0246	Property & Liability Ins	92,086	103,840	76,364	98,870	101,060	101,060	
0247	Auto/Physical Damage Ins	39,018	41,930	37,459	48,430	52,360	49,390	
0248	Boiler:Machine Insurance	1,888	2,000	2,244	2,250	2,500	2,500	
0249	Collection Services	32,250	43,800	32,804	43,700	45,200	45,200	
0250	Copy Mach. Lease/Supplies	25,210	21,000	18,831	25,600	25,980	25,980	
0251	Rental	9,153	10,000	9,842	11,930	11,400	11,400	
0252	Rental of Equipment	11,446	12,040	8,532	11,750	12,880	12,880	
0253	Technology Res Fund	26,690	27,490	0	27,490	27,490	27,490	
0254	Printer / Copies	28,535	32,400	19,760	30,710	32,500	32,500	
0255	IS Service / Internal	757,570	728,240	490,591	755,370	860,110	693,360	
0256	Neenah City Finance Ser.	14,180	14,530	0	14,530	14,880	14,880	
0257	Neenah City H/R Services	27,990	30,660	0	30,660	33,560	33,560	
0261	Misc Expenditures	30,989	29,760	14,452	15,010	12,580	12,580	
0262	Public Relations/Services	7,269	10,060	3,804	10,060	10,940	10,350	
0264	Drug & Alcohol Testing	1,024	1,500	844	1,500	1,500	1,500	
0265	EE Safety Compliance Acct	2,868	11,930	6,168	10,000	11,930	11,930	
0268	Connector Cost	0	13,700	0	13,000	12,430	12,430	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
0280	Neenah-Menasha FireRescue	0	(21,970)	3,773,138	0	(21,880)	(24,310)	
0293	Maint of Motor Veh/Fleet	292,034	251,780	192,977	241,340	245,290	245,290	
0294	Oil and Fluids/Fleet	17,425	19,440	13,649	18,390	17,640	17,640	
0296	Maint of Oper Eq/Fleet	128,618	130,460	141,713	167,090	136,340	136,340	
CONTRACTUAL SERVICES		5,060,119	5,095,099	7,305,805	5,198,570	5,278,230	5,103,290	8,191
SUPPLIES & MATERIALS								
0301	Office Supplies	28,919	34,580	24,406	32,800	31,640	31,640	
0302	Inhouse Printing	464	1,240	221	950	1,160	1,160	
0303	Computer Operation Supply	5,176	8,400	3,942	5,500	5,750	5,750	
0305	Chemicals	1,637	2,580	1,599	2,120	2,200	2,200	
0306	Cleaning/Janitor Supplies	52,628	50,780	36,814	50,780	51,350	51,350	
0308	Books and Periodicals	6,441	8,710	5,636	8,580	10,100	10,100	
0310	Gasoline & Oil	220,891	207,260	173,323	238,210	231,020	231,020	
0311	Fixed Equipment Maint.Sup	636	5,100	2,125	4,520	5,450	5,450	
0312	Playground Maintenance	12,873	10,000	11,522	12,000	11,000	11,000	
0313	Motor Vehicle Maint Suppl	354	1,320	143	1,220	1,320	1,320	
0314	Building Maint Supplies	13,667	17,150	10,992	16,530	16,700	16,700	
0315	Land Maint Supplies	19,473	17,200	24,337	25,200	17,400	17,400	
0316	Equipment Maint Supplies	7,811	10,300	4,695	10,580	10,200	10,200	
0317	Traffic Signal Supplies	15,839	21,000	10,917	21,000	21,000	21,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS (CONT.)</u>								
0318	Maps and Records	150	900	450	450	900	900	
0319	Safety Supplies	23,807	28,910	10,021	27,810	29,170	29,170	
0320	Small Tools	7,232	8,000	3,269	7,990	8,020	8,020	
0321	Athletic Field Maint. Sup	15,145	17,000	15,176	17,000	17,000	17,000	
0323	Dog Supplies	1,872	4,000	1,599	2,500	4,000	4,000	
0324	Pavement Marking Supplies	24	2,000	929	1,500	1,500	1,500	
0325	Consumable supplies	1,110	1,230	0	1,820	1,780	1,780	
0326	Photography Supplies	2,001	2,750	111	2,380	2,750	2,750	
0327	Sign & Barricade Supplies	11,640	15,000	7,747	15,000	15,000	15,000	
0329	Targets & Ammunition	16,758	18,880	9,268	18,880	18,880	18,880	
0330	Calcium Chloride	1,684	4,000	0	0	3,000	3,000	
0331	Sand Gravel Hot/Cold Mix	21,078	20,300	11,480	20,100	20,300	20,300	
0332	Salt & Stone Chips	108,449	145,100	92,747	125,000	125,100	125,100	
0333	All Other Supplies	74,633	68,030	42,436	65,620	68,470	68,470	
0334	Other- WI Building Seals	994	1,500	0	0	1,500	1,500	
0335	Set Design/Construction	2,569	4,200	2,680	3,300	4,200	4,200	
0336	Concession Supplies	33,441	27,000	28,690	28,700	27,000	27,000	
0337	Tickets	272	270	0	240	270	270	
0338	Costumes	175	1,200	309	310	1,200	1,200	
0339	Tires & Tire Maintance	26,518	23,800	16,057	23,100	23,300	23,300	
0340	Library Books & Materials	261,612	274,000	202,669	274,000	270,000	270,000	
0341	Library Supplies	13,086	8,030	8,496	8,500	8,030	8,030	
0342	Tech Service Supplies	20,160	21,200	9,540	18,700	21,100	21,100	
0343	Small Program Packages	3,574	4,600	901	4,600	4,500	4,500	
0344	Small Equipment	20,626	35,460	11,507	35,480	36,460	35,870	
0345	Shop Supplies	2,760	2,050	1,968	2,660	2,520	2,520	
0346	Maint of Lift Station	3,274	4,000	0	2,000	4,000	4,000	
0347	Small Computer Hardware	16,468	18,800	9,699	16,450	16,950	16,950	
0348	Per Protective Equipment	28,319	32,770	409	32,770	40,180	39,760	
0349	Electronic Materials	27,455	30,100	23,072	30,000	42,250	42,250	
0350	Training Supplies	890	1,790	0	1,790	2,730	2,430	
0376	Marker/Monument Foundtion	4,348	1,000	1,589	1,590	1,000	1,000	
	SUPPLIES & MATERIALS	1,138,933	1,223,490	823,491	1,220,230	1,239,350	1,238,040	14,550
<u>OTHER</u>								
0531	Community Contribution	2,795	7,500	850	7,500	7,500	7,500	
0588	Uncollectible Write Offs	5,303	0	1,154	1,200	0	0	
	OTHER	8,098	7,500	2,004	8,700	7,500	7,500	0
<u>PROPERTY DAMAGE</u>								
0721	Police	7,823	0	10,043	11,000	0	0	
0737	Public Works	17,745	0	1,014	2,000	0	0	
0788	Park & Rec.	5,214	0	0	0	0	0	
0799	Undesignated	0	20,000	0	7,000	20,000	5,000	
	PROPERTY DAMAGE	30,782	20,000	11,057	20,000	20,000	5,000	(15,000)

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF GENERAL FUND BY OBJECT CODE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	15,169	8,730	5,000	10,440	7,330	7,330	
8113	Communication Equipment	3,898	2,530	0	2,290	9,060	9,060	
8114	Computer Software Outlay	70	600	3,010	4,370	590	590	
8115	Computer Hardware Outlay	16,339	16,050	3,163	12,610	13,650	13,650	
8116	Maintenance Equipment	3,803	4,000	1,093	4,000	4,000	4,000	
8133	All Other Equipment	20,469	31,570	11,136	31,290	50,160	48,970	
8149	Household Purchases	5,290	5,350	0	5,360	5,340	5,340	
	CAPITAL OUTLAY	65,038	68,830	23,402	70,360	90,130	88,940	20,110
<u>MAYOR'S EXECUTIVE ADJUSTMENTS</u>								
	Various Departments	0	0	0	0	0	(27,500)	
	Police	0	0	0	0	0	(50,000)	
	Public Works	0	0	0	0	0	(50,000)	
	Library	0	0	0	0	0	(44,000)	
	MAYOR'S ADJUSTMENTS	0	0	0	0	0	(171,500)	(171,500)
<u>TRANSFERS OUT</u>								
9999	Joint Court-Neenah Share	10,000	10,000	10,000	10,000	10,000	10,000	
	TRANSFERS OUT	10,000	10,000	10,000	10,000	10,000	10,000	0
	TOTAL GENERAL FUND	24,276,857	25,205,599	18,160,056	25,232,910	26,219,450	25,700,620	495,021
							Percent Budget Change	1.96%

**CITY OF NEENAH
2020 BUDGET
PERMANENT POSITIONS**

<u>DEPARTMENT</u>	2019		2019		2020		2020	
	ORIGINAL BUDGET		CURRENT STAFF		DEPT. REQUEST		PROPOSED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government								
Office of Mayor	2.00	-	2.00	-	2.00	-	2.00	-
Department of Finance	8.00	0.67	8.00	0.67	8.00	0.67	8.00	0.67
Office of Legal & Admin.	4.00	-	4.00	-	4.00	-	4.00	-
Human Resources/Safety	1.00	1.33	1.00	1.33	1.00	1.33	1.00	1.33
Information Systems/GIS	6.00	-	6.00	-	7.00	-	6.00	-
City Admin. Building	0.95	-	0.95	-	0.95	-	0.95	-
Total General Government	21.95	2.00	21.95	2.00	22.95	2.00	21.95	2.00
Public Safety								
Police Department	52.00	1.67	52.00	1.17	52.00	1.17	52.00	1.17
Fire	40.48	-	40.48	-	40.32	-	40.32	-
Total Public Safety	92.48	1.67	92.48	1.17	92.32	1.17	92.32	1.17
Public Works								
Engineering	7.00	-	7.00	-	7.00	-	7.00	-
City Garage	28.50	0.73	28.50	0.73	28.50	0.73	28.50	0.73
Fleet Management	5.50	-	5.50	-	5.50	-	5.50	-
Total Public Works	41.00	0.73	41.00	0.73	41.00	0.73	41.00	0.73
Community Development and Human Services								
Community Development	11.00	-	11.00	-	11.00	-	11.00	-
Total Community Develop. and Human Services	11.00	-	11.00	-	11.00	-	11.00	-
Culture and Recreation								
Library	11.05	12.47	11.05	12.47	12.05	11.80	12.05	11.80
Parks and Recreation	13.00	0.67	13.00	0.67	13.00	0.67	13.00	0.67
Total Culture and Recreation	24.05	13.14	24.05	13.14	25.05	12.47	25.05	12.47
Cemetery	2.00	-	2.00	-	2.00	-	2.00	-
Water	17.00	0.53	17.00	0.53	17.00	0.53	17.00	0.53
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL ALL PERMANENT CITY EMPLOYEES	210.48	19.07	210.48	18.57	212.32	17.90	211.32	17.90

Notes

1. Fire Department (Neenah's portion for 2020 is 59.3 * 68 = 40.32).
2. Excludes Aldermanic.
3. City Administration Building will reflect 95% for City Hall and 5% for the Library.

CITY OF NEENAH
For Fiscal Year 2019
Projected 2019 Year End Operating Budget Variances
(From Data through 9/30/19)

Projected Positive (Negative) Expenditure Variances

General Government	\$(25,800)
Public Safety	111,780
Public Works	(102,580)
Parks and Recreation	(38,320)
Health and Welfare	50
Community Development	26,619
Library	(16,500)
All Other	17,440

<u>Projected Positive (Negative) Expenditure Variance</u>	<u>\$(27,311)</u>
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Projected Positive (Negative) Revenue Variances

Taxes & Payment in Lieu of Taxes	2,010
State & Federal Revenue	20,700
Licenses, Permits and Fees	20,150
Charges for Services	40,000
Investment Income	43,780
Fines & Forfeitures	(5,600)
Other Revenue	11,490
Park & Recreation Revenue	9,930
Fund Transfers	157,310

<u>Projected Positive (Negative) Revenue Variance</u>	<u>\$299,770</u>
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<u>Projected 2019 Operating Surplus (Deficit) before Applying Fund Balance</u>	<u>\$272,459</u>
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<u>Applied Assigned Fund Balance</u>	<u>(184,049)</u>
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<u>Projected 2019 Operating Surplus (Deficit) after Assigned Fund Balance</u>	<u>\$88,410</u>
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<u>Applied Unassigned Fund Balance</u>	<u>(151,000)</u>
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<u>Projected 2019 Operating Surplus (Deficit) after Unassigned Fund Balance</u>	<u>(\$62,590)</u>
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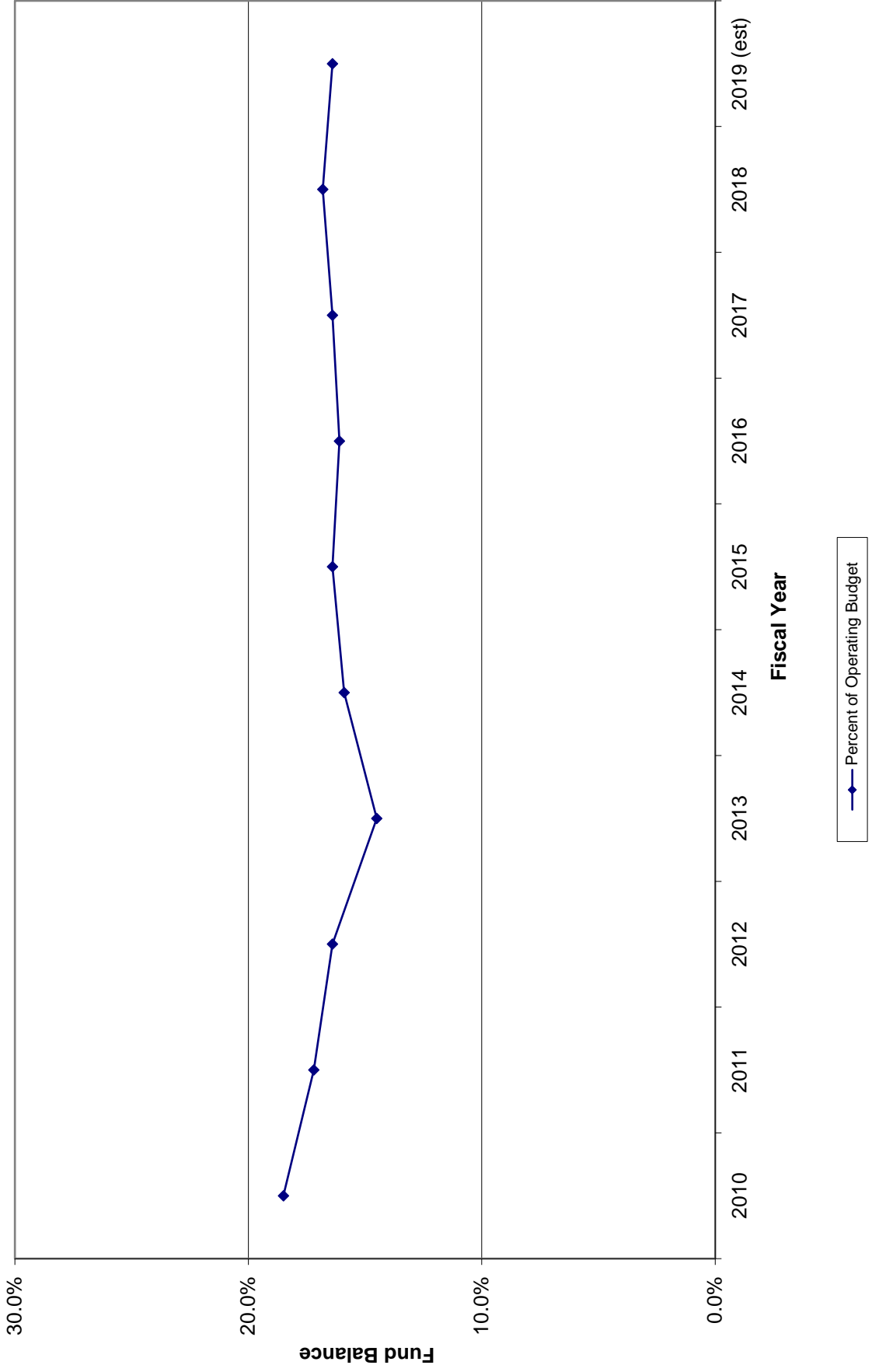
**CITY OF NEENAH
HISTORY OF GENERAL FUND BALANCES
2010 – 2019**

<u>At December 31</u>	<u>Total Fund Balance</u>	<u>Nonspendable/ Assigned</u>	<u>Unassigned/ Undesignated</u>	<u>Percent of Next Year Operating Budget</u>
2010	4,133,715	430,025	3,703,690	16.4%
2011	3,714,025	423,310	3,290,715	14.5%
2012	3,952,958	331,657	3,621,301	15.9%
2013	3,956,713	174,678	3,782,035	16.4%
2014	4,013,104	266,006	3,747,098	16.4%
2015	4,141,116	448,508	3,692,608	16.1%
2016	4,186,667	361,093	3,825,574	16.4%
2017	4,389,996	411,827	3,978,169	16.5%
2018	4,602,170	381,336	4,220,834	16.7%
2019	(a)4,566,891	(b)340,000	4,226,891	16.4%

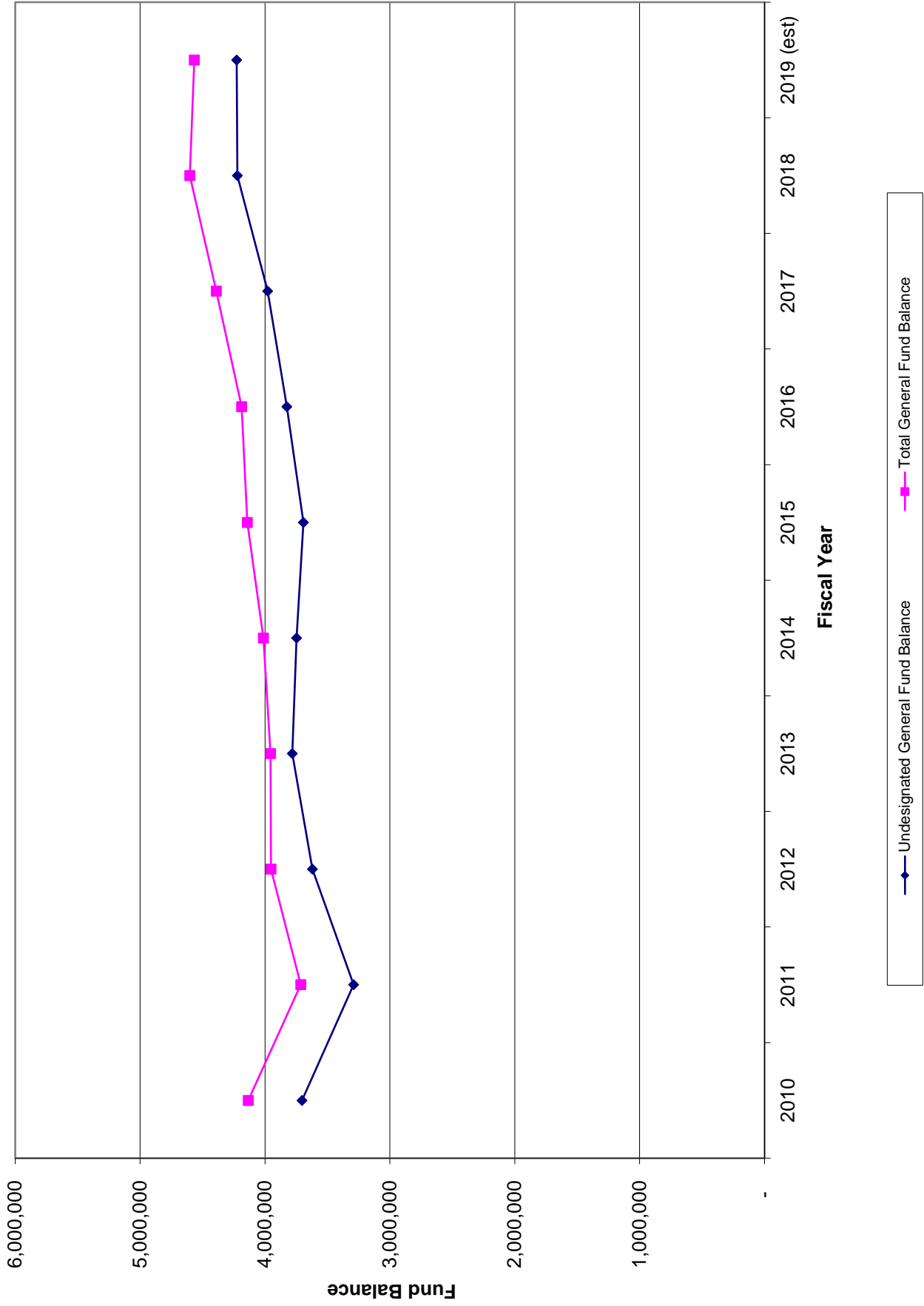
(a) 2019 Beginning Total Fund Balance	\$4,602,170
2019 Applied Fund Balance/Carryovers	(335,049)
2019 Projected Net Unused Expenditures/ Excess Revenue Balance	<u>299,770</u>
2019 Estimated Ending Total Fund Balance	<u>\$4,566,891</u>

(b) 2020 Budget - Applied Fund Balance	\$200,000
2019 Anticipated Carryovers to 2020	50,000
2019 Estimated Nonspendable Funds	40,000
2020 Budget – Applied Library Carryforward Funds	<u>40,000</u>
2019 Fund Balance Designated for 2020	<u>\$340,000</u>

CITY OF NEENAH
General Fund Undesignated Fund Balance as a % of Operating Budget
2010-2019



CITY OF NEENAH
History of General Fund Balances
2010-2019



**CITY OF NEENAH
FUND BALANCES BY FUND
FOR YEARS ENDED 2014-2018**

Fund	*** Year End ***				
	2014	2015	2016	2017	2018
Governmental Funds					
General	\$4,013,104	\$4,141,116	\$4,186,667	\$4,389,996	\$4,602,170
Special Revenue					
TIF #5	(747,159)	(457,575)	(371,868)	(376,591)	(335,631)
TIF #6	(1,792,570)	(1,707,692)	(1,430,108)	(1,072,396)	(753,915)
TIF #7	1,048,277	1,687,558	0	0	0
TIF #8	(4,819,079)	(5,789,194)	(4,418,455)	(5,122,091)	(6,004,893)
TIF #9	0	(31,185)	(65,443)	49,823	162,287
TIF #10	0	1,148	(70,055)	(127,378)	(244,191)
TIF #11	0	0	0	(37,097)	(75,917)
CDBG	38	1,833	28,276	117,271	159,828
Housing/Business	904,884	872,102	832,859	794,120	529,871
Industrial Development	37,504	54,402	60,164	72,905	87,210
Recycling	213,347	169,884	174,261	178,490	176,947
Health Grants	114,459	114,459	92,459	92,459	79,908
Park/Rec Trust	345,410	363,747	315,555	315,986	329,284
Dial-A Ride	42,652	61,254	72,847	76,090	88,422
Public Safety Trust	134,009	132,920	121,202	131,231	186,480
Civic/Social Trust	109,018	143,735	150,429	149,801	160,683
Library Trust	1,345,502	1,344,114	1,391,401	1,505,913	1,425,267
Cemetery Perp. Care	1,269,375	1,237,253	1,272,265	1,345,006	1,299,124
Cemetery Flowers	174,837	171,734	169,231	167,335	167,141
Other	(3,410)	627	906	1,409	1,413
Debt Service	2,738,152	3,555,016	4,552,191	5,532,395	6,138,212
Capital Projects (Before Carry Forwards)					
Public Infrastructure	3,993,904	3,664,711	4,086,792	3,765,046	3,433,423
TIF #5	224,825	222,664	222,664	222,164	222,164
TIF #6	96,354	94,539	94,539	94,039	94,039
TIF #7	1,024,713	1,009,529	1,046,646	730,172	705,172
TIF #8	1,504,052	1,820,104	1,919,465	1,967,180	2,113,953
TIF #9	0	27,249	370,449	220,384	98,360
TIF #10	0	1,214,815	575,989	(632,701)	(679,943)
TIF #11	0	0	0	14,500	29,500
Facilities	37,161	296,009	380,038	251,511	1,147,188
Capital Equipment	257,692	632,413	770,554	930,093	(1,155,161)
Equip. Replacement	190,558	164,823	161,352	164,838	166,148
Redevelopment	37,161	33,903	15,165	1,343	(907)
Total Gov't Funds	12,494,770	15,248,015	16,708,437	15,913,246	14,353,636
Internal Service (Net Position)					
Fleet Management	266,562	272,016	283,531	268,558	293,292
Benefit Accrual	(25,991)	(333,227)	168,616	750,015	1,255,088
Liability Insurance	224,653	120,312	49,926	28,971	93,412
Information Systems	9,342	36,637	118,974	110,510	123,889
Total Inter. Service Funds	474,566	95,738	621,047	1,158,054	1,765,681
Enterprise (Cash and Cash Equivalents)					
Parking Utility	266,562	157,640	119,962	50,516	4,533
Sanitary Sewer Utility	1,606,342	2,214,298	2,394,224	2,459,191	2,399,558
Stormwater Utility	2,795,747	3,316,494	3,397,167	3,742,369	3,420,342
Water Utility	5,943,619	6,151,045	6,668,726	7,105,257	8,104,528
Total Enterprise Funds	10,612,270	11,839,477	12,580,079	13,357,333	13,928,961
Grand Total	\$23,581,606	\$27,183,230	\$29,909,563	\$30,428,633	\$30,048,278

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Payments In Lieu of Taxes

Represents the payment made to the City by the Water Utility in lieu of property taxes (“PILOT”). The formula is established by the Public Service Commission based on the Water Utility's depreciated property value and a portion of the total assessed tax rate for 2019-2020. **For 2020, that payment is estimated to decrease by \$28,220, or 2.77%.** An expenditure item in a like amount is included in the Water Utility's budget in 2020. Also included in 2020 is \$16,400 in payments from other tax-exempt properties (Fox Cities Retirement Village, county housing units, Orphan Animal Rescue). The ERC Retirement Center and Labor Temple, properties previously under PILOT, are now on the tax roll. In addition, 2020 is the fourth year of a payment (\$12,500) from the new Goodwill store based upon a formula to provide a tax equivalent for basic municipal services.

Other Taxes

The Room Tax is a 10% tax on all room night revenues generated by hotels and motels located in the City. The hotels and motels collect the tax and forwards the funds to the City on a quarterly basis. Prior to 2016, the room tax in the City of Neenah was 5% on all room night revenues from hotels and motels. Effective 1/1/16, the room tax increased to 10%. Those funds are distributed as follows: 3% room tax is earmarked for the Fox Cities Convention and Visitor Bureau (CVB), 3% earmarked to fund the new exhibition center located in downtown Appleton, 2% room tax pledged to the Fox Cities Performing Arts Center (PAC) in downtown Appleton and 1% earmarked to fund future sports facilities within the Fox Valley region. The final 1% of the 10% is retained by the City. The City also retains 5% of the funds earmarked to the CVB for administration purposes. **Room tax collections are expected to total \$90,000 in 2020, for a budget increase of \$10,000, or 12.50%**

State Revenue Sharing and Aid Programs

State Shared Revenue is a combination of State sales and income taxes returned to the City based on a complex growth/per capita/tax burden formula. State Shared Revenue to the City has declined dramatically since 1983. As part of the 2011 State Budget, Shared Revenue was again dramatically reduced for 2012. After four years of payments remaining flat, the City received a 1% increase in 2019. **For 2020, Shared Revenue is again expected to increase marginally by 1.07 %, with a total increase of \$16,700.**

The Expenditure Restraint Payment (“ERP”) is a direct levy reduction payment program based on City expenditure restraint requirements. The ERP formula is designed to assist communities whose tax rates reflect the cost of providing a full range of municipal services. Recent State budgets have reduced funding for the program. Added to the fact that more municipalities are qualifying for the program, the City's payment has diminished in recent years. The City's ERP payment decreased in 2018 by 2.33% and 4.16% in 2019. **For 2020 the City's ERP payment is again expected to decrease by another 3.30%. The estimate decrease totals \$17,510.**

The total of the combined State Revenue Sharing Programs of \$2,090,450 which includes the Expenditure Restraint Payment. **This compares to \$3,013,800 received as recently as 2003 – a loss in actual dollars of \$1 million over that 17 year period. Furthermore, this funding continues to be over 51% less than the 1983 State Shared Revenue payment of \$4,285,700. In 1983, State Shared Revenue programs funded over 45% of the City of Neenah's operating budget. State Shared Revenue programs are now projected to fund just over 8% of the City's operating budget in 2020.**

Exempt Computer Aid is a State program created to replace “lost” property taxes due to the exemption of business owned computers as of January 1, 1999. Previous to this year, the annual amount was based upon the value of computer equipment reported by City manufacturing and commercial businesses to the Department of Revenue. As part of the recently passed state budget, payments for 2018 and 2019 will be based upon the 2017 payment increased by a CPI factor. **For 2020 and beyond, the amount will remain flat at the 2019 amount of \$150,800.**

Federal, State, Local Aids

Includes highway maintenance aids received from the State Transportation Trust Fund (gasoline sales taxes and other automotive related fees) for street and highway maintenance. These aids are based on a prescribed cost reimbursement formula. From a historical perspective, as recently as 2009, the City received \$1,253,920 in State Transportation Aids. As part of the 2011 State Budget, transportation aids declined substantially. In 2012, the reduction equaled a 9.6% decrease. After a small decrease in 2013, transportation aids rose 2.5% in 2014, only to decline an estimated \$54,670 (4.88%) for 2015 and \$24,880 (2.34%) for 2016. In 2017, aids increased \$19,550

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

(1.88%) and \$21,985 (2.08%) in 2019. Due to increased funding in the recent State budget, **the City is estimating an increase for 2020 totaling \$83,330, or 8.11%. Even with that increase, all told, since 2009 the City has seen a real dollar reduction in State Transportation Aids of \$134,150, a still daunting 11.04% decrease over an eleven-year period.**

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

Special Financing

Includes application of surplus resulting from resources being greater than expected and expenditures being less than planned permitting reappropriation of unused taxes. Over the past several years, the City has been working to reduce its reliance on the use of general fund undesignated fund balance to finance ongoing operations. As recently as 2005, the City had budgeted the application of \$550,000 of fund balance to balance the general fund budget. With the significant reductions in state aids and other revenues continuing, it has been necessary to maintain the use of reserves to balance recent budgets. The City's goal for 2012 and beyond was to reduce, stabilize or eliminate the use of reserves to balance ongoing operating budgets. While the 2012 adopted budget did contemplate using \$178,800 of reserves, specific concessions agreed to in Police and Fire union negotiations essentially eliminated the need to use these reserves for 2012. The 2013 budget included the use of \$70,000 in reserves, while the 2014 budget completely eliminated the use of reserves to balance budgeted expenditures and revenues in the General Fund. The 2015 budget applied \$66,850 of reserves, while the 2016 budget applied \$170,600. The 2017 budget applied \$181,870 of fund balance, with the 2018 budget using \$150,000 and \$151,000 in 2019. **This plan contemplates using a maximum of \$200,000 of General Fund reserves to balance the 2020 operating budget.**

Licenses and Permits

Represents collections from liquor, pet, cigarette, electrical and other licenses and building, plumbing, heating, boat launching and other permits. **Taken as a whole, license and permit budgeted revenue is expected to increase by \$14,520, or 4.86%.**

Health Inspection Fees

After months of study, responsibility for the City's health and sanitation related services were transferred to Winnebago County effective July 1, 2013. As such, fees for health and sanitation services have been removed from the City's budget. The responsibility for Weights and Measures was transferred to the City's Community Development and Assessment department in 2013. In 2015, fees were reduced by \$10,000 to more accurately reflect the actual cost of providing the service. **For 2020, fees are estimated to decrease \$2,000 (7.14%) to \$26,000.**

General Government

Derived from a variety of miscellaneous services provided by administrative offices to private parties. Included are document sales, cable TV franchise fees, room tax fees, planning and zoning related fees, exempt property filing fees and other general revenues. **Based upon the loss of 5% in cable TV franchise fees (see Federal, State, Local Aids above), the City will budget these revenue sources in 2020 at a \$8,750 decrease, or 2.50%.**

Special Charges

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

Public Library

Receipts from fines and rental fees. Winnebago County contributes funding for services provided to residents of the Towns of Vinland, Clayton, Menasha and Neenah based upon usage. Support from Calumet County reflects the use of the library by their residents. **Overall, Library revenues are expected to increase by \$21,910, or 2.38% in 2020, along with the use of \$40,000 of Library operating carryforward funds.**

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Public Safety - Police Department

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

Government Services

Charges for services provided by the City Finance, Legal and Human Resources and Safety departments. These services are charged to the Neenah Water, Sewer and Storm Water Utilities, Neenah-Menasha Fire Rescue and Menasha-Neenah Municipal Court. **Total revenue posted to these accounts is anticipated to increase by \$17,070, or 4.62%, in 2020.**

Public Works/Sanitation

Receipts from charges to private parties for services performed, occasional rental of equipment (e.g. tractor and driver) and purchase of materials from the City. Also included are receipts from charges for the occasional special residential garbage collection. The City has completed the implementation plan to fully charge back to small commercial and certain multi-unit residential properties the cost of garbage collection. All metal, paper and corrugate recycling revenues are recorded in the Recycling Special Revenue Fund. **Overall, budgeted revenue is expected to increase by \$13,200 (5.35%) in 2020.**

Oak Hill Cemetery

Burial service fees, sales of lots, reimbursement for the care of veterans' lots and interest earned from Perpetual Care Fund investments. Since 2013, revenue has been categorized to provide greater detail as to the source of revenue. 2018 is the third year funds are budgeted under Miscellaneous Revenue for net revenue generated from an agreement in which the City would provide services to the adjoining St. Margaret Cemetery. **For 2020, total cemetery revenues are anticipated to increase modestly by \$2,000 (1.59%) from 2019 budgeted revenue.**

Investment Income

Investment income is generated from delinquent tax payments, special assessments paid on the installment basis and from idle cash available for investment. For several years, the economic downturn and subsequent drop in interest rates had a dramatic effect on investment interest income. Beginning in 2015, the City began to experience small but improved yield opportunities. Investment income estimated for 2018 and 2019 reflected a significant increase in shorter terms rates over that period. Including the benefit of additional funds available for investment, investment earnings are again expected to increase at a healthy rate.

Starting in 2008, the Water Utility began making annual payments over a twenty year period to the City for funds advanced to create the Utility. In 2016, the utility decided to repay in full the amount of principal remaining, eliminating that revenue source to the City moving forward. **Taken as a whole, revenue for investment income in 2020 is budgeted to increase by \$50,000, or 9.26%.**

Fines and Forfeitures

Collections for City ordinance violations and other misdemeanors covered by City Code and State Statute collected by Menasha-Neenah Municipal Court. Despite enhanced collection efforts, previous years were adversely affected by the economic downturn and a reduction in citations issued. Collections have begun to trend up in 2018, leading to increased fine revenue. Also includes false alarm fees from residential and commercial security systems. **Based on current trends, the City is budgeting \$4,000 (3.85%) less in revenue for 2020.**

Property Damage Recovery

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

Reimbursements

This category includes the workers compensation insurance premium refund and employment practices liability insurance premium refund from Cities and Villages Mutual Insurance Company (CVMIC). Also included is the sixth year of an anticipated annual dividend reflecting the City's ownership stake in CVMIC. The City anticipates substantially lower dividend revenue from CVMIC in 2019 and 2020 due to higher claims experience by the company in recent years. Other governmental entities (school, County, FVTC, State) reimbursement for property taxes refunded or

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2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Finance Operations
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rescinded. Reimbursement from the City of Menasha for administrative costs of the Neenah-Menasha Dial-A-Ride Program. Starting in 2015 is a partial year rebate revenue being generated through the City's recently implemented P-Card purchasing program. A full-year rebate revenue is budgeted for 2016 and beyond. **Total Reimbursement revenue is expected to remain flat in 2020.**

Rental

Revenue from the leasing and rental of real property or building space (e.g., Cecil Street garage, fire station bay, communication towers at the Police Department and recently purchased industrial park land from the Town of Neenah). Starting in 2013, Winnebago County began renting space to staff the northern satellite office of the newly consolidated health department at an estimated annual payment of \$16,500. The health department was relocated to the Winnebago County Human Services building in Neenah in 2015, resulting in no revenue budgeted in 2016 and beyond. **As with recent history, overall revenue in this category is expected to remain essentially flat again in 2020.**

Sale of City Properties

Casual sales of real estate, equipment and other property no longer used by the City. New in 2016 and beyond is the estimated sale value of all equipment disposed of by all city departments. Previously, some departments had applied those funds to reduce the overall cost and borrowing needs of new equipment. A major, one-time revenue of \$210,000 budgeted for 2018 would be for the sale of five used sanitation trucks in anticipation of the City contracting for collection of refuse and recycling by a private waste hauler effective July 1, 2018. Given the uneven nature of revenue generated by the sale of assets, this category will experience significant swings in anticipated revenue on an annual basis. **As such, overall revenue in this category is expected to total \$142,000 in 2020, \$89,800 more than the 2019 budget.**

Other Revenue

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

Parks and Recreation

Participant revenues from the various recreational programs, including rentals of park shelter facilities, fees for various adult and youth recreation programs, Riverside Players ticket sales, pool fees and recreation building revenue. **For all programs and rentals, the total estimated revenue budget-to-budget is increasing slightly about 4.21% (\$24,120) for 2020.**

Interfund Transfers

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

The transfer from the Sewer Fund Maintenance and Overhead is reimbursement for costs incurred for engineering and administration for services provided to the Sanitary Sewer Utility in accordance with the fee structure adopted in 1991. Similarly, the transfer from the Storm Water Management Fund is reimbursement for costs incurred for engineering and administration for services provided to the Storm Water Utility in accordance with the fee structure adopted in 2003. The transfer from the Parking Fund is for the costs incurred by the Police and Public Works Departments and administration costs for services provided to the Parking Utility. The transfer from the Recycling Fund is for engineering and administrative costs incurred by the Public Works and other departments. The Industrial Development Fund transfer includes reimbursement for administrative costs incurred for economic development planning and area wide storm water management studies. Transfers for the Benefit Accrual Fund health insurance reserve to help offset the cost of employee health insurance coverage have been stopped effective 2016. 2019 is the seventh year of the estimated transfer of the City of Neenah's share of unspent 2017 budgeted funds from the operation of the Neenah-Menasha Fire Rescue. **Overall, fund transfers for 2020 are budgeted to increase slightly by \$13,120, or .55% from the 2019 budgeted amount.**

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
Property Taxes	13,419,262	13,668,260	13,668,255	13,668,260	13,668,260	13,907,690	239,430
Payment in lieu	996,778	1,043,910	21,903	1,045,920	1,018,690	1,018,690	(25,220)
Other Taxes	80,197	80,000	28,177	80,000	90,000	90,000	10,000
State Revenues	2,263,311	2,334,120	1,008,184	2,354,120	2,352,060	2,352,060	17,940
State & Federal Aids	1,471,892	1,460,080	991,859	1,460,780	1,574,950	1,574,950	114,870
Winnebago County	6,017	0	0	0	0	0	0
License Revenue	61,187	67,050	58,669	68,880	67,450	67,450	400
Permits Revenue	265,116	231,630	204,740	246,020	245,750	245,750	14,120
Weights & Measures Fees	19,693	28,000	25,565	25,570	26,000	26,000	(2,000)
General Gov't Revenues	352,636	349,450	194,680	355,810	340,700	340,700	(8,750)
Special Charges	8,800	11,100	8,385	10,000	11,000	11,000	(100)
Public Library	863,176	878,720	661,204	880,820	900,630	900,630	21,910
Police Revenue	206,839	211,000	104,599	210,000	218,000	218,000	7,000
General Gov't Services	362,920	369,860	278,267	369,860	386,930	386,930	17,070
Public Works	125,916	104,400	130,675	148,300	117,600	117,600	13,200
Oak Hill Cemetery Revenue	146,848	126,000	70,656	122,630	128,000	128,000	2,000
Investment Income	367,610	540,000	492,907	583,780	590,000	590,000	50,000
Fines & Forfeitures	99,291	104,000	75,131	98,400	100,000	100,000	(4,000)
Property Damage Recovery	18,022	20,000	10,646	20,000	30,000	15,000	(5,000)
Reimbursements	254,858	120,650	48,759	120,650	120,700	120,700	50
Lease/Rental Revenue	84,763	93,870	69,289	93,900	94,080	94,080	210
Sale of City Properties	166,723	52,200	42,831	64,330	142,000	142,000	89,800
Other Revenue	21,199	2,550	1,014	1,350	2,450	2,450	(100)
Community Fest	15,740	17,450	16,105	16,610	17,450	17,450	0
Tourism Entity	0	0	0	0	0	0	0
General Receipts	(12,383)	(13,090)	(12,170)	(13,660)	(14,240)	(14,240)	(1,150)
Adult Program Revenue	13,353	17,360	9,538	12,440	3,170	3,170	(14,190)
Contracted Progm Revenue	29,582	31,780	33,326	38,160	43,650	43,650	11,870
Municipal Pool Revenue	208,068	209,600	214,424	214,440	216,420	216,420	6,820
Independent Programs	32,926	33,730	28,137	28,150	0	0	(33,730)
Youth Program Revenue	123,402	123,070	131,629	132,950	176,000	176,000	52,930
Other Park & Rec Revenue	1,372	1,500	1,248	1,400	1,450	1,450	(50)
Riverside Players	38,665	37,800	31,647	31,660	37,900	37,900	100
Parks Revenue	106,547	113,560	118,225	120,540	115,080	115,080	1,520
Fund Transfers	2,330,433	2,400,940	1,982,405	2,558,250	2,454,060	2,414,060	13,120
TOTAL REVENUES BEFORE APPLICATION OF FUND BALANCE	24,550,759	24,870,550	20,750,909	25,170,320	25,276,190	25,460,620	590,070
APPLICATION OF FUND BALANCE	0	335,049	0	335,049	0	240,000	(95,049)
TOTAL REVENUES	24,550,759	25,205,599	20,750,909	25,505,369	25,276,190	25,700,620	495,021
					Percent Budget Change		1.96%

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

<u>ACCOUNT DESCRIPTION</u>	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>	2019 YTD (9 MONTHS)	2019 <u>ESTIMATE</u>	2020 DEPT <u>REQUEST</u>	2020 <u>PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>PROPERTY TAXES</u>							
Property Taxes	13,419,262	13,668,260	13,668,255	13,668,260	13,668,260	13,907,690	
Taxes Not on Tax Roll	0	0	0	0	0	0	
PROPERTY TAXES	13,419,262	13,668,260	13,668,255	13,668,260	13,668,260	13,907,690	239,430
<u>PAYMENTS IN LIEU OF TAXES</u>							
Water Utility	971,182	1,018,010	0	1,018,010	989,790	989,790	
Fox-City Ret Village Home	4,000	6,000	0	6,000	6,000	6,000	
Winnebago County Housing	8,988	7,000	9,118	9,120	10,000	10,000	
Orphan Animal Rescue	400	400	400	400	400	400	
Goodwill	12,208	12,500	12,385	12,390	12,500	12,500	
PAYMENTS IN LIEU OF TAXES	996,778	1,043,910	21,903	1,045,920	1,018,690	1,018,690	(25,220)
<u>OTHER TAXES</u>							
Hotel Room Tax Direct	78,151	80,000	28,177	80,000	90,000	90,000	
Hotel Room Tax Admin Fee	2,046	0	0	0	0	0	
OTHER TAXES	80,197	80,000	28,177	80,000	90,000	90,000	10,000
<u>STATE SHARED REVENUES</u>							
State Shared Revenue	1,562,614	1,560,590	234,088	1,580,010	1,577,290	1,577,290	
Expend Restraint Program	553,680	530,670	530,664	530,670	513,160	513,160	
Computer Exempt Credit	147,017	150,000	150,575	150,580	150,580	150,580	
Per Prop Exempt Credit	0	92,860	92,858	92,860	80,890	80,890	
Video Serv Provider Aid	0	0	0	0	30,140	30,140	
STATE SHARED REVENUES	2,263,311	2,334,120	1,008,185	2,354,120	2,352,060	2,352,060	17,940
<u>STATE & FEDERAL AIDS</u>							
Mass Transit Subsidy	308,654	339,000	120,448	330,000	359,820	359,820	
Highway Maintenance Aids	1,078,263	1,036,080	776,718	1,036,080	1,120,130	1,120,130	
Fire Protect Ins Prem Ref	84,975	85,000	94,693	94,700	95,000	95,000	
STATE & FEDERAL AIDS	1,471,892	1,460,080	991,859	1,460,780	1,574,950	1,574,950	114,870
<u>WINNEBAGO COUNTY</u>							
Ag. Use Conversion Charge	6,017	0	0	0	0	0	
WINNEBAGO COUNTY	6,017	0	0	0	0	0	0
<u>LICENSE REVENUE</u>							
Liquor and Bev License	22,842	25,000	22,160	25,000	25,000	25,000	
Operator License	12,920	15,000	16,925	16,930	15,000	15,000	
Cigarette License	2,628	2,500	2,400	2,500	2,500	2,500	
Pet License	12,606	13,000	7,389	13,000	13,500	13,500	
Amusement Device License	9,025	10,000	9,320	10,000	10,000	10,000	
Rooming House License	150	100	0	100	100	100	
Honey Bee License	75	50	25	50	50	50	
Tourist House License	50	200	0	100	100	100	
Miscellaneous License	891	1,200	450	1,200	1,200	1,200	
LICENSE REVENUE	61,187	67,050	58,669	68,880	67,450	67,450	400
<u>PERMITS REVENUE</u>							
Building Permits	123,551	120,000	93,091	120,000	120,000	120,000	
Electrical Permits	41,184	30,000	33,461	35,000	35,000	35,000	
Plumbing Permits	40,155	30,000	28,147	35,000	35,000	35,000	
Parking Lot Const. Permit	1,400	500	800	800	500	500	
Heating Permits	41,090	30,000	31,441	35,000	35,000	35,000	
Home Occupation Permits	50	50	0	50	50	50	
Dance Permit	75	80	150	150	150	150	
Street Use Permit	750	1,000	675	1,000	1,000	1,000	
Fuel Storage Tank	0	1,000	0	0	0	0	
Sprinkler Permits	475	1,000	125	1,000	1,000	1,000	
Fire Pit Permit	15,541	16,500	16,035	16,500	16,500	16,500	
Hotel & Motel Permits	100	100	120	120	150	150	
All Other Permits	745	1,400	695	1,400	1,400	1,400	
PERMITS REVENUE	265,116	231,630	204,740	246,020	245,750	245,750	14,120

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>WEIGHTS AND MEASURES FEES</u>							
License Fees	19,693	28,000	25,565	25,570	26,000	26,000	
WEIGHTS AND MEASURES FEES	19,693	28,000	25,565	25,570	26,000	26,000	(2,000)
<u>GENERAL GOVERNMENT REVENUES</u>							
Voter Registration Cards	0	0	2	10	0	0	
Special Use Fees	0	300	800	800	500	500	
Board of Appeals	0	250	0	250	250	250	
Rezoning Deposits	400	1,200	300	1,000	1,000	1,000	
Publication Fees	1,144	1,500	1,230	1,500	1,500	1,500	
Real Property Status Fees	23,990	25,000	18,320	25,000	25,000	25,000	
Cable TV Franchise Fee	301,312	300,000	156,033	305,000	289,800	289,800	
Com Devel Document Sales	425	250	850	850	500	500	
Site Plan Review Fee	3,305	2,500	1,125	2,000	2,500	2,500	
Plat Review Fees/Annex	2,110	2,000	3,695	3,700	2,500	2,500	
Project Plan Review Fees	0	600	0	300	600	600	
Comp Plan/Map Amend	800	350	400	400	800	800	
Property Record Maint Fee	12,200	12,000	9,800	12,000	12,000	12,000	
Code Enforce Reinspect	6,200	3,500	2,125	3,000	3,000	3,000	
Exempt Prop Filing Fees	750	0	0	0	750	750	
GENERAL GOV'T REVENUES	352,636	349,450	194,680	355,810	340,700	340,700	(8,750)
<u>SPECIAL CHARGES</u>							
Snow Removal Charges	1,155	2,000	1,785	2,000	2,000	2,000	
Weed Cutting Charges	7,595	9,000	6,600	8,000	9,000	9,000	
All Other Special Charges	50	100	0	0	0	0	
SPECIAL CHARGES	8,800	11,100	8,385	10,000	11,000	11,000	(100)
<u>PUBLIC LIBRARY</u>							
Library Receipts	30,049	26,000	20,892	26,000	26,000	26,000	
Coffee Sales	1,619	1,600	1,045	1,600	1,600	1,600	
Bottled Beverages/Snacks	3,180	2,600	2,833	3,800	3,800	3,800	
Copier/Printer Fees	14,570	14,400	11,660	15,000	15,000	15,000	
Lost/Damaged Materials	8,268	5,800	5,809	6,500	6,500	6,500	
Sale of Library Property	794	0	0	0	0	0	
P-Card Rebate	11,101	6,300	4,243	6,300	6,300	6,300	
Winnebago County	767,697	796,670	590,258	796,670	815,550	815,550	
Calumet County	21,193	19,770	19,768	19,770	21,050	21,050	
Fond Du Lac County	1,072	1,760	1,757	1,760	1,380	1,380	
Waushara County	655	660	659	660	750	750	
Green Lake County	163	160	155	160	100	100	
Collection Fee Charges	2,815	3,000	2,125	2,600	2,600	2,600	
PUBLIC LIBRARY	863,176	878,720	661,204	880,820	900,630	900,630	21,910
<u>PUBLIC SAFETY REVENUE</u>							
Police Sundry Revenues	1,713	2,000	762	1,000	1,000	1,000	
Photo ID's	2,843	2,000	1,070	2,000	2,000	2,000	
Sch Dist Liaison Program	202,283	207,000	102,766	207,000	215,000	215,000	
PUBLIC SAFETY REVENUE	206,839	211,000	104,598	210,000	218,000	218,000	7,000
<u>GENERAL GOV'T SERVICES</u>							
Utility Billing/Finance	172,400	177,300	132,975	177,300	185,010	185,010	
Water Utility/Finance Ser	68,500	61,520	46,140	61,520	63,780	63,780	
Water Utility/HR & Safety	17,200	19,500	14,625	19,500	20,000	20,000	
Water Utility/Legal & Adm.	26,800	28,140	21,105	28,140	28,850	28,850	
Joint Fire/Finance Ser	23,800	24,400	18,300	24,400	25,100	25,100	
Joint Fire/HR & Safety	47,000	51,500	38,625	51,500	56,600	56,600	
Joint Fire/Fiber Lease	3,820	4,010	3,007	4,010	4,010	4,010	
Muni Ct Bldg use/Menasha	3,400	3,490	3,490	3,490	3,580	3,580	
GENERAL GOV'T SERVICES	362,920	369,860	278,267	369,860	386,930	386,930	17,070

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>STREET & HIGHWAY REVENUE</u>							
Misc Equipment Rental	1,360	1,000	966	970	500	500	
Misc Service Revenue	7,579	6,000	3,460	5,000	6,000	6,000	
Other S & H Receipts	580	300	480	480	400	400	
Recoveries fm Damaged Prp	10,378	10,000	20,295	20,300	10,000	10,000	
Sale of City Materials	45	50	54	60	50	50	
Street Excavation Charges	40,446	30,000	56,881	56,890	35,000	35,000	
Restitution	0	50	0	0	50	50	
Special Garbage Collectn	2,208	2,000	1,366	2,000	2,000	2,000	
Commercial Dumpsters	63,320	55,000	46,579	62,000	63,000	63,000	
Additional Cart Fee	0	0	595	600	600	600	
STREET & HIGHWAY REVENUE	125,916	104,400	130,676	148,300	117,600	117,600	13,200
<u>OAK HILL CEMETERY REVENUE</u>							
Cemetery Misc. Revenue	22,375	19,000	4,425	19,000	19,000	19,000	
Lot Sale Revenue	43,720	34,000	16,528	32,200	34,000	34,000	
Transfer fm Perp Care-Int	19,194	17,000	8,796	17,600	18,000	18,000	
Veterans Care Reimburse	3,258	0	0	0	0	0	
Grave Openings	46,275	46,000	32,825	43,130	46,000	46,000	
Foundation/Marker Charges	12,026	10,000	8,082	10,700	11,000	11,000	
OAK HILL CEMETERY REVENUE	146,848	126,000	70,656	122,630	128,000	128,000	2,000
<u>INTEREST INCOME</u>							
Interest on Investments	422,440	475,000	438,947	525,000	525,000	525,000	
Interest on Taxes	42,914	35,000	32,774	32,780	35,000	35,000	
Interest on Market Apprec	(125,048)	0	0	0	0	0	
Interest Revl Fund Assmts	24,745	25,000	21,243	25,000	25,000	25,000	
Personal Property I	2,559	5,000	(57)	1,000	5,000	5,000	
INTEREST INCOME	367,610	540,000	492,907	583,780	590,000	590,000	50,000
<u>FINES & FORFEITURES</u>							
Neenah Court Fines	6,318	3,000	7,398	7,400	7,000	7,000	
Municipal Courts Fines	92,198	100,000	67,283	90,000	92,000	92,000	
False Alarms	775	1,000	450	1,000	1,000	1,000	
FINE & FORFEITURES	99,291	104,000	75,131	98,400	100,000	100,000	(4,000)
<u>PROPERTY DAMAGE RECOVERY</u>							
City Hall	0	0	0	0	10,000	10,000	
Police	5,118	0	10,646	10,650	0	0	
Fire	0	0	0	0	0	0	
Public Works	8,690	20,000	0	9,350	20,000	5,000	
Street Signals & Lighting	0	0	0	0	0	0	
Parks	4,214	0	0	0	0	0	
PROPERTY DAMAGE RECOVERY	18,022	20,000	10,646	20,000	30,000	15,000	(5,000)
<u>REIMBURSEMENTS</u>							
Workers Compensation	136,450	60,000	0	60,000	60,000	60,000	
Emp Practices Liab Ins.	4,470	2,450	2,442	2,450	2,500	2,500	
Auto/Physical Damage Ins.	7,202	0	0	0	0	0	
Local Governments	1,200	1,200	1,200	1,200	1,200	1,200	
CVMIC Liability Dividend	40,266	22,000	22,000	22,000	22,000	22,000	
P-Card Rebate	65,270	35,000	23,117	35,000	35,000	35,000	
REIMBURSEMENTS	254,858	120,650	48,759	120,650	120,700	120,700	50
<u>LEASE/RENTAL REVENUE</u>							
Adm Bld Water Utility	9,970	10,270	7,703	10,270	10,580	10,580	
City Garage Rentals	6,864	7,000	5,428	6,900	6,900	6,900	
Communication Tower Rent	65,929	75,000	54,428	75,000	75,000	75,000	
Dumpster Rental Agreement	2,000	1,600	1,730	1,730	1,600	1,600	
LEASE/RENTAL REVENUE	84,763	93,870	69,289	93,900	94,080	94,080	210

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>SALE OF CITY PROPERTIES</u>							
Police	500	21,000	0	21,000	70,000	70,000	
Public Works	25,000	30,000	22,796	22,800	70,000	70,000	
PW-Refuse Trucks	136,137	0	0	0	0	0	
Park & Rec.	0	600	19,510	20,000	2,000	2,000	
Comm. Dev.	0	0	225	230	0	0	
Cemetery	0	600	0	0	0	0	
Misc Sales of City Prop	5,086	0	300	300	0	0	
SALE OF CITY PROPERTIES	166,723	52,200	42,831	64,330	142,000	142,000	89,800
<u>OTHER REVENUE</u>							
Commercial Dumpsters	583	500	220	300	400	400	
Miscellaneous Revenue	20,602	2,000	788	1,000	2,000	2,000	
Sales Tax	14	50	6	50	50	50	
OTHER REVENUE	21,199	2,550	1,014	1,350	2,450	2,450	(100)
<u>OTHER SPEC EVENTS-COMMUNITYFEST</u>							
Vender Fees	5,740	4,950	5,105	5,110	4,950	4,950	
Contributions	10,000	12,500	11,000	11,500	12,500	12,500	
OTHER SPEC EVENTS-COM. FEST	15,740	17,450	16,105	16,610	17,450	17,450	0
<u>GENERAL RECEIPTS-PARKS/REC</u>							
Sun Shine Program	1,207	900	90	250	250	250	
Non-Taxable Concessions	200	0	0	0	0	0	
Work Permits	1,180	1,000	1,260	1,260	1,000	1,000	
Work Permit State Payment	(1,440)	(800)	(1,373)	(1,380)	(1,080)	(1,080)	
Sales Tax Collections	(14,081)	(15,000)	(12,933)	(14,500)	(15,000)	(15,000)	
Sales Tax	86	90	73	90	90	90	
WPRA Ticket Money Collect	11,187	13,000	12,151	12,500	13,000	13,000	
WPRA Ticket Money Payment	(10,722)	(12,500)	(11,440)	(11,880)	(12,500)	(12,500)	
Boat Stall Key Deposit	0	220	0	0	0	0	
GENERAL RECEIPTS-PARKS/REC	(12,383)	(13,090)	(12,172)	(13,660)	(14,240)	(14,240)	(1,150)
<u>ADULT PROGRAM REVENUE</u>							
Fitness Receipts	9,906	12,500	6,545	8,500	0	0	
Golf Lessons	1,380	1,380	1,380	1,380	0	0	
Kickball	0	1,200	0	800	800	800	
Open Gym	738	960	307	450	800	800	
Volleyball-Summr Team Fee	720	720	370	370	720	720	
Tennis Instruction	609	600	936	940	850	850	
ADULT PROGRAM REVENUE	13,353	17,360	9,538	12,440	3,170	3,170	(14,190)
<u>CONTRACTED PROGRAM REVENUE</u>							
Youth Program Crafts	370	0	745	850	0	0	
Operation Recreation	5,468	7,100	5,986	9,220	0	0	
Children's Playtime	15,876	18,200	17,292	18,200	0	0	
Quick Start Tennis	990	1,080	300	640	0	0	
Start Smart	680	600	320	560	0	0	
Special Events	6,198	4,800	8,683	8,690	0	0	
Golf-Youth	0	0	0	0	400	400	
Nature	0	0	0	0	1,070	1,070	
Fitness	0	0	0	0	10,000	10,000	
Drama	0	0	0	0	4,000	4,000	
Golf-Adult	0	0	0	0	1,380	1,380	
Sports Clinics	0	0	0	0	26,800	26,800	
CONTRACTED PROGRAM REVENUE	29,582	31,780	33,326	38,160	43,650	43,650	11,870
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	44,878	42,400	45,460	45,460	44,600	44,600	
Pool-Daily Receipts	66,250	66,000	68,981	68,990	66,000	66,000	
Pool-Season Pass Receipts	50,489	52,900	46,770	46,770	52,900	52,900	
Swim Lessons Receipts	46,110	48,050	53,050	53,050	52,770	52,770	
Locker Rental	341	250	163	170	150	150	
POOL & REC BLDG REVENUE	208,068	209,600	214,424	214,440	216,420	216,420	6,820

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

<u>ACCOUNT DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	26,612	26,620	26,905	26,910	0	0	
Dance Lessons	6,314	7,110	1,232	1,240	0	0	
INDEPENDENT PROGRAM REV	32,926	33,730	28,137	28,150	0	0	(33,730)
<u>YOUTH PROGRAM REVENUE</u>							
Archery	1,652	1,620	1,476	1,620	1,720	1,720	
Baseball	1,395	1,500	1,511	1,520	1,720	1,720	
Crafts	688	680	900	900	2,000	2,000	
Operation Recreation	86,386	86,500	94,808	94,810	110,720	110,720	
Adventure	2,219	2,700	3,750	3,750	4,200	4,200	
Filthy Fun Kids Run	7,995	7,360	7,274	7,280	7,280	7,280	
Drama	0	0	2,465	3,400	0	0	
Golf	560	560	400	400	0	0	
Nature Force	2,534	2,200	865	1,070	0	0	
Special Events	5,899	4,800	2,376	2,380	11,330	11,330	
Soccer Instruction	1,728	1,950	1,528	1,530	1,720	1,720	
Tennis	7,080	7,900	8,765	8,770	10,630	10,630	
Tennis-Accelerated	1,733	1,740	1,330	1,330	1,520	1,520	
Tot Lot	1,672	1,930	1,980	1,980	2,160	2,160	
TOT Sports	1,861	1,630	2,201	2,210	2,200	2,200	
Children's Playtime	0	0	0	0	18,200	18,200	
Start Smart	0	0	0	0	600	600	
YOUTH PROGRAM REV	123,402	123,070	131,629	132,950	176,000	176,000	52,930
<u>OTHER PARKS & REC REVENUE</u>							
Doty Cabin	324	300	417	420	300	300	
Ice-Rink Taxable Concess	148	200	44	80	150	150	
Community Band	900	1,000	788	900	1,000	1,000	
OTHER PARKS & REC REVENUE	1,372	1,500	1,249	1,400	1,450	1,450	(50)
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	34,542	34,000	27,877	27,880	34,000	34,000	
Other Revenues	1,281	1,500	1,295	1,300	1,500	1,500	
Taxable Concessions	2,842	2,300	2,475	2,480	2,400	2,400	
RIVERSIDE PLAYERS	38,665	37,800	31,647	31,660	37,900	37,900	100
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	107	80	0	0	0	0	
Rentals - Shattuck	830	500	257	500	500	500	
Facility Leases	16,915	18,000	17,015	17,020	18,000	18,000	
Facility User Fees	1,353	1,500	2,100	2,100	1,500	1,500	
Rentals - Green Park	805	600	310	320	650	650	
Rentals - Memorial Park	5,902	6,000	6,633	6,640	6,100	6,100	
Rentals - Gazebo	430	600	850	850	700	700	
Rentals - Riverside Park	2,415	3,300	4,470	4,470	4,000	4,000	
Rentals - Washington Park	6,230	5,500	7,725	7,730	6,500	6,500	
Rentals -Whiting Boathse	20,705	26,000	28,014	28,020	25,000	25,000	
Rentals - Southview Park	30	30	25	30	30	30	
Rentals -Memorial Pk Open	340	300	270	270	300	300	
Rental-Shattuck BoatStall	10,620	9,500	10,805	10,810	10,500	10,500	
Rentals - Doty Park	1,237	1,300	1,432	1,440	1,400	1,400	
Rentals - Miller Park	10	0	0	0	0	0	
Rental - Great Northern	400	330	490	490	400	400	
Rentals - Douglas Park	30	20	10	10	0	0	
Rentals-Memorial LG Room	9,748	11,500	11,048	11,050	10,000	10,000	
Rental-Memorial SM Room	1,115	1,500	895	1,300	1,300	1,300	
Boat Launch User Fees	27,325	27,000	25,395	27,000	27,000	27,000	
Boat Wash Fees	0	0	482	490	1,200	1,200	
PARKS REVENUE	106,547	113,560	118,226	120,540	115,080	115,080	1,520

**CITY OF NEENAH
2020 OPERATING BUDGET
REVENUE DETAIL**

ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
FUND TRANSFERS							
Benefit Accrual Fund	125,048	100,000	75,000	100,000	100,000	165,000	
Equipment Replacement Fd	0	0	156,631	156,640	0	0	
Information Systems	120,000	120,000	90,000	120,000	140,000	25,000	
Parking Fund	117,230	128,870	96,653	128,870	132,740	132,740	
Sewer Fd Maintenance	426,080	315,680	236,760	315,680	325,150	325,150	
Sewer Fd Admin	406,860	549,260	411,945	549,260	565,740	565,740	
Storm Water Management	413,340	426,630	319,973	426,630	439,430	439,430	
Cemetery Perp Care	5,000	5,000	3,750	5,000	5,000	5,000	
Dial-A-Ride	5,000	5,000	3,750	5,000	5,000	5,000	
Trans fm Public Safety Tr	(7,081)	0	0	0	0	0	
Clock Tower Rev Trust	0	0	25	30	0	0	
Clock Tower Maint	0	0	37	40	0	0	
Industrial Devel Fund	5,000	5,000	3,750	5,000	5,000	5,000	
TIF #11	36,000	40,000	30,000	40,000	40,000	40,000	
TIF #11 Interest	755	1,500	558	1,500	1,500	1,500	
TIF #5 Administrative Chg	71,000	80,000	60,000	80,000	80,000	80,000	
TIF #5 Interest Charge	1,287	1,500	0	0	0	0	
TIF #6 Administrative Chg	53,500	60,000	45,000	60,000	60,000	60,000	
TIF #6 Interest Charges	9,443	10,000	3,003	5,000	5,000	5,000	
Transfer From TIF # 7	106,000	120,000	90,000	120,000	120,000	120,000	
TIF # 7 Interest Charges	0	0	0	0	0	0	
TIF #8 Administrative Chg	106,000	120,000	90,000	120,000	120,000	120,000	
TIF #8 Interest	44,930	52,000	44,318	56,000	60,000	60,000	
TIF #9 Administrative Chg	36,000	40,000	30,000	40,000	80,000	80,000	
TIF # 10	36,000	40,000	30,000	40,000	40,000	40,000	
TIF #10 Interest	11,097	12,000	3,576	6,000	5,000	5,000	
Recycling Fund	25,000	25,000	18,750	25,000	25,000	25,000	
Small Business Loan Fd	0	5,000	0	0	5,000	5,000	
Housing Fund	35,000	35,000	26,250	35,000	35,000	35,000	
CDBG Funds	27,417	25,000	21,237	25,000	25,000	25,000	
Preparedness Grant	10,000	0	0	0	0	10,000	
Joint Municipal Court	3,777	3,500	3,341	4,500	4,500	4,500	
Neenah Menasha Fire Rescu	100,750	75,000	88,099	88,100	30,000	30,000	
FUND TRANSFERS	2,330,433	2,400,940	1,982,406	2,558,250	2,454,060	2,414,060	13,120
TOTAL REVENUES BEFORE							
APPLICATION OF FUND BALANCE	24,550,759	24,870,550	20,750,911	25,170,320	25,276,190	25,460,620	590,070
UNASSIGNED FUND BALANCE	0	151,000	0	151,000	0	200,000	
ASSIGNED FUND BALANCE	0	144,049	0	144,049	0	0	
LIBRARY FUND BALANCE	0	40,000	0	40,000	0	40,000	
APPLICATION OF FUND BALANCE	0	335,049	0	335,049	0	240,000	(95,049)
TOTAL REVENUES	24,550,759	25,205,599	20,750,911	25,505,369	25,276,190	25,700,620	495,021
					Percent Budget Change		1.96%

FEES FOR SERVICES SCHEDULE

Res. No. 7185 adopted April 5, 2006 effective with the new Code of Ordinances of the City of Neenah, May 1, 2006.
This document contains updated fee information through July 17, 2019 Resolution No. 2019-17:

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
GENERAL FEES				
Notary Service	No Charge		§137.01(9)	Res. No. 7170
Copies/Open Records Requests	25¢ 1 st page 15¢ Add'l pages		§19.35(3)	Res. No. 7170
Tapes/Other Media	Actual Cost	Materials/Reproduction	§19.35(3)(a)	Res. No. 7170
Maps	Actual Cost of Reproduction		§19.35(3)(a)	Res. No. 7170
Mail & Shipping of Records Request	Actual Cost of Mailing		§19.35(3)(d)	Res. No. 7170
Prepayment of Records Request	Cost of reproduction	Only if total charge exceeds \$5	§19.35(3)(f)	Res. No. 7170
Cost to Locate Records	\$25.00/hr	If locate cost exceeds \$50	§19.35(3)(c)	Res. No. 7170
CLERK				
LICENSES				
Liquor				
Class A Malt	\$200	Annual – expires 6/30 (pro-rated)	§125.25(4)	Ord. No. 1234
Class A Liquor	\$400	Annual – expires 6/30 (pro-rated)	§125.51(2)(d)	Ord. No. 1234
Class B Malt	\$100	Annual – expires 6/30 (pro-rated)	§125.26(4)	Ord. No. 1234
Class B Liquor	\$350	Annual – expires 6/30 (pro-rated)	§125.51(3)(e)	Ord. No. 1234
Reserve Class B	\$10,000	One time Initial fee (plus annual Class B fee)	§125.51(3)(e)(2)	Ord. No. 1234
Class B (wine only) Winery	\$350	Annual – expires 6/30 (pro-rated)	§125.51	Res. No. 2015-34
Class C Wine	\$100	Annual – expires 6/30 (pro-rated)	§125.51	Ord. No. 1234
Provisional Class B	\$15	One time fee	§125.185(3)	Ord. No. 1234
Temp Class B (Picnic)	\$10	Per event	§125.51(10)	Ord. No. 1234
Temporary Extension of Licensed Premise	\$10	Per Day	§125.10	Ord. No. 2019-15
Publication Fee-renewal	\$22	Annual due 4/15	§125.04(3)(g)	Code Sec. 4-106
Publication Fee-new app	\$65	Initial – due upon application	§125.04(3)(g)	Res. No. 2019-15
Change of Agent	\$10	Due upon application	§125.04(6)(b)	-----
Late Fee – April 15 filing deadline for renewals expiring 6/30	\$50	Per Year		Res. No. 7309
Late Fee – beginning June 15 filing deadline for renewals expiring 6/30	\$20	Per Day		-----
Beverage Operator	\$60	Two year license – expires 6/30 Includes fee for picture	§125.17(1)	Res. No. 2019-17
Duplicate Beverage Operator	\$10	Per license		Code Sec. 4-65(m)
Temporary Beverage Operator	\$10	Per event		Res. No. 2019-17
Provisional Beverage Operator	\$15	Per license		Code Sec. 4-65(f)
Misc. Licenses				Ord. No. 1234
Cigarette	\$100	Per license		Ord. No. 1345
Amusement Device	\$40/machine	Annual – expires 6/30		increase to \$60 effective 1/1/2007
Dance Hall	\$25	Annual – expires 6/30		-----
		Annual – expires 6/30		Ord. No. 1234
		Annual – expires 6/30		Code §4-172
		Annual – expires 6/30		Res. No. 2013-37
		Annual – expires 6/30		Ord. No. 858

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Pawnbrokers License	\$210	Annual – expires 12/31	\$134.71	Code Section 4-64 Res. No. 7238
Secondhand Article Dealers	\$80.00	Annual – expires 12/31	\$134.71	Code Sec. 4-64 Res No 7238
Secondhand Jeweler Dealers	\$80.00	Annual – expires 12/31	\$134.71	Code Sec. 4-64 Res No 7238
Taxi Cab	\$50 yearly fee	Annual – expires 6/30	\$349.24	Ord. No. 1223 / Res. 2019-09
	\$0 No fee, Report Vehicle by VIN	Annual – expires 6/30	\$349.24	Ord. No. 1223 / Res 2019-09
Escort License or Registration	\$500	Annual – expires 6/30		Code Sec. 4-65 Ord. No. 2014-9 Res. No. 2014-10 Ord. No. 2014-9 Res. No. 2014-10
Escort Service Licenses	\$500	Annual – expires 6/30		
PERMITS				
Blasting	No Charge	Per Project		Code Sec. 11-119
Carnival/Circus	\$25	Per day		Ord. No. 369
Christmas Tree Lot	\$25	Annual – Expires 12/26		Ord. No. 858
Fireworks Stand	\$25	Annual – Expires 7/5		Ord. No. 963
Open Burning	\$15	Annual – exp 12/31		Ord. No. 1247
Street Use Permits	\$75 except the fee for school sponsored events shall be \$0	Per event – plus costs per code		Ord. No. 858 Res. No. 7353 Res. No. 2011-7 Res. No. 2011-25 Sec. 14-129(e) & (f)
Solicitor Permit – New	\$25	1 st Year – Expires 12/31	\$59.55	Ord. No. 858
Solicitor Permit - renewal	\$15	Annually – Expires 12/31	\$59.55	Ord. No. 858
Mobile Food Vendor	\$100	Per Mobile Food Vendor vehicle or cart		Sec. 4-353(a)
BID Surcharge	\$50	Per Mobile Food Vendor or Transient Merchant located in the BID District		Sec. 4-64 & 4-353(a)
Wrestling/Boxing	\$50 per wrestling event plus cost for providing two supervisors, who shall have police authority for the wrestling match. Estimated cost \$50- 100 per hour per officer.	Event	\$444.02	Ord. No. 980 Vol IV Res. No. 7309
MISC. FEES				
Voter Registration Certificate	\$5			Ord. No. 858
Voter Registration Certificate	\$2	Seniors – over age 65		Ord. No. 858
Voter Registration List	\$25.00 plus \$5 per 1,000 voters	Includes Voter History	\$6.36(6)	Set by State Elections Board Res. No. 7242

**INFORMATION SYSTEMS
ASSESSMENT DEPT:**

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Reports (Hard Copies)				
Street Listing	\$35.00			
Commercial Listing	\$35.00			
Personal Property Labels	\$25.00			
Alpha Property Listing By Owner	\$35.00			
Alpha Property Listing By Street Name	\$35.00			
Both Property Listings	\$60.00			
Assessment Workbook	\$100.00			
Both Property Listing and Workbook	\$150.00			
Vacant Land Listing	\$20.00			
Multi-Unit Listing				
2 Units & Up	\$35.00			
4 Units & Up	\$20.00			
Files (emailed)				
Assessment Roll	\$50.00			
Assessment Roll				
Legal Description				
Tax Roll				
Zoning				
Mailing Addresses	\$30.00			
Personal Property Labels	\$25.00			
FINANCE:				
Tax Roll	\$50.00			
COMMUNITY DEVELOPMENT				
WEIGHTS AND MEASURES				
Annual Permit Processing Fee	\$25	Annual	\$ 98.04	Sec. 4-30 Res. No. 2011-16
Scales 0 to 30 lbs.	\$30 (per unit)	Annual	\$ 98.04	Res. No. 2012-35 Sec. 4-30
Scales 31 to 1000 lbs	\$40 (per unit)	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Weight Sets	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Follow-up Inspection Fee (1 st)	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Follow-up Inspection Fee (2 nd)	\$200	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Penalty Nonregistered Device	Fee x 2	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Timing Devices	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Meters (Taxi)	\$50	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Electric Pill Counters	\$10	Annual	\$ 98.04	Res. No. 2012-35 Sec. 4-30
Gas Pumps (Retail)	\$40	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
HS Pumps (Diesel)	\$55	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Vehicle Tank/Bulk Plant Meter	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Lineart (Fabric, Wire, Rope Meters)	\$10	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Farmer's Market Annual Fee (includes 7 or more devices)	\$150	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Scanners	\$75 \$130 \$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Aluminum Can Recycle Machine	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Late Payment Fee	\$100	Annual	\$ 98.04	Res. No. 2011-16 Res. No. 2012-35 Sec. 4-30
Misc. Specialized Devices	\$50/Hour	Annual	\$ 98.04\$ATCP 92.04	Res. No. 2011-16 Res. No. 2012-35
PLUMBING				
New Plumbing: 1 & 2 Family	\$50 + \$0.03 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Multi-family	\$50 + \$0.05 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Commercial/Industrial	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft New: \$100 Replacement: \$50 Commercial: \$50 + \$10 per inch diameter \$25	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$50)		Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Residential	\$25			Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Commercial	\$25			Ch. 21, Art. V Res. No. 2017-04
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service Repipe Basement	\$25			Ch. 21, Art. V Res. No. 2011-17
Cap Sewer	\$25			Ch. 21, Art. V Res. No. 2011-17
Well License Renewal	\$30			Ch. 21, Art. V Res. No. 2011-17

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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Addition and Remodel: Multi-family	\$100 + \$0.20 per sq ft all areas	\$50 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$50 still applies) Minimum \$200 If no square footage available, based on project cost: \$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$200 If no square footage available, based on project cost:		Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: Commercial/Industrial	\$100 + \$0.20 per sq ft all areas	\$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$200 If no square footage available, based on project cost:		Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: Community Facility		\$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$200 If no square footage available: \$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost \$60 + \$2.50 per \$1,000 for work over \$5,000 in cost (minimum cost of \$200 still applies) Minimum \$50		Ch. 21, Art. II Res. No. 2017-04
Addition and Remodel: Garage	\$10 + \$0.10 per sq ft			Ch. 21, Art. II Res. No. 2017-04
HEATING, VENTILATION & AC				
Fireplaces/Stove- wood or gas/garage heaters installation	\$30			Mechanical Code Ch. 21, Div. IV Res. No. 2017-04
1 & 2 Family and additions	\$50 + \$0.03 sq ft all areas	If no square footage available, based on project cost: \$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000 If no square footage available, based on project cost:		Ch. 21, Div. IV Res. No. 2017-04
Multi-family and additions	\$50 + \$0.05 sq ft all areas	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000 If no square footage available, based on project cost:		Ch. 21, Div. IV Res. No. 2017-04
Commercial/Industrial and additions	\$50 + \$0.08 per sq ft	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000 If no square footage available, based on project cost:		Ch. 21, Div. IV Res. No. 2017-04
Replacement 1 & 2 Family	\$50 for first piece + \$10 each add'l piece (per dwelling unit)	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000 If no square footage available, based on project cost:		Ch. 21, Div. IV Res. No. 2017-04
Replacement Commercial/Industrial	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000	\$100 for all work up to \$2,000 in cost \$100 plus \$5 per \$1,000 for all work over \$2,000		Ch. 21, Div. IV Res. No. 2017-04

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

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Street Furniture	450 – Geo or HW (Minimum \$30) \$15	Annual		Ch. 14, Art. VII Res. No. 7367 Res. No. 2011-17

LICENSE RENEWALS

Heating – Warm Air	\$20			
Heating – Hot Water	\$20			
Heating – Steam	\$20			

PLANNING & ZONING FEES

				Zoning Code
Rezoning Application	\$400	Per Application		Ch. 26/Res. No. 2017-21
Variance Application	\$250	Per Application		Ch. 26/Res. No. 2017-21
Special Use Application	\$400	Per Application		Ch. 26/Res. No. 2017-21
Annexation Review	\$400	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Minor)	\$150	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Major)	\$300	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Telecommunication Tower)	\$3,000	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Landscape Plan)	NA	Per Review		Ch. 26/Res. No. 2017-21
Certified Survey Map Review	\$100	Per Map		Ch. 26/Res. No. 2017-21
Extraterritorial CSM	\$100	Per Review		Ch. 26/Res. No. 2017-21
Preliminary Plat Review	\$150 + \$35/lot	Per Review		Ch. 26/Res. No. 2017-21
Final Plat Review	\$100	Per Map		Ch. 26/Res. No. 2017-21
Official Street Map Amendment	\$400	Per Map		Ch. 26/Res. No. 2017-21
P.D.D. Review	\$500	Per Approval		Ch. 26/Res. No. 2017-21
Tourist Housing Permit	\$50 no annual fee	Per License		Ch. 26/Res. No. 2017-21
Home Occupational License	\$50	Per License		Ch. 26/Res. No. 2017-21
Rooming House License (Annual)	\$50			Ch. 26/Res. No. 2017-21
Flood Plain Permits:				
Land Use Permit – Residential	\$50	Per Permit		Ch. 26/Res. No. 2017-21
Land Use Permit – Commercial	\$100	Per Application		Ch. 26/Res. No. 2017-21

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Map Amendment Application	\$200	Per Letter		Ch. 26/Res. No. 2017-21
Waiver Letter	\$25	Per Approval		Ch. 26/Res. No. 2017-21
Project Plan Approval	\$300	Per Approval		Ch. 26/Res. No. 2017-21
PDD Review/Master Plan Approval	\$500	Per Approval		Ch. 26/Res. No. 2017-21
Comprehensive Plan Amendment	\$350	Per Amendment		Ch. 26/Res. No. 2017-21
Zoning Verification/Research (Standard)	\$25	Per Verification (Standard)		Ch. 26/Res. No. 2017-21
Zoning Verification/Research (Enhanced)	\$100	Per Verification (Enhanced)		Ch. 26/Res. No. 2017-21

DOCUMENT SALES

Zoning Code	\$3		\$19.35	Res. No. 7170
Building Code	\$3		\$19.35	Res. No. 7170
Other Codes	\$2		\$19.35	Res. No. 7170
Comp Plan	\$10		\$19.35	Res. No. 7170
Maps				
1" = 1,000' or basemap	50¢		\$19.35	Res. No. 7170
1" = 500' map	\$2.25		\$19.35	Res. No. 7170
Any Topo map	\$1.25		\$19.35	Res. No. 7170
Other maps	15¢/sq ft		\$19.35	Res. No. 7170
Photocopies				
Single Sheet	25¢		\$19.35	Res. No. 7170
Multiple Sheets	25¢ plus 15¢ per sheet		\$19.35	Res. No. 7170
Color Copies	\$2 per 11x17		\$19.35	Res. No. 7170

FINANCE LICENSES

Cat	\$6	Annual (if spayed or neutered)		
Cat	\$11	Annual (if not spayed or neutered)		
Dog	\$6	Annual (if spayed or neutered)		
Dog License	\$11	Annual (if not spayed or neutered)		
Late Fee – dog/cat	\$5	Annual After 3/31 (license fee plus a \$5 state imposed fee)		Res. No. 7309
Dangerous Animal License	\$50	Per Dangerous Animal		Sec. 3-16(b)(3)

PERMITS

Parking – Day Pass Tier 1	\$2	Daily (Permit Locations)		Res. No. 2017-11
Parking – Day Pass Tier 2	\$4	Daily (3 Hour & 4 Hour Locations)		Res. No. 2017-11
Parking – Tier 1	\$22	Monthly (All Permit Locations Unless Otherwise Noted)		Res. No. 2017-05
Parking – Tier 2	\$34	Monthly (Marketplace Lot)		Res. No. 2017-05
Real Estate Status Report	\$30	Per Report – normal turn around		Res. No. 7309
Special Assessment Installation Plan	\$50	Per Report - Rush		
		Prime Rate as of 3/1/2017 plus 1.75% = 5%	\$66.0715	Code Sec. 13-2
				Res. No. 2017-12

FIRE

Petroleum Tank Installation Permit	\$100	First Tank		Fire Code Ch. 7
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FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Petroleum Tank Closure Permit	\$50 \$1,700 \$20 \$80	Each Additional Tank Maximum Fee Per 1,000 Gallon Tank Capacity, \$240 maximum Minimum Fee		Ch. 7 Ch. 7 Ch. 7 Ch. 7
Fire Protection Permit (Sprinkler Permit)	\$75	Including Additions		Ch. 7
Any Underground Main	\$75			Ch. 7
Any Above Ground Piping (20+ Heads)	\$25			Ch. 7
Each Riser	\$25			Ch. 7
Each Floor Above the First Floor	\$100	Per inspection starting with the 2 nd inspection		Sec. 7-34
Re-inspection Fee	\$30	Per Detector		Res. No. 2013-34 §101.14 & §101.145
Smoke Detector Installation				

HEALTH

July 2012 Consolidated with Winnebago County Health Department. All Health related fees were removed from the City of Neenah Fee Schedule. WEIGHTS AND MEASURES were moved under the jurisdiction of the Community Development Department (see above).

LIBRARY

Fees are established by the Library Board

PARK & RECREATION

Fees are established by the Park & Recreation Commission and maintained by the Department

POLICE

Fingerprints				
Child ID	No Charge		\$19.35(3)(e)	Res. No. 7170 Res. No. 7170
Fingerprinting for Employment	No Charge		\$19.35(3)(e)	Res. No. 7170
Neenah Resident	No Charge		\$19.35(3)(a)	Res. No. 7170
Non-Resident	\$10.00		\$19.35(3)(e)	Res. No. 7170
Probation & Parole Registration	No Charge		\$19.35(3)(e)	Res. No. 7170
Sex Offender Registration	No Charge		\$19.35(3)(e)	Res. No. 7170
Photocopy Charges	50¢		\$19.35(3)(a)	Res. No. 7170
Photograph Reprints	\$1.00/sheet			
Digital Reprints	\$2.00/glossy sheet			
Photograph for ID	\$5.00			
Accident Reports	\$1.00		\$19.35(3)(a)	Res. No. 7170 Res. No. 7309
11 x 17 – Double Sided			\$19.35(3)(a)	Res. No. 7170
8-1/2 x 11 – Double Sided	50¢		\$19.35(3)(a)	Res. No. 7170
Incident Reports			\$19.35(3)(a)	Res. No. 7170
1 st Page	25¢		\$19.35(3)(a)	Res. No. 7170
Additional Pages	15¢		\$19.35(3)(a)	Res. No. 7170
1 Page	25¢		\$19.35(3)(a)	Res. No. 7170
2 Pages	40¢		\$19.35(3)(a)	Res. No. 7170
3 Pages	55¢		\$19.35(3)(a)	Res. No. 7170
4 Pages	70¢		\$19.35(3)(a)	Res. No. 7170
5 Pages	85¢		\$19.35(3)(a)	Res. No. 7170
6 Pages	\$1.00		\$19.35(3)(a)	Res. No. 7170
7 Pages	\$1.15		\$19.35(3)(a)	Res. No. 7170
8 Pages	\$1.30		\$19.35(3)(a)	Res. No. 7170
9 Pages	\$1.45		\$19.35(3)(a)	Res. No. 7170

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
10 Pages	\$1.60		§19.35(3)(a)	Res. No. 7170
Other Charges				
Video (VHS or CD)	Actual Cost of Tape (estimated at \$10.00)		§19.35(3)(a)	Res. No. 7170
Audio Cassette	Actual Cost of Tape (Estimated at \$5.00)		§19.35(3)(a)	Res. No. 7170

PUBLIC WORKS

AUTOMATED COLLECTION CART FEES

Change cart size (Existing Property Owner)	\$25.00 per cart	Each		Ch 12, Res 2019-06
Additional Recycling Cart (Residential)	\$25.00 per cart	Annual		Ch 12, Res 2019-06
Additional Refuse Cart (Residential)	\$185.00 per cart	Annual		Ch 12, Res 2019-06

NEW DEVELOPMENT

Oversize Sanitary Interceptor Sewer Fee	\$1,000.00	Acre		Code §17-107
Public Storm Water Infrastructure	\$5,000.00	Acre		Code §13-7
Carpenter Tree Fund	\$100.00-150.00	Lot		Res. No. 7309
Stormwater Management, Erosion Control, Erosion Plan Review and Inspection, Residential	\$200.00	Subdivision plus \$150/lot		Ch. 22, Art. IV Res. No. 7309
Erosion Plan Review and Inspection, Commercial, Industrial	\$275	Up to one acre, \$200 for each additional acre		Ch. 22, Art. IV Res. No. 7309
Post Construction Storm Water Plan Review and Inspection	\$500	Up to one acre, \$200 per additional acre		Ch. 22, Art. IV Res. No. 7309
Storm Water Utility Credit Review	\$200	Per Credit Application		Ch. 17, Div. 2 Res. No. 7309

ENGINEERING DESIGN & INSPECTION (RECONSTRUCTION)

Street Reconstruction	Hourly Rate Included in Assessment Rate			
Sanitary Sewer and Storm Sewer Repair and Replacement	Charged to Utilities			

GARAGE SERVICES (EQUIPMENT ONLY) (MULTIPLY HOURLY RATE X 1-1/2 FOR "NON-CITY" WORK)

Grader	\$55.00	Hour		
Vac-All	\$55.00	Hour		
Street Sweeper	\$70.00	Hour		
Sewer Jet Machine	\$70.00	Hour		
Boom Truck	\$45.00	Hour		
Rubber Tire Roller	\$35.00	Hour		
Front End Loader	\$55.00	Hour		
Flusher	\$35.00	Hour		
Refuse Trucks	\$45.00	Hour		
5 Yard Dump Truck	\$35.00	Hour		
10 Yard Dump Truck	\$40.00	Hour		
One Ton Dump Truck	\$25.00	Hour		
Air Compressor	\$25.00	Hour		
Chipper	\$25.00	Hour		
Tractor with Mower	\$30.00	Hour		
Tractor or Jeep with Snowplow	\$30.00	Hour		
4 Inch Pump	\$20.00	Hour		

FEE TYPE **FEE** **BASIS** **STATUTE NO.** **ORD/RES/CODE**

Under 4 Inch Pump	\$15.00	Hour		
Flat Bed Trailer	\$15.00	Hour		
Pickup Truck	\$15.00	Hour		
Chain Saw	\$12.50	Hour		
Loader with Blower	\$75.00	Hour		
Mower-Weed Eater	\$10.00	Hour		
Bobcat Loader	\$30.00	Hour		
Milling Machine and Bobcat	\$40.00	Hour		
Park Loader (590)	\$35.00	Hour		
Backhoe	\$35.00	Hour		
Utility Cart	\$10.00	Hour		

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

Grass & Weed Removal (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
Special Collections (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
Snow Removal (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		Res. No. 7309

GENERAL LABOR ("NON-CITY" WORK)

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

MECHANIC LABOR TO ENTERPRISE FUNDS & UTILITIES

Small Equipment	\$68.00	Hour		Res. No. 7309
Medium Equipment	\$79.00	Hour		Res. No. 7309
Large Equipment	\$88.00	Hour		Res. No. 7309

MISCELLANEOUS PERMIT FEES

Natural Lawn Application Fee	\$25.00	Per Event		Ord. No. 1389 Sec. 10-5(c)(1) Res. No. 7334
Application for Appeal - Natural Lawn Revocation	\$25.00	Per Event		Ord. No. 1389 Sec. 10-35(d)(f) Res. No. 7334
Bond for Due Process Hearing - Lawn Declared Public Nuisance	\$25.00	Per Event		Ord. No. 1389 Sec. 10-36(f)(2) Res. No. 7334

STREET / RIGHT OF WAY EXCAVATION PERMIT

Administration Fee	\$200.00	Each		Ch. 14, Div. II Res. No. 7309				
4" or 6" Sidewalk or Apron (Incl. Colored)	2018 \$11.50 2019 \$12.00 2020 \$12.50 2021 \$13.00 2022 \$13.50	Sq. Ft.		Ch. 14, Div II, Res.2017-33				
Curb and Gutter	\$58.00	\$60.00	\$62.00	\$64.00	\$66.00	Lin. Ft.		Ch. 14, Div II, Res.2017-33
Concrete Pavement - Final Patch	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Asphalt Pavement/Oil & Chip - Final Patch	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Terrace or Grass Turf Area	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	Sq. Ft.		Ch. 14, Div II, Res.2017-33
Street Degradation Base Fee	2018-2022 \$4.00					Sq. Ft.		Ch. 14, Div II, Res.2017-33

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Permit Fee	\$200.00	Each		Ch. 14, Div II, Res.2017-33
New Gas Service/Abandon/Maintenance	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Curb Cut	\$50.00	Each		Ch. 14, Div II, Res.2017-33
Tunnel/Bore/Directional Bore	\$.50	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New Poles/Guywires/Sm Peds/Boxes	\$30.00	Each		Ch. 14, Div II, Res.2017-33
New Overhead Wires	\$.15	Lin. Ft.		Ch. 14, Div II, Res.2017-33
New or Repl Manholes/Handholes	\$75.00	Each		Ch. 14, Div II, Res.2017-33
Large Cabinets/Peds/Huts/Vaults/VRADS	\$200.00	Each		Ch. 14, Div II, Res.2017-33
Trees	\$300.00	Each		Ch. 14, Div II, Res.2017-33
Marker Post/Post Mounted Signs	\$5.00	Each		Ch. 14, Div II, Res.2017-33
Failure to Obtain Permit	\$200.00	Each		Ch. 14, Div II, Res.2017-33

WATER DEPARTMENT

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

COMMON COUNCIL

Council President

Todd Stevenson

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$83,346	\$84,430	\$80,120	-5.10%	\$79,620	-5.70%
No. of Aldermen	9	9	9	0%	9	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Common Council (500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Common Council President will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: City Council	Budget: City Council
Program: General Government	Submitted by: Todd Stevenson

Goals/Responsibilities:

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

Major Increases (Decreases) in 2020 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
COUNCIL								
COUNCIL OPERATIONS (0101-700)								
0101	Salaries	44,619	45,360	34,680	46,380	47,820	47,820	
0111	Fringes	2,620	2,230	1,705	2,280	1,960	1,960	
0115	Schools/Seminars/Training	0	0	0	0	0	0	
0128	Empl Recognition Awards	0	0	0	0	0	0	
	Personal Services	47,239	47,590	36,385	48,660	49,780	49,780	2,190
0202	Outside Printing	347	400	840	840	400	400	
0203	Postage	0	0	0	0	0	0	
0204	Conference & Meetings	1,247	2,000	1,160	2,000	2,000	2,000	
0206	Advertising & Publication	10,541	11,660	7,264	11,660	12,000	12,000	
0218	Maintenance of Software	814	1,210	990	1,210	1,210	1,210	
0227	Cellular Telephone	660	1,660	430	1,660	1,660	1,660	
0233	Other Ser/Televising Mtng	6,403	4,000	3,246	5,800	6,000	6,000	
0236	Outside Services	0	250	242	250	250	250	
0255	IS Services / Internal	14,910	15,340	11,547	15,500	6,500	6,500	
0261	Misc Expenditures	70	0	0	0	0	0	
	Contractual Services	34,992	36,520	25,719	38,920	30,020	30,020	(6,500)
0301	Office Supplies	39	100	0	0	100	100	
0302	Inhouse Printing	3	20	7	10	20	20	
0303	Computer Oper Supplies	934	50	0	50	50	50	
0308	Books and Periodicals	0	100	0	0	100	100	
0333	All Other Supplies	139	50	106	110	50	50	
	Supplies & Materials	1,115	320	113	170	320	320	0
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	OPERATIONS	84,355	84,430	62,217	87,750	80,120	79,620	(4,810)
COUNCIL		84,355	84,430	62,217	87,750	80,120	79,620	(4,810)
						Percent Budget Change		-5.70%

DEPARTMENT OF THE MAYOR

Department Head

Dean Kaufert

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$218,169	\$228,230	\$228,910	0.30%	\$225,410	-1.24%
No. of Employees (FTE)	1.67	2.00	2.00	0%	2.00	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Mayor (3,500)

Mayor's Comments:

Operations

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Mayor will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

LEAN Training

I am recommending a \$3,000 reduction to assist in balancing the 2020 budget.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

MAYOR'S OFFICE 0201-701

Goals and Responsibilities:

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

Activities:

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

2019 Accomplishments:

This has been a good year overall for the Mayor's office. We continue to find new opportunities for this community to grow and prosper. The community has seen many new economic developments finished and has begun reaping the benefits of new jobs and tax base. Public and private partnerships have given us the ability to get things done in collaboration with the private sector in these difficult economic times. The community continues to show its strength, the future is bright and we can be proud of where we are headed as a community. Neenah with Pride!

- Expansions of current businesses, ribbon cuttings for new ones, grand openings for small businesses and announcements of potential future projects helped keep me on the move and in the community.
- Our downtown continues to have a very high percentage of occupancy with new businesses coming in but the majority continuing to be successful because of the unique atmosphere the downtown presents.
- Continued participation with local media outlets to further promote news and events within the city including: WHBY – The Good Neighbor Show (third Monday of every month), WFRV – Community Updates (Tuesday morning – quarterly), The Post Crescent, WBAY, WVBO and WOSH interviews throughout the year.
- Continued networking and involvement with local cities, county and state organizations such as Fox Cities Chamber, East Central Wisconsin Planning Commission, Economic Development Council – Fox Cities Regional Partnership and League of Wisconsin Municipalities.
- Connecting with the community through guest speaker/presenter events with the local Boy Scouts, Boys & Girls Brigade, Neenah Club, retirement complexes (Island Shores), GFCA Habitat for Humanity, N/M Elks Lodge and Fox Cities Morning Rotary Club, to name a few.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

- 2019 witnessed the grand re-opening of Washington Park after three years of phased construction which began in 2016. Major Components include: Firefighter Themed Splash Pad, Discovery Field (inclusive play for all), two tennis and two dedicated pickle ball courts, connecting pathways with security lighting, seasonal restroom and shade structures. The park will serve as a major attraction for local residents and community for years to come.
- Continuing to enhance the Neenah portion of the "Loop the Lake" trail. The City is working towards 70% design and engineering completion for Phase 1 of Arrowhead Park by the end of 2019. Final design and construction documents will be prepared with the bidding process occurring in the winter of 2020 and construction scheduled to begin Spring of 2020. The Loop the Lake trail and Arrowhead Park will be a destination for many locals and visitors to be proud of.
- Lakeshore Drive reconstruction was part of the 2019 Capital Budget and will be part of my 2020 budget. This scenic roadway is a favorite of locals and visitors alike and I propose to insure the ambiance of the area while providing a safe route for pedestrian's travel.
- Our events and celebrations were huge successes with CommunityFest leading the way. We had great crowds downtown for the Wednesday and Thursday Shattuck Park Concerts, Streetball, the Farmer's Markets and during December the very popular live mannequin event was awesome. Thanks to Future Neenah for partnering with us and taking the lead on these community events!
- The social media experience with Facebook, Instagram, twitter, our website and the scrolling marquee in the lobby continue to keep the community up-to-date and informed on many of the happenings and the issues that affect them.
- The Library added a Bibliocycle; a bicycle pulling a custom-made cart with shelves that unfold into a traveling library. What a great way to serve and deliver the joy of reading to the city.
- The city's efforts to improve efficiencies through our city wide LEAN initiatives has really taken root resulting in time and cost savings in all departments. LEAN is a means to both identify and then implement the most efficient, value added way to provide government services. It is a method that eliminates waste to help maximize efficiencies

2020 Goals/Plans: In 2020 our focus will be on continuing the high level of service to our residents throughout city government. Our employees will strive to provide a level of quality services and find ways to do things efficiently with limited resources. We will stress continued communication and listening to our residents on ways to improve services will be a top priority.

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

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

The Pendleton Apartments are well under way and when completed, will bring a value of around \$14.4 mil along with the Coral Court Development, which will bring new townhouse style homes off of Winneconne Avenue.

We hope to also announce new developments in the downtown area of mixed use / retail along with

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

downtown housing in early 2020. A public / private partnership recreational use is also being worked on that will be the envy of the Fox Valley, if we can come to agreement

Continued development is imperative to allow our tax base to grow. An emphasis will be made to deliver new projects throughout Neenah. The South Commercial Street district has recently begun to see new life and an effort will be made to formulate a plan for continued investment. We will begin looking at grants and available dollars for Arrowhead Park development opportunities.

Our recreation facilities, parks and trails will continue to be enhanced with new equipment and upgrades. The second phase of the Washington Park Master Plan began. Concerts in the Park, CommunityFest and all the other community-oriented events will continue. Our parks and swimming pool will provide an outlet to relax and have fun with our children or grandchildren.

Our forward thinking has put us in a good position to be able to plan and acquire property in the downtown district for additional parking needs. Infrastructure changes in the downtown area so future development projects will materialize enhancing our tax base.

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

Training opportunities for our employees and making sure they have the proper equipment to adequately provide the service to our residents is a priority. We will have the best public safety officers consisting of police, fire and first responders to continue to show the public that we are a great place to live, work and play. Having trained professionals offer citizens comfort and security that they and their family will receive the best care if an incident happens to them and they need help. In addition, our community policing efforts are being noticed and with the addition of our Police Bike Patrol, our officers will be more visible at community events throughout the year to help establish good relationships with our citizens and children.

We made progress in our efforts to improve our community with an aggressive but understanding code enforcement program. In 2020 our efforts will continue to insure properties that are in disrepair will be dealt with. Our neighborhoods are our foundation and we will utilize any programs available to us to help homeowners maintain safe and healthy neighborhoods.

My goals are simple, make us better than before. With your help, ideas and support together we will be able to accomplish anything. Along the road there will be bumps but we will be able to weather the storm and continue to make Neenah a great community today and tomorrow. We all know what a wonderful place we live in. Now we need to show how and why we love it here. "Neenah, No Place I'd Rather Be!"

CITY PUBLICATION 0202-701

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

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
MAYOR'S OFFICE								
OPERATIONS (0201-701)								
0101	Salaries	112,935	117,860	83,147	117,860	118,610	118,610	
0110	Health Insurance	27,260	29,510	22,140	29,510	30,560	30,560	
0111	Fringes	22,806	23,190	16,362	23,190	22,130	22,130	
0123	Auto Allowance	450	400	338	450	450	450	
	Personal Services	163,451	170,960	121,987	171,010	171,750	171,750	790
0202	Outside Printing	230	200	110	200	200	200	
0203	Postage	224	300	438	450	300	300	
0204	Conference & Meetings	1,026	1,500	755	1,000	1,000	1,000	
0207	Dues & Memberships	7,024	7,300	7,188	7,300	7,300	7,300	
0218	Maintenance of Software	342	230	272	280	230	230	
0227	Cellular Telephone	480	500	360	500	500	500	
0236	Outside Services	0	130	0	0	130	130	
0254	Printer / Copies	125	100	52	100	100	100	
0255	IS Services / Internal	9,240	9,410	7,071	9,500	10,000	10,000	
0261	Misc Expenditures	454	500	337	500	1,500	1,500	
0262	Public Relations	25	600	82	300	600	600	
	Contractual Services	19,170	20,770	16,665	20,130	21,860	21,860	1,090
0301	Office Supplies	184	150	499	500	150	150	
0302	Inhouse Printing	13	100	0	0	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0344	Small Equipment	0	100	0	0	100	100	
0347	Small Computer Hardware	247	100	242	250	100	100	
	Supplies & Materials	444	500	741	750	500	500	0
0531	Community Contribution	2,795	7,500	850	7,500	7,500	7,500	
	Other	2,795	7,500	850	7,500	7,500	7,500	0
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	OPERATIONS	185,860	199,730	140,243	199,390	201,610	201,110	1,380
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CITY PUBLICATION (0202-701)								
0202	Outside Printing	19,122	13,500	13,808	13,810	13,500	13,500	
0203	Postage	7,255	7,200	3,749	7,200	6,000	6,000	
	Contractual Services	26,377	20,700	17,557	21,010	19,500	19,500	(1,200)
	CITY PUBLICATION	26,377	20,700	17,557	21,010	19,500	19,500	(1,200)
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LEAN TRAINING (0203-701)								
0115	Schools/Seminars/Training	5,932	7,800	0	2,000	7,800	4,800	
	Personal Services	5,932	7,800	0	2,000	7,800	4,800	(3,000)
	LEAN TRAINING	5,932	7,800	0	2,000	7,800	4,800	(3,000)
<hr/>								
MAYOR'S OFFICE		218,169	228,230	157,800	222,400	228,910	225,410	(2,820)
							Percent Budget Change	-1.24%

**CITY OF NEENAH
 REQUEST FOR 2020 OPERATING
 BUDGET SUPPLEMENTARY DETAIL
 SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Mayor	6,604 mo.	1.00	6,604 mo.	1.00	\$79,250	\$79,250	\$79,250
Administrative Assistant	Grade F3	1.00	Grade F3	1.00	38,460	38,460	39,060
OTHER COMPENSATION							
Accrued Wages	-		-		150	150	300
TOTAL	XXX	2.00	XXX	2.00	\$117,860	\$117,860	\$118,610

DEPARTMENT OF FINANCE

Department Head

Michael K. Easker

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$1,125,138	\$1,158,570	\$1,173,360	1.28%	\$1,145,860	-1.10%
No. of Employees (FTE)	8.67	8.67	8.67	0.00%	8.67	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Finance/Risk Management (27,500)

Mayor's Comments:

Operations

I am recommending a \$12,500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Property Damage

This reduction corresponds with the \$15,000 reduction in 2020 budgeted revenue for damage to City property and equipment.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Successfully issued \$8,825,000 in G.O. Promissory Notes to finance 2019 capital projects.
- City's AA/Stable bond rating was affirmed by Standard and Poors. This bond rating continues to put the City of Neenah in the top echelon of all comparable bond ratings in the nation, enhancing the City's reputation and credit worthiness. This translates into a substantial savings of taxpayers' funds due to lower interest costs on future borrowing by the City.
- Completion of 2018 audit, including issuance of unqualified audit opinion. Audit completed with ongoing trend of minimal auditor adjustments required and resolution of internal control deficiencies.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 35th consecutive year.
- Continued to implement all requirements related to the Governmental Accounting Standards Board pronouncements, including GASB No. 40 (Enhanced Investment Reporting Standards), GASB No. 44 (Economic Condition Reporting) and GASB No. 45 (Other Post Employment Benefits Reporting), GASB No. 51 (Accounting and Financial Reporting for Intangible Assets) and GASB No. 54 (Fund Balance Reporting), as well as Statement on Auditing Standards (SAS) No. 112 (Communicating Internal Control Matters Identified in an Audit).
- In cooperation with various departments, continued trouble shooting with goal of implementation of NuPark or comparable parking system.
- Finalized process to replace in 2019-20 existing Utility Billing software with Central Square product consistent with stated City's Enterprise Resource Planning (ERP) goals and objectives.
- Department processed approximately: Accounts Payable/Accounts Receivable/Payroll - 50,000 cash/check transactions, 9,400 payment vouchers, 7,200 P-card transactions, 10,000 payroll direct deposits, 2,300 vendor checks and 750 invoices; Treasurer/Utility Billing – 20,500 credit card/e-check transactions, 6,600 direct deposits, 3,700 debit card transactions, 3,400 ACH transactions, 300 money orders, 10,550 property tax bills and 53,000 utility service invoices.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Goals/Plans:

- In cooperation with Information Systems, execute final conversion to Central Square Utility Billing software.
- Continue to explore additional options to provide banking and investment services.
- Continue to explore opportunities to use LEAN tools and methods to create greater departmental and organization efficiency.
- Prepare to implement all requirements related to the Governmental Accounting Standards Board new pronouncements, including GASB No. 61 (The Financial Reporting Entity: Omnibus), GASB No. 65 (Items Previously Reported as Assets and Liabilities) and GASB No. 67, 68 and 71 (Accounting and Financial Reporting for Pensions).
- Ongoing analysis of NuPark or other parking enforcement and permitting solutions.

Major Increases (Decreases) in 2020 Budget Request:

Operations:

Maintenance of Software - \$35,890 decrease. Reflects new pricing model with Central Square.

Risk Management:

Property Insurance - \$20,200 increase. Reflects updated property values by MPIC.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
FINANCE OPERATIONS/CAP. OUTLAY								
OPERATIONS (0501-703)								
0101	Salaries	343,593	361,780	249,389	363,460	370,080	370,080	
0103	Temporary Wages	643	2,600	261	1,600	2,600	2,600	
0110	Health Insurance	83,790	88,580	66,438	88,580	92,310	92,310	
0111	Fringes	65,597	67,460	46,219	67,590	66,400	66,400	
0123	Auto Allowance	24	0	0	0	0	0	
0125	Professional Improvement	0	0	737	740	0	0	
0128	Empl Recognition Awards	141	230	175	230	10	10	
	Personal Services	493,788	520,650	363,219	522,200	531,400	531,400	10,750
0202	Outside Printing	3,388	3,100	741	3,400	3,500	3,500	
0203	Postage	6,016	6,800	1,719	6,500	6,800	6,800	
0204	Conference & Meetings	5,735	4,000	3,387	4,000	4,200	4,200	
0205	Debit Card Charges	2,721	2,500	1,910	2,600	2,600	2,600	
0207	Dues & Memberships	1,375	1,500	1,500	1,500	1,500	1,500	
0210	Maintenance of Hardware	0	1,000	0	1,000	1,000	1,000	
0212	Maint of Office Equipment	0	0	520	520	550	550	
0218	Maint of Software	36,705	41,610	1,935	3,300	5,720	5,720	
0227	Cellular Telephone	480	480	360	480	480	480	
0254	Printer / Copies	3,879	4,250	2,853	4,250	4,240	4,240	
0255	IS Services / Internal	52,280	44,880	33,784	48,400	59,200	59,200	
	Contractual Services	112,579	110,120	48,709	75,950	89,790	89,790	(20,330)
0301	Office Supplies	1,774	3,000	1,449	2,500	2,500	2,500	
0302	Inhouse Printng/Dist Cost	7	20	3	20	20	20	
0303	Computer Oper Supplies	657	300	125	300	300	300	
0308	Books and Periodicals	0	400	498	500	400	400	
0333	All Other Supplies	55	50	20	50	50	50	
0343	Small Program Packages	800	500	0	500	500	500	
0344	Small Equipment	789	500	77	500	500	500	
0347	Small Computer Hardware	1,485	500	452	500	500	500	
	Supplies & Materials	5,567	5,270	2,624	4,870	4,770	4,770	(500)
8000	Mayor's Exec Adj	0	0	0	0	0	(12,500)	
	Supplies & Materials	0	0	0	0	0	(12,500)	(12,500)
CAPITAL OUTLAY-FINANCE								
8115	Computer Hardware Outlay	0	2,400	1,771	1,780	0	0	
	Capital Outlay	0	2,400	1,771	1,780	0	0	(2,400)
FINANCE OPERATIONS		611,934	638,440	416,323	604,800	625,960	613,460	(24,980)
							Percent Budget Change	-3.91%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
ANNUAL FINANCIAL AUDIT/GASB #34 Impl (0505-703)								
0103	Temporary Wages	500	400	400	400	400	400	
0111	Fringes	10	10	10	10	10	10	
	Personal Services	510	410	410	410	410	410	0
0202	Outside Printing	298	350	323	350	350	350	
0203	Postage	41	50	51	60	50	50	
0204	Conference & Meetings	450	500	43	500	500	500	
0232	Accounting & Auditing	48,875	54,500	42,598	43,000	48,000	48,000	
0238	Professional Services	0	3,100	6,000	6,000	0	0	
	Contractual Services	49,664	58,500	49,015	49,910	48,900	48,900	(9,600)
	ANNUAL FINANCIAL AUDIT	50,174	58,910	49,425	50,320	49,310	49,310	(9,600)
							Percent Budget Change	-16.30%
RISK MANAGEMENT (0507-703)								
0204	Conference & Meetings	500	600	0	600	600	600	
0236	Outside Services	1,800	0	0	0	0	0	
0239	Misc Insurance	2,007	1,400	2,975	2,980	3,100	3,100	
0244	Pollution Insurance	2,824	2,950	2,626	2,630	2,700	2,700	
0245	Property Insurance	34,515	35,000	52,570	52,570	55,200	55,200	
0246	Liability Insurance	59,621	66,700	62,258	62,260	64,000	64,000	
0247	Auto Insurance	30,698	33,000	37,459	37,460	40,500	40,500	
0248	Boiler:Machine Insurance	1,888	2,000	2,244	2,250	2,500	2,500	
0271	Self-Insured Direct Costs	70,000	70,000	70,000	70,000	70,000	70,000	
	Contractual Services	203,853	211,650	230,132	230,750	238,600	238,600	26,950
	RISK MANAGEMENT	203,853	211,650	230,132	230,750	238,600	238,600	26,950
							Percent Budget Change	12.73%
PROPERTY DAMAGE (0509-703)								
0721	Police	7,823	0	10,043	11,000	0	0	
0737	Public Works	17,745	0	1,014	2,000	0	0	
0788	Park & Rec.	5,214	0	0	0	0	0	
0799	Undesignated	0	20,000	0	7,000	20,000	5,000	
	Other	30,782	20,000	11,057	20,000	20,000	5,000	(15,000)
	PROPERTY DAMAGE	30,782	20,000	11,057	20,000	20,000	5,000	(15,000)
							Percent Budget Change	-75.00%
PURCHASING/P-CARD (0511-703)								
0103	Temporary Wages	1,500	1,000	500	1,000	1,000	1,000	
0111	Fringes	20	20	10	20	20	20	
	Personnel Services	1,520	1,020	510	1,020	1,020	1,020	0
0204	Conference & Meetings	449	500	0	500	500	500	
0207	Dues & Memberships	0	50	0	50	50	50	
	Contractual Services	449	550	0	550	550	550	0
	PURCHASING/P-CARD	1,969	1,570	510	1,570	1,570	1,570	0
							Percent Budget Change	0.00%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
CENTRAL SERVICES (0515-703)								
0203	Postage	1,058	1,500	1,086	1,300	1,500	1,500	
0207	Dues & Memberships	325	400	0	400	400	400	
0212	Maint of Office Equipment	405	1,000	405	410	500	500	
0236	Outside Services	2,525	2,500	1,835	2,500	2,500	2,500	
0252	Rental of Equipment	1,921	2,000	1,822	2,000	2,000	2,000	
	Contractual Services	6,234	7,400	5,148	6,610	6,900	6,900	(500)
0301	Office Supplies	2,939	5,500	7,282	7,310	5,500	5,500	
0302	Inhouse Printng/Dist Cost	2	20	0	10	20	20	
0303	Computer Oper Supplies	0	100	0	100	100	100	
0333	All Other Supplies	0	100	54	100	100	100	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	2,941	5,920	7,336	7,720	5,920	5,920	0
	CENTRAL SERVICES	9,175	13,320	12,484	14,330	12,820	12,820	(500)
								Percent Budget Change -3.75%
<hr/>								
UTILITY BILLING (0525-703)								
0101	Salaries	76,250	79,140	59,355	79,140	81,000	81,000	
0110	Health Insurance	19,140	20,030	15,030	20,030	20,200	20,200	
0111	Fringes	14,660	14,760	11,070	14,760	14,370	14,370	
	Personal Services	110,050	113,930	85,455	113,930	115,570	115,570	1,640
0202	Outside Printing	2,268	2,500	5,800	5,800	2,800	2,800	
0203	Postage	20,419	17,000	14,379	20,000	20,000	20,000	
0204	Conference & Meetings	560	600	0	600	600	600	
0205	Debit Card Charges	2,721	2,600	1,910	2,800	2,800	2,800	
0218	Maint of Software	6,706	8,340	6,908	6,910	4,000	4,000	
0236	Outside Services	4,811	5,000	3,685	5,000	5,000	5,000	
0255	IS Services / Internal	8,840	8,900	6,700	9,500	16,400	16,400	
	Contractual Services	46,325	44,940	39,382	50,610	51,600	51,600	6,660
0303	Computer Oper Supplies	0	100	0	100	100	100	
0347	Small Computer Hardware	71	200	60	200	200	200	
	Supplies & Materials	71	300	60	300	300	300	0
	UTILITY BILLING	156,446	159,170	124,897	164,840	167,470	167,470	8,300
								Percent Budget Change 5.21%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
WATER UTILITY (0526-703)								
0101	Salaries	40,700	37,300	27,975	37,300	39,000	39,000	
0103	Temporary Wages	1,500	1,000	750	1,000	1,000	1,000	
0110	Health Insurance	10,220	9,450	7,092	9,450	9,730	9,730	
0111	Fringes	7,830	6,960	5,220	6,960	7,100	7,100	
	Personal Services	60,250	54,710	41,037	54,710	56,830	56,830	2,120
0204	Conference & Meetings	555	600	0	600	600	600	
0236	Outside Services	0	200	0	200	200	200	
	Contractual Services	555	800	0	800	800	800	0
	WATER UTILITY	60,805	55,510	41,037	55,510	57,630	57,630	2,120
						Percent Budget Change		3.82%
FINANCE		1,125,138	1,158,570	885,865	1,142,120	1,173,360	1,145,860	(12,710)
						Percent Budget Change		-1.10%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$114,630	\$114,630	\$115,340
Assistant Comptroller	Grade K3	1.00	Grade K3	1.00	56,020	57,700	59,510
Assistant Treasurer	Grade K3	1.00	Grade K3	1.00	58,640	58,640	59,340
Payroll - A/P - A/R Coordinator	Grade H3	1.00	Grade H3	1.00	50,310	50,310	51,100
Accounting Specialist	Grade H3	1.00	Grade H3	1.00	43,870	43,870	44,330
Utility Billing Coordinator - A/P	Grade G3	1.00	Grade G3	1.00	45,820	45,820	47,700
Office Manager	Grade G3	1.00	Grade G3	1.00	42,550	42,550	43,370
Cashier	Grade F3	1.00	Grade F3	1.00	42,260	42,260	43,250
Subtotal		8.00		8.00	\$454,100	\$455,780	\$463,940
PART-TIME							
Cashier	Grade E	0.67	Grade E	0.67	22,330	22,330	22,570
OTHER COMPENSATION							
Accrued Wages	-		-		1,790	1,790	3,570
TEMPORARY							
Intern/Co-op Student	11.00/hr.		11.00/hr.		5,000	4,000	5,000
TOTAL	XXX	8.67	XXX	8.67	\$483,220	\$483,900	\$495,080

DEPARTMENT OF LEGAL & ADMINISTRATIVE SERVICES

Department Head

James Godlewski

Major Activities

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

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$586,539	\$530,570	\$611,350	15.23%	\$598,350	12.77%
No. of Employees (FTE)	4.00	4.00	4.67	16.75%	4.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Legal and Administrative Services (13,000)

Mayor's Comments:

Operations

I am recommending a \$1,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

Elections

The Common Council's recent decision to approve additional Badger Books technology allows for the reduction of \$12,000 in labor to administer the 2020 election process.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Department of Legal and Administrative Services/City Attorney	Budget: City Attorney/ External Legal Services/ADA Compliance
Program: General Government	Submitted by: James G. Godlewski

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Successfully trained new Assistant City Attorney and incorporated the ACA into the office workflow.
- Continued to work closely with the CDA to implement redevelopment plans for the Downtown Gateway redevelopment area (PH Glatfelter Mill Redevelopment). Assisted in the acquisition of several properties on Main, Marten and Smith Streets as part of the Gateway Redevelopment.
- Assisted in the City's successful defense of Federal civil rights lawsuit filed by Charles Gable alleging improper repossession of his vehicle. At the drafting of this departmental summary, the matter was subject to a motion to dismiss.
- Continued involvement in the Fox River PCB cleanup issue, including negotiations with insurers to obtain maximum reimbursement of legal fees, and tentative settlement of environmental claims with the US Government.
- Completed the ADA Facilities audit, identifying potential conflict with the requirements of the ADA, and establishing a transition plan that will guide the City's efforts in complying with Title II of the ADA.

2020 Goals/Plans:

- Continue to mentor the Assistant City Attorney in all aspects of municipal law and the City's legal needs.
- Continue work to update and create necessary City policies, as needed.
- Fully develop and implement ADA Title II compliance program.
- Complete the long term boundary agreement with the Village of Fox Crossing
- Continue Fox River PCB litigation involvement; insurance claims
- Complete transactions necessary to insure successful redevelopment of the Gateway Redevelopment Area.
- Assist in defense of litigation filed against the City.

Major Increases (Decreases) in 2020 Budget Request:

Overall, when including all costs attributable to the City Attorney's office operations, the City Attorney's budget shows a net increase in budgeted expenditures of \$8,550 for 2020 over 2019: Of that increase, \$3,610 is attributable to personnel costs, \$2,750 is attributable to IS Services and \$2,000 is attributable to outside counsel costs. Factors driving budget decreases is the elimination of outside legal services for prosecution and insurance review as well as the implementation of the ADA facilities audit. The following items showed increases or decreases of at least \$1,000:

Increases:

- | | |
|---|-----------------|
| • Salaries | \$ 3,000 |
| • IS Services (internal) | \$ 2,750 |
| • Books & Periodicals | \$ 1,500 |
| • Outside Counsel (legal fees & filing costs) | \$ 2,000 |
| • Net effect of changes less than \$1,000 | <u>\$ 1,790</u> |
| | \$11,040 |

Decreases :

- | | |
|---|-----------------|
| • Outside Services (Atty & Court Fees) | (\$ 1,660) |
| • Net effect of changes less than (\$1,000) | <u>(\$ 830)</u> |
| | (\$ 2,490) |

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

2019 Accomplishments:

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

2020 Goals/Plans:

- 2020 Board of Review.
- Administer four elections including the April Presidential Preference Primary and November Presidential Election.
- Train and implement the Badger Books – electronic poll books.
- Continue implementation of the Help America Vote Act of 2002 (HAVA); HR811 Voter Confidence and Increased Accessibility Act 2007; 2011 Wisconsin Act 227; 2011 Wisconsin Act 45; the Move Act of 2012; the 2012 Consent Decree reporting requirements and reporting election cost estimates; the on-line Click & Mail Absentee Voting System for military and overseas voters and on-line voter registration and absentee ballot.
- Implement numerous Legislative Updates for Elections.
- Continue working on implementation of a new indexing system for ordinances, resolutions, agreements, etc. including electronic scanning of records.
- Continue training new Deputy Clerk on all aspects of the job.

Major Increases (Decreases) in 2020 Budget Request:

City Clerk

- Dues & Memberships: Increase to \$350 (+\$50 from 2019) due to Notary Renewal New Deputy Clerk.
- Maintenance of Software: Decrease to \$380 (-\$60 from 2019) due to I/S projections.
- I/S Services/Internal: Decrease to \$22,500 (-\$420 from 2019) due to I/S projections.
- Computer Operating Supplies: Decrease to \$250 (-\$200 from 2019) due to I/S projections.
- Books & Periodicals: Increase to \$600 (+\$100 from 2019) due to actual cost increase

Elections

- Temporary Wages: Increase to \$52,200 (+\$40,200 from 2019) due to (4) elections in 2020.
- Auto Allowance: Increase to \$400 (+\$300 from 2019) due to (4) elections in 2020.
- Employee Recognition Awards: Increase to \$2,500 (+\$2,500 from 2019) due to election inspector appreciation luncheon after General Election.
- Outside Printing: Increase to \$3,000 (+\$2,000 from 2019) due to (4) elections in 2020.
- Postage: Increase to \$5,000 (+\$4,000 from 2019) due to (4) elections in 2020.
- Advertising & Publications: Increase to \$1,200 (+\$700 from 2019) due to (4) elections in 2020.
- Outside Services: Increase to \$10,000 (+\$7,000 from 2019) due to (4) elections in 2020.
- Building Rental: Increase to \$600 (+\$300 from 2019) due to (4) elections in 2020.
- Office Supplies: Increase to \$1,000 (+\$500 from 2019) due to (4) elections in 2020.
- Computer Operating Supplies: Increase to \$1,000 (+\$800 from 2019) due to (4) elections in 2020.
- All Other Supplies: Increase to \$4,000 (+\$3,000 from 2019) due to (4) elections in 2020.

Board of Review

- Temporary Wages: Decrease to \$1,400 (-\$1,800 from 2019) due to only 2 day estimated BOR in 2020.
- Postage: Decrease to \$20 (-\$30 from 2019) due to only 2 day estimated BOR in 2020.
- Advertising and Publications: Decrease to \$200 (-\$100 from 2019) due to 2 only day estimated BOR in 2020.
- Outside Services: Decrease to \$600 (-\$2,170 from 2019) due to only 2 day estimated BOR in 2020.
- All Other Supplies: Decrease to \$50 (-\$50 from 2019) due to only 2 day estimated BOR in 2020.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
LEGAL & ADMINISTRATIVE SERVICES								
<u>CITY ATTORNEY OPERATION (0901-705)</u>								
0101	Salaries	176,788	184,910	130,302	185,510	187,910	187,910	
0103	Temporary Wages	1,752	3,450	0	3,450	3,500	3,500	
0110	Health Insurance	28,290	29,510	22,140	29,510	30,560	30,560	
0111	Fringes	32,634	32,550	22,604	32,650	32,060	32,060	
0115	Schools/Seminars/Training	130	450	488	490	450	450	
0123	Auto Allowance	20	230	0	230	200	200	
	Personal Services	239,614	251,100	175,534	251,840	254,680	254,680	3,580
0202	Outside Printing	6	100	0	50	50	50	
0203	Postage	217	350	32	300	250	250	
0204	Conferences & Meetings	7,750	7,000	6,518	7,000	7,000	7,000	
0207	Dues & Memberships	1,922	2,000	2,264	2,500	2,500	2,500	
0212	Maint of Office Equipment	0	50	0	50	50	50	
0218	Maint of Software	1,443	1,360	1,396	1,400	1,400	1,400	
0221	Telephone	0	0	0	0	0	0	
0227	Cellular Telephone	480	960	800	960	960	960	
0236	Outside Services	0	1,600	3	10	0	0	
0238	Professional Services	0	100	0	100	100	100	
0254	Printer / Copies	537	610	371	610	600	600	
0255	IS Services / Internal	18,890	20,750	15,620	21,400	23,500	23,500	
0261	Misc Expenditures	250	50	0	50	30	30	
	Contractual Services	31,495	34,930	27,004	34,430	36,440	36,440	1,510
0301	Office Supplies	317	300	470	500	300	300	
0302	Inhouse Printing	4	50	0	10	10	10	
0303	Computer Oper Supplies	126	50	0	50	50	50	
0308	Books and Periodicals	5,503	5,500	4,099	6,200	7,000	7,000	
0343	Small Program Packages	747	750	0	750	750	750	
0344	Small Equipment	0	200	0	200	200	200	
0347	Small Computer Hardware	799	500	38	500	500	500	
	Supplies & Materials	7,496	7,350	4,607	8,210	8,810	8,810	1,460
8000	Mayor's Exec Adj	0	0	0	0	0	(1,000)	
	Mayor's Exec Adj	0	0	0	0	0	(1,000)	(1,000)
	CITY ATTORNEY OPERATIONS	278,605	293,380	207,145	294,480	299,930	298,930	5,550
<hr/>								
<u>EXTERNAL LEGAL SERVICES (0905-705)</u>								
0236	Outside Services	8,633	0	0	0	0	0	
0238	Professional Services	80	0	4,863	5,500	2,000	2,000	
	Contractual Services	8,713	0	4,863	5,500	2,000	2,000	2,000
	PROSECUTION/EXTERNAL LEGAL SERVICES	8,713	0	4,863	5,500	2,000	2,000	2,000
<hr/>								
<u>CABLE TELEVISION (0907-705)</u>								
0238	Professional Services	0	200	0	0	200	200	
	Contractual Services	0	200	0	0	200	200	0
	CABLE TELEVISION	0	200	0	0	200	200	0
<hr/>								
<u>ADA COMPLIANCE (0909-705)</u>								
0236	Outside Services	31,177	0	0	200	0	0	
0238	Professional Services	24	0	0	0	0	0	
	Contractual Services	31,201	0	0	200	0	0	0
	ADA COMPLIANCE	31,201	0	0	200	0	0	0

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
CITY CLERK OPERATIONS (0915-705)								
0101	Salaries	105,430	110,240	77,289	111,410	118,520	118,520	
0103	Temporary Wages	2,064	2,500	1,978	2,500	2,500	2,500	
0110	Health Insurance	28,290	29,510	22,140	29,510	30,560	30,560	
0111	Fringes	20,423	20,780	14,610	21,000	21,340	21,340	
0115	Schools/Seminars/Training	1,165	1,200	1,711	1,720	1,200	1,200	
0123	Auto Allowance	0	50	0	50	50	50	
0128	Empl Reconciliation Awards	100	0	0	0	0	0	
	Personal Services	157,472	164,280	117,728	166,190	174,170	174,170	9,890
0202	Outside Printing	0	150	83	150	150	150	
0203	Postage	584	1,000	560	1,000	1,000	1,000	
0204	Conferences & Meetings	835	1,800	0	1,800	1,800	1,800	
0207	Dues & Memberships	175	300	130	300	350	350	
0212	Maint of Office Equipment	53	200	0	200	200	200	
0218	Maint of Software	797	440	653	660	380	380	
0221	Telephone	0	10	0	10	10	10	
0227	Cellular Telephone	480	500	360	500	500	500	
0235	Outside Software Services	0	400	0	400	400	400	
0236	Outside Services	5,343	6,000	5,254	6,000	6,000	6,000	
0254	Printer / Copies	2,973	3,030	1,835	3,030	3,030	3,030	
0255	IS Services / Internal	24,300	22,920	17,254	22,600	22,500	22,500	
	Contractual Services	35,540	36,750	26,129	36,650	36,320	36,320	(430)
0301	Office Supplies	436	1,000	464	1,000	1,000	1,000	
0302	Inhouse Printing	0	200	0	200	200	200	
0303	Computer Oper Supplies	177	450	235	450	250	250	
0308	Books and Periodicals	449	500	524	600	600	600	
0318	Maps and Records	150	400	450	450	400	400	
0333	All Other Supplies	(21)	200	0	200	200	200	
0343	Small Program Packages	0	50	0	50	50	50	
0344	Small Equipment	0	1,200	0	1,200	1,200	1,200	
0347	Small Computer Hardware	427	250	465	470	250	250	
	Supplies & Materials	1,618	4,250	2,138	4,620	4,150	4,150	(100)
	CITY CLERK OPERATIONS	194,630	205,280	145,995	207,460	214,640	214,640	9,360
ELECTIONS (0916-705)								
0103	Temporary Wages	44,775	12,000	13,483	13,500	52,200	40,200	
0111	Fringes	2,631	590	663	670	2,140	2,140	
0115	Schools/Seminars/Training	0	200	81	100	200	200	
0123	Auto Allowance	236	100	63	100	400	400	
0128	Empl Reconciliation Awards	126	0	0	0	2,500	2,500	
	Personal Services	47,768	12,890	14,290	14,370	57,440	45,440	32,550
0202	Outside Printing	1,906	1,000	206	300	3,000	3,000	
0203	Postage	3,157	1,000	922	1,000	5,000	5,000	
0204	Conferences & Meetings	0	50	0	0	50	50	
0206	Advertising & Publication	448	500	14	500	1,200	1,200	
0212	Maint of Office Equipment	4,079	4,200	3,738	3,800	6,000	6,000	
0236	Outside Services	8,610	3,000	3,156	3,200	10,000	10,000	
0251	Building Rental	0	300	300	300	600	600	
	Contractual Services	18,200	10,050	8,336	9,100	25,850	25,850	15,800
0301	Office Supplies	536	500	115	120	1,000	1,000	
0302	Inhouse Printing	0	100	0	0	100	100	
0303	Computer Oper Supplies	866	200	(15)	100	1,000	1,000	
0333	All Other Supplies	2,689	1,000	196	1,000	4,000	4,000	
0342	Tech Service Supplies	2,553	200	0	200	2,600	2,600	
0344	Small Equipment	80	200	0	200	200	200	
	Supplies & Materials	6,724	2,200	296	1,620	8,900	8,900	6,700
	ELECTIONS	72,692	25,140	22,922	25,090	92,190	80,190	55,050

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
BOARD OF REVIEW (0917-705)								
0103	Temporary Wages	350	3,200	0	3,200	1,400	1,400	
0111	Fringes	5	50	0	50	20	20	
0115	Schools/Seminars/Training	20	100	0	100	100	100	
	Personal Services	375	3,350	0	3,350	1,520	1,520	(1,830)
0203	Postage	0	50	9	50	20	20	
0206	Advertising & Publication	96	300	42	300	200	200	
0236	Outside Services	200	2,770	15	2,770	600	600	
	Contractual Services	296	3,120	66	3,120	820	820	(2,300)
0333	All Other Supplies	27	100	0	100	50	50	
	Supplies & Materials	27	100	0	100	50	50	(50)
	BOARD OF REVIEW	698	6,570	66	6,570	2,390	2,390	(4,180)
<hr/>								
LEGAL & ADMIN SERVICES		586,539	530,570	380,991	539,300	611,350	598,350	67,780
							Percent Budget Change	12.77%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME							
City Attorney	Grade T3	1.00	Grade T3	1.00	\$118,750	\$118,750	\$119,490
Assistant City Attorney	Grade N3	1.00	Grade N3	1.00	65,470	66,070	66,980
City Clerk	Grade M3	1.00	Grade M3	1.00	72,630	72,630	74,370
Deputy Clerk	Grade F3	1.00	Grade F3	1.00	<u>37,200</u>	<u>38,370</u>	<u>43,250</u>
Subtotal		4.00		4.00	294,050	295,820	304,090
OTHER COMPENSATION							
Accrued Wages	-	-	-	-	1,100	1,100	2,340
TEMPORARY							
Board of Review	-	-	-	-	3,200	3,200	1,400
Election Poll Workers	\$120-\$215/day	-	\$120-\$215/day	-	12,000	13,500	52,200
DOLAS Intern	-	-	-	-	5,950	5,950	6,000
TOTAL	XXX	4.00	XXX	4.00	\$316,300	\$319,570	\$366,030

DEPARTMENT OF HUMAN RESOURCES AND SAFETY

Department Head

Lindsay Kehl

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$221,824	\$252,840	\$265,990	5.20%	\$265,490	5.00%
No. of Employees (FTE)	2.47	2.47	2.47	0.00%	2.47	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Human Resources & Safety (500)

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Filled several vacancies including 1 Department Head position
- Gained momentum with efforts of the SAFE Team; conducted City wide review of Safety Programs for updates
- Coordinated annual audiograms, random drug screens, etc.
- Worked on HR standardization of work; completed LEAN certification for government and non-profits through FVTC
- Advised management on personnel and employee relations concerns
- Presented to Finance and Personnel Committee, Council, Water Commission, Joint Finance, Fire Commission, Police Commission, Library Board and Parks and Rec Commission as needed

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
HUMAN RESOURCES & SAFETY OPERATIONS (1001-707)								
0101	Salaries	141,280	158,150	120,702	168,530	165,870	165,870	
0103	Temporary Wages	0	1,500	1,241	1,500	1,500	1,500	
0110	Health Insurance	14,140	14,760	11,070	14,760	15,280	15,280	
0111	Fringes	21,777	24,120	18,421	25,610	24,050	24,050	
0115	Schools/Seminars/Training	0	2,500	164	1,500	200	200	
0123	Auto Allowance	0	200	36	100	200	200	
0128	Empl Reconition Awards	100	60	0	60	0	0	
	Personal Services	177,297	201,290	151,634	212,060	207,100	207,100	5,810
0202	Outside Printing	0	0	29	30	0	0	
0203	Postage	182	250	129	230	250	250	
0204	Conferences & Meetings	105	200	687	690	2,500	2,500	
0206	Advertising & Publication	6,542	7,500	1,309	7,000	7,500	7,500	
0207	Dues & Memberships	504	400	237	350	350	350	
0218	Maint of Software	523	470	366	470	470	470	
0221	Telephone	0	0	0	0	0	0	
0227	Cellular Telephone	480	480	360	480	480	480	
0236	Outside Services	13,535	11,000	7,511	10,000	11,000	11,000	
0254	Printer / Copies	1,297	1,580	1,006	1,580	1,580	1,580	
0255	IS Services / Internal	16,840	15,210	11,450	16,300	20,100	20,100	
0264	Drug & Alcohol Testing	1,024	1,500	844	1,500	1,500	1,500	
0265	EE Safety Compliance Acct	2,868	11,930	6,168	10,000	11,930	11,930	
	Contractual Services	43,900	50,520	30,096	48,630	57,660	57,660	7,140
0301	Office Supplies	609	650	97	600	650	650	
0302	Inhouse Printing	3	30	0	30	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	100	0	30	50	50	
0343	Small Program Packages	0	0	0	0	0	0	
0347	Small Computer Hardware	15	200	605	610	450	450	
	Supplies & Materials	627	1,030	702	1,320	1,230	1,230	200
8000	Mayor's Exec Adj	0	0	0	0	0	(500)	
	Mayor's Exec Adj	0	0	0	0	0	(500)	(500)
	OPERATIONS	221,824	252,840	182,432	262,010	265,990	265,490	12,650
							Percent Budget Change	5.00%
HUMAN RESOURCES & SAFETY								
		221,824	252,840	182,432	262,010	265,990	265,490	12,650
							Percent Budget Change	5.00%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly		Grade/Monthly				
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.			
FULL TIME Director	Grade S3	1.00	Grade S3	1.00	\$93,790	\$104,170	\$100,200
PART TIME HR Admin. Asst (.80 FTE)	Grade G	0.80	Grade G	0.80	38,400	38,400	38,630
Recruiter / HR Coordinator	Grade I	0.53	Grade I	0.53	25,390	25,390	25,780
OTHER COMPENSATION Accrued Wages	-		-		570	570	1,260
TEMPORARY Human Resource	\$15.00		\$15.00		1,500	1,500	1,500
TOTAL	XXX	2.33	XXX	2.33	\$159,650	\$170,030	\$167,370

ADMINISTRATION BUILDING

Department Head

Gerry Kaiser

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$302,043	\$287,090	\$300,810	4.78%	\$295,810	3.04%
No. of Employees (FTE)	0.95	0.95	0.95	0%	0.95	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Municipal Building (5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

2019 Accomplishments:

- Continued televising Council meetings.
- Remodeled Finance Department offices.
- Completed ADA compliance study and began plans for implementation.
- Repaired mold issue at Training Center building and modified landscaping area to improve drainage.

2020 Goals/Plans:

- Continue televising Council meetings.
- Continue addressing handicapped accessibility issues.
- Continue to coordinate maintenance of Training Center with Information Systems and Neenah-Menasha Fire Rescue.
- Complete capital improvement projects approved for city buildings.

Major Increases (Decreases) in 2020 Budget Request:

- Created budget division for Clock Tower and Monuments. This is intended to provide a designated location to place operating and maintenance expenses for those features whose costs have, to this point, been included in other operating budgets.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
MUNICIPAL BUILDING								
OPERATIONS (1801-709)								
0101	Salaries	58,303	60,610	41,889	60,530	62,700	62,700	
0103	Temporary Wages	12,069	12,000	11,613	14,500	12,000	12,000	
0104	Overtime Wages	0	0	300	300	0	0	
0110	Health Insurance	12,530	13,050	9,792	13,050	12,610	12,610	
0111	Fringes	15,564	13,270	9,832	13,770	13,280	13,280	
0117	Clothing Allowance	304	500	106	350	350	350	
	Personal Services	98,770	99,430	73,532	102,500	100,940	100,940	1,510
0213	Maint of Motor Vehicles	4	200	1,001	1,010	200	200	
0214	Maintenance of Buildings	31,725	25,000	28,450	30,000	30,000	30,000	
0216	Maint of Operating Equip	3,014	800	150	800	800	800	
0218	Software Maintenance	0	0	199	200	0	0	
0219	Maintenance of Land	2,790	1,500	1,786	2,000	1,600	1,600	
0221	Telephone	10,265	10,000	7,269	10,500	10,500	10,500	
0222	Electricity	44,666	48,500	30,769	45,000	46,000	46,000	
0223	Natural Gas	10,817	9,290	7,562	9,600	9,900	9,900	
0224	Water & Sewer	3,820	4,000	1,675	3,700	3,900	3,900	
0225	Commercial Dumpster	893	900	447	900	920	920	
0226	Storm Water	1,386	1,390	693	1,390	1,390	1,390	
0227	Cellular Telephone	868	1,100	700	1,050	1,050	1,050	
0236	Outside Services	48,321	44,000	31,178	44,000	44,000	44,000	
0237	Pest Control	548	750	420	550	700	700	
0293	Maint of Motor Veh/Fleet	925	400	1,527	1,530	1,000	1,000	
0294	Oil and Fluids/Fleet	33	100	35	70	70	70	
0296	Maint of Equipment/Fleet	310	1,000	146	500	750	750	
	Contractual Services	160,385	148,930	114,007	152,800	152,780	152,780	3,850
0301	Office Supplies	37	100	110	120	100	100	
0302	Inhouse Printing	2	10	0	10	10	10	
0303	Computer Operating Supply	130	150	381	390	150	150	
0306	Cleaning/Janitor Supplies	9,056	11,000	8,702	10,000	10,500	10,500	
0310	Gasoline & Oil	1,306	1,340	1,194	1,340	1,400	1,400	
0313	Vehicle Maint Supplies	0	50	15	50	50	50	
0314	Building Maint. Supplies	4,003	4,000	4,756	4,760	4,000	4,000	
0315	Land Maintenance Supplies	498	400	316	400	400	400	
0316	Equip. Maint. Supplies	177	200	482	500	300	300	
0319	Safety Supplies	460	250	36	150	250	250	
0320	Small Tools	3,238	3,000	1,963	3,000	3,000	3,000	
0333	All Other Supplies	2,532	2,500	2,176	2,500	2,500	2,500	
0344	Small Equipment	1,816	1,200	1,194	1,200	1,200	1,200	
0345	Shop Supplies	1,010	1,000	689	1,200	1,100	1,100	
	Supplies & Materials	24,265	25,200	22,014	25,620	24,960	24,960	(240)
8000	Mayor's Exec Adj	0	0	0	0	0	(5,000)	
	Supplies & Materials	0	0	0	0	0	(5,000)	(5,000)
	OPERATIONS	283,420	273,560	209,553	280,920	278,680	273,680	120
TRAINING/REDUNDANT DATA (1802-709)								
0103	Temporary Wages	3,746	2,500	3,500	5,000	5,000	5,000	
0111	Fringes	218	440	203	880	210	210	
	Personal Services	3,964	2,940	3,703	5,880	5,210	5,210	2,270
0214	Maintenance of Buildings	1,704	750	12,382	12,390	2,500	2,500	
0216	Maint of Operating Equip	45	250	98	250	250	250	
0219	Maintenance of Land	105	100	443	450	150	150	
0222	Electricity	2,318	1,680	2,034	3,200	3,300	3,300	
0223	Natural Gas	686	550	659	1,000	1,000	1,000	
0224	Water & Sewer	171	160	202	270	280	280	
0225	Commercial Dumpster	127	100	151	200	200	200	
0226	Storm Water	158	130	189	250	250	250	
0236	Outside Services	1,124	530	845	1,100	1,000	1,000	
0237	Pest Control	158	40	105	110	40	40	
	Contractual Services	6,596	4,290	17,108	19,220	8,970	8,970	4,680
0306	Cleaning/Janitor Supplies	423	200	288	290	300	300	
0314	Building Maint. Supplies	19	50	231	300	100	100	
0333	All Other Supplies	0	50	0	50	50	50	
	Supplies & Materials	442	300	519	640	450	450	150
	OPERATIONS	11,002	7,530	21,330	25,740	14,630	14,630	7,100

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
MONUMENT MAINTENANCE (1803-709)								
0222	Electricity	0	0	0	0	1,400	1,400	
0236	Outside Services	0	0	681	690	100	100	
	CAPITAL OUTLAY	0	0	681	690	1,500	1,500	1,500
CAPITAL OUTLAY (1881-709)								
8108	Office Furniture & Equip.	6,984	3,000	4,700	4,700	3,000	3,000	
8133	All Other Equipment	637	3,000	1,887	1,900	3,000	3,000	
	CAPITAL OUTLAY	7,621	6,000	6,587	6,600	6,000	6,000	0
MUNICIPAL BUILDING		302,043	287,090	238,151	313,950	300,810	295,810	8,720
							Percent Budget Change	3.04%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Buildings Manager	Grade L3	0.95	Grade L3	0.95	\$64,530	\$64,450	\$66,430
OTHER COMPENSATION							
Accrued Wages	-		-		240	240	510
TEMPORARY							
Building Maint. Assistance	25.00 / hr.		25.00 / hr.		14,500	19,500	17,000
TOTAL	XXX	0.95	XXX	0.95	\$79,270	\$84,190	\$83,940

NEENAH POLICE DEPARTMENT

Department Head

Aaron Olson

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$6,355,685	\$6,854,320	\$7,060,820	3.01%	\$7,010,820	2.28%
No. of Employees (FTE)	53.67	53.67	53.17	-0.93%	53.17	-0.93%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Police (50,000)

Mayor's Comments:

I am recommending a \$50,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

We are Neenah’s Guardians. We keep our community safe while respecting the rights and dignity of every person we have contact with, whether victim, witness, or suspect. The two major emphasis of our department are to treat all people with dignity and respect, and to have out-of-squad car experiences with our community.

Activities:

During 2019, the Neenah Police Department saw extensive change. We changed our lobby hours, which allowed us to change our non-sworn staffing levels. We added three new positions, two full-time and one part-time. We added a full-time Evidence Custodian and an Open Records/Accreditation position. We also added a part-time Fleet Manager position. The department eliminated one full-time CommTech position, a part-time CommTech position and a part-time open records position. These changes will allow the Neenah Police Department to be more efficient and effective.

In 2019, the Neenah Police Department became accredited through the Wisconsin Law Enforcement Accreditation Group also known as WILEAG. Only about 7% of law enforcement agencies in Wisconsin are accredited by WILEAG.

We had significant changes in our leadership. We have a new Captain, Patrol Lieutenant, Patrol Sergeant, Investigator and a new Patrol Officer.

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

Crime Control:

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

Traffic Safety:

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

Quality-of-Life Maintenance:

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

Community Engagement:

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

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019 Accomplishments:

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

Other accomplishments over the past year include:

- Continued a voluntary leadership development program available to all employees
- Played a leadership role in the Party at the PAC, Special Olympics, Rotary, Leadership Fox Cities, YMCA, Fox Valley Tech Criminal Justice Advisory Board, Youth Go and Friendship Place
- Continued ongoing relationship with Fox Valley Technical College to include free training space for equipment donation
- Played in a significant role in training high school students and citizens in self-defense
- Completed the reconstruction of our internal evidence room
- Added a Tactical Emergency Medic (TEMS) from Neenah Menasha Fire Department to the SWAT Team
- Upgraded patrol fleet
- Received usage of a Donated Utility Terrain Vehicle (UTV) for special events from June until the end October
- Continued our social media outreach
- Expanded our Family Fun Night event
- Implemented a new employee evaluation process
- Implemented a new CAD and RMS system
- Participated in all Child Abuse review team meetings, Child Death review team meetings, Child Abduction response team meetings, Tri-County Sexual Assault review team and Internet Crime Against Children Task Force (ICAC)
- Worked to enhance our Wisconsin Incident Base Reporting (WIBRS) compliancy
- Streamlined report process to make it more time efficient
- Maintained stable staffing levels, which reduced our overtime budget
- Chief Olson attended the National FBI Academy
- Two supervisors completed Leading Police Organization School(LPO)
- One supervisor attended the International Police Mountain Bike Association Instructor Certification School (IPMBA)
- Assisted with statewide child forensic interview training
- Enhanced our Crisis Negotiator program
- Interagency training for mass casualty event

2020 Goals/Plans:

- Continue to build on our Neighborhood Policing strategy
- Send one supervisor to the Wisconsin Command College
- Send two supervisors to Leading Police Organization School (LPO)
- Enhance our Drone Program
- Participate in county-wide grant-funded traffic enforcement program
- Keep expenses at or below median for municipalities 17,500 – 30,000 population

Major Increases (Decreases) in 2020 Budget Request:

Other major increases/decreases expected for our 2020 budget include:

Salaries (0101) – \$105,320 increase per the Finance Department due to the new Union contract
Overtime Wages (0103) - \$14,000 decrease based on historical trends and reallocation of positions
Health Insurance (0110) - \$35,990 increase per Finance Department
Travel Allowance (0122) - \$2,000 decrease based on historical trends
Maintenance of Computer Hardware (0210) - \$1,250 increase per IS Department
Maintenance of Motor Vehicles (0213) - \$2,000 increase due to second year of new fleet
Maintenance of Buildings (0214) - \$3,240 increase due to aging building

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Major Increases (Decreases) in 2020 Budget Request - Continued:

Maintenance of Software (0218) - \$2,200 increase per IS Department
Cellular Telephone (0227) - \$3,740 increase based on current service plans
Care of Prisoners (0231) - \$3,000 decrease based on court order mandates changing prisoner timeframes
Outside Software Services (0235) - \$1,290 decrease per IS Department
IS Services /Internal (0255) - \$50,800 increase per IS Department
Office Supplies (0301) - \$4,000 decrease since the agency is going more paperless
Gas & Oil (0310) \$2,550 increase per the Finance Department (5% increase)
Small Computer Hardware (0347) - \$2,500 decrease per IS Department
Neighborhood Policing (0349) - \$1,500 increase due to structuring the program and assisting with community needs.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

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

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
8108	<u>Office Furniture and Equipment</u>		\$2,500
	<u>Office Furniture Replacement</u> Replacement of chairs, tables, and desks as necessary.	\$2,500	
8113	<u>Communication Equipment</u>		\$6,000
	Portable Radio Encryption	\$6,000	
8115	<u>Computer Hardware Outlay</u>		\$8,000
	Our Information Services professionals help us define what computer equipment needs to be replaced, and the product to replace it with.	\$8,000	
8133	<u>All Other Equipment</u>		\$26,580
	<u>Batshields</u> Two Batshields for patrol to replace expired Batshields. \$2,500 each.	\$5,000	
	<u>Ballistic Patrol Helmet Replacement</u> These helmets are already expired. 8 x \$625	\$5,000	
	<u>Ballistic SWAT Helmet Replacement</u> Helmets expire in 2020. 12 x \$665	\$7,980	
	<u>Automated External Defibrillators</u> Replace as needed. \$1600/each	\$3,200	
	<u>Special Event Active Shooter Kits</u> Discreet Carry Weapon Platform & Backpack with medical supplies 4 x \$1100	\$4,400	
	<u>Fitness Equipment</u> Air Dyne Bike	\$1,000	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	3,520,590	3,712,100	2,493,456	3,633,860	3,821,430	3,821,430	
0103	Temporary Wages	89,384	105,400	64,472	105,000	105,000	105,000	
0104	Overtime Wages	264,455	386,520	202,617	336,560	373,500	373,500	
0105	Reimbursement Wage/Fringe	(34,117)	(20,000)	(18,299)	(20,000)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,416	2,300	1,310	2,300	2,300	2,300	
0108	Grant Overtime	13,804	20,000	11,442	20,000	20,000	20,000	
0110	Health Insurance	721,040	756,020	567,027	756,020	793,060	793,060	
0111	Fringes	974,062	985,100	650,712	954,440	977,860	977,860	
0112	Grant Fringes	3,209	4,460	2,552	4,460	4,550	4,550	
0115	Training	35,646	47,700	32,316	47,700	48,300	48,300	
0117	Clothing Allowance	43,662	56,790	38,855	56,790	56,790	56,790	
0120	Protective Vest Repl Fd	3,200	2,400	2,400	2,400	3,000	3,000	
0122	Travel Expenses	478	3,000	824	1,000	1,000	1,000	
0123	Auto Allowance	137	250	82	250	0	0	
0125	Employee Schooling Reimb.	600	1,200	0	0	600	600	
0126	Department Awards	956	2,000	0	3,000	2,000	2,000	
0128	Empl Recognition Awards	324	530	375	530	310	310	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
PERSONAL SERVICES		5,639,846	6,066,270	4,050,141	5,904,310	6,189,700	6,189,700	123,430
CONTRACTUAL SERVICES								
0202	Outside Printing	1,316	2,000	703	2,000	1,500	1,500	
0203	Postage	2,027	1,900	1,073	1,900	2,000	2,000	
0204	Conferences & Meetings	1,727	2,430	1,374	1,920	2,430	2,430	
0207	Dues & Memberships	2,945	2,490	2,160	2,490	3,100	3,100	
0210	Maint of Computer Hardwre	775	750	0	750	2,000	2,000	
0212	Maint of Office Equipment	216	500	0	250	500	500	
0213	Maint of Motor Vehicles	21,373	15,350	13,428	14,400	17,550	17,550	
0214	Maint of Buildings	26,347	34,760	25,716	34,760	38,000	38,000	
0215	Maint of Radio Equipment	7,585	10,150	9,390	10,150	10,800	10,800	
0216	Maint of Operating Equip	4,162	4,300	1,304	2,500	4,300	4,300	
0218	Maint Of Software	33,546	33,750	27,524	33,750	35,950	35,950	
0219	Maintenance of Land	154	2,000	3,699	3,700	2,000	2,000	
0221	Telephone	5,236	4,600	3,467	5,280	5,280	5,280	
0222	Electricity	36,800	41,570	24,220	40,000	41,000	41,000	
0223	Natural Gas	13,753	13,490	8,887	13,490	13,900	13,900	
0224	Water & Sewer	3,958	4,000	2,925	4,000	4,200	4,200	
0225	Commercial Dumpster	1,427	1,390	1,158	1,390	1,400	1,400	
0226	Storm Water	1,932	1,940	1,449	1,940	1,940	1,940	
0227	Cellular Telephone	14,659	13,150	8,723	13,150	17,040	17,040	
0228	Other Communications/GPS	859	900	640	900	900	900	
0231	Care of Prisoners	13,855	15,000	5,815	12,000	12,000	12,000	
0235	Outside Software Services	8,623	18,330	12,749	17,830	17,040	17,040	
0236	Outside Services	31,808	37,330	21,361	37,230	38,300	38,300	
0237	Pest Control	382	400	73	200	400	400	
0238	Professional Services	1,345	1,000	959	1,200	1,200	1,200	

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF POLICE DEPARTMENT BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>CONTRACTUAL SERVICES cont.</u>								
0254	Printer / Copies	7,403	8,450	5,532	8,450	8,450	8,450	
0255	IS Services / Internal	269,180	290,830	218,928	308,100	347,250	347,250	
0262	Public Relations/Services	3,914	5,000	3,722	5,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	28,967	18,720	24,212	24,940	19,500	19,500	
0294	Oil and Fluids/Fleet	1,442	2,180	963	2,180	2,180	2,180	
	CONTRACTUAL SERVICES	547,716	588,660	432,154	605,850	657,110	657,110	68,450
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	12,578	14,000	6,751	10,000	10,000	10,000	
0302	Inhouse Printing	379	500	184	500	500	500	
0303	Computer Operation Suppli	1,909	3,100	2,579	3,100	3,100	3,100	
0306	Cleaning/Janitor Supplies	8,830	7,700	5,945	7,700	8,000	8,000	
0308	Books and Periodicals	96	1,000	248	750	1,000	1,000	
0310	Gasoline & Oil	61,412	61,190	39,567	57,290	60,170	60,170	
0319	Safety Supplies	14,869	17,740	6,088	17,740	18,000	18,000	
0320	Small Tools	455	720	335	720	720	720	
0323	Dog Supplies	1,872	4,000	1,599	2,500	4,000	4,000	
0326	Photography Supplies	1,594	2,100	87	2,100	2,100	2,100	
0329	Targets & Ammunition	16,758	18,880	9,268	18,880	18,880	18,880	
0333	All Other Supplies	7,265	9,660	3,812	9,660	9,660	9,660	
0343	Small Program Packages	1,478	1,600	352	1,600	1,500	1,500	
0344	Small Equipment	5,176	16,870	4,707	17,020	16,800	16,800	
0347	Small Computer Hardware	11,308	14,500	6,555	12,000	12,000	12,000	
0348	Bike Patrol	1,989	3,000	409	3,000	3,000	3,000	
0349	Neighborhood Policing	0	0	0	0	1,500	1,500	
	SUPPLIES & MATERIALS	147,968	176,560	88,486	164,560	170,930	170,930	(5,630)
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	2,841	2,500	0	2,500	2,500	2,500	
8113	Communication Equipment	0	0	0	0	6,000	6,000	
8114	Computer Software Outlay	0	0	3,010	3,010	0	0	
8115	Computer Hardware Outlay	14,619	8,000	1,392	8,000	8,000	8,000	
8133	All Other Equipment	2,695	12,330	5,961	12,330	26,580	26,580	
	CAPITAL OUTLAY	20,155	22,830	10,363	25,840	43,080	43,080	20,250
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	0	0	0	0	(50,000)	
	MAYOR'S ADJUSTMENT	0	0	0	0	0	(50,000)	(50,000)
	TOTAL POLICE	6,355,685	6,854,320	4,581,144	6,700,560	7,060,820	7,010,820	156,500
							Percent Budget Change	2.28%

**CITY OF NEENAH
OPERATING BUDGET
*** POLICE EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2020**

<u>POLICE DEPARTMENT DIVISION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
Operations	5,913,948	6,377,030	4,308,934	6,224,660	6,551,940	6,501,940	124,910
Police Firing Range	18,210	20,490	10,334	20,530	20,490	20,490	-
School Liaison Program	266,874	274,300	151,328	272,140	286,780	286,780	12,480
Police Crossing Guards	57,516	70,960	37,801	70,550	70,240	70,240	(720)
CSA / Animal Control	64,773	72,840	52,961	72,290	71,050	71,050	(1,790)
K-9 Project	14,209	15,870	9,421	14,550	17,240	17,240	1,370
Capital Outlay-Police	20,155	22,830	10,363	25,840	43,080	43,080	20,250
TOTAL POLICE	6,355,685	6,854,320	4,581,142	6,700,560	7,060,820	7,010,820	156,500
						Percent Budget Change	2.28%

POLICE REVENUES:

Public Safety Revenue	206,839	211,000	104,599	210,000	218,000	218,000	7,000
Fines/Forfeitures/Other	99,291	104,000	75,131	98,400	100,000	100,000	(4,000)
TOTAL REVENUES	306,130	315,000	179,730	308,400	318,000	318,000	3,000
						Percent Budget Change	0.95%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Chief	Grade S3	1.00	Grade S3	1.00	\$97,480	\$97,480	\$99,420
Assistant Chief	Grade P3	1.00	Grade P3	1.00	92,790	93,010	94,820
Captain	Grade P3	1.00	Grade P3	1.00	92,350	84,610	94,820
Lieutenants	73,283-81,804	6.00	75,126-83,862	6.00	517,860	520,700	526,050
Liaison Officers	63,142-74,385	2.00	64,730-76,256	2.00	153,480	152,480	158,170
Investigative	63,142-74,385	4.00	64,730-76,256	4.00	315,620	287,250	320,240
Community Policing Coord.	63,142-74,385	1.00	64,730-76,256	1.00	77,770	77,280	79,240
Sergeants-Patrol	63,502-74,745	4.00	65,090-76,616	4.00	316,440	310,480	318,690
Sergeant-Investigative	63,502-74,745	1.00	65,090-76,616	1.00	79,150	71,240	80,390
Patrol Officer	49,502-70,857	20.00	50,748-72,640	20.00	1,368,430	1,359,230	1,401,170
Communication Techs	Grade F3	4.00	Grade F3	3.00	160,150	121,860	118,330
Support SVC Coordinator	Grade K3	1.00	Grade K3	1.00	54,920	54,920	55,510
Evidence Custodian*	Grade G3	1.00	Grade G3	1.00	8,680	7,950	48,450
Administrative Services Tech	Grade G3	1.00	Grade G3	1.00	47,230	47,230	47,700
Records/LRMS Coordinator	Grade G3	1.00	Grade G3	1.00	48,390	48,390	48,690
Rec. Coordinator/Crt Officer	Grade G3	1.00	Grade G3	1.00	39,630	40,170	40,540
Building Custodian	Grade G3	1.00	Grade G3	1.00	52,840	52,840	53,170
Records Clerk/Data Entry	Grade F3	1.00	Grade F3	1.00	42,410	41,140	41,670
Records/Accreditation Asst.	-	-	Grade F3	1.00	0	10,340	41,360
Subtotal		52.00		52.00	\$3,565,620	\$3,478,600	\$3,668,430
PART-TIME							
Fleet Maint. Specialist	Grade G	-	Grade G	0.50	0	8,200	19,680
Admin. Asst.	Grade F	0.67	Grade F	0.67	24,230	24,230	24,570
Comm Techs	Grade F	0.50	-	-	22,430	12,940	0
Records Clerk/Data Entry	Grade F	0.50	-	-	19,410	9,630	0
OTHER COMPENSATION							
Holiday Worked	-	-	-	-	32,000	32,000	32,000
Firearm Certifications	-	-	-	-	57,660	57,660	57,660
Accrued Wages	-	-	-	-	10,600	10,600	20,090
TEMPORARY							
Office/Complaint Clerks	15.00/hr		15.00/hr		1,000	1,000	1,000
Community Service Aide(6)	10.50/hr		10.50/hr		40,000	40,000	40,000
Parking Officers(3)	10.50/hr		10.50/hr		40,000	40,000	40,000
Crossing Guards	15.00-19.77/hr.		15.00-19.77/hr.		64,400	64,000	64,000
Overtime							
Operating	-		-		386,520	336,560	373,500
FLSA Overtime	-		-		2,300	2,300	2,300
TOTAL	XXX	53.67	XXX	53.17	\$4,266,170	\$4,117,720	\$4,343,230

*Funded for Oct.1 start date in 2019

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY								
<u>POLICE OPERATIONS (2101-711)</u>								
0101	Salaries	3,365,335	3,548,030	2,408,741	3,471,870	3,653,350	3,653,350	
0103	Temporary Wages	485	1,000	558	1,000	1,000	1,000	
0104	Overtime Wages	235,696	360,000	187,565	310,000	346,000	346,000	
0105	Reimbursement Wage/Fringe	(34,117)	(20,000)	(18,299)	(20,000)	(20,000)	(20,000)	
0106	FLSA Overtime Wages	2,416	2,300	1,310	2,300	2,300	2,300	
0108	Grant Overtime	13,804	20,000	11,442	20,000	20,000	20,000	
0110	Health Insurance	692,750	726,510	544,887	726,510	762,500	762,500	
0111	Fringes	922,271	934,540	623,909	904,400	927,540	927,540	
0112	Grant Fringes	3,209	4,460	2,552	4,460	4,550	4,550	
0115	Training	31,321	45,000	30,587	45,000	45,000	45,000	
0117	Clothing Allowance	39,116	50,790	35,897	50,790	50,790	50,790	
0120	Protective Vest Repl Fd	3,200	2,400	2,400	2,400	3,000	3,000	
0122	Travel Expenses	478	3,000	824	1,000	1,000	1,000	
0123	Auto Allowance	137	250	82	250	0	0	
0125	Employee Schooling Reimb.	600	1,200	0	0	600	600	
0126	Department Awards	956	2,000	0	3,000	2,000	2,000	
0128	Empl Recognition Awards	324	530	375	530	310	310	
0129	Misc Personal/Union Contr	0	500	0	0	0	0	
	Personal Services	5,277,981	5,682,510	3,832,830	5,523,510	5,799,940	5,799,940	117,430
0202	Outside Printing	1,316	2,000	703	2,000	1,500	1,500	
0203	Postage	2,027	1,900	1,073	1,900	2,000	2,000	
0204	Conferences & Meetings	1,423	2,000	1,150	1,600	2,000	2,000	
0207	Dues & Memberships	2,845	2,300	2,160	2,300	2,900	2,900	
0210	Maint of Computer Hardwre	775	750	0	750	2,000	2,000	
0212	Maint of Office Equipment	216	500	0	250	500	500	
0213	Maint of Motor Vehicles	20,255	14,000	11,751	11,760	16,000	16,000	
0214	Maint of Buildings	26,347	34,760	25,716	34,760	38,000	38,000	
0215	Maint of Radio Equipment	7,585	9,500	8,806	9,500	9,500	9,500	
0216	Maint of Operating Equip	4,162	4,300	1,304	2,500	4,300	4,300	
0218	Maint Of Software	33,546	33,750	27,524	33,750	35,950	35,950	
0219	Maintenance of Land	154	2,000	3,699	3,700	2,000	2,000	
0221	Telephone	5,236	4,600	3,467	5,280	5,280	5,280	
0222	Electricity	36,800	41,570	24,220	40,000	41,000	41,000	
0223	Natural Gas	13,753	13,490	8,887	13,490	13,900	13,900	
0224	Water & Sewer	3,958	4,000	2,925	4,000	4,200	4,200	
0225	Commercial Dumpster	1,427	1,390	1,158	1,390	1,400	1,400	
0226	Storm Water	1,932	1,940	1,449	1,940	1,940	1,940	
0227	Cellular Telephone	12,883	11,500	7,834	11,500	15,240	15,240	
0228	Other Communications/GPS	859	900	640	900	900	900	
0231	Care of Prisoners	13,855	15,000	5,815	12,000	12,000	12,000	
0235	Outside Software Services	8,623	17,830	12,749	17,830	16,540	16,540	
0236	Outside Services	16,806	21,330	9,158	21,000	21,000	21,000	
0237	Pest Controls	382	400	73	200	400	400	
0254	Printer / Copies	7,403	8,450	5,532	8,450	8,450	8,450	
0255	IS Services / Internal	261,570	283,250	213,223	300,000	334,050	334,050	
0262	Public Relations/Services	3,914	5,000	3,722	5,000	5,000	5,000	
0293	Maint Of Motor Veh/Fleet	26,373	15,000	19,035	19,040	15,000	15,000	
0294	Oil and Fluids/Fleet	1,312	1,500	786	1,500	1,500	1,500	
	Contractual Services	517,737	554,910	404,559	568,290	614,450	614,450	59,540

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
POLICE OPERATIONS/CAP. OUTLAY (cont.)								
0301	Office Supplies	12,578	14,000	6,751	10,000	10,000	10,000	
0302	Inhouse Printing	379	500	184	500	500	500	
0303	Computer Operation Suppli	1,909	3,100	2,579	3,100	3,100	3,100	
0306	Cleaning/Janitor Supplies	8,830	7,700	5,945	7,700	8,000	8,000	
0308	Books and Periodicals	96	1,000	248	750	1,000	1,000	
0310	Gasoline & Oil	53,839	50,850	35,265	50,850	53,400	53,400	
0319	Safety Supplies	14,869	17,740	6,088	17,740	18,000	18,000	
0320	Small Tools	455	720	335	720	720	720	
0326	Photography Supplies	1,594	2,100	87	2,100	2,100	2,100	
0333	All Other Supplies	4,756	6,830	3,043	6,830	6,830	6,830	
0343	Small Program Packages	1,478	1,600	352	1,600	1,500	1,500	
0344	Small Equipment	4,150	15,970	3,709	15,970	15,900	15,900	
0347	Small Computer Hardware	11,308	14,500	6,555	12,000	12,000	12,000	
0348	Bike Patrol	1,989	3,000	409	3,000	3,000	3,000	
0349	Neighborhood Policing	0	0	0	0	1,500	1,500	
	Supplies & Materials	118,230	139,610	71,550	132,860	137,550	137,550	(2,060)
	POLICE OPERATIONS	5,913,948	6,377,030	4,308,939	6,224,660	6,551,940	6,551,940	174,910
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CAPITAL OUTLAY (2181-711)								
8108	Office Furniture & Equip	2,841	2,500	0	2,500	2,500	2,500	
8113	Communication Equipment	0	0	0	0	6,000	6,000	
8114	Computer Software Outlay	0	0	3,010	3,010	0	0	
8115	Computer Hardware Outlay	14,619	8,000	1,392	8,000	8,000	8,000	
8133	All Other Equipment	2,695	12,330	5,961	12,330	26,580	26,580	
	Capital Outlay	20,155	22,830	10,363	25,840	43,080	43,080	20,250
MAYOR'S EXECUTIVE ADJUSTMENT								
8000	Mayor's Executive Adj	0	0	0	0	0	(50,000)	
	Mayor's Adjustment	0	0	0	0	0	(50,000)	(50,000)
POLICE OPERATIONS/CAP OUTLAY		5,934,103	6,399,860	4,319,302	6,250,500	6,595,020	6,545,020	145,160
						Percent Budget Change		2.27%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

POLICE FIRING RANGE (2103-711)

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Maintained 100% compliance with State of Wisconsin Handgun standards
- Utilized improved training tower at Station 31
- Purchased and transitioned to new handguns, weapon lights and holsters for all sworn officers
- Saved over \$8,000 for facility rental at FVTC PSTC due to ongoing exchange of services agreement
- Utilized a privately-owned range at no cost

2020 Goals/Plans:

- Maintain 100% compliance with State of Wisconsin Handgun standards
- Continue to receive free facility rental at FVTC PSTC due to ongoing exchange of services agreement

Major Increases/Decreases in 2020 Budget Request:

No Major Changes

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SCHOOL LIAISON PROGRAM (2104-711)

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Revised the Memorandum of Understanding between NPD and NJSD
- Assisted in creating Vaping and Sexting Ordinances for the City of Neenah
- Modernize the name of the program to School Resource Officer(SRO) to align with National and State standards

2020 Goals/Plans:

- Continue our excellent working relationship with the NJSD

Major Increases/Decreases in 2020 Budget Request:

IS Services/Internal (0255) – \$5,620 increase per IS Budget Projection.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

POLICE CROSSING GUARDS (2105-711)

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Conducted hiring process for additional guards
- Develop a new annual evaluation system for the Crossing Guards
- Completed Crossing Guard evaluations for each guard
- Trained eight (8) new Crossing Guards

2020 Goals/Plans:

- Monitor traffic changes caused by detours, construction, etc. for impact on student safety
- Share information with the City Traffic Engineer to identify crossing guard locations that should be created/eliminated
- Continue with the annual evaluations for each crossing guard after the 2019/2020 school year
- Recognize our members in 2020 for the 100th year anniversary of Crossing Guards in the United States.

Major Increases/Decreases in 2020 Budget Request:

No Major Changes

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

CSA/ANIMAL CONTROL (2107-711)

Goals/Responsibilities:

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

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

Activities:

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

2019 Accomplishments:

- Hired 5 CSA's, retained 4
- Implemented the baton (with training) to the available tools to keep CSA's safe from vicious animals
- Provided more regularly scheduled coverage for parking enforcement and CSA staffing
- Obtained new hybrid parking vehicle

2020 Goals/Plans:

- Implement new/updated CSA manual
- Increase types of calls for service CSA's will be able to respond to
- Increase training to better prepare CSA's for future jobs in law enforcement

Major Increases/Decreases in 2020 Budget Request:

Outside Services (0236) – \$1,000 increase due to the new 2019/2020 contract with the Animal Shelter.

Gasoline & Oil (0310) – This line item has now been broken down between Parking and CSA Budgets; this line item shows a decrease of \$3,600

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

K9 Program (2109-711)

Goals/Responsibilities:

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

The K9 program was expanded and we currently have two dogs. This allows us to continue with two working K9 teams, with the dogs having staggered retirement dates (estimated working life of a K9 is about 6 years).

Activities:

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

2019 Accomplishments:

- Completed fundraising for next K-9 Team (Cedric's replacement)
- Next K9 handler selection process completed
- Contracted with K9 vendor/trainer for next K9 Team to start training in spring 2020
- Conducted dozens of narcotics sniffs and several subject tracks for wanted individuals
- Participated in several public demonstrations and presentations
- Completed several major seizures of drugs

2020 Goals/Plans:

- Complete training and bring new K9 team to the street
- Send current team to S.K.I.D.D.S (SWAT & K9's Interacting During Deployment School)
- Send all teams to basic/advanced K9 first aid classes

Major Increases/Decreases in 2020 Budget Request:

No major changes

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
POLICE FIRING RANGE (2103-711)								
0204	Conferences & Meetings	255	360	175	250	360	360	
	Contractual Services	255	360	175	250	360	360	0
0329	Targets & Ammunition	16,758	18,880	9,268	18,880	18,880	18,880	
0333	All Other Supplies	246	500	0	500	500	500	
0344	Small Equipment	951	750	891	900	750	750	
	Supplies & Materials	17,955	20,130	10,159	20,280	20,130	20,130	0
	POLICE FIRING RANGE	18,210	20,490	10,334	20,530	20,490	20,490	0
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POLICE SCHOOL LIAISON (2104-711)								
0101	Salaries	151,159	158,070	80,330	155,990	162,080	162,080	
0104	Overtime Wages	28,674	26,520	15,012	26,520	27,500	27,500	
0110	Health Insurance	28,290	29,510	22,140	29,510	30,560	30,560	
0111	Fringes	46,600	45,110	23,303	44,600	45,400	45,400	
0115	Training	610	1,300	576	1,300	1,300	1,300	
0117	Clothing Allowance	1,340	1,500	1,170	1,500	1,500	1,500	
	Personal Services	256,673	262,010	142,531	259,420	268,340	268,340	6,330
0207	Dues & Memberships	0	50	0	50	50	50	
0213	Maint of Motor Vehicles	572	750	0	750	750	750	
0215	Maint of Radio Equipment	0	500	435	500	1,000	1,000	
0227	Cellular Telephone	1,147	1,250	735	1,250	1,250	1,250	
0235	Outside Software Services	0	500	0	0	500	500	
0255	IS Services / Internal	7,610	7,580	5,706	8,100	13,200	13,200	
0293	Maint Of Motor Veh/Fleet	574	1,000	1,407	1,410	1,000	1,000	
0294	Oil and Fluids/Fleet	0	220	84	220	220	220	
	Contractual Services	9,903	11,850	8,367	12,280	17,970	17,970	6,120
0310	Gasoline & Oil	298	440	429	440	470	470	
	Supplies & Materials	298	440	429	440	470	470	30
	POLICE SCHOOL LIAISON	266,874	274,300	151,327	272,140	286,780	286,780	12,480

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
SCHOOL CROSSING GUARDS (2105-711)								
0103	Temporary Wages	53,121	64,400	34,547	64,000	64,000	64,000	
0111	Fringes	2,516	2,520	1,352	2,510	2,200	2,200	
0117	Clothing Allowance	1,557	2,440	1,228	2,440	2,440	2,440	
	Personal Services	57,194	69,360	37,127	68,950	68,640	68,640	(720)
0204	Conferences & Meetings	49	70	49	70	70	70	
	Contractual Services	49	70	49	70	70	70	0
0333	All Other Supplies	273	1,530	625	1,530	1,530	1,530	
	Supplies & Materials	273	1,530	625	1,530	1,530	1,530	0
	SCHOOL CROSSING GUARDS	57,516	70,960	37,801	70,550	70,240	70,240	(720)
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ANIMAL CONTROL (2107-711)								
0103	Temporary Wages	35,778	40,000	29,368	40,000	40,000	40,000	
0104	Overtime Wages	85	0	39	40	0	0	
0111	Fringes	1,703	1,560	1,147	1,560	1,370	1,370	
0117	Clothing Allowance	1,649	2,060	561	2,060	2,060	2,060	
	Personal Services	39,215	43,620	31,115	43,660	43,430	43,430	(190)
0213	Maint of Motor Vehicles	328	100	1,635	1,640	300	300	
0215	Maint of Radio Equipment	0	150	149	150	300	300	
0227	Cellular Telephone	629	400	155	400	550	550	
0236	Outside Services	14,928	16,000	12,051	16,000	17,000	17,000	
0293	Maint Of Motor Veh/Fleet	1,983	2,000	3,770	3,770	2,500	2,500	
0294	Oil and Fluids/Fleet	130	220	93	220	220	220	
	Contractual Services	17,998	18,870	17,853	22,180	20,870	20,870	2,000
0310	Gasoline & Oil	7,275	9,900	3,872	6,000	6,300	6,300	
0333	All Other Supplies	210	300	14	300	300	300	
0344	Small Equipment	75	150	108	150	150	150	
	Supplies & Materials	7,560	10,350	3,994	6,450	6,750	6,750	(3,600)
	COMMUN. SERV. OFFICERS/ ANIMAL CONTROL	64,773	72,840	52,962	72,290	71,050	71,050	(1,790)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
K-9 PROJECT (2109-711)								
0101	Salaries	4,096	6,000	4,385	6,000	6,000	6,000	
0111	Fringes	972	1,370	1,001	1,370	1,350	1,350	
0115	Training	3,715	1,400	1,153	1,400	2,000	2,000	
	Personal Services	8,783	8,770	6,539	8,770	9,350	9,350	580
0207	Dues & Memberships	100	140	0	140	150	150	
0213	Maint of Motor Vehicles	218	500	42	250	500	500	
0236	Outside Services	74	0	152	230	300	300	
0238	Professional Services	1,345	1,000	959	1,200	1,200	1,200	
0293	Maint Of Motor Veh/Fleet	37	720	0	720	1,000	1,000	
0294	Oil and Fluids/Fleet	0	240	0	240	240	240	
	Contractual Services	1,774	2,600	1,153	2,780	3,390	3,390	790
0323	Dog Supplies	1,872	4,000	1,599	2,500	4,000	4,000	
0333	All Other Supplies	1,780	500	130	500	500	500	
	Supplies & Materials	3,652	4,500	1,729	3,000	4,500	4,500	0
	K-9 PROJECT	14,209	15,870	9,421	14,550	17,240	17,240	1,370
TOTAL POLICE DEPARTMENT		6,355,685	6,854,320	4,581,147	6,700,560	7,060,820	7,010,820	156,500
							Percent Budget Change	2.28%

NEENAH-MENASHA FIRE RESCUE

Department Head

Kevin Kloehn

Major Activities

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

The estimated City of Neenah share of departmental costs for 2020 is 59.30%.

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

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$4,918,858	\$5,047,520	\$5,285,050	4.71%	\$5,154,590	2.12%
No. of Employees (FTE)	40.50	40.48	40.32	-0.40%	40.32	-0.40%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue (130,460)

Mayor's Comments:

City of Neenah 59.30% share of net total of \$130,460 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include wages, fringes, overtime, training, utilities, public education and PPE. A revenue increase is also projected for additional investment earnings. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Mission Statement:

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

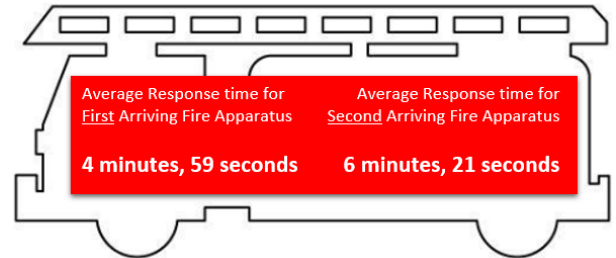
Vision Statement:

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

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

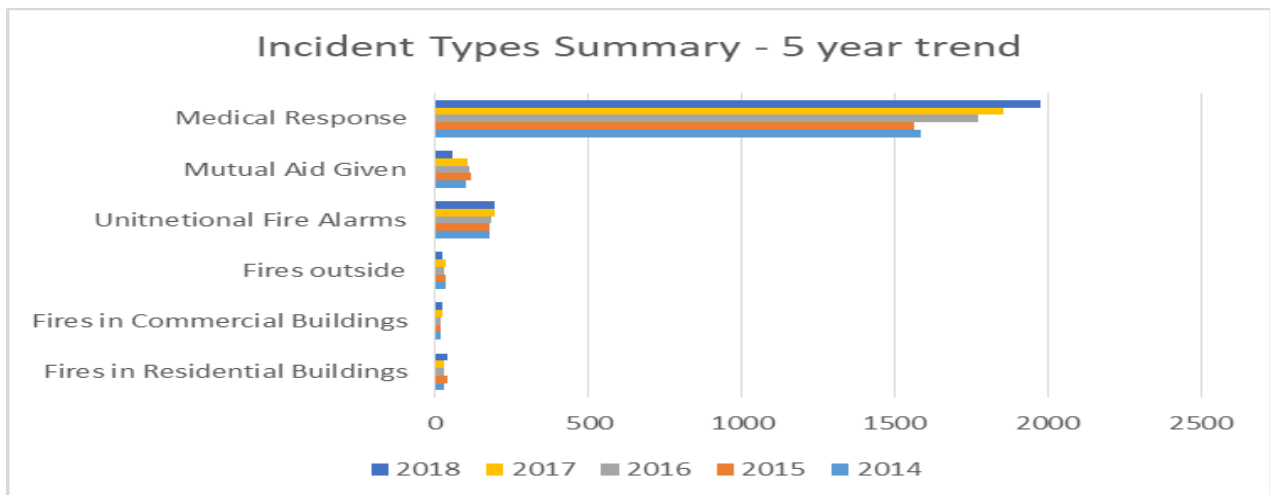
Operations

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



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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased.
- **Mutual Aid Given** is when we assist another community with providing our apparatus and personnel. (Note: Auto-aid with Appleton was suspended in June of 2018)
- **Rescues** are any call where we are requested to remove someone from harm. They include, but are not limited to water, ice, trench, high angle, confined space and crash rescue.
- **Unintentional Fire Alarms** are typically received from residential facilities. They are alarms where the alarm system functioned as designed but there was not a fire.
- **Fires outside** include both natural and intentionally started fires. Recreational burning (fire pits) as well as grass and other outside fires.
- **Fires in Commercial Buildings** are those calls where often an alarm system notifies us and there is actually a fire. Commercial property loss is much greater than residential property loss.
- **Fires in Residential Buildings** include single family, multi-family and assisted living facilities.



**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

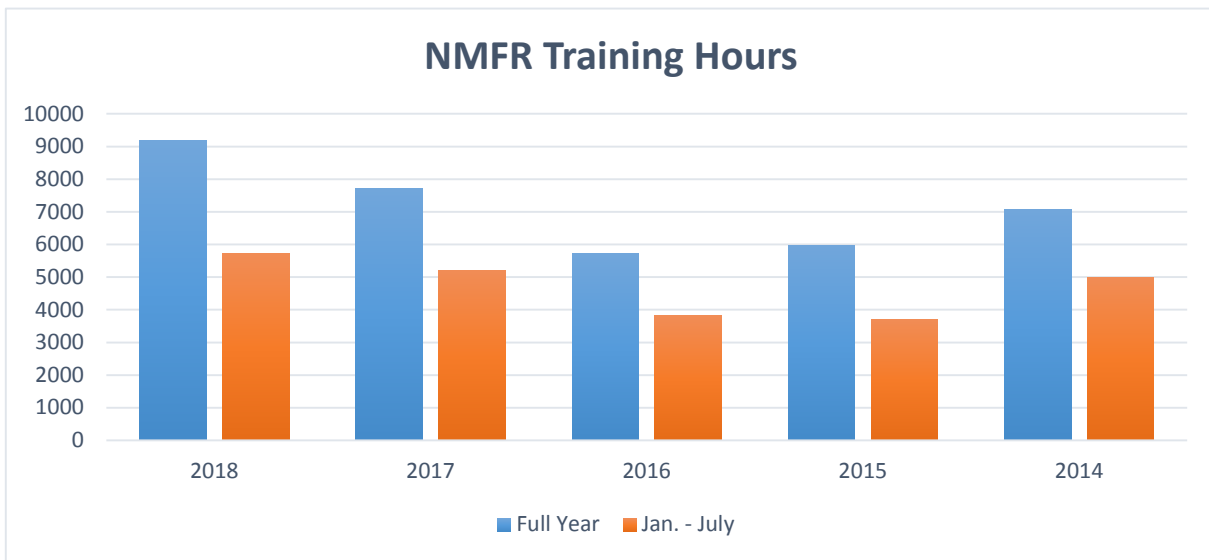
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

In June of 2018 our auto aid with the Appleton Fire Department was suspended due to a change made by Outagamie County. We continue to work with Appleton FD as needed for structure fires via our Mutual Aid Agreements. We hope to have the needed technology completed between Winnebago and Outagamie County so we may resume automatic aid in the future. This agreement has proven beneficial for both cities. *D/C Voss*

Training

Training: By definition is “the action of teaching a person or animal a particular skill or type of behavior”. Fire and Rescue training is not practicing until you get it right, it is practicing until you can’t get it wrong. Since 2015, we have hired 12 new firefighters. Training “new” firefighters are only one portion of the department’s training needs. For every new entry level firefighter, there are “new” Drivers, Inspectors, Captains and Shift Commanders. This demand for training all levels of our department will always be critical for a well-run department. Looking towards the future of training in our department, the next 3-5 years we will replace 20 firefighters. To prepare for the future we have transitioned from “lesson plans” to Job Performance Requirements (JPR’s). JPR’s spell out how each “task” is to be completed. This affords our members to all be trained to our required level, on all 3 shifts at all 4 stations, in a consistent manner. To highlight some 2019 training that has been completed to date: One month recruit class, forcible entry, Rapid Intervention Team “RIT” firefighter rescue, swift water rescue, Rescue Task Force “RTF”, automotive extrication along with school bus extrication, mental health awareness and emergency medical service “EMS”.

Many of these training evolutions have been with neighboring departments, either hosted by NMFR or Appleton FD, Fox Crossing FD, Town of Neenah FD, City of Menasha Police Department, City of Neenah Police Department and Gold Cross Ambulance Service.



In 2018, NMFR staff averaged **135** hours of training. We are currently on pace of **200+** hours of training per employee for 2019.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Training topics include, but are not limited to:

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

In the Training Division, there is a tremendous amount to do. I am very fortunate to have so many subject matter experts (SME) on the department. These SME’s are great assets to our department, I am able to schedule training to be given to the rest of the department by these individuals. As stated above, *“training is not practicing until you get it right, it is practicing until you can’t get it wrong”*. We are on pace to have near 18,000 hours of training in 2019. That sounds like an unimaginable amount of training, but when lives are at stake, our citizens and firefighters deserve to be trained to the highest level possible. **A/C Peglow**

Fire Prevention, Fire Investigations and Public Education

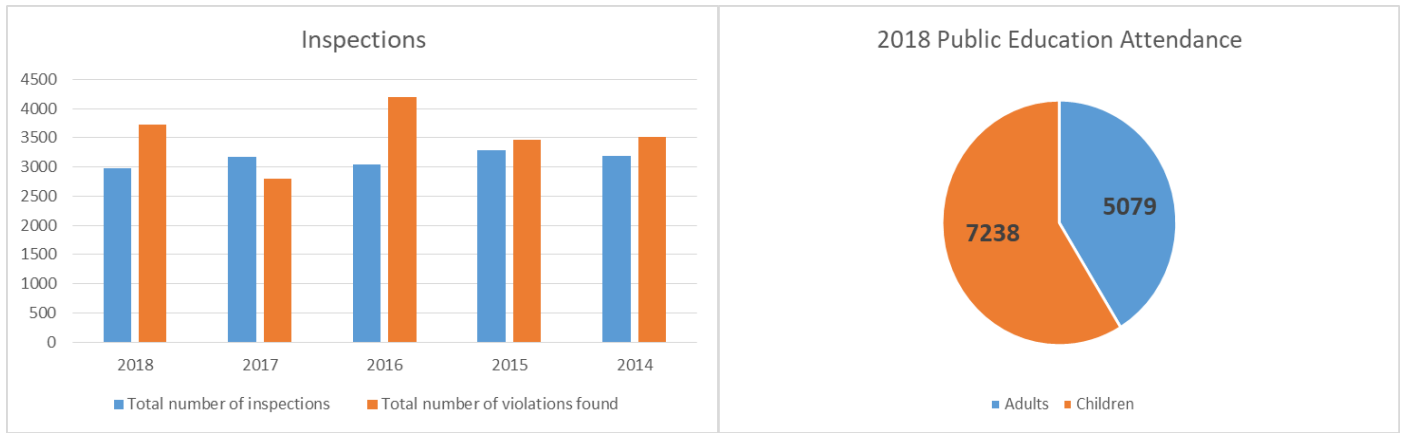
Neenah-Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of fire prevention, fire investigations and public education. Fire prevention is not simply conducting fire inspections. It also includes detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, as well as changes to any and all fire detection and suppression systems in all commercial properties and multi-family residential facilities. Over the past several years, both Neenah and Menasha have had several significant construction projects throughout the two communities. We have worked very closely with property owners, architects, engineers, developers and building officials to ensure that all projects are completed with fire and life safety as our number one priority. Each year NMFR conducts in excess of 3,000 inspections to assist property and business owners with identifying potential fire and life safety concerns. NMFR is required, by Wisconsin State Statute, to perform fire inspections for all commercial businesses and multi-family (3 family or more) residential structures, within our jurisdiction, two times annually (with few exceptions). This is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2019, the City of Neenah’s 2% dues was \$84,975.48, and the City of Menasha’s was \$45,958.92.

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

We also continue to be very pro-active in our fire prevention/public safety educational programs, as well as, the juvenile fire setter intervention programs. Our Public Education Team, along with line personnel, provide public education programs and fire/life safety presentations and information to more than 10,000 children and adults annually. We continue to conduct fire safety programs at each and every public and private elementary school in the Neenah and Menasha Schools Districts during fire prevention month in October. NMFR has installed in excess of 391 smoke detectors in single-family residential homes throughout the cities of Neenah and Menasha at no cost to the residents or NMFR, as all of the smoke detectors have been donated to NMFR’s smoke detector program. We provide educational presentations and information for elderly residential and health care facilities. We meet with and provide information for industrial, commercial and residential facilities, to assist them with creating and maintaining proper fire and life safety emergency action plans. Public education and fire prevention are both difficult to gain a true perspective of the quantifiable numbers of fires prevented and/or lives saved due to the information shared and lessons learned during the presentations. However, we are very confident that maintaining the outstanding level of service that we provide, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha. **A/C Green**

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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



2019 Accomplishments:

- Meet the department’s growing need for training all personnel.
- Had multiple training events with different agencies (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improved our training records management.
- Continued to improve on communication with City Officials.
- Continued to improve on communication with all NMFR staff.
- Continued to explore opportunities with neighboring communities.
- Continued to improve working relationship with all City Departments.
- Updated our Strategic Plan.
- Goal setting with Shift Commanders and Administration Staff.
- Participated in two Coffee with a Cop and Firefighter community events.
- Took old SCBA Equipment out of service and sold old equipment.
- Put new Engine 36 into service and sold the old engine.
- Reviewed and updated all Standard Operating Guidelines and Policies.
- Peer Support Team established for our department.
- Participated in several community events such as Rock the Block, Corny Walk, Community Fest, Neenah High School Career Day, Fox Cities Expo Career Fair, NPD’s Family Fun Night, etc.
- Updated Neenah and Menasha Municipal Fire Codes.
- Joint Arson Investigation Training with Fox Crossing Fire Department.
- Developed and implemented a fitness & safety program with Shattuck Middle School students.
- Conducted a department-wide survey.
- Successfully completed the International Organization for Standardization (ISO) audit.
- Successfully completed the State of Wisconsin 2% Dues Audit.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019/2020 Goals:

- Meet the department’s growing need for training all personnel.
- To have at least 6 training events with multi agencies involved (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improve our training records.
- Complete the Fire Officer training/promotional process book.
- Complete the Shift Inspector training/promotional process book.
- Complete the 2nd Fire Officer’s Academy as part of our succession planning.

Major Increases/Decreases in 2020 Operating Budget Request: Listed below are major increases/decreases \$1,500 and over. Increases/decreases less than \$1,500 are not listed below.

Salaries (0101): Increase of \$161,820 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$30,000. Funds are used for emergency calls, training for staff, staffing for community events and to maintain staffing levels. In 2020, there is a possibility of 3 retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions.

FLSA Overtime Wages (0106): Increase of \$3,000 per the City of Neenah Finance Department.

Health Insurance (0110): Increase of \$8,990 per the City of Neenah Finance Department.

Fringes (0111): Increase of \$36,610 per the City of Neenah Finance Department.

Schools/Seminars/Training (0115): Increase of \$11,000. In the next three years, one-third of our department will retire and their knowledge will leave with them. Funds are used for employee development, leadership development and maintaining required certifications. Succession planning is in place to make sure the experience and knowledge is passed down to the new leadership.

Clothing Allowance (0117): Increase of \$2,000. Funds are used for clothing allowance as outlined in Local 275’s Labor Agreement, name tags, badges and brass for new hire and promotions. There could be up to three retirements in 2020.

License Renewal (0118): Increase of \$11,900. Monies are used for required recertification of First Responder certification. This is a bi-annual renewal.

Maintenance of Motor Vehicles (0213): Increase of \$10,000. Funds are used for preventative maintenance and repairs of all apparatus, staff vehicles, Boat 35, UTV, etc. Increase is also based on actual usage spent over the last few years.

Maintenance of Joint Buildings (0214): Increase of \$1,500. Funds are used for small repairs at all four stations. Funds are also used for repair/replace station maintenance equipment such as lawnmowers, snow blowers, sidewalk salt, etc. for all four stations.

Professional Services (0238): Increase of \$13,000. Funds are used for required annual physicals and testing for staff members (65) who are required to wear a respirator for their position. Chest x-rays are performed every 5 years and are due in 2020. EKG’s are performed bi-annually and are due in 2020.

Auto/Physical Damage Ins. (0247): Increase of \$5,000 per the City of Neenah Finance Department.

Neenah City I/S Services (0255): Increase of \$7,510 per the City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of \$5,100 per the City of Neenah Finance Department.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Public Relation Services (0262): Increase of \$1,500. Additional funds are needed due to the increased request to maintain our free smoke alarm program, increased requests for public education events in both Cities and maintain our public education programs in the elementary schools and to continue to achieve our goal, set by both Mayors, to be more visible in the public. Additional monies are needed to meet these goals.

Gas & Oil (0310): Increase of \$3,870. 5% increase per the City of Neenah Finance Department. However, additional funds are needed to purchase bulk oil and fluids as it is cheaper for us to purchase fluids this way for preventative maintenance for all of our vehicles.

Small Equipment (0344): Increase of \$2,000. Additional funds are needed to purchase new equipment for EMS training along with a new treadmill. Per Local 275's Labor Agreement new exercise equipment purchases are split 50/50 between Local 275 and NMFR. We have staff that can provide the training in-house which saves money as we do not need to hire an outside instructor.

Personal Protective Equipment (0348): Increase of \$10,000. In 2020, all turn-out boots have reached their end of life cycle and need to be replaced. In addition, funds are used for scheduled replacement/repairs of all turn-out gear, helmets, gloves, and shields along with purchasing gear for new employees. In 2020, there are up to three staff members who may retire.

Personal Protective Equipment (2314-0348): Increase of \$2,690 in our *Special Operations* PPE budget. Funds are needed to replace equipment that has reached its end of life cycle.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET
FOR CAPITAL OUTLAY**

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 2020 budget. Total projected cost \$2,500.	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Funds are used monthly for the cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of \$900. Total projected cost is \$3,900.	\$3,900	\$3,900
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2020 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 2020. 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. This includes water rescue and in-house EMS training. Total projected cost \$22,000.	\$22,000	\$22,000
8149	<u>Household Purchases</u> This is requested by the Joint Finance & Personnel Committee to budget purchases and repairs that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,000.	\$9,000	\$9,000

**CITY OF NEENAH
2020 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 2020 Budget Request:

Personal Protective Equipment (0348): Increase of \$2,690.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
<u>FIRE OPERATIONS (2301-712)</u>								
0101	Salaries	3,112,200	3,212,170	0	3,211,680	3,295,700	3,276,430	
0104	Overtime Wages	53,940	77,410	0	95,250	94,880	74,720	
0105	Reimbursement / Overtime	0	0	0	(2,400)	0	0	
0106	FLSA Overtime Wages	30,750	27,980	0	29,770	29,650	29,650	
0110	Health Insurance	497,400	521,560	0	526,830	524,870	524,870	
0111	Fringes	789,850	776,280	0	780,770	794,990	726,510	
0115	Schools/Seminars/Training	6,150	9,520	0	9,740	16,010	12,450	
0116	Test/Certification for Eq	2,330	5,950	0	5,660	5,930	5,930	
0117	Clothing Allowance	19,750	19,050	0	19,050	20,160	20,160	
0118	License Renewal	3,410	60	0	590	7,120	1,780	
0128	Empl Recognition Awards	390	360	0	360	920	920	
	Personal Services	4,516,170	4,650,340	0	4,677,300	4,790,230	4,673,420	23,080
0202	Outside Printing	370	520	0	520	550	550	
0203	Postage	150	390	0	390	420	420	
0204	Conferences & Meetings	360	1,190	0	1,070	1,220	1,220	
0206	Advertising & Publication	100	120	0	120	120	120	
0207	Dues & Memberships	620	610	0	700	740	740	
0209	Maintenance of PPE/SCBA	2,010	1,890	0	1,890	1,900	1,900	
0210	Maint of Computer Hardwre	0	300	0	710	300	300	
0211	Maint of Other Equipment	1,240	2,140	0	1,550	2,200	2,200	
0213	Maint of Motor Vehicles	25,800	20,840	0	26,790	26,690	26,690	
0214	Maint of Buildings	1,450	3,570	0	3,570	4,450	4,030	
0215	Maint of Radio Equipment	3,880	3,870	0	3,570	3,970	3,970	
0216	Maint of Operating Equip	1,260	1,850	0	1,550	1,900	1,900	
0218	Maint of Software	8,550	7,140	0	7,140	7,630	7,630	
0221	Telephone	5,230	5,360	0	5,360	5,340	5,340	
0222	Electricity	29,430	29,380	0	29,380	29,860	29,860	
0223	Natural Gas	11,450	14,910	0	14,910	15,150	13,670	
0224	Water & Sewer	6,470	7,240	0	7,240	7,570	7,570	
0226	Storm Water	1,820	1,850	0	1,850	1,840	1,840	
0227	Cellular Telephone	2,700	2,710	0	2,710	3,500	3,500	
0232	Auditing Services	1,070	1,110	0	1,160	1,220	1,220	
0236	Outside Services	7,540	7,750	0	7,750	7,720	7,720	
0237	Pest Control	260	360	0	240	360	360	
0238	Professional Services	12,860	13,100	0	13,100	20,760	20,760	
0241	Tree Planting & Landscape	690	710	0	710	710	410	
0242	Permits	0	20	0	0	0	0	
0246	Liability Insurance	19,420	20,840	0	20,310	20,760	20,760	
0247	Auto/Physical Damage Ins	8,320	8,930	0	10,970	11,860	8,890	
0250	Maint of Training Tower	560	950	0	600	980	980	
0252	Rental of Equipment	190	190	0	190	230	230	
0254	Printer / Copies	1,780	1,930	0	1,290	1,920	1,920	
0255	Neenah City I/S Services	83,910	76,510	0	79,770	89,960	89,960	
0256	Neenah City Finance Ser.	14,180	14,530	0	14,530	14,880	14,880	
0257	Neenah City H/R Services	27,990	30,660	0	30,660	33,560	33,560	
0262	Public Relations/Services	3,330	4,460	0	4,760	5,340	4,750	
0280	Neenah-Menasha FireRescue	0	0	3,773,138	0	0	0	
0293	Maint of Motor Veh/Fleet	0	60	0	0	60	60	
0294	Oil and Fluids/Fleet	0	60	0	0	60	60	
0296	Maint of Equipment/Fleet	0	60	0	0	60	60	
	Contractual Services	284,990	288,110	3,773,138	297,060	325,790	320,030	31,920

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	1,240	1,230	0	1,230	1,260	1,260	
0306	Cleaning/Janitor Supplies	7,170	8,330	0	8,330	8,900	8,900	
0308	Books and Periodicals	10	300	0	0	300	300	
0310	Gasoline & Oil	16,410	16,070	0	16,070	18,310	18,310	
0319	Safety Supplies	2,580	3,870	0	3,870	3,970	3,970	
0320	Small Tools	550	610	0	610	630	630	
0325	Consumable supplies	1,110	1,230	0	1,820	1,780	1,780	
0326	Photography Supplies	240	300	0	150	300	300	
0333	All Other Supplies	1,460	2,140	0	2,140	2,200	2,200	
0344	Small Equipment	4,900	4,640	0	4,640	5,810	5,220	
0347	Small Computer Hardware	210	370	0	190	370	370	
0348	Per Protective Equipment	22,730	26,790	0	26,790	32,620	32,620	
0350	Training Supplies	890	1,490	0	1,490	2,430	2,130	
	Supplies & Materials	59,500	67,370	0	67,330	78,880	77,990	10,620
	OPERATIONS	4,860,660	5,005,820	3,773,138	5,041,690	5,194,900	5,071,440	65,620
							Percent Budget Change	1.31%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	1,980	1,480	0	1,490	1,480	1,480	
8113	Communication Equipment	2,290	1,780	0	1,790	2,310	2,310	
8114	Computer Software Outlay	70	600	0	1,360	590	590	
8115	Computer Hardware Outlay	1,720	5,650	0	2,830	5,650	5,650	
8133	All Other Equipment	10,530	12,240	0	12,260	13,050	11,860	
8149	Household Purchases	5,290	5,350	0	5,360	5,340	5,340	
	CAPITAL OUTLAY	21,880	27,100	0	25,090	28,420	27,230	130
<u>OTHER</u>								
9005	Revenue Offset	0	(21,970)	0	0	(21,880)	(24,310)	
	OTHER	0	(21,970)	0	0	(21,880)	(24,310)	(2,340)
FIRE OPERATIONS/CAPITAL OUTLAY		4,882,540	5,010,950	3,773,138	5,066,780	5,201,440	5,074,360	63,410
							Percent Budget Change	1.27%
<u>FIRE STATION BUILDINGS (2304-712)</u>								
0214	Maint of Buildings	24,688	26,000	15,545	26,000	26,000	26,000	
	Contractual Services	24,688	26,000	15,545	26,000	26,000	26,000	0
	FIRE STATION BUILDINGS	24,688	26,000	15,545	26,000	26,000	26,000	0
							Percent Budget Change	0.00%
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	15,610	13,100	0	6,550	13,050	10,680	
0105	Reimbursement / Overtime	(12,440)	(12,540)	0	(2,380)	(2,370)	(2,370)	
0111	Fringes	3,610	2,900	0	1,450	3,040	2,450	
	Personal Services	6,780	3,460	0	5,620	13,720	10,760	7,300
0216	Maint of Operating Equip	0	540	0	540	530	530	
	Contractual Services	0	540	0	540	530	530	(10)
0320	Small Tools	30	300	0	300	300	300	
0348	Per Protective Equipment	570	2,980	0	2,980	4,560	4,140	
0350	Training Supplies	0	300	0	300	300	300	
	Supplies & Materials	600	3,580	0	3,580	5,160	4,740	1,160
8133	All Other Equipment	1,870	300	0	300	830	830	
	Capital Outlay	1,870	300	0	300	830	830	530
REG SPEC OPER RESP TEAM		9,250	7,880	0	10,040	20,240	16,860	8,980
							Percent Budget Change	113.96%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>JOINT FIRE COMMISSION (2320-712)</u>								
0203	Postage	0	300	0	0	300	300	
0206	Advertising & Publication	0	600	0	290	590	590	
0236	Outside Services	2,130	1,490	0	1,470	1,480	1,480	
0261	Misc Expenditures	250	300	0	290	300	300	
	Contractual Services	2,380	2,690	0	2,050	2,670	2,670	(20)
	JOINT FIRE COMMISSION	2,380	2,690	0	2,050	2,670	2,670	(20)
							Percent Budget Change	-0.74%
<u>WATER RESCUE SERVICES (2479-712)</u>								
0104	Overtime Wages	1,110	0	0	0	0	0	
0111	Fringes	280	0	0	0	0	0	
0115	Schools/Seminars/Training	530	0	0	0	0	0	
	Personal Services	1,920	0	0	0	0	0	0
0209	Maintenance of PPE/SCBA	1,030	0	0	0	0	0	
0216	Maint of Operating Equip	40	0	0	0	0	0	
	Contractual Services	1,070	0	0	0	0	0	0
0344	Small Equipment	1,020	0	0	0	0	0	
0348	Per Protective Equipment	3,030	0	0	0	0	0	
	Supplies & Materials	4,050	0	0	0	0	0	0
8133	All Other Equipment	1,530	0	0	0	0	0	
	Capital Outlay	1,530	0	0	0	0	0	0
	WATER RESCUE SERVICES	8,570	0	0	0	0	0	0
							Percent Budget Change	0.00%
<u>SPECIAL RESERVES & ESCROW (2326-712)</u>								
0101	Salaries	0	0	0	0	4,140	4,140	
0110	Health Insurance	0	0	0	0	29,600	29,600	
0111	Fringes	0	0	0	0	960	960	
		0	0	0	0	34,700	34,700	34,700
FIRE DEPARTMENT		4,927,428	5,047,520	3,788,683	5,104,870	5,285,050	5,154,590	107,070
							Percent Budget Change	2.12%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$99,080	\$99,080	\$100,250
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	92,900	92,900	94,070
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	77,620	77,550	78,080
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	77,310	77,310	78,800
Management Assistant	Grade H3	1.00	Grade H3	1.00	49,310	49,130	49,710
Fire Officers	79,884	15.00	81,282 - 81,688	15.00	1,272,060	1,277,670	1,297,030
Mechanics	77,321 - 79,884	4.00	78,674 - 81,688	4.00	329,710	329,680	336,270
Assistant Inspectors	75,811	6.00	77,138 - 77,524	6.00	479,510	478,410	487,770
Shift Commanders	82,872	3.00	84,322 - 84,744	3.00	263,970	263,880	269,090
Drivers	74,516	13.00	75,820 - 76,199	13.00	1,020,680	1,020,510	1,041,020
Fire Fighters	46,670 - 71,953	<u>22.00</u>	47,487 - 73,578	<u>22.00</u>	<u>1,530,430</u>	<u>1,525,670</u>	<u>1,603,330</u>
Subtotal		68.00		68.00	\$5,292,580	\$5,291,790	\$5,435,420
OTHER COMPENSATION							
Work in Other Classification	-		-		45,000	45,000	46,000
First Responders Pay	-		-		44,100	44,100	45,500
Accrued Wages	-		-		14,170	14,170	30,750
OVERTIME							
Operating Overtime	-		-		130,000	160,000	160,000
Special OPER Overtime	-		-		22,000	11,000	22,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	50,000	50,000
TOTAL	XXX	68.00	XXX	68.00	\$5,594,850	\$5,616,060	\$5,789,670

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

2019 Accomplishments:

1. Evaluated the space at the City of Neenah’s Training Center for consideration of moving Neenah’s EOC operations to this area and the Neenah Police Station would serve as a back-up facility.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
EMERGENCY GOVERNMENT								
<u>OPERATIONS (2519-713)</u>								
0115	Schools/Seminars/Training	0	450	0	0	450	450	
	Personnel Services	0	450	0	0	450	450	0
0207	Dues & Memberships	0	20	0	0	20	20	
0236	Outside Services	962	750	640	960	1,000	1,000	
	Contractual Services	962	770	640	960	1,020	1,020	250
0301	Office Supplies	0	100	0	0	100	100	
0308	Books and Periodicals	0	50	0	0	50	50	
0333	All Other Supplies	20	200	0	0	200	200	
0344	Small Equipment	0	50	0	0	50	50	
	Supplies & Materials	20	400	0	0	400	400	0
	EMERGENCY GOVERNMENT	982	1,620	640	960	1,870	1,870	250
OTHER PUBLIC SAFETY								
<u>POLICE COMMISSION (2520-713)</u>								
0203	Postage	0	50	0	0	30	30	
0206	Advertising & Publication	110	400	0	0	0	0	
0236	Outside Services	9,901	6,850	5,707	6,850	8,000	8,000	
0261	Misc Expenditures	182	200	150	200	200	200	
	Contractual Services	10,193	7,500	5,857	7,050	8,230	8,230	730
	POLICE & FIRE COMMISSION	10,193	7,500	5,857	7,050	8,230	8,230	730
<hr/>								
<u>PENSION PLAN CONTRIBUTION (2523-713)</u>								
0261	Misc Expenditures	9,723	13,160	(1,097)	(1,100)	0	0	
	Contractual Services	9,723	13,160	(1,097)	(1,100)	0	0	(13,160)
	PENSION PLAN CONTRIBUTION	9,723	13,160	(1,097)	(1,100)	0	0	(13,160)
EMERGENCY GOVERNMENT AND OTHER PUBLIC SAFETY								
		20,898	22,280	5,400	6,910	10,100	10,100	(12,180)
							Percent Budget Change	-54.67%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

POLICE COMMISSION

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

PUBLIC SAFETY PENSION PAYMENT

Annual charge for (62.13) Police and Fire Pensioners. There are no remaining beneficiaries.

DEPARTMENT OF PUBLIC WORKS AND UTILITIES

Department Head

Gerry Kaiser

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget-General Fund only (excluding Public Right-of-Way Forestry)	\$4,098,328	\$4,160,540	\$4,256,710	2.31%	\$4,206,710	1.11%
No. of Employees (FTE) - All Funds	41.75	41.75	41.75	0.00%	41.75	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Public Works (50,000)

Mayor's Comments:

I am recommending a \$50,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

DEPARTMENT OF PUBLIC WORKS

Goals/Responsibilities:

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

Activities:

Technical consultation with other government units.

Design, manage construction, maintain and repair:

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

Public services include:

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

Maintain records for:

- real property owned by City
- property maps

2020 PUBLIC WORKS STAFF

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

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

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

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2020

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	625,155	644,980	458,247	642,120	647,860	647,860	
0102	Full Time Hourly Wages	657,749	657,800	527,158	699,520	709,700	709,700	
0103	Temporary Wages	13,317	17,500	15,074	17,500	26,000	26,000	
0104	Overtime Wages	102,200	106,690	117,096	138,170	107,400	107,400	
0110	Health Insurance	364,862	350,080	289,470	350,080	375,890	375,890	
0111	Fringes	319,886	306,490	240,306	321,780	299,310	299,310	
0115	Schools/Seminars/Training	200	1,100	1,662	1,860	1,950	1,950	
0117	Clothing Allowance	10,527	12,000	12,428	12,430	12,000	12,000	
0118	License Renewal	559	300	80	80	560	560	
0123	Auto Allowance	0	100	0	50	50	50	
0124	Meal Allowance	1,790	1,620	1,939	2,270	1,590	1,590	
0127	DOT Emp Notification Prog	0	20	0	0	20	20	
0128	Empl Recognition Awards	952	230	200	200	490	490	
PERSONAL SERVICES		2,097,197	2,098,910	1,663,660	2,186,060	2,182,820	2,182,820	83,910
CONTRACTUAL SERVICES								
0202	Outside Printing	2,821	750	472	800	750	750	
0203	Postage	1,776	1,120	581	1,010	1,010	1,010	
0204	Conferences & Meetings	655	700	418	760	750	750	
0206	Advertising & Publication	225	320	113	320	320	320	
0207	Dues & Memberships	178	130	237	240	80	80	
0212	Maint of Office Equipment	75	200	0	200	200	200	
0213	Maint of Motor Vehicles	16	1,350	506	1,330	1,330	1,330	
0214	Maintenance of Building	38,424	27,000	30,257	30,740	27,000	27,000	
0215	Maint of Radio Equipment	0	100	0	100	100	100	
0216	Maint of Operating Equip	4,427	6,500	217	5,250	6,250	6,250	
0217	Maint of Traffic Signals	11,439	10,000	6,993	10,000	10,000	10,000	
0218	Maintenance of Software	8,614	7,890	7,641	7,870	8,740	8,740	
0219	Maintenance of Land	255	300	0	200	200	200	
0221	Telephone	5,847	5,830	3,921	5,920	5,920	5,920	
0222	Electricity	625,017	637,060	376,000	632,310	644,740	644,740	
0223	Natural Gas	13,955	16,750	10,870	16,750	17,250	17,250	
0224	Water & Sewer	11,051	12,310	8,246	12,350	12,930	12,930	
0226	Storm Water	9,327	9,370	7,009	9,340	9,340	9,340	
0227	Cellular Telephone	4,384	4,250	3,256	4,540	4,540	4,540	
0229	Maint of Pavement Marking	0	54,000	51,953	51,960	50,000	50,000	
0236	Outside Services	172,810	169,400	34,975	145,780	158,400	158,400	
0237	Pest Control	496	450	354	530	530	530	
0238	Professional Services	30	1,300	0	1,200	1,200	1,200	
0242	Permits	0	200	41	150	200	200	
0243	Tipping Fees	305,747	305,000	225,343	330,000	310,800	310,800	
0244	Commercial Dumpsters	69,198	65,000	52,510	69,700	70,000	70,000	
0245	License Fees	672	700	804	810	820	820	
0249	Dumpster Pulls	29,234	40,000	30,745	40,000	41,500	41,500	
0251	Rental	0	0	80	80	0	0	
0252	Rental of Equipment	0	2,500	0	2,500	2,500	2,500	
0254	Printer / Copies	4,314	5,050	3,269	4,600	5,100	5,100	
0255	IS Services / Internal	78,450	64,500	48,554	74,400	76,200	76,200	
0293	Maint of Motor Veh/Fleet	219,225	195,000	133,340	175,100	187,500	187,500	
0294	Oil and Fluids/Fleet	13,023	13,500	10,796	12,990	11,980	11,980	
0296	Maint of Oper Equip/Fleet	46,893	45,400	65,662	82,900	49,400	49,400	
CONTRACTUAL SERVICES		1,678,578	1,703,930	1,115,163	1,732,730	1,717,580	1,717,580	13,650

CITY OF NEENAH
OPERATING BUDGET
***** SUMMARY OF PUBLIC WORKS DEPARTMENT BY TYPE OF EXPENDITURE *****
FOR FISCAL YEAR 2020

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	1,007	990	922	1,010	1,000	1,000	
0302	Inhouse Printing	8	20	13	30	20	20	
0303	Computer Oper supplies	0	100	184	120	100	100	
0305	Chemicals	1,178	1,200	1,311	1,320	1,400	1,400	
0306	Cleaning/Janitor Supplies	4,255	2,150	2,573	2,650	2,250	2,250	
0310	Gasoline & Oil	96,399	86,250	95,851	120,110	106,650	106,650	
0311	Fixed Equip. Maint Supply	0	3,000	0	2,000	3,000	3,000	
0313	Motor Vehicles Maint. Sup	236	670	128	570	670	670	
0314	Building Maint Supplies	761	2,000	1,009	1,010	1,500	1,500	
0316	Equipment Maint. Supplies	1,587	2,500	1,550	2,640	2,500	2,500	
0317	Traffic Signal Supplies	15,839	21,000	10,917	21,000	21,000	21,000	
0319	Safety Supplies	1,834	2,950	1,992	2,550	2,850	2,850	
0320	Small Tools	1,035	1,120	387	1,070	1,120	1,120	
0324	Pavement Marking Supplies	24	2,000	929	1,500	1,500	1,500	
0327	Sign & Barricade Supplies	11,640	15,000	7,747	15,000	15,000	15,000	
0330	Calcium Chloride	1,684	4,000	0	0	3,000	3,000	
0331	Sand Gravel Hot/Cold Mix	21,078	20,300	11,480	20,100	20,300	20,300	
0332	Salt & Stone Chips	108,449	145,100	92,747	125,000	125,100	125,100	
0333	All Other Supplies	18,884	10,600	5,390	11,090	11,100	11,100	
0335	Manhole/Catch Basin/Pipe	0	1,000	0	500	1,000	1,000	
0339	Tires & Tire Maintance	26,257	22,800	15,857	22,600	22,300	22,300	
0343	Small Program Packages	0	200	0	200	200	200	
0344	Small Equipment	70	2,050	307	1,800	2,050	2,050	
0345	Shop Supplies	299	200	166	200	200	200	
0346	Maint of Lift Station	3,274	4,000	0	2,000	4,000	4,000	
0347	Small Computer Hardware	232	200	552	660	200	200	
SUPPLIES & MATERIALS		316,030	351,400	252,012	356,730	350,010	350,010	(1,390)
<u>MAYOR'S EXECUTIVE ADJUSTMENT</u>								
8000	Mayor's Adjustment	0	0	0	0	0	(50,000)	
MAYOR'S ADJUSTMENT		0	0	0	0	0	(50,000)	(50,000)
<u>CAPITAL OUTLAY</u>								
8103	Office Furniture & Equip.	12	350	0	350	350	350	
8113	Communication Equipment	1,608	750	0	500	750	750	
8116	Maintenance Equipment	3,803	4,000	1,093	4,000	4,000	4,000	
8133	All Other Equipment	1,100	1,200	0	1,200	1,200	1,200	
CAPITAL OUTLAY		6,523	6,300	1,093	6,050	6,300	6,300	0
TOTAL PUBLIC WORKS		4,098,328	4,160,540	3,031,928	4,281,570	4,256,710	4,206,710	46,170
							Percent Budget Change	1.11%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of Public Works	Grade S3	1.00	Grade S3	1.00	97,170	97,170	99,040
Public Works Superintendent	Grade O4	1.00	Grade O4	1.00	86,860	92,340	82,000
P.W. Asst. Superintendent	Grade M4	1.00	Grade M4	1.00	72,330	70,110	75,000
Civil Engineer III	Grade M3	1.00	Grade M3	1.00	71,480	71,480	72,780
Traffic Engineer	Grade L3	1.00	Grade L3	1.00	62,420	62,420	63,080
Civil Engineer II	Grade K3	1.00	Grade K3	1.00	63,380	63,380	65,480
Engineering Technician I	Grade J3	1.00	Grade J3	1.00	60,810	56,460	57,060
Const. Insp./Engineer Aide I	Grade G3	1.00	Grade G3	1.00	53,700	53,700	53,960
Office Manager	Grade G3	1.00	Grade G3	1.00	51,610	51,610	51,930
Traffic Maintenance Foreman	Grade L7	1.00	Grade L7	1.00	60,470	60,470	60,300
Crewman	Grade L6	15.00	Grade L6	17.00	747,530	765,590	824,120
Sanitation Worker	Grade L5	10.00	Grade L5	8.00	378,080	346,490	302,150
Garage Attendant	Grade L6	0.50	Grade L6	0.50	24,310	24,310	24,430
(shared w/ Fleet Management)							
Subtotal		35.50		35.50	\$1,830,150	\$1,815,530	\$1,831,330
PART-TIME							
Garage Secretary (1,510 Hours)	Grade C	0.73	Grade C	0.73	22,790	20,750	22,640
OTHER COMPENSATION							
Accrued Wages	-		-		6,950	6,950	14,090
Work in Other Class	-		-		21,000	21,000	21,000
Overtime / Operations	-		-		147,190	208,910	153,100
TEMPORARY							
Operations	8.25-9.75/hr		8.25-9.75/hr		20,750	20,750	22,500
Administration	8.25-9.75/hr		8.25-9.75/hr		11,000	11,000	18,000
Public Weed Cutting	8.25-9.75/hr		8.25-9.75/hr		6,500	6,500	8,000
Fleet Management Employees	-		-		20,000	20,000	20,000
INFORMATION ONLY							
Recycling Wages	-		-		197,350	191,850	194,250
City-Wide Forestry Wages	-		-		98,000	86,300	86,500
Storm Water Management	-		-		327,230	307,670	294,920
Parking	-		-		24,780	35,500	29,850
TOTAL	XXX	36.23	XXX	36.23	\$2,086,330	\$2,131,390	\$2,110,660

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

PUBLIC WORKS DEPARTMENT	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
Engineering	747,046	752,080	546,259	757,320	776,990	726,990	(25,090)
Capital Outlay-Engineering	0	200	0	200	200	200	0
Tullar Garage	471,786	487,780	360,354	491,710	486,690	486,690	(1,090)
Cecil Street Garage	21,919	17,280	12,717	17,250	17,480	17,480	(1,090)
Refuse Garbage Collection	745,767	674,650	523,109	735,820	737,260	737,260	62,610
Sanitary Sewers/Lift Station	292,095	289,610	196,024	265,400	290,970	290,970	1,360
T-V Sewer Insp. & Sealing	3,991	67,310	10,806	57,880	57,790	57,790	(9,520)
Repair of Streets	410,377	381,970	246,965	375,360	383,430	383,430	1,460
Snow & Ice Removal	475,106	575,400	522,456	640,840	564,550	564,550	(10,850)
Weed Cutting	47,196	41,950	58,211	67,610	55,960	55,960	14,010
Traffic Control	291,799	282,370	209,945	285,060	282,450	282,450	80
Street Lighting	574,169	577,380	340,095	576,460	587,270	587,270	9,890
Capital Outlay - P.W. Equip.	6,523	6,100	1,093	5,850	6,100	6,100	0
DPW Services - Interdept.	10,554	6,460	3,893	4,810	9,570	9,570	3,110
TOTAL PUBLIC WORKS	4,098,328	4,160,540	3,031,927	4,281,570	4,256,710	4,206,710	46,170
					Percent Budget Change		1.11%
PUBLIC WORKS REVENUES:							
Special Service Charges	8,800	11,100	8,385	10,000	11,000	11,000	(100)
Sanitation Service Charges	63,528	57,000	48,540	64,600	65,600	65,600	8,600
Street/Highway Serv. Charges	51,449	47,400	77,710	77,730	45,500	45,500	(1,900)
Rental Revenue	8,939	7,000	4,426	5,970	6,500	6,500	(500)
TOTAL REVENUES	132,716	122,500	139,061	158,300	128,600	128,600	6,100
					Percent Budget Change		4.98%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

**Engineering
(010-3501-731)**

Goals/Responsibilities:

The staff is responsible for a wide variety of activities including:

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

2019 Accomplishments:

- Replaced utilities and reconstructed/resurfaced Fifth Street, Stevens Street, Caroline Street, Thomas Court, Stanley Court, and Stanley Street.
- Worked in coordination with the Town of Neenah on utility replacement and street construction on Courtney Court.
- Managed property razing at various sites.
- Continued development of NuPark parking management system.
- Implemented Transportation Assessment Replacement Fee to eliminate special assessments for street reconstruction, street resurfacing and sidewalk installation.
- Continued to assist with site grading and drainage for Arrowhead Park.
- Implemented Street excavation Permit process using Infovision software.
- Updated official traffic maps.
- Completed Phase 1 of downtown traffic study.
- Conducted Phase 2 of downtown traffic study.
- Transitioned Engineering Technician position to emphasize GIS and storm water management duties.

2020 Goals/Plans:

- Replace utilities, reconstruct streets, make facility changes and implement traffic signal projects identified in 2019 CIP.

Major Increases (Decreases) in 2020 Budget Request: None.

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

Goals/Responsibilities:

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

2019 Accomplishments:

Purchased equipment as per budget.

2020 Goals/Plans:

Purchase equipment as per budget.

Major Increases (Decreases) in 2020 Budget Request: None.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Municipal Garage
(010-3701-732)

Goals/Responsibilities:

Manage and maintain the facility.

2019 Accomplishments:

- Continued to evaluate all areas of activity to insure the highest efficiency.
- Made repairs to service door frames, wash bay and north vehicle storage door opener.
- Maintained buildings and grounds.
- Evaluate layout and function of drop-off site.

2020 Goals/Plans:

- Continue to explore ways to increase productivity.
- Maintain building and grounds.
- Implement approved drop-off site changes.

Major Increases (Decreases) in 2020 Budget Request: None.

Cecil Street Garage
(010-3702-732)

Goals/Responsibilities:

Manage and maintain facility.

2019 Accomplishments:

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

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request: None.

Refuse/Garbage Collection
(010-4101-733)

Goals/Responsibilities:

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

2019 Accomplishments:

- Implemented policy change allowing a second refuse or recycling cart for single-family residential properties.
- Administered contract for the commercial dumpster program. Current contract ends June 30, 2021.
- Continued to bill 100% of cost of commercial dumpster program to participants.
- Updated Recycling Guide to include all recent changes.
- Evaluated drop-off site layout.
- Staffed drop-off center full-time from April through November and part-time in March and December.
- Closed drop-off center in January and February.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

- Increased the pay rate for drop-off site attendants to \$10.00 per hour.
- Assumed a continuation of a city-administered commercial dumpster program with 100% of the cost being charged to the end users.
- Assumed the following tipping fees:
 - General Municipal Refuse - \$42 per ton.
 - Yard Waste - \$22 per ton.
 - Wood (clean) - \$42 per ton.
 - Single Stream Recycling - \$10 per ton.
- Assumed combined tonnage will be 7,400 tons/year for refuse, curbside large item and drop-off large item.
- Assumed Recycling Special Charge in combination with State aid and City share of commodity sales revenue will generate enough revenue to pay for all recycling related expenses.
- Assumed street sweepings will be taken to the Winnebago County Landfill.

Sanitary Sewers
(010-4103-733)

Goals/Responsibilities:

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

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

2019 Accomplishments:

- Continued sanitary sewer utility rate analysis.
- Updated sanitary sewer system information in the GIS.
- Continued work to reduce inflow/infiltration. Identified areas of concern for 2020.
- Replaced sanitary sewers in accordance with CIP.
- Continued sewer grouting and manhole repair.
- Changed sanitary sewer lateral assessment policy to increase the number of complete lateral replacements thereby reducing inflow/infiltration.
- Completed design and bidding for Cumings collector, a joint project with Town of Neenah Sanitary District 2.

2020 Goals/Plans:

- Continue progress on the elimination of inflow and infiltration.
- Continue sewer grouting and manhole repair.
- Design and manage sanitary sewer projects in CIP.
- Implement conclusions of sanitary sewer utility rate study.
- Provide electronic GIS mapping for field staff.
- Review sanitary sewer interceptor charge for annexations.

Major Increases (Decreases) in 2020 Budget Request: None.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Goals/Responsibilities:

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

2019 Accomplishments:

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

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

- Reduced Sewer Televising – Outside Services request to a more typical level.

**Repair Streets & Alleys
(010-5101-734)**

Goals/Responsibilities:

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

2019 Accomplishments:

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

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request: None.

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

Goals/Responsibilities:

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

2019 Accomplishments:

- Continued providing snow and ice control as dictated by weather conditions.
- Continued monitoring weather and “anti-ice” by “pre-wetting” and “pre-salting”.
- Maintained streets, parking lots and trails in safe winter conditions.
- Continued purchasing salt through DOT contract.
- Worked closely with Police Department to respond to slippery intersections.
- Investigated complaints for sidewalks not shoveled.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

2020 Goals/Plans:

- Continue to provide snow and ice control as dictated by weather conditions.
- Continue to monitor weather and “anti-ice” by “pre-wetting” and “pre-salting”.
- Continue to respond to Police Department request at slippery intersections.
- Continue to track costs for work done on streets versus work done on municipal parking lots.
- Evaluate replacement of the brining system at the Tullar Garage.
- Evaluate snow storage locations and options for disposing of hauled snow.

Major Increases (Decreases) in 2020 Budget Request: None.

Weed Cutting
(010-6103-735)

Goals/Responsibilities:

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

2019 Accomplishments:

- Investigated complaints of high grass and overhanging shrubs.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request: None.

Traffic Control
(010-7101-736)

Goal/Responsibility:

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

2019 Accomplishments:

- Implemented traffic signal upgrades identified in the 2019 CIP.
- Installed pedestrian crosswalk beacons and radar feedback signs on Tullar Road.
- Maintained existing traffic signs and signals as required.
- Maintained epoxy pavement marking.
- Provided temporary traffic control as necessary.
- Maintained traffic sign inventory.
- Utilized changeable message board to provide notice of traffic restrictions.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request: None

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Street Lighting
(010-7104-736)

Goals/Responsibilities:

Maintain street lights owned by City.

2019 Accomplishments:

- Installed and maintained street lights as required.

2020 Goals/Plans:

- Provide adequate street lighting.

Major Increases (Decreases) in 2020 Budget Request: None.

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

Goals/Responsibilities:

Provide for equipment replacement on a planned and necessary basis.

2019 Accomplishments:

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

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request: None.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Goals/Responsibilities:

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

2019 Accomplishments:

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

2020 Goals/Plans:

- Continue to operate motor pool as a revenue generator.
- Maintain all equipment in accordance with manufacturer's recommendations.
- Repair equipment and vehicles in a timely manner.
- Allocate maintenance costs to the appropriate cost center.
- With future retirement of home-built fleet management software, explore options for replacement.

Major Increases (Decreases) in 2020 Budget Request: None.

Storm Sewers
(049-390x-733)

Goals/Responsibilities:

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

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

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

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

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

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

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

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

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENT**

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

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

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

2019 Accomplishments:

- Continued to repair deteriorating catch basins.
- Continued to implement best management practices (BMP) as required by DNR.
- Continued to sample and analyze 20% of major storm water outfalls as required by DNR.
- Continue enforcing tire tracking of mud.
- Updated storm sewer system information in the GIS.
- Developed plans for Harrison Street Pond.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

- Assumed a tipping fee of \$42/Ton for street sweepings and an approximate quantity of 500 tons.
- Increased Snow Hauling wages to account for loss of snow storage sites near the downtown.

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PUBLIC WORKS DEPARTMENT								
ENGINEERING (3501-731)								
0101	Salaries	450,926	461,610	328,929	457,950	466,850	466,850	
0103	Temporary Wages	8,227	11,000	10,340	11,000	18,000	18,000	
0104	Overtime Wages	5,406	5,000	3,955	5,000	5,000	5,000	
0110	Health Insurance	99,000	103,300	77,481	103,300	106,960	106,960	
0111	Fringes	103,716	100,450	72,185	99,680	96,090	96,090	
0115	Schools/Seminars/Training	40	500	305	500	500	500	
0118	License Renewal	251	0	0	0	340	340	
0123	Auto Allowance	0	100	0	50	50	50	
0128	Empl Recognition Awards	300	130	100	100	200	200	
0202	Outside Printing	484	250	23	250	250	250	
0203	Postage	1,776	1,100	581	1,000	1,000	1,000	
0204	Conferences & Meetings	655	500	418	560	550	550	
0206	Advertising & Publication	0	20	0	20	20	20	
0207	Dues & Memberships	45	100	0	0	50	50	
0212	Maint of Office Equipment	0	100	0	100	100	100	
0213	Maint of Motor Vehicles	16	50	13	30	30	30	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	0	150	0	100	100	100	
0218	Maint of Software	6,479	5,840	5,818	5,820	6,690	6,690	
0226	Storm Water	45	50	48	50	50	50	
0227	Cellular Telephone	3,199	3,000	2,353	3,200	3,200	3,200	
0236	Outside Services	148	200	303	380	200	200	
0238	Professional Services	0	200	0	200	200	200	
0254	Printer / Copies	2,711	3,250	1,977	2,800	3,250	3,250	
0255	IS Services / Internal	52,490	44,810	33,732	54,700	56,900	56,900	
0293	Maint of Motor Veh/Fleet	2,081	3,500	3,111	3,500	3,500	3,500	
0294	Oil and Fluids/Fleet	78	150	171	200	150	150	
0301	Office Supplies	545	450	467	470	460	460	
0302	Inhouse Printing	3	10	13	20	10	10	
0303	Computer Oper Supplies	0	100	184	120	100	100	
0310	Gasoline & Oil	3,759	3,070	2,242	3,070	3,200	3,200	
0313	Motor Vehicles Maint. Sup	0	20	4	20	20	20	
0319	Safety Supplies	275	500	224	300	400	400	
0320	Small Tools	30	20	0	20	20	20	
0333	All Other Supplies	4,361	2,200	731	2,000	2,200	2,200	
0343	Small Program Packages	0	200	0	200	200	200	
0347	Small Computer Hardware	0	100	552	560	100	100	
8000	Mayor's Executive Adj	0	0	0	0	0	(50,000)	
	ENGINEERING	747,046	752,080	546,260	757,320	776,990	726,990	(25,090)
CAPITAL OUTLAY - ENGINEERING (3581-731)								
8108	Office Furniture & Equip	0	100	0	100	100	100	
8133	All Other Equipment	0	100	0	100	100	100	
	CAP. OUTLAY - ENGINEERING	0	200	0	200	200	200	0

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>MUNICIPAL GARAGE (3701-732)</u>								
0101	Salaries	173,209	182,670	129,041	183,890	181,010	181,010	
0102	Full Time Hourly Wages	47,930	62,230	45,574	63,000	64,000	64,000	
0104	Overtime Wages	35	0	281	300	100	100	
0110	Health Insurance	62,964	64,030	47,880	62,260	65,810	65,810	
0111	Fringes	51,200	53,190	37,987	53,690	49,730	49,730	
0115	Schools/Seminars/Training	0	0	350	350	500	500	
0117	Clothing Allowance	10,527	12,000	12,428	12,430	12,000	12,000	
0118	License Renewal	308	300	80	80	220	220	
0124	Meal Allowance	0	0	8	10	0	0	
0128	Empl Recognitin Awards	652	100	100	100	290	290	
0202	Outside Printing	310	400	449	450	400	400	
0203	Postage	0	20	0	10	10	10	
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	133	30	237	240	30	30	
0212	Maint of Office Equipment	75	100	0	100	100	100	
0213	Maint of Motor Vehicles	0	50	0	50	50	50	
0214	Maint of Buildings	36,650	25,000	27,431	27,440	25,000	25,000	
0215	Maint of Radio Equipment	0	50	0	50	50	50	
0216	Maint of Operating Equip	4,252	5,500	166	4,500	5,500	5,500	
0218	Maintenance of Software	785	700	473	700	700	700	
0219	Maintenance of Land	255	300	0	200	200	200	
0221	Telephone	1,683	1,600	1,124	1,690	1,690	1,690	
0222	Electricity	14,690	16,830	10,389	16,830	17,170	17,170	
0223	Natural Gas	10,702	13,350	8,989	13,350	13,750	13,750	
0224	Water & Sewer	520	2,620	1,346	1,900	2,000	2,000	
0226	Storm Water	5,418	5,420	4,064	5,420	5,420	5,420	
0227	Cellular Telephone	1,093	1,100	834	1,200	1,200	1,200	
0236	Outside Services	6,064	6,000	6,071	6,080	6,000	6,000	
0237	Pest Control	496	450	354	530	530	530	
0242	Permits	0	100	41	50	100	100	
0245	License Fees	485	500	617	620	620	620	
0254	Printer / Copies	1,603	1,800	1,292	1,800	1,850	1,850	
0255	IS Services / Internal	25,960	19,690	14,822	19,700	19,300	19,300	
0293	Maint of Motor Veh/Fleet	1,279	300	867	1,000	300	300	
0294	Oil and Fluids/Fleet	123	150	105	150	150	150	
0296	Maint of Oper Eq/Fleet	4,058	4,000	1,296	4,000	4,000	4,000	
0301	Office Supplies	397	500	455	500	500	500	
0302	Inhouse Printing	5	10	1	10	10	10	
0306	Cleaning/Janitor Supplies	4,185	2,100	2,423	2,500	2,200	2,200	
0310	Gasoline & Oil	784	640	779	850	750	750	
0314	Building Maint Supplies	761	2,000	1,009	1,010	1,500	1,500	
0316	Equipment Maint. Supplies	880	400	396	400	400	400	
0319	Safety Supplies	289	400	373	400	400	400	
0320	Small Tools	128	50	6	50	50	50	
0332	Salt & Stone Chips	0	100	0	0	100	100	
0333	All Other Supplies	367	500	53	820	500	500	
0344	Small Equipment	0	0	0	500	0	0	
0345	Shop Supplies	299	200	166	200	200	200	
0347	Small Computer Hardware	232	100	0	100	100	100	
MUNICIPAL GARAGE		471,786	487,780	360,357	491,710	486,690	486,690	(1,090)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>CECIL STREET GARAGE (3702-732)</u>								
0102	Full Time Hourly Wages	5,146	2,070	2,097	2,100	2,100	2,100	
0110	Health Insurance	1,465	530	574	580	560	560	
0111	Fringes	1,184	440	451	460	430	430	
0214	Maint of Buildings	1,774	2,000	1,532	2,000	2,000	2,000	
0216	Maint of Operating Equip	75	200	0	100	100	100	
0222	Electricity	1,277	1,980	1,383	1,980	2,020	2,020	
0223	Natural Gas	2,722	2,960	1,572	2,960	3,050	3,050	
0224	Water & Sewer	2,718	2,750	1,978	2,750	2,900	2,900	
0226	Storm Water	3,864	3,900	2,898	3,870	3,870	3,870	
0236	Outside Services	1,275	200	81	200	200	200	
0306	Cleaning/Janitor Supplies	70	50	150	150	50	50	
0333	All Other Supplies	349	200	0	100	200	200	
	CECIL STREET GARAGE	21,919	17,280	12,716	17,250	17,480	17,480	200
<u>REFUSE GARBAGE COLLECTION (4101-733)</u>								
0102	Full Time Hourly Wages	119,865	103,720	92,841	130,000	131,000	131,000	
0104	Overtime Wages	2,353	2,500	1,535	3,500	3,200	3,200	
0110	Health Insurance	34,793	27,460	25,837	27,460	36,060	36,060	
0111	Fringes	28,296	23,070	20,505	28,990	27,250	27,250	
0115	Schools/Seminars/Training	0	150	200	200	200	200	
0124	Meal Allowance	48	0	20	20	0	0	
0127	DOT Emp Notification Prog	0	20	0	0	20	20	
0202	Outside Printing	1,969	100	0	100	100	100	
0206	Advertising & Publication	225	300	113	300	300	300	
0213	Maint of Motor Vehicles	0	100	0	100	100	100	
0214	Maintenance of Building	0	0	1,294	1,300	0	0	
0216	Maint of Operating Equip	0	200	0	100	100	100	
0224	Water & Sewer	2,981	2,740	1,699	2,500	2,630	2,630	
0236	Outside Services	1,744	3,000	224	3,000	3,000	3,000	
0243	Tipping Fees	305,747	305,000	225,343	330,000	310,800	310,800	
0244	Commercial Dumpsters	69,198	65,000	52,510	69,700	70,000	70,000	
0245	License Fees	187	200	187	190	200	200	
0249	Dumpster Pulls	29,234	40,000	30,745	40,000	41,500	41,500	
0293	Maint of Motor Veh/Fleet	86,153	50,000	23,348	35,000	45,000	45,000	
0294	Oil and Fluids/Fleet	6,005	5,000	1,877	3,000	3,500	3,500	
0296	Maint of Oper Eq/Fleet	0	300	98	300	300	300	
0310	Gasoline & Oil	38,084	29,690	32,251	43,700	45,900	45,900	
0313	Motor Vehicles Maint. Sup	236	300	124	200	300	300	
0316	Equipment Maint. Supplies	67	100	240	240	100	100	
0319	Safety Supplies	185	400	84	200	400	400	
0320	Small Tools	0	150	2	150	150	150	
0333	All Other Supplies	1,230	150	561	570	150	150	
0339	Tires & Tire Maintenance	17,167	15,000	11,472	15,000	15,000	15,000	
	REFUSE GARBAGE COLLECTION	745,767	674,650	523,110	735,820	737,260	737,260	62,610

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>SANITARY SEWERS/LIFT STATION (4103-733)</u>								
0102	Full Time Hourly Wages	117,856	108,900	86,240	110,000	112,000	112,000	
0104	Overtime Wages	1,723	2,000	1,518	2,000	2,000	2,000	
0110	Health Insurance	34,042	28,660	24,025	28,660	30,630	30,630	
0111	Fringes	27,686	24,090	19,061	24,330	23,140	23,140	
0115	Schools/Seminars/Training	0	100	280	280	300	300	
0124	Meal Allowance	38	100	12	50	50	50	
0216	Maint of Operating Equip	0	100	52	100	100	100	
0221	Telephone	4,132	4,200	2,775	4,200	4,200	4,200	
0222	Electricity	32,206	40,580	23,221	37,000	37,800	37,800	
0223	Natural Gas	531	440	308	440	450	450	
0224	Water & Sewer	4,832	4,200	3,223	4,200	4,400	4,400	
0236	Outside Services	23,237	30,000	5,771	15,000	30,000	30,000	
0238	Professional Services	30	550	0	500	500	500	
0242	Permits	0	100	0	100	100	100	
0251	Rental	0	0	80	80	0	0	
0252	Rental of Equipment	0	1,500	0	1,500	1,500	1,500	
0293	Maint of Motor Veh/Fleet	18,069	18,000	11,497	12,000	17,000	17,000	
0294	Oil and Fluids/Fleet	1,045	850	646	850	850	850	
0296	Maint of Oper Eq/Fleet	4,297	2,500	4,358	4,500	2,500	2,500	
0305	Chemicals	1,178	1,200	1,311	1,320	1,400	1,400	
0310	Gasoline & Oil	11,621	10,690	9,186	10,690	11,200	11,200	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0316	Equipment Maint. Supplies	455	750	643	750	750	750	
0319	Safety Supplies	760	1,000	941	1,000	1,000	1,000	
0320	Small Tools	129	200	69	150	200	200	
0331	Sand Gravel Hot/Cold Mix	0	300	0	100	300	300	
0333	All Other Supplies	2,827	1,000	501	1,000	1,000	1,000	
0335	Manhole/Catch Basin/Pipe	0	1,000	0	500	1,000	1,000	
0339	Tires & Tire Maintenance	2,057	1,000	0	1,000	1,000	1,000	
0344	Small Equipment	70	1,500	307	1,000	1,500	1,500	
0346	Maint of Lift Station	3,274	4,000	0	2,000	4,000	4,000	
	SAN. SEWERS/LIFT STATION	292,095	289,610	196,025	265,400	290,970	290,970	1,360
<u>SANITARY T-V SEWER INSP. & SEALING (4104-733)</u>								
0102	Full Time Hourly Wages	0	510	0	200	200	200	
0110	Health Insurance	0	140	0	140	50	50	
0111	Fringes	0	110	0	40	40	40	
0224	Water & Sewer	0	0	0	1,000	1,000	1,000	
0236	Outside Services	3,991	65,000	10,806	55,000	55,000	55,000	
0238	Professional Services	0	550	0	500	500	500	
0252	Rental of Equipment	0	1,000	0	1,000	1,000	1,000	
	T-V SEWER INSP. & SEALING	3,991	67,310	10,806	57,880	57,790	57,790	(9,520)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>REPAIR OF STREETS (5101-734)</u>								
0102	Full Time Hourly Wages	196,612	169,070	134,983	170,000	172,000	172,000	
0104	Overtime Wages	32	100	82	100	100	100	
0110	Health Insurance	55,981	43,680	36,976	43,290	46,240	46,240	
0111	Fringes	45,522	36,740	29,340	36,940	34,940	34,940	
0115	Schools/Seminars/Training	0	50	228	230	50	50	
0124	Meal Allowance	4	0	0	0	0	0	
0213	Maint of Motor Vehicles	0	150	0	150	150	150	
0216	Maint of Operating Equip	0	150	0	150	150	150	
0236	Outside Services	47,469	55,000	2,185	55,000	55,000	55,000	
0293	Maint of Motor Veh/Fleet	18,521	32,000	20,162	27,000	30,000	30,000	
0294	Oil and Fluids/Fleet	1,235	2,000	1,730	2,000	2,000	2,000	
0296	Maint of Oper Eq/Fleet	7,044	10,000	1,802	6,500	9,000	9,000	
0310	Gasoline & Oil	8,484	6,730	5,979	8,700	8,000	8,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	350	0	350	350	350	
0319	Safety Supplies	282	300	270	300	300	300	
0320	Small Tools	0	100	0	100	100	100	
0331	Sand Gravel Hot/Cold Mix	21,078	20,000	11,480	20,000	20,000	20,000	
0333	All Other Supplies	3,696	4,000	1,716	3,500	4,000	4,000	
0339	Tires & Tire Maintance	4,417	1,500	32	1,000	1,000	1,000	
	REPAIR OF STREETS	410,377	381,970	246,965	375,360	383,430	383,430	1,460
<u>SNOW & ICE REMOVAL (6102-735)</u>								
0102	Full Time Hourly Wages	57,874	93,350	73,329	96,000	97,400	97,400	
0104	Overtime Wages	85,763	90,000	103,746	120,000	90,000	90,000	
0110	Health Insurance	40,891	48,210	48,477	48,480	50,350	50,350	
0111	Fringes	33,247	39,820	38,455	46,910	38,050	38,050	
0115	Schools/Seminars/Training	160	100	299	300	200	200	
0124	Meal Allowance	1,652	1,500	1,839	2,100	1,500	1,500	
0213	Maint of Motor Vehicles	0	1,000	493	1,000	1,000	1,000	
0216	Maint of Operating Equip	100	200	0	200	200	200	
0236	Outside Services	3,499	4,000	3,363	4,000	3,000	3,000	
0293	Maint of Motor Veh/Fleet	83,195	85,000	55,081	75,000	85,000	85,000	
0294	Oil and Fluids/Fleet	4,112	5,000	5,825	6,300	5,000	5,000	
0296	Maint of Oper Eq/Fleet	22,526	20,000	53,663	60,000	25,000	25,000	
0310	Gasoline & Oil	27,855	31,170	40,751	48,000	32,800	32,800	
0313	Motor Vehicles Maint. Sup	0	200	0	200	200	200	
0316	Equipment Maint Supplies	67	500	0	500	500	500	
0319	Safety Supplies	43	200	0	200	200	200	
0320	Small Tools	0	100	0	100	100	100	
0330	Calcium Chloride	1,684	4,000	0	0	3,000	3,000	
0332	Salt & Stone Chips	108,449	145,000	92,747	125,000	125,000	125,000	
0333	All Other Supplies	1,373	1,000	37	1,000	1,000	1,000	
0339	Tires & Tire Maintance	2,616	5,000	4,352	5,500	5,000	5,000	
0344	Small Equipment	0	50	0	50	50	50	
	SNOW & ICE REMOVAL	475,106	575,400	522,457	640,840	564,550	564,550	(10,850)

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>WEED CUTTING (6103-735)</u>								
0102	Full Time Hourly Wages	14,389	12,450	20,036	22,000	20,000	20,000	
0103	Temporary Wages	5,090	6,500	4,734	6,500	8,000	8,000	
0110	Health Insurance	5,545	4,950	6,781	6,790	7,520	7,520	
0111	Fringes	4,506	4,120	5,382	6,200	5,690	5,690	
0293	Maint of Motor Veh/Fleet	4,391	2,000	12,355	14,000	2,000	2,000	
0294	Oil and Fluids/Fleet	270	200	369	370	200	200	
0296	Maint of Oper Eq/Fleet	8,968	8,500	4,445	7,500	8,500	8,500	
0310	Gasoline & Oil	2,725	1,880	2,559	2,600	2,200	2,200	
0319	Safety Supplies	0	50	50	50	50	50	
0333	All Other Supplies	1,312	1,000	1,499	1,500	1,500	1,500	
0339	Tires & Tire Maintenance	0	300	0	100	300	300	
	WEED CUTTING	47,196	41,950	58,210	67,610	55,960	55,960	14,010
<u>TRAFFIC CONTROL (7101-736)</u>								
0102	Full Time Hourly Wages	91,536	98,540	69,751	101,000	102,000	102,000	
0103	Temporary Wages	0	0	0	0	0	0	
0104	Overtime Wages	6,668	7,000	5,718	7,000	7,000	7,000	
0110	Health Insurance	27,957	27,320	20,661	27,320	29,290	29,290	
0111	Fringes	22,734	22,930	16,396	23,460	22,130	22,130	
0115	Schools/Seminars/Training	0	200	0	0	200	200	
0124	Meal Allowance	48	20	60	90	40	40	
0202	Outside Printing	58	0	0	0	0	0	
0217	Maint of Traffic Signals	11,439	10,000	6,993	10,000	10,000	10,000	
0218	Maintenance of Software	1,350	1,350	1,350	1,350	1,350	1,350	
0221	Telephone	32	30	21	30	30	30	
0222	Electricity	11,800	13,510	7,299	12,500	12,750	12,750	
0227	Cellular Telephone	92	150	70	140	140	140	
0229	Maint of Pavement Marking	0	54,000	51,953	51,960	50,000	50,000	
0236	Outside Services	80,165	1,000	58	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	5,536	4,000	6,919	7,500	4,500	4,500	
0294	Oil and Fluids/Fleet	155	150	73	120	130	130	
0296	Maint of Oper Equip/Fleet	0	100	0	100	100	100	
0301	Office Supplies	65	40	0	40	40	40	
0310	Gasoline & Oil	3,087	2,380	2,104	2,500	2,600	2,600	
0316	Equipment Maint. Supplies	118	300	271	300	300	300	
0317	Traffic Signal Supplies	15,839	21,000	10,917	21,000	21,000	21,000	
0319	Safety Supplies	0	100	50	100	100	100	
0320	Small Tools	748	500	311	500	500	500	
0324	Pavement Marking Supplies	24	2,000	929	1,500	1,500	1,500	
0327	Sign & Barricade Supplies	11,640	15,000	7,747	15,000	15,000	15,000	
0333	All Other Supplies	708	250	293	300	250	250	
0344	Small Equipment	0	500	0	250	500	500	
	TRAFFIC CONTROL	291,799	282,370	209,944	285,060	282,450	282,450	80

**CITY OF NEENAH
OPERATING BUDGET
*** PUBLIC WORKS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>STREET LIGHTING (7104-736)</u>								
0102	Full Time Hourly Wages	823	3,140	184	2,500	2,500	2,500	
0104	Overtime Wages	0	0	0	0	0	0	
0110	Health Insurance	234	800	50	800	670	670	
0111	Fringes	189	680	40	540	500	500	
0216	Maint of Operating Equip	0	0	0	0	0	0	
0222	Electricity	565,044	564,160	333,708	564,000	575,000	575,000	
0236	Outside Services	5,218	5,000	6,114	6,120	5,000	5,000	
0293	Maint of Motor Veh/Fleet	0	200	0	100	200	200	
0311	Fixed Equip. Maint Supply	0	3,000	0	2,000	3,000	3,000	
0316	Equipment Maint. Supplies	0	100	0	100	100	100	
0320	Small Tools	0	0	0	0	0	0	
0333	All Other Supplies	2,661	300	0	300	300	300	
	STREET LIGHTING	574,169	577,380	340,096	576,460	587,270	587,270	9,890
<u>CAPITAL OUTLAY - P.W. EQUIP. (7581-737)</u>								
8108	Office Furniture & Equip.	12	250	0	250	250	250	
8113	Communication Equipment	1,608	750	0	500	750	750	
8116	Maintenance Equipment	3,803	4,000	1,093	4,000	4,000	4,000	
8133	All Other Equipment	1,100	1,100	0	1,100	1,100	1,100	
	CAP. OUTLAY - P.W. EQUIP.	6,523	6,100	1,093	5,850	6,100	6,100	0
<u>DPW SERVICES - INTERDEPARTMENTAL (7901-739 thru 7999-739)</u>								
0101	Salaries	1,020	700	277	280	0	0	
0102	Full Time Hourly Wages	5,718	3,820	2,123	2,720	6,500	6,500	
0104	Overtime Wages	220	90	262	270	0	0	
0110	Health Insurance	1,990	1,000	728	1,000	1,750	1,750	
0111	Fringes	1,606	850	504	540	1,320	1,320	
	DPW SERVICES - INTERDEPT.	10,554	6,460	3,894	4,810	9,570	9,570	3,110
PUBLIC WORKS DEPARTMENT		4,098,328	4,160,540	3,031,933	4,281,570	4,256,710	4,206,710	46,170
							Percent Budget Change	1.11%

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department Head

Chris Haese

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$1,606,653	\$1,669,269	\$1,684,330	0.90%	\$1,682,330	0.78%
No. of Employees (FTE)	11	11	11	0.00%	11	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Community Development & Assessment (2,000)

Mayor's Comments:

I am recommending a \$2,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

Provide planning and zoning services, building permits and inspections, City Sealer duties, City Assessor duties, code enforcement, and community and economic development programs.

Activities:

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

2019 Accomplishments:

Planning

As of September 2019, Staff has completed 35 planning/zoning reviews, including plats, certified survey maps, rezoning, special use, variance applications, site plans, drainage plans, annexation petitions, comprehensive plan amendments, and home occupation applications, which is in-line with the same period last year. Leadership of major project plans throughout the City including the development of the S. Commercial Street Revitalization Plan Draft, Zoning Code update to modernize several sections, implementation of the 2040 Comprehensive Plan, increased utilization of GIS within Community Development, efforts to monitor and understand the Town of Clayton incorporation, and amending the Fox Cities Sewer Service Area (SSA) map to assist with growth west of the City. In 2019, Community Development Staff assisted property owners in annexing roughly 42 acres of land and creating 59 new residential lots.

Inspections

As of September 2019, completed over 2,380 inspections in response to permits issued, complaints received, well abandonment, RPZ testing, housing rehab, sewer exemption programs and erosion control. Continued private property enhancement efforts utilizing full-time code enforcement officer.

Code Enforcement/Weights and Measures

Through August 2019, 2,775 code enforcement inspections were conducted, 747 cases initiated and 35 citations written. The City Sealer completed 7 inspections which included regulation inspections, complaint based inspections and recheck inspections. More than 120 devices were inspected for accuracy and package checking occurred at one grocery store as part of a state survey.

City Assessor

City assessment Staff assisted in the City-wide revaluation, the first since 2011. Staff was responsible for reviewing and updating residential property attributes, researching and validating over 1,000 residential property sales and assisting in the review and quality control of preliminary 2019 property assessment values. In addition to the City-wide revaluation, assessment Staff reviewed, inspected and valued all completed building permits in the City. The assessment division was also responsible for digitizing nearly 10,000 property record folders and making that data available in the City's assessment system.

Economic Development

Managed Community Development Authority projects. Provided direction to the growth and development of the City's seven Tax Increment Districts, including two amendments to TID 9. Continue to engage prospective developers on mixed use developments in the Downtown. Expanded the City's land banking holdings in the Gateway Redevelopment Area. Assisted with Arrowhead Park redevelopment efforts. Continued marketing efforts for the Southpark Industrial Center expansion area. Coordinated downtown parking management program and on-going implementation of parking enforcement software. Management and programming for Neenah Central City Business Improvement District. Maintained working partnerships with neighborhood and community groups. Managed small business loan program. Worked cooperatively with Fox Cities Convention and Visitors Bureau and the Fox Cities Regional

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Partnership on regional economic development efforts including the new Champion Center and bringing Major League Fishing to Neenah. Attended business retention visits with key businesses. Provided site location and planning assistance to businesses city wide.

Housing and Community Services

Prepared 2019 CDBG application and Consolidated Plan. Prepared grant applications for Dial-A-Ride program. Coordinated housing rehabilitation and homebuyers programs. Managed CDBG, Dial-A-Ride and Y-Senior programs.

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

2020 Goals/Plans:

Planning

- Review of the Zoning Code, Subdivision Ordinance and other land use regulations to ensure consistency with the Comprehensive Plan and with assistance from the Plan Commission.
- Review and assist applicants of all commercial, industrial and residential developments.
- Adopt the South Commercial Street Revitalization Plan.
- Continue implementation of natural resource regulations (wetlands, floodplains, shorelands, stormwater management).
- Expand use of computer/GIS systems and land records modernization for internal and external (public) use.
- Continue effective internship program to the benefit of the City and upcoming planning professionals.
- Update development review process and identify ways to make it more efficient.
- Continue implementing recommendations of the Comprehensive Plan.
- Update the City's Official Street map.
- Develop neighborhood plans for undeveloped land in the City's growth corridor.

Inspections

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

City Assessor

- Identify ways to improve efficiency through use of technology and changes to existing processes.
- Execute all permit, property sale and annual share of city-wide physical inspections.
- Continue quality control initiatives in order to assure accuracy of data.
- Prioritize/modify office and field procedures to accelerate frequency of city-wide revaluations.
- Reevaluate personal property accounts to insure accuracy and completeness.
- Manage work of Statutory Assessor.
- Conduct Open Book and Board of Review hearings.
- Increase the number of inspections of residential properties to those that haven't been inspected in over 15 years.
- Achieve proficiency in commercial property valuation with the Property Appraiser II position.

City Sealer

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

Economic Development

- Manage Downtown Gateway Redevelopment Area projects.
- Manage Glafelter Redevelopment Area project.
- Manage expansion of Southpark Industrial Center.
- Manage development projects within all seven Tax Increment Districts.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

Housing and Community Services

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

Major Increases (Decreases) in 2020 Budget Request: None.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
COMMUNITY DEVELOPMENT								
<u>COMM. DEVELOPMENT ADMIN. (9301-801)</u>								
0101	Salaries	273,321	281,520	196,857	281,520	285,510	285,510	
0103	Temporary Wages	6,959	6,000	5,580	6,000	7,000	7,000	
0110	Health Insurance	50,910	59,030	44,280	59,030	61,120	61,120	
0111	Fringes	50,982	51,280	36,109	51,280	50,180	50,180	
0115	Schools/Seminars/Training	318	200	0	200	200	200	
0123	Auto Allowance	0	50	0	0	0	0	
0128	Empl Recognition Awards	10	10	0	10	110	110	
	Personal Services	382,500	398,090	282,826	398,040	404,120	404,120	6,030
0202	Outside Printing	897	50	0	50	50	50	
0203	Postage	836	900	874	900	900	900	
0204	Conferences & Meetings	50	500	225	500	500	500	
0205	Debit Card Charges	0	0	0	0	0	0	
0206	Advertising & Publication	0	200	0	100	200	200	
0207	Dues & Memberships	419	500	0	500	500	500	
0212	Maint of Office Equipment	0	50	0	0	50	50	
0218	Maint of Software	3,393	4,060	4,266	4,270	620	620	
0227	Cellular Telephone	960	1,000	720	1,000	1,000	1,000	
0236	Outside Services	0	250	73	80	250	250	
0254	Printer / Copies	2,212	2,500	1,713	2,500	2,560	2,560	
0255	IS Services / Internal	61,400	46,870	35,282	36,800	40,500	40,500	
	Contractual Services	70,167	56,880	43,153	46,700	47,130	47,130	(9,750)
0301	Office Supplies	783	600	145	600	600	600	
0301	Office Supplies	11	30	10	30	30	30	
0302	Inhouse Printing	34	200	0	100	200	200	
0303	Computer Oper Supplies	0	100	0	50	100	100	
0308	Books and Periodicals	25	50	50	50	50	50	
0333	All Other Supplies	59	500	59	500	500	500	
0343	Small Program Packages	76	200	0	100	200	200	
0344	Small Equipment	1,231	600	197	200	600	600	
	Supplies & Materials	2,219	2,280	461	1,630	2,280	2,280	0
8000	Mayor's Exec Adj	0	0	0	0	0	(2,000)	
	Mayor's Exec Adj	0	0	0	0	0	(2,000)	(2,000)
	COMM. DEVELOP. ADMIN.	454,886	457,250	326,440	446,370	453,530	451,530	(5,720)

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
INSPECTIONS (9302-801)								
0101	Salaries	209,240	231,850	162,922	232,410	235,950	235,950	
0103	Temporary Wages	4,489	0	0	0	0	0	
0110	Health Insurance	54,210	58,320	43,740	58,320	60,470	60,470	
0111	Fringes	48,867	49,960	35,110	50,080	47,710	47,710	
0115	Schools/Seminars/Training	1,285	1,250	1,472	1,480	1,250	1,250	
	Personal Services	318,091	341,380	243,244	342,290	345,380	345,380	4,000
0205	Debit Card Charges	2,393	1,500	2,288	2,700	3,500	3,500	
0207	Dues & Memberships	804	1,000	511	850	1,000	1,000	
0213	Maint of Motor Vehicles	72	200	22	200	200	200	
0218	Maint of Software	2,299	12,200	11,800	12,200	19,000	19,000	
0227	Cellular Telephone	2,421	1,950	1,580	1,950	2,500	2,500	
0236	Outside Services	221	0	455	460	300	300	
0254	Printer / Copies	83	80	58	80	80	80	
0255	IS Services / Internal	20,370	16,260	12,240	15,000	25,100	25,100	
0293	Maint Of Motor Veh/Fleet	4,058	2,500	929	4,500	2,500	2,500	
0294	Oil and Fluids/Fleet	111	150	66	150	150	150	
	Contractual Services	32,832	35,840	29,949	38,090	54,330	54,330	18,490
0302	Inhouse Printing	18	40	7	40	40	40	
0308	Books and Periodicals	0	200	0	150	150	150	
0310	Gasoline & Oil	2,463	2,530	1,587	2,500	2,500	2,500	
0333	All Other Supplies	44	100	0	100	100	100	
0334	Other- WI Building Seals	994	1,500	0	0	1,500	1,500	
	Supplies & Materials	3,519	4,370	1,594	2,790	4,290	4,290	(80)
	INSPECTIONS	354,442	381,590	274,787	383,170	404,000	404,000	22,410

WEIGHTS & MEASURES (9305-801)

0101	Salaries	11,995	21,160	4,392	21,160	21,490	21,490	
0110	Health Insurance	7,070	7,380	5,535	7,380	7,640	7,640	
0111	Fringes	2,942	4,880	1,012	4,880	4,640	4,640	
0115	Schools/Seminars/Training	930	800	73	800	800	800	
	Personal Services	22,937	34,220	11,012	34,220	34,570	34,570	350
0203	Postage	95	100	104	150	150	150	
0207	Dues & Memberships	105	200	75	200	200	200	
0213	Maint of Motor Vehicles	0	100	0	50	50	50	
0218	Maint of Software	894	880	861	880	650	650	
0227	Cellular Telephone	0	500	0	500	500	500	
0236	Outside Services	336	200	0	200	200	200	
0238	Professional Services	0	0	0	0	0	0	
0254	Printer / Copies	0	50	0	0	50	50	
0255	IS Services / Internal	3,040	4,730	3,561	5,000	7,800	7,800	
0293	Maint Of Motor Veh/Fleet	0	300	0	0	300	300	
0294	Oil and Fluids/Fleet	0	50	0	0	50	50	
	Contractual Services	4,470	7,110	4,601	6,980	9,950	9,950	2,840
0301	Office Supplies	0	100	0	50	100	100	
0302	Inhouse Printing	4	30	0	0	30	30	
0303	Computer Oper Supplies	0	50	0	50	50	50	
0308	Books and Periodicals	0	100	0	0	100	100	
0310	Gasoline & Oil	0	570	0	0	570	570	
0333	All Other Supplies	41	250	0	100	250	250	
0344	Small Equipment	0	200	129	130	200	200	
0347	Small Computer Hardware	0	150	0	50	150	150	
0349	Decals	0	100	0	0	100	100	
	Supplies & Materials	45	1,550	129	380	1,550	1,550	0
	WEIGHTS & MEASURES	27,452	42,880	15,742	41,580	46,070	46,070	3,190

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
ASSESSOR OPERATIONS (9314-801)								
0101	Salaries	121,679	110,650	88,115	110,640	112,710	112,710	
0103	Temporary Wages	434	1,500	4,529	4,530	2,500	2,500	
0110	Health Insurance	36,770	32,470	24,354	32,470	33,620	33,620	
0111	Fringes	28,062	24,550	20,277	25,090	23,450	23,450	
0115	Schools/Seminars/Training	847	1,000	728	730	1,000	1,000	
	Personal Services	187,792	170,170	138,003	173,460	173,280	173,280	3,110
0202	Outside Printing	938	850	898	900	850	850	
0203	Postage	930	6,000	660	6,000	700	700	
0206	Advertising & Publication	0	0	0	0	0	0	
0207	Dues & Memberships	908	150	1,891	1,900	2,000	2,000	
0213	Maint of Motor Vehicles	4	300	0	300	300	300	
0218	Maint of Software	10,540	9,350	1,584	1,590	8,710	8,710	
0227	Cellular Telephone	199	300	140	300	300	300	
0233	Other Serv-Manufac Fees	14,764	16,500	14,934	16,500	16,500	16,500	
0236	Outside Services	76,961	86,269	70,781	85,000	35,500	35,500	
0254	Printer / Copies	249	220	175	220	250	250	
0255	IS Services / Internal	23,390	18,230	13,723	19,700	33,400	33,400	
0293	Maint Of Motor Veh/Fleet	113	300	80	300	200	200	
0294	Oil and Fluids/Fleet	22	50	35	50	50	50	
	Contractual Services	129,018	138,519	104,901	132,760	98,760	98,760	(39,759)
0301	Office Supplies	226	300	36	300	300	300	
0302	Inhouse Printing	0	20	7	10	0	0	
0303	Computer Oper Supplies	0	50	0	0	0	0	
0308	Books and Periodicals	254	200	83	100	100	100	
0310	Gasoline & Oil	377	320	95	300	350	350	
0333	All Other Supplies	0	200	29	50	200	200	
0344	Small Equipment	25	200	0	120	50	50	
0347	Small Computer Hardware	0	100	113	120	100	100	
	Supplies & Materials	882	1,390	363	1,000	1,100	1,100	(290)
	ASSESSOR OPERATIONS	317,692	310,079	243,267	307,220	273,140	273,140	(36,939)
COMMUNITY DEVELOPMENT		1,154,472	1,191,799	860,236	1,178,340	1,176,740	1,174,740	(17,059)
						Percent Budget Change		-1.43%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>COMMUNITY DEV. REVENUES:</u>								
	Weights & Measures	19,693	28,000	25,565	25,570	26,000	26,000	
	Licenses/Permits	247,380	210,550	186,940	225,850	225,550	225,550	
	Community Dev. Fees	26,190	22,950	19,095	24,300	24,400	24,400	
	TOTAL REVENUES	<u>293,263</u>	<u>261,500</u>	<u>231,600</u>	<u>275,720</u>	<u>275,950</u>	<u>275,950</u>	<u>14,450</u>
						Percent Budget Change		5.53%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of CD/Assessment	Grade S3	1.00	Grade S3	1.00	\$101,780	\$101,780	\$102,410
Deputy Director-CD/Assessmt	Grade N3	1.00	Grade N3	1.00	71,920	71,920	73,030
Chief Building Inspector	Grade M3	1.00	Grade M3	1.00	78,690	78,690	79,170
Plumbing Inspector	Grade K3	1.00	Grade K3	1.00	61,430	61,430	62,620
Assistant Bldg. Inspector	Grade K3	1.00	Grade K3	1.00	57,210	57,760	58,380
Assistant Planner	Grade J3	1.00	Grade J3	1.00	64,420	64,420	64,740
Property Appraiser II	Grade J3	1.00	Grade J3	1.00	55,990	55,990	56,790
Property Appraiser I	Grade H3	1.00	Grade H3	1.00	46,120	46,120	46,840
Weights & Measures/ Code Enforcement Inspector	Grade G3	1.00	Grade G3	1.00	42,160	42,160	42,670
Office Manager	Grade G3	1.00	Grade G3	1.00	42,340	42,340	43,150
Admin Asst/Assessor Tech	Grade G3	1.00	Grade G3	1.00	40,620	40,620	41,100
Subtotal		11.00		11.00	\$662,680	\$663,230	\$670,900
OTHER COMPENSATION							
Accrued Wages	-		-		2,500	2,500	5,160
TEMPORARY							
Department Intern	10.00 /hr		10.00 /hr		6,000	6,000	7,000
Temp. Help-Assessment	10.00 /hr		10.00 /hr		1,500	4,530	2,500
INFORMATION ONLY							
Wages Budgeted in Stormwater Fund	-		-		20,000	20,000	20,400
TOTAL	XXX	11.00	XXX	11.00	\$672,680	\$676,260	\$685,560

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

The Commission continued public information activities including support of the Neenah-Menasha Intertribal Pow Wow.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

None.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

SUSTAINABLE NEENAH

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

Sponsored the Neenah Farmer’s Market and educated citizens on a variety of sustainable topics. Promoted sustainability education through web site information and cooperative education with area communities. Promoted additional tree planting in the community, container gardening, and reviewed City energy use for reductions and cost savings.

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

None.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

COMMUNITY DEVELOPMENT AUTHORITY

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

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

2020 Goals/Plans:

Continue management of Glatfelter Mill Redevelopment Project.
Assist with redevelopment of key Brownfield sites within the City.
Direct redevelopment projects as assigned.
Continue Land Bank activities in the Gateway Redevelopment District.
Continue Housing, Block Grant and Redevelopment responsibilities under jurisdiction of CDA.
Secure at least one downtown housing project.

Major Increases (Decreases) in 2020 Budget Request:

None.

Y-SENIOR FRIENDS PROGRAM

Goals/Responsibilities:

Provide programs for Senior Citizens at Neenah-Menasha YMCA.

Activities:

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

2019 Accomplishments:

City of Neenah Resident Attendance through June, 2019: 4,498
Past funding: 2018 - \$14,800
2019 - \$15,100
Proposed funding: 2020 - \$15,550

2020 Goals/Plans:

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

COMMITTEE ON AGING

Goals/Responsibilities/Plans:

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

2019 Accomplishments: Distribution of senior information flyer. Implementation of Fourth Annual "School for Seniors" event with Lakeland University with 75 in attendance.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

MASS TRANSIT

Goals/Responsibilities:

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

Activities:

Fixed-Route Bus Service and Valley Transit II

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

The Connector

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

2019 Accomplishments:

Ridership through June 2019 on Route 30 (downtown Appleton to downtown Neenah) was 52,715 passenger trips (-3.5% from 2018); on Route 31/32 (internal Neenah route) 24,172 passenger trips (-11.6% from 2018); and on Route 41 (Neenah to Grand Chute), 14,559 passenger trips (-7.2% from 2018).

2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request

	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Recommended</u>
Gross Bus Service Cost	\$428,880	\$428,880	\$450,714
Less: Grants/Aids	<u>-339,000</u>	<u>-318,000</u>	<u>-359,819</u>
Net Service Cost	89,880	88,600	90,895
Add: Shelter Operating Costs	3,650	3,050	3,650
Add: Connector Service	13,700	14,200	12,424
 NET BUS SERVICE COST	 <u>\$107,230</u>	 <u>\$105,850</u>	 <u>\$106,969</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

DIAL-A-RIDE

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

Provide estimated 8,000 rides through contract with Fox Valley Cab, current program service provider. Neenah Public Library added as a distribution site.

2020 Goals/Plans:

Continue existing service levels.

Major Increases (Decreases) in 2020 Budget Request:

None

		<u>2019 Budget</u>		<u>2020 Budget</u>
Estimated Transportation Cost		\$123,200		\$123,200
Less Fares		(28,000)		(28,000)
Less Fed and State Transit Aids		<u>(55,050)</u>		<u>(53,520)</u>
Net Local Share		40,150		42,000
		2018	2019	2019
		Actual	Budget	Estimate
		2020		Budget
Fund Balance (Deficit) Jan. 1	76,091	88,422	88,422	95,422
Revenues				
City of Neenah	12,000	12,000	12,000	12,000
City of Menasha	10,000	10,000	10,000	10,000
Winnebago County	20,000	20,000	20,000	20,000
United Way	8,755	8,500	8,500	8,500
Interest & Misc.	5,157	2,500	2,500	2,500
Total Revenue	55,912	53,000	53,000	53,000
Expenditures				
Transportation Charges	37,625	40,150	40,000	42,000
Misc. Expenditures	956	1,100	1,000	1,000
Transfer to General Fund	5,000	5,000	5,000	5,000
Total Expenditures	43,581	46,250	46,000	48,000
Excess Revenue Over (Under)				
Expenditures	12,331	6,750	7,000	5,000
Fund Balance (Deficit) Dec. 31	88,422	95,172	95,422	100,422

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
OTHER COMMUNITY SERVICES								
LANDMARK OPERATIONS (9319-801)								
0202	Outside Printing	139	1,000	0	500	1,000	1,000	
0203	Postage	0	100	0	100	100	100	
0204	Conferences & Meetings	364	400	145	400	400	400	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	115	200	75	120	200	200	
0236	Outside Services	400	500	400	400	500	500	
	Contractual Services	1,018	2,300	620	1,620	2,300	2,300	0
0301	Office Supplies	0	50	0	50	50	50	
0318	Maps and Records	0	500	0	0	500	500	
0326	Photography Supplies	0	200	0	0	200	200	
0333	All Other Supplies	523	500	0	500	500	500	
	Supplies & Materials	523	1,250	0	550	1,250	1,250	0
	LANDMARK OPERATIONS	1,541	3,550	620	2,170	3,550	3,550	0
SUSTAINABLE NEENAH COMMITTEE (9320-801)								
0115	Schools/Seminars/Training	0	0	110	300	300	300	
	Personal Services	0	0	110	300	300	300	300
0202	Outside Printing	0	500	0	0	500	500	
0206	Advertising & Publication	0	100	0	0	100	100	
0207	Dues & Memberships	1,000	1,000	1,000	1,000	1,000	1,000	
0261	Misc	50	300	50	50	300	300	
	Contractual Services	1,050	1,900	1,050	1,050	1,900	1,900	0
0333	All Other Supplies	1,104	2,700	0	500	1,000	1,000	
	Supplies & Materials	1,104	2,700	0	500	1,000	1,000	(1,700)
	SUSTAINABLE NEENAH	2,154	4,600	1,160	1,850	3,200	3,200	(1,400)
COMMUNITY DEVELOPMENT AUTHORITY (9321-801)								
0202	Outside Printing	0	50	0	50	50	50	
0203	Postage	0	50	0	50	50	50	
0204	Conferences & Meetings	0	200	0	100	200	200	
0206	Advertising & Publication	0	100	0	100	100	100	
0207	Dues & Memberships	0	50	0	0	0	0	
0219	Maintenance of Land	3,994	3,600	3,600	3,600	4,600	4,600	
0222	Electricity	855	980	382	900	900	900	
0224	Water & Sewer	132	140	66	140	140	140	
0226	Storm Water	168	750	126	350	350	350	
0236	Outside Services	0	100	0	0	100	100	
	Contractual Services	5,149	6,020	4,174	5,290	6,490	6,490	470
	COM DEV AUTHORITY	5,149	6,020	4,174	5,290	6,490	6,490	470

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
MASS TRANSIT (9323-801)								
0214	Maintenance of Buildings	24	1,000	0	500	1,000	1,000	
0222	Electricity	2,212	2,470	1,104	2,500	2,500	2,500	
0226	Storm Water	126	150	63	150	150	150	
0236	Outside Services	414,175	418,880	283,800	419,000	450,720	450,720	
0268	Connector Cost	0	13,700	0	13,000	12,430	12,430	
	Contractual Services	416,537	436,200	284,967	435,150	466,800	466,800	30,600
	MASS TRANSIT	416,537	436,200	284,967	435,150	466,800	466,800	30,600
<hr/>								
DIAL-A-RIDE PROGRAM (9322-801)								
0236	Outside Services	12,000	12,000	12,000	12,000	12,000	12,000	
	Contractual Services	12,000	12,000	12,000	12,000	12,000	12,000	0
	DIAL-A-RIDE PROGRAM	12,000	12,000	12,000	12,000	12,000	12,000	0
<hr/>								
Y-SENIOR FRIENDS PROGRAM (9324-801)								
0236	Outside Services	14,800	15,100	15,100	15,100	15,550	15,550	
	Contractual Services	14,800	15,100	15,100	15,100	15,550	15,550	450
	Y-SENIOR FRIENDS PROGRAM	14,800	15,100	15,100	15,100	15,550	15,550	450
<hr/>								
COMMITTEE ON AGING (9221-792)								
0203	Postage	61	100	0	100	100	100	
0204	Conferences & Meetings	58	100	50	100	100	100	
0207	Dues & Memberships	0	50	0	0	50	50	
	Contractual Services	119	250	50	200	250	250	0
	COMMITTEE ON AGING	119	250	50	200	250	250	0
<hr/>								
OTHER COMMUNITY SERVICES		452,300	477,720	318,071	471,760	507,840	507,840	30,120
							Percent Budget Change	6.30%

NEENAH PUBLIC LIBRARY

Department Head

Gretchen Raab

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$2,090,625	\$2,189,900	\$2,310,680	5.52%	\$2,266,680	3.51%
No. of Employees (FTE)	23.52	23.52	23.85	1.40%	23.85	1.40%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Library **(44,000)**

Mayor's Comments:

I am recommending a \$44,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goal/Responsibility:

- To provide public library service according to Wisconsin statutes and standards to area residents of all ages.
- To meet the entertainment, education and enrichment needs and interests of the community.
- Fulfill the Library's mission: Inspiring ideas, enriching lives, creating community, celebrating literacy.

Activities:

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

Recent Accomplishments:

New Initiatives

In response to requests from the community via the Library survey, the Library opened longer hours on weekends during the summer months. The Library hours are now the same year-round, one of the few libraries in the state open on Sundays during summer months. Response from the community has been very positive. The patron count on Sundays is strong--approximately 90 patrons per hour visit the library. Our patron count average is 92 people per hour.

The Library again partnered with the Neenah Joint School District and Chartwells Food Service to provide free lunches during the summer; 2,290 lunches were served to children during a 20-day period. Staff and volunteers served the lunches. Volunteers included Library Board members, Alderpersons, Neenah Police Department and Neenah-Menasha Fire Rescue personnel.

Circulation

In 2018, Neenah was the 8th highest circulating library in the state; Neenah follows much larger, and in some cases, multi-branch, community libraries (Madison, Milwaukee, Brown County, Kenosha, Appleton, etc.) in circulation. Neenah is the highest circulating library in the Winnefox Library System, circulating 22% more items than the next highest circulating library (Oshkosh).

Cost per Circulation

The library's cost per circulation is approximately \$2.50 per checkout, the lowest cost of any library in Winnebago County and one of the lowest in the state.* (Cost per circulation is determined by dividing the total operating expenditures of the library by circulation.) Our resident support per capita is approximately \$48, the cost of two hardcover books.

*Source: Department of Public Instruction, 2017 and 2018 Wisconsin Public Library Service Data.

Reference Services

Staff answered almost 60,000 reference questions in 2018, providing instruction in the use of a variety of electronic devices, assisting patrons in applying for employment and government services, completing and updating resumes, downloading electronic books and audio books, finding materials for schoolwork and selecting recreational reading, viewing and listening materials for patrons of all ages.

Volunteers

Over 100 volunteers assist with library duties and special projects, including the shelving of over half of all returned library materials.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Programs

A record 1,041 programs were offered in 2018, with attendance of almost 38,600. 2,283 children participated in the summer library program in 2019 – a new record for the library! Neenah has the 9th highest program attendance in the state, up from 12th highest in 2017.

Donations

The Library’s Trust Fund has received over \$36,000 in donations in 2019 and over \$22,000 in donations in 2018. Donations are used to fund programming and special projects and purchases.

Partnerships

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

2020 Goals/Plans:

- Continue to provide materials in a variety of formats to meet the reading, listening and viewing needs and interests of the community.
- Continue to offer engaging, innovative, educational, and entertaining programming and services for all ages and at all stages of life.
- The staff and Library Board worked with a library-focused architectural firm in 2018 to improve the functionality of the building by addressing patron and staff needs most effectively, i.e., making the most of the various spaces in order to better serve the community. Changes started in January 2019 and will continue over the next couple of years prior to and during replacement/installation of the carpet. Many of the costs associated with reorganization are included in the CIP Facilities request.

Major Increases (Decreases) in 2020 Budget Request:

LIBRARY ADMINISTRATION

SALARIES

Requesting that the part-time Administrative Assistant position be changed to full-time. (The position was full-time until the mid-1990s.) Some of the tasks currently done by the director, department heads, librarians, and other staff, could be assigned to the Administrative Assistant, including bookkeeping for the Trust Fund, for the Friends of the Neenah Public Library, and for the Technology Reserve Fund; managing the outdoor electronic sign and the community bulletin board; coordinating donation drives; assisting in the Food for Fines promotion; coordinating after-hours Shattuck Room set-up (after custodians have left for the day); assisting in the compilation and reporting of statistics for the Library Board and the State annual report; posting minutes and agendas to the Library’s website; adding events to the Library’s web calendar and Facebook page; returning interlibrary loan materials to lending libraries.

ELECTRONIC MATERIALS

The Electronic Materials budget includes the Overdrive subscription (downloadable audiobooks and electronic books) as well as reference sources: Ancestry (\$1,200), Pronunciator (\$1,850), and Tumblebooks (\$600).

WALS (Winnefox Automated Library System) COMPUTERIZATION

The 2020 fee for WALS remains the same as 2019. (The formula normally used to calculate fees, which includes file size, number of cardholders, number of items in the collection, and circulation, was suspended for 2020 because of ongoing discussions with neighboring library system OWLS and possible consolidation of computer systems). Neenah continues

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

to be the highest circulating library in WALs, resulting in WALs fee increases over the last few years. Neenah's WALs' cost per item checked out remains very low at \$.19 per checkout.

OPERATING RECEIPTS (revenue)

The Library anticipates a 2% increase (\$18,880) from Winnebago County for services to township residents. The Library will also receive payments from Calumet, Waushara, Fond du Lac and Green Lake counties for checkout to their residents at the Neenah Public Library.

FUNDS CARRIED FORWARD

Requesting the use of Carry-forward funds (\$21,000) to upgrade staff and public computers as well as public self-checkout machines to Windows 10.

Requesting \$12,000 to continue our subscription of Hoopla, a service for downloadable audio, e-books, movies, and music. Hoopla requires a deposit account and the funds are deducted as they are used, i.e., items checked out by patrons. Hoopla service was started mid-year 2019 and has been popular with patrons.

Requesting \$1,000 to replace a concrete base for a table outside the Library, which was removed from service in 2019.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PUBLIC LIBRARY								
<u>LIBRARY ADMINISTRATION (9501-821)</u>								
0101	Salaries	648,971	674,580	472,420	674,570	725,560	725,560	
0102	Hourly Wages	340,519	369,470	258,490	369,450	369,780	369,780	
0103	Temporary Wages	56,849	55,000	46,894	56,000	56,650	56,650	
0109	Premium Pay	12,250	15,500	7,719	13,000	13,400	13,400	
0110	Health Insurance	154,690	163,070	122,310	163,070	184,120	184,120	
0111	Fringes	163,016	170,480	120,127	170,250	167,300	167,300	
0115	Schools/Seminars/Training	473	2,000	860	2,000	2,000	2,000	
0123	Auto Allowance	296	400	451	460	400	400	
0128	Empl Recognition Awards	100	0	0	0	100	100	
	Personal Services	1,377,164	1,450,500	1,029,271	1,448,800	1,519,310	1,519,310	68,810
0202	Outside Printing	1,878	1,600	2,818	2,820	1,600	1,600	
0203	Postage	2,297	2,520	1,861	2,520	2,650	2,650	
0204	Conferences & Meetings	5,786	3,600	954	3,600	3,600	3,600	
0205	Credit/Debit Charges	966	1,000	1,292	1,300	1,000	1,000	
0206	Advertising & Publication	1,879	1,650	2,270	2,270	1,650	1,650	
0207	Dues & Memberships	1,792	2,300	1,183	2,300	2,300	2,300	
0212	Maint of Office Equipment	1,590	2,000	1,600	2,000	2,000	2,000	
0214	Maintenance of Buildings	39,655	43,000	36,565	43,000	43,000	43,000	
0216	Maint of Operating Equip.	0	200	0	200	200	200	
0218	Software Maintenance	0	3,000	3,527	3,530	3,000	3,000	
0219	Maintenance of Land	2,297	2,100	372	2,000	2,000	2,000	
0221	Telephone	3,035	3,020	2,134	3,020	3,020	3,020	
0222	Electricity	47,917	47,810	32,365	47,000	47,940	47,940	
0223	Natural Gas	10,508	13,040	5,279	12,200	12,600	12,600	
0224	Water & Sewer	10,058	9,200	3,537	9,200	9,660	9,660	
0225	Commercial Dumpster	683	670	348	670	700	700	
0226	Storm Water	924	1,000	462	1,000	1,000	1,000	
0227	Cellular Telephone	180	180	135	180	180	180	
0236	Outside Services	14,816	17,850	17,081	19,000	18,300	18,300	
0237	Pest Control	1,129	200	553	560	200	200	
0246	Property & Liability Ins	13,045	16,300	14,106	16,300	16,300	16,300	
0249	Collection Services	3,016	3,800	2,059	3,700	3,700	3,700	
0250	Copy Mach. Lease/Supplies	24,650	20,050	18,831	25,000	25,000	25,000	
0252	Rental of Equipment	537	500	522	530	500	500	
0254	Printer / Copies	2	10	0	0	0	0	
0255	IS Services/Internal	9,210	7,050	5,307	7,600	10,200	10,200	
	Contractual Services	197,850	203,650	155,161	211,500	212,300	212,300	8,650
0301	Office Supplies	5,360	5,000	5,655	6,000	6,000	6,000	
0302	Inhouse Printing	7	30	0	30	30	30	
0303	Computer Operation Supply	0	3,200	119	200	0	0	
0306	Cleaning/Janitor Supplies	9,262	7,400	7,802	7,810	7,400	7,400	
0316	Equipment Maint Supplies	275	300	0	300	300	300	
0319	Safety Supplies	431	300	251	300	300	300	
0340	Library Books & Materials	261,612	274,000	202,669	274,000	264,000	264,000	
0341	Library Supplies	13,086	8,030	8,496	8,500	8,030	8,030	
0342	Tech Service Supplies	17,607	21,000	9,540	18,500	18,500	18,500	
0343	Small Program Packages	490	1,000	490	1,000	1,000	1,000	
0344	Small Equipment	(151)	2,500	400	2,500	2,500	2,500	
0349	Electronic Materials	27,455	30,000	23,072	30,000	28,650	28,650	
	Supplies & Materials	335,434	352,760	258,494	349,140	336,710	336,710	(16,050)
0800	Mayor's Executive Adjustment	0	0	0	0	0	(44,000)	
	Mayors Adjustment	0	0	0	0	0	(44,000)	(44,000)
	LIBRARY ADMINISTRATION	1,910,448	2,006,910	1,442,926	2,009,440	2,068,320	2,024,320	17,410

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>WALS COMPUTERIZATION (9503-821)</u>								
0203	Postage	613	600	70	600	600	600	
0233	Other Services	0	200	0	0	0	0	
0236	Outside Services	149,522	153,300	154,616	154,620	153,300	153,300	
0253	Technology Res Fund	26,690	27,490	0	27,490	27,490	27,490	
	Contractual Services	176,825	181,590	154,686	182,710	181,390	181,390	(200)
	WALS COMPUTERIZATION	176,825	181,590	154,686	182,710	181,390	181,390	(200)
<u>SPECIAL RESERVES & ESCROW (9509-821)</u>								
0101	Salaries	0	0	0	0	18,340	18,340	
0111	Fringes	0	0	0	0	2,630	2,630	
	Special Reserves & Escrow	0	0	0	0	20,970	20,970	20,970
<u>CAPITAL OUTLAY</u>								
8108	Office Furniture & Equip	0	1,400	300	1,400	0	0	
	Capital Outlay	0	1,400	300	1,400	0	0	(1,400)
<u>FUNDS CARRIED FORWARD</u>								
0236	Outside Services	0	0	12,841	12,850	21,000	21,000	
	Contractual Services	0	0	12,841	12,850	21,000	21,000	21,000
0340	Library Books & Materials	0	0	0	0	6,000	6,000	
0340	Library Books & Materials	0	0	0	0	12,000	12,000	
	Supplies & Materials	0	0	0	0	18,000	18,000	18,000
8108	Office Furniture and Equip.	3,352	0	0	0	0	0	
8133	All Other Equipment	0	0	0	0	1,000	1,000	
	Capital Outlay	3,352	0	0	0	1,000	1,000	1,000
	Funds Carried Forward	3,352	0	12,841	12,850	40,000	40,000	40,000
	TOTAL EXPENDITURES	2,090,625	2,189,900	1,610,753	2,206,400	2,310,680	2,266,680	76,780
<u>OPERATING RECEIPTS (010-0000-542)</u>								
0200	Library Receipts	30,049	26,000	20,892	26,000	26,000	26,000	
0300	Coffee Sales	1,619	1,600	1,045	1,600	1,600	1,600	
0400	Bottled Beverages/Snacks	3,180	2,600	2,833	3,800	3,800	3,800	
0500	Copier/Printer Fees	14,570	14,400	11,660	15,000	15,000	15,000	
0700	Lost/Damaged Materials	8,268	5,800	5,809	6,500	6,500	6,500	
1500	Sale of Library Property	794	0	0	0	0	0	
1900	P-Card Rebate	11,101	6,300	4,243	6,300	6,300	6,300	
2000	Winnebago County	767,697	796,670	590,258	796,670	815,550	815,550	
2100	Calumet County	21,193	19,770	19,768	19,770	21,050	21,050	
2200	Fond Du Lac County	1,072	1,760	1,757	1,760	1,380	1,380	
2300	Waushara County	655	660	659	660	750	750	
2400	Green Lake County	163	160	155	160	100	100	
4900	Collection Fee Charges	2,815	3,000	2,125	2,600	2,600	2,600	
	TOTAL OPERATING RECEIPTS	863,176	878,720	661,204	880,820	900,630	900,630	21,910
<u>DEBT SERVICE FOR NEW LIBRARY</u>								
0700	Winnebago County	108,510	108,510	82,885	108,510	108,510	108,510	

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
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COUNTY OPERATING AND CAPITAL RECEIPTS

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

Percentage of Winnebago County Township use of the Neenah Library

2016	2017	2018
38.6%	38.8%	39.6%

Winnebago County reimbursement for Township use:

	2018	2019	2020
Amount	767,700	796,670	815,550
% Change	1.435%	3.774%	2.370%

TOTAL EXPENDITURES	2,090,625	2,189,900	1,610,753	2,206,400	2,310,680	2,266,680	76,780
					Percent Budget Change		3.51%
TOTAL REVENUES	863,176	878,720	661,204	880,820	900,630	900,630	21,910
					Percent Budget Change		2.49%
EFFECT ON LEVY	1,227,449	1,311,180	949,549	1,325,580	1,410,050	1,366,050	54,870
					Percent Budget Change		4.18%
FUNDS CARRIED FORWARD	0	(40,000)	0	(40,000)	0	(40,000)	0
FINAL EFFECT ON LEVY	1,227,449	1,271,180	949,549	1,285,580	1,410,050	1,326,050	54,870
					Percent Budget Change		4.32%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$93,140	\$93,140	\$94,940
Assistant Director	Grade N3	1.00	Grade N3	1.00	73,570	73,570	74,990
Youth Services Manager	Grade M3	1.00	Grade M3	1.00	69,600	69,600	71,200
Circulation Services Manager	Grade M3	1.00	Grade M3	1.00	72,620	72,620	74,370
Adult Services Librarian	Grade I3	4.00	Grade I3	4.00	214,490	214,490	216,690
Youth Services Librarian	Grade I3	1.00	Grade I3	1.00	50,120	50,120	51,280
Asst Libr. Adult Acquisition	Grade G3	1.00	Grade G3	1.00	52,930	52,900	53,230
Building Maintenance	Grade L3	0.05	Grade L3	0.05	3,390	3,390	3,500
Building Custodian	Grade G3	1.00	Grade G3	1.00	42,230	42,230	42,790
Admin. Asst.	Grade F3	-	Grade F3	1.00	0	0	37,310
Subtotal		11.05		12.05	\$672,090	\$672,060	\$720,300
PART-TIME							
Admin. Asst (1,300 Hrs.)	Grade F	0.67	-	-	24,310	24,310	0
Adult Services Librarian	Grade I	0.53	Grade I	0.53	21,490	21,490	23,380
Asst. Libr. Youth Acquisition	Grade E	0.67	Grade E	0.67	20,120	20,120	20,360
Asst Libr Circ. Svc	Grade E	0.53	Grade E	0.53	15,240	15,240	16,490
Lib Asst Circ. Svc (11,400 Hrs)	Grade C	5.83	Grade C	5.83	160,620	160,620	171,500
Lib Asst Tech. Svc (3,120 Hrs)	Grade C	1.59	Grade C	1.59	46,970	46,970	50,610
Asst Libr Yth Svc (5,200 hrs)	Grade E	2.65	Grade E	2.65	<u>79,330</u>	<u>79,330</u>	<u>84,430</u>
Total Part-time		12.47		11.80	\$368,080	\$368,080	\$366,770
OTHER COMPENSATION							
Premium Pay*	-		-		15,500	13,000	13,400
Accrued Wages	-		-		3,880	3,880	8,270
TEMPORARY							
Casual	8.00-16.00/hr.	-	8.00-16.00/hr.	-	55,000	56,000	56,650
TOTAL	XXX	23.52	XXX	23.85	\$1,114,550	\$1,113,020	\$1,165,390

* Sunday hours premium pay.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

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

2019 Accomplishments:

- Continued control measures
- Coordinated placement and removal of navigation buoys
- Coordinated the weed cutting throughout the channel / harbor area
- Replaced 6 buoys and chain on 6 additional buoys

2020 Goals/Plans:

- Continue replacement of buoys
- Continue control measures

Major Increases (Decreases) in 2020 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
HARBOR COMMITTEE (9602-831)								
0102	Hourly	0	100	0	0	0	0	
0104	Overtime Wages	0	100	0	0	0	0	
0110	Health Insurance	0	50	0	0	0	0	
0111	Fringes	0	30	0	0	0	0	
	Personal Services	0	280	0	0	0	0	(280)
0236	Outside Services	4,900	5,000	4,400	4,400	5,000	5,000	
0242	Permit	0	300	300	300	300	300	
	Contractual Services	4,900	5,300	4,700	4,700	5,300	5,300	0
0333	All Other Supplies	1,743	0	646	650	750	750	
	Supplies & Materials	1,743	0	646	650	750	750	750
	HARBOR COMMISSION	6,643	5,580	5,346	5,350	6,050	6,050	470
						Percent Budget Change		8.42%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goal/Responsibility:

Bergstrom-Mahler Museum mission statement: *Engage, Excite and Educate our regional and global audiences using our world renowned glass paperweights, glass collections and changing exhibitions.*

Activities and Value:

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

2018- 2019 Exhibitions included:

- ***This Just In! New Acquisitions to the Permanent Collection, April 14 to November 5, 2018***
- ***Sharper Edges: Women Working on the Edge of Glass, November 15, 2018 – February 17, 2019***
- ***Fox Valley Area High School Glass, March 2019***
- ***Reflecting Perspectives: Artists Confront Issues of Diversity and Inclusion, April 18 to September 22, 2019***
- ***45th Annual Bergstrom-Mahler Museum of Glass Annual Arts Festival in Riverside Park, July 21, 2019***

This Just In! Recent Acquisitions

Twenty-five contemporary glass works from the Collection of Herbert and Jane Rozoff were given to Bergstrom-Mahler Museum of Glass. The gift represents the largest contemporary glass gift to the museum at one time by a single donor. Additional gifts were made that continue to build the depth of the museum collection through Bergstrom-Mahler Museum of Glass' association with other contemporary glass collectors in the Midwest. This exhibition offers highlights from those gifts, sharing the intention of these generous donors with our audience. Herb made the decision that his collection was going to a good home, based on the value Bergstrom-Mahler Museum of Glass places on community educational programming and providing free access.

Sharper Edges: Women Working on the Edge of Glass

Women are a formidable force in the growth of contemporary studio glass, despite the challenges they face receiving a level of recognition their male counterparts enjoy. This exhibit examines select female artists speaking with distinct viewpoints on social issues of politics, gender biases, stereotypes, and environmental concerns. Contemporary artists on view include the grande dame of contemporary studio glass, Audrey Handler, as well as Susan Taylor Glasgow, Beth Lipman, Lisa Koch, Stephanie Trenchard, Carmen Lozar, Kristin Thielking, Deanna Clayton, Lisa Beth Robinson, and Jennifer Caldwell.

The Fox Valley Area High School Glass

The show in 2019 continued to reflect the challenges classroom teachers find in getting students out on field trips. Students who participated found the visit rewarding and one that built self-confidence because of the creative endeavors. We continue to assess and modify this exhibit to provide the best service to the schools and students while maintaining the quality of the museum experience.

Reflecting Perspectives: Artists Confront Issues of Diversity and Inclusion

The Reflecting Perspectives exhibition focuses on how artists use the power of their art to promote diversity and inclusion. The complex social, cultural and environmental challenges shaping our global landscape inform the artists' work and provide a backdrop for advancing dialogue in these areas. The exhibit includes the works of Joyce Scott, Tim Tate, Preston Singletary, Marcus Amerman, Helen Lee, Pearl Dick, Raven Skyriver, Einar De La Torre, Jamex De La Torre and John Moran.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

45th Annual Arts Festival

At Riverside Park between 10am and 4pm on August 21, 2019. An opportunity to browse the work of fine artists and craftspeople. Enjoy great food and children's activities. Across the street at the museum, Songs on the Lawn. A stunning view of Lake Winnebago, live bands and craft beer and wine combine for a relaxing summer day on the museum lakeside lawn. Admission to the event is free and all proceeds benefit museum programming. This is a community favorite festival.

Art After Dark continues as a popular means to serve a younger audience and keep extended hours at the museum. It is held on the third Thursdays of the month. The family friendly event, held in the evenings, was created to try and reach a new audience, one that might not be comfortable with traditional museum settings. It has proven to very popular, exceeding our expectations.

SPARK!

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

Beginning in October of 2019 we will be open until 8:00pm on Thursday evenings. This will offer the museum to the community after normal business hours and provide a regular opportunity for evening visits. The museum has committed to extending our hours of operation to reach a larger audience. The rest of the week we will maintain our hours and close at 4:30pm.

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

2019 Outside services: Bassett Mechanical, Sentinel Security, Treeo's snow removal, Lowney's Landscaping, Schindler Elevator, Wil-Kil, USA Fire Protection, Ahern, Irrigation Services. Total: \$36,500

2019 General Maintenance/Supplies: Maintenance supplies, janitorial supplies, tools and non-capital related building maintenance. Total: \$9,000

2019 Utilities: \$33,800

Fiscal Year 2019 Total: \$79,300

2018 Allocation spent on:

Irrigation system repairs, studio ventilation, landscaping improvements and replacements. (\$21,500)

2019 Allocation spent on:

Elevator maintenance and repairs, HVAC repairs, irrigation and landscaping maintenance, plumbing repairs, roof repair, sprinkler check valve replacement, WiFi upgrade. (\$25,400)

2020 Capital Request:

Replacement of Museum Shop windows, repairs to attic and roof for bat control, electrical upgrade to lighting. (\$24,000)

Major Increases (Decreases) in 2020 Budget Request:

The museum has privately maintained the building and equipment, as well as invested significantly in improvements for the 50+ years of its existence. At this time, we would like to request \$25,000 for the planned 2020 capital improvements.

DEPARTMENT OF PARKS & RECREATION

Department Head

Michael Kading

Major Activities

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

Operating Budget Information/Number of Employees:

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget (excluding Parks Forestry Program)	\$2,035,134	\$2,042,550	\$2,090,120	2.33%	\$2,085,120	2.08%
No. of Employees (FTE) - All Funds	13.67	13.67	13.67	0%	13.67	0%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Park & Recreation (5,000)

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

- Develop, implement and administer year-round recreation programs in Arts, Instruction, Sports, Special Events, Wellness/Fitness, Entertainment, and Hobby
- Plan for the acquisition and development of parkland and recreation facilities.
- Manage and maintain:

25 Parks (384 Acres)	16 Soccer Fields	32 Buildings, including the Lighthouse and Doty Cabin (Historic Home/Museum)
8,385 Feet of Shoreline	15 Tennis Courts	Flower Beds, Trails, Decorative Fountains, Fishing Decks, Natural Areas and various other park and recreation facilities
3 Boating Facilities	18 Playgrounds	
4 Basketball Courts	1 Skate/Bike Park	
4 Volleyball Courts	3 Ice Rinks	
1 Archery Range	8 Softball/Baseball Fields	
1 Outdoor Swim Pool Complex	2 Pickleball Courts	

2019 Accomplishments:

Park Projects:

- Continue to develop Arrowhead Park plans and grant applications
- Maintained facilities that host soccer, baseball, kickball leagues and tournaments
- Provided support for recreation programs, concerts and special events
- Completed Phase 3 of the Washington Park redevelopment and celebrated with a Grand Re-opening on September 14
- Completed Southview Park play equipment installation with connecting sidewalk
- Liberty Park – graded and seeded the entire park site, prep area for installation of new play equipment
- Opened boat wash station at Rec Park
- Contracted with Stantec to engineer the excavation of material at Rec Park boat launch
- Assisted with the Major League Fishing tournament

Recreation:

- Provided programs to promote health, wellness and safety through recreation programs, including Fun Runs, Children’s Playtime, Swim Lessons, adult and youth sports
- Hosted 5th Annual Filthy Fun Kids Run in cooperation with Village of Fox Crossing (959 Program Participants)
- Offered cultural opportunities: Riverside Players Community Theater, Neenah Community Band and youth programs
- Provided places and programs for family activities with Movie Nights, Park Kart and Storywalks

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

New Programs:

- Senior Fit
- Drop In Pickleball
- Competitive Sports Week
- Jr. Coding & Video Games
- Camp Kid Stage
- Silly Science
- Journey to the Bottom of the Pail
- Warm Fuzzy Critters
- Winter Survival Skills
- HIIT Training
- Cardboard Boat Regatta
- Grandparents and Me Nature Hike
- Varsity Builders Camp
- Community Kids
- Movement Madness
- Slime Time
- Snow Shoeing and Animal Tracking Hikes

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

- Sunshine Program \$1,990
- Fun Run Sponsors \$9,500
- Outdoor Movie \$1,500
- Winter Fest \$500
- Riverside Players \$1,000
- Community Band \$900
- Filthy Fun Kids Run \$1,500
- Scheels Foundation . \$125,000
- Trees For The Living \$1,650
- Tennis Awards \$750

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

- Neenah Soccer Club
- Fox Valley Sailing School
- Neenah Nodaway Yacht Club
- Neenah Wave Swim Team
- Future Neenah Concerts
- Neenah Baseball
- NJSD Facility Reciprocity
- YMCA Day Camp and Senior Games
- Youth-Go Baseball and The Hallows
- Neenah Animal Shelter Drool in the Pool
- Bergstrom-Mahler Youth Art Camps
- Knights of Columbus Youth Sports Competitions

Volunteer Projects:

- Slough River Cleanup
- Church Park Cleanup Days
- Adopt-A-Garden

NEENAH POOL

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

	2015	2016	2017	2018	2019	2020
Average Temperature	78°	78°	75°	75°	77°	
Lesson Registration	1,219	1,260	1,130	1,108	1,211	
Season Passes Sold	515	537	584	532	527	
Daily Passes	19,686	38,170	35,116	35,248	30,876	
Total Attendance	49,973	53,099	47,597	48,814	45,880	
	Actual	Actual	Actual	Actual	Estimated	Requested
Expenditures	\$ 241,191	\$ 243,390	\$ 239,842	\$ 265,241	\$ 253,240	\$ 261,365
Revenue	\$ (204,600)	\$ (213,245)	\$ (216,820)	\$ (208,068)	\$ (209,900)	\$ (216,420)
Levy Support	\$ 36,591	\$ 30,145	\$ 23,022	\$ 57,173	\$ 43,340	\$ 44,945
Cost Recovery Rate	85%	88%	90%	78%	83%	83%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Goals/Plans:

- Offer high quality, cost effective year-round recreational programing that meets and is responsive to the needs of the community
- Maintain our parks and facilities at the highest level possible
- Implement CIP / Park and Open Space Plan: including Rec Park Boat Launch Clean up, Fresh Air Redevelopment, Arrowhead 1A, Shattuck Fountain
- Review all current recreation program offerings and determine future direction
- Create Department Annual Report

Major Increases (Decreases) 2020 Budget Requests

Program staff wages continue to increase to order to retain and attract employees. Program fees will be adjusted accordingly.

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	353,420	347,680	261,829	385,550	415,440	415,440	
0102	Full Time Hourly Wages	348,546	377,000	242,362	341,760	333,780	333,780	
0103	Temporary Wages	286,144	315,270	267,575	288,210	319,760	319,760	
0104	Overtime Wages	35,344	23,980	31,556	35,980	24,080	24,080	
0105	Reimbursable Overtime	(1,013)	(1,060)	(1,702)	(1,710)	(1,050)	(1,050)	
0110	Health Insurance	167,290	175,220	131,774	175,220	183,290	183,290	
0111	Fringes	184,235	175,130	126,664	176,600	167,500	167,500	
0115	Schools/Seminars/Training	2,174	1,860	1,903	2,460	2,360	2,360	
0117	Clothing Allowance	8,060	7,840	8,375	8,650	8,190	8,190	
0118	License Renewal	100	340	0	40	40	40	
0123	Auto Allowance	319	330	226	250	300	300	
0124	Meal Allowance	20	20	12	30	20	20	
0127	DOT Emp Notification Prog	0	20	0	20	20	20	
0128	Empl Recognition Awards	0	400	200	400	400	400	
PERSONAL SERVICES		1,384,639	1,424,030	1,070,774	1,413,460	1,454,130	1,454,130	30,100
CONTRACTUAL SERVICES								
0202	Outside Printing	12,627	15,260	9,599	16,210	15,460	15,460	
0203	Postage	3,428	5,000	1,112	4,100	4,300	4,300	
0204	Conferences & Meetings	1,799	3,250	298	3,250	3,300	3,300	
0206	Advertising & Publication	565	1,250	512	1,250	2,250	2,250	
0207	Dues & Memberships	1,030	1,000	925	1,000	1,000	1,000	
0211	Maint of Fixed Equipment	14,158	8,600	13,048	15,000	10,300	10,300	
0213	Maint of Motor Vehicles	2,253	710	3,124	3,500	700	700	
0214	Maint of Buildings	15,537	5,500	3,892	7,700	6,600	6,600	
0216	Maint of Operating Equip	198	1,600	6,977	7,320	2,600	2,600	
0218	Software Maintenance	10,968	8,170	8,341	8,570	7,600	7,600	
0219	Maintenance of Land	27	1,000	1,295	1,500	1,000	1,000	
0220	Maint of Athletic Fields	6,328	2,000	9,676	10,270	2,000	2,000	
0221	Telephone	627	810	424	760	810	810	
0222	Electricity	57,248	57,630	38,266	58,270	59,020	59,020	
0223	Natural Gas	10,183	12,070	7,432	10,700	12,410	12,410	
0224	Water & Sewer	43,439	40,510	17,374	48,750	42,200	42,200	
0225	Commercial Dumpster	4,209	4,560	3,205	4,300	4,560	4,560	
0226	Storm Water	19,562	18,570	11,595	18,580	18,580	18,580	
0227	Cellular Telephone	1,758	1,600	1,352	1,760	1,760	1,760	
0233	Other Services	46,916	51,240	43,505	48,080	49,260	49,260	
0234	Credit Card Payment Fees	12,841	13,000	12,671	13,940	14,000	14,000	
0236	Outside Services	20,166	19,680	16,828	20,110	20,350	20,350	
0237	Pest Control	2,915	3,270	1,921	2,950	2,940	2,940	
0238	Professional Services	2,960	1,250	211	1,000	1,250	1,250	
0242	Permits	586	590	656	710	710	710	
0251	Rental	9,153	9,700	9,462	11,550	10,800	10,800	
0252	Rental of Equipment	2,271	1,500	3,319	3,500	2,000	2,000	
0254	Printer / Copies	3,681	4,540	2,896	4,000	4,540	4,540	
0255	IS Services / Internal	57,600	56,570	42,584	56,800	61,500	61,500	
0293	Maint of Motor Veh/Fleet	31,334	21,000	22,469	23,870	21,630	21,630	
0294	Oil and Fluids/Fleet	1,856	2,250	1,354	2,000	2,000	2,000	
0296	Maint of Oper Eq/Fleet	69,085	71,000	71,684	71,690	73,130	73,130	
CONTRACTUAL SERVICES		467,308	444,680	368,007	482,990	460,560	460,560	15,880

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
SUPPLIES & MATERIALS								
0301	Office Supplies	852	860	410	860	880	880	
0302	Inhouse Printing	3	20	0	20	0	0	
0305	Chemicals	459	1,380	288	800	800	800	
0306	Cleaning/Janitor Supplies	12,622	13,100	10,651	13,100	13,100	13,100	
0308	Books and Periodicals	0	10	0	10	0	0	
0310	Gasoline & Oil	27,321	25,240	22,968	25,800	26,570	26,570	
0311	Fixed Equipment Maint. Sup	636	2,100	2,125	2,520	2,450	2,450	
0312	Playground Maintenance	12,873	10,000	11,522	12,000	11,000	11,000	
0313	Motor Vehicles Maint. Sup	118	400	0	400	400	400	
0314	Building Maint. Supplies	8,810	10,400	4,808	9,760	10,400	10,400	
0315	Land Maintenance Supplies	17,507	15,000	21,044	21,800	15,000	15,000	
0316	Equipment Maint. Supplies	3,088	3,400	1,898	3,440	3,400	3,400	
0319	Safety Supplies	3,151	2,600	1,254	2,000	2,600	2,600	
0320	Small Tools	949	900	246	990	900	900	
0321	Athletic Field Maint. Sup	15,145	17,000	15,176	17,000	17,000	17,000	
0326	Photography Supplies	167	150	24	130	150	150	
0333	All Other Supplies	35,819	34,380	27,856	33,980	33,160	33,160	
0335	Set Design/Construction	2,569	3,200	2,680	2,800	3,200	3,200	
0336	Concession Supplies	33,441	27,000	28,690	28,700	27,000	27,000	
0337	Tickets	272	270	0	240	270	270	
0338	Costumes	175	1,200	309	310	1,200	1,200	
0344	Small Equipment	6,010	3,700	3,582	3,820	3,700	3,700	
0345	Shop Supplies	757	400	668	720	720	720	
0347	Small Computer Hardware	443	1,130	421	700	1,530	1,530	
	SUPPLIES & MATERIALS	183,187	173,840	156,620	181,900	175,430	175,430	1,590
8000	Mayor's Exec Adj	0	0	0	0	0	(5,000)	
	SUPPLIES & MATERIALS	0	0	0	0	0	(5,000)	(5,000)
	TOTAL PARK & RECREATION	2,035,134	2,042,550	1,595,401	2,078,350	2,090,120	2,085,120	42,570
							Percent Budget Change	2.08%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade R3	1.00	Grade R3	1.00	\$91,810	\$91,810	\$92,780
Supt. of Recreation	Grade M3	1.00	Grade M3	1.00	75,010	75,010	75,390
Supt. of Parks	Grade M4	1.00	Grade M4	1.00	77,460	77,460	79,330
Recreation Supervisor	Grade K3	1.00	Grade K3	1.00	55,320	55,880	56,520
Parks Supervisor	Grade K4	1.00	Grade K4	1.00	36,810	37,640	57,760
Office Manager	Grade G3	1.00	Grade G3	1.00	45,120	45,120	47,700
Park Arborist	Grade L10	1.00	Grade L10	1.00	62,670	62,670	65,100
Park Lead Technician	Grade L9	2.00	Grade L9	2.00	121,480	121,480	122,230
Park Technician	Grade L6	<u>4.00</u>	Grade L6	<u>4.00</u>	<u>196,620</u>	<u>196,170</u>	<u>183,600</u>
Subtotal		13.00		13.00	\$762,300	\$763,240	\$780,410
PART-TIME							
Admin. Asst. (1,300 hrs.)	Grade D	0.67	Grade D	0.67	21,090	21,090	21,310
OTHER COMPENSATION							
Accrued Wages	-		-		2,890	2,890	6,000
Overtime							
Operations	-		-		12,070	19,110	13,230
Recreation	-		-		1,000	2,020	1,000
Pool	-		-		10,000	15,000	10,000
Community Fest Celebrations	-		-		160	490	500
Harbor	-		-		500	1,080	1,100
Harbor	-		-		100	0	0
TEMPORARY							
Recreation	7.75 - 15.50 / hr.		7.75 - 15.50 / hr.		269,890	245,540	273,380
Parks	10.00 - 12.00 / hr.		10.00 - 12.00 / hr.		46,430	47,260	47,840
Celebrations	9.00 - 9.75 / hr.		9.00 - 9.75 / hr.		1,200	1,300	1,400
Park Forestry	10.00 - 12.00 / hr.		10.00 - 12.00 / hr.		<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Subtotal for Parks					\$48,630	\$49,560	\$50,240
INFORMATION ONLY							
City-Wide Forestry	-		-		55,450	53,950	54,450
TOTAL	XXX	13.67	XXX	13.67	\$1,128,630	\$1,120,020	\$1,157,170

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION EXPENDITURES & REVENUES SUMMARY ***
FOR FISCAL YEAR 2020**

ACCOUNT NUMBER	PARK & RECREATION DIVISION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
REGULAR PROGRAMS SUMMARY								
781	Park & Rec. Administration	595,425	588,020	434,012	631,940	687,930	682,930	94,910
781	General Unalloc. Overhead	19,876	19,390	17,059	19,230	19,210	19,210	(180)
782	Adult Programs	11,587	14,380	6,244	10,270	1,930	1,930	(12,450)
783	Contracted Programs	26,578	28,250	17,687	29,500	36,370	36,370	8,120
785	Youth Programs	102,485	106,850	106,169	112,510	147,720	147,720	40,870
786	Other Park & Rec. Activities	17,274	14,870	11,582	14,330	15,120	15,120	250
787	Riverside Players	27,353	31,650	25,784	26,680	31,450	31,450	(200)
788	Parks	939,150	947,030	710,173	949,880	889,340	889,340	(57,690)
	TOTAL EXPENDITURES	1,739,728	1,750,440	1,328,710	1,794,340	1,829,070	1,824,070	73,630
							Percent Budget Change	4.21%
	TOTAL REVENUES	300,538	311,980	313,441	323,490	363,010	363,010	51,030
							Percent Budget Change	16.36%
	NET EFFECT ON LEVY	1,439,190	1,438,460	1,015,269	1,470,850	1,466,060	1,461,060	22,600
							Percent Budget Change	1.57%
INDEPENDENT PROGRAMS SUMMARY								
784	Municipal Pool	265,241	261,110	242,438	259,590	261,050	261,050	(60)
784	Sports Clinics	26,431	25,000	22,906	23,070	0	0	(25,000)
784	Dance Lessons	3,734	6,000	1,346	1,350	0	0	(6,000)
	TOTAL EXPENDITURES	295,406	292,110	266,690	284,010	261,050	261,050	(31,060)
							Percent Budget Change	-10.63%
	Municipal Pool							
	Pool-Taxable Concessions	44,878	42,400	45,460	45,460	44,600	44,600	2,200
	Pool-Daily Receipts	66,250	66,000	68,981	68,990	66,000	66,000	0
	Pool-Season Pass Receipts	50,489	52,900	46,770	46,770	52,900	52,900	0
	Pool-Swim Lessons Receipts	46,110	48,050	53,050	53,050	52,770	52,770	4,720
	Pool-Locker Rental	341	250	163	170	150	150	(100)
	Municipal Pool Revenue	208,068	209,600	214,424	214,440	216,420	216,420	6,820
	Others							
	Sports Clinics	26,612	26,620	26,905	26,910	0	0	(26,620)
	Dance Lessons	6,314	7,110	1,232	1,240	0	0	(7,110)
	Other Revenue	32,926	33,730	28,137	28,150	0	0	(33,730)
	TOTAL REVENUES	240,994	243,330	242,561	242,590	216,420	216,420	(26,910)
							Percent Budget Change	-11.06%
	NET EFFECT ON LEVY	54,412	48,780	24,129	41,420	44,630	44,630	(4,150)
							Percent Budget Change	-8.51%
GRAND TOTALS								
	GRAND TOTAL EXPENDITURES	2,035,134	2,042,550	1,595,400	2,078,350	2,090,120	2,085,120	42,570
							Percent Budget Change	2.08%
	GRAND TOTAL REVENUES	541,532	555,310	556,002	566,080	579,430	579,430	24,120
							Percent Budget Change	4.34%
	NET EFFECT ON LEVY	1,493,602	1,487,240	1,039,398	1,512,270	1,510,690	1,505,690	18,450
							Percent Budget Change	1.24%

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2020**

<u>PROGRAM ACTIVITY</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>PARK & REC. ADMINISTRATION</u>							
(781)							
Park & Rec Admin Office	595,425	588,020	434,012	631,940	687,930	682,930	
Gen Unallocated Overhead	19,876	19,390	17,059	19,230	19,210	19,210	
PARK & REC. ADMINISTRATION	615,301	607,410	451,071	651,170	707,140	702,140	94,730
<u>ADULT PROGRAMS</u>							
(782)							
Fitness Program	8,183	10,250	3,953	7,200	0	0	
Golf Lessons	1,173	1,170	1,173	1,180	0	0	
Softball	233	0	0	0	0	0	
Kickball	0	530	0	530	530	530	
Adult Open Gym	961	1,310	252	400	400	400	
Volleyball - Summer	477	560	159	250	350	350	
Tennis Lessons	560	560	707	710	650	650	
ADULT PROGRAMS	11,587	14,380	6,244	10,270	1,930	1,930	(12,450)
<u>CONTRACTED PROGRAMS</u>							
(783)							
Operation Recreation	3,626	4,670	2,104	4,880	0	0	
Children's Playtime	18,321	18,290	10,834	18,110	0	0	
Quick Start Tennis	806	750	131	450	0	0	
Start Smart	409	640	130	400	0	0	
Special Events	3,416	3,900	2,688	3,860	0	0	
Sports Clinics	0	0	0	0	23,700	23,700	
Golf-Youth	0	0	0	0	340	340	
Nature	0	0	0	0	550	550	
Fitness	0	0	0	0	7,200	7,200	
Drama	0	0	1,800	1,800	3,400	3,400	
Golf-Adult	0	0	0	0	1,180	1,180	
CONTRACTED PROGRAMS	26,578	28,250	17,687	29,500	36,370	36,370	8,120
<u>INDEPENDENT PROGRAMS</u>							
(784)							
Municipal Pool	265,241	261,110	242,438	259,590	261,050	261,050	
Sports Clinics	26,431	25,000	22,906	23,070	0	0	
Dance Lesson Program	3,734	6,000	1,346	1,350	0	0	
INDEPENDENT PROGRAMS	295,406	292,110	266,690	284,010	261,050	261,050	(31,060)

**CITY OF NEENAH
OPERATING BUDGET
*** PARK & RECREATION SUMMARY BY PROGRAM ACTIVITY ***
FOR FISCAL YEAR 2020**

<u>PROGRAM ACTIVITY</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>YOUTH PROGRAMS</u>							
(785)							
Office and Supervision	1,972	2,200	2,278	2,310	2,200	2,200	
Archery	1,639	2,060	1,208	1,850	0	0	
Baseball	890	1,800	1,909	1,990	0	0	
Crafts	589	500	1,051	1,330	0	0	
Operation Recreations	39,219	46,450	44,116	47,770	55,980	55,980	
Adventure	10,207	8,420	8,902	8,960	0	0	
Filthy Fun Kids Run	7,079	7,000	6,732	6,840	7,000	7,000	
Park Kart Mobile Recreati	3,747	2,650	2,093	2,300	2,200	2,200	
Golf	476	480	340	340	0	0	
Nature Force	2,222	1,920	280	550	0	0	
Special Events	6,963	5,260	10,322	10,920	13,570	13,570	
Soccer Instruction	2,164	1,980	1,835	1,900	0	0	
Tennis - Playgrounds	17,120	17,930	18,598	18,700	21,080	21,080	
Tennis - Accelerated	1,082	1,040	774	780	0	0	
Tot Lot	4,419	4,600	3,948	4,030	0	0	
TOT Sports	2,697	2,560	1,783	1,940	0	0	
Children's Playtime	0	0	0	0	19,460	19,460	
Sports Programs	0	0	0	0	8,820	8,820	
Youth Programs	0	0	0	0	17,410	17,410	
YOUTH PROGRAMS	102,485	106,850	106,169	112,510	147,720	147,720	40,870
<u>OTHER PARK & REC. ACTIVITIES</u>							
(786)							
Doty Cabin	7,237	4,820	3,925	4,740	5,170	5,170	
Ice Rink Program	3,262	3,300	1,888	2,010	2,900	2,900	
Community Band	6,620	6,500	5,569	7,330	6,800	6,800	
Senior Games	155	250	200	250	250	250	
OTHER PARK & REC. ACTIVITIES	17,274	14,870	11,582	14,330	15,120	15,120	250
<u>RIVERSIDE PLAYERS</u>							
(787)							
Production	27,353	31,650	25,784	26,680	31,450	31,450	
RIVERSIDE PLAYERS	27,353	31,650	25,784	26,680	31,450	31,450	(200)
<u>PARKS</u>							
(788)							
Parks Operations	886,141	886,400	673,060	884,250	828,870	828,870	
Reimburseable Overtime	24	0	(185)	(180)	(10)	(10)	
Volunteers In Parks	389	900	59	900	900	900	
City Sculpture Maint	3,567	4,900	5,430	6,690	4,670	4,670	
Riverwalk	43,699	48,550	30,196	50,940	48,670	48,670	
Vandalism	4,316	4,330	893	5,330	4,290	4,290	
Boat Launching Repair	1,014	1,950	720	1,950	1,950	1,950	
PARKS	939,150	947,030	710,173	949,880	889,340	889,340	(57,690)
REGULAR PROGRAMS	2,035,134	2,042,550	1,595,400	2,078,350	2,090,120	2,085,120	42,570
							Percent Budget Change 2.08%

**CITY OF NEENAH
OPERATING BUDGET
*** INDEPENDENT PROGRAMS EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
INDEPENDENT PROGRAMS								
<u>MUNICIPAL POOL (8405-784)</u>								
0103	Temporary Wages	138,641	148,000	131,857	131,860	146,250	146,250	
0104	Overtime Wages	15,393	10,000	14,592	15,000	10,000	10,000	
0111	Fringes	9,041	7,810	7,239	7,240	6,360	6,360	
0115	Schools/Seminars/Training	1,605	1,300	772	1,200	1,300	1,300	
0117	Clothing Allowance	2,211	2,050	2,500	2,760	2,400	2,400	
0123	Auto Allowance	74	80	0	0	50	50	
0211	Maint of Fixed Equipment	11,038	4,300	8,696	8,700	6,000	6,000	
0214	Maint of Buildings	148	900	3,091	3,100	2,000	2,000	
0216	Maint of Operating Equip	198	1,000	6,714	6,720	2,000	2,000	
0222	Electricity	13,452	13,990	10,389	13,900	13,900	13,900	
0223	Natural Gas	3,592	5,430	3,342	4,000	5,430	5,430	
0224	Water & Sewer	9,754	11,600	1,878	10,000	11,000	11,000	
0225	Commercial Dumpster	287	560	0	300	560	560	
0226	Storm Water	5,418	5,420	2,730	5,420	5,420	5,420	
0236	Outside Services	11,951	12,000	13,758	13,760	12,500	12,500	
0237	Pest Control	573	570	573	580	570	570	
0242	Permits	536	540	656	660	660	660	
0301	Office Supplies	88	130	0	130	100	100	
0306	Cleaning/Janitor Supplies	2,078	2,000	1,706	2,000	2,000	2,000	
0311	Fixed Equip Maint Supply	16	500	848	850	850	850	
0314	Building Maintenance	160	1,000	352	360	1,000	1,000	
0315	Land Maintenance	99	500	38	300	500	500	
0316	Equip. Maint. Supplies	694	1,000	1,031	1,040	1,000	1,000	
0319	Safety Supplies	1,824	1,000	390	400	1,000	1,000	
0320	Small Tools	14	100	183	190	100	100	
0333	All Other Supplies	4,606	3,700	1,712	1,720	2,500	2,500	
0336	Concession Supplies	31,150	25,000	27,080	27,080	25,000	25,000	
0344	Small Equipment	170	200	311	320	200	200	
0347	Small Computer Hardware	430	430	0	0	400	400	
	MUNICIPAL POOL	265,241	261,110	242,438	259,590	261,050	261,050	(60)
<u>SPORTS CLINICS (8411-784)</u>								
0103	Temporary Wages	9,230	8,890	6,993	7,000	0	0	
0104	Overtime Wages	0	0	128	130	0	0	
0111	Fringes	550	410	328	330	0	0	
0233	Other Services	11,327	10,400	9,552	9,700	0	0	
0333	All Other Supplies	5,324	5,300	5,906	5,910	0	0	
	SPORTS CLINICS	26,431	25,000	22,907	23,070	0	0	(25,000)
<u>DANCE LESSONS (8412-784)</u>								
0233	Other Services	3,734	6,000	1,346	1,350	0	0	
	DANCE LESSONS	3,734	6,000	1,346	1,350	0	0	(6,000)
INDEPENDENT PROGRAMS		295,406	292,110	266,691	284,010	261,050	261,050	(31,060)
							Percent Budget Change	-10.63%

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2020**

<u>ACCOUNT DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
REGULAR PROGRAMS							
<u>GENERAL RECEIPTS</u>							
Sun Shine Program	1,207	900	90	250	250	250	
Non-Taxable Concessions	200	0	0	0	0	0	
Work Permits	1,180	1,000	1,260	1,260	1,000	1,000	
Work Permit State Payment	(1,440)	(800)	(1,373)	(1,380)	(1,080)	(1,080)	
Sales Tax Collections	(14,081)	(15,000)	(12,933)	(14,500)	(15,000)	(15,000)	
Sales Tax	86	90	73	90	90	90	
WPRA Ticket Money Collect	11,187	13,000	12,151	12,500	13,000	13,000	
WPRA Ticket Money Payment	(10,722)	(12,500)	(11,440)	(11,880)	(12,500)	(12,500)	
Boat Stall Key Deposit	0	220	0	0	0	0	
GENERAL RECEIPTS	(12,383)	(13,090)	(12,172)	(13,660)	(14,240)	(14,240)	(1,150)
<u>ADULT PROGRAM REVENUE</u>							
Fitness Receipts	9,906	12,500	6,545	8,500	0	0	
Golf Lessons	1,380	1,380	1,380	1,380	0	0	
Kickball	0	1,200	0	800	800	800	
Open Gym	738	960	307	450	800	800	
Volleyball-Summr Team Fee	720	720	370	370	720	720	
Tennis Instruction	609	600	936	940	850	850	
ADULT PROGRAM REVENUE	13,353	17,360	9,538	12,440	3,170	3,170	(14,190)
<u>CONTRACTED PROGRAM REVENUE</u>							
Youth Program Crafts	370	0	745	850	0	0	
Operation Recreation	5,468	7,100	5,986	9,220	0	0	
Children's Playtime	15,876	18,200	17,292	18,200	0	0	
Quick Start Tennis	990	1,080	300	640	0	0	
Start Smart	680	600	320	560	0	0	
Special Events	6,198	4,800	8,683	8,690	0	0	
Golf-Youth	0	0	0	0	400	400	
Nature	0	0	0	0	1,070	1,070	
Fitness	0	0	0	0	10,000	10,000	
Drama	0	0	0	0	4,000	4,000	
Golf-Adult	0	0	0	0	1,380	1,380	
Sports Clinics	0	0	0	0	26,800	26,800	
CONTRACTED PROGRAM REVENUE	29,582	31,780	33,326	38,160	43,650	43,650	11,870
<u>POOL & REC BLDG REVENUE</u>							
Taxable Concessions	44,878	42,400	45,460	45,460	44,600	44,600	
Pool-Daily Receipts	66,250	66,000	68,981	68,990	66,000	66,000	
Pool-Season Pass Receipts	50,489	52,900	46,770	46,770	52,900	52,900	
Swim Lessons Receipts	46,110	48,050	53,050	53,050	52,770	52,770	
Locker Rental	341	250	163	170	150	150	
POOL & REC BLDG REVENUE	208,068	209,600	214,424	214,440	216,420	216,420	6,820
<u>INDEPENDENT PROGRAM REVENUE</u>							
Sports Clinics	26,612	26,620	26,905	26,910	0	0	
Dance Lessons	6,314	7,110	1,232	1,240	0	0	
INDEPENDENT PROGRAM REV.	32,926	33,730	28,137	28,150	0	0	(33,730)
<u>YOUTH PROGRAM REVENUE</u>							
Archery	1,652	1,620	1,476	1,620	1,720	1,720	
Baseball	1,395	1,500	1,511	1,520	1,720	1,720	
Crafts	688	680	900	900	2,000	2,000	
Operation Recreation	86,386	86,500	94,808	94,810	110,720	110,720	
Adventure	2,219	2,700	3,750	3,750	4,200	4,200	
Filthy Fun Kids Run	7,995	7,360	7,274	7,280	7,280	7,280	
Drama	0	0	2,465	3,400	0	0	
Golf	560	560	400	400	0	0	
Nature Force	2,534	2,200	865	1,070	0	0	
Special Events	5,899	4,800	2,376	2,380	11,330	11,330	
Soccer Instruction	1,728	1,950	1,528	1,530	1,720	1,720	
Tennis	7,080	7,900	8,765	8,770	10,630	10,630	
Tennis-Accelerated	1,733	1,740	1,330	1,330	1,520	1,520	
Tot Lot	1,672	1,930	1,980	1,980	2,160	2,160	
TOT Sports	1,861	1,630	2,201	2,210	2,200	2,200	
Children's Playtime	0	0	0	0	18,200	18,200	
Start Smart	0	0	0	0	600	600	
YOUTH PROGRAM REV.	123,402	123,070	131,629	132,950	176,000	176,000	52,930

**CITY OF NEENAH
OPERATING BUDGET
*** REVENUE DETAIL - PARK & RECREATION ***
FOR FISCAL YEAR 2020**

<u>ACCOUNT DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
<u>OTHER PARK & REC. REVENUE</u>							
Doty Cabin	324	300	417	420	300	300	
Ice-Rink Taxable Concess	148	200	44	80	150	150	
Community Band	900	1,000	788	900	1,000	1,000	
OTHER PARK & REC. REVENUE	1,372	1,500	1,249	1,400	1,450	1,450	(50)
<u>RIVERSIDE PLAYERS</u>							
Riverside Tickets	34,542	34,000	27,877	27,880	34,000	34,000	
Other Revenues	1,281	1,500	1,295	1,300	1,500	1,500	
Taxable Concessions	2,842	2,300	2,475	2,480	2,400	2,400	
RIVERSIDE PLAYERS	38,665	37,800	31,647	31,660	37,900	37,900	100
<u>PARKS REVENUE</u>							
Rentals - Picnic Kits	107	80	0	0	0	0	
Rentals - Shattuck	830	500	257	500	500	500	
Facility Leases	16,915	18,000	17,015	17,020	18,000	18,000	
Facility User Fees	1,353	1,500	2,100	2,100	1,500	1,500	
Rentals - Green Park	805	600	310	320	650	650	
Rentals - Memorial Park	5,902	6,000	6,633	6,640	6,100	6,100	
Rentals - Gazebo	430	600	850	850	700	700	
Rentals - Riverside Park	2,415	3,300	4,470	4,470	4,000	4,000	
Rentals - Washington Park	6,230	5,500	7,725	7,730	6,500	6,500	
Rentals -Whiting Boathse	20,705	26,000	28,014	28,020	25,000	25,000	
Rentals - Southview Park	30	30	25	30	30	30	
Rentals -Memorial Pk Open	340	300	270	270	300	300	
Rental-Shattuck BoatStall	10,620	9,500	10,805	10,810	10,500	10,500	
Rentals - Doty Park	1,237	1,300	1,432	1,440	1,400	1,400	
Rentals - Miller Park	10	0	0	0	0	0	
Rental - Great Northern	400	330	490	490	400	400	
Rentals - Douglas Park	30	20	10	10	0	0	
Rentals-Memorial LG Room	9,748	11,500	11,048	11,050	10,000	10,000	
Rental-Memorial SM Room	1,115	1,500	895	1,300	1,300	1,300	
Boat Launch User Fees	27,325	27,000	25,395	27,000	27,000	27,000	
Boat Wash Fees	0	0	482	490	1,200	1,200	
PARKS REVENUE	106,547	113,560	118,226	120,540	115,080	115,080	1,520
REGULAR PROGRAMS	541,532	555,310	556,004	566,080	579,430	579,430	24,120
					Percent Budget Change		4.34%

PARKS and RECREATION - Cost Recovery Report 2020 Operating Budget Proposal

2019 Budget				2019 Estimate				2020 Proposed Budget					
Cost Center	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
781 Administration													
Admin Staff / Office	588,020	(13,090)	601,110	-2%	631,940	(13,660)	645,600	-2%	682,930	(14,240)	697,170	-2%	96,060
Unallocated Overhead	19,390	0	19,390	0%	19,230	0	19,230	0%	19,210	0	19,210	0%	(180)
Administration Total	607,410	(13,090)	620,500	-2%	651,170	(13,660)	664,830	-2%	702,140	(14,240)	716,380	-2%	95,880
782 Adult Programs - (2020 same)													
Fitness	10,250	12,500	(2,250)	122%	7,200	8,500	(1,300)	118%	0	0	0	0%	2,250
Golf Lessons	1,170	1,380	(210)	118%	1,180	1,380	(200)	117%	0	0	0	0%	210
Kickball	530	1,200	(670)	226%	530	800	(270)	151%	530	800	(270)	151%	400
Open Gym	1,310	960	350	73%	400	450	(50)	113%	400	800	(400)	200%	(750)
Volleyball - Summer	560	720	(160)	129%	250	370	(120)	148%	350	720	(370)	206%	(210)
Tennis	560	600	(40)	107%	710	940	(230)	132%	650	850	(200)	131%	(160)
Adult Total	14,380	17,360	(2,980)	121%	10,270	12,440	(2,170)	121%	1,930	3,170	(1,240)	164%	1,740
783 Youth Programs (2020 Contractual)													
Youth Crafts	0	0	0	0%	0	850	(850)	0%	0	0	0	0%	0
Operation Recreation	4,670	7,100	(2,430)	152%	4,880	9,220	(4,340)	189%	0	0	0	0%	2,430
Children's Playtime	18,290	18,200	90	100%	18,110	18,200	(90)	100%	0	0	0	0%	(90)
Quick Start Tennis	750	1,080	(330)	144%	450	640	(190)	142%	0	0	0	0%	330
Start Smart	640	600	40	94%	400	560	(160)	140%	0	0	0	0%	(40)
Special Events	3,900	4,800	(900)	123%	3,860	8,690	(4,830)	225%	0	0	0	0%	900
Sport Clinics	0	0	0	0%	0	0	0	0%	23,700	26,800	(3,100)	113%	(3,100)
Golf - Youth	0	0	0	0%	0	0	0	0%	340	400	(60)	118%	(60)
Golf - Adult	0	0	0	0%	0	0	0	0%	1,180	1,380	(200)	117%	(200)
Fitness	0	0	0	0%	0	0	0	0%	7,200	10,000	(2,800)	139%	(2,800)
Drama	0	0	0	0%	1,800	0	1,800	0%	3,400	4,000	(600)	118%	(600)
Nature	0	0	0	0%	0	0	0	0%	550	1,070	(520)	195%	(520)
Youth Total	28,250	31,780	(3,530)	112%	29,500	38,160	(9,610)	129%	36,370	43,650	(7,280)	120%	(3,230)
784 Municipal Pool Total	261,110	209,600	51,510	80%	259,590	214,440	45,150	83%	261,050	216,420	44,630	83%	(6,880)
Independent Programs - (2020 Eliminated)													
Sports Clinics	25,000	26,620	(1,620)	106%	23,070	26,910	(3,840)	117%	0	0	0	0%	1,620
Dance Lessons	6,000	7,110	(1,110)	119%	1,350	1,240	110	92%	0	0	0	0%	1,110
Independent Total	31,000	33,730	(2,730)	109%	24,420	28,150	(3,730)	115%	0	0	0	0%	2,730

PARKS and RECREATION - Cost Recovery Report 2020 Operating Budget Proposal

Cost Center	2019 Budget				2019 Estimate				2020 Proposed Budget				Net Cost Change
	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	
785	Playground Programs - (2020 Youth Program)												
Office	2,200	0	2,200	0%	2,310	0	2,310	0%	2,200	0	2,200	0%	0
Archery	2,060	1,620	440	79%	1,850	1,620	230	88%	0	0	0	0%	(440)
Baseball	1,800	1,500	300	83%	1,990	1,520	470	76%	0	0	0	0%	(300)
Crafts	500	680	(180)	136%	1,330	900	430	68%	0	0	0	0%	180
Operation Recreation	46,450	86,500	(40,050)	186%	47,770	94,810	(47,040)	198%	55,980	110,720	(54,740)	198%	(14,690)
Adventure	8,420	2,700	5,720	32%	8,960	3,750	5,210	42%	7,000	7,280	(280)	104%	80
Filly Fun Kids Run	7,000	7,360	(360)	105%	6,840	7,280	(440)	106%	0	0	0	0%	0
Drama	0	0	0	0%	0	3,400	3,400	0%	2,200	0	2,200	0%	(450)
Park Kart	2,650	0	2,650	0%	2,300	0	2,300	0%	0	0	0	0%	0
Golf	480	560	(80)	117%	340	400	(60)	118%	0	0	0	0%	80
Nature Force	1,920	2,200	(280)	115%	550	1,070	(520)	195%	0	0	0	0%	280
Special Events	5,260	4,800	460	91%	10,920	2,380	8,540	22%	13,570	11,330	2,240	83%	1,780
Soccer Instruction	1,980	1,950	30	98%	1,900	1,530	370	81%	0	0	0	0%	(30)
Tennis Instruction	17,930	7,900	10,030	44%	18,770	8,770	9,990	47%	21,080	10,630	10,450	50%	420
Tennis - Accelerated	1,040	1,740	(700)	167%	780	1,330	(550)	171%	0	1,520	(1,520)	0%	(820)
Tot Lot	4,600	1,930	2,670	42%	4,030	1,980	2,050	49%	0	0	0	0%	(2,670)
Tot Sports	2,560	1,630	930	64%	1,940	2,210	(270)	114%	0	0	0	0%	(930)
Children's Playtime	0	0	0	0%	0	0	0	0%	19,460	18,200	1,260	94%	1,260
Sports Programs	0	0	0	0%	0	0	0	0%	8,820	7,960	860	90%	860
Youth Programs	0	0	0	0%	0	0	0	0%	17,410	8,360	9,050	48%	9,050
Start Smart	0	0	0	0%	0	0	0	0%	0	0	0	0%	0
Playground Total	106,850	123,070	(16,220)	115%	112,510	132,950	(20,440)	118%	147,720	176,000	(28,280)	119%	(12,060)
786	Other Activities - (2020 same)												
Dory Cabin	4,820	300	4,520	6%	4,740	420	4,320	9%	5,170	300	4,870	6%	350
Ice Rink Program	3,300	200	3,100	6%	2,010	80	1,930	4%	2,900	150	2,750	5%	(350)
Community Band	6,500	1,000	5,500	15%	7,330	900	6,430	12%	6,800	1,000	5,800	15%	300
Senior Games	250	0	250	0%	250	0	250	0%	250	0	250	0%	0
Other Activities Total	14,870	1,500	13,370	10%	14,330	1,400	12,930	10%	15,120	1,450	13,670	10%	300
787	Riverside Players- (20' Same)												
	31,650	37,800	(6,150)	119%	26,680	31,660	(4,980)	119%	31,450	37,900	(6,450)	121%	(300)
788	Parks												
Operations	886,400	86,560	799,840	10%	884,250	93,540	790,710	11%	828,870	88,080	740,790	11%	(59,050)
Reimbursable OT	0	0	0	0%	(180)	0	(180)	0%	(10)	0	(10)	0%	(10)
Volunteers in Parks	900	0	900	0%	900	0	900	0%	900	0	900	0%	0
Sculpture Maintenance	4,900	0	4,900	0%	6,690	0	6,690	0%	4,670	0	4,670	0%	(230)
Shattuck Riverwalk	48,550	0	48,550	0%	50,940	0	50,940	0%	48,670	0	48,670	0%	120
Vandalism	4,330	0	4,330	0%	5,330	0	5,330	0%	4,290	0	4,290	0%	(40)
Boat Launch Repair	1,950	27,000	(25,050)	1385%	1,950	27,000	(25,050)	1385%	1,950	27,000	(25,050)	1385%	0
Parks Total	947,030	113,560	833,470	12%	949,880	120,540	829,340	13%	889,340	115,080	774,260	13%	(59,210)
Parks & Rec Total	\$2,042,550	\$ 555,310	\$1,487,240	27%	\$2,078,350	\$ 566,080	\$1,512,270	27%	\$2,085,120	\$ 579,430	\$1,505,690	28%	\$18,450

PARKS and RECREATION - Cost Recovery Report 2020 Operating Budget Proposal

Cost Center	2019 Budget				2019 Estimate				2020 Proposed Budget				Net Cost Change
	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	
Forestry													
Parks	66,200	0	66,200	0%	68,140	0	68,140	0%	65,440	0	65,440	0%	(760)
Invasive Control	18,320	0	18,320	0%	18,900	0	18,900	0%	18,170	0	18,170	0%	(150)
Forestry Total	\$84,520	\$0	\$84,520	0%	\$87,040	\$0	\$87,040	0%	\$83,610	\$0	\$83,610	0%	(\$910)
Community Fest	\$50,050	\$17,450	\$32,600	35%	\$44,470	\$16,610	\$27,860	37%	\$48,570	\$17,450	\$31,120	36%	(\$1,480)
Harbor	\$5,580	\$0	\$5,580	0%	\$5,350	\$0	\$5,350	0%	\$6,050	\$0	\$6,050	0%	\$470
Cemetery	\$256,710	\$126,000	\$130,710	49%	\$261,880	\$122,630	\$139,250	47%	\$260,500	\$128,000	\$132,500	49%	\$1,790
GRAND TOTAL	\$2,439,410	\$698,760	\$1,740,650	29%	\$2,477,090	\$705,320	\$1,771,770	28%	\$2,483,850	\$724,880	\$1,758,970	29%	\$18,320
							Parks & Recreation		Expenditures	Revenues	Net		
							Amount Change		\$42,570	\$24,120	\$18,450		
							Percent Change		2.08%	4.34%	1.24%		
							2020 - Recreation		Expenditures	Revenues			
							Adult, Youth, Ind. & Playground		186,020	222,820	(36,800)	120%	

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

CommunityFest

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

Others

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

Activities:

CommunityFest

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

Water Ski Show
Novelty Vendors
Fun Run
Food Concessions

Stage/Musical Shows
Pet Show
Petting Zoo
Band Concert

Live, Local Neenah
Little Red, White and Blue Parade
Venetian Parade
Children's Rides and Activities



Others

Provide support for the following events:

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

2019 Accomplishments:

CommunityFest

- Provided free entertainment and affordable family-friendly activities to celebrate the 4th of July
- In addition to City funds, \$37,000 in donations were received to support activities in both Neenah and Menasha
- Festival Foods provided an \$11,000 sponsorship fee for the fireworks display
- "Live, Local Neenah" had 3 acts that played for three hours, utilizing the Harbor Stage

Others

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

2020 Goals:

CommunityFest

- Continue to manage event primarily with volunteer labor; provide opportunities for City Council and commission members to assist
- Continue to expand "Live, Local Neenah" highlighting local musical talent

Others

- Continue to support community events that improve quality of life

Major Increases (Decreases) in 2020 Budget Request:

- Requesting funds to replace 10 radio batteries and replace 2 radios \$1,300

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
CELEBRATIONS / COMMEMORATIONS								
4TH OF JULY/COMMUNITYFEST (9401-802)								
0101	Salaries	1,167	1,300	742	750	1,000	1,000	
0102	Full Time Hourly Wages	1,609	5,090	1,127	1,130	1,300	1,300	
0103	Temporary Wages	1,036	1,200	1,294	1,300	1,400	1,400	
0104	Overtime Wages	147	160	482	490	500	500	
0110	Health Insurance	1,127	1,650	998	1,650	1,500	1,500	
0111	Fringes	899	1,650	776	780	770	770	
	Personal Services	5,985	11,050	5,419	6,100	6,470	6,470	(4,580)
0236	Outside Services	30,000	32,500	32,054	32,100	33,000	33,000	
0252	Rental of Equipment	5,587	4,000	2,595	2,600	4,500	4,500	
	Contractual Services	35,587	36,500	34,649	34,700	37,500	37,500	1,000
0333	All Other Supplies	479	0	366	370	100	100	
	Supplies & Materials	479	0	366	370	100	100	100
8133	All Other Equipment	2,107	2,500	3,288	3,300	4,500	4,500	
	Capital Outlay	2,107	2,500	3,288	3,300	4,500	4,500	2,000
	4TH OF JULY/COMMUNITYFEST	44,158	50,050	43,722	44,470	48,570	48,570	(1,480)
<hr/>								
OTHER CELE./COMMEMORATIONS (9403-802)								
0102	Full Time Hourly Wages	6,935	11,420	3,829	10,000	10,150	10,150	
0104	Overtime Wages	1,048	500	950	2,280	2,100	2,100	
0110	Health Insurance	2,273	2,960	1,308	2,960	3,000	3,000	
0111	Fringes	1,931	2,580	1,035	2,660	2,480	2,480	
0118	License Renewal	314	320	322	330	330	330	
0124	Meal Allowance	0	20	0	0	0	0	
	Personal Services	12,501	17,800	7,444	18,230	18,060	18,060	260
0236	Outside Services	8,175	7,300	7,300	7,300	7,500	7,500	
0252	Rental of Equipment	940	1,200	274	280	1,000	1,000	
0261	Misc Expenditures	0	250	0	0	250	250	
	Contractual Services	9,115	8,750	7,574	7,580	8,750	8,750	0
0320	Small Tools	0	50	0	0	50	50	
0333	All Other Supplies	377	2,000	1,111	1,120	1,000	1,000	
	Supplies & Materials	377	2,050	1,111	1,120	1,050	1,050	(1,000)
	OTHER CELE./COMMEMORATIONS	21,993	28,600	16,129	26,930	27,860	27,860	(740)
	CELEBRATIONS/COMMEMORATIONS	66,151	78,650	59,851	71,400	76,430	76,430	(2,220)
								Percent Budget Change -2.82%

OAK HILL CEMETERY

Department Head

Michael Kading

Major Activities

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

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$251,528	\$256,410	\$261,000	1.79%	\$260,500	1.60%
No. of Employees (FTE)	2	2	2	0.00%	2	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Cemetery

Mayor's Comments:

I am recommending a \$500 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

Activities:

- Plan for development of cemetery land
- Maintain the grounds and physical facilities
- Coordinate the work and labor associated with burials
- Provide public information regarding cemetery policies and the location and availability of lots
- Provide information and recommendations to the Public Services and Safety Committee regarding cemetery matters
- Update and maintain cemetery records

2019 Accomplishments:

- Maintained a high standard for property maintenance and customer service
- Provided grave opening services for nearby Catholic cemeteries, increasing revenue stream
- Continued to implement new software including plot measurements/GPS mapping, record transfers and inventory
- Implemented new policies pertaining to the new State regulations governing cemeteries.

2020 Goals:

- To develop a revised fee schedule
- Continue to explore new methods of improving cost recovery
- Look at investment strategies using the Perpetual Care Fund to take the cemetery off the tax roles
- Expand the use of the new cemetery software

Major Increases (Decreases) in 2020 Budget Request:

None

<u>Cemetery Statistics</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 YTD*</u>
Graves Sold	49	54	51	51	69	28
Lot Sales	\$31,545	\$32,050	\$29,075	\$29,953	\$43,720	\$14,625
Burials – Regular	37	34	50	35	39	30
Burials – Cremation	38	53	40	54	51	31
<u>Catholic Cemetery Services</u>						
Burials – Regular		10	28	32	31	5
Fees		\$6,375	\$21,075	\$21,500	\$21,875	\$3,175

**As of August, 2019*

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

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Cemetery Foreman	Grade L9	1.00	Grade L9	1.00	\$61,390	\$61,390	\$61,770
Caretaker	Grade L5	<u>1.00</u>	Grade L5	<u>1.00</u>	<u>49,030</u>	<u>49,030</u>	<u>49,340</u>
Subtotal		2.00		2.00	\$110,420	\$110,420	\$111,110
OTHER COMPENSATION							
Accrued Wages	-		-		420	420	850
Overtime (40 Hours) (Reimbursable)	-		-		3,500	5,000	3,500
TEMPORARY	10.00-12.00/hr.		10.00-12.00/hr.		29,730	28,750	31,930
TOTAL	XXX	2.00	XXX	2.00	\$144,070	\$144,590	\$147,390

FORESTRY

Department Head

Gerry Kaiser/Michael Kading

Major Activities

The Department plants, prunes and cares for the 17,000 park trees and 3,600 street trees. It guards all trees and shrubs in both public and private areas within the City against the spread of disease, insects or pests.

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$245,293	\$287,700	\$267,670	-6.96%	\$267,670	-6.96%
# of Employees (FTE)			Included in Public Works and Parks & Recreation sections.			

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Forestry

No changes recommended

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Goals/Responsibilities:

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

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

Activities:

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

2019 Accomplishments:

- Planted 200 trees in cemetery, parks, terraces and other public property throughout the City
- Planted 15 memorial trees in parks and cemetery through the Trees for the Living Program
- Pruned over 2,000 public trees throughout the city
- Continued executing Emerald Ash Borer (EAB) Management plan. Provided public awareness brochure in city newsletter
- Continued monitoring the suppression program for gypsy moths
- Continued to update tree inventory and incorporate into GIS System
- Chipped brush to reduce landfill fees. Supplied wood chips free to the public. Sold mulch made from leaves. Sold ash logs to wood processor
- Celebrated 35 years as a Tree City USA community



2020 Goals/Plans:

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

Major Increases (Decreases) in 2020 Budget Request:

None

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
CITY-WIDE FORESTRY PROGRAM								
<u>PUBLIC RIGHT-OF-WAY (8902-735)</u>								
0101	Salaries	4,466	8,000	8,407	8,410	7,000	7,000	
0102	Full Time Hourly Wages	86,073	97,500	60,551	85,000	86,000	86,000	
0104	Overtime Wages	740	500	891	1,300	500	500	
0110	Health Insurance	25,985	26,960	19,122	26,960	24,720	24,720	
0111	Fringes	21,076	22,910	15,128	20,060	18,940	18,940	
0115	Schools/Seminars/Training	0	1,000	365	1,000	1,000	1,000	
0124	Meal Allowance	12	0	28	30	0	0	
	Personal Services	138,352	156,870	104,492	142,760	138,160	138,160	(18,710)
0213	Maint of Motor Vehicles	2,280	1,000	1,160	1,170	1,200	1,200	
0236	Outside Services	2,308	500	0	500	500	500	
0241	Tree Planting & Landscape	8,211	12,000	12,141	12,150	12,000	12,000	
0293	Maint of Motor Veh/Fleet	7,198	13,000	9,371	10,000	12,000	12,000	
0294	Oil and Fluids/Fleet	862	1,000	392	850	1,000	1,000	
0296	Maint of Oper Eq/Fleet	4,918	6,000	2,972	5,000	6,000	6,000	
	Contractual Services	25,777	33,500	26,036	29,670	32,700	32,700	(800)
0310	Gasoline & Oil	9,652	8,910	6,165	8,900	9,300	9,300	
0316	Equipment Maint Supplies	0	500	0	500	500	500	
0319	Safety Supplies	355	800	318	800	800	800	
0320	Small Tools	798	400	0	400	400	400	
0333	All Other Supplies	1,317	1,000	623	1,000	1,000	1,000	
0339	Tires & Tire Maintance	261	1,000	200	500	1,000	1,000	
0344	Small Equipment	0	200	0	200	200	200	
	Supplies & Materials	12,383	12,810	7,306	12,300	13,200	13,200	390
	PUBLIC RIGHT-OF-WAY	176,512	203,180	137,834	184,730	184,060	184,060	(19,120)
						Percent Budget Change		-9.41%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PARKS (8903-788)								
0101	Salaries	4,554	4,300	2,553	4,300	4,300	4,300	
0102	Full Time Hourly Wages	30,195	35,000	19,346	35,000	35,000	35,000	
0103	Temporary Wages	508	1,000	2,456	2,460	1,000	1,000	
0104	Overtime Wages	332	150	0	150	150	150	
0110	Health Insurance	10,132	11,360	6,668	11,360	10,930	10,930	
0111	Fringes	7,822	8,230	4,955	8,230	7,700	7,700	
0115	Schools/Seminars/Training	0	300	0	300	300	300	
0118	License Renewal	0	100	0	100	100	100	
	Personal Services	53,543	60,440	35,978	61,900	59,480	59,480	(960)
0204	Conference & Meetings	553	400	364	400	400	400	
0207	Dues and Memberships	360	360	360	360	360	360	
0216	Maint of Operating Equip	0	100	0	100	100	100	
0236	Outside Services	59	100	101	110	100	100	
0241	Tree Planting & Landscape	3200	3300	3,675	3,680	3,500	3,500	
	Contractual Services	4,172	4,260	4,500	4,650	4,460	4,460	200
0308	Books & Periodicals	129	100	185	190	100	100	
0316	Equipment Maint. Supplies	0	200	0	200	200	200	
0319	Safety Supplies	0	200	0	200	200	200	
0320	Small Tools	0	400	331	400	400	400	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	340	500	0	500	500	500	
	Supplies & Materials	469	1,500	516	1,590	1,500	1,500	0
	PARKS	58,184	66,200	40,994	68,140	65,440	65,440	(760)
							Percent Budget Change	-1.15%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
INVASIVE SPECIES CONTROL (8904-788)								
0101	Salaries	680	1,000	331	1,000	1,000	1,000	
0102	Full Time Hourly Wages	1,086	5,000	274	5,000	5,000	5,000	
0103	Temporary Wages	297	1,000	1,580	1,580	1,000	1,000	
0110	Health Insurance	587	1,700	598	1,700	1,640	1,640	
0111	Fringes	454	1,420	443	1,420	1,330	1,330	
	Personal Services	3,104	10,120	3,226	10,700	9,970	9,970	(150)
0203	Postage	0	100	0	100	100	100	
0206	Advertising & Publication	0	100	0	100	100	100	
0236	Outside Services	7,382	8,000	235	8,000	8,000	8,000	
	Contractual Services	7,382	8,200	235	8,200	8,200	8,200	0
0333	All Other Supplies	111	0	0	0	0	0	
	Supplies & Materials	111	0	0	0	0	0	0
	INVASIVE SPECIES CONTROL	10,597	18,320	3,461	18,900	18,170	18,170	(150)
							Percent Budget Change	-0.82%
	TOTAL CITY WIDE FORESTRY	245,293	287,700	182,289	271,770	267,670	267,670	(20,030)
							Percent Budget Change	-6.96%

TAX REFUNDS/SPECIAL RESERVES AND ESCROWS

Department Head

Michael K. Easker

Major Activities

This budget section accounts for certain reserves and contingency costs, as well as other costs anticipated to affect city-wide operations. This includes annual wage and fringe benefit costs and emergency contingencies not already included in departmental budgets as well as adjustments to line items that affect multiple city departmental budgets.

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$25,313	\$38,600	\$239,700	n/a	\$52,830	n/a
No. of Employees (FTE)	n/a	n/a	n/a	n/a	n/a	n/a

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Special Reserves & Escrow/Mayor's Executive Adjustments

Mayor's Comments:

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

1). Wages/Fringes (20,120)

Reduce line item net charges to account for the carryforward of unspent wage/fringe expenditures budgeted to fund implementation of the 2019 non-represented salary plan update.

2). Information Systems (166,750)

Reduce line item net charges to account for the elimination of funding for the GIS technician and to reduce fixed cost charges to City departments.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

TAX REFUNDS RESERVE

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

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

The 2020 request of \$10,000 is \$5,000 less than the 2019 request of \$15,000. The City has experienced a stabilization of refunds for corrections and claims on recent tax rolls. The amount will be transferred to a clearing account from which all tax refunds are issued. Pending additional 2019 claims, that clearing account currently has a negative balance of approximately \$10,000.

SPECIAL RESERVES AND ESCROWS

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

	<u>Requested</u>
Salaries/Wages – Non Represented Employees	\$ 68,770
Fringe Benefits – Non Represented Employees	<u>16,460</u>
Total	\$110,240
Salaries/Wages - Mid-Point Adjustment (Non-Rep Employees only)	\$18,750
Fringe Benefits – Mid-Point Adjustment (Non-Rep Employees only)	<u>5,170</u>
Total	\$23,920
Salaries/Wages – Salary Plan Implement (Non-Rep Employees only)	\$16,200
Fringe Benefits – Salary Plan Implement (Non-Rep Employees only)	<u>3,500</u>
Total	\$19,700
Health Insurance – To assist in funding premium increases.	\$80,730

Major Increases (Decreases) in 2020 Budget Request:

Wages/Fringes/Health provides an amount for 2020 wage and fringe benefit adjustments. The full impact of existing contractual wage increases for Police and Fire/Rescue unionized employees are included in their departmental operating budget.

Included in the net amount above of \$209,580 is \$110,240 for a projected average wage/fringe increase of 2.25% (1/1-1.0%; 7/1-1.25%) for 2020 for non-represented employees funded by the City's General Fund. This increase would vary by employee depending upon how increases are ultimately distributed through the merit pay plan rules still currently being formulated. Health insurance premiums for those same employees are reflected in the department line item budgets funded by the City's General Fund, with \$80,730 also budgeted to offset projected 2020 premium increases. Wages/Fringes/Health increases for employees working in other funds (I/S, Fleet Management, Parking, Storm Water and Recycling) are budgeted in those funds, while the commensurate increases for Library employees are found within the Library budget.

The above amount of \$23,920 represents the additional cost associated with providing all current non-represented employees that are below the mid-point of the pay grade an adjustment to move their salary closer to the grade mid-point. The wage amount of \$18,750 assumes increases effective October 1, 2020, as in previous years. If adopted,

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

the full annualized impact of the mid-point increases would be \$75,000. These adjustments would vary by employee depending upon how the adjustments are ultimately distributed through the approved pay plan rules.

Also included in 2020 is \$19,700 to fund salary and fringe cost related to the planned implementation of the updated non-represented salary plan. As proposed, these costs would be offset dollar for dollar by a reduction in budgeted employee health insurance premiums.

Under Mayor's Executive Adjustments, The 2020 proposed budget also contains a list of proposed Internal Information Systems (I/S) reductions that affect multiple departments I/S budget line items totaling \$166,750. These adjustments will be distributed proportionately to the department budgets affected prior to 1/1/2020.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
TAX REFUNDS (2605-721)								
0236	Misc Expenditures	20,000	15,000	15,000	15,000	10,000	10,000	(5,000)
	Contractual Services	20,000	15,000	15,000	15,000	10,000	10,000	(5,000)
	TAX REFUNDS	20,000	15,000	15,000	15,000	10,000	10,000	(5,000)
							Percent Budget Change	-33.33%

SPECIAL RESERVES & ESCROWS (2603-721)

0101	Salaries	0	13,800	0	0	82,570	68,770	
0110	Health Insurance	0	0	0	0	80,730	80,730	
0111	Fringes	0	9,800	0	0	22,780	16,460	
0140	Midpoint/Other Adj Wages	0	0	0	0	18,750	18,750	
0141	Midpoint/Other Adj Fringes	0	0	0	0	5,170	5,170	
0150	Salary Plan Impl Wages	0	0	0	0	16,200	16,200	
0151	Salary Plan Impl Fringes	0	0	0	0	3,500	3,500	
	Personal Services	0	23,600	0	0	229,700	209,580	185,980
	SPECIAL RESERVES & ESCROWS	0	23,600	0	0	229,700	209,580	185,980

MAYOR'S EXECUTIVE ADJUSTMENTS (2606-721)

0255	Internal I/S Service	0	0	0	0	0	(166,750)	
	Supplies & Materials	0	0	0	0	0	(166,750)	(166,750)
	MAYOR'S EXECUTIVE ADJUSTMENTS	0	0	0	0	0	(166,750)	(166,750)

TRANSFERS OUT (9988-999)

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

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: All TIF's
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

**All TIF Districts
2020 Proposed Budget**

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

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
<u>All TIF Funds</u>				
Fund Balance (Deficit), January 1	<u>(\$6,685,730)</u>	<u>(\$7,237,720)</u>	<u>(\$7,237,720)</u>	<u>(\$7,297,462)</u>
<u>Revenues</u>				
Property Tax Increment	\$4,750,644	\$5,096,234	\$4,987,349	\$4,395,856
Computer Exemption Aid	555,153	\$566,312	568,613	568,613
Transfer from TIF #7 - Donor TIF	756,129	942,316	896,732	637,634
Interest Income - Debt Reserve	33,614	4,000	4,000	4,000
Interest Income/Miscellaneous	48,495	5,000	5,000	5,000
Increment Shortfall Payments	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Total Revenues	6,224,035	6,693,862	6,541,694	5,691,103
<u>Expenditures</u>				
Transfer to Debt Service Fund	4,848,957	4,654,476	4,654,476	4,784,352
Transfer to General Fund-Admin	444,500	500,000	500,000	500,000
Transfer to General Fund-Interest	66,757	77,000	77,000	85,000
Transfer to TIF #8 - Donor TIF	756,129	942,316	896,732	637,634
Developer Increment Reimbursement	264,671	265,000	297,228	307,440
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	<u>225,011</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Expenditures	6,776,025	6,614,792	6,601,436	6,490,426
Excess Revenues Over (Under) Expenditures	(551,990)	79,070	(59,742)	(799,323)
Fund Balance (Deficit), December 31	<u>(\$7,237,720)</u>	<u>(\$7,158,650)</u>	<u>(\$7,297,462)</u>	<u>(\$8,096,785)</u>
Cash Advance from Debt Service Levy (2012-19)	<u>6,100,000</u>	<u>7,000,000</u>	<u>7,000,000</u>	<u>7,000,000</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>800,000</u>
Net Cash Surplus (Deficit)	<u>(\$1,137,720)</u>	<u>(\$158,650)</u>	<u>(\$297,462)</u>	<u>(\$296,785)</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #5 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest). TIF #5 was designated as "distressed" in 2015, adding ten years to its maximum closure date to 12/31/2030.

TIF #5 Fund (Downtown Business District)
2020 Proposed Budget

Description: The area within TID #5 contains several sites needing redevelopment or rehabilitation. Based on location and market demand, these sites are expected to develop for uses such as office, parking, commercial and residential. Sites at the north end of the district require more immediate attention, and should be redeveloped or rehabilitated within one to four years. Sites nearer the southern end of the district could be expected to require three to ten years before redevelopment or rehabilitation is viable.

Created: 01/01/1993
Amendment #1: 01/01/1999
Amendment #2: 01/01/2007
Max Exp. Date: 04/21/2015
Max Close Date: 12/31/2030

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2019</u> Estimate	<u>2020</u> Budget
<u>TIF #5</u>				
Fund Balance (Deficit), January 1	<u>(\$376,591)</u>	<u>(\$335,631)</u>	<u>(\$335,631)</u>	<u>(\$221,404)</u>
<u>Revenues</u>				
Property Tax Increment	335,222	378,116	370,038	328,196
Computer Exemption Aid	150,734	153,745	154,381	154,381
Interest Income/Miscellaneous	82	1,000	1,000	1,000
Total Revenues	<u>486,038</u>	<u>532,861</u>	<u>525,419</u>	<u>483,577</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	360,920	317,042	317,042	318,657
Transfer to General Fund-Admin	71,000	80,000	80,000	80,000
Transfer to General Fund-Interest	1,287	1,500	1,500	1,500
Developer Increment Reimbursement	11,720	0	11,650	11,650
Sundry Costs/Miscellaneous	151	1,000	1,000	1,000
Total Expenditures	<u>445,078</u>	<u>399,542</u>	<u>411,192</u>	<u>412,807</u>
Excess Revenues Over (Under) Expenditures	40,960	133,319	114,227	70,770
Fund Balance (Deficit), December 31	<u>(\$335,631)</u>	<u>(\$202,312)</u>	<u>(\$221,404)</u>	<u>(\$150,634)</u>
Cash Advance from Debt Service Levy (2012-19)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$335,631)</u>	<u>(\$202,312)</u>	<u>(\$221,404)</u>	<u>(\$150,634)</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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

**TIF #6 Fund (Southpark Industrial Center)
2020 Proposed Budget**

Description: The area within TID #6 is designed to enable the City to provide manufacturing building sites in a planned business park setting. The primary project costs are for land acquisition and infrastructure, development (sanitary sewer, storm water, water main, street construction, electric power, street lighting). Additional costs include necessary site preparation, signage and landscaping costs, and necessary planning, administration, engineering and marketing costs.

Created: 01/01/1997
Amendment #1: 01/01/2007
Max Exp. Date: 03/19/2015
Max Close Date: 12/31/2030

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
<u>TIF #6</u>				
Fund Balance (Deficit), January 1	<u>(\$1,072,396)</u>	<u>(\$753,915)</u>	<u>(\$753,915)</u>	<u>(\$362,604)</u>
<u>Revenues</u>				
Property Tax Increment	649,010	634,610	621,051	571,474
Computer Exemption Aid	78,509	80,080	80,408	80,408
Interest Income/Miscellaneous	0	1,000	1,000	1,000
Total Revenues	<u>727,519</u>	<u>715,690</u>	<u>702,459</u>	<u>652,882</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	345,945	240,148	240,148	233,706
Transfer to General Fund-Admin	53,500	60,000	60,000	60,000
Transfer to General Fund-Interest	9,443	10,000	10,000	10,000
Developer Increment Reimbursement	0	0	0	0
Sundry Costs/Miscellaneous	150	1,000	1,000	1,000
Total Expenditures	<u>409,038</u>	<u>311,148</u>	<u>311,148</u>	<u>304,706</u>
Excess Revenues Over (Under) Expenditures	318,481	404,542	391,311	348,176
Fund Balance (Deficit), December 31	<u>(\$753,915)</u>	<u>(\$349,373)</u>	<u>(\$362,604)</u>	<u>(\$14,428)</u>
Cash Advance from Debt Service Levy (2012-19)	<u>1,250,000</u>	<u>350,000</u>	<u>350,000</u>	<u>0</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$496,085</u>	<u>\$627</u>	<u>(\$12,604)</u>	<u>(\$14,428)</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #7 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest). TIF #7 was designated as a "donor" TIF to TIF #8 in 2015, leading to the annual transfer of excess increment to TIF #8 while both districts remain open.

**TIF #7 Fund (Westside Business Corridor)
2020 Proposed Budget**

Description: The area within TID #7 is an area including commercial development adjacent to Winneconne Avenue/Green Bay Road, the West Towne Village business district and Bridgewood golf, commercial and housing developments. Areas for development are in need of redevelopment/rehabilitation due to prolonged underutilization and associated physical and economic obsolescence. Proposed project costs and improvements include utility and access improvements, land acquisition, design and engineering, beautification/signage, planning/project support.

Created: 01/01/2000
Amendment #1: 01/01/2002
Amendment #2: 01/01/2005
Amendment #3: 01/01/2006
Amendment #4: 01/01/2012
Max Exp. Date: 07/04/2022
Max Close Date: 12/31/2027

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
<u>TIF #7</u>				
Fund Balance (Deficit), January 1	\$0	\$0	\$0	\$0
<u>Revenues</u>				
Property Tax Increment	2,105,828	2,144,963	2,099,135	1,818,490
Computer Exemption Aid	57,164	58,303	58,547	58,547
Interest Income/Miscellaneous	26,268	1,000	1,000	1,000
Total Revenues	2,189,260	2,204,266	2,158,682	1,878,037
<u>Expenditures</u>				
Transfer to Debt Service Fund	1,231,980	1,045,950	1,045,950	1,024,403
Transfer to General Fund-Admin	106,000	120,000	120,000	120,000
Transfer to General Fund-Interest	0	0	0	0
Transfer to TIF #8 - Donor TIF	756,129	942,316	896,732	637,634
Developer Increment Reimbursement	95,000	95,000	95,000	95,000
Sundry Costs/Miscellaneous	151	1,000	1,000	1,000
Total Expenditures	2,189,260	2,204,266	2,158,682	1,878,037
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance (Deficit), December 31	\$0	\$0	\$0	\$0
Cash Advance from Debt Service Levy (2012-19)	0	0	0	0
Cash Advance from Debt Service Levy (2020)	0	0	0	0
Net Cash Surplus (Deficit)	\$0	\$0	\$0	\$0

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #8 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest). TIF #8 was designated as "distressed" in 2015, adding ten years to its maximum closure date to 12/31/2038.

TIF #8 Fund (Downtown/Doty Island Redevelopment)
2020 Proposed Budget

Description: The area within TID #8 includes the Doty Island Business District as well as key downtown business sites. The sites have been planned for and are expected to develop as a combination of commercial and residential use properties. The Doty Island plan is to retain significant older buildings that contribute to the charm and character of the business district; promote redevelopment at sites that can strengthen neighborhood retail and service offerings; and, maximize opportunity for existing businesses to stay and grow on the island. In certain instances, the revitalization strategy is a joint effort of the City and Neenah Community Development Authority (CDA).

Created: 01/01/2001
Amendment #1: 01/01/2002
Amendment #2: 01/01/2004
Amendment #3: 01/01/2005
Amendment #4: 01/01/2008
Max Exp. Date: 09/04/2023
Max Close Date: 12/31/2038

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
<u>TIF #8</u>				
Fund Balance (Deficit), January 1	(\$5,122,091)	(\$6,004,893)	(\$6,004,893)	(\$6,660,809)
<u>Revenues</u>				
Property Tax Increment	1,324,692	1,333,781	1,305,284	1,047,413
Computer Exemption Aid	222,030	226,470	227,400	227,400
Transfer from TIF #7 - Donor TIF	756,129	942,316	896,732	637,634
Interest Income - Debt Reserve	33,614	4,000	4,000	4,000
Interest Income/Miscellaneous	0	0	0	0
Increment Shortfall Payments	80,000	80,000	80,000	80,000
Total Revenues	2,416,465	2,586,567	2,513,416	1,996,447
<u>Expenditures</u>				
Transfer to Debt Service Fund	2,783,850	2,826,332	2,826,332	2,900,231
Transfer to General Fund-Admin	106,000	120,000	120,000	120,000
Transfer to General Fund-Interest	44,930	52,000	52,000	60,000
Transfer-TIF #8 Capital Project Fund	170,000	170,000	170,000	170,000
Sundry Costs/Miscellaneous	194,487	1,000	1,000	1,000
Total Expenditures	3,299,267	3,169,332	3,169,332	3,251,231
Excess Revenues Over (Under) Expenditures	(882,802)	(582,765)	(655,916)	(1,254,784)
Fund Balance (Deficit), December 31	(\$6,004,893)	(\$6,587,658)	(\$6,660,809)	(\$7,915,593)
Cash Advance from Debt Service Levy (2012-19)	4,850,000	6,200,000	6,500,000	6,850,000
Cash Advance from Debt Service Levy (2020)	0	0	0	800,000
Net Cash Surplus (Deficit)	(\$1,154,893)	(\$387,658)	(\$160,809)	(\$265,593)

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #9 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

**TIF #9 Fund (US Hwy 41 Industrial Corridor)
2020 Proposed Budget**

Description: The area within TID #9 includes an industrial corridor west of Interstate 41 between Breezewood Lane/Bell Street to the north and CTH G to the south. The area within the District is in need of redevelopment/rehabilitation due to the underutilization and physical and economic obsolescence. Proposed project costs include utility and access improvements, redevelopment assistance and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 03/17/2036
Max Close Date: 12/31/2041

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
<u>TIF #9</u>				
Fund Balance (Deficit), January 1	<u>\$49,823</u>	<u>\$162,287</u>	<u>\$162,287</u>	<u>\$222,139</u>
<u>Revenues</u>				
Property Tax Increment	242,601	226,770	221,925	194,426
Computer Exemption Aid	46,716	47,654	47,847	47,847
Interest Income/Miscellaneous	<u>5,176</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	<u>294,493</u>	<u>275,424</u>	<u>270,772</u>	<u>243,273</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	36,975	76,630	76,630	81,505
Transfer to General Fund-Admin	36,000	40,000	40,000	40,000
Transfer to General Fund-Interest	0	0	0	0
Developer Increment Reimbursement	108,610	0	93,290	93,290
Sundry Costs/Miscellaneous	<u>444</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>182,029</u>	<u>117,630</u>	<u>210,920</u>	<u>215,795</u>
Excess Revenues Over (Under) Expenditures	112,464	157,794	59,852	27,478
Fund Balance (Deficit), December 31	<u>\$162,287</u>	<u>\$320,081</u>	<u>\$222,139</u>	<u>\$249,617</u>
Cash Advance from Debt Service Levy (2012-19)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>\$162,287</u>	<u>\$320,081</u>	<u>\$222,139</u>	<u>\$249,617</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #10 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

**TIF #10 Fund (Near Downtown District)
2020 Proposed Budget**

Description: The area within TID #10 includes an area on the west end of the Central Business District between the Neenah Slough to the west, Arrowhead Park to the north, Smith Street to the south, and Church Street to the east. The area within the District includes industrial, residential, commercial, retail and open space uses and at least 50% of the property within the District is defined as blighted. Several areas within the District have been identified as redevelopment sites and are expected to develop as a combination of commercial, office and/or residential uses. The proposed project costs include parking, utility and access improvements, redevelopment assistance, beautification/signage/public space, and planning/project support.

Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 08/04/2036
Max Close Date: 12/31/2041

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
<u>TIF #10</u>				
Fund Balance (Deficit), January 1	<u>(\$127,378)</u>	<u>(\$244,191)</u>	<u>(\$244,191)</u>	<u>(\$239,990)</u>
<u>Revenues</u>				
Property Tax Increment	93,291	319,914	313,078	298,389
Computer Exemption Aid	0	30	30	30
Interest Income/Miscellaneous	16,969	1,000	1,000	1,000
Total Revenues	<u>110,260</u>	<u>320,944</u>	<u>314,108</u>	<u>299,419</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	89,287	147,969	147,969	220,157
Transfer to General Fund-Admin	36,000	40,000	40,000	40,000
Transfer to General Fund-Interest	11,097	12,000	12,000	12,000
Developer Increment Reimbursement	61,061	170,000	108,938	0
Sundry Costs/Miscellaneous	29,628	1,000	1,000	1,000
Total Expenditures	<u>227,073</u>	<u>370,969</u>	<u>309,907</u>	<u>273,157</u>
Excess Revenues Over (Under) Expenditures	(116,813)	(50,025)	4,201	26,262
Fund Balance (Deficit), December 31	<u>(\$244,191)</u>	<u>(\$294,216)</u>	<u>(\$239,990)</u>	<u>(\$213,728)</u>
Cash Advance from Debt Service Levy (2012-19)	<u>0</u>	<u>450,000</u>	<u>150,000</u>	<u>150,000</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$244,191)</u>	<u>\$155,784</u>	<u>(\$89,990)</u>	<u>(\$63,728)</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: TIF #11 Fund
Program: Special Revenue Funds	Submitted by: Michael Easker/Chris Haese

The Tax Incremental Financing (TIF) District Funds are used to account for the accumulation of resources from the district "incremental" property taxes, land sales and other revenues. The funds are designated to be used for the corresponding program/administrative expenditures of the tax incremental financing districts, including debt service repayments (principal and interest).

**TIF #11 Fund (Near Downtown District)
2020 Proposed Budget**

Description: The area within TID #11 is characterized by a large area of undeveloped property on the fringe of the City that is bound by low density residential development on three sides and a commercial corridor along its remaining border. The site has been planned for and is expected to be developed as a multi-family home development. The basic development objectives of this plan are the following: project and site improvements, traffic improvements, public-private partnerships to achieve high value development, land assembly, the preservation of open space and maximization of public infrastructure, and the opportunity to offer a superior quality of life.

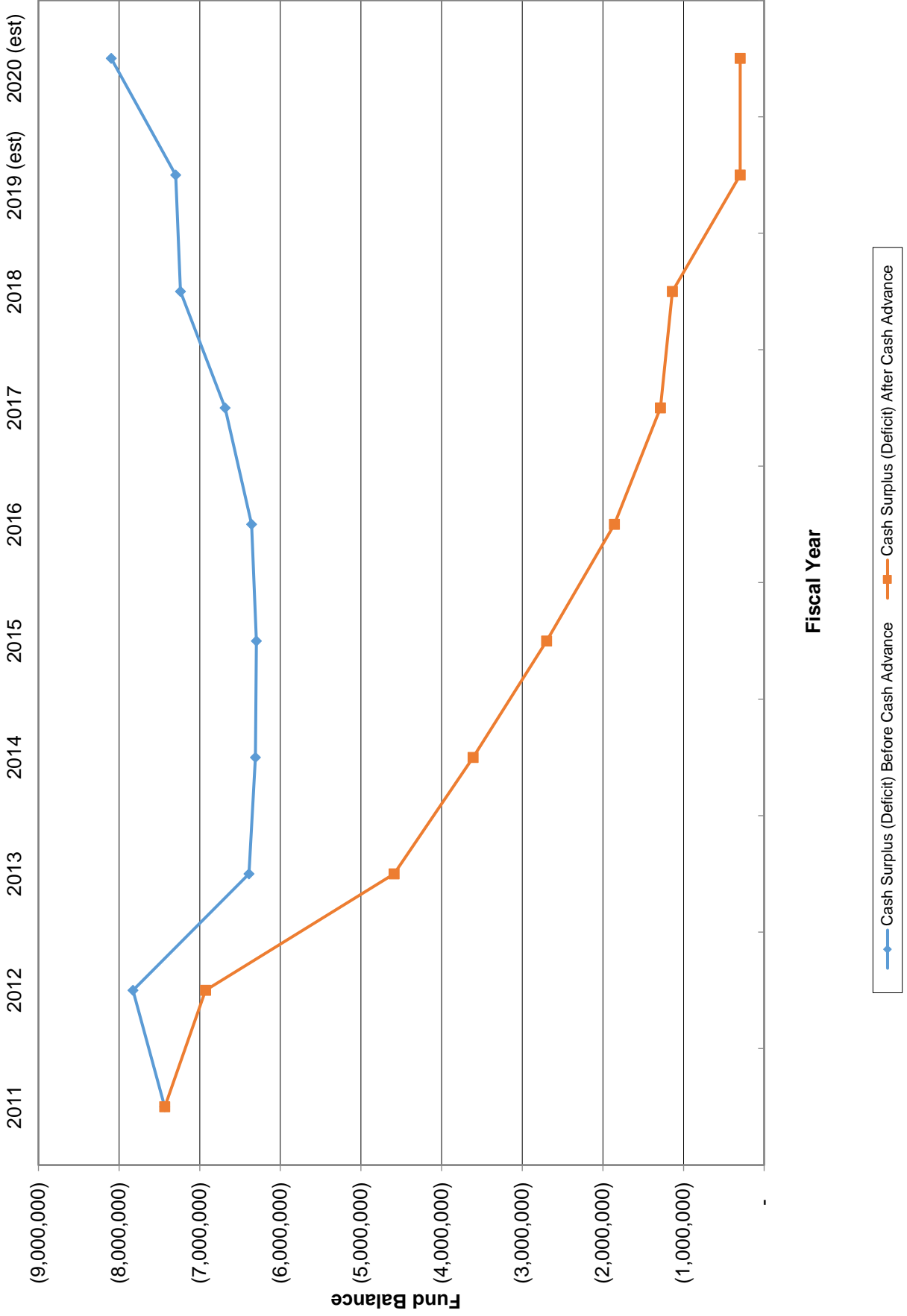
Created: 01/01/2015
Amendment #1: n/a
Max Exp. Date: 08/04/2036
Max Close Date: 12/31/2041

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
<u>TIF #11</u>				
Fund Balance (Deficit), January 1	<u>(\$37,097)</u>	<u>(\$75,917)</u>	<u>(\$75,917)</u>	<u>(\$60,984)</u>
<u>Revenues</u>				
Property Tax Increment	0	58,080	56,838	137,468
Computer Exemption Aid	0	30	0	0
Interest Income/Miscellaneous	276	0	0	0
Total Revenues	<u>276</u>	<u>58,110</u>	<u>56,838</u>	<u>137,468</u>
<u>Expenditures</u>				
Transfer to Debt Service Fund	0	405	405	5,693
Transfer to General Fund-Admin	36,000	40,000	40,000	40,000
Transfer to General Fund-Interest	0	1,500	1,500	1,500
Developer Increment Reimbursement	0	0	0	107,500
Sundry Costs/Miscellaneous	3,096	0	0	0
Total Expenditures	<u>39,096</u>	<u>41,905</u>	<u>41,905</u>	<u>154,693</u>
Excess Revenues Over (Under) Expenditures	(38,820)	16,205	14,933	(17,225)
Fund Balance (Deficit), December 31	<u>(\$75,917)</u>	<u>(\$59,712)</u>	<u>(\$60,984)</u>	<u>(\$78,209)</u>
Cash Advance from Debt Service Levy (2012-19)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Advance from Debt Service Levy (2020)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Cash Surplus (Deficit)	<u>(\$75,917)</u>	<u>(\$59,712)</u>	<u>(\$60,984)</u>	<u>(\$78,209)</u>

CITY OF NEENAH
HISTORY OF TIF DEFICITS AND CASH ADVANCES
2004-2020

Ending Calendar Year	Cash Surplus (Deficit) Before		Cash Surplus	Annual TIF Surplus (Deficit)
	Cash Advances	Total Cash Advance	(Deficit) After Cash Advances	
2004	(1,842,263)	0	(1,842,263)	6,463
2005	(2,283,454)	0	(2,283,454)	(441,192)
2006	(4,409,186)	0	(4,409,186)	(2,125,732)
2007	(5,398,359)	0	(5,398,359)	(989,173)
2008	(5,621,273)	0	(5,621,273)	(222,914)
2009	(3,251,406)	0	(3,251,406)	2,369,867
2010	(5,942,971)	0	(5,942,971)	(2,691,565)
2011	(7,432,458)	0	(7,432,458)	(1,489,487)
2012	(7,826,911)	900,000	(6,926,911)	(394,453)
2013	(6,389,173)	1,800,000	(4,589,173)	1,437,738
2014	(6,310,531)	2,700,000	(3,610,531)	78,642
2015	(6,296,940)	3,600,000	(2,696,940)	13,591
2016	(6,355,929)	4,500,000	(1,855,929)	(58,989)
2017	(6,685,730)	5,400,000	(1,285,730)	(328,694)
2018	(7,237,720)	6,100,000	(1,137,720)	(551,990)
2019 (est)	(7,297,462)	7,000,000	(297,462)	(59,742)
2020 (est)	(8,096,785)	7,800,000	(296,785)	(799,323)

**CITY OF NEEENAH
HISTORY OF TIF DEFICITS
AND CASH ADVANCES
2011-2020**



**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Community Development	Budget: Community Develop. Block Grant Program
Program: Special Revenue Funds	Submitted by: Chris Haese

Community Development Block Grant Program
2020 Proposed Budget

The City of Neenah has been a recipient of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (H.U.D.) since 1984, and receives a formula-based grant annually.

The primary objective of the Community Development Block Grant program is to make the community a better place in which to live and work, especially for low and moderate income persons.

Annually, the City establishes a program of activities to be undertaken with these funds. The adoption of the program by the Common Council follows a series of opportunities for citizen participation in the formulation of the activities to be funded. The Community Development Block Grant has a program year starting date of June 1. Working within the regulations prescribed by H.U.D., the annual program is established within which at least 70% of the direct activity expenditures benefit low and moderate income persons. Remaining activity expenditures support redevelopment and blight elimination activities. In addition, funds are designated to support the City's administrative costs in carrying out the program.

In 2019 the program provided funds to support community services for low and moderate income households, improve deteriorated conditions, upgrade neighborhoods, and support planning and program administration.

In establishing the 2020 program, the City will seek citizen input as it develops activities. Approximately 70% or more of the program will continue to benefit low and moderate income persons. These activities will include a broad range of community improvements, housing and public service programs, and job creation opportunities.

Requests for 2020 funds will be reviewed by the Community Development Department and Mayor. Recommendations will then be submitted to the Common Council for approval early in 2020.

	Prior Year Grants		2019 Grant		2020
	Allocation	2019 Exp.	Allocation	2019 Exp.	Budget
Grant Funds Available	<u>\$565,874</u>	<u>\$565,874</u>	<u>\$216,455</u>	<u>\$216,455</u>	<u>\$200,000</u>

ALLOCATIONS

Direct

Low/Moderate Income Households	\$225,622	\$100,605	\$95,455	\$22,000	\$100,000
Redevelopment & Blight Elimination	304,252	206,642	80,000	45,000	55,000
Community Planning & Projects	11,000	11,000	11,000	5,500	15,000

Transfers

Administration	<u>25,000</u>	<u>21,237</u>	<u>30,000</u>	<u>15,000</u>	<u>30,000</u>
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Totals	<u>\$565,874</u>	<u>\$339,484</u>	<u>\$216,455</u>	<u>\$87,500</u>	<u>\$200,000</u>
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Grant Balances		<u>\$226,390</u>		<u>\$128,955</u>	
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CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

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

Housing Fund
2020 Proposed Budget

The Housing Fund was established on June 30, 1983, by the Common Council for the purpose of providing for future housing-related community improvements. In establishing the fund, the Council chose to earmark all revenues from past and current housing improvement programs to be used to support the continuation of these types of activities. The program to be funded in 2020 is:

HOMEOWNER REHABILITATION PROGRAM: This program encourages lower income homeowners to improve their properties, and thus enhance housing quality and tax base. Non-elderly households receive either 6% interest installment loans, or deferred repayment loans, depending on ability to pay. Elderly households receive grants (maximum \$3,600).

2019 Accomplishments:

Initiated and completed 5 owner-occupied rehabilitation projects.

2020 Goals/Plans:

OWNER REHABILITATION PROGRAM: Provide funding assistance to 10 homeowners.

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$47,171	\$43,017	\$43,017	\$78,317
<u>REVENUES</u>				
Loan Repayments	\$38,566	\$25,000	\$40,000	\$30,000
Community Dev. Block Grant	0	25,000	60,000	25,000
Interest and Miscellaneous	2,661	3,000	2,800	3,000
Total Revenue	\$41,227	\$53,000	\$102,800	\$58,000
<u>EXPENDITURES</u>				
Schools, Seminars, Training	\$0	\$0	\$0	\$0
Auto Allowance	0	150	0	150
Postage	0	300	0	300
Outside Services	1,986	2,500	2,500	2,500
Office Supplies	0	350	0	350
Printing	0	250	0	250
Misc Expenditures	0	200	0	200
Grants/Loans Issued	8,395	30,000	30,000	30,000
Transfer to General Fund	35,000	35,000	35,000	35,000
Total Expenditures	\$45,381	\$68,750	\$67,500	\$68,750
Excess Revenues Over (Under) Expenditures	(\$4,154)	(\$15,750)	\$35,300	(\$10,750)
Fund Balance, December 31	\$43,017	\$27,267	\$78,317	\$67,567
Loans Outstanding as of 12/31/2018: 105	\$526,057			
Loans Written Off Due to Foreclosure/Bankruptcy	0		0	

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Small Business Loan Program
2020 Proposed Budget

The Small Business Loan Program was established in June 1988 by the Common Council for the purpose of providing low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah. In establishing the program, which was capitalized with Community Development Block Grant (CDBG) funds, the Council chose to earmark all future revenues from this capitalization of \$250,000 to be used as a revolving loan fund to support the continuation of this economic development effort. In 1992, an additional \$100,000 of Community Development Block Grants was appropriated for further capitalization of the loan fund. Future loans will be issued from the loan repayment proceeds received from prior loans issued and any CDBG funds allocated from annual grant awards.

Under this program, borrowers may obtain loans to finance a portion of the cost of fixed asset projects. Funds issued by the City of Neenah are in the form of a companion loan to conventional financing from a private sector lender. To date, 22 loans have been approved for assistance.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance, January 1	<u>\$239,067</u>	<u>\$14,604</u>	<u>\$14,604</u>	<u>\$12,804</u>
<u>REVENUES</u>				
Loan Repayments	\$0	\$1,000	\$0	\$0
Interest and Miscellaneous	537	200	100	100
Total Revenue	<u>\$537</u>	<u>\$1,200</u>	<u>\$100</u>	<u>\$100</u>
<u>EXPENDITURES</u>				
Postage	\$0	\$50	\$0	\$10
Outside Services	0	200	0	200
Misc. Expenditures	0	200	1,900	200
Grants/Loans Issued	0	8,000	0	5,000
Transfer to General Fund	0	5,000	0	5,000
Transfer to CDBG	225,000	0	0	0
Total Expenditures	<u>\$225,000</u>	<u>\$13,450</u>	<u>\$1,900</u>	<u>\$10,410</u>
Excess Revenues Over (Under) Expenditures	(\$224,463)	(\$12,250)	(\$1,800)	(\$10,310)
Fund Balance, December 31	<u>\$14,604</u>	<u>\$2,354</u>	<u>\$12,804</u>	<u>\$2,494</u>
Loans Outstanding as of 12/31/2018: 0	<u>\$0</u>			
Loans Written Off Due to Bankruptcy	0			

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Industrial Development Fund
Program: Special Revenue Funds	Submitted by: Chris Haese/Andy Kahl

Industrial Development Fund
2020 Proposed Budget

The Industrial Development Fund is used to account for the accumulation of resources received from the Winnebago County Industrial Development Board. The funding allocations for the current year are calculated on a per capita basis, using the population from January 1 of the previous year.

The funds are designated to be used for the improvement of industrial businesses and the recruitment of additional industrial developments within the City. The residents of the City of Neenah and the adjacent towns benefit by having industrial companies expand and relocate in the area.

The \$5,000 transfer to the City General Fund is for economic and development studies, marketing & promotions.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance (Deficit), January 1	<u>\$72,904</u>	<u>\$87,210</u>	<u>\$87,210</u>	<u>\$96,480</u>
<u>REVENUES</u>				
Per Capita Funding Allocation	<u>\$29,093</u>	<u>\$29,100</u>	<u>\$29,270</u>	<u>\$29,270</u>
Total Revenue	<u>\$29,093</u>	<u>\$29,100</u>	<u>\$29,270</u>	<u>\$29,270</u>
<u>EXPENDITURES</u>				
Recruitment/Retention	<u>\$9,787</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>
Transfer to General Fund	<u>5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
Total Expenditures	<u>\$14,787</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Excess Revenues Over (Under) Expenditures	<u>\$14,306</u>	<u>\$9,100</u>	<u>\$9,270</u>	<u>\$9,270</u>
Fund Balance (Deficit), December 31	<u>\$87,210</u>	<u>\$96,310</u>	<u>\$96,480</u>	<u>\$105,750</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Recycling Fund
2020 Proposed Budget

The Recycling Fund was set up to segregate recycling revenue and expenditures from the General Fund. According to 1992 guidelines from the Department of Natural Resources and Department of Revenue, the City is the "responsible unit of government" and is mandated to keep full accounting, reporting and restructured budgetary procedures for City-wide recycling programs. This separate fund accounting began in 1993.

Goals/Responsibilities/Activities

Administer City-wide program for handling various types of recyclables in a cost effective manner with a view toward conserving resources and reducing volume of landfilled materials.

Funding: Expenditures are partially reimbursed by the State Recycling Grant, which has been applied for on an annual basis. Because of limited State funding resulting in annual decreases in State recycling grants, depressed recycling markets and increasing costs, a tax levy was required since 1995 to subsidize the fund. Funding for recycling grants with a surcharge on businesses expired at the end of 2001. Funding methods and policies remain the same, but funding of the grant program is now achieved through a tipping fee on all waste dumped in Wisconsin landfills. Unfortunately the State does not return the full tipping fee back to the responsible units in the form of recycling grants.

To offset the at least a portion of the shortfall, a Recycling Special Charge was added to the tax bill starting in fiscal year 2012 for any property that received curbside recycling collection. This charge was \$22 per property in 2012, \$30 in 2013 and 2014, \$32 in 2015, \$37 in 2016 and 2017, \$36 in 2018, an \$40 in 2019. In 2012, 2013, 2014, and 2015 this fee offset a portion of the shortfall with the remainder of the shortfall covered through Recycling Fund reserves or tax levy. In 2016 through 2019 the fee offset the entire shortfall.

Yard Waste: Includes weekly collections in spring, monthly collections (including brush) in summer and fall and the collection of leaves in fall. No grass clippings are included in collections. In an effort to reduce labor expense, the spring yard waste collection has been reduced from eight weeks to five weeks. The brush and yard waste drop-off site at the Tullar garage has been very well received by the public with few violations (hours Monday through Friday 7:00 to 5:00 p.m., Saturday 8:30 a.m. to Noon from May to October, closed January and February). Leaf collection is very time consuming and labor intensive. Past practice was for the leaf pickers to collect eight times on each street during the fall season. In an effort to reduce costs, especially overtime, the frequency of collections has been reduced to three scheduled collections along with additional cleanup collection, as needed, depending on weather. We will continue trying to meet the established, published calendar schedule by matching manpower to leaves. Homeowners tend to rake the leaves to the curb in a more timely manner if they know the leaf collection schedule. Leaf collection is fully funded by the Storm Water Utility.

Equipment: For yard waste collection, the City uses rear-loading trucks with a two person crew to collect bundled or containerized yard waste. Three chippers are available for brush chipping and are paired with a 7 CY truck and operated with a two person crew. For leaf collection, the City uses six 14 CY trucks with front-mounted vacuum units and a two person crew. If necessary, we can also use two pull-behind vacuum units with either a 7 CY or 14 CY truck and a two person crew.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019 Accomplishments

- Continued recycling program despite reduction to State Recycling Grant by implementing a Recycling Special Charge to residential customers.
- Maintained Tullar Road drop-off site for City residents, March through December.
- Staffed the drop-off site part time in March, full time from April through November and part time in December.
- Evaluated options to modify drop-off operations.

2020 Goals/Plans

- Continue to staff drop-off center to reduce non-resident materials.
- Continue to close drop-off center in January and February to reduce costs.
- Fund recycling program costs in excess of State Recycling Grant with "Special Charge" on tax bill, rather than use City reserves or tax levy.

Major Increases (Decreases) in 2020 Budget Request:

- Assumed single stream recyclable tipping fees remain at \$10 per ton.
- Assumed yard waste tipping fees remain at \$22 per ton.
- Moved wood tonnage to general refuse tonnage to conform with Winnebago County charging structure.
- Assumed revenue from the State Recycling grant to be the same as 2019.
- Assumed revenue from commodity sales to be \$0.
- Assumed 8,927 properties serviced comprising 9,016 charged units.
- Decreased Wages to account for wage tracking through the first year of automated collection.
- Decreased Maint of Vehicle/Fleet to account for the reduced amount of work required for new equipment.
- Assumed a residential recycling special charge \$37.00 per unit. 2019 charge was \$40.00 per unit.

	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Fund Balance, January 1	\$178,489	\$176,946	\$176,946	\$227,926	\$227,926
<u>REVENUES</u>					
Program Revenue	\$35,897	\$25,000	\$18,000	\$20,000	\$20,000
Grants	201,821	200,000	202,090	200,000	200,000
County Reimbursement	47,208	15,000	6,490	0	0
Addition Cart Fee	0	0	150	200	200
Transfer from Public Infrastructure	26,000	0	0	0	0
Total Revenue	<u>\$310,926</u>	<u>\$240,000</u>	<u>\$226,730</u>	<u>\$220,200</u>	<u>\$220,200</u>
<u>EXPENDITURES</u>					
Curbside Collection	\$350,153	\$294,180	\$229,810	\$235,460	\$235,460
Drop Off Site Collection	99,156	123,520	114,230	117,510	117,510
Adm. & Public Information	3,537	2,360	3,360	3,360	3,360
Yard Waste	156,787	181,260	164,150	172,880	172,880
Special Reserves & Escrow	0	0	0	6,100	6,100
Trans. to General Fund for Adm	25,000	25,000	25,000	25,000	25,000
Total Expenditures	<u>\$634,633</u>	<u>\$626,320</u>	<u>\$536,550</u>	<u>\$560,310</u>	<u>\$560,310</u>
Excess Revenues Over (Under) Exp.	(\$323,707)	(\$386,320)	(\$309,820)	(\$340,110)	(\$340,110)
Residential Special Charge	\$322,164	\$358,000	\$360,800	\$335,000	\$335,000
Surplus (Deficit) after Special Charge	(\$1,543)	(\$28,320)	\$50,980	(\$5,110)	(\$5,110)
Fund Balance, December 31	<u>\$176,946</u>	<u>\$148,626</u>	<u>\$227,926</u>	<u>\$222,816</u>	<u>\$222,816</u>

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES SUMMARY BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

RECYCLING DIVISION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 months)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
Curbside Collection	350,152	294,180	136,311	229,810	235,460	235,460	
Waste Oil/Dropoff Site	99,155	123,520	73,473	114,230	117,510	117,510	
Admin & Public Information	3,537	2,360	0	3,360	3,360	3,360	
Yard Waste	156,787	181,260	102,883	164,150	172,880	172,880	
Special Reserves & Escrow	0	0	0	0	6,100	6,100	
Transfers	25,000	25,000	18,750	25,000	25,000	25,000	
TOTAL EXPENDITURES	634,631	626,320	331,417	536,550	560,310	560,310	(66,010)
					Percent Budget Change		-10.54%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF RECYCLING PROGRAM BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	2,000	2,000	1,500	2,000	4,880	4,880	
0102	Full Time Hourly Wages	179,645	174,900	109,583	168,010	170,550	170,550	
0103	Temporary Wages	18,378	20,750	12,146	20,750	21,000	21,000	
0104	Overtime Wages	2,419	1,700	1,660	3,100	2,700	2,700	
0110	Health Insurance	57,631	54,240	34,190	54,240	54,800	54,800	
0111	Fringes	46,863	43,680	27,373	42,450	42,450	42,450	
0115	Schools/Seminars/Training	0	200	200	200	200	200	
0124	Meal Allowance	40	0	20	20	0	0	
	PERSONAL SERVICES	306,976	297,470	186,672	290,770	296,580	296,580	(890)
CONTRACTUAL SERVICES								
0202	Outside Printing	5,646	2,100	0	3,100	3,100	3,100	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	225	400	113	400	400	400	
0207	Dues & Memberships	0	100	0	100	100	100	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,981	2,950	1,699	2,600	2,730	2,730	
0236	Outside Services	20,663	9,530	3,227	6,860	8,530	8,530	
0238	Professional Services	0	100	0	100	100	100	
0243	Tipping Fees	45,391	49,000	28,054	49,000	49,000	49,000	
0245	License Fees	187	190	187	190	190	190	
0249	Dumpster Pulls	35,745	35,000	12,893	25,000	26,000	26,000	
0252	Rental of Equipment	13,000	14,000	12,938	14,000	16,000	16,000	
0293	Maint of Motor Veh/Fleet	102,103	93,000	26,511	54,300	54,000	54,000	
0294	Oil and Fluids/Fleet	5,642	5,600	1,777	3,410	4,100	4,100	
0296	Maint of Oper Eq/Fleet	1,729	15,600	4,507	5,600	13,100	13,100	
	CONTRACTUAL SERVICES	233,312	227,740	91,906	164,830	177,520	177,520	(50,220)
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0310	Gasoline & Oil	46,059	51,900	24,862	35,500	37,000	37,000	
0313	Motor Vehicles Maint. Sup	236	250	50	250	250	250	
0316	Equipment Maint. Supplies	0	150	240	390	150	150	
0319	Safety Supplies	236	450	168	450	450	450	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	561	700	113	700	700	700	
0339	Tires & Tire Maintance	22,251	22,500	8,660	18,500	22,500	22,500	
	SUPPLIES & MATERIALS	69,343	76,110	34,093	55,950	61,210	61,210	(14,900)
TRANSFERS								
9999	Transfer to General Fund	25,000	25,000	18,750	25,000	25,000	25,000	
	TRANSFERS	25,000	25,000	18,750	25,000	25,000	25,000	0
	TOTAL RECYCLING	634,631	626,320	331,421	536,550	560,310	560,310	(66,010)
								Percent Budget Change -10.54%

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
RECYCLING PROGRAM								
<u>CURBSIDE COLLECTION (081-6901-935)</u>								
0102	Full Time Hourly Wages	97,683	86,430	51,777	80,000	81,220	81,220	
0104	Overtime Wages	1,626	1,400	1,407	2,700	2,200	2,200	
0110	Health Insurance	28,271	24,480	14,560	24,480	22,410	22,410	
0111	Fringes	22,986	19,730	11,967	18,580	18,210	18,210	
0115	Schools/Seminars/Training	0	200	200	200	200	200	
0124	Meal Allowance	32	0	20	20	0	0	
0202	Outside Printing	2,109	300	0	300	300	300	
0206	Advertising & Publication	225	350	113	350	350	350	
0216	Maint of Operating Equip	0	50	0	50	50	50	
0224	Water & Sewer	2,981	2,950	1,699	2,600	2,730	2,730	
0236	Outside Services	4,146	5,000	127	2,000	4,000	4,000	
0243	Tipping Fees	13,609	25,000	15,768	25,000	25,000	25,000	
0245	License Fees	187	190	187	190	190	190	
0249	Dumpster Pulls	35,745	0	0	0	0	0	
0293	Maint of Motor Veh/Fleet	82,253	65,000	11,744	30,000	30,000	30,000	
0294	Oil and Fluids/Fleet	4,551	4,000	911	2,000	2,500	2,500	
0296	Maint of Oper Eq/Fleet	0	500	0	500	500	500	
0310	Gasoline & Oil	35,455	39,000	17,232	25,000	26,000	26,000	
0313	Motor Vehicles Maint. Sup	236	100	50	100	100	100	
0316	Equipment Maint. Supplies	0	0	240	240	0	0	
0319	Safety Supplies	193	300	84	300	300	300	
0333	All Other Supplies	545	200	38	200	200	200	
0339	Tires & Tire Maintance	17,319	19,000	8,188	15,000	19,000	19,000	
	CURBSIDE COLLECTION	350,152	294,180	136,312	229,810	235,460	235,460	(58,720)
<u>WASTE OIL / DROP-OFF SITE (081-6902-935)</u>								
0101	Salaries	2,000	2,000	1,500	2,000	2,000	2,000	
0102	Full Time Hourly Wages	20,788	21,350	12,616	22,000	22,330	22,330	
0103	Temporary Wages	18,378	20,750	12,146	20,750	21,000	21,000	
0104	Overtime Wages	30	0	142	150	200	200	
0110	Health Insurance	11,728	11,370	7,228	11,370	11,700	11,700	
0111	Fringes	9,541	9,150	5,444	9,320	9,280	9,280	
0236	Outside Services	14,609	3,000	3,100	3,330	3,000	3,000	
0249	Dumpster Pulls	0	35,000	12,893	25,000	26,000	26,000	
0252	Rental of Equipment	13,000	13,000	12,938	13,000	15,000	15,000	
0293	Maint of Motor Veh/Fleet	5,415	3,000	3,238	4,300	4,000	4,000	
0294	Oil and Fluids/Fleet	0	100	208	210	100	100	
0296	Maint of Oper Eq/Fleet	65	100	0	100	100	100	
0310	Gasoline & Oil	3,601	4,500	1,946	2,500	2,600	2,600	
0333	All Other Supplies	0	200	75	200	200	200	
	WASTE OIL / DROP-OFF SITE	99,155	123,520	73,474	114,230	117,510	117,510	(6,010)

**CITY OF NEENAH
OPERATING BUDGET
*** RECYCLING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>PUBLIC INFORMATION (081-6905-935)</u>								
0202	Outside Printing	3,537	1,800	0	2,800	2,800	2,800	
0203	Postage	0	20	0	20	20	20	
0204	Conferences & Meetings	0	100	0	100	100	100	
0206	Advertising & Publication	0	50	0	50	50	50	
0207	Dues & Memberships	0	100	0	100	100	100	
0236	Outside Services	0	30	0	30	30	30	
0238	Professional Services	0	100	0	100	100	100	
0301	Office Supplies	0	50	0	50	50	50	
0302	Inhouse Printing	0	10	0	10	10	10	
0333	All Other Supplies	0	100	0	100	100	100	
	PUBLIC INFORMATION	3,537	2,360	0	3,360	3,360	3,360	1,000
<u>YARD WASTE (081-6907-935)</u>								
0102	Full Time Hourly Wages	61,174	67,120	45,189	66,010	67,000	67,000	
0104	Overtime Wages	763	300	111	250	300	300	
0110	Health Insurance	17,632	18,390	12,402	18,390	18,080	18,080	
0111	Fringes	14,336	14,800	9,962	14,550	14,350	14,350	
0124	Meal Allowance	8	0	0	0	0	0	
0236	Outside Services	1,908	1,500	0	1,500	1,500	1,500	
0243	Tipping Fees	31,782	24,000	12,285	24,000	24,000	24,000	
0252	Rental of Equipment	0	1,000	0	1,000	1,000	1,000	
0293	Maint of Motor Veh/Fleet	14,435	25,000	11,529	20,000	20,000	20,000	
0294	Oil and Fluids/Fleet	1,091	1,500	657	1,200	1,500	1,500	
0296	Maint of Oper Eq/Fleet	1,664	15,000	4,507	5,000	12,500	12,500	
0310	Gasoline & Oil	7,003	8,400	5,684	8,000	8,400	8,400	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	0	150	0	150	150	150	
0319	Safety Supplies	43	150	84	150	150	150	
0320	Small Tools	0	100	0	100	100	100	
0333	All Other Supplies	16	200	0	200	200	200	
0339	Tires & Tire Maintance	4,932	3,500	472	3,500	3,500	3,500	
	YARD WASTE	156,787	181,260	102,882	164,150	172,880	172,880	(8,380)
<u>SPECIAL RESERVES & ESCROW (081-9026-733)</u>								
0101	Salaries	0	0	0	0	2,880	2,880	
0110	Health Insurance	0	0	0	0	2,610	2,610	
0111	Fringes	0	0	0	0	610	610	
	Special Reserves & Escrow	0	0	0	0	6,100	6,100	6,100
<u>TRANSFER TO GENERAL FUND (081-9910-935)</u>								
9999	Tranfer to General Fund	25,000	25,000	18,750	25,000	25,000	25,000	
	TRANSFER TO GENERAL FUND	25,000	25,000	18,750	25,000	25,000	25,000	0
RECYCLING PROGRAM		634,631	626,320	331,418	536,550	560,310	560,310	(66,010)
							Percent Budget Change	-10.54%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Health Grants Program
2020 Consolidated Contract Grants Budget

In late 2010, the City joined the cities of Oshkosh and Menasha and Winnebago County to study the viability of consolidating health department services. Upon completion of the study, the Cities of Neenah and Oshkosh agreed to transfer responsibility for health and sanitation services to Winnebago County effective July 1, 2012.

Each year leading up to transfer of service to Winnebago County, local health departments statewide received Consolidated Contract grants funds from the Department of Health and Family Services (DHFS). Upon transfer of the service, all remaining grant funds, with the exception of Preparedness CDC, were transferred to Winnebago County. As for the Preparedness CDC funds, the City retains those funds and is allowed to use them for any costs associated with making the community more prepared for natural or man-made disasters.

	<u>2018</u> Actual	<u>2019</u> Y-T- D	<u>2020</u> Budget
Fund Balance, January 1	<u>\$92,459</u>	<u>\$79,908</u>	<u>\$79,908</u>
<u>EXPENDITURES</u>			
Transfer to Equipment Fund	2,551	0	0
Transfer to General Fund	10,000	0	10,000
Total Expenditures	<u>\$12,551</u>	<u>\$0</u>	<u>\$10,000</u>
Fund Balance, December 31	<u>\$79,908</u>	<u>\$79,908</u>	<u>\$69,908</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

**Park and Recreation Fund
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	<u>\$315,986</u>	<u>\$329,283</u>	<u>\$329,283</u>	<u>\$342,783</u>
<u>Revenues</u>				
Contributions	\$53,246	\$40,000	\$45,000	\$45,000
Interest & Miscellaneous	6,401	5,000	8,500	8,000
Total Revenues	<u>\$59,647</u>	<u>\$45,000</u>	<u>\$53,500</u>	<u>\$53,000</u>
<u>Expenditures</u>				
	<u>\$46,350</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Excess Revenues Over (Under) Expenditures	\$13,297	\$5,000	\$13,500	\$13,000
Fund Balance (Deficit), December 31	<u>\$329,283</u>	<u>\$334,283</u>	<u>\$342,783</u>	<u>\$355,783</u>

**Dial-A-Ride Fund
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	<u>\$76,091</u>	<u>\$88,422</u>	<u>\$88,422</u>	<u>\$95,422</u>
<u>Revenues</u>				
Intergovernmental	\$46,275	\$42,000	\$42,000	\$42,000
Contribution/Interest	9,637	11,000	11,000	11,000
Total Revenues	<u>\$55,912</u>	<u>\$53,000</u>	<u>\$53,000</u>	<u>\$53,000</u>
<u>Expenditures</u>				
	<u>\$43,581</u>	<u>\$46,250</u>	<u>\$46,000</u>	<u>\$48,000</u>
Excess Revenues Over (Under) Expenditures	\$12,331	\$6,750	\$7,000	\$5,000
Fund Balance (Deficit), December 31	<u>\$88,422</u>	<u>\$95,172</u>	<u>\$95,422</u>	<u>\$100,422</u>

**Civic and Social Fund
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	<u>\$148,460</u>	<u>\$160,665</u>	<u>\$160,665</u>	<u>\$171,165</u>
<u>Revenues</u>				
Contributions	\$34,999	\$26,000	\$34,000	\$26,000
Sales (Compost and City Wear)	\$13,991	\$15,000	\$13,500	\$14,000
Interest & Miscellaneous	1,897	3,000	3,000	3,000
Total Revenue	<u>\$50,887</u>	<u>\$44,000</u>	<u>\$50,500</u>	<u>\$43,000</u>
<u>Expenditures</u>				
	<u>\$38,682</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Excess Revenues Over (Under) Expenditures	\$12,205	\$4,000	\$10,500	\$3,000
Fund Balance (Deficit), December 31	<u>\$160,665</u>	<u>\$164,665</u>	<u>\$171,165</u>	<u>\$174,165</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

**Library Fund
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	\$1,505,915	\$1,425,268	\$1,425,268	\$1,515,268
Revenues				
Contribution	\$40,128	\$40,000	\$45,000	\$45,000
Interest & Market Adj.	(66,623)	50,000	100,000	70,000
Total Revenue	(\$26,495)	\$90,000	\$145,000	\$115,000
Expenditures	\$54,152	\$55,000	\$55,000	\$55,000
Excess Revenues Over (Under) Expenditures	(\$80,647)	\$35,000	\$90,000	\$60,000
Fund Balance (Deficit), December 31	\$1,425,268	\$1,460,268	\$1,515,268	\$1,575,268

**Public Safety Trust
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	\$131,232	\$186,480	\$186,480	\$205,480
Revenues				
Contribution	\$156,326	\$42,000	\$40,000	\$42,000
Grants	\$6,240	\$6,000	\$6,000	\$6,000
Interest & Miscellaneous	2,165	2,000	3,000	2,000
Total Revenue	\$164,731	\$50,000	\$49,000	\$50,000
Expenditures	\$109,483	\$50,000	\$30,000	\$50,000
Excess Revenues Over (Under) Expenditures	\$55,248	\$0	\$19,000	\$0
Fund Balance (Deficit), December 31	\$186,480	\$186,480	\$205,480	\$205,480

**Clock Tower Renovation/Maintenance
2020 Proposed Budget**

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance (Deficit), January 1	\$1,367	\$40	\$40	\$0
Revenues				
Contributions	\$0	\$100	\$0	\$0
Interest & Miscellaneous	122	150	40	0
Total Revenue	\$122	\$250	\$40	\$0
Expenditures	\$1,449	\$200	\$80	\$0
Excess Revenues Over (Under) Expenditures	(\$1,327)	\$50	(\$40)	\$0
Fund Balance (Deficit), December 31	\$40	\$90	\$0	\$0

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Debt Service Fund
2020 Operating Budget

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

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

As of December 31, 2019, the City's outstanding General Obligation debt is estimated to total \$50,603,334. This amount represents 42.6% of the City's legal debt limit of \$118,707,995. The City also has Storm Water Revenue Bonds issued in 2009 totaling \$282,151. In addition, the City has Capital Lease obligations totaling \$17,805,000 in Lease Revenue Bonds issued by the City's Community Development Authority in 2004 and 2008, with the 2004 issue refunded in 2013 and the 2008 issue partially refunded in 2016.

The 2020 Debt Service tax levy of \$3,450,000 is an increase of \$165,000 from 2019, or 5.0%.

2020
Budget

Estimated Fund Balance, January 1, 2020 \$7,053,992

Revenues

Tax Levy	3,450,000	
Transfer from Tax Increment Districts (total T.I.D. debt service)	4,784,352	
Transfer from Sanitary Sewer Utility (capital projects/equip)	1,133,353	
Transfer from Storm Water Utility (capital projects/equip)	539,730	
Special Assessments	350,000	
Transportation Assessment Replacement Fee (TARF)	400,000	
Winnebago County (Library-ends 2020)	108,509	
Net Premium on Debt Issuance	130,000	
Total Revenues		10,895,944

Expenditures

City General Obligation Debt Service:		
Principal	7,010,201	
Interest	1,312,421	8,322,622
Storm Water Revenue Bonds		
Principal	24,439	
Interest	8,511	32,950
Capital Leases		
Principal	1,125,000	
Interest	613,095	1,738,095
Total Expenditures		10,093,667

Excess Revenues Over (Under) Expenditures 802,277

* Estimated Fund Balance, December 31, 2020 \$7,856,269

*Note: \$7.8 million of this fund balance is being used as a cash advance to offset ongoing deficits in TIF Districts #6, #8 and #10 Special Revenue Funds, where current TIF increment is not sufficient to meet current debt service requirements.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Debt Service Payments

Promissory Notes/Note Anticipation Notes

		Principal	Interest	Sub-Total	Total
2011 \$4,995,000	Streets/Facilities/Equip.	285,000	3,737	288,737	
NIC - 2.477%	TID #5	25,000	363	25,363	
	TID #6	5,000	73	5,073	
	TID #7	5,000	72	5,072	
	TID #8	105,000	1,523	106,523	
	Sanitary Sewer Utility	273,000	4,310	277,310	
	Storm Water Utility	42,000	652	42,652	750,730
2012A \$3,955,000	Streets/Facilities/Equip.	295,000	14,881	309,881	
NIC - 1.575%	Sanitary Sewer Utility	120,000	5,950	125,950	
	Storm Water Utility	30,000	1,463	31,463	467,294
2013 \$5,270,000	Streets/Facilities/Equip.	335,000	27,025	362,025	
NIC - 1.840%	TID #5	35,000	350	35,350	
	TID #6	10,000	900	10,900	
	TID #7	0	337	337	
	TID #8	75,000	6,050	81,050	
	Sanitary Sewer Utility	115,000	9,275	124,275	
	Storm Water Utility	40,000	3,338	43,338	657,275
2014 \$4,685,000	Streets/Facilities/Equip.	325,000	30,850	355,850	
NIC - 1.7465%	TID #5	0	200	200	
	TID #6	25,000	2,250	27,250	
	TID #7	5,000	450	5,450	
	TID #8	25,000	2,550	27,550	
	Sanitary Sewer Utility	95,000	8,950	103,950	
	Storm Water Utility	50,000	4,900	54,900	575,150
2015 \$6,250,000	Streets/Facilities/Equip.	295,000	36,500	331,500	
TIC - 1.89%	TID #5	19,520	842	20,362	
	TID #6	3,355	352	3,707	
	TID #7	282,125	8,806	290,931	
	TID #8	0	250	250	
	TID #9	15,000	1,925	16,925	
	Sanitary Sewer Utility	65,000	8,250	73,250	
	Storm Water Utility	60,000	8,750	68,750	805,675
2016 \$6,500,000	Streets/Facilities/Equip.	482,500	65,637	548,137	
TIC - 1.57%	TID #7	5,000	938	5,938	
	TID #8	0	200	200	
	TID #9	40,000	5,600	45,600	
	TID #10	40,000	5,100	45,100	
	Sanitary Sewer Utility	92,500	13,175	105,675	
	Storm Water Utility	55,000	7,712	62,712	813,362
2017 \$5,610,000	Streets/Facilities/Equip.	363,440	76,417	439,857	
TIC - 2.30%	TID #8	5,000	950	5,950	
	TID #9	10,000	2,650	12,650	
	TID #10	28,500	6,413	34,913	
	TID #11	1,500	338	1,838	
	Sanitary Sewer Utility	95,000	18,800	113,800	
	Storm Water Utility	76,560	15,733	92,293	701,301

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Promissory Notes/Note Anticipation Notes (Cont'd)

		Principal	Interest	Sub-Total	Total
2018 \$8,295,000	Streets/Facilities/Equip.	450,800	166,115	616,915	
TIC - 2.57%	TID #8	0	270	270	
	TID #9	0	405	405	
	TID #10	0	24,500	24,500	
	TID #11	0	405	405	
	Sanitary Sewer Utility	60,000	18,045	78,045	
	Storm Water Utility	69,200	21,316	90,516	811,056
2019 \$8,825,000	Streets/Facilities/Equip.	175,000	208,331	383,331	
TIC - 2.46%	TID #8	0	5,100	5,100	
	TID #9	0	5,925	5,925	
	TID #10	0	15,144	15,144	
	TID #11	0	3,450	3,450	
	Sanitary Sewer Utility	80,000	25,656	105,656	
	Storm Water Utility	15,000	5,156	20,156	538,762
Total Promissory Notes		\$5,205,000	\$915,605	\$6,120,605	\$6,120,605
<i>Bonds</i>					
2004C \$2,225,000	TID #7	2,408	463	2,871	
NIC - 4.952%	TID #8	212,592	40,912	253,504	256,375
2010B \$2,315,000	TID #5	115,000	2,013	117,013	
NIC - 3.852%	TID #6	5,000	818	5,818	
	TID #7	130,000	60,478	190,478	313,309
2012B \$1,635,000	TID #5	95,000	1,306	96,306	
NIC - 2.872%	TID #6	0	0	0	
	TID #7	75,000	29,786	104,786	
	TID #8	0	5,288	5,288	206,380
2012C \$4,410,000	TID #5	2,334	1,549	3,883	
NIC - 1.789%	TID #6	41,376	6,127	47,503	
	TID #7	121,350	27,434	148,784	
	TID #8	64,940	25,390	90,330	
	Sanitary Sewer Utility	0	0	0	
	Storm Water Utility	0	0	0	290,500
2013A \$7,545,000	TID #5	18,711	281	18,992	
NIC - 1.28%	TID #6	19,404	291	19,695	
	TID #7	195,525	2,933	198,458	
	TID #8	261,360	3,920	265,280	502,425
2013 \$1,030,000	TID #6	95,000	15,987	110,987	110,987
TIC - 3.27%					
2017 \$3,785,000	TID #5	825	363	1,188	
TIC - 2.42%	TID #6	1,925	848	2,773	
	TID #7	49,500	21,798	71,298	
	TID #8	222,750	98,091	320,841	396,100
2017 \$1,350,000	TID #10	55,000	45,500	100,500	100,500
TIC - 2.92%					
Total General Obligation Bonds		\$1,785,000	\$391,576	\$2,176,576	\$2,176,576

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Other Debt

	Principal	Interest	Sub-Total	Total
<u>Clean Water Fund Loans - G.O.</u>				
2010 \$411,652 Sanitary Sewer Utility NIC - 2.200%	20,201	5,241	25,442	25,442
<i>Total Clean Water Fund Loans - G.O.</i>	\$20,201	\$5,241	\$25,442	\$25,442
Total Gross Debt Service	\$7,010,201	\$1,312,422	\$8,322,623	\$8,322,623
<u>Clean Water Fund Loans - Revenue Bonds</u>				
2009 \$471,087 Storm Water Utility NIC - 3.153%	24,439	8,511	32,950	32,950
<i>Total Storm Water Revenue Bonds</i>	\$24,439	\$8,511	\$32,950	\$32,950
<u>Capital Leases</u>				
2013 CDA Lease Refunding - 2004 TID #8 NIC - 4.772%	1,090,000	524,685	1,614,685	\$1,614,685
2016 CDA Lease Refunding - 2004 TID #8 TIC - 2.82%	35,000	88,410	123,410	\$123,410
<i>Total Capital Leases</i>	\$1,125,000	\$613,095	\$1,738,095	\$1,738,095
Total Debt Service and Capital Leases	\$8,159,640	\$1,934,028	\$10,093,668	\$10,093,668
Less: Other Debt Service Funding				6,643,668
Net Tax Levy				\$3,450,000

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Outstanding Indebtedness

	<u>12/31/19</u>	<u>12/31/20</u>	Principal Paid in '20
<i>General Obligation Promissory/Note Anticipation Notes</i>			
2011A \$4,995,000 Capital Improvements/TID/Sanitary/Storm	740,000	0	
2012A \$3,955,000 Capital Improvements/Sanitary/Storm	1,365,000	920,000	
2013A \$5,270,000 Capital Improvements/TID/Sanitary/Storm	2,435,000	1,825,000	
2014A \$4,685,000 Capital Improvements/TID/Sanitary/Storm	2,770,000	2,245,000	
2015A \$6,250,000 Capital Improvements/TID/Sanitary/Storm	3,405,000	2,665,000	
2016A \$6,500,000 Capital Improvements/TID/Sanitary/Storm	5,365,000	4,650,000	
2017A \$5,610,000 Capital Improvements/TID/Sanitary/Storm	4,430,000	3,850,000	
2018A \$8,295,000 Capital Improvements/TID/Sanitary/Storm	7,860,000	7,280,000	
2019A \$8,825,000 Capital Improvements/TID/Sanitary/Storm	8,825,000	8,555,000	
<i>Total G.O. Promissory Notes</i>	\$37,195,000	\$31,990,000	\$5,205,000
<i>General Obligation Bonds</i>			
2004C \$2,225,000 TID	935,000	720,000	
2010B \$2,315,000 TID	1,745,000	1,495,000	
2012B \$1,635,000 TID	1,290,000	1,120,000	
2012C \$4,410,000 Refunding - Cap. Improvements/TID/Storm	3,140,000	2,910,000	
2013A \$7,545,000 Refunding - Cap. Improvements/TID/Storm	495,000	0	
2013A \$1,030,000 -Taxable Refunding-TID	500,000	405,000	
2017A \$3,785,000 -Refunding-Cap Improvements/TID/Storm	3,705,000	3,430,000	
2017B \$1,350,000 -Refunding-TID	1,350,000	1,295,000	
<i>Total G.O. Bonds</i>	\$13,160,000	\$11,375,000	\$1,785,000
<i>Clean Water Fund Loans - G.O.</i>			
2010 \$411,652 Sanitary Sewer Utility	248,334	228,133	
<i>Total Clean Water Fund Loans - G.O.</i>	\$248,334	\$228,133	\$20,201
* Total City Outstanding Debt	<u>\$50,603,334</u>	<u>\$43,593,133</u>	<u>\$7,010,201</u>

*** Note: Principal paid in 2020 excludes principal payments on Storm Water Revenue Bonds (\$24,439) and CDA Capital Lease Obligations (\$1,125,000). Including those payments, total debt principal scheduled for payment in 2020 is \$8,159,640.**

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Legal Debt Limit

	<u>G. O. Debt</u>	<u>% of Statutory Limit</u>
End of 2019:	\$50,603,334	42.6% (a)
End of 2018:	48,858,100	44.2%
End of 2017:	47,792,440	45.6%
End of 2016:	47,201,364	47.4%
End of 2015:	46,794,880	48.4%
End of 2014:	46,507,999	48.5%
End of 2013:	47,963,383	51.8%
End of 2012:	46,124,943	50.1%
End of 2011:	45,302,933	47.3%
End of 2010:	46,234,545	48.2%
(a) City Equalized Valuation 1/1/19	\$2,374,159,900	
Percent Limit of G.O. Debt	x 5%	
Amount Limit of G.O. Debt	<u>\$118,707,995</u>	
12/31/19 Debt Outstanding	\$50,603,334/\$118,707,995 = 42.6%	

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

End of 2019:	68,690,485	57.9%
End of 2018:	68,086,251	65.0%
End of 2017:	70,272,441	70.6%
End of 2016:	69,987,542	73.4%
End of 2015:	70,201,587	73.2%
End of 2014:	71,177,257	76.8%
End of 2013:	69,033,483	75.0%
End of 2012:	68,126,759	71.1%
End of 2011:	68,781,546	71.7%
End of 2010:	69,391,620	70.1%

**CITY OF NEENAH
SUMMARY OF OUTSTANDING
GENERAL OBLIGATION LONG-TERM DEBT
AS OF DECEMBER 31, 2019**

Outstanding Principal Balances

<u>Year Ended</u>	<u>Amount</u>	<u>% of Statutory Limit</u>
1997	21,502,744	37.3
1998	22,415,191	37.5
1999	23,572,836	38.2
2000	25,855,368	39.8
2001	26,953,231	38.4
2002	31,275,581	42.6
2003	32,130,505	41.4
2004	33,352,670	39.6
2005	38,242,106	45.6
2006	45,643,246	49.5
2007	47,264,608	50.7
2008	47,044,457	48.7
2009	46,871,594	47.3
2010	46,234,545	48.2
2011	45,302,933	47.3
2012	46,124,943	50.1
2013	47,963,383	51.8
2014	46,507,999	48.5
2015	46,794,880	48.4
2016	47,201,364	47.4
2017	47,792,440	45.6
2018	48,858,100	44.2
2019	50,603,334	42.6
2020	43,593,133	n/a
2021	36,987,488	n/a
2022	30,751,389	n/a
2023	24,554,826	n/a
2024	19,037,788	n/a
2025	14,040,266	n/a
2026	9,492,248	n/a
2027	6,493,724	n/a
2028	3,214,682	n/a
2029	995,111	n/a
2030	755,000	n/a
2031	540,000	n/a
2032	455,000	n/a
2033	370,000	n/a
2034	280,000	n/a
2035	190,000	n/a
2036	95,000	n/a
2037	0	n/a

* Excludes 2020 Estimated Borrowing for 2020 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

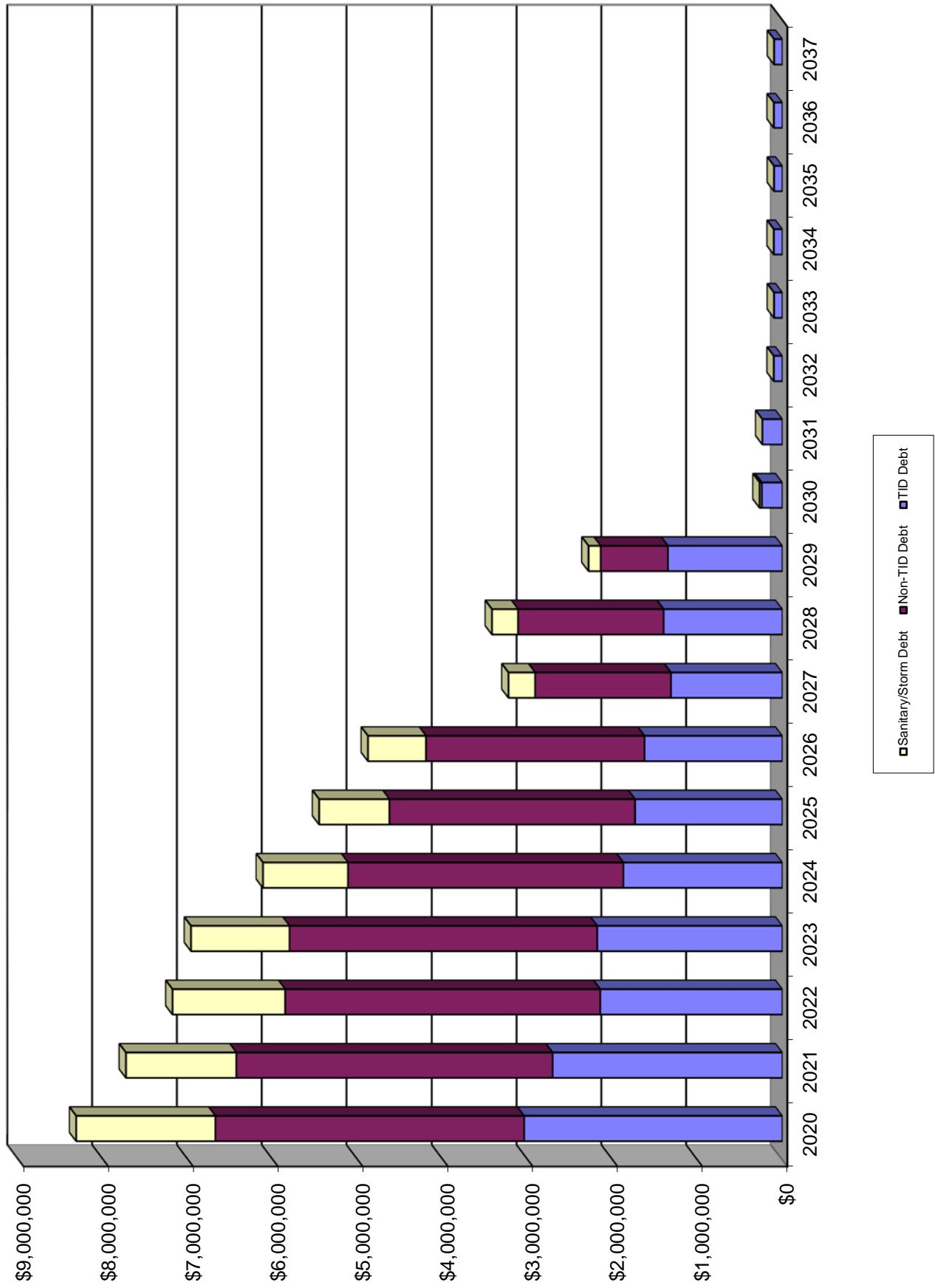
**CITY OF NEENAH
SCHEDULE OF FUTURE TOTAL ANNUAL
G. O. DEBT SERVICE PAYMENTS
AS OF DECEMBER 31, 2019**

TID Supported G. O. Debt					Non-TID Property Tax Supported G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2020	\$2,550,000	\$496,257	\$3,046,257		\$3,006,740	\$629,492	\$3,636,232	
2021	2,280,000	430,475	2,710,475		3,177,580	546,701	3,724,281	
2022	1,774,999	373,514	2,148,513		3,255,941	454,738	3,710,679	
2023	1,865,000	318,888	2,183,888		3,264,200	360,111	3,624,311	
2024	1,610,000	266,240	1,876,240		2,972,120	269,720	3,241,840	
2025	1,520,000	218,174	1,738,174		2,695,100	196,281	2,891,381	
2026	1,455,000	171,145	1,626,145		2,443,140	134,619	2,577,759	
2027	1,185,000	129,552	1,314,552		1,516,000	86,024	1,602,024	
2028	1,310,000	90,407	1,400,407		1,670,500	46,801	1,717,301	
2029	1,300,000	50,241	1,350,241		780,000	13,275	793,275	
2030	215,000	27,649	242,649		0	0	0	
2031	215,000	20,827	235,827		0	0	0	
2032	85,000	16,200	101,200		0	0	0	
2033	85,000	13,650	98,650		0	0	0	
2034	90,000	11,100	101,100		0	0	0	
2035	90,000	8,400	98,400		0	0	0	
2036	95,000	5,700	100,700					
2037	95,000	2,850	97,850					
	\$17,819,999	\$2,651,269	\$20,471,268	36.11%	\$24,781,321	\$2,737,762	\$27,519,083	48.52%

Sanitary/Storm Utility Supported G. O. Debt					Total G. O. Debt			
Year	Principal	Interest	Total	%	Principal	Interest	Total	%
2020	\$1,453,461	\$186,672	\$1,640,133		\$7,010,201	\$1,312,421	\$8,322,622	
2021	1,148,065	153,072	1,301,137		6,605,645	1,130,248	7,735,893	
2022	1,205,159	122,560	1,327,719		6,236,099	950,812	7,186,911	
2023	1,067,363	92,775	1,160,138		6,196,563	771,774	6,968,337	
2024	934,918	66,721	1,001,639		5,517,038	602,681	6,119,719	
2025	782,422	45,414	827,836		4,997,522	459,869	5,457,391	
2026	649,878	27,811	677,689		4,548,018	333,575	4,881,593	
2027	297,524	16,032	313,556		2,998,524	231,608	3,230,132	
2028	298,542	8,433	306,975		3,279,042	145,641	3,424,683	
2029	139,571	2,548	142,119		2,219,571	66,064	2,285,635	
2030	25,111	276	25,387		240,111	27,925	268,036	
2031	0	0	0		215,000	20,827	235,827	
2032	0	0	0		85,000	16,200	101,200	
2033	0	0	0		85,000	13,650	98,650	
2034	0	0	0		90,000	11,100	101,100	
2035	0	0	0		90,000	8,400	98,400	
2036	0	0	0		95,000	5,700	100,700	
2037	0	0	0		95,000	2,850	97,850	
	\$8,002,014	\$722,314	\$8,724,328	15.38%	\$50,603,334	\$6,111,345	\$56,714,679	100.00%

* Excludes 2020 Estimated Borrowing for 2020 Capital Projects. Excludes Storm Water Revenue Bonds and CDA Lease Revenue Bonds.

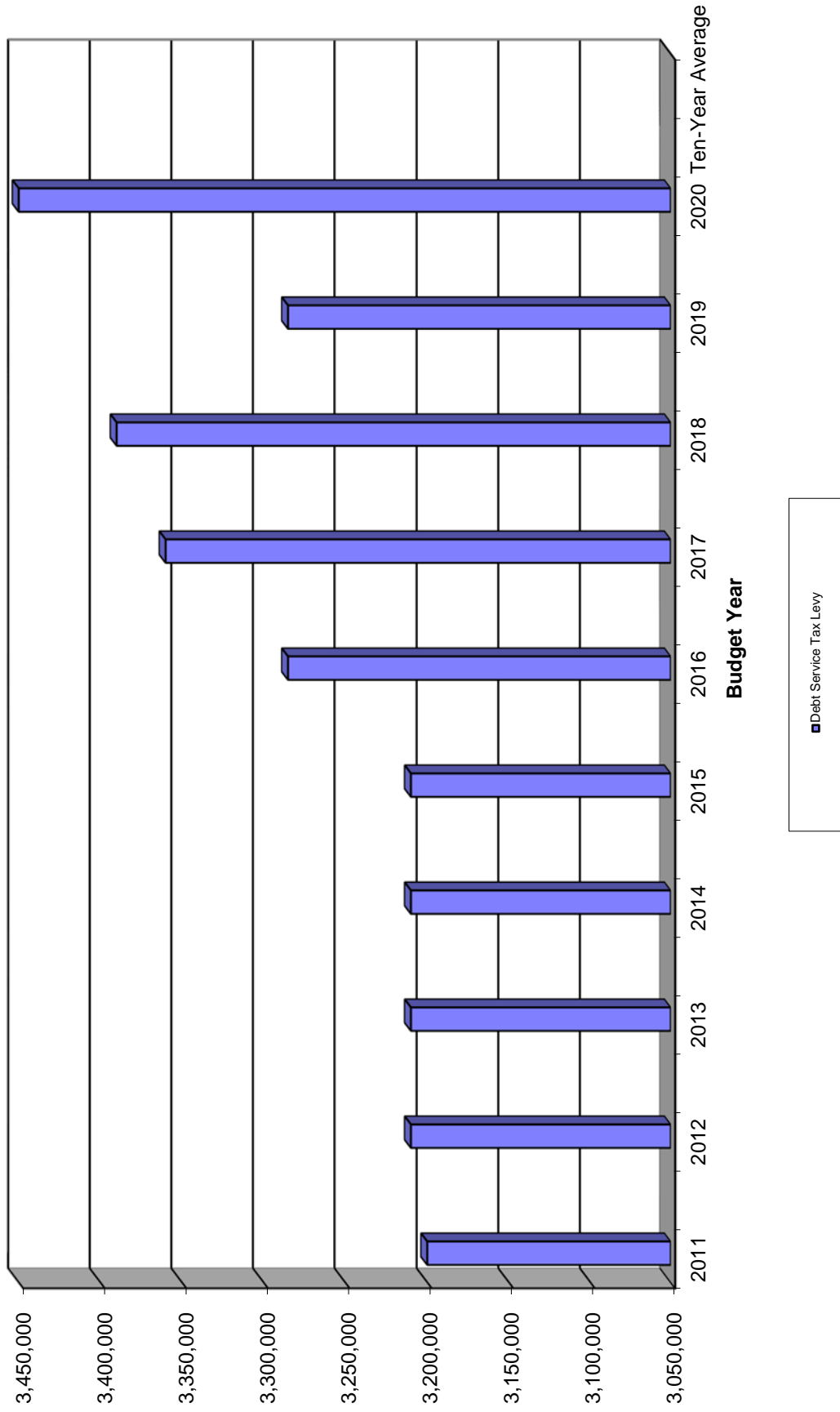
CITY OF NEENAH
Schedule of Future Annual Debt Service Payments
For All G.O. Debt Issued as of September 30, 2020



**CITY OF NEENAH
ANNUAL DEBT SERVICE TAX LEVY
2011-2020**

<u>Year</u>	<u>\$ Levy</u>	<u>\$ Change</u>	<u>% Change</u>
2011	3,200,000		
2012	3,210,000	10,000	0.31%
2013	3,210,000	0	0.00%
2014	3,210,000	0	0.00%
2015	3,210,000	0	0.00%
2016	3,285,000	75,000	2.34%
2017	3,360,000	75,000	2.28%
2018	3,390,000	30,000	0.89%
2019	3,285,000	(105,000)	-3.10%
2020	3,450,000	165,000	5.02%
<u>Ten-Year Average</u>			<u>0.87%</u>

**CITY OF NEEENAH
Annual Debt Service Levy
2011-2020**



**CITY OF NEENAH
2020 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

GENERAL SUMMARY

Streets, Pedestrian Routes, Traffic Signals

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Street Projects	\$2,942,000	\$2,667,000	\$275,000
Pedestrian Routes	215,000	205,000	10,000
Traffic Signals	65,000	65,000	0
Total Expenditures	\$3,222,000	\$2,937,000	\$285,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$3,222,000	\$2,937,000	\$285,000
Use of Reserves	0	0	0
Total Funding Sources	\$3,222,000	\$2,937,000	\$285,000

Tax Incremental Financing

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
TIF #7 Original (Westside Business Corridor)	\$535,000	\$235,000	\$300,000
TIF #8 Original (Doty Island Redevelopment)	510,000	510,000	0
TIF #9 Original (US Hwy. 41 Industrial)	50,000	15,000	35,000
TIF #10 Original (Near Downtown District)	140,000	215,000	(75,000)
TIF #11 Original (Pendleton Development Area)	10,000	10,000	0
Total Expenditures	\$1,245,000	\$985,000	\$260,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-TIF #7	\$535,000	\$0	\$535,000
General Obligation Borrowing-TIF #8	510,000	510,000	0
General Obligation Borrowing-TIF #9	50,000	15,000	35,000
General Obligation Borrowing-TIF #10	140,000	215,000	(75,000)
General Obligation Borrowing-TIF #11	10,000	10,000	0
Total G.O. Borrowing	1,245,000	750,000	
Use of TIF #7 Reserves	0	235,000	(235,000)
Total Funding Sources	\$1,245,000	\$985,000	\$260,000

Redevelopment (Non-TIF)

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Redevelopment (Non-TIF) Projects	\$30,000	\$30,000	\$0
Total Expenditures	\$30,000	\$30,000	\$0

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$30,000	\$30,000	\$0
Total Funding Sources	\$30,000	\$30,000	\$0

**CITY OF NEENAH
2020 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

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

Facilities

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Administration Building	\$151,500	\$115,000	\$36,500
Police	239,900	214,900	25,000
Fire (100%)	66,000	66,000	0
Public Works	250,000	202,000	48,000
Library	67,200	49,200	18,000
Bergstrom-Mahler Museum	25,000	25,000	0
Park & Recreation	1,777,000	1,682,000	95,000
Cemetery	0	0	0
Total Expenditures	\$2,576,600	\$2,354,100	\$222,500

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$2,376,600	\$2,154,100	\$222,500
Grant Funding - Arrowhead Park	200,000	200,000	0
Total Funding Sources	\$2,576,600	\$2,354,100	\$222,500

Capital Equipment

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
DOLAS	\$21,000	\$21,000	0
Information Systems	180,000	155,000	25,000
Police	298,810	267,810	31,000
Fire/Rescue (59.30% of Consolidated Department)	74,720	74,720	0
Public Works/Recycling	794,500	559,500	235,000
Community Development	18,500	18,500	0
Library	10,000	10,000	0
Parks and Recreation	76,500	76,500	0
Cemetery	0	0	0
Total Expenditures	\$1,474,030	\$1,183,030	\$291,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-Gen. Tax Supported	\$1,474,030	\$1,183,030	\$291,000
Total Funding Sources	\$1,474,030	\$1,183,030	\$291,000

Utilities - Sanitary Sewer and Storm Water

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Sanitary Sewer Projects	\$1,875,000	\$1,875,000	\$0
Storm Water Projects	1,275,000	1,235,000	40,000
Total Expenditures	\$3,150,000	\$3,110,000	\$40,000

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
General Obligation Borrowing-San. Sewer Supported	\$1,875,000	\$1,875,000	\$0
General Obligation Borrowing-Storm Water Supported	1,275,000	1,035,000	240,000
Use of Reserves-Storm Water	0	200,000	(200,000)
Total Funding Sources	\$3,150,000	\$3,110,000	\$40,000

**CITY OF NEENAH
2020 EXECUTIVE BUDGET
CAPITAL PROJECT FUNDS
MAYOR RECOMMENDED**

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

EXPENDITURE SUMMARY

Expenditures	Dept. Request	Mayor Proposed	Total Reductions Proposed
Streets, Pedestrian Routes, Traffic Signals	\$3,222,000	\$2,937,000	\$285,000
Tax Incremental Financing	1,245,000	985,000	260,000
Redevelopment (Non-TIF)	30,000	30,000	0
Facilities	2,576,600	2,354,100	222,500
Capital Equipment	1,474,030	1,183,030	291,000
Utilities - Sanitary and Storm Sewer	3,150,000	3,110,000	40,000
Total Expenditures	\$11,697,630	\$10,599,130	\$1,098,500

FUNDING SOURCES SUMMARY

Funding Sources	Dept. Request	Mayor Proposed	Total Reductions Proposed
<i>General Obligation Borrowing</i>			
General Obligation Borrowing-TIF Supported	\$1,245,000	750,000	\$495,000
General Obligation Borrowing-San. Sewer Supported	1,875,000	1,875,000	0
General Obligation Borrowing-Storm Utility Supported	1,275,000	1,035,000	240,000
General Obligation Borrowing-Gen. Tax Supported	7,102,630	6,304,130	798,500
General Obligation Borrowing-Total	\$11,497,630	\$9,964,130	\$1,533,500
Use of Reserves	0	435,000	(435,000)
Private Contributions/Grants	200,000	200,000	0
Total Funding Sources	\$11,697,630	\$10,599,130	\$1,098,500

Bank Qualified Limit	10,000,000	10,000,000
Bank Qual. Limit Less Proposed Borrowing	(\$1,497,630)	\$35,870

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM
DISTRIBUTION OF GENERAL OBLIGATION CAPITAL BORROWING AMONG PROGRAM TYPES

<u>PROGRAMS</u>	<u>2015 ACTUAL</u>		<u>2016 ACTUAL</u>		<u>2017 ACTUAL</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$1,425,000	22%	\$2,400,000	43%	\$1,341,000	16%
Tax Incremental Districts	1,515,000	23%	775,000	14%	455,000	5%
Facilities	300,000	5%	650,000	12%	1,158,500	14%
Capital Equipment	1,340,000	21%	1,150,000	20%	1,250,000	15%
Sanitary Sewer	655,000	10%	935,000	17%	882,500	11%
Storm Water	515,000	8%	590,000	11%	523,000	6%
TOTAL CAPITAL FINANCING	<u>\$5,750,000</u>	<u>88%</u>	<u>\$6,500,000</u>	<u>116%</u>	<u>\$5,610,000</u>	<u>68%</u>

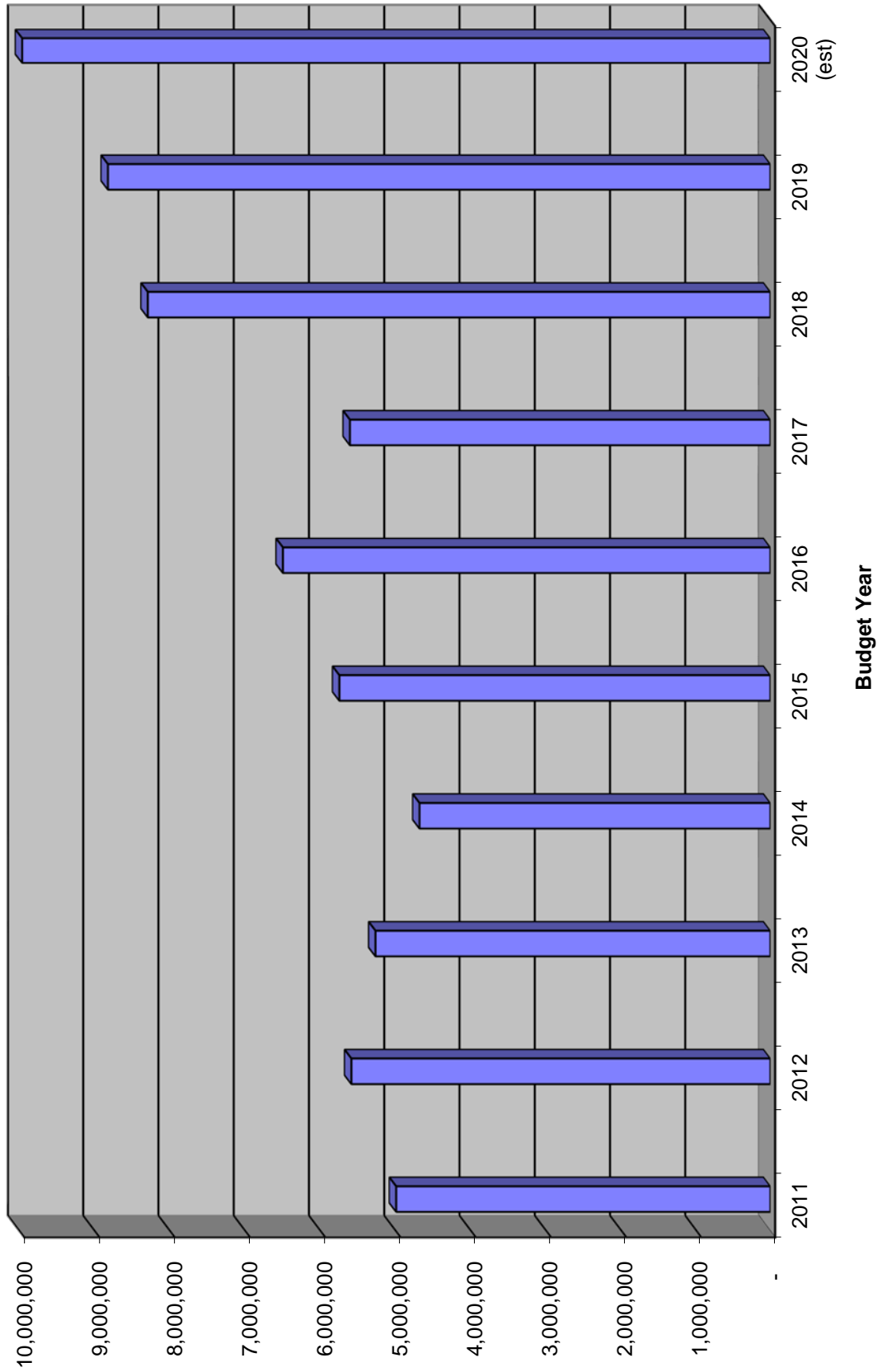
<u>PROGRAMS</u>	<u>2018 ACTUAL</u>		<u>2019 BUDGET</u>		<u>2020 PROPOSED</u>	
Streets, Pedestrian Routes, Lighting, Traffic Signals	\$2,700,000	33%	\$1,990,000	23%	\$2,937,000	29%
Tax Incremental Districts/Redevel.	960,000	12%	1,085,000	12%	780,000	8%
Facilities	1,790,000	22%	1,600,000	18%	2,154,100	22%
Capital Equipment	1,380,200	17%	3,160,000	36%	1,183,030	12%
Sanitary Sewer	675,000	8%	825,000	9%	1,875,000	19%
Storm Water	789,800	10%	165,000	2%	1,035,000	10%
TOTAL CAPITAL FINANCING	<u>\$8,295,000</u>	<u>100%</u>	<u>\$8,825,000</u>	<u>100%</u>	<u>\$9,964,130</u>	<u>100%</u>

CITY OF NEENAH
Annual G. O. Capital Borrowing
Budget Years 2011-2020

<u>Year</u>	<u>Capital Borrowing</u>	<u>Annual Change</u>	<u>% Change</u>
2011	4,995,000		
2012	5,590,000	595,000	11.91%
2013	5,270,000	(320,000)	-5.72%
2014	4,685,000	(585,000)	-11.10%
2015	5,750,000	1,065,000	22.73%
2016	6,500,000	750,000	13.04%
2017	5,610,000	(890,000)	-13.69%
2018	8,295,000	2,685,000	47.86%
2019	8,825,000	530,000	6.39%
2020 (est)	9,964,130	1,139,130	12.91%
Average	\$6,548,413		

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

CITY OF NEEENAH
Annual G. O. Capital Borrowing
Budget Years 2011-2020



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**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM IN BRIEF
MAYOR'S RECOMMENDATION**

BUDGETED RESOURCES

	<u>2020 PROGRAM</u>
Capital Borrowing Proceeds	\$9,964,130
Use of Reserves	435,000
Private Contributions/Grant	<u>200,000</u>
*TOTAL RESOURCES	<u>\$10,599,130</u>

BUDGETED EXPENDITURES

	<u>2020 PROGRAM</u>
Streets	\$2,667,000
Pedestrian Routes	205,000
Traffic Signals	<u>65,000</u>
Total Streets, Pedestrian Routes, Traffic Signals	2,937,000
TIF #7 Original (Westside Business Corridor)	235,000
TIF #8 Original (Doty Island Redevelopment)	510,000
TIF #9 (U.S.Hwy. 41 Industrial)	15,000
TIF #10 (Near Downtown District)	215,000
TIF #11 (Pendleton Development Area)	<u>10,000</u>
Total TIF's	985,000
Redevelopment	30,000
Public Facilities	2,354,100
Capital Equipment	1,183,030
Sanitary Sewer Projects	1,875,000
Storm Sewer Projects	<u>1,235,000</u>
*TOTAL EXPENDITURES	<u>\$10,599,130</u>

*Excludes Water Utility

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

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$2,937,000
Use of Reserves	<u>0</u>
Total 2020 Program Funding	<u><u>\$2,937,000</u></u>

2020 PROGRAM EXPENDITURES

Major Streets	\$0
Street Upgrades - City Initiated	2,442,000
Street Upgrades - Citizen Petitioned	0
Railroad Crossing	0
General Street Resurfacing	0
Streets Under Improvement Contracts	50,000
Pavement Repair (Streets)	175,000
Pedestrian Routes	205,000
Traffic Control	<u>65,000</u>
Total 2020 Program Expenditures	<u><u>\$2,937,000</u></u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

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

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	<u>\$3,765,046</u>	<u>\$3,433,423</u>	<u>\$3,433,423</u>	<u>\$2,933,692</u>
Revenues				
Intergovernmental	58,630	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	2,782,380	1,985,000	1,985,000	2,937,000
Transfers in	0	0	0	0
Total Revenues	<u>2,841,010</u>	<u>1,985,000</u>	<u>1,985,000</u>	<u>2,937,000</u>
Expenditures				
Capital Outlay - Current Budget	3,116,434	1,985,000	1,985,000	2,937,000
Transfers out	56,199	0	0	0
Total Expenditures	<u>3,172,633</u>	<u>1,985,000</u>	<u>1,985,000</u>	<u>2,937,000</u>
Excess Revenues Over (Under) Expenditures	<u>(331,623)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$3,433,423</u>	<u>\$3,433,423</u>	<u>\$3,433,423</u>	<u>\$2,933,692</u>
Capital Outlay - Carry Forwards	499,731	499,731	499,731	0
Fund Balance December 31 (After Carry Forwards)	<u>\$2,933,692</u>	<u>\$2,933,692</u>	<u>\$2,933,692</u>	<u>\$2,933,692</u>

<u>Public Infrastructure Carry Forwards to 2019 from Adopted CIP</u>			
PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Shooting Star/Armstrong-2015 (Streets)	\$50,000	\$50,000	\$50,000
Breezewood Lane-2010 (Ped. Routes)	33,577	33,577	33,577
Bell Street-2010 (Ped. Routes)	15,152	15,152	15,152
Industrial Drive-2017 (Streets)	171,169	171,169	171,169
Undesignated Street Maintenance-2018 (Streets)	51,578	51,578	51,578
Andrew Ave/Geiger St/Adams St/Whiting Ct (Streets)	77,723	77,723	77,723
Nature Trail (Streets)	21,838	21,838	21,838
Eaglecrest (Streets)	42,809	42,809	42,809
Liberty Heights (Sidewalks)	13,885	13,885	13,885
Nature Trail (Sidewalks)	22,000	22,000	22,000
Total Carry Forwards Funds to 2019	<u>\$499,731</u>	<u>\$499,731</u>	<u>\$499,731</u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 STREETS, PEDESTRIAN ROUTES, TRAFFIC CONTROL</u>			
<u>2020 STREETS</u>			
<u>Major Streets</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Street Upgrades-City Initiated</u>			
Curb, gutter, bituminous pavement unless otherwise noted. The condition of each street is classified from (10) new to (1) completely deteriorated.			
1. Abby Avenue (North Water - Clybourn)/1,620 ft. (3) Resurface. Project to be done in conjunction with the City of Menasha. Coordinate with utility work. Estimate shown is entire project cost. <i>Adopted Spring CIP \$200,000.</i>	\$250,000	\$200,000	
2. Clybourn Street (Edna - Abby)/300 ft. (6) Resurface. Coordinate with Abby Av construction. <i>Adopted Spring CIP \$38,000.</i>	34,000	34,000	
3. Center Street (North Water - High)/860 ft. (3,4) Reconstruct. Center Street (High - Abby)/500 ft. (3,4) Resurface. <i>Adopted Spring CIP 200,000</i>	250,000	250,000	
4. Bond Street (North Water - Edna)/1,350 ft. (4) Reconstruct. Coordinate with utility work. <i>Adopted Spring CIP \$330,000.</i>	275,000	275,000	
5. Gillingham Road (Breezewood-Apple Blossom)/1,310 ft. (2) Resurface. <i>Adopted Spring CIP \$250,000.</i>	200,000	0	Budget constraints; move to 2021
6. North Street (Green Bay - W City Limit)/670 ft. (2) Resurface. Coordinate with Village of Fox Crossing storm sewer project and Winnebago County Highways project.	105,000	105,000	Coordinate with Fox Crossing
7. Van Street (S terminus - Harrison St)/2,120 ft. (6) Resurface. Coordinate with utility construction. <i>Adopted Spring CIP \$265,000.</i>	275,000	275,000	
8. Monroe Street (Van - W terminus)/260 ft. (1) Reconstruct. Coordinate with utility construction. Monroe Street (Van - Union)/725 ft. (5) Resurface. Coordinate with utility construction.	108,000	108,000	

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
9. Tullar Road (Breezewood - Cecil)/5,280 ft. (4) Resurface. Pavement rehabilitation. Joint repair, diamond grinding, pavement marking.	350,000	350,000	
10. Green Bay Road (Cecil - Fox Point)/1,140 ft. (4) Reconstruct. Coordinate with utility construction. <i>Adopted Spring CIP \$475,000.</i>	495,000	495,000	
11. Lakeshore Avenue (Wisconsin - Kimberly Point Park)/2,200 ft. (5) Reconstruct. Coordinate with utility construction. (Assumes 24-foot road width with no off-street facility.) <i>Adopted Spring CIP \$240,000.</i>	350,000	350,000	
Subtotal <u>2020 Street Upgrades-City Initiated</u>	<u>\$2,692,000</u>	<u>\$2,442,000</u>	
<u>Street Upgrades Citizen Petitioned</u>	<u>\$0</u>	<u>\$0</u>	
Currently no petitions are on file. However, it is likely representatives from various areas of the City may request curb and gutter street improvements. These projects will be scheduled according to guidelines and within resources.			
<u>Railroad Crossings</u>	<u>\$0</u>	<u>\$0</u>	
<u>Subdivision Streets Under Improvement Contracts</u>			
1. Undesignated new subdivision/2,000 ft. - 2" bituminous surface. <i>Estimated Assessments: \$50,000</i>	\$50,000	\$50,000	Concur w/recommended
Subtotal <u>2020 Subdivision Streets Under Improvement Contracts</u>	<u>\$50,000</u>	<u>\$50,000</u>	
<i>Est. Assessment/Developer Escrow: \$50,000</i>			
<u>General Street and Bridge Repair</u>			
1. Undesignated concrete and asphalt pavement repair.	\$200,000	\$175,000	Slight reduction
Subtotal <u>2020 General Street and Bridge Repair</u>	<u>\$200,000</u>	<u>\$175,000</u>	
TOTAL <u>ALL 2020 STREETS</u>	<u>\$2,942,000</u>	<u>\$2,667,000</u>	

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 PEDESTRIAN ROUTES</u>			
<u>New Pedestrian Routes</u>			
1. Whittier Drive (Kraft - Hawthorne)/1,300 ft. Sidewalk on both sides. Sidewalk criteria score of 509.	\$65,000	\$65,000	Continue w/sidewalk installation
Subtotal <u>2020 New Pedestrian Routes</u>	<u>\$65,000</u>	<u>\$65,000</u>	
<u>Pedestrian Routes Replacement/Repair</u>			
1. Undesignated.	\$150,000	\$140,000	Slight reduction
Subtotal <u>2020 Pedestrian Routes Replacement/Repair</u>	<u>\$150,000</u>	<u>\$140,000</u>	
TOTAL <u>ALL 2020 PEDESTRIAN ROUTES</u>	<u>\$215,000</u>	<u>\$205,000</u>	
<u>2020 TRAFFIC CONTROL</u>			
1. Traffic signal interconnect. Add Wisconsin/Church and Winneconne/Commercial to network.	\$40,000	\$40,000	Concur w/traffic engineer recommendation; improve efficiency
2. Signal Cabinet Upgrades: Commercial-Winneconne, Commercial-Columbian, Commercial-Wisconsin	15,000	15,000	Concur w/traffic engineer recommendation;
3. Re-cable two intersections (Intended intersections are: Commercial/Bell and Main/Lake).	10,000	10,000	Concur w/traffic engineer recommendation; improve efficiency
TOTAL <u>ALL 2020 TRAFFIC CONTROL</u>	<u>\$65,000</u>	<u>\$65,000</u>	
TOTAL <u>ALL 2020 STREETS, PEDESTRIAN ROUTES AND TRAFFIC CONTROL PROJECTS</u>	<u>\$3,222,000</u>	<u>\$2,937,000</u>	

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

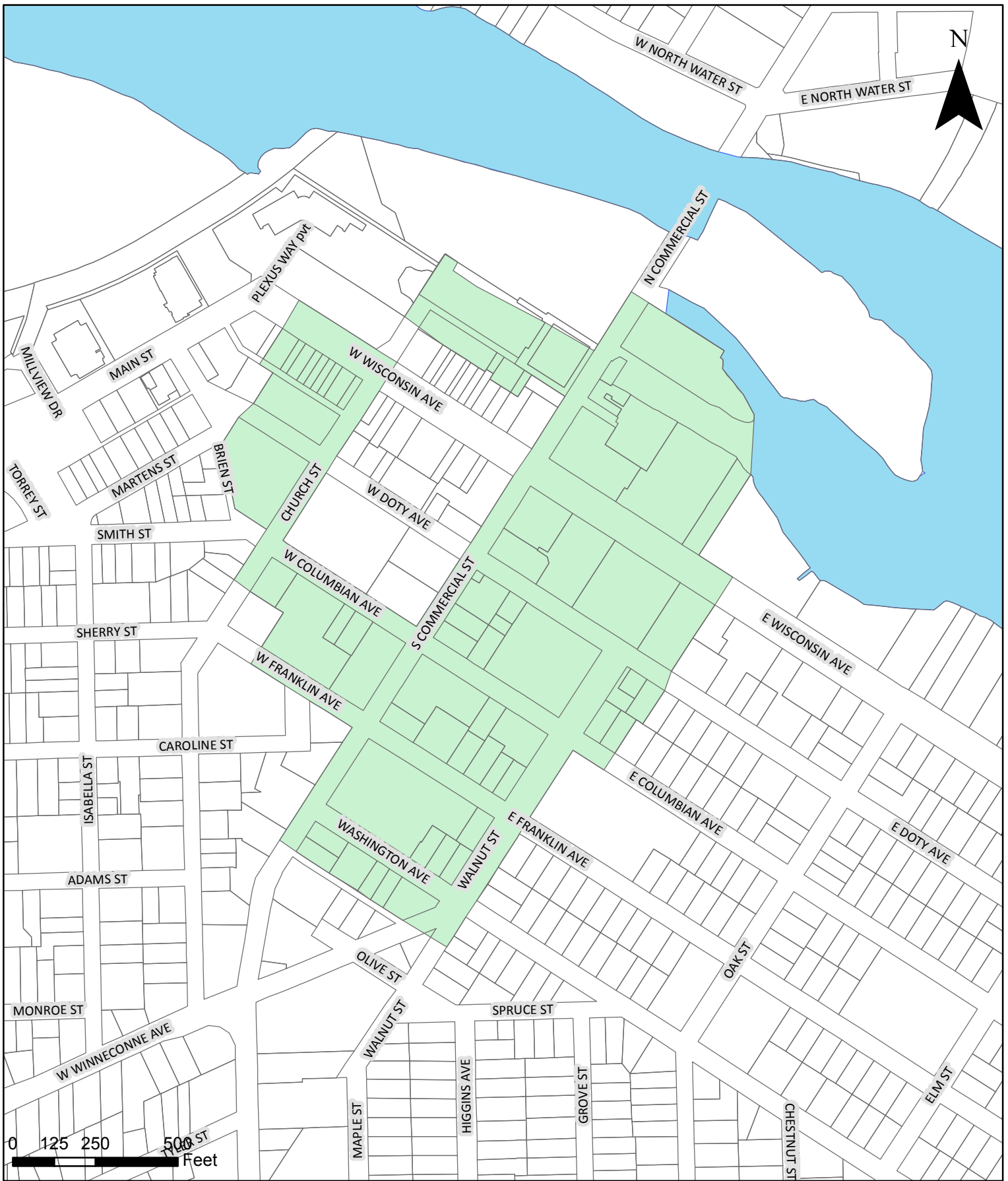
2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$750,000
Use of TIF #7 Reserves	<u>235,000</u>
Total 2020 Program Funding	<u><u>\$985,000</u></u>

2020 PROGRAM EXPENDITURES

TIF #7 (Westside Business Corridor)	\$235,000
TIF #8 (Doty Island Redevelopment)	510,000
TIF #9 (U.S. Hwy. 41 Industrial)	15,000
TIF #10 (Near Downtown District)	215,000
TIF #11 (Near Pendleton Development Area)	<u>10,000</u>
Total 2020 Program Expenditures	<u><u>\$985,000</u></u>

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TID 5 Boundary

City of Neenah 1/27/2016

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

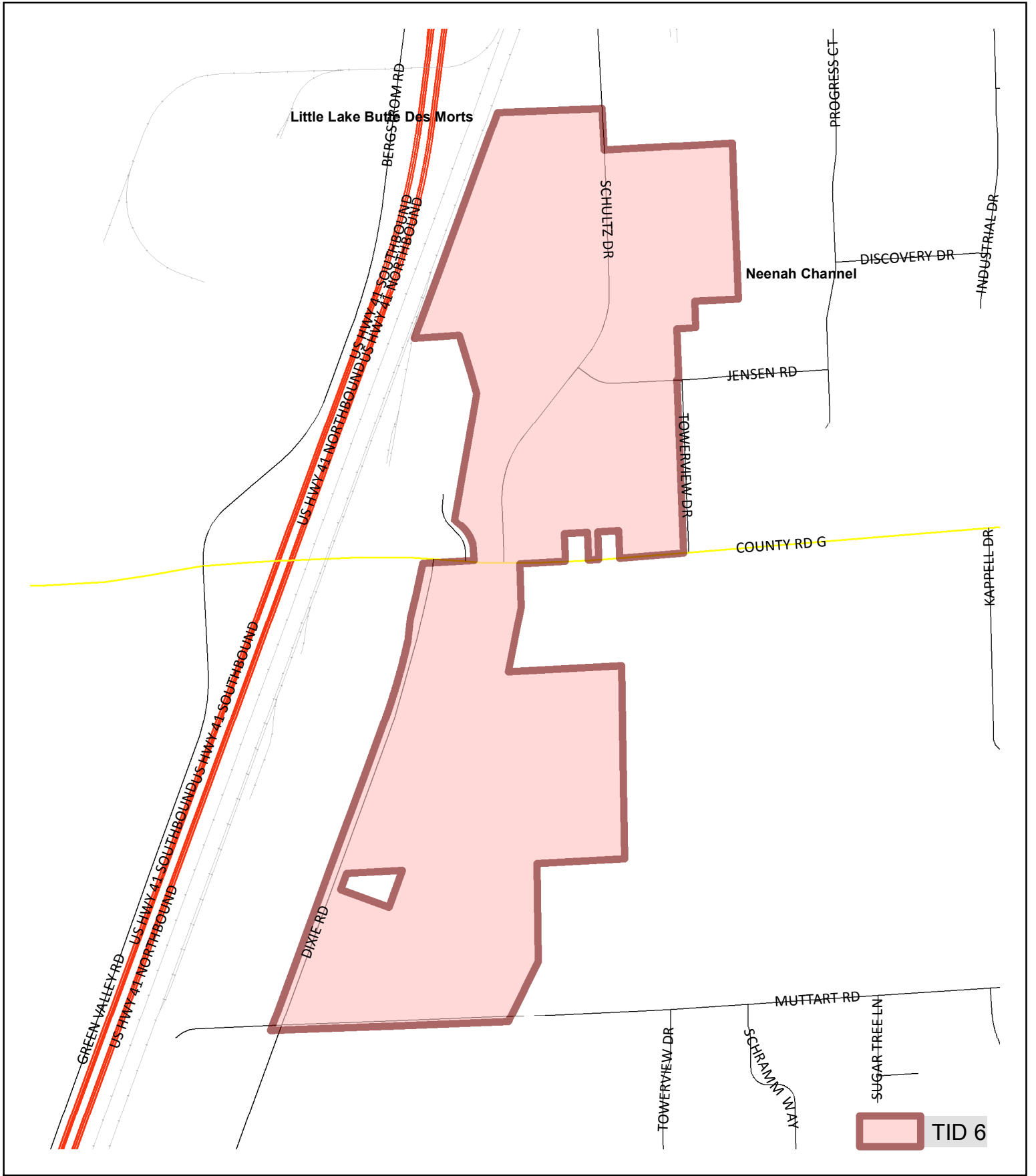
Department/Office: Finance	Budget: T.I.F. District #5 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2020 Proposed Budget

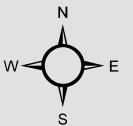
The Tax Incremental Financing District #5 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #5.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$222,164	\$222,164	\$222,164	\$222,164
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Transfers In	0	0	0	0
Total Revenues	0	0	0	0
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	0
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$222,164	\$222,164	\$222,164	\$222,164
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$222,164	\$222,164	\$222,164	\$222,164

<u>TIF #5 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Increment District 6 Boundary Map



0 250 500
 Feet

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

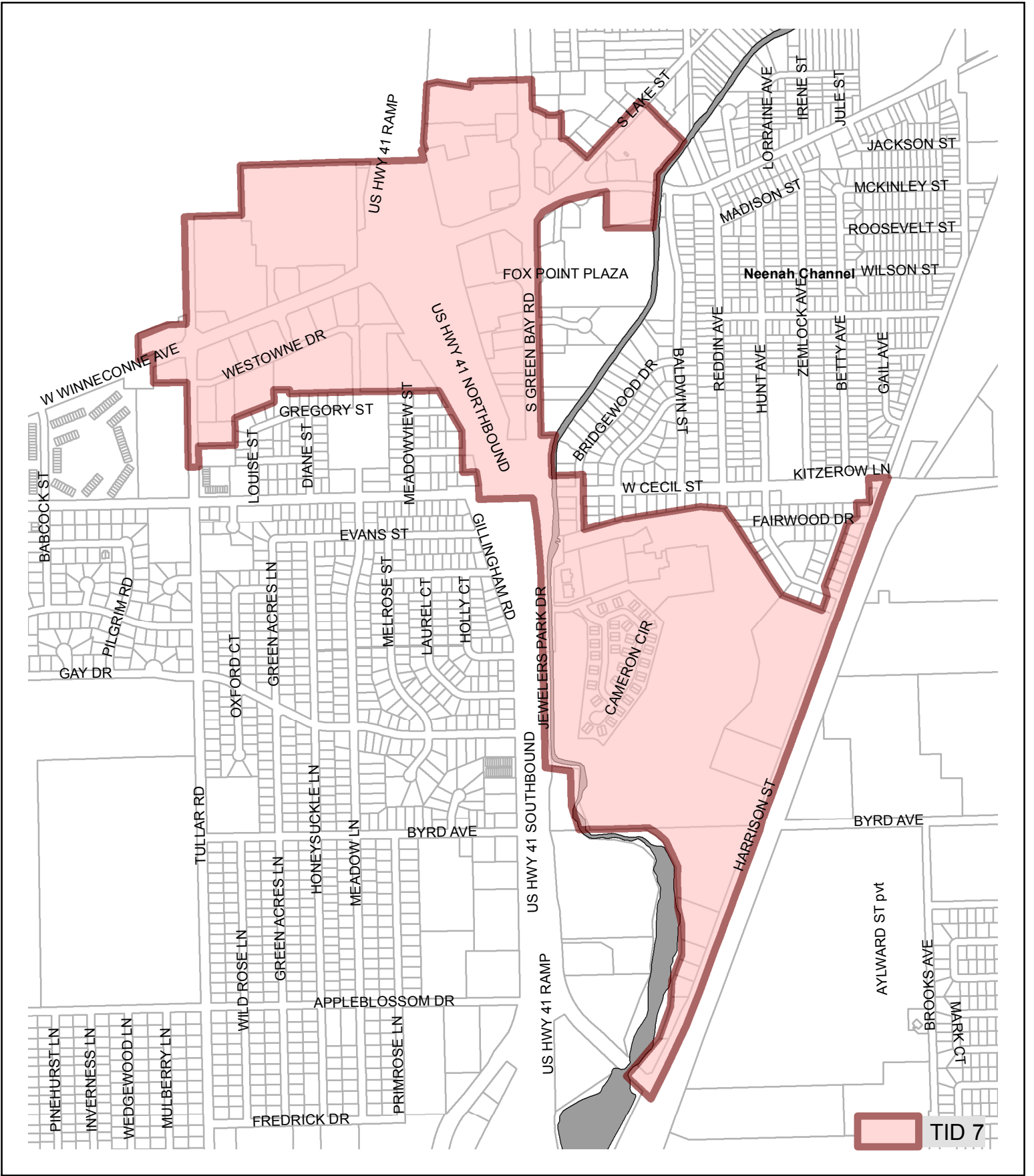
Department/Office: Finance	Budget: T.I.F. District #6 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2020 Proposed Budget

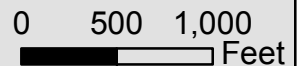
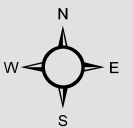
The Tax Incremental Financing District #6 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #6.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$94,039	\$94,039	\$94,039	\$94,039
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Total Revenues	0	0	0	0
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	0	0	0
Excess Revenues Over (Under) Expenditures	0	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$94,039	\$94,039	\$94,039	\$94,039
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$94,039	\$94,039	\$94,039	\$94,039

<u>TIF #6 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			



Tax Incremental District 7 Boundary Map



**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Tax Incremental Financing District #7 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #7.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	<u>\$730,172</u>	<u>\$705,172</u>	<u>\$705,172</u>	<u>\$670,172</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditures				
Capital Outlay - Current Budget	25,000	35,000	35,000	235,000
Transfers out	0	0	0	0
Total Expenditures	<u>25,000</u>	<u>35,000</u>	<u>35,000</u>	<u>235,000</u>
Excess Revenues Over (Under) Expenditures	<u>(25,000)</u>	<u>(35,000)</u>	<u>(35,000)</u>	<u>(235,000)</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$705,172</u>	<u>\$670,172</u>	<u>\$670,172</u>	<u>\$435,172</u>
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	<u>\$705,172</u>	<u>\$670,172</u>	<u>\$670,172</u>	<u>\$435,172</u>

<u>TIF #7 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None			

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 TAX INCREMENT DISTRICTS</u>			
<u>Tax Increment District #7 - Westside Business</u>			
Project expenditures can be made through 7/4/2022.			
1. Planning/marketing/project support.	\$10,000	\$10,000	Continue support
2. Fox Cities Regional Partnership.	25,000	25,000	Part of regional effort to attract business
3. Jewelers Drive Trail: Construct approximately one mile of mulituse trail from Cecil Street to Harrison Street, including three stream crossings. Total project cost estimated at \$1 million with remaining funding to be provided by a third party. Grants will also be considered to held reduce the City's overall investment. <i>Not included in adopted Spring CIP.</i>	500,000	200,000	Applied for state grant. If successful, our share would be 20%. Local company will partner on project.
<u>Total 2020 Tax Increment District #7 - Westside Business Corridor</u>	<u>\$535,000</u>	<u>\$235,000</u>	

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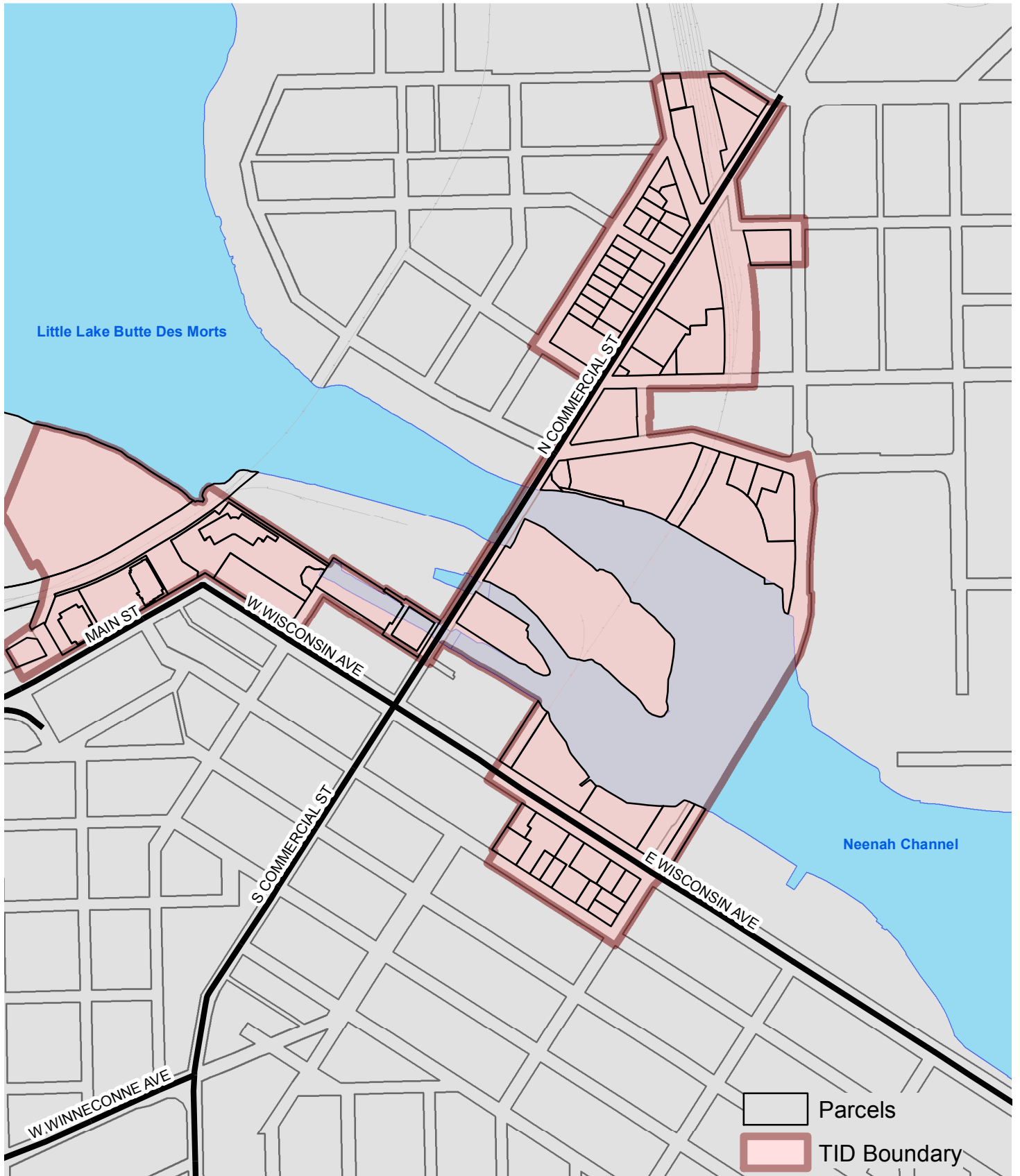
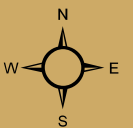


Figure 1
Tax Incremental District #8
Boundary Map



0 250 500
Feet

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Tax Incremental Financing District #8 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #8.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	<u>\$1,967,181</u>	<u>\$2,113,954</u>	<u>\$2,113,954</u>	<u>\$1,575,262</u>
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	10,000	170,000	170,000	510,000
Transfers In	170,000	170,000	170,000	170,000
Total Revenues	<u>180,000</u>	<u>340,000</u>	<u>340,000</u>	<u>680,000</u>
<u>Expenditures</u>				
Capital Outlay - Current Budget	33,227	170,000	170,000	510,000
Transfers out	0	0	0	0
Total Expenditures	<u>33,227</u>	<u>170,000</u>	<u>170,000</u>	<u>510,000</u>
Excess Revenues Over (Under) Expenditures	<u>146,773</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>
Fund Balance December 31 (Before Carry Forwards)	<u>\$2,113,954</u>	<u>\$2,283,954</u>	<u>\$2,283,954</u>	<u>\$1,745,262</u>
Capital Outlay - Carry Forwards	708,692	708,692	708,692	0
Fund Balance December 31 (After Carry Forwards)	<u>\$1,405,262</u>	<u>\$1,575,262</u>	<u>\$1,575,262</u>	<u>\$1,745,262</u>

* Note: Fund balance amount includes \$2.188 million in debt reserve that is encumbered and unavailable. Transfer of approximately \$170,000/yr planned for the next four years (\$680,000) from TIF #8 Special Revenue Fund.

<u>TIF #8 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
Arrowhead Park Development-2013 (TIF 8)	\$204,128	\$204,128	\$204,128
Downtown Parking-Multiple Years (TIF 8)	504,564	504,564	504,564
Total Carry Forwards Funds to 2019	<u>\$708,692</u>	<u>\$708,692</u>	<u>\$708,692</u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #8 - Doty Island/Neenah Riverwalk</u></p> <p>Project expenditures can be made through 9/4/2023.</p> <p>1. Planning/marketing/project support.</p>	\$10,000	\$10,000	Continue support
<p>2. Infrastructure investment for private/public investment projects within the District.</p>	500,000	500,000	Project on track
<p><u>Total 2020 Tax Increment District #8 - Doty Island/Neenah Riverwalk</u></p>	<u>\$510,000</u>	<u>\$510,000</u>	

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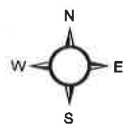
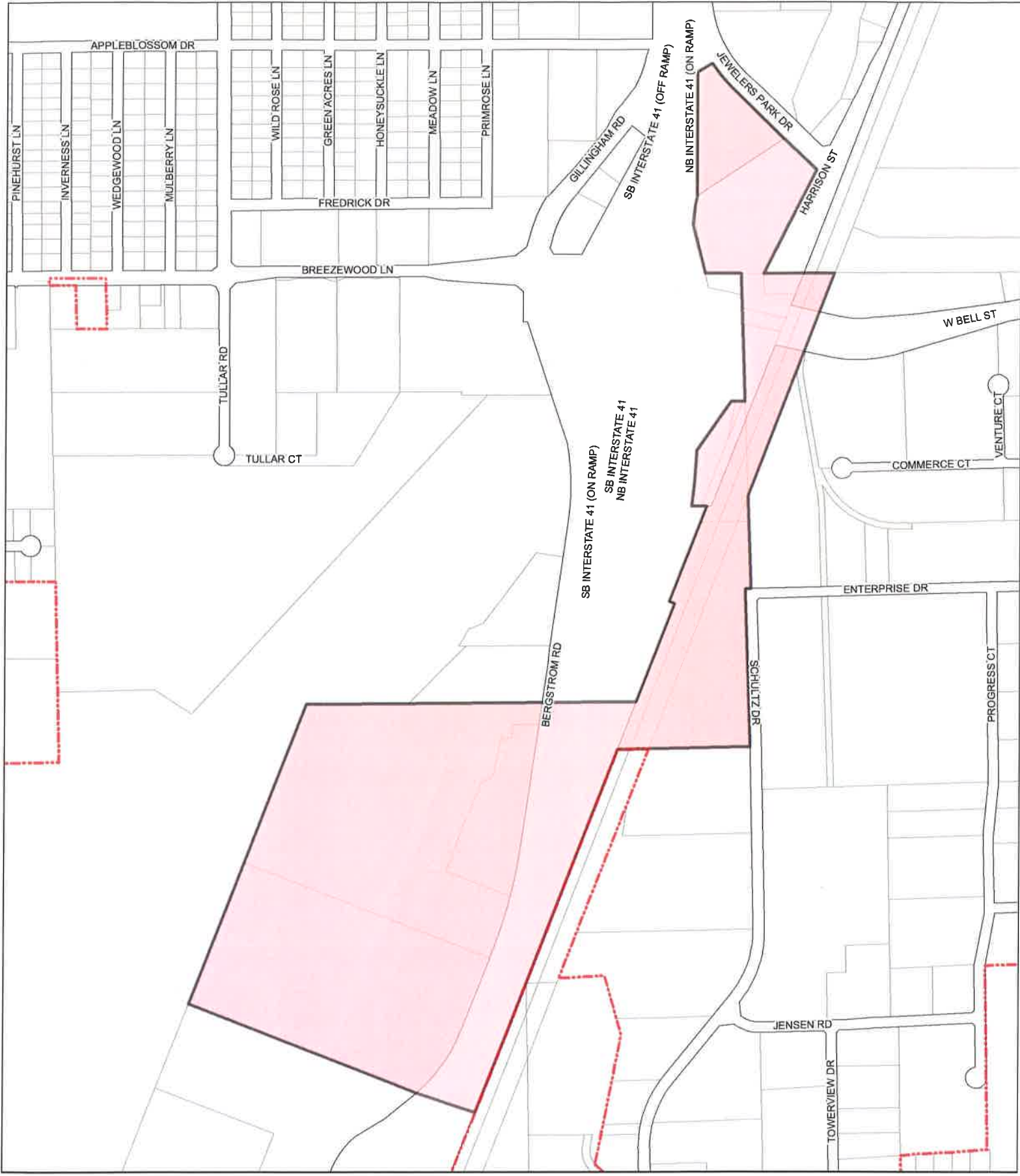


FIGURE 1
Tax Increment Financing District #9
Boundary Map

1 inch = 718 feet

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Tax Incremental Financing District #9 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #9.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$220,384	\$20,510	\$20,510	(\$107,340)
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	15,000	215,000	215,000	15,000
Transfers In	0	0	0	0
Total Revenues	15,000	215,000	215,000	15,000
Expenditures				
Capital Outlay - Current Budget	137,024	265,000	265,000	15,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	137,024	265,000	265,000	15,000
Excess Revenues Over (Under) Expenditures	(122,024)	(50,000)	(50,000)	0
Fund Balance December 31 (Before Carry Forwards)	\$98,360	(\$29,490)	(\$29,490)	(\$107,340)
Capital Outlay - Carry Forwards	77,850	77,850	77,850	0
Fund Balance December 31 (After Carry Forwards)	\$20,510	(\$107,340)	(\$107,340)	(\$107,340)

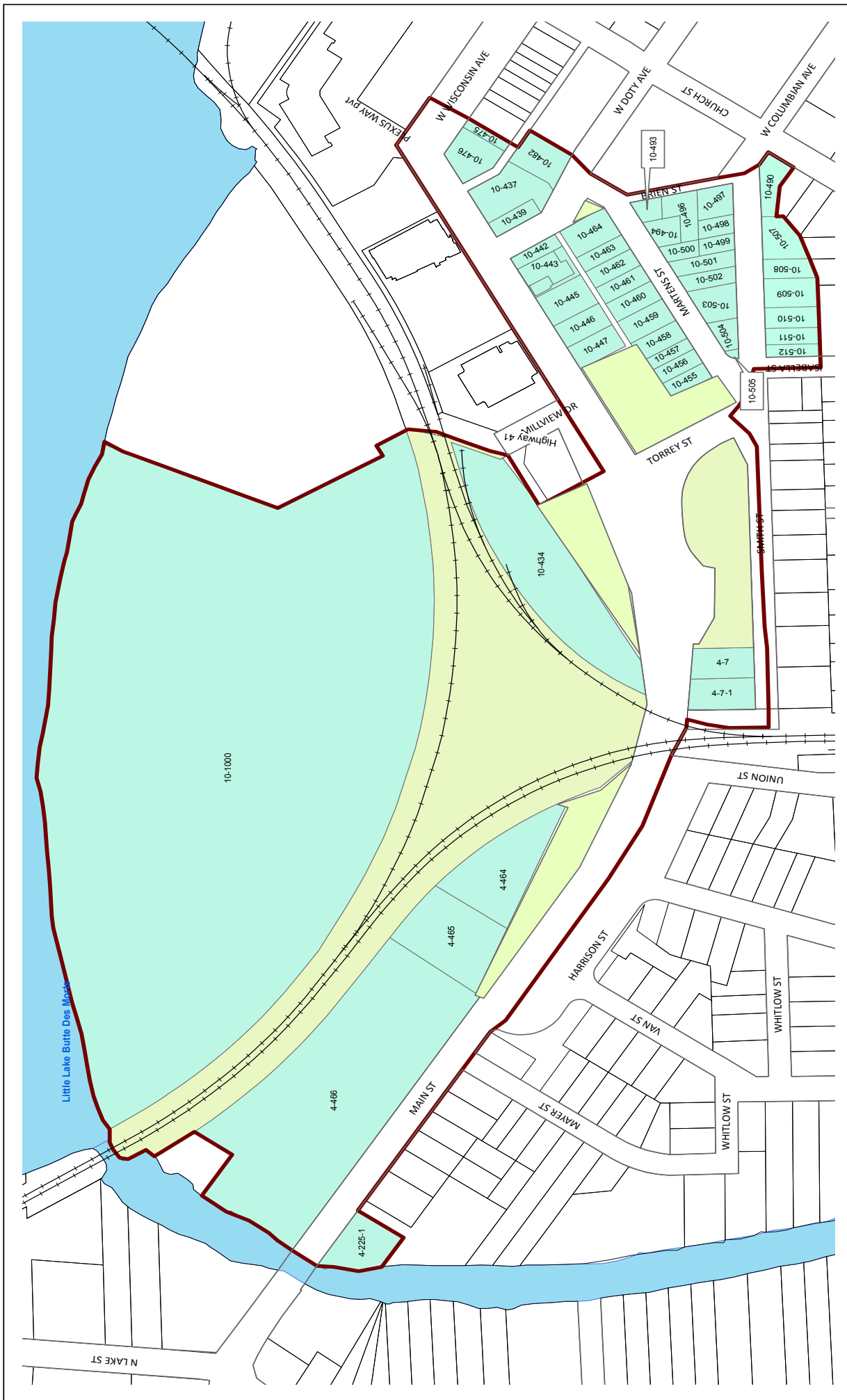
<u>TIF #9 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	<u>Department Request</u>	<u>Mayor Proposed</u>	<u>Council Adopted</u>
I-41 Sign-2017	50,000	50,000	50,000
Neenah Sign-2017	27,850	27,850	27,850
Total Funded Carry Forwards to 2019	\$77,850	\$77,850	\$77,850
* Land Assemblage-2017 (TIF 9)	691,152	691,152	691,152
Total Carry Forwards to 2019	\$769,002	\$769,002	\$769,002

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

CITY OF NEENAH
 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u> Project expenditures can be made through 3/18/2036.			
1. Planning/marketing/project support.	\$15,000	\$15,000	Continue support
2. Site Work: Grading and miscellaneous site work to provide more marketable development sites.	35,000	0	Per Dept. Head
<u>Total 2020 Tax Increment District #9 - U.S. Highway 41 Industrial Corridor District</u>	<u>\$50,000</u>	<u>\$15,000</u>	

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No Tax ID
Parcel Number



Tax Increment District #10 Parcels



**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Tax Incremental Financing District #10 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #10.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	(\$632,701)	(\$679,943)	(\$679,943)	\$10,929
Revenues				
Intergovernmental	0	461,920	461,920	0
Miscellaneous	271,053	125,000	125,000	0
Debt Issuance	920,000	568,000	568,000	215,000
Transfers In	0	0	0	0
Total Revenues	1,191,053	1,154,920	1,154,920	215,000
Expenditures				
Capital Outlay - Current Budget	1,238,295	425,000	425,000	215,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	1,238,295	425,000	425,000	215,000
Excess Revenues Over (Under) Expenditures	(47,242)	729,920	729,920	0
Fund Balance December 31 (Before Carry Forwards)	(\$679,943)	\$49,977	\$49,977	\$10,929
Capital Outlay - Carry Forwards	39,048	39,048	39,048	0
Fund Balance December 31 (After Carry Forwards)	(\$718,991)	\$10,929	\$10,929	\$10,929

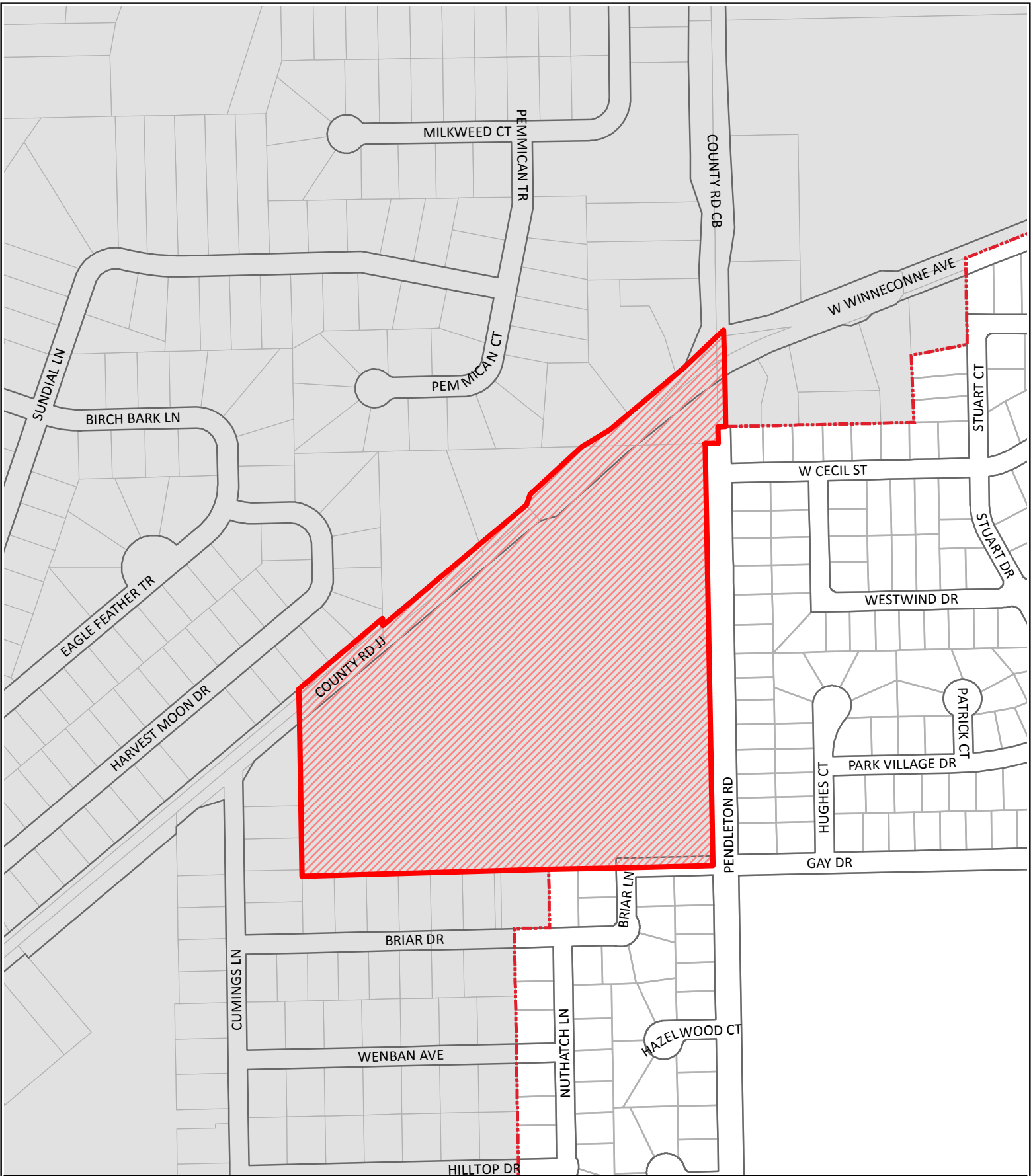
<u>TIF #10 Carry Forwards to 2019 from Adopted CIP</u>			
PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Arrowhead Park Redevelopment-2017	\$20,981	\$20,981	\$20,981
Downtown Traffic Study-2017	18,067	18,067	18,067
Total Funded Carry Forwards to 2019	\$39,048	\$39,048	\$39,048
* Warehouse Acquisition-Downtown Parking (TIF 10)	900,000	900,000	900,000
Total Carry Forwards to 2019	\$978,096	\$978,096	\$978,096

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

CITY OF NEENAH
 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #10 - Near Downtown District</u> Project expenditures can be made through 8/5/2036.</p> <p>1. Planning/marketing/project support. 2. Land assemblage for additional parking, possible redevelopment and project assistance.</p>	<p>\$15,000 125,000</p>	<p>\$15,000 200,000</p>	<p>Increase due to increased parking pressures w/potential projects</p>
<p><u>Total 2020 Tax Increment District #10 - Near Downtown District</u></p>	<p><u>\$140,000</u></p>	<p><u>\$215,000</u></p>	

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


-  TID 11
-  City of Neenah
-  Town of Neenah

FIGURE 1
Tax Increment Financing District #11
TID Boundary Map

1 inch = 384 feet





**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: T.I.F. District #11 Fund
Program: Capital Program Funds	Submitted by: Michael K. Easker

2020 Proposed Budget

The Tax Incremental Financing District #11 Fund accounts for site redevelopment, utility and access improvements, design and engineering and planning and project support within T.I.F. District #11.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$14,500	\$29,500	\$29,500	\$29,500
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	15,000	125,000	15,000	10,000
Transfers In	0	0	0	0
Total Revenues	15,000	125,000	15,000	10,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	0	125,000	15,000	10,000
Capital Outlay - Carryovers	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	0	125,000	15,000	10,000
Excess Revenues Over (Under) Expenditures	15,000	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$29,500	\$29,500	\$29,500	\$29,500
Capital Outlay - Carry Forwards	0	0	0	0
Fund Balance December 31 (After Carry Forwards)	\$29,500	\$29,500	\$29,500	\$29,500

<u>TIF #11 Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

CITY OF NEENAH
 2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
 DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Tax Increment District #11 - Pendleton Development Area</u></p> <p>Project expenditures can be made through 8/5/2036.</p> <p>1. Planning/marketing/project support.</p>	\$10,000	\$10,000	Continue support
<p><u>Total 2020 Tax Increment District #11 - Pendleton Development Area</u></p>	<u>\$10,000</u>	<u>\$10,000</u>	
<p><u>TOTAL ALL 2020 TAX INCREMENT DISTRICTS</u></p>	<u>\$1,245,000</u>		

**REDEVELOPMENT FUND PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$30,000</u>
Total 2020 Program Funding	<u><u>\$30,000</u></u>

2020 PROGRAM EXPENSES

Non-TIF Redevelopment Projects	<u>\$30,000</u>
Total 2020 Program Expenses	<u><u>\$30,000</u></u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Redevelopment Fund accounts for financing and construction of redevelopment planning and projects in non-TIF areas of the City, including serving as a clearing account for specific grant funded expenditures.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$1,343	(\$907)	(\$907)	\$0
<u>Revenues</u>				
Intergovernmental	0	0	0	0
Miscellaneous	0	0	0	0
Debt Issuance	0	0	0	30,000
Transfers In	0	0	0	0
Total Revenues	0	0	0	30,000
<u>Expenditures</u>				
Capital Outlay - Current Budget	2,250	0	0	30,000
Transfers out	0	0	0	0
Total Expenditures	2,250	0	0	30,000
Excess Revenues Over (Under) Expenditures	(2,250)	0	0	0
Fund Balance 12/31 (Before Grant Reconciliation)	(\$907)	(\$907)	(\$907)	\$0
Grant Reconciliation	(907)	(907)	(907)	
Fund Balance 12/31 (After Grant Reconciliation)	\$0	\$0	\$0	\$0

<u>Redevelopment Fund Carry Forwards to 2019 from Adopted CIP</u>			
<u>PROJECT DESCRIPTION</u>	Department Request	Mayor Proposed	Council Adopted
None.			

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<p><u>Redevelopment Fund</u></p> <p>1. Funds will assist with financing and construction of redevelopment planning and projects in non-TIF areas of the City. <i>Not included in adopted Spring CIP.</i></p> <p>Total <u>2020 Redevelopment Fund</u></p>	<p style="text-align: center;">\$30,000</p> <p style="text-align: center;"><u>\$30,000</u></p>	<p style="text-align: center;">\$30,000</p> <p style="text-align: center;"><u>\$30,000</u></p>	<p>Begin fund to assist Capital projects outside of TIF Districts</p>

**PUBLIC FACILITIES PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$2,154,100
Private Contributions/Grants	<u>200,000</u>
Total 2020 Program Funding	<u><u>\$2,354,100</u></u>

2020 PROGRAM EXPENDITURES

Existing Facilities:

Administration Building	\$115,000
Police Station	214,900
Fire/Rescue (100% City Funded)	66,000
Public Works	202,000
Library	49,200
Bergstrom-Mahler Museum	25,000
Parks & Recreation	1,682,000
Cemetery	<u>0</u>
Total 2020 Program Expenditures	<u><u>\$2,354,100</u></u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

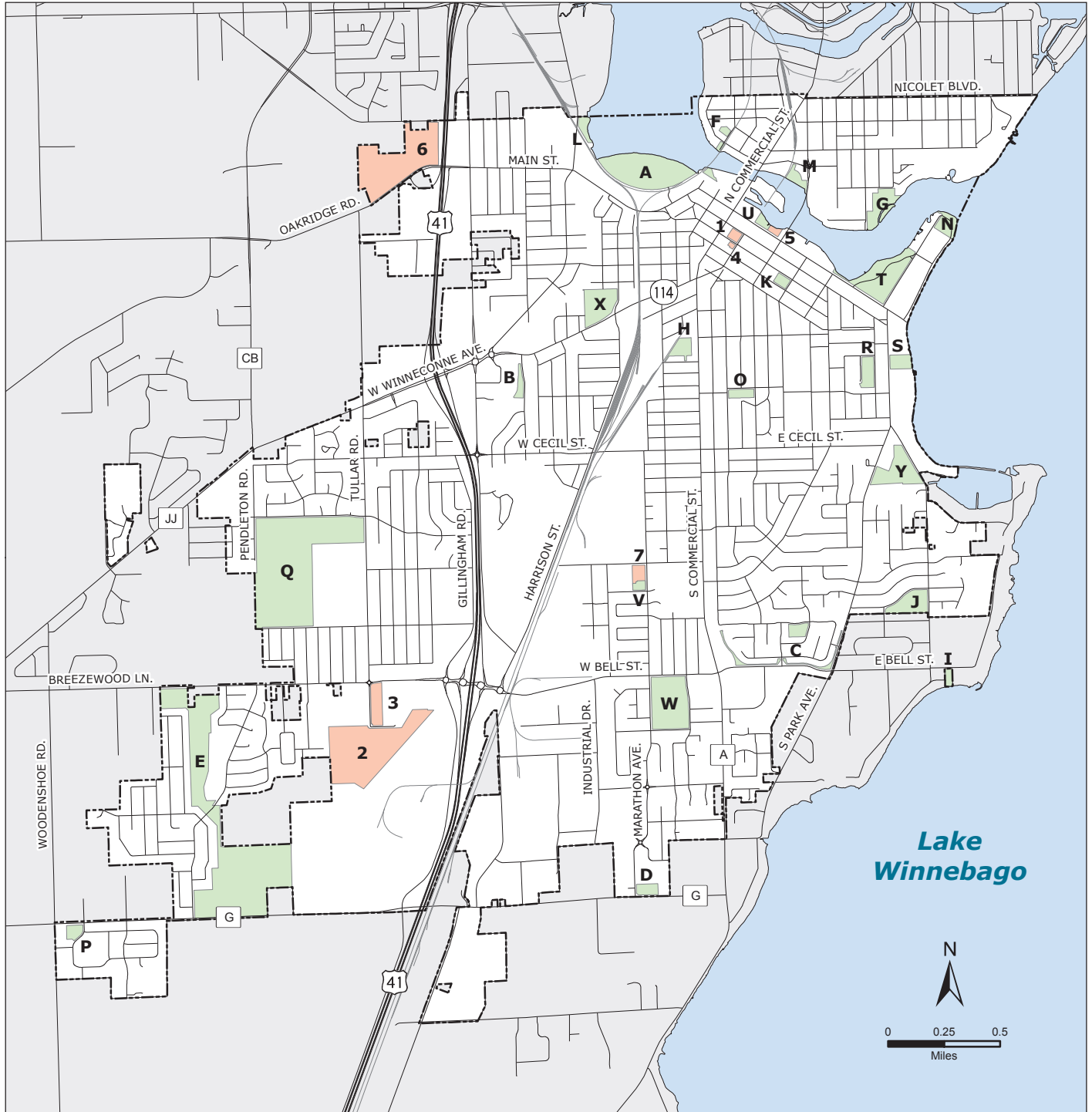
The Public Facilities Fund accounts for all capital improvements to City owned public facilities such as buildings and parks.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	\$251,511	\$1,147,188	\$1,147,188	\$276,492
Revenues				
Intergovernmental/Grants	200,000	0	0	200,000
Debt Issuance	1,794,550	1,658,600	1,658,600	2,154,100
Contributions	0	0	0	0
Transfers in	0	0	0	0
Total Revenues	1,994,550	1,658,600	1,658,600	2,354,100
Expenditures				
Capital Outlay - Current Budget	1,098,873	1,658,600	1,658,600	2,354,100
Capital Outlay - Contributions/Grants	0	0	0	0
Transfers out	0	0	0	0
Total Expenditures	1,098,873	1,658,600	1,658,600	2,354,100
Excess Revenues Over (Under) Expenditures	895,677	0	0	0
Fund Balance December 31 (Before Carry Forwards)	\$1,147,188	\$1,147,188	\$1,147,188	\$276,492
Capital Outlay - Carry Forwards	870,696	870,696	870,696	0
Fund Balance December 31 (After Carry Forwards)	\$276,492	\$276,492	\$276,492	\$276,492

Public Facilities Carry Forwards to 2019 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
Firing Range Lead Remediation-2014 (Police)	\$8,652	\$0	\$0
Signage - 2018 (Library)	7,700	7,700	7,700
Onsite Evidence Processing Area-2018 (Police)	13,708	13,708	13,708
Security Locks at Shattuck Parks-2013	9,561	9,561	9,561
Replace Cemetery Water System-2016	7,477	7,477	7,477
ADA Compliance-2016 (Admin Bldg)	5,000	5,000	5,000
Cemetery Inventory/Maintenance Software-2017	19,315	19,315	19,315
Washington Park Phase I - 2017 (Parks)	145,893	145,893	145,893
Washington Park Phase II - 2018 (Parks)	219,792	219,792	219,792
Washington Park Phase III - 2018 (Parks)	(76,556)	(76,556)	(76,556)
Arrowhead Park Phase IA - 2018 (Parks)	178,654	178,654	178,654
Shattuck Park Repairs - 2018 (Parks)	25,000	25,000	25,000
Southfield Park Playground Equipment - 2018 (Parks)	82,475	82,475	82,475
Liberty Park - 2018 (Parks)	93,034	93,034	93,034
Rec Park Dredging - 2018 (Parks)	125,000	125,000	125,000
Tullar Garage Door Replacement - 2018 (Public Works)	6,643	6,643	6,643
Church Street Ramp Haunch Repairs - 2018 (Public Works)	8,000	8,000	8,000
Total Carry Forwards Funds to 2019	\$879,348	\$870,696	\$870,696

City of Neenah Public Facilities



Points of Interest

- 1 - City Hall
- 2 - City Garage
- 3 - Fire Station #31
- 4 - Fire Station #32
- 5 - Neenah Library
- 6 - Oakhill Cemetery
- 7 - Police Department

City Parks

- A - Arrowhead Park
- B - Baldwin Park
- C - Bill Miller Park
- D - Castle Oak Park
- E - Carpenter Preserve
- F - Cook Park
- G - Doty Park
- H - Douglas Park

- I - Fresh Air Pak
- J - Great Northern Park
- K - Green Park
- L - Herb & Dolly Smith Park
- M - Island Park
- N - Kimberly Point Park
- O - Laudan Park
- P - Liberty Park
- Q - Memorial Park

- R - Quarry Park
- S - Recreation Park - Pool
- T - Riverside Park
- U - Shattuck Park
- V - Skatepark
- W - Southview Park
- X - Washington Park
- Y - Wilderness Park

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 FACILITIES</u>			
<u>Administration Building</u>			
1. Park & Rec Workroom. Replace floor tile.	\$6,500	\$0	Defer to 2021. Budget constraints. Necessary maintenance upgrade ADA compliance Try to get two for this cost or buy one in 2020 and one in 2021 Second dept. to undergo
2. Repair exterior caulking.	30,000	30,000	
3. ADA Compliance. Replace room signing.	5,000	5,000	
4. LED Signage Message Boards for community information on City Hall, keeping community informed of events, deadlines, messages.	60,000	40,000	
5. DOLAS - Security and office modifications. Implement appropriate aspects of 2018 building security survey.	50,000	40,000	
<u>Total 2020 Administration Building</u>	<u>\$151,500</u>	<u>\$115,000</u>	
<u>Police Department</u>			
1. Parking Lot Improvement	\$25,000	\$0	Evaluate mid-year
2. A/C Unit Replacement: Updated estimate for \$60,000 to replace an aging A/C Unit that stands a good chance of failing prior to the replacement year. <i>Adopted Spring CIP \$40,000.</i>	60,000	60,000	End of life replacement
3. Replace Floor Tile. We need to completely replace the 26-year-old floor tiles. They are worn and peeling up at the corners in many places. We intend to replace them with rubber tiles like we use at the front desk area, which hold their color and pattern all the way through so no wear shows.	80,000	80,000	
4. Evidence Room Office. Remodel an area within the evidence area for an office for the new Evidence Custodian.	7,000	7,000	Person has been hired
5. Door Locks Hardware Update. Electronic access cards and locking mechanisms will be installed in 2019. This upgrade will change out all the door hardware. The hardware is the original hardware and has been failing. With the age of the hardware, we are unable to get parts if anything needs to be fixed.	5,900	5,900	Necessary upgrades

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
6. ADA Requirements-Remove Shower.	2,000	2,000	
7. Security System (Video Monitoring System) for the exterior area of the Police Department. Current cameras cover only a small portion of the parking lots. Upgrade will cover all parking lot areas including those designated for safe child exchanges and online sale exchanges.	60,000	60,000	Necessary security upgrades
Total <u>2020 Police Department</u>	<u>\$239,900</u>	<u>\$214,900</u>	
<u>Fire Department</u>			
1. Replace roof over apparatus garage at Station 32. This roof has required a few repairs in recent years. We would ask to replace the roof with a fully adhered rubber membrane roof. This would also add a R-13.6 value to the insulation already there. This building is a City of Neenah property and Neenah is responsible for 100% of the project.	\$39,000	\$39,000	Necessary repair
2. Feasibility Study for programjming services, space needs analysis and schematic design for the proposed Fire Station/Health Clinic/EOC. This study is needed to make educated decisions for the future of this building. The building will be 25 yrs. old and will need significant maintenance in the near future. It is extremely inefficient as a building and as a fire station. This analysis is needed to properly plan for the future of this building. This building is a City of Neenah property and Neenah is responsible for 100% of the project. <i>Adopted Spring CIP \$ -0-</i> .	15,000	15,000	A study to look at future needs is valuable to help determine future space/needs.
3. Replace existing domestic water heater in Station 32. Current water heater will be 18 yrs. old and does not produce enough hot water for proper showering and laundry on a daily basis. This building is a City of Neenah property and Neenah is responsible for 100% of the project.	12,000	12,000	Necessary replacement
Total <u>2020 Fire Department</u>	<u>\$66,000</u>	<u>\$66,000</u>	

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>City Facilities</u>			
1. Training Center. Replace flooring in hallways and common area.	\$10,000	\$0	Move to 2021
2. Tullar Garage. Overhead door replacement.	5,000	5,000	Yearly maintenance
3. Tullar Garage: Parking lot repairs; north side of building, traffic department area.	15,000	12,000	Slight reduction
4. Tullar Garage Drop-Off Renovation.	95,000	75,000	Drop-off site upgrade grounds and workers facility for better management of usage.
5. Tullar Garage. Replace waste oil burners. Heat exchangers in current burners are severely deteriorated and exhaust ducts are corroded. <i>Not included in adopted Spring CIP.</i>	30,000	30,000	Concur with recommendation
6. Tullar Garage: Caulk vertical joints. <i>Not included in adopted Spring CIP.</i>	20,000	20,000	Preventive maintenance
7. Harrison Street Storage. Painting, roof repairs and overhead door installation. Install new overhead door on north face. Replace and relocate overhead door on the south face. <i>Not included in adopted Spring CIP.</i>	75,000	60,000	May have to do in stages or utilize other funds
<u>Total 2020 City Facilities</u>	<u>\$250,000</u>	<u>\$202,000</u>	
<u>Bergstrom-Mahler Museum</u>			
1. Annual subsidy. (Potential projects could include: Replacement of Museum Shop windows, repairs to attic and roof for bat control, electrical upgrade to lighting.)	\$25,000	\$25,000	Continue ongoing support
<u>Total 2020 Bergstrom-Mahler Museum</u>	<u>\$25,000</u>	<u>\$25,000</u>	
<u>Library</u>			
1. Rearrange Technical Services/Processing, & Circulation Services/Volunteer workspaces/workstations. This change will have a significant impact on the noise problem in that area. This will also allow us to create another meeting space from a workspace.	\$22,000	\$22,000	Improve services and customer experience

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
2. Create additional meeting room from processing room (flip tables, stacking chairs, glassboard). Will accommodate 25-30 person groups.	18,000	0	Defer to 2021
3. Replace humidifier.	7,200	7,200	Necessary maintenance
4. Recoat terrazo floors. <i>Not included in adopted Spring CIP.</i>	2,000	2,000	Necessary maintenance
5. Remove sink and replace cupboards in Storytime Room. <i>Not included in adopted Spring CIP.</i>	6,000	6,000	ADA update necessary; not needed by staff
6. Building security - Install control access to main entry doors (3), staff entry and delivery door. Replace security camera at front door. <i>Not included in adopted Spring CIP.</i>	12,000	12,000	Security upgrades
Total <u>2020 Library</u>	<u>\$67,200</u>	<u>\$49,200</u>	
<u>Parks and Recreation Development</u>			
1. Arrowhead Phase 1 A/B - Access road into park, park drive, parking lots, connecting south loop trail, stormwater management and shoreline habitat restoration. Alternate Funding - NRDA Aquatics - \$200,000.	\$1,400,000	\$1,400,000	Continued measured progress and improvements
2. Dog Park. Provide seed funding to enclose two areas w/fencing currently being discussed with City landowners for a possible lease/purchase for Community Dog Park/Exercise Areas. This would be for the fencing of the area and benches.	60,000	60,000	Ongoing negotiations on potential locations

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Maintenance</u>			
3. Baldwin, Southview, Memorial Parks. Resurface basketball courts.	24,000	24,000	
4. Pool - Blankets.	18,000	18,000	End of life cycle
5. Fresh Air Park - Rebuild road/lot/address drainage.	60,000	0	Low priority
6. Fresh Air Park - single vault ADA restroom w/2 changing areas.	35,000	0	Town declined to participate
7. Memorial Park Scherck Shelter Furnace.	10,000	10,000	
8. Park Master Planning.	0	0	
9. Riverside Players lighting/sound grid.	20,000	20,000	Necessary upgrade
10. Shattuck Fountain (budget will be determined by 2019 study/decision.)	150,000	150,000	Ongoing talks with potential donor of 50%
<u>Play Equipment</u>			
11. Memorial Park - Tullar. Playground equipment reconstruction and surfacing for ADA compliance.	0	0	
Total <u>2020 Parks and Recreation</u>	<u>\$1,777,000</u>	<u>\$1,682,000</u>	
TOTAL <u>ALL 2020 FACILITIES</u>	<u>\$2,576,600</u>	<u>\$2,354,100</u>	

**CAPITAL EQUIPMENT PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,183,030
Use of Reserves	<u>0</u>
Total 2020 Program Funding	<u>\$1,183,030</u>

2020 PROGRAM EXPENDITURES

Legal and Administrative Services	\$21,000
Information Systems	155,000
Police	267,810
Fire/Rescue (59.30% of Consolidated Department)	74,720
Public Works and Recycling	559,500
Community Development	18,500
Library	10,000
Parks and Recreation	76,500
Cemetery	<u>0</u>
Total 2020 Program Expenditures	<u>\$1,183,030</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2020 Proposed Budget

The Capital Fund accounts for the purchase of all capital equipment within all City departments.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
Fund Balance, January 1	<u>\$930,093</u>	<u>(\$1,155,161)</u>	<u>(\$1,155,161)</u>	<u>\$775,879</u>
Revenues				
Intergovernmental	0	0	0	0
Miscellaneous	4,660	0	0	0
Debt Issuance	1,265,300	3,159,350	3,159,350	1,183,030
Transfers in	73,003	0	0	0
Total Revenues	<u>1,342,963</u>	<u>3,159,350</u>	<u>3,159,350</u>	<u>1,183,030</u>
Expenditures				
Capital Outlay - Current Budget	3,428,217	834,350	834,350	1,183,030
Transfers out	0	0	0	0
Total Expenditures	<u>3,428,217</u>	<u>834,350</u>	<u>834,350</u>	<u>1,183,030</u>
Excess Revenues Over (Under) Expenditures	<u>(2,085,254)</u>	<u>2,325,000</u>	<u>2,325,000</u>	<u>0</u>
Fund Balance December 31 (Before Carry Forwards)	<u>(\$1,155,161)</u>	<u>\$1,169,839</u>	<u>\$1,169,839</u>	<u>\$775,879</u>
Capital Outlay - Carry Forwards	393,960	393,960	393,960	0
Fund Balance December 31 (After Carry Forwards)	<u>(\$1,549,121)</u>	<u>\$775,879</u>	<u>\$775,879</u>	<u>\$775,879</u>

Capital Equipment Carry Forwards to 2019 from Adopted CIP

PROJECT DESCRIPTION	Department Request	Mayor Proposed	Council Adopted
ERP Suite - 2017 (I/S)	\$125,000	\$125,000	\$125,000
ERP Suite/Utility Billing - 2017 (I/S)	150,000	150,000	150,000
Automated License Plate Reader-2017 (Police)	23,000	23,000	23,000
Forensic Recovery Evidence Devices - 2015 (Police)	5,000	5,000	5,000
MDC Replacements - 2018 (Police)	26,000	26,000	26,000
Drone And Equipment - 2018 (Police)	1,400	1,400	1,400
Sniper Rifle A - 2018 (Police)	560	560	560
Squad Mobile Routers - 2018 (Police)	20,000	20,000	20,000
John Deere Tractor TR5 - 2018 (Parks)	35,000	35,000	35,000
Windows 10 Upgrade (Unused Contr Access Funds) - 2018 (I/S)	3,000	3,000	3,000
Off Network Backup Solution (Unused Citrix DR Funds) - 2018 (I/S)	5,000	5,000	5,000
Total Carry Forwards Funds to 2019	\$393,960	\$393,960	\$393,960

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 EQUIPMENT</u>			
<u>Clerk</u>			
1. ICE Voting Machine and seven Badger Books. <i>Not included in adopted Spring CIP.</i>	\$21,000	\$21,000	Council recommended
Total <u>2020 Clerk</u>	<u>\$21,000</u>	<u>\$21,000</u>	
<u>Information Systems</u>			
1. Production Storage and Server upgrade. The current environment was implemented in 2013. Staff estimates the lifecycle on such solutions to be 6 - 8 years thus the request to replace. The current solution has served the City well but newer technologies will provide efficiencies and reduce maintenance and management costs.	\$100,000	\$75,000	Prioritize and utilize other funds if available (carry forward?)
2. Smart Cities Initiatives. Staff has identified the installation of traffic cameras and the ability to remotely control traffic signals at key intersections as the number 1 Smart Cities initiative. This initiative not only involves the installation of the necessary equipment at the intersection, but connecting the intersection to the City's network infrastructure through either fiber optics or a wireless solution. With the current average cost of \$22,000 per intersection where a connectivity option is readily accessible, staff plans to implement this solution at 2 - 3 key intersections per year over the next few years. There currently has been thirteen intersections identified by staff, of which about 50% have one of the connectivity options readily accessible.	65,000	65,000	Start this valuable program

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
3. Palo Alto High Availability (HA) Firewall Configuration. With the impending move of applications and services to a Cloud/SaaS environment, staff feels strongly that the City implement two paths to the internet reducing possible down time in the case that the primary path becomes unusable. It is critical that this HA configuration include two firewalls to filter and block unwanted traffic from reaching the City's network. To that end, staff is requesting the purchase of two firewall devices and associated filtering services. The current firewall purchased in 2012 will be reappropriated to the back up internet configuration located at the City's Emergency Operation Center (EOC). The firewall in the EOC configuration will be decommissioned as it was purchased in 1999. <i>Not included in adopted Spring CIP.</i>	15,000	15,000	Concur with recommendation
Total <u>2020 Information Systems</u>	<u>\$180,000</u>	<u>\$155,000</u>	
<u>Police Department</u>			
1. Vehicle purchases.	\$251,000	\$220,000	Replace 3 of the 4 ISU vehicles; move 1 to 2021
2. Axon Body Camera Contract (3rd year of 5 yr. contract) – 5 year contract with body cam provider. The contract is a service agreement, as well as equipment replacement. Includes new cameras and equipment upon signing, halfway (2.5 years) and at the end of the contract (5 years), replacing equipment three times in five years.	22,810	22,810	Continue existing contract obligations
3. Taser (Conducted Energy Device) Replacement. Replace 20 X-2 Tasers - 4yr replacement)	25,000	25,000	Request justified
Total <u>2020 Police Department</u>	<u>\$298,810</u>	<u>\$267,810</u>	

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$25,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5930%) is used for budgeting purposes.	\$14,825	\$14,825	
2. Replace Squad 32 or refurbish/replace chassis of existing vehicle. This vehicle is used to tow Boat 32 and provide transportation for all water/ice rescue gear. It is also used as a rehab place for personnel during major incidents when there are extreme weather temperatures. Total projected cost is \$80,000. City of Neenah is responsible for a fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5930%) is used for budgeting purposes.	47,440	47,440	Important piece of equipment for water rescue and also firefighter rehab
3. Build a confined space training prop near the current training prop. This new training prop would be used by NMFR and other City personnel. NMFR would conduct the required confined space training for all staff. Total project cost is \$21,000. City of Neenah is responsible for a fixed percentage as agreed to in the Consolidation Agreement. 2020 cost distribution formula (.5930%) is used for budgeting purposes.	12,455	12,455	This has been delayed for awhile
Total <u>2020 Fire Department</u>	<u>\$74,720</u>	<u>\$74,720</u>	
<u>Public Works</u>			
1. Replace #31/1998 Front End Loader with Attachments.	\$260,000	\$260,000	Necessary replacement
2. Engine Diagnostic Heavy Duty Vehicles.	15,000	15,000	
3. Engine Diagnostic Scanner Light Duty.	4,500	4,500	Concur w/request
4. Engineering - Replace survey equipment.	10,000	10,000	Concur w/request

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
5. Replace #2A/1999 7 yd. Plow truck w/wing.	185,000	0	Budget constraints; lowest priority
6. Replace #78B Brush Chipper.	50,000	50,000	
7. Replace #13A/2003 14-yd. Plow truck w/wing and salter.	205,000	205,000	Necessary replacement
8. Replace #70/1985 Air Compressor.	25,000	0	
9. Replace 4" Self-Priming Pump/1979 (1st of 5 units from 1979)	15,000	15,000	Staff request to move to 2021. Concur w/request
10. Replace #69A/1999 Front Mounted Leaf Picker.	25,000	0	
Total 2020 Public Works (Equipment disposal value posted as revenue to the general fund.)	<u>\$794,500</u>	<u>\$559,500</u>	Staff request to move to 2021.
Community Development			
1. Replace Inspection/Assessor vehicle. Low mileage used vehicles and lease options will be explored.	\$18,500	\$18,500	Life cycle replacement
Total 2020 Community Development	<u>\$18,500</u>	<u>\$18,500</u>	
Library			
1. Microfilm machine - replacement/upgrade	\$10,000	\$10,000	
Total 2020 Library	<u>\$10,000</u>	<u>\$10,000</u>	
Parks and Recreation			
1. Replace 2000 S-10 truck #9.	\$25,000	\$25,000	
2. Replace 2005 pick-up truck #1	30,000	30,000	
3. Power Rake Attachment.	9,500	9,500	
4. RecTrac - Software Upgrade. This has been the recreation program software for 10+ yrs. The current operating system will no longer be supported as of 2021. The proposed upgrade will include registration, web and pool pass improvements.	12,000	12,000	
Total 2020 Parks and Recreation	<u>\$76,500</u>	<u>\$76,500</u>	
TOTAL ALL 2020 EQUIPMENT	<u>\$1,474,030</u>	<u>\$1,183,030</u>	

**SANITARY SEWER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	<u>\$1,875,000</u>
Total 2020 Program Funding	<u>\$1,875,000</u>

2020 PROGRAM EXPENSES

System Repair/Replacement	\$1,785,000
Lift Station Upgrades	40,000
Other Improvements	<u>50,000</u>
Total 2020 Program Expenses	<u>\$1,875,000</u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 SANITARY SEWER</u>			
Projects are funded by borrowed funds unless otherwise noted. Estimated cost is based on \$120 per foot for mains/manholes and \$4,600 each for laterals, unless otherwise noted.			
1. Abby Avenue (North Water - Clybourn)/1,620 ft. Replace main and laterals. Coordinate with street reconstruction.	\$250,000	\$250,000	
2. Clybourn Street (Edna - Abby)/270 ft. Replace main and laterals. Coordinate with street construction.	60,000	60,000	
3. Center Street. Coordinate with street construction. (N Water - Forest)/250 ft. Replace main/laterals. (Forest - Abby)/830 ft. Replace laterals.	250,000	250,000	
4. Bond Street (North Water - Edna)/1,150 ft. Replace mains/laterals. Coordinate with street construction.	260,000	260,000	
5. Van Street (S Terminus - Harrison)/2,135 ft. Replace main/laterals. \$130/ft.	470,000	470,000	
6. Monroe Street (Union - W Terminus)/950 ft. Replace main/laterals. \$130/ft. Coordinate with street construction. <i>Adopted Spring CIP (Harrison - W Terminus) \$88,000.</i>	165,000	165,000	
7. Lakeshore Avenue/1,120 ft. Replace main and laterals. Coordinate with street construction.	180,000	180,000	
8. Existing sanitary sewer system repairs/replacement. Various locations. Grouting, pipe joint sealing, sealing and repairing manholes, sliplining pipe, relaying mains, spot rehabilitation. <i>Adopted Spring CIP \$200,000.</i>	150,000	150,000	Continue w/necessary repairs
9. Lift station upgrades. Various locations. Continuation of City-wide program begun in 1997.	40,000	40,000	Concur w/request
10. Sanitary sewer Capacity, Management, Operation and Maintenance program (CMOM) and correction of infiltration and inflow as per DNR permit requirement.	30,000	30,000	Maintain sanitary program
11. Pavement repair: Concrete and asphalt patches.	20,000	20,000	Concur w/request
<u>TOTAL ALL 2020 SANITARY SEWER</u>	<u>\$1,875,000</u>	<u>\$1,875,000</u>	

**STORM WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

General Obligation Capital Borrowing Proceeds	\$1,035,000
Use of Reserves	<u>200,000</u>
Total 2020 Program Funding	<u>\$1,235,000</u>

2020 PROGRAM EXPENSES

Detention Pond Construction	\$100,000
Storm Sewer Repair/Replacement	1,035,000
Other Improvements	<u>100,000</u>
Total 2020 Program Expenses	<u>\$1,235,000</u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 STORM WATER</u>			
Projects are funded by borrowed funds unless otherwise noted.			
1. Abby Avenue (North Water - Clybourn)/1,620 ft. Replace main. Coordinate with street construction.	\$160,000	\$160,000	
2. Center Street (North Water - Abby)/1,360 ft. Replace main and install laterals. Coordinate with street construction.	150,000	150,000	
3. Bond Street (North Water - Edna)/1,350 ft. Replace main and install laterals. Coordinate with street construction.	150,000	150,000	
4. Van Street (S terminus - Harrison)/2,120 ft. Misc. main and catch basin repairs. Coordinate with street construction.	160,000	160,000	
5. Monroe St (Union - Neenah Slough)/1,150 ft. Replace main, install laterals and new outfall. Coordinate with street construction. <i>Adopted Spring CIP (Harrison St - Neenah Slough) \$100,000.</i>	205,000	205,000	
6. Lakeshore Avenue/2,200 ft. Storm sewer work related to street construction. <i>Adopted Spring CIP \$60,000.</i>	30,000	30,000	
7. Miscellaneous repairs/Various streets. Storm sewer mains, catch basins and leads. Includes work on street paving projects that aren't listed above. Annual appropriation to continue this program.	180,000	180,000	Continue necessary repairs
8. Detention Ponds/Wetland Banking - various locations.	125,000	100,000	Continue; slight reduction
9. Developer reimbursement. Oversize storm pipes and ponds.	50,000	50,000	Continue for future growth
10. Mini storm sewer. Various locations. Limited funds are recommended to continue elimination of backyard drainage problems.	5,000	5,000	Valuable program when needed
11. Pavement repair: Concrete and asphalt patches.	60,000	45,000	Slight reduction
TOTAL <u>ALL 2020 STORM WATER</u>	<u>\$1,275,000</u>	<u>1,235,000</u>	

**WATER UTILITY PROGRAM
MAYOR'S RECOMMENDATION**

2020 PROGRAM FUNDING

Utility Revenues	\$2,038,000
Special Assessments	0
Revenue Bonds	<u>0</u>
Total 2020 Program Funding	<u><u>\$2,038,000</u></u>

2020 PROGRAM EXPENSES

Distribution System - Replacements	\$1,253,000
Distribution System – New Mainline Extensions	0
Distribution System – New Service Expansion	0
Plant, Metering and Equipment	<u>785,000</u>
Total 2020 Program Expenses	<u><u>\$2,038,000</u></u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2020 WATER UTILITY</u>			
<u>Distribution System-Replacements</u>			
All items are funded through Utility revenues unless otherwise noted.			
<i>All dollar amounts include a 5% contingency.</i>			
1. Abby Avenue (Clybourn - River) 1,200' of 8" at \$130/ft., 10 lead services, 4 main leaks, 4 service leaks.	\$164,000	\$164,000	Concur with request
2. Clybourn Street (Edna - Abby) 320' of 8" at \$130/ft., 3 lead services, 1 main leak, 3 service leaks.	44,000	44,000	Concur with request
3. Center Street (W. Forest - W. North Water) 400' of 8" at \$130/ft., 6 lead services, 3 service leaks.	55,000	55,000	Concur with request
4. Van Street (Monroe - Harrison) 1,950' of 8" at \$130/ft., 15 main leaks, 17 service leaks.	267,000	267,000	
5. Monroe Street (Harrison - West Terminus) 360' of 8" at \$120/ft., 6 lead services; and 305' of 8" at \$105/ft. No water main presently in this section.	75,000	75,000	
6. Green Bay Road (Cecil - Fox Point) 1,600' of 16" at \$140/ft., 3 main leaks.	236,000	236,000	Priority project
7. Lakeshore Avenue (Wisconsin - Kimberly Point Park) 2,250' of 8" at \$130/ft., 8 lead services, 4 main leaks, 2 service leaks.	308,000	308,000	Concur with project
8. Wheeler Street (Lakeshore - N. Park) 430' of 8" at \$130/ft., 2 lead services. Possible pipe burst.	59,000	59,000	Concur with project
9. Kimberly Point Park 450' of 8" at \$100/ft. Possible pipe burst. <i>Not included in adopted Spring CIP.</i>	45,000	45,000	Concur with project
<u>Subtotal 2020 Distribution System-Replacement</u>	<u>\$1,253,000</u>	<u>\$1,253,000</u>	

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE**

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Distribution System-New Mainline Extensions</u>	<u>\$0</u>	<u>\$0</u>	
<u>Distribution System-New Service Expansion</u>	<u>\$0</u>	<u>\$0</u>	
Total 2020 Distribution Systems	<u>\$1,253,000</u>	<u>\$1,253,000</u>	
<u>Plant, Metering and Equipment</u>			
All items are funded through Utility revenues unless otherwise noted.			
1. Commercial Meter replacement. Regular meter replacement program.	\$100,000	\$75,000	Slight reduction
2. Repave driveway on north and east side of building. Estimated at \$2.50 per sq. ft.	30,000	30,000	Needed repair
3. Upgrade 2012 pick-up truck to a 1-ton work truck with lift gate.	50,000	50,000	Concur with recommendation
4. John Deere snow-blower and mower.	26,000	26,000	Concur with recommendation
5. Miscellaneous tools and equipment. Includes a tapping machine for mains.	25,000	25,000	Concur with recommendation
6. Technology upgrade. Instrumentation upgrade.	15,000	15,000	Necessary technology improvements
7. Miscellaneous consulting fees.	20,000	15,000	Slight reduction
8. Miscellaneous Plant contingency.	30,000	25,000	Slight reduction
9. Replace CO2 30 Ton Tank. Existing tank is at end of life.	250,000	250,000	Priority for Dept./concur
10. Granulated activated carbon filter media replacement (2 of 4 filters).	230,000	230,000	Replacement schedule
11. Rip-rap shoreline at Plant.	60,000	30,000	Do project only if savings
12. Replace fence and gate east side of filtration Plant. Project to coincide with rip-rap installation.	14,000	14,000	Do project only if savings
Total 2020 Plant, Metering and Equipment	<u>\$850,000</u>	<u>\$785,000</u>	
TOTAL 2020 WATER UTILITY	<u>\$2,103,000</u>	<u>\$2,038,000</u>	

CITY OF NEENAH
STATUS REPORT OF 2010-2017 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2018

2010-2017 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2019

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
Information Systems					
1	ERP Suite-2017 (Equipment)	\$125,000	\$125,000	a	\$125,000
2	ERP Suite-Utility Billing-2017 (Equipment)	150,000	150,000	b	150,000
Police					
3	Auto License Plate Reader-2017 (Equipment)	23,000	23,000	c	23,000
4	Forensic Recovery Evidence Devices-2015 (Equipment)	5,000	5,000	d	5,000
5	Firing Range Lead Remediation-2014 (Facilities)	8,652	0	e	0
Parks/Cemetery					
6	Security Locks at Various Parks-2013 (Facilities)	9,561	9,561	f	9,561
7	Cemetery Inventory/Maintenance Software-2017 (Facilities)	19,315	19,315	g	19,315
8	Replace Cemetery Water System-2016 (Facilities)	7,477	7,477	h	7,477
9	Washington Park Phase I-2017 (Facilities)	145,893	145,893	i	145,893
TIF					
10	Arrowhead Park Development-2013 (TIF 8)	204,128	204,128	j	204,128
11	Downtown Parking-Multiple Years (TIF 8)	504,564	504,564	k	504,564
12	Land Assemblage-2017 (TIF 9)	691,152	691,152	l	691,152
13	Land Assemblage (TIF 9-Unused 2017 I-41 Sign Funds)	50,000	50,000	m	50,000
14	I-41 Sign-2017 (TIF 9)	27,850	27,850	n	27,850
15	Arrowhead Park Development-2017 (TIF 10)	20,981	20,981	o	20,981
16	Downtown Parking Study-2017 (TIF 10)	18,067	18,067	p	18,067
17	Warehouse Acquisition-2017 (TIF 10)	900,000	900,000	q	900,000
Public Works/Sanitary/Storm					
18	Shooting Star/Armstrong-2015 (Streets)	50,000	50,000	r	50,000
19	Industrial Drive-2017 (Streets)	171,169	171,169	s	171,169
20	Breezewood Lane-2010 (Ped. Routes)	33,577	33,577	t	33,577
21	Bell Street-2010 (Ped. Routes)	15,152	15,152	u	15,152
22	ADA Compliance-2016 (Facilities)	5,000	5,000	v	5,000
23	Various Repairs & Replacements-2016 & 2017 (Sanitary)	458,177	458,177	w	458,177
24	Breezewood/Cummings Collector-2016 & 2017 (Sanitary)	408,870	408,870	x	408,870
25	Misc. Repairs at Various Locations-2017 (Storm)	89,728	89,728	y	89,728
26	Detention Ponds-2013-2017 (Storm)	429,621	429,621	z	429,621
Total Prior Year Pre-2018 Non-Lapsing Project Funds		\$4,571,934	\$4,563,282		\$4,563,282

Mayor's Comments

- a. Ongoing projects.
- b. Ongoing projects.
- c. Purchase imminent.
- d. Partnering with Village/phone extractor.
- e. Projects/Contracts completed.
- f. Memorial Park/Scherck Shelter.
- g. In process-near completion.
- h. Road repairs-nearing completion.
- i. Use if needed for project.
- j. Utilize in future.
- k. Future needs.
- l. Junkyard purchase.
- m. Utilize for Industrial Park signage.
- n. Balance for Industrial Park signage
- o. Ongoing needs.
- p. Currently going on.
- q. Utilize when needed.
- r. 2019 project/add to contract.
- s. Front entrance enhancements.
- t. Complete in 2019.
- u. Complete in 2019.
- v. Ongoing upgrades due to audit.
- w. Ongoing repair projects.
- x. Complete interceptor.
- y. 2019 utility work.
- z. Harrison Street project.

Summary (2010-2017)

Function	Amount
Streets/Ped Routes	269,898
Equipment	303,000
Facilities	187,246
TIF #8	708,692
TIF #9	769,002
TIF #10	939,048
Sanitary Sewer	867,047
Storm Water	519,349
Total	\$4,563,282

**CITY OF NEENAH
STATUS REPORT OF 2018 NON-LAPSING PROJECT FUNDS
AS OF DECEMBER 31, 2018**

2018 PROJECT FUNDS RECOMMENDED TO BE CARRIED FORWARD TO 2019

	PROJECT DESCRIPTION/ REASON FOR RECOMMENDATION	DEPARTMENT REQUEST	MAYOR RECOMMENDED		COUNCIL ADOPTED
Information Systems					
1	Windows 10-Unused Controlled Access \$ (Equip.)	\$3,000	\$3,000	a	\$3,000
2	Off Network Backup-Unused Citrix DR Solution \$ (Equip.)	5,000	5,000	b	5,000
Police					
3	MDC Replacements (Equipment)	26,000	26,000	c	26,000
4	Drone & Equipment (Equipment)	1,400	1,400	d	1,400
5	Sniper Rifle A (Equipment)	560	560	e	560
6	Squad Mobile Routers (Equipment)	20,000	20,000	f	20,000
7	Onsite Evidence Processing Area (Facilities)	13,708	13,708	g	13,708
Library					
8	Signage (Facilities)	7,700	7,700	h	7,700
Parks/Cemetery					
9	John Deere Tractor TR5 (Equipment)	35,000	35,000	i	35,000
10	Arrowhead Park Phase 1A (Facilities)	178,654	178,654	j	178,654
11	Shattuck Park Repairs (Facilities)	25,000	25,000	k	25,000
12	Washington Park Phase II (Facilities)	219,792	219,792	l	219,792
13	Washington Park Phase III (Facilities)	(76,556)	(76,556)	m	(76,556)
14	Southfield Park Playground Equipment (Facilities)	82,475	82,475	n	82,475
15	Liberty Park (Facilities)	93,034	93,034	o	93,034
16	Rec Park Dredging (Facilities)	125,000	125,000	p	125,000
TIF					
17	Land Assemblage (TIF 10)	0	0	q	0
Public Works/Sanitary/Storm					
18	Tullar Garage Door Replacement (Facilities)	6,643	6,643	r	6,643
19	Church St. Ramp Haunch Repairs (Facilities)	8,000	8,000	s	8,000
20	Andrew Ave., Geiger St., Adams St., Whiting Ct. (Streets)	77,723	77,723	t	77,723
21	Nature Trail (Streets)	21,838	21,838	u	21,838
22	Eaglecrest (Streets)	42,809	42,809	v	42,809
23	Undesignated Street Maintenance (Streets)	51,578	51,578	w	51,578
24	Liberty Heights (Sidewalks)	13,885	13,885	x	13,885
25	Nature Trail (Sidewalks)	22,000	22,000	y	22,000
26	Comprehensive Evaluation (Sanitary)	26,752	0	z	0
27	Pavement Repairs (Sanitary)	7,333	0	aa	0
28	Cecil St., Andrew Ave., Richard Ave. (Sanitary)	25,916	25,916	bb	25,916
29	Repairs at Various Locations (Storm)	22,379	22,379	cc	22,379
30	Detention Ponds (Storm)	150,000	150,000	dd	150,000
31	Mini Storm Sewer (Storm)	4,573	0	ee	0
32	Developer Reimbursement (Storm)	50,000	50,000	ff	50,000
Total 2018 Non-Lapsing Project Funds		\$1,291,196	\$1,252,538		\$1,252,538
TOTAL ALL 2010-2018 PROJECT FUNDS		\$5,863,130	\$5,815,820		\$5,815,820

Mayor's Comments

- a. Necessary to finish upgrade.
- b. Needed to finish project.
- c. Install in new squad cars.
- d. Monitor for Drone.
- e. Needed for rifle part.
- f. Install in new squad cars.
- g. Necessary to complete upgrade.
- h. Inside signage upgrades in progress.
- i. Purchased in early 2019.
- j. 60% design-ongoing.
- k. Necessary concrete work.
- l. Ongoing project.
- m. Ongoing project.
- n. Currently in progress.
- o. Currently in progress.
- p. Engineering in 2019.
- q. n/a
- r. Need for repair.
- s. Ongoing maintenance.
- t. Contracts still open.
- u. Contract still open.
- v. Contract still open.
- w. Ongoing maintenance.
- x. Work currently proceeding.
- y. Work currently proceeding.
- z. Zero out.
- aa. Zero out.
- bb. Contract still open.
- cc. To be used in 2019.
- dd. Continued repairs ongoing.
- ee. Zero out.
- ff. Used as needed.

Summary (2018)

Function	Amount
Streets/Ped Routes	229,833
Equipment	90,960
Facilities	683,450
TIF #10	0
Sanitary Sewer	25,916
Storm Water	222,379
Total	\$1,252,538

Summary (Total)

Function	Amount
Streets/Ped Routes	499,731
Equipment	393,960
Facilities	870,696
TIF #8	708,692
TIF #9	769,002
TIF #10	939,048
Sanitary Sewer	892,963
Storm Water	741,728
Total	\$5,815,820

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise Funds	Submitted by: G. Kaiser/A. Kahl

Parking Utility Fund
2020 Proposed Budget

The City of Neenah's Parking Utility Fund was created by City Ordinance. Its purpose is to account for the operation of City parking meters, parking ramps and parking lots. All revenue and expenditure activities necessary to provide such services are accounted for in this fund. Such revenues include: Receipts from parking meters, lot and ramp permit sales, fines for parking violations, and the proceeds from land sales. The Parking operation incurs costs for the repair and maintenance of the various lots, meters and ramps; salary and fringe benefits of police and maintenance personnel; related costs of the enforcement program including recordkeeping, cash handling and notice mailings; and, administrative costs of the traffic engineer and Finance Department. The costs of these services, which are generally performed by City staff, are paid to the General Fund. Excluded are costs of warrant services/court time, depreciation and towing costs. It is the intent of the fund to be self-sustaining, i.e., provide services to the extent of resources available.

Parking enforcement regulates parking on City streets and parking lots to allow for easy access to businesses and City attractions. It prevents unsightly abandoned vehicles and maintains safe passage for vehicles and pedestrians on City streets. It also maintains access for disabled persons; monitors metered, time restricted, handicapped, permit and reserved parking stalls; and, monitors posted no-parking areas. Parking tickets are issued to violators and parking violation notices generated and mailed for delinquent fines. It also facilitates the removal of abandoned vehicles on public and private streets and lots.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>
Fund Balance, January 1	<u>\$24,796</u>	<u>(\$5,880)</u>	<u>(\$5,880)</u>	<u>(\$130,280)</u>	<u>(\$130,280)</u>
<u>REVENUES</u>					
Permits	213,346	236,710	201,220	240,050	240,050
Parking Fines	115,123	138,600	100,200	140,200	140,200
Other - Sales Tax	68	60	60	60	60
Total Revenue	<u>\$328,537</u>	<u>\$375,370</u>	<u>\$301,480</u>	<u>\$380,310</u>	<u>\$380,310</u>
<u>EXPENDITURES</u>					
Enforcement (Police)	\$46,911	\$62,730	62,180	\$62,990	\$62,990
Parking Lots	94,214	106,470	110,950	105,440	105,440
Parking Ramp - Canal	103,848	99,870	123,880	106,490	106,490
Special Reserves & Escrow	0	0	0	840	840
Administrative/OPEB/Misc.	114,240	129,410	128,870	132,740	132,740
Total Expenditures	<u>\$359,213</u>	<u>\$398,480</u>	<u>\$425,880</u>	<u>\$408,500</u>	<u>\$408,500</u>
Excess Revenues Over (Under)					
Expenditures	(\$30,676)	(\$23,110)	(\$124,400)	(\$28,190)	(\$28,190)
Fund Balance, December 31	<u>(\$5,880)</u>	<u>(\$28,990)</u>	<u>(\$130,280)</u>	<u>(\$158,470)</u>	<u>(\$158,470)</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser

Parking Enforcement
(044-2135-711)

Major Increases (Decreases) in 2020 Budget Request:

- None.

Parking Lots
(044-7702-738)

Goals/Responsibilities:

Maintain, clean, plow and haul snow from the following City owned or operated lots.

Lot No.	Description	Spaces ¹
1	Blue Lot (Church and W. Doty - leased from First Presbyterian Church)	124
2	Orange Lot (115 E. Doty Av)	16
3	Smith Street Lot (along Canadian National tracks between Sherry and Smith)	40
4	300 N. Commercial Lot (easement, no snow plowing)	12
5	Gold Lot (109 N. Church St)	52
6	High Street Lot (235 Bond St)	35
7	Silver Lot (119 W. Doty Av)	61
8	Red Lot (around City Administration Building including 112 E. Columbian)	127
10	322/328 N. Commercial Lot (easement)	12
11	307 N. Commercial Lot (easement, no snow plowing)	8
12	Red Lot (216 Walnut St)	96
13	Brown Lot (Arrowhead Park, 355 Millview Dr)	62
14	Purple Lot (235 Main St)	70
15	Yellow Lot (231 E. Wisconsin Av)	81
TOTAL		796

Note 1: Total parking spaces in the lot including handicapped accessible spaces.

Additional leased parking spaces that are not maintained by the City include:

Lot No.	Description	Spaces
16	Associated Lot (118 W. Columbian Av) ²	72
17	X-Mill Lot (128 N. Commercial St, leased from Kimberly Clark)	46
TOTAL		118

Note 2: Leased from Associated Bank with maintenance billed to City.

2019 Accomplishments:

- Maintained parking lots as required. Used City forces to maintain parking lot landscaping.
- Used small equipment (pickup truck) to remove snow.
- Crack-filled Red Lot and Blue Lot.
- Started review of alternate system for permit and enforcement management.

2020 Goals/Plans:

- Maintain all lots as required. Contract parking lot landscaping.
- Sealcoat Red Lot and Blue Lot using allocated 2019 funds.
- Continue to implement recommendations of downtown parking management study.
- With Community Development, evaluate future surface lot and/or ramp needs.
- Prepare for adjustments to parking supply based on downtown redevelopment.

Major Increases (Decreases) in 2020 Budget Request:

- Budgeted additional Maintenance of Lands to contract parking lot landscaping.
- Reduced Outside Services since there will be no contracted crack-filling or sealcoating.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Parking Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser

Parking Ramp
(044-7705-738)

Goals/Responsibilities:

Maintain the N. Church Street Ramp (930 spaces).

2019 Accomplishments:

- Continued to maintain the Church Street Ramp.
- Repaired water supply piping.

2020 Goals/Plans:

- Continue maintenance of ramp.
- With Community Development, evaluate future parking ramp needs.

Major Increases (Decreases) in 2020 Budget Request:

- None.

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2020**

PARKING FUND DIVISION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
Parking Enforcement	46,911	62,730	27,446	62,180	62,990	62,990	260
Parking Lots	94,214	106,470	66,348	110,950	105,440	105,440	(1,030)
Parking Ramp - Canal	103,848	99,870	92,989	123,880	106,490	106,490	6,620
Other	(2,986)	540	0	0	0	0	(540)
Special Reserves & Escrow	0	0	0	0	840	840	840
General Fund	117,230	128,870	96,653	128,870	132,740	132,740	3,870
TOTAL PARKING	359,217	398,480	283,436	425,880	408,500	408,500	10,020
						Percent Budget Change	2.51%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF PARKING BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	4,080	4,160	3,120	4,160	4,580	4,580	
0102	Full Time Hourly Wages	10,523	16,780	14,329	19,500	19,850	19,850	
0103	Temporary Wages	27,942	40,000	15,839	40,000	40,000	40,000	
0104	Overtime Wages	11,328	8,000	14,328	16,000	10,000	10,000	
0110	Health Insurance	7,383	7,810	8,699	9,210	9,120	9,120	
0111	Fringes	7,337	7,990	7,645	10,340	8,610	8,610	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
0124	Meal Allowance	200	200	256	270	200	200	
	PERSONAL SERVICES	68,793	86,140	64,216	100,680	93,560	93,560	7,420
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	3,023	2,800	0	0	0	0	
0203	Postage	1,143	1,000	629	1,000	1,000	1,000	
0205	Debit Card Fees	3,315	3,100	2,047	3,100	3,100	3,100	
0213	Maint of Motor Vehicles	75	1,150	449	1,000	1,000	1,000	
0214	Maint of Buildings	15,859	17,000	18,247	18,250	18,000	18,000	
0215	Maint of Radio Equipment	0	500	276	500	500	500	
0216	Maint of Operating Equip	0	50	0	0	50	50	
0218	Maint of Software	117	200	793	870	870	870	
0219	Maintenance of Land	14,791	2,000	0	0	14,000	14,000	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	27,844	25,200	17,044	25,200	25,750	25,750	
0224	Water & Sewer	3,918	4,200	2,355	4,200	4,400	4,400	
0226	Storm Water	6,006	5,980	2,646	5,680	5,680	5,680	
0227	Cellular Telephone	0	0	2,402	3,000	3,000	3,000	
0236	Outside Services	39,082	54,000	46,818	79,000	39,000	39,000	
0237	Pest Control	2,149	1,500	1,049	1,750	1,600	1,600	
0238	Professional Services	0	250	0	0	250	250	
0242	Permits	0	50	0	50	50	50	
0251	Rental	24,680	24,680	21,230	24,680	24,680	24,680	
0254	IS Services / Internal	0	0	0	0	3,950	3,950	
0293	Maint of Motor Veh/Fleet	17,356	16,000	2,778	10,000	13,000	13,000	
0294	Oil and Fluids/Fleet	235	400	54	300	400	400	
0296	Maint of Oper Eq/Fleet	415	1,800	0	750	1,800	1,800	
	CONTRACTUAL SERVICES	160,473	162,330	119,127	179,800	162,550	162,550	220
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	0	100	0	100	100	100	
0306	Cleaning/Janitor Supplies	1,327	1,000	651	1,000	1,000	1,000	
0310	Gasoline & Oil	3,979	5,250	1,725	3,000	4,500	4,500	
0314	Building Maint. Supplies	1,232	1,500	154	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	0	900	141	500	900	900	
0319	Safety Supplies	0	50	0	0	50	50	
0320	Small Tools	448	300	773	780	350	350	
0332	Salt & Stone Chips	8,000	10,000	0	9,000	10,000	10,000	
0333	All Other Supplies	470	900	0	650	650	650	
0344	Small Equipment	215	500	0	500	500	500	
0347	Small Computer Hardware	36	0	0	0	0	0	
	SUPPLIES & MATERIALS	15,707	20,500	3,444	16,530	19,550	19,550	(950)
<u>OTHER</u>								
0501	Vandalism	0	100	0	0	100	100	
	OTHER	0	100	0	0	100	100	0
<u>TRANSFERS</u>								
9999	General Fund	117,230	128,870	96,653	128,870	132,740	132,740	
	TRANSFERS	117,230	128,870	96,653	128,870	132,740	132,740	3,870
<u>ADMINISTRATIVE/GENERAL</u>								
9251	OPEB Insurance	(3,276)	540	0	0	0	0	
9252	Pension Cost	290	0	0	0	0	0	
	ADMINISTRATIVE/GENERAL	(2,986)	540	0	0	0	0	(540)
	TOTAL PARKING	359,217	398,480	283,440	425,880	408,500	408,500	10,020
								Percent Budget Change 2.51%

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PARKING								
<u>PARKING ENFORCEMENT (2135-711)</u>								
0103	Temporary Wages	27,942	40,000	15,839	40,000	40,000	40,000	
0111	Fringes	1,327	1,580	626	1,580	1,440	1,440	
0117	Clothing Allowance	0	1,200	0	1,200	1,200	1,200	
	Personal Services	29,269	42,780	16,465	42,780	42,640	42,640	(140)
0202	Outside Printing	3,023	2,800	0	0	0	0	
0203	Postage	1,143	1,000	629	1,000	1,000	1,000	
0205	Debit Card Fees	3,315	3,100	2,047	3,100	3,100	3,100	
0213	Maint of Motor Vehicles	75	1,000	449	1,000	1,000	1,000	
0215	Maint of Radio Equipment	0	500	276	500	500	500	
0218	Maint Of Software	117	200	130	200	200	200	
0227	Cellular Telephone	0	0	2,402	3,000	3,000	3,000	
0236	Outside Services	3,000	4,000	1,135	4,000	4,000	4,000	
0255	IS Services / Internal	0	0	0	0	3,950	3,950	
0293	Maint Of Motor Veh/Fleet	5,530	4,000	2,397	4,000	1,000	1,000	
0294	Oil and Fluids/Fleet	163	200	54	200	200	200	
	Contractual Services	16,366	16,800	9,519	17,000	17,950	17,950	1,150
0301	Office Supplies	0	100	0	100	100	100	
0310	Gasoline & Oil	1,240	2,750	1,463	2,000	2,000	2,000	
0333	All Other Supplies	0	300	0	300	300	300	
0347	Small Computer Hardware	36	0	0	0	0	0	
	Supplies & Materials	1,276	3,150	1,463	2,400	2,400	2,400	(750)
	PARKING ENFORCEMENT	46,911	62,730	27,447	62,180	62,990	62,990	260

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>PARKING LOT (7702-738)</u>								
0102	Full Time Hourly Wages	7,192	12,200	11,904	15,000	15,250	15,250	
0104	Overtime Wages	11,328	8,000	14,328	16,000	10,000	10,000	
0110	Health Insurance	5,273	5,550	7,181	7,190	6,780	6,780	
0111	Fringes	4,291	4,440	5,771	6,810	5,380	5,380	
0124	Meal Allowance	200	200	256	270	200	200	
	Personal Services	28,284	30,390	39,440	45,270	37,610	37,610	7,220
0219	Maintenance of Land	14,791	2,000	0	0	14,000	14,000	
0222	Electricity	2,218	2,200	1,072	2,200	2,250	2,250	
0226	Storm Water	4,830	4,800	2,058	4,500	4,500	4,500	
0236	Outside Services	3,924	25,000	1,656	25,000	5,000	5,000	
0237	Pest Control	0	0	250	250	0	0	
0251	Rental	24,680	24,680	21,230	24,680	24,680	24,680	
0293	Maint of Motor Veh/Fleet	11,826	12,000	381	6,000	12,000	12,000	
0294	Oil and Fluids/Fleet	72	200	0	100	200	200	
0296	Maint of Oper Eq/Fleet	415	1,500	0	750	1,500	1,500	
	Contractual Services	62,756	72,380	26,647	63,480	64,130	64,130	(8,250)
0310	Gasoline & Oil	2,739	2,500	261	1,000	2,500	2,500	
0332	Salt & Stone Chips	0	1,000	0	1,000	1,000	1,000	
0333	All Other Supplies	435	200	0	200	200	200	
	Supplies & Materials	3,174	3,700	261	2,200	3,700	3,700	0
	PARKING LOTS	94,214	106,470	66,348	110,950	105,440	105,440	(1,030)
<u>PARKING RAMP - CANAL (7705-738)</u>								
101	Salaries	4,080	4,160	3,120	4,160	4,240	4,240	
102	Full Time Hourly Wages	3,331	4,580	2,424	4,500	4,600	4,600	
110	Health Insurance	2,110	2,260	1,518	2,020	1,910	1,910	
111	Fringes	1,719	1,970	1,248	1,950	1,720	1,720	
	Personal Services	11,240	12,970	8,310	12,630	12,470	12,470	(500)
0213	Maint of Motor Vehicles	0	150	0	0	0	0	
0214	Maint of Buildings	15,859	17,000	18,247	18,250	18,000	18,000	
0216	Maint of Operating Equip	0	50	0	0	50	50	
0218	Maint of Software	0	0	663	670	670	670	
0221	Telephone	465	470	310	470	470	470	
0222	Electricity	25,626	23,000	15,973	23,000	23,500	23,500	
0224	Water & Sewer	3,918	4,200	2,355	4,200	4,400	4,400	
0226	Storm Water	1,176	1,180	588	1,180	1,180	1,180	
0236	Outside Services	32,158	25,000	44,027	50,000	30,000	30,000	
0237	Pest Control	2,149	1,500	799	1,500	1,600	1,600	
0238	Professional Services	0	250	0	0	250	250	
0242	Permits	0	50	0	50	50	50	
0296	Maint of Oper Eq/Fleet	0	300	0	0	300	300	
	Contractual Services	81,351	73,150	82,962	99,320	80,470	80,470	7,320
0306	Cleaning/Janitor Supplies	1,327	1,000	651	1,000	1,000	1,000	
0314	Building Maint. Supplies	1,232	1,500	154	1,000	1,500	1,500	
0316	Equipment Maint. Supplies	0	900	141	500	900	900	
0319	Safety Supplies	0	50	0	0	50	50	
0320	Small Tools	448	300	773	780	350	350	
0332	Salt & Stone Chips	8,000	9,000	0	8,000	9,000	9,000	
0333	All Other Supplies	35	400	0	150	150	150	
0344	Small Equipment	215	500	0	500	500	500	
	Supplies & Materials	11,257	13,650	1,719	11,930	13,450	13,450	(200)
0501	Vandalism	0	100	0	0	100	100	
	Other	0	100	0	0	100	100	0
	PARKING RAMP - CANAL	103,848	99,870	92,991	123,880	106,490	106,490	6,620

**CITY OF NEENAH
OPERATING BUDGET
*** PARKING EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	340	340	
0110	Health Insurance	0	0	0	0	430	430	
0111	Fringes	0	0	0	0	70	70	
	Special Reserves & Escrow	0	0	0	0	840	840	840
OTHER (0509-703)								
9251	OPEB Insurance	(3,276)	540	0	0	0	0	
9252	Pension Cost	290	0	0	0	0	0	
		(2,986)	540	0	0	0	0	(540)
TRANSFER TO GENERAL FUND (9910-999)								
9999	Transfers	117,230	128,870	96,653	128,870	132,740	132,740	
	TRANSFER TO GENERAL FUND	117,230	128,870	96,653	128,870	132,740	132,740	3,870
TOTAL PARKING		359,217	398,480	283,439	425,880	408,500	408,500	10,020
							Percent Budget Change	2.51%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Sewer Utility Fund
Program: Enterprise/Other Funds	Submitted by: G. Kaiser/A. Kahl

Sanitary Sewer Utility Fund
2020 Proposed Budget

The City of Neenah Sewer Fund was created by City Ordinance. The purpose of the Fund is to account separately for all revenue and expenditure activities necessary to provide sanitary sewer service to City property owners. Revenues include sewer user fees, interest income and special charges. Costs include collection, transportation system maintenance, wastewater treatment, debt service payments, capital investments, statutory and discretionary reserves and administration charges. Specific system and equipment replacement reserve accounts required by DNR and EPA have been established.

Currently, sanitary sewer rates in Neenah are still among the lowest in the State. The rate history is shown below. A rate study was currently conducted to determine the adequacy of the current rate structure. Further analysis is being done to finalize a recommendation.

Pre 2009: \$1.30/1000 gal.	2010: \$2.01/1000 gal.	2013: \$2.77/1000 gal.
2009: \$1.61/1000 gal.	2011: \$2.41/1000 gal.	2014: \$3.19/1000 gal.

Rate increases have been necessary to address a number of issues:

- Funding for an increase in capital system improvements needed to maintain compliance with the DNR general discharge permit issued in 2014. The system improvements have focused on repairs to reduce infiltration and inflow (I/I) from mains, manholes and laterals.
- Funding of the City's share of the 2013-2014 Neenah-Menasha Sewage Treatment Plant upgrade to equipment and processes. The total cost of those improvements was approximately \$23 million and the City of Neenah's share was approximately \$11.9 million, or 51.53%. The improvements were funded by each community borrowing from the State Clean Water Loan Fund on behalf of the Neenah-Menasha Sewerage Commission.
- Funding of the City's share of defense costs related to the ongoing Fox River PCB cleanup litigation. Neenah's share of those costs has totaled just over \$1.5 million since 1998. With approved settlements in the past several

	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Fund Balance, January 1	\$3,789,615	\$3,725,035	\$3,725,035	\$3,398,715	\$3,398,715
REVENUES					
User Fees	\$4,409,293	\$4,450,000	\$4,450,000	\$4,450,000	\$4,450,000
Interest	47,158	45,000	45,000	45,000	45,000
Industrial Testing Fees	34,012	30,000	30,000	30,000	30,000
Sewer Assessments	237,678	25,000	25,000	25,000	25,000
Proceeds From Borrowing	675,000	820,000	820,000	1,875,000	1,875,000
Insurance Settlement	26,248	0	112,000	0	0
Miscellaneous Revenues	41,361	45,000	45,000	45,000	45,000
Total Revenue	\$5,470,750	\$5,415,000	\$5,527,000	\$6,470,000	\$6,470,000
EXPENDITURES					
Treatment Plant Charges	\$2,384,134	\$2,341,840	\$2,478,090	\$2,484,420	\$2,484,420
Sewers/Lift Stations Maint.	292,095	286,710	265,400	292,130	292,130
T-V Sewer Insp. & Sealing	3,991	47,300	57,880	57,790	57,790
Administration/Overhead	536,854	530,930	541,660	540,970	540,970
Monthly Billings Charges	242,062	268,000	268,000	270,000	270,000
Ind. Wastewater Monitoring	33,980	30,000	30,000	30,000	30,000
City of Menasha Payment	0	100,000	75,000	50,000	50,000
Legal & Miscellaneous	15,415	15,000	15,000	15,000	15,000
Capital Expense	718,193	820,000	820,000	1,875,000	1,875,000
Debt Service Payments	1,308,606	1,288,460	1,302,290	1,133,350	1,133,350
Total Expenditures	\$5,535,330	\$5,728,240	\$5,853,320	\$6,748,660	\$6,748,660
Excess Revenues Over (Under) Expenditures	(\$64,580)	(\$313,240)	(\$326,320)	(\$278,660)	(\$278,660)
Fund Balance, December 31	\$3,725,035	\$3,411,795	\$3,398,715	\$3,120,055	\$3,120,055

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Works & Utilities	Budget: Storm Water Utility
Program: Enterprise/Other Funds	Submitted by: G. Kaiser/A. Kahl

Storm Water Management Utility
2020 Proposed Budget

A Storm Water Management Utility was created and became effective January 1, 2003. A Storm Water Management Utility is similar to electric, water or wastewater utilities. Users pay for the services provided, which include an improved and better-maintained flood control and drainage system. The utility fee is a user fee charged to all developed properties within the City of Neenah. In this way, property owners pay their fair share of the costs for storm water management. Customers are charged a fee that approximates the relative contribution of storm water runoff from their property based upon the square footage of hard surface (roof surface, driveways, parking lots, etc.).

Customers are billed based upon their property's calculated Equivalent Runoff Unit (ERU). Currently, approximately 94% of residential properties in the City are calculated as being one ERU. The storm water charge appears as a line item on the quarterly utility bills received from the City's Finance Department. The storm water rates were last increased on January 1, 2010 to \$84 per ERU. Rates are reviewed each year to insure that revenues are sufficient to operate the Utility and to maintain an adequate fund balance.

	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Fund Balance, January 1	<u>\$3,999,884</u>	<u>\$3,672,427</u>	<u>\$3,672,427</u>	<u>\$3,148,697</u>	<u>\$3,148,697</u>
REVENUES					
User Fees	1,710,109	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Permit Fee	10,063	10,000	12,650	12,000	12,000
Interest	54,068	50,000	50,000	50,000	50,000
Def. Sewer Hook-Up Charge/ Mains	13,404	5,000	5,000	5,000	5,000
Proceeds from Borrowing	789,800	165,000	165,000	1,275,000	1,035,000
Miscellaneous Revenues	<u>16,508</u>	<u>15,650</u>	<u>95,650</u>	<u>15,650</u>	<u>15,650</u>
Total Revenue	\$2,593,952	\$1,945,650	\$2,028,300	\$3,057,650	\$2,817,650
EXPENDITURES					
Storm Sewer Operations	\$127,628	\$175,660	\$167,010	\$188,930	\$188,930
TV Sewers Insp/Sealing	1,060	17,020	6,390	16,240	16,240
Slough Control	5,565	5,050	6,210	6,570	6,570
Street Cleaning	112,108	155,380	133,910	143,470	143,470
Snow Hauling	99,378	196,080	204,280	151,340	151,340
Erosion Control Inspection	39,060	31,410	30,620	31,700	31,700
Detention Pond	82,014	82,020	77,680	76,550	76,550
Leaf Collection	194,945	151,150	153,470	165,720	165,720
Special Reseves & Escrow	0	0	0	9,620	9,620
Capital Expense	1,064,296	665,000	665,000	1,275,000	1,235,000
Transfer to General Fund:					
Utility Monthly Billings	50,494	64,990	65,230	64,500	64,500
PW Support/Overhead	413,340	426,630	426,630	439,430	439,430
Debt Service Payment	<u>731,521</u>	<u>612,830</u>	<u>615,600</u>	<u>539,730</u>	<u>539,730</u>
Total Expenditures	\$2,921,409	\$2,583,220	\$2,552,030	\$3,108,800	\$3,068,800
Excess Revenues Over (Under) Exp.	(\$327,457)	(\$637,570)	(\$523,730)	(\$51,150)	(\$251,150)
Ending Fund Balance as 12/31	<u>\$3,672,427</u>	<u>\$3,034,857</u>	<u>\$3,148,697</u>	<u>\$3,097,547</u>	<u>\$2,897,547</u>

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES SUMMARY BY MAJOR DIVISION ***
FOR FISCAL YEAR 2020**

<u>STORM WATER DIVISION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 YTD (9 MONTHS)</u>	<u>2019 ESTIMATE</u>	<u>2020 DEPT REQUEST</u>	<u>2020 PROPOSED</u>	<u>BUDGET CHANGE</u>
Sewer Operation	127,626	175,660	116,286	167,010	188,930	188,930	13,270
TV Storm Sewers	1,060	17,020	0	6,390	16,240	16,240	(780)
Slough Controls	5,565	5,050	0	6,210	6,570	6,570	1,520
Street Cleaning	112,109	155,380	111,709	133,910	143,470	143,470	(11,910)
Fund Charges	51,317	64,990	48,650	63,430	64,500	64,500	(490)
Snow Hauling	99,378	196,080	171,588	204,280	151,340	151,340	(44,740)
Erosion Contr Inspection	39,060	31,410	23,002	30,620	31,700	31,700	290
Detention Pond	82,013	82,020	41,749	77,680	76,550	76,550	(5,470)
Leaf Collection	194,947	151,150	18,400	153,470	165,720	165,720	14,570
Special Reserves	0	0	0	0	9,620	9,620	9,620
Transfers	413,340	426,630	319,973	426,630	439,430	439,430	12,800
TOTAL STORMWATER	<u>1,126,415</u>	<u>1,305,390</u>	<u>851,357</u>	<u>1,269,630</u>	<u>1,294,070</u>	<u>1,294,070</u>	<u>(11,320)</u>
					Percent Budget Change		-0.87%

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF STORM SEWER BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
PERSONAL SERVICES								
0101	Salaries	25,810	20,000	15,000	20,000	24,850	24,850	
0102	Full Time Hourly Wages	195,036	296,930	139,833	259,000	263,920	263,920	
0104	Overtime Wages	32,381	30,300	36,272	48,680	31,000	31,000	
0110	Health Insurance	72,092	94,690	52,198	94,690	88,690	88,690	
0111	Fringes	58,544	76,340	42,010	72,050	68,140	68,140	
0115	Schools/Seminars/Training	100	700	710	710	700	700	
0118	License Renewal	0	40	0	0	0	0	
0124	Meal Allowance	404	450	684	750	450	450	
	PERSONAL SERVICES	384,367	519,450	286,707	495,880	477,750	477,750	(41,700)
CONTRACTUAL SERVICES								
0204	Conferences & Meetings	490	700	470	700	700	700	
0207	Dues & Memberships	2,200	2,500	2,835	2,840	2,940	2,940	
0216	Maint of Operating Equip	0	1,000	2,265	2,270	1,000	1,000	
0222	Electricity	15,104	17,800	10,450	16,600	17,150	17,150	
0224	Water & Sewer	7,608	7,300	4,820	6,900	7,300	7,300	
0232	Auditing Services	4,000	4,100	4,325	4,330	4,500	4,500	
0236	Outside Services	44,208	61,000	27,867	47,000	60,800	60,800	
0238	Professional Services	26,781	20,500	0	18,500	19,500	19,500	
0243	Tipping Fees	19,993	26,000	16,054	20,000	24,000	24,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	8,550	20,920	15,690	15,690	35,100	35,100	
0293	Maint of Motor Veh/Fleet	54,140	64,500	64,058	75,000	62,500	62,500	
0294	Oil and Fluids/Fleet	1,225	2,900	1,805	2,550	2,950	2,950	
0296	Maint of Oper Eq/Fleet	51,946	21,500	21,229	25,230	29,500	29,500	
	CONTRACTUAL SERVICES	240,245	254,720	175,868	241,610	271,940	271,940	17,220
SUPPLIES & MATERIALS								
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	33,449	30,100	18,602	30,700	31,500	31,500	
0313	Motor Vehicles Maint. Sup	0	150	0	150	150	150	
0316	Equipment Maint. Supplies	2,868	3,300	382	3,680	3,150	3,150	
0319	Safety Supplies	157	300	205	300	300	300	
0320	Small Tools	309	300	336	340	300	300	
0331	Sand Gravel Hot/Cold Mix	1,180	1,500	761	1,200	1,500	1,500	
0333	All Other Supplies	1,273	3,400	141	3,400	3,400	3,400	
0335	Manhole/Catch Basin/Pipe	571	0	2,381	2,390	0	0	
0339	Tires & Tire Maintenance	863	4,000	1,417	3,700	4,000	4,000	
0344	Small Equipment	0	100	0	100	100	100	
	SUPPLIES & MATERIALS	40,670	43,200	24,225	46,010	44,450	44,450	1,250
OTHER								
0555	Billing & Admin. Fees	57,467	59,090	44,325	59,100	60,000	60,000	
0588	Uncollectible Write Offs	476	500	260	400	500	500	
	OTHER	57,943	59,590	44,585	59,500	60,500	60,500	910
ADMINISTRATIVE/GENERAL								
9251	OPEB Insurance	(10,150)	1,800	0	0	0	0	
	ADMINISTRATIVE/GENERAL	(10,150)	1,800	0	0	0	0	(1,800)
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	413,340	426,630	319,973	426,630	439,430	439,430	
	TRANSFER TO GENERAL FUN	413,340	426,630	319,973	426,630	439,430	439,430	12,800
	TOTAL STORM WATER	1,126,415	1,305,390	851,358	1,269,630	1,294,070	1,294,070	(11,320)
								Percent Budget Change -0.87%

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
STORM SEWER MANAGEMENT								
SEWER OPERATION (3901-733)								
0102	Full Time Hourly Wages	49,449	66,100	44,611	65,000	66,000	66,000	
0104	Overtime Wages	1,382	200	663	670	1,000	1,000	
0110	Health Insurance	14,471	18,080	12,394	18,080	18,000	18,000	
0111	Fringes	11,770	14,560	9,958	14,420	14,280	14,280	
0115	Schools/Seminars/Training	0	200	0	0	200	200	
0124	Meal Allowance	24	50	0	50	50	50	
	Personal Services	77,096	99,190	67,626	98,220	99,530	99,530	340
0204	Conferences & Meetings	490	500	470	500	500	500	
0207	Dues & Memberships	2,200	2,500	2,800	2,800	2,900	2,900	
0222	Electricity	1,004	800	838	1,100	1,150	1,150	
0224	Water & Sewer	1,908	1,800	1,143	1,700	1,800	1,800	
0236	Outside Services	11,390	10,000	3,748	8,500	10,000	10,000	
0238	Professional Services	108	5,000	0	3,000	4,000	4,000	
0245	License Fees	4,000	4,000	4,000	4,000	4,000	4,000	
0255	IS Services Internal	8,550	20,920	15,690	15,690	35,100	35,100	
0293	Maint of Motor Veh/Fleet	4,107	4,000	3,835	4,500	4,000	4,000	
0294	Oil and Fluids/Fleet	463	1,500	1,234	1,500	1,500	1,500	
0296	Maint of Oper Eq/Fleet	1,401	2,500	1,878	2,500	2,500	2,500	
	Contractual Services	35,621	53,520	35,636	45,790	67,450	67,450	13,930
0301	Office Supplies	0	50	0	50	50	50	
0310	Gasoline & Oil	11,240	15,000	8,064	13,500	14,000	14,000	
0313	Motor Vehicles Maint. Sup	0	50	0	50	50	50	
0316	Equipment Maint. Supplies	0	150	167	170	150	150	
0319	Safety Supplies	157	300	205	300	300	300	
0320	Small Tools	105	300	336	340	300	300	
0331	Sand Gravel Hot/Cold Mix	1,180	1,500	761	1,200	1,500	1,500	
0333	All Other Supplies	920	3,000	130	3,000	3,000	3,000	
0335	Manhole/Catch Basin/Pipe	571	0	2,381	2,390	0	0	
0339	Tires & Tire Maintenance	260	2,000	721	1,500	2,000	2,000	
0344	Small Equipment	0	100	0	100	100	100	
	Supplies & Materials	14,433	22,450	12,765	22,600	21,450	21,450	(1,000)
0588	Uncollectible Write Offs	476	500	260	400	500	500	
	Other	476	500	260	400	500	500	0
	SEWER OPERATION	127,626	175,660	116,287	167,010	188,930	188,930	13,270
TV STORM SEWERS (3902-733)								
0102	Full Time Hourly Wages	0	1,020	0	500	500	500	
0110	Health Insurance	0	280	0	280	130	130	
0111	Fringes	0	220	0	110	110	110	
	Personal Services	0	1,520	0	890	740	740	(780)
0236	Outside Services	1,060	15,000	0	5,000	15,000	15,000	
0238	Professional Services	0	500	0	500	500	500	
	Contractual Services	1,060	15,500	0	5,500	15,500	15,500	0
	TV STORM SEWERS	1,060	17,020	0	6,390	16,240	16,240	(780)

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>SLOUGH CONTROLS (3903-733)</u>								
0102	Full Time Hourly Wages	3,674	3,050	0	4,000	4,100	4,100	
0110	Health Insurance	1,046	830	0	830	1,100	1,100	
0111	Fringes	845	670	0	880	870	870	
	Personal Services	5,565	4,550	0	5,710	6,070	6,070	1,520
0236	Outside Services	0	500	0	500	500	500	
	Contractual Services	0	500	0	500	500	500	0
	SLOUGH CONTROLS	5,565	5,050	0	6,210	6,570	6,570	1,520
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<u>STREET CLEANING (3904-733)</u>								
0102	Full Time Hourly Wages	44,391	53,890	41,650	50,000	51,000	51,000	
0104	Overtime Wages	100	100	9	10	0	0	
0110	Health Insurance	12,666	14,730	11,405	14,730	13,700	13,700	
0111	Fringes	10,300	11,860	9,163	10,990	10,870	10,870	
0115	Schools/Seminars/Training	100	0	0	0	0	0	
0124	Meal Allowance	4	0	0	0	0	0	
	Personal Services	67,561	80,580	62,227	75,730	75,570	75,570	(5,010)
0224	Water & Sewer	5,700	5,500	3,677	5,200	5,500	5,500	
0236	Outside Services	298	500	0	500	500	500	
0243	Tipping Fees	16,769	23,000	16,054	17,000	21,000	21,000	
0293	Maint of Motor Veh/Fleet	12,859	35,000	11,747	17,000	30,000	30,000	
0294	Oil and Fluids/Fleet	346	1,000	315	650	1,000	1,000	
0296	Maint of Oper Eq/Fleet	186	1,000	6,726	6,730	1,000	1,000	
	Contractual Services	36,158	66,000	38,519	47,080	59,000	59,000	(7,000)
0310	Gasoline & Oil	8,298	8,200	10,267	10,300	8,300	8,300	
0313	Motor Vehicles Maint. Sup	0	100	0	100	100	100	
0339	Tires & Tire Maintenance	92	500	696	700	500	500	
	Supplies & Materials	8,390	8,800	10,963	11,100	8,900	8,900	100
	STREET CLEANING	112,109	155,380	111,709	133,910	143,470	143,470	(11,910)
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<u>FUND CHARGES (3905-733)</u>								
0232	Auditing Services	4,000	4,100	4,325	4,330	4,500	4,500	
	Contractual Services	4,000	4,100	4,325	4,330	4,500	4,500	400
0555	Billing & Admin. Fees	57,467	59,090	44,325	59,100	60,000	60,000	
	Other	57,467	59,090	44,325	59,100	60,000	60,000	910
9251	OPEB Insurance	(10,150)	1,800	0	0	0	0	
	Admin/General	(10,150)	1,800	0	0	0	0	(1,800)
	FUND CHARGES	51,317	64,990	48,650	63,430	64,500	64,500	(490)

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
SNOW HAULING (3906-733)								
0102	Full Time Hourly Wages	27,727	96,600	49,362	65,000	66,000	66,000	
0104	Overtime Wages	20,738	20,000	35,600	38,000	20,000	20,000	
0110	Health Insurance	13,797	31,890	23,260	31,890	23,110	23,110	
0111	Fringes	11,221	25,690	18,692	22,690	18,330	18,330	
0124	Meal Allowance	376	400	684	700	400	400	
	Personal Services	73,859	174,580	127,598	158,280	127,840	127,840	(46,740)
0236	Outside Services	2,801	1,500	0	0	1,500	1,500	
0293	Maint of Motor Veh/Fleet	15,968	15,000	42,260	43,000	17,000	17,000	
0296	Maint of Oper Eq/Fleet	6,750	5,000	1,730	3,000	5,000	5,000	
	Contractual Services	25,519	21,500	43,990	46,000	23,500	23,500	2,000
	SNOW HAULING	99,378	196,080	171,588	204,280	151,340	151,340	(44,740)

EROSION CONTROL (3907-733)								
0101	Salaries	25,810	20,000	15,000	20,000	20,400	20,400	
0110	Health Insurance	7,350	5,310	3,987	5,310	5,230	5,230	
0111	Fringes	5,900	4,360	3,270	4,360	4,330	4,330	
0115	Schools/Seminars/Training	0	500	710	710	500	500	
0118	License Renewal	0	40	0	0	0	0	
	Personal Services	39,060	30,210	22,967	30,380	30,460	30,460	250
0204	Conferences & Meetings	0	200	0	200	200	200	
0207	Dues & Memberships	0	0	35	40	40	40	
0236	Outside Services	0	1,000	0	0	1,000	1,000	
	Contractual Services	0	1,200	35	240	1,240	1,240	40
	EROSION CONTROL	39,060	31,410	23,002	30,620	31,700	31,700	290

DETENTION POND (3908-733)								
0102	Full Time Hourly Wages	7,558	10,170	3,507	6,500	7,320	7,320	
0110	Health Insurance	2,152	2,770	960	2,770	1,970	1,970	
0111	Fringes	1,746	2,230	772	1,430	1,560	1,560	
	Personal Services	11,456	15,170	5,239	10,700	10,850	10,850	(4,320)
0216	Maint of Operating Equip	0	1,000	2,265	2,270	1,000	1,000	
0222	Electricity	14,100	17,000	9,613	15,500	16,000	16,000	
0236	Outside Services	28,659	32,000	24,119	32,000	32,000	32,000	
0238	Professional Services	26,673	15,000	0	15,000	15,000	15,000	
0293	Maint of Motor Veh/Fleet	369	500	0	500	500	500	
0296	Maint of Oper Eq/Fleet	566	1,000	0	1,000	1,000	1,000	
	Contractual Services	70,367	66,500	35,997	66,270	65,500	65,500	(1,000)
0316	Equipment Maint. Supplies	137	150	502	510	0	0	
0320	Small Tools	0	0	0	0	0	0	
0333	All Other Supplies	53	200	11	200	200	200	
	Supplies & Materials	190	350	513	710	200	200	(150)
	DETENTION POND	82,013	82,020	41,749	77,680	76,550	76,550	(5,470)

**CITY OF NEENAH
OPERATING BUDGET
*** STORM WATER EXPENDITURES DETAIL BY TYPE OF ACTIVITY ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
LEAF COLLECTION (3909-733)								
0102	Full Time Hourly Wages	62,237	66,100	703	68,000	69,000	69,000	
0104	Overtime Wages	10,161	10,000	0	10,000	10,000	10,000	
0110	Health Insurance	20,610	20,800	192	20,800	21,230	21,230	
0111	Fringes	16,762	16,750	155	17,170	16,840	16,840	
	Personal Services	109,770	113,650	1,050	115,970	117,070	117,070	3,420
0236	Outside Services	0	500	0	500	300	300	
0243	Tipping Fees	3,224	3,000	0	3,000	3,000	3,000	
0293	Maint of Motor Veh/Fleet	20,837	10,000	6,215	10,000	11,000	11,000	
0294	Oil and Fluids/Fleet	416	400	256	400	450	450	
0296	Maint of Oper Eq/Fleet	43,043	12,000	10,895	12,000	20,000	20,000	
	Contractual Services	67,520	25,900	17,366	25,900	34,750	34,750	8,850
0310	Gasoline & Oil	13,911	6,900	271	6,900	9,200	9,200	
0316	Equipment Maint. Supplies	2,731	3,000	(287)	3,000	3,000	3,000	
0320	Small Tools	204	0	0	0	0	0	
0333	All Other Supplies	300	200	0	200	200	200	
0339	Tires & Tire Maintenance	511	1,500	0	1,500	1,500	1,500	
	Supplies & Materials	17,657	11,600	(16)	11,600	13,900	13,900	2,300
	LEAF COLLECTION	194,947	151,150	18,400	153,470	165,720	165,720	14,570
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	4,450	4,450	
0110	Health Insurance	0	0	0	0	4,220	4,220	
0111	Fringes	0	0	0	0	950	950	
	Special Reserves & Escrow	0	0	0	0	9,620	9,620	9,620
TRANSFER TO GENERAL FUND (9910-999)								
0999	Transfers	413,340	426,630	319,973	426,630	439,430	439,430	
	TRANSFER TO GENERAL FUND	413,340	426,630	319,973	426,630	439,430	439,430	12,800
STORM SEWER MANAGEMENT		1,126,415	1,305,390	851,358	1,269,630	1,294,070	1,294,070	(11,320)
							Percent Budget Change	-0.87%

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Water Utility
2020 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income, and special charges. Costs include pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges, and the payment in lieu of taxes (PILOT) to the City. The last water rate increase went into effect on January 1, 2011. At that time, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line.

The 2019 mid-year Replacement Reserve Totals reported are \$2,897,382. In 2020, the Utility will use funds from the account to pay for several maintenance projects. Additional revenues for 2020 are pending with the expansion of an existing customer and increases in overall residential usage.

Water sales are beginning to trend slightly upward as the Utility continues to be efficient and effective. This has allowed water rates to remain static since January 2011. Overall, the annual financial rate of return has trended upward which indicates the Utility is in good overall financial condition. The long-term goal is to reduce outstanding debt, stabilize rates and focus on infrastructure improvements.

Major Accomplishments in 2019 include the replacement of water mains on Caroline Street, Fifth Street, Stevens Street, Stanley Street, Stanley Court, Thomas Court and Courtney Court. The Chemical Storage and Feed Modification project will be completed in 2019. Water main and water service data continues to be collected and refined as the Water Utility implements a new state-of-the-art GIS system. The Utility meter reading system has been significantly improved with the replacement of the meter van and associated meter reading software and hardware. The Water Utility strives to continue replacing lead service lines and meters.

Goals for 2020 include the replacement of water mains on Abby Avenue, Center Street, Clybourn Street, Monroe Street, Van Street, Green Bay Road, Lakeshore Avenue, Wheeler Street and Kimberly Point. The Utility plans to add water main in the section of Monroe Street west of the Slough. The Citywide ERP system implementation will allow the Utility to offer an easy to use online billing interface. The Utility will continue to remove lead service lines in conjunction with water main replacements. Plans and specifications will be developed for future projects.

Revenues	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$7,458	\$7,500	\$4,500	\$7,500	\$7,500
Public Fire Protection	\$1,666,926	\$1,680,000	\$1,675,000	\$1,683,000	\$1,683,000
Private Fire Protection	\$129,399	\$131,000	\$134,300	\$131,000	\$131,000
Total Unmetered Sales	\$1,803,783	\$1,818,500	\$1,813,800	\$1,821,500	\$1,821,500
Metered Sales					
Residential	\$3,171,658	\$3,150,000	\$3,150,000	\$3,181,500	\$3,181,500
Multi Family Residential	\$156,743	\$165,000	\$165,000	\$165,000	\$165,000
Commercial	\$917,181	\$900,000	\$850,000	\$875,000	\$875,000
Industrial	\$1,640,628	\$1,400,000	\$1,625,000	\$1,650,000	\$1,650,000
Public Authority	\$133,067	\$125,000	\$125,000	\$135,000	\$135,000
Total Metered Sales	\$6,019,277	\$5,740,000	\$5,915,000	\$6,006,500	\$6,006,500
Total Sales of Water	\$7,823,060	\$7,558,500	\$7,728,800	\$7,828,000	\$7,828,000

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Other Revenues	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Other Operating Revenues					
Forfeited Discounts	\$78,327	\$80,000	\$80,000	\$80,000	\$80,000
Miscellaneous Service	\$26,325	\$25,650	\$20,250	\$26,650	\$26,650
Rentals	\$105,476	\$108,700	\$107,700	\$111,700	\$111,700
Other	\$68,974	\$55,250	\$61,750	\$61,750	\$61,750
Total Other Operating Revenues	\$279,102	\$269,600	\$269,700	\$280,100	\$280,100
Income					
Merchandising & Jobbing	\$9,254	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$138,697	\$150,000	\$188,000	\$150,000	\$150,000
P-Card Rebate	\$10,633	\$7,000	\$7,000	\$7,000	\$7,000
Amort. On Long-term Debt Discounts	\$17,825	\$17,830	\$17,830	\$17,830	\$17,830
Miscellaneous Non-Operating	\$247	\$0	\$0	\$0	\$0
Total Income	\$176,656	\$184,830	\$222,830	\$184,830	\$184,830
Total Other Revenues	\$455,758	\$454,430	\$492,530	\$464,930	\$464,930
Total Sales and Other Revenues	<u>\$8,278,818</u>	<u>\$8,012,930</u>	<u>\$8,221,330</u>	<u>\$8,292,930</u>	<u>\$8,292,930</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$15,142	\$15,000	\$15,000	\$15,400	\$15,400
Lake and River Intake	\$8,256	\$20,000	\$10,300	\$20,000	\$20,000
Total Source of Supply	\$23,398	\$35,000	\$25,300	\$35,400	\$35,400
Pumping Expenses					
Supervision and Engineering	\$11,684	\$15,000	\$13,000	\$15,000	\$15,000
Structures and Improvements	\$726	\$1,000	\$60	\$1,000	\$1,000
Power and Production Equipment	\$229	\$1,000	\$0	\$1,000	\$1,000
Pumping Equipment	\$41,553	\$25,000	\$24,000	\$25,500	\$25,500
Total Pumping Expense	\$54,192	\$42,000	\$37,060	\$42,500	\$42,500
Water Treatment Expenses					
Supervision and Engineering	\$20,599	\$38,000	\$22,000	\$38,000	\$38,000
Structures and Improvements	\$24,500	\$300,000	\$354,000	\$458,000	\$458,000
Water Treatment Equipment	\$144,522	\$210,000	\$200,000	\$210,000	\$210,000
Total Water Treatment Exp.	\$189,621	\$548,000	\$576,000	\$706,000	\$706,000
Distribution Expenses					
Supervision and Engineering	\$32,434	\$29,000	\$29,000	\$30,000	\$30,000
Structures and Improvements	\$370	\$5,000	\$0	\$5,000	\$5,000
Reservoir and Standpipes	\$265,645	\$1,000	\$0	\$1,000	\$1,000
Mains	\$164,142	\$250,000	\$125,000	\$250,000	\$250,000
Services	\$93,424	\$100,000	\$45,000	\$100,000	\$100,000
Meters	\$4,545	\$10,000	\$10,000	\$11,000	\$11,000
Hydrants	\$10,416	\$15,000	\$10,000	\$15,000	\$15,000
Miscellaneous Plant	-\$1,655	\$6,000	\$0	\$6,000	\$6,000
Total Distribution Expenses	\$569,321	\$416,000	\$219,000	\$418,000	\$418,000
General Plant					
SCADA	\$0	\$20,000	\$0	\$0	\$0
Total General Plant	\$0	\$20,000	\$0	\$0	\$0
Total Maintenance Expenses	\$836,532	\$1,061,000	\$857,360	\$1,201,900	\$1,201,900

2020 CITY OF NEENAH
PROGRAM COMMENTS

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$3,695	\$4,300	\$4,300	\$4,400	\$4,400
Labor & Other Expenses	\$0	\$500	\$0	\$500	\$500
Total Source of Supply	\$3,695	\$4,800	\$4,300	\$4,900	\$4,900
Pumping Expenses					
O & M Supervision	\$7,387	\$14,800	\$7,000	\$13,000	\$13,000
Fuel or Power for Pumping	\$117,953	\$126,000	\$120,000	\$129,800	\$129,800
Pumping Labor & Expenses	\$82,600	\$83,500	\$80,000	\$86,000	\$86,000
Miscellaneous Expenses	\$11,698	\$13,000	\$13,000	\$13,390	\$13,390
Total Pumping Expense	\$219,638	\$237,300	\$220,000	\$242,190	\$242,190
Water Treatment Expenses					
O & M Supervision	\$29,218	\$35,000	\$28,000	\$35,500	\$35,500
Chemicals	\$374,166	\$330,800	\$330,000	\$363,000	\$363,000
Treatment Labor & Expenses	\$307,549	\$284,000	\$280,000	\$293,000	\$293,000
Miscellaneous Expenses	\$64,264	\$80,000	\$75,000	\$82,400	\$82,400
Commercial Dumpster	\$893	\$860	\$900	\$940	\$940
Total Water Treatment Exp.	\$776,090	\$730,660	\$713,900	\$774,840	\$774,840
Distribution Expenses					
O & M Supervision	\$20,161	\$26,000	\$20,000	\$26,500	\$26,500
Storage Facility Expenses	\$9,073	\$9,000	\$9,800	\$9,800	\$9,800
Water Main Expenses	\$67,995	\$100,000	\$60,000	\$100,000	\$100,000
Meter Expenses	\$30,287	\$60,000	\$70,000	\$100,000	\$100,000
Customer Installation	\$20,506	\$35,000	\$31,000	\$37,500	\$37,500
Miscellaneous Expenses	\$96,700	\$60,000	\$60,000	\$61,800	\$61,800
Total Distribution Expenses	\$244,722	\$290,000	\$250,800	\$335,600	\$335,600
Customer Accounts Expenses					
Supervision	\$16,634	\$32,600	\$10,000	\$25,000	\$25,000
Meter Reading	\$13,028	\$24,000	\$24,000	\$24,500	\$24,500
Customer Records & Collection	\$94,687	\$82,400	\$85,000	\$92,000	\$92,000
Uncollectible Accounts	\$2,254	\$3,000	\$3,000	\$3,000	\$3,000
Total Customer Expenses	\$126,603	\$142,000	\$122,000	\$144,500	\$144,500
Total Operations Expenses	\$1,370,748	\$1,404,760	\$1,311,000	\$1,502,030	\$1,502,030

**CITY OF NEENAH
2020
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Admin & General Expenses					
Admin & General Salaries	\$166,792	\$173,400	\$178,800	\$180,000	\$180,000
Office Supplies & Expenses	\$8,413	\$10,000	\$4,500	\$8,000	\$8,000
Outside Services	\$2,350	\$110,000	\$0	\$100,000	\$100,000
Auditing Services	\$12,100	\$12,400	\$12,400	\$12,800	\$12,800
Property Insurance	\$20,238	\$20,900	\$22,630	\$24,000	\$24,000
Liability Insurance	\$44,473	\$50,000	\$40,000	\$45,000	\$45,000
Rent	\$9,970	\$10,200	\$10,200	\$10,510	\$10,510
Pensions & Benefits/OPEB	\$302,218	\$415,000	\$400,000	\$415,000	\$415,000
Miscellaneous Expenses	\$29,034	\$30,000	\$30,000	\$30,900	\$30,900
Special Reserves & Escrow	\$0	\$32,250	\$0	\$33,970	\$33,970
Regulatory Commission	\$0	\$0	\$0	\$0	\$0
Total Admin & Gen. Expenses	\$595,588	\$864,150	\$698,530	\$860,180	\$860,180
Total Maintenance Expenses	\$836,532	\$1,061,000	\$857,360	\$1,201,900	\$1,201,900
Total Operations Expenses	\$1,370,748	\$1,404,760	\$1,311,000	\$1,502,030	\$1,502,030
Depreciation	\$1,358,342	\$1,500,000	\$1,525,000	\$1,525,000	\$1,525,000
Tax Expense					
PILOT	\$971,182	\$1,018,010	\$1,018,000	\$989,790	\$989,790
PSC Remainder Assessment	\$8,004	\$9,000	\$8,200	\$9,000	\$9,000
Payroll Tax	\$61,918	\$70,000	\$68,000	\$70,000	\$70,000
DNR Lake Withdrawal Fees	\$5,288	\$5,900	\$5,590	\$5,900	\$5,900
Transportation Fee	\$0	\$790	\$790	\$790	\$790
Total Tax Expense	\$1,046,392	\$1,103,700	\$1,100,580	\$1,075,480	\$1,075,480
Total Operating Expenses	\$5,207,602	\$5,933,610	\$5,492,470	\$6,164,590	\$6,164,590
Non-Operating Expenses					
Interest on Long-term Debt	\$319,633	\$270,810	\$270,810	\$221,760	\$221,760
Amortization on Long-term Debt	\$4,022	\$4,030	\$4,030	\$4,030	\$4,030
Other Income Deductions	\$135,016	\$133,000	\$135,000	\$135,000	\$135,000
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,094,340	\$2,094,340	\$2,143,500	\$2,198,470	\$2,198,470
Total Non-Operating Expenses	\$2,553,011	\$2,502,180	\$2,553,340	\$2,559,260	\$2,559,260
Total Expenses	\$7,760,613	\$8,435,790	\$8,045,810	\$8,723,850	\$8,723,850

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Neenah Water Utility Operating Budget Summary

Category	2018 Actual	2019 Budget	2019 Estimate	2020 Request	2020 Proposed
Total Sales of Water	\$7,823,060	\$7,558,500	\$7,728,800	\$7,828,000	\$7,828,000
Total Other Revenues	\$455,758	\$454,430	\$492,530	\$464,930	\$464,930
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,278,818	\$8,012,930	\$8,221,330	\$8,292,930	\$8,292,930
Depreciation	\$1,358,342	\$1,500,000	\$1,525,000	\$1,525,000	\$1,525,000
Admin and General Expenses	\$595,588	\$864,150	\$698,530	\$860,180	\$860,180
Maintenance Expenses	\$836,532	\$1,061,000	\$857,360	\$1,201,900	\$1,201,900
Operation Expenses	\$1,370,748	\$1,404,760	\$1,311,000	\$1,502,030	\$1,502,030
Tax Expense	\$1,046,392	\$1,103,700	\$1,100,580	\$1,075,480	\$1,075,480
Total Operating Expenses	\$3,849,260	\$4,433,610	\$3,967,470	\$4,639,590	\$4,639,590
Total Non-Operating Expenses	\$2,553,011	\$2,502,180	\$2,553,340	\$2,559,260	\$2,559,260
Total Expenses	\$7,760,613	\$8,435,790	\$8,045,810	\$8,723,850	\$8,723,850
Other Funds Available					
Revenue Bond	\$0	\$0	\$0	\$0	\$0
Assessments	\$0	\$0	\$0	\$0	\$0
Total Other Funds Available	\$0	\$0	\$0	\$0	\$0
Other Expenses					
Utility Funded CIP Not Included Above	\$1,234,115	\$1,147,100	\$1,119,100	\$1,809,000	\$1,809,000
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$1,234,115	\$1,147,100	\$1,119,100	\$1,809,000	\$1,809,000

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Water Utilities	Budget: Water
Program: Enterprise Fund	Submitted by: Anthony Mach

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director of Water Utilities	Grade R3	1.00	Grade R3	1.00	\$90,590	\$89,220	\$89,500
Water Distribution Mgr.	Grade M4	1.00	Grade M4	1.00	76,450	76,560	77,470
Water Quality Manager	Grade M4	1.00	Grade M4	1.00	73,200	75,250	76,050
Distribution Maint. Tech II	Grade J	1.00	Grade J	1.00	68,400	68,380	68,800
Plant Electrical Technician	Grade J	1.00	Grade J	1.00	59,530	59,620	60,320
Plant Operators & Relief	Grade H	6.00	Grade H	6.00	364,520	355,780	360,260
Plant Mechanical Technician	Grade I	1.00	Grade I	1.00	63,710	48,790	57,880
Distribution Maint. Tech I	Grade H	5.00	Grade H	5.00	280,110	274,280	282,860
Subtotal		17.00		17.00	\$1,076,510	\$1,047,880	\$1,073,140
PART-TIME							
Administrative Assistant (1033 Hrs)	Grade D	0.53	Grade D	0.53	16,180	20,100	20,230
OTHER COMPENSATION							
Overtime	-		-		87,000	87,000	87,000
Accrued Wages	-		-		4,150	4,150	8,250
On-Call Stipend	-		-		12,740	12,740	12,740
TOTAL	XXX	17.53	XXX	17.53	\$1,196,580	\$1,171,870	\$1,201,360

DEPARTMENT OF INFORMATION SYSTEMS

Department Head

Joseph Wenninger

Major Activities

The Department is responsible for the coordination of systems development; implementation and operation of the City's automated information systems, including GIS (Geographic Information System); the maintenance and operation of the City's VoIP (Voice over IP) phone system; and the maintenance of the Audio/Video system in the Council Chambers. The department is operated as an Internal Service Fund with revenue generated by annual charges back to all departmental budgets and other outside entities.

Operating Budget Information/Number of Employees

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$788,637	\$812,250	\$938,500	15.54%	\$886,750	9.17%
No. of Employees (FTE)	6	6	7	16.67%	6	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Geographic Information Systems (51,750)

Mayor's Comments:

Eliminate funding for requested new position of GIS Technician (\$61,750 reduction). Add \$15,000 Temporary Wages for GIS Intern.

Operations

Mayor's Comments:

I am recommending a \$5,000 Mayor's Executive Adjustment to assist in balancing the 2020 budget. Department Head will be responsible to identify specific reductions to incorporate into the line item budget prior to June 30, 2020.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems Internal Service Fund
Program: Internal Service	Submitted by: Joseph L. Wenninger

Information Systems Internal Service Fund
2020 Proposed Budget

The Information Systems Internal Service Fund was created in 2009 and implemented with the adoption of the City's 2010 Operating Budget. The Internal Service Fund consists of IS service charges and printer/copy charges. The IS service charges are the result of an analysis to confirm that past methodologies utilized to allocate service fees to the City of Menasha for their tax application outsourced to the City of Neenah, the joint Menasha-Neenah Municipal Court and Neenah-Menasha Fire Rescue functions and the City's Water Utility function were equitable. During this process, it was decided that the formula created to ensure consistency between the aforementioned functions be utilized to spread Information System costs across all departments/entities to identify their true budget impact. The formula utilized to allocate the costs consists of:

- 1) staffing costs, salary and fringe benefits, for all resources expended on projects for specific departments being charged back to that department;
- 2) remaining operating budget costs allocated based on a five factor formula (Formula factors/weighting - Network Utilization 30%, Number of Devices 30%, Number of Users 30%, Storage Requirements 10% and Department Specific Servers 10%); and
- 3) pro-rated CIP budget costs, after life cycle amortization, allocated based on the five factor formula.

The printer/copy/fax charges are the result of the Managed Print Care agreement with Gordon Flesch Company, where all print/copy/fax costs are passed through Information Systems for allocation to individual departments.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$110,509</u>	<u>\$123,890</u>	<u>\$123,890</u>	<u>\$98,250</u>	<u>\$98,250</u>
REVENUES					
Printer/Copy Charges	\$30,899	\$35,000	\$35,000	\$35,000	\$35,000
IS Service Charges	879,860	857,530	873,590	1,027,500	860,750
Miscellaneous Charges	11,259	19,040	14,530	14,530	14,530
Total Revenue	<u>\$922,018</u>	<u>\$911,570</u>	<u>\$923,120</u>	<u>\$1,077,030</u>	<u>\$910,280</u>
EXPENDITURES					
Personal Services	\$599,389	\$618,400	\$609,020	\$669,890	\$623,140
Contractual Services	166,805	163,400	184,520	217,520	217,520
Supplies & Materials/Other	5,676	5,450	5,990	5,500	5,500
Capital Outlay	16,767	25,000	29,230	31,000	31,000
Special Reserves & Escrow	0	0	0	14,590	9,590
Transfer to General Fund	120,000	120,000	120,000	140,000	25,000
Total Expenditures	<u>\$908,637</u>	<u>\$932,250</u>	<u>\$948,760</u>	<u>\$1,078,500</u>	<u>\$911,750</u>
Excess Revenues Over (Under) Expenditures	\$13,381	(\$20,680)	(\$25,640)	(\$1,470)	(\$1,470)
Fund Balance, December 31	<u>\$123,890</u>	<u>\$103,210</u>	<u>\$98,250</u>	<u>\$96,780</u>	<u>\$96,780</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

Goals/Responsibilities:

Coordinate systems development, implementation and operation of the City's automated information systems including telephones. Assist the Common Council in setting priorities for coordinated systems applications and operations within City departments. Recommend software applications and hardware for all City departments.

Activities:

Work with "user" departments to coordinate needs, requests and timing of information technology projects. Direct the operation of the City's iSeries servers, network server(s), phone system, surveillance camera system and broadcast camera system utilizing current technology practices. Design, develop and implement systems. Acquire and oversee programming services and supplies, security, validity and protection. Remain knowledgeable of new systems, equipment and technologies.

2019 Accomplishments:

Information Systems

- Continued to assist with the implementation of the NuPark parking enforcement solution.
- Continually review and implement security measures, including City staff education through the "Employee Awareness" program initiated in 2017.
- Initiated implementation of identified Superior modules as part of the City's multi-year ERP project.
 - Land/Parcel Management – Complete.
 - Utility Billing Module.
 - Work Orders/Facility Management and Mobile Work Orders.
 - Cognos Budget Book - Complete.
 - Business Licenses.
 - Fleet Management.
- Implemented external wireless network in Downtown area.
- Participated and provided necessary technology support to ensure the success of LEAN initiatives.
- Implemented "Controlled Card Swipe Access" technology on internal doors at City Hall – Phase 2, Police Station and other facilities.
- Completed Neenah – Menasha Fire Rescue's migration to the latest version of their records management solution.
- Completed imaging project for Clerk's Office.
- Assisted Finance and Park and Recreation with successful implementation of the "Cemetery Management" solution initiated in 2017.
- Completed Citrix (VDI)/DR upgrade and phase 2 implementation of the Virtual Desktop Infrastructure (VDI) solution.
- Implemented an off-network backup solution.
- Upgraded all devices to Windows 10, replacing desktops and laptops that did not meet Windows 10 recommended specifications or migration to the Citrix (VDI) environment was not possible.
- Continued American with Disabilities Act (ADA) website and customer portal remediation.
- Initiated SMART Cities discussions.

GIS

- Developed a formal "GIS Work Plan" document, consisting of accomplishments, goals and objectives and an end user training initiative.
- Enhanced Parcel Viewer application on City Website.
- Assisted Public Works in Converting Storm and Sanitary Sewer data from AutoCAD to ESRI ArcGIS.
- Coordinated the migration of AutoCAD documents to the Wisconsin County Coordinate System.
- Assisted with planning and migration of GIS data to CentralSquare's Land/Parcel Management system.
- Implemented an Address Point Layer application to assist with adding/editing address points utilized by Evolve modules.
- Developed an Impervious Surface Layer to assist with calculation ERU and IAU data.
- Continued to expand the utilization of the City's GIS system across additional departments, while at the same time confirming the accuracy of tabular data utilized as attributes.
- Upgraded the City's GIS Environment to ESRI's latest software release and adding ESRI Portal.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

2020 Goals/Plans:

Information Systems

- Continue to participate and provide necessary technology support to ensure the success of LEAN initiatives.
- Continually review and implement security measures, including City staff education through the “Employee Awareness” program initiated in 2017.
- Continue implementation of identified Superior modules as part of the City’s multi-year ERP project.
 - Utility Billing Module.
 - Work Orders/Facility Management and Mobile Work Orders.
 - Business Licenses.
 - Fleet Management.
- Implement “Controlled Card Swipe Access” technology on internal doors at City Hall - Phase 2.
- Continue American with Disabilities Act (ADA) website and customer portal remediation.
- Continue implementation of a Parking Enforcement solution.
- Upgrade storage environment and servers in production data center.
- Implement a high availability Sequel Server Cluster environment.
- Continue SMART Cities dialog and implement projects identified by the group.

GIS

- Perform Onboarding process for new GIS Technician position.
- Work with Winnebago County to improve both the Parcel Layer and Ortoimagery acquisition processes.
- Migrate to ESRI’s “Enterprise License” offering.
- Extend accessibility of ArcGIS Online to the field for Public Works.
- Development of additional applications such as:
 - An Impervious Surface Inquiry application for Utility Billing to reference.
 - A Storm and Sanitary Sewer Infrastructure Inquiry application for Public Works staff to access in the field.
 - Work with the Police Department to identify and develop GIS tools to be utilized for CCrime Analysis.
 - A Mailing Address application to be utilized by all departments when performing geographically based mailings.
- Continue review and transfer of Storm Water Utility responsibilities to Public Works staff.
- Continued to expand the utilization of the City’s GIS system across additional departments, while at the same time confirming the accuracy of tabular data utilized as attributes.

Major Increases (Decreases) in 2020 Budget Request:

Maintenance of Hardware - IS: \$8,720 increase due to expiration of initial hardware product warranties, coverage for recent purchase and periodic maintenance fee increases.

Maintenance of Software - IS: \$12,000 increase due to expiration of initial hardware product warranties, coverage for recent purchase and periodic maintenance fee increases.

Outside Software Services - IS: \$5,000 increase due to rising outsourcing costs to acquire one time skills that current staff do not possess.

Salaries/Health Insurance/Fringes - GIS: \$61,750 increase due to additional staff request for a GIS Technician. Based on recommendations from the “2016 GIS Healthcheck” and responses to the GIS Staffing survey of neighboring communities and communities of similar population of Neenah.

Temporary Wages - GIS: \$16,800 decrease due to the addition of a GIS Technician position.

Maintenance of Software - GIS: \$18,400 increase due to migrating to ESRI’s ArcGIS Enterprise Licensing. This migration was necessitated by growing demand for licenses within user departments.

Outside Software Services - GIS: \$5,000 increase due to rising outsourcing costs to acquire one time skills that current staff do not possess.

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
INFORMATION SYSTEMS								
OPERATIONS (1701-708)								
0101	Salaries	347,616	362,160	252,442	361,100	364,780	364,780	
0110	Health Insurance	78,700	76,400	57,303	76,400	76,400	76,400	
0111	Fringes	64,724	66,460	46,373	66,270	67,010	67,010	
0115	Schools/Seminars/Training	9,162	6,700	2,407	2,800	6,700	6,700	
0123	Auto Allowance	766	1,000	561	880	800	800	
0128	Empl Recognition Awards	75	80	75	80	100	100	
	Personal Services	501,043	512,800	359,161	507,530	515,790	515,790	2,990
0203	Postage	30	20	21	30	20	20	
0204	Conferences & Meetings	51	1,500	5	200	800	800	
0207	Dues & Memberships	322	330	150	150	330	330	
0210	Maint of Hardware	27,261	30,000	30,016	30,960	38,720	38,720	
0218	Maint of Software	42,991	48,050	52,302	58,160	60,050	60,050	
0227	Cellular Telephone	1,551	1,150	669	1,050	1,150	1,150	
0235	Outside Software Services	28,908	15,000	18,547	18,550	20,000	20,000	
0236	Outside Services	2,812	0	2,093	2,100	3,000	3,000	
0251	Rental	4,798	4,800	4,189	4,800	4,800	4,800	
0254	Printer / Copies	34,022	35,000	26,998	34,000	35,000	35,000	
0263	Internet Access Services	10,639	12,000	10,606	11,200	15,000	15,000	
	Contractual Services	153,385	147,850	145,596	161,200	178,870	178,870	31,020
0301	Office Supplies	151	150	184	190	170	170	
0303	Computer Oper Supplies	1,084	1,000	235	250	1,000	1,000	
0343	Small Program Packages	471	1,000	1,779	1,780	600	600	
0347	Small Computer Hardware	2,383	1,500	2,942	2,950	2,000	2,000	
	Supplies & Materials	4,089	3,650	5,140	5,170	3,770	3,770	120
8000	Mayor's Exec Adj	0	0	0	0	0	(5,000)	
	Mayor's Exec Adj	0	0	0	0	0	(5,000)	(5,000)
	OPERATIONS	658,517	664,300	509,897	673,900	698,430	693,430	29,130

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
GEOGRAPHIC INFORMATION SYSTEMS (1705-708)								
0101	Salaries	59,011	60,150	43,677	60,110	101,820	61,820	
0103	Temporary Wages	11,578	16,800	9,534	15,000	0	15,000	
0110	Health Insurance	15,740	15,280	11,466	15,280	30,560	15,280	
0111	Fringes	11,988	11,320	7,806	11,050	19,670	13,200	
0115	Schools/Seminars/Training	0	2,000	0	0	2,000	2,000	
0123	Auto Allowance	29	50	0	50	50	50	
	Personal Services	98,346	105,600	72,483	101,490	154,100	107,350	1,750
0204	Conferences & Meetings	0	100	0	20	100	100	
0210	Maint of Hardware	0	250	0	0	250	250	
0218	Maint of Software	6,013	7,500	7,513	7,520	25,900	25,900	
0227	Cellular Telephone	480	480	360	480	480	480	
0235	Outside Software Services	375	0	9,400	9,400	5,000	5,000	
0236	Outside Services	0	50	0	0	50	50	
	Contractual Services	6,868	8,380	17,273	17,420	31,780	31,780	23,400
0303	Computer Oper Supplies	937	1,000	670	800	1,000	1,000	
0343	Small Program Packages	0	250	0	0	250	250	
0347	Small Computer Hardware	495	300	0	0	300	300	
	Supplies & Materials	1,432	1,550	670	800	1,550	1,550	0
	GEOGRAPHIC INFO SYSTEMS	106,646	115,530	90,426	119,710	187,430	140,680	25,150
TRAINING/REDUNDANT DATA (1710-708)								
0214	Maintenance of Buildings	1,489	1,000	439	800	1,000	1,000	
0216	Maint of Operating Equip	45	250	0	50	150	150	
0222	Electricity	3,475	3,500	2,034	3,200	3,500	3,500	
0223	Natural Gas	1,006	1,500	659	1,300	1,500	1,500	
0224	Water & Sewer	273	300	202	280	300	300	
0225	Commercial Dumpster	0	20	0	0	20	20	
0226	Storm Water	252	250	189	250	250	250	
0236	Outside Services	0	250	0	0	100	100	
0237	Pest Control	12	100	0	20	50	50	
	Contractual Services	6,552	7,170	3,523	5,900	6,870	6,870	(300)
0306	Cleaning/Janitor Supplies	0	100	0	0	50	50	
0314	Building Maint. Supplies	19	50	0	20	30	30	
0333	All Other Supplies	136	100	0	0	100	100	
	Supplies & Materials	155	250	0	20	180	180	(70)
	TRAINING/REDUNDANT DATA	6,707	7,420	3,523	5,920	7,050	7,050	(370)
CAPITAL OUTLAY (1781-708)								
8114	Computer Software Outlay	10,969	21,000	8,959	21,200	25,000	25,000	
8115	Computer Hardware Outlay	5,798	4,000	8,030	8,030	6,000	6,000	
	Capital Outlay	16,767	25,000	16,989	29,230	31,000	31,000	6,000
SPECIAL RESERVES & ESCROW								
0101	Salaries	0	0	0	0	7,810	7,810	
0110	Health Insurance	0	0	0	0	5,350	5,350	
0111	Fringes	0	0	0	0	1,430	1,430	
	Special Reserves & Escrow	0	0	0	0	14,590	14,590	14,590
GENERAL FUND TRANSFERS								
0999	Transfers	120,000	120,000	90,000	120,000	140,000	25,000	
	Transfers	120,000	120,000	90,000	120,000	140,000	25,000	(95,000)
	INFORMATION SYSTEMS	908,637	932,250	710,835	948,760	1,078,500	911,750	(20,500)
							Percent Budget Change	-2.20%

**CITY OF NEENAH
OPERATING BUDGET
INFORMATION SYSTEMS REVENUES
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>CHARGES FOR SERVICES</u>								
546-11	Other I/S Services	143	500	0	0	0	0	
TOTAL CHARGES FOR SERVICES		143	500	0	0	0	0	(500)
Percent Budget Change								-100.00%
<u>IS SERVICES</u>								
547-01	Common Council	14,910	17,210	11,547	15,500	6,500	6,500	
547-02	Mayor's Office	9,240	10,020	7,071	9,500	10,000	10,000	
547-05	Finance Department	52,280	50,350	33,784	48,400	59,200	59,200	
547-05	Utility Billing	8,840	9,990	6,700	9,500	16,400	16,400	
547-09	Attorney	18,890	23,280	15,620	21,400	23,500	23,500	
547-09	Human Resources	16,840	17,070	11,450	16,300	20,100	20,100	
547-09	City Clerk	24,300	25,720	17,254	22,600	22,500	22,500	
547-21	Police Operating	261,570	317,790	213,223	300,000	334,050	334,050	
547-21	School Liaison Program	7,610	8,500	5,706	8,100	13,200	13,200	
547-21	Parking Enforcement	0	0	0	0	3,950	3,950	
547-23	Fire	140,880	144,190	108,143	134,000	151,700	151,700	
547-35	Public Works Adm	52,490	50,270	33,732	54,700	56,900	56,900	
547-37	Municipal Garage	25,960	22,090	14,822	19,700	19,300	19,300	
547-39	Fleet	11,160	13,800	10,350	13,200	15,400	15,400	
547-49	Stormwater	8,550	20,920	15,690	15,690	35,100	35,100	
547-56	Water Utility	37,010	27,060	20,295	25,900	40,300	40,300	
547-81	Park & Rec Adm.	57,600	63,470	42,584	56,800	61,500	61,500	
547-88	Joint Municipal Court	8,600	9,700	7,275	9,200	10,900	10,900	
547-93	Community Development Opt	61,400	52,580	35,282	36,800	40,500	40,500	
547-93	Inspections	20,370	18,240	12,240	15,000	25,100	25,100	
547-93	Weights/Measures	3,040	5,310	3,561	5,000	7,800	7,800	
547-93	Assessor	23,390	20,450	13,723	19,700	33,400	33,400	
547-95	Library	9,210	7,910	5,307	7,600	10,200	10,200	
547-97	Cemetery	5,720	10,410	6,986	9,000	10,000	10,000	
547-98	City of Menasha	11,116	14,530	0	14,530	14,530	14,530	
547-99	Printer / Copies	30,899	35,000	22,807	35,000	35,000	35,000	
TOTAL IS REVENUES		921,875	995,860	675,152	923,120	1,077,030	1,077,030	81,170
Percent Budget Change								8.15%
<u>OTHER REVENUE</u>								
577-01	Fire Fiber Optic	0	4,010	0	0	0	0	(4,010)
Percent Budget Change								-100.00%
MAYOR'S RECOMMENDED ADJUSTMENT		0	(88,800)	0	0	0	(166,750)	(77,950)
GRAND TOTAL		922,018	911,570	675,152	923,120	1,077,030	910,280	(1,290)
Percent Budget Change								-0.14%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Information Systems	Budget: Information Systems
Program: Internal Service	Submitted by: Joseph L. Wenninger

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Director	Grade S3	1.00	Grade S3	1.00	\$100,560	\$100,270	\$101,030
Network Administrator	Grade L3	1.00	Grade L3	1.00	69,740	69,520	69,950
Programmer/Analyst	Grade L3	2.00	Grade L3	2.00	141,770	141,240	141,950
PC/Network Specialist	Grade H3	1.00	Grade H3	1.00	48,560	48,500	49,070
GIS System Operator	Grade J3	1.00	Grade J3	1.00	59,850	59,850	61,040
GIS Technician	Grade J3	-	Grade J3	1.00	0	0	40,000
Subtotal		6.00		7.00	420,480	419,380	463,040
OTHER COMPENSATION							
Accrued Wages	-		-		1,830	1,830	3,560
TEMPORARY							
Student Intern	14.00/hr		14.00/hr		16,800	15,000	0
TOTAL	XXX	6.00	XXX	7.00	\$439,110	\$436,210	\$466,600

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Public Works & Utilities	Budget: Fleet Division
Program: Internal Service/ Trust/Agency Funds	Submitted by: Gerry Kaiser

Fleet Maintenance Fund
2020 Proposed Budget

The fleet maintenance division of the Public Works Department was created in 2003 and implemented in 2004. All City vehicles and equipment are now maintained in-house by the fleet mechanics. Departments no longer have their vehicles serviced and maintained by outside repair shops, unless fleet mechanics cannot perform the needed work. Fixed rates were initially established and are reviewed yearly to insure competitiveness with the private sector. Routine tasks (oil changes, wheel alignment, etc.) also are performed at the same price as the low bid received from the private sector. It is the intention that the fleet division be a revenue generator and at year-end contribute to the general fund. The fund balance shown below includes parts inventory and cash.

As the life of vehicles are extended, Motor Pool Supplies increases.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>
Fund Balance (Deficit), January 1	<u>\$268,558</u>	<u>\$293,290</u>	<u>\$252,900</u>	<u>\$206,300</u>	<u>\$206,300</u>
REVENUES					
Vehicle Maintenance Charges	\$691,925	\$634,950	\$611,800	\$593,040	\$593,040
Fuel Revenue	10,389	10,500	10,500	10,500	10,500
Total Revenue	<u>\$702,314</u>	<u>\$645,450</u>	<u>\$622,300</u>	<u>\$603,540</u>	<u>\$603,540</u>
EXPENDITURES					
Personal Services	\$468,185	\$476,030	\$477,710	\$483,910	\$483,910
Contractual Services	36,873	46,760	43,160	47,870	47,870
Supplies & Materials	172,524	163,050	148,030	163,300	163,300
Special Reserves & Escrow	0	0	0	10,760	10,760
Total Expenditures	<u>\$677,582</u>	<u>\$685,840</u>	<u>\$668,900</u>	<u>\$705,840</u>	<u>\$705,840</u>
Excess Revenues Over (Under) Expenditures	\$24,732	(\$40,390)	(\$46,600)	(\$102,300)	(\$102,300)
Fund Balance (Deficit), December 31	<u>\$293,290</u>	<u>\$252,900</u>	<u>\$206,300</u>	<u>\$104,000</u>	<u>\$104,000</u>

**CITY OF NEENAH
OPERATING BUDGET
*** SUMMARY OF FLEET BY TYPE OF EXPENDITURE ***
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>PERSONAL SERVICES</u>								
0101	Salaries	67,112	70,510	49,120	71,190	78,570	78,570	
0102	Full Time Hourly Wages	234,910	245,060	166,637	244,440	248,630	248,630	
0104	Overtime Wages	5,124	3,000	2,980	4,000	4,000	4,000	
0110	Health Insurance	85,990	83,510	62,640	83,510	87,820	87,820	
0111	Fringes	71,849	70,900	48,679	71,140	71,440	71,440	
0115	Schools/Seminars/Training	75	200	300	300	800	800	
0117	Clothing Allowance	3,065	2,800	2,782	3,070	3,100	3,100	
0124	Meal Allowance	60	50	48	60	50	50	
0128	Empl Recognitin Awards	0	0	0	0	260	260	
	PERSONAL SERVICES	468,185	476,030	333,186	477,710	494,670	494,670	18,640
<u>CONTRACTUAL SERVICES</u>								
0202	Outside Printing	58	0	0	0	0	0	
0214	Maint of Buildings	0	200	0	0	200	200	
0216	Maint of Operating Equip	0	1,000	227	1,000	1,200	1,200	
0218	Maintenance of Software	281	260	176	300	300	300	
0221	Telephone	191	190	127	190	190	190	
0222	Electricity	4,897	6,300	3,463	5,800	6,000	6,000	
0223	Natural Gas	3,567	4,800	2,996	4,800	4,950	4,950	
0224	Water & Sewer	5,247	5,500	3,027	4,200	4,500	4,500	
0226	Storm Water	1,806	1,810	1,355	1,810	1,810	1,810	
0227	Cellular Telephone	439	450	536	680	450	450	
0236	Outside Services	3,529	2,000	1,536	1,800	2,000	2,000	
0237	Pest Control	203	230	118	230	240	240	
0254	Printer / Copies	306	370	228	370	330	330	
0255	IS Services / Internal	11,160	13,800	10,350	13,200	15,400	15,400	
0263	Internet Access Services	3,035	5,000	2,214	4,800	5,000	5,000	
0293	Maint of Motor Veh/Fleet	2,062	4,000	2,778	2,780	4,000	4,000	
0294	Oil and Fluids/Fleet	92	250	552	700	700	700	
0296	Maint of Oper Eq/Fleet	0	600	475	500	600	600	
	CONTRACTUAL SERVICES	36,873	46,760	30,158	43,160	47,870	47,870	1,110
<u>SUPPLIES & MATERIALS</u>								
0301	Office Supplies	18	100	0	100	100	100	
0303	Computor Oper supplies	0	0	59	60	0	0	
0306	Cleaning/Janitor Supplies	935	1,000	581	900	1,000	1,000	
0308	Books and Periodicals	0	50	0	0	0	0	
0310	Gasoline & Oil	2,376	2,300	1,481	2,300	2,300	2,300	
0314	Building Maint Supplies	0	300	0	300	300	300	
0316	Equipment Maint. Supplies	482	600	(584)	600	600	600	
0319	Safety Supplies	(4)	400	0	400	500	500	
0320	Small Tools	1,551	1,600	1,165	1,600	1,800	1,800	
0333	All Other Supplies	0	100	0	100	100	100	
0344	Small Equipment	115	600	372	600	600	600	
0345	Shop Supplies	4,374	6,000	4,740	6,000	6,000	6,000	
0347	Small Computer Hardware	0	0	64	70	0	0	
0360	Motor Pool Supplies	162,677	150,000	86,093	135,000	150,000	150,000	
	SUPPLIES & MATERIALS	172,524	163,050	93,971	148,030	163,300	163,300	250
	TOTAL FLEET MAINT.	677,582	685,840	457,315	668,900	705,840	705,840	20,000
								Percent Budget Change
								2.92%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Public Works	Budget: Fleet Division
Program: Internal Service	Submitted by: Gerry Kaiser

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fleet Superintendent	Grade L4	1.00	Grade L4	1.00	\$72,470	\$72,910	\$74,590
Mechanic	Grade L9	4.00	Grade L9	4.00	238,800	238,440	241,450
Garage Attendant (shared with Public Works)	Grade L6	<u>0.50</u>	Grade L6	<u>0.50</u>	<u>24,330</u>	<u>24,310</u>	<u>24,430</u>
Subtotal		5.50		5.50	\$335,600	\$335,660	\$340,470
OTHER COMPENSATION							
Accrued Wages	-		-		1,270	1,270	2,620
Work in Other Class	-		-		700	700	700
Overtime	-		-		3,000	4,000	4,000
Wages Budgeted in other PW Divisions	-		-		(20,000)	(20,000)	(20,000)
TOTAL	XXX	5.50	XXX	5.50	\$320,570	\$321,630	\$327,790

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Liability Insurance Fund
Program: Internal Service/ Trust/Agency Funds	Submitted by: Michael Easker

Liability Insurance Fund
2020 Proposed Budget

The City of Neenah Liability Insurance Fund accounts for all revenues and expenditures associated with liability claims of the City. The Fund is funded by unspent dollars budgeted for liability claims in the City's General Fund. Expenses in the fund include the cost of liability claims and transfers to the General Fund to pay for costs associated with limiting the City's liability risk. The fund also accounts for debt related activity associated with the City's investment in the Cities and Villages Mutual Insurance Company.

Due to recent increases in the claims funded by the City's self insured retention, the City's General Fund raised the budget for liability claims by \$10,000 to \$60,000 starting in 2014, with another increase to \$70,000 starting in 2016. These funds are then transferred to this fund to cover costs associated with claims incurred.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance (Current Assets less Current Liabilities), Jan. 1	<u>\$28,971</u>	<u>\$93,411</u>	<u>\$93,411</u>	<u>\$93,411</u>
<u>REVENUES</u>				
Transfers from General Fund for				
Liability Insurance Claims	70,000	70,000	70,000	70,000
Other Revenue/Misc	16,485	0	0	0
Total Revenue	<u>86,485</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>EXPENDITURES</u>				
Liability Claims	22,045	70,000	70,000	70,000
Total Expenditures	<u>22,045</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Excess Revenues Over (Under) Expenditures	64,440	0	0	0
Fund Balance, December 31	<u>\$93,411</u>	<u>\$93,411</u>	<u>\$93,411</u>	<u>\$93,411</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Benefit Accrual Fund
Program: Internal Service/ Trust/Agency Funds	Submitted by: Michael Easker

Benefit Accrual Fund
2020 Proposed Budget

The City of Neenah Benefit Accrual Fund accounts for all revenues and expenditures associated with the reporting and payment of employee fringe benefit costs of the City. This includes health insurance benefits and Wisconsin Retirement System costs as well as funding time-off-with-pay liabilities accrued by the City. The Fund is funded by departmental charges based upon a percentage of each labor dollar incurred by that department. In recent years, the City has also transferred reserves from this fund to the General Fund to offset increased health insurance costs.

Starting 2013, the City self-funded health insurance plan had experienced several large claims that have depleted the health insurance portion of the Benefit Accrual Fund. In moving to a fully insured plan starting in 2016, the City should continue to experience more stability in the health insurance area in the future.

Also included in the Health Insurance Costs are the costs associated with a health clinic for city employees, which is located within Fire Station No. 31 in space previously occupied by the Fox Valley Technical College. In 2019, the City added two employer partners (one public and one private) that assist the City in funding the costs of the clinic as well as providing additional hours for all participants to access clinic services.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance (Net Position), January 1	<u>\$750,015</u>	<u>\$1,255,088</u>	<u>\$1,255,088</u>	<u>\$1,755,088</u>
<u>REVENUES</u>				
Departmental Charges for Services	<u>7,436,356</u>	<u>7,350,000</u>	<u>7,350,000</u>	<u>7,450,000</u>
Total Revenue	<u>7,436,356</u>	<u>7,350,000</u>	<u>7,350,000</u>	<u>7,450,000</u>
<u>EXPENDITURES</u>				
Health Insurance Costs and Other Employee Benefits	3,234,087	3,400,000	3,400,000	3,450,000
Retirement System Expense	3,572,148	3,350,000	3,350,000	3,400,000
Transfer to General Fund	125,048	100,000	100,000	165,000
Total Expenditures	<u>\$6,931,283</u>	<u>\$6,850,000</u>	<u>\$6,850,000</u>	<u>\$7,015,000</u>
Excess Revenues Over (Under) Expenditures	\$505,073	\$500,000	\$500,000	\$435,000
Fund Balance, December 31	<u>\$1,255,088</u>	<u>\$1,755,088</u>	<u>\$1,755,088</u>	<u>\$2,190,088</u>

*Amounts above excludes funds set aside for employee benefit liabilities.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Expendable Trust Funds
Program: Internal Service/ Trust/Agency Funds	Submitted by: Andy Kahl

Expendable Trust Funds are used to account for assets held by the City in a trustee capacity for individuals, private organizations, other government units or other funds. They are accounted for in essentially the same manner as Governmental funds. Descriptions of major funds are listed below:

Cemetery Perpetual Care Fund
2020 Proposed Budget

To account for assets and proceeds from burial lot sales restricted for purposes of income generation and the corresponding transfers to the General Fund for cemetery maintenance purposes.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance, January 1	<u>\$1,345,006</u>	<u>\$1,299,124</u>	<u>\$1,299,124</u>	<u>\$1,359,124</u>
<u>REVENUES</u>				
Interest, Market Adj. & Miscellaneous	<u>(\$21,688)</u>	<u>\$30,000</u>	<u>\$80,000</u>	<u>\$60,000</u>
<u>EXPENDITURES</u>	<u>\$24,194</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Excess Revenues Over (Under) Expenditures	<u>(\$45,882)</u>	<u>\$10,000</u>	<u>\$60,000</u>	<u>\$40,000</u>
Fund Balance, December 31	<u>\$1,299,124</u>	<u>\$1,309,124</u>	<u>\$1,359,124</u>	<u>\$1,399,124</u>

Cemetery Flowers Fund
2020 Proposed Budget

To account for private donations and bequests for the purpose of providing grave site flowers.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance, January 1	<u>\$162,284</u>	<u>\$162,090</u>	<u>\$162,090</u>	<u>\$162,090</u>
<u>REVENUES</u>				
Interest & Miscellaneous	<u>\$3,122</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
<u>EXPENDITURES</u>	<u>\$3,316</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
Excess Revenues Over (Under) Expenditures	<u>(\$194)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Fund Balance, December 31	<u>\$162,090</u>	<u>\$162,090</u>	<u>\$162,090</u>	<u>\$162,090</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Finance	Budget: Business Improvement District
Program: Internal Service/Trust/Agency Funds	Submitted by: Michael Easker

Neenah Central City Business Improvement District
2020 Proposed Budget

In 2001, business and property owners located within the proposed Neenah Central City Business Improvement District (the "District") signed a petition requesting the creation of a Business Improvement District. The purpose of the district is to sustain the competitiveness of Downtown and ensure a safe, clean environment conducive to business and recreational activity. The petition was included as part of the Initial Operating Plan that was developed in accordance with the BID statutes. The Neenah Common Council approved the Plan and created the District on November 20, 2001. The BID District functions as a cooperative partnership with the City of Neenah and Future Neenah, Inc.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Budget</u>
Fund Balance, January 1	<u>\$60,854</u>	<u>\$55,590</u>	<u>\$55,590</u>	<u>\$55,590</u>
<u>REVENUES</u>	<u>\$136,575</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
<u>EXPENDITURES</u>	<u>\$141,839</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
Excess Revenues Over (Under) Expenditures	(\$5,264)	\$0	\$0	\$0
Fund Balance, December 31	<u>\$55,590</u>	<u>\$55,590</u>	<u>\$55,590</u>	<u>\$55,590</u>

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Municipal Court	Budget: Joint Municipal Court Fund
Program: Internal Service Trust/Agency Funds	Submitted by: J. Gunz/M. Easker

Joint Municipal Court Fund
2020 Proposed Budget

Effective May 1, 2002, the Cities of Neenah and Menasha jointly agreed to form a municipal court. The joint court handles all municipal ordinance violations that were previously being handled in circuit court. It is anticipated that the local municipal court will more efficiently handle municipal violations. In addition, the municipalities should see increased revenues that will more than offset the additional costs associated with setting up and administering the joint court.

It is anticipated that the City of Neenah share of the 2020 budget expenditures and revenues will be determined by our percentage share of the number of citations processed by the court. This share is estimated to be approximately 60% and is reflected in the General Fund operating budget.

A change to State of Wisconsin law was enacted in 2014 that allows for an increase from \$28 to \$38 for the court costs that are added to municipal citations. Citations issued for Failure to Fasten Seatbelt and Failure Show Proof of Insurance are the only violations that do not have any costs added. Those changes have been added by the court, with the full effect of the increase included in the 2015 budget moving forward.

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Estimate</u>	<u>2020 Request</u>	<u>2020 Proposed</u>
Fund Balance (Deficit), January 1	<u>(\$308,429)</u>	<u>(\$278,062)</u>	<u>(\$278,062)</u>	<u>(282,852)</u>	<u>(282,852)</u>
<u>Revenues</u>					
Court Revenue	432,402	436,360	443,550	463,500	463,500
Reimbursement of Witness Fees	338	300	300	300	300
Miscellaneous Revenue	<u>37</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>
	432,777	436,690	443,880	463,830	463,830
<u>Expenditures</u>					
Personal Services	107,066	107,230	108,550	111,450	111,450
Contracted Services	21,930	22,790	22,570	24,570	24,570
Supplies and Materials	1,601	850	750	850	850
Witness Fees	178	300	300	300	300
Special Reserves & Escrow	0	1,540	0	1,870	1,870
Interest	3,777	3,500	4,500	4,500	4,500
Court Fine Reimbursements	<u>309,533</u>	<u>313,550</u>	<u>322,000</u>	<u>334,000</u>	<u>334,000</u>
Total Expenditures	444,085	449,760	458,670	477,540	477,540
Operating Revenues Over (Under) Exp.	(11,308)	(13,070)	(14,790)	(13,710)	(13,710)
Transfer In - Neenah	10,000	10,000	10,000	10,000	10,000
Transfer In - Menasha	31,675	0	0	0	0
Fund Balance (Deficit), December 31	<u>(278,062)</u>	<u>(281,132)</u>	<u>(282,852)</u>	<u>(286,562)</u>	<u>(286,562)</u>
<u>Fund Balance Allocation</u>					
Menasha Share of Fund Deficit	(100,396)	(105,624)	(106,312)	(111,796)	(111,796)
Neenah Share of Fund Deficit*	(177,666)	(175,508)	(176,540)	(174,766)	(174,766)

*In 2018, Neenah began transferring \$10,000 per year to reduce it's share of the deficit. At the end of 2020, Neenah will have contributed \$30,000 total toward reducing it's share of the deficit.

**CITY OF NEENAH
OPERATING BUDGET
MENASHA NEENAH MUNICIPAL COURT EXPENDITURES
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>COURT (7050-938)</u>								
0101	Salaries	79,906	81,720	58,884	81,440	82,330	82,330	
0110	Health Insurance	15,408	15,410	12,098	15,410	17,580	17,580	
0111	Fringes	11,612	11,440	8,310	11,400	11,340	11,340	
0115	Schools/Seminars/Training	140	200	0	200	200	200	
0128	Empl Recognition Awards	0	0	100	100	0	0	
	Personal Services	107,066	108,770	79,392	108,550	111,450	111,450	2,680
0202	Outside Printing	0	150	0	150	150	150	
0203	Postage	1,256	1,350	858	1,350	1,350	1,350	
0205	Debit Card Services	696	1,000	493	1,000	1,000	1,000	
0207	Dues & Memberships	840	840	845	850	850	850	
0218	Maintenance of Software	7,547	7,500	5,592	7,500	7,700	7,700	
0221	Telephone	417	300	278	420	420	420	
0232	Auditing Services	1,350	1,350	1,500	1,500	1,600	1,600	
0239	Insurance	710	0	0	0	0	0	
0254	Printer / Copies	429	400	312	400	400	400	
0255	IS Services / Internal	8,600	9,700	7,275	9,200	10,900	10,900	
0272	Translator	85	200	85	200	200	200	
	Contractual Services	21,930	22,790	17,238	22,570	24,570	24,570	1,780
0301	Office Supplies	555	500	484	500	500	500	
0303	Computer Oper Supplies	218	250	222	250	250	250	
0333	All Other Supplies	0	100	0	0	100	100	
0344	Small Equipment	828	0	0	0	0	0	
	Supplies & Materials	1,601	850	706	750	850	850	0
	COURT	130,597	132,410	97,336	131,870	136,870	136,870	4,460
<u>COURT FINE REIMBURSEMENT (7051-938)</u>								
0574	City of Neenah	92,198	95,880	67,283	90,000	92,000	92,000	
0575	City Of Menasha	67,032	67,320	46,980	70,000	72,000	72,000	
0576	State of Wisconsin	107,554	105,650	79,355	115,000	120,000	120,000	
0577	Winnebago County Treasure	42,749	44,700	31,842	47,000	50,000	50,000	
	Fine Reimbursement	309,533	313,550	225,460	322,000	334,000	334,000	20,450
<u>NON-OPERATING EXPENSES (7052-938)</u>								
0248	Witness Fees	178	300	48	300	300	300	
	Non-Operating Expenses	178	300	48	300	300	300	0
<u>SPECIAL RESERVES & ESCROW</u>								
0101	Salaries	0	0	0	0	870	870	
0110	Health Insurance	0	0	0	0	880	880	
0111	Fringes	0	0	0	0	120	120	
	Special Reserves & Escrow	0	0	0	0	1,870	1,870	1,870
<u>TRANSFERS (9910-999)</u>								
0999	Transfers	3,777	3,500	3,341	4,500	4,500	4,500	
	Transfers	3,777	3,500	3,341	4,500	4,500	4,500	1,000
MUNICIPAL COURT OPERATIONS		444,085	449,760	326,185	458,670	477,540	477,540	27,780
								Percent Budget Change 6.18%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: M-N Municipal Court	Budget: Menasha-Neenah Municipal Court
Program: Agency Fund	Submitted by: James B. Gunz

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Judge	2,460/mo	1.00	2,490/mo	1.00	\$29,790	\$29,790	\$30,160
Records Clerk	Grade G3	1.00	Grade G3	1.00	51,730	51,450	51,770
Subtotal		2.00		2.00	\$81,520	\$81,240	\$81,930
OTHER COMPENSATION							
Accrued Wages	-		-		200	200	400
TOTAL	XXX	2.00	XXX	2.00	\$81,720	\$81,440	\$82,330

NEENAH-MENASHA FIRE RESCUE

Department Head

Kevin Kloehn

Major Activities

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

The estimated share of departmental costs for 2020 is City of Neenah - 59.30%/City of Menasha - 40.70%

Operating Budget Information/Number of Employees (Full Department)

	2018 Actual	2019 Approved	2020 Requested	% Increase	2020 Proposed	% Increase
Operating Budget	\$8,217,220	\$8,487,820	\$8,905,450	4.92%	\$8,689,550	2.38%
No. of Employees (FTE)	68.00	68.00	68.00	0.00%	68.00	0.00%

Mayor's Recommended Budget Adjustments

Increases (Decreases) to Expenditures Requested

Joint Fire/Rescue

Mayor's Comments:

City of Neenah 59.30% share of net total of \$220,000 of expenditure reductions and revenue increases as directed by the Mayor's of both cities. Expenditure reductions include overtime, training, utilities, public education and PPE. Specific details of the changes can be found below:

Wages - Operations	(\$32,500)
Overtime Wages - Operations	(34,000)
Fringes - Operations	(115,500)
Schools/Seminars/Training	(6,000)
License Renewal	(9,000)
Maintenance of Buildings	(700)
Natural Gas	(2,500)
Tree Planting/Landscaping	(500)
Auto/Physical Damage	(5,000)
Public Relations	(1,000)
Small Equipment	(1,000)
Training Supplies	(500)
Overtime Wages -Special Ops	(4,000)
Overtime Fringes -Special Ops	(1,000)
Special Ops PPE	(700)
All Other Equipment	(2,000)
Total Expenditure (Decreases)	(\$215,900)

Increases (Decreases) to Revenue Requested

Investment Earnings	4,100
Total Revenue Increases	\$4,100

Total Expenditure (Decreases) and Revenue Increases	\$220,000
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**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Mission Statement:

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

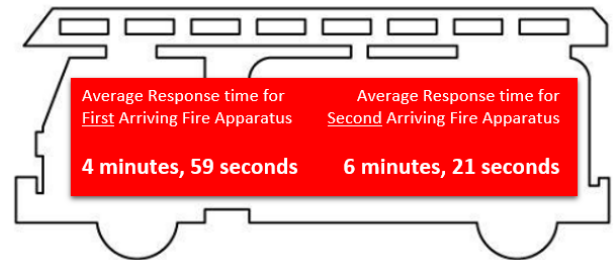
Vision Statement:

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

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

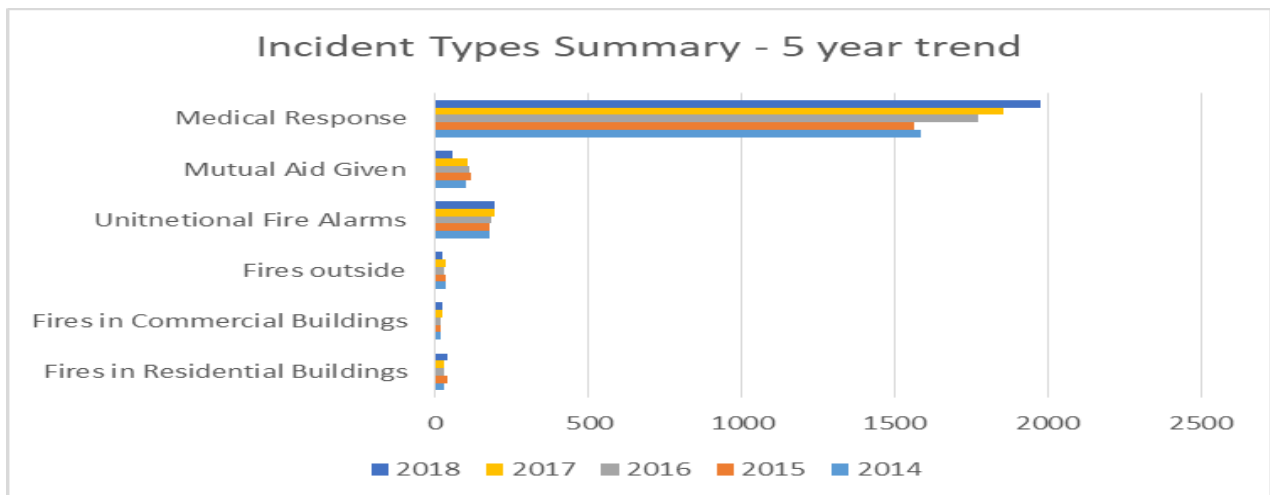
Operations

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



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

- **Medical Responses** continue to increase throughout Neenah and Menasha. As our medical response becomes increasingly important, our training level has also increased.
- **Mutual Aid Given** is when we assist another community with providing our apparatus and personnel. (Note: Auto-aid with Appleton was suspended in June of 2018)
- **Rescues** are any call where we are requested to remove someone from harm. They include, but are not limited to water, ice, trench, high angle, confined space and crash rescue.
- **Unintentional Fire Alarms** are typically received from residential facilities. They are alarms where the alarm system functioned as designed but there was not a fire.
- **Fires outside** include both natural and intentionally started fires. Recreational burning (fire pits) as well as grass and other outside fires.
- **Fires in Commercial Buildings** are those calls where often an alarm system notifies us and there is actually a fire. Commercial property loss is much greater than residential property loss.
- **Fires in Residential Buildings** include single family, multi-family and assisted living facilities.



**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

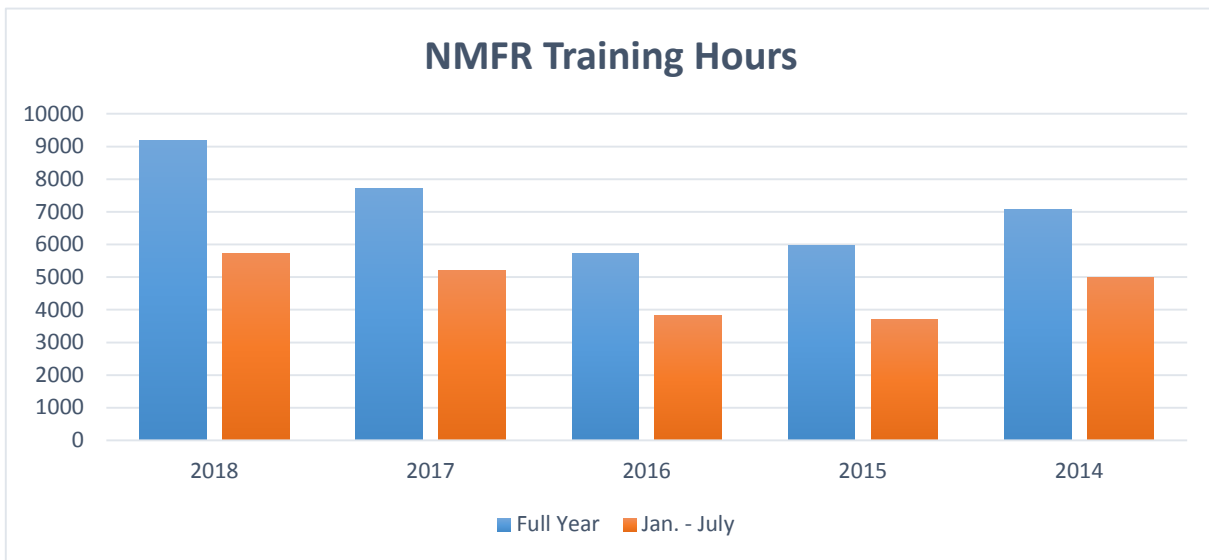
Department/Office: Neenah-Menasha Fire Rescue	Budget: Fire Department Operations
Program: Public Safety	Submitted by: Kevin Kloehn

In June of 2018 our auto aid with the Appleton Fire Department was suspended due to a change made by Outagamie County. We continue to work with Appleton FD as needed for structure fires via our Mutual Aid Agreements. We hope to have the needed technology completed between Winnebago and Outagamie County so we may resume automatic aid in the future. This agreement has proven beneficial for both cities. *D/C Voss*

Training

Training: By definition is “the action of teaching a person or animal a particular skill or type of behavior”. Fire and Rescue training is not practicing until you get it right, it is practicing until you can’t get it wrong. Since 2015, we have hired 12 new firefighters. Training “new” firefighters are only one portion of the department’s training needs. For every new entry level firefighter, there are “new” Drivers, Inspectors, Captains and Shift Commanders. This demand for training all levels of our department will always be critical for a well-run department. Looking towards the future of training in our department, the next 3-5 years we will replace 20 firefighters. To prepare for the future we have transitioned from “lesson plans” to Job Performance Requirements (JPR’s). JPR’s spell out how each “task” is to be completed. This affords our members to all be trained to our required level, on all 3 shifts at all 4 stations, in a consistent manner. To highlight some 2019 training that has been completed to date: One month recruit class, forcible entry, Rapid Intervention Team “RIT” firefighter rescue, swift water rescue, Rescue Task Force “RTF”, automotive extrication along with school bus extrication, mental health awareness and emergency medical service “EMS”.

Many of these training evolutions have been with neighboring departments, either hosted by NMFR or Appleton FD, Fox Crossing FD, Town of Neenah FD, City of Menasha Police Department, City of Neenah Police Department and Gold Cross Ambulance Service.



In 2018, NMFR staff averaged **135** hours of training. We are currently on pace of **200+** hours of training per employee for 2019.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Training topics include, but are not limited to:

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

In the Training Division, there is a tremendous amount to do. I am very fortunate to have so many subject matter experts (SME) on the department. These SME’s are great assets to our department, I am able to schedule training to be given to the rest of the department by these individuals. As stated above, *“training is not practicing until you get it right, it is practicing until you can’t get it wrong”*. We are on pace to have near 18,000 hours of training in 2019. That sounds like an unimaginable amount of training, but when lives are at stake, our citizens and firefighters deserve to be trained to the highest level possible. **A/C Peglow**

Fire Prevention, Fire Investigations and Public Education

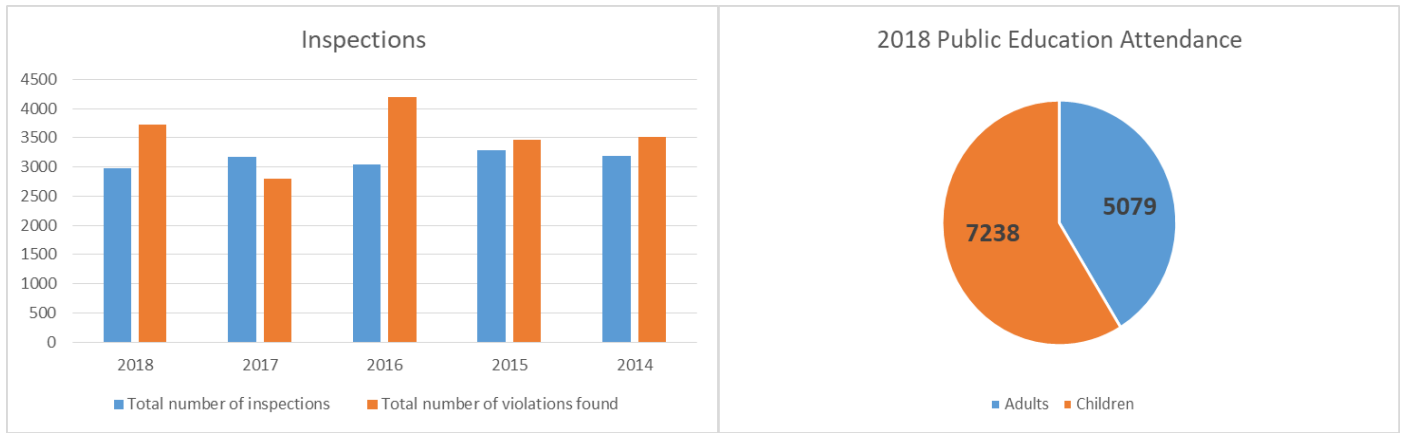
Neenah-Menasha Fire Rescue is very proud of our Fire Prevention Bureau, which includes all aspects of fire prevention, fire investigations and public education. Fire prevention is not simply conducting fire inspections. It also includes detailed review of all new construction, remodeling of existing structures, refurbishing older facilities, as well as changes to any and all fire detection and suppression systems in all commercial properties and multi-family residential facilities. Over the past several years, both Neenah and Menasha have had several significant construction projects throughout the two communities. We have worked very closely with property owners, architects, engineers, developers and building officials to ensure that all projects are completed with fire and life safety as our number one priority. Each year NMFR conducts in excess of 3,000 inspections to assist property and business owners with identifying potential fire and life safety concerns. NMFR is required, by Wisconsin State Statute, to perform fire inspections for all commercial businesses and multi-family (3 family or more) residential structures, within our jurisdiction, two times annually (with few exceptions). This is also a requirement to receive the 2% dues funding from the State of Wisconsin. In 2019, the City of Neenah’s 2% dues was \$84,975.48, and the City of Menasha’s was \$45,958.92.

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

We also continue to be very pro-active in our fire prevention/public safety educational programs, as well as, the juvenile fire setter intervention programs. Our Public Education Team, along with line personnel, provide public education programs and fire/life safety presentations and information to more than 10,000 children and adults annually. We continue to conduct fire safety programs at each and every public and private elementary school in the Neenah and Menasha Schools Districts during fire prevention month in October. NMFR has installed in excess of 391 smoke detectors in single-family residential homes throughout the cities of Neenah and Menasha at no cost to the residents or NMFR, as all of the smoke detectors have been donated to NMFR’s smoke detector program. We provide educational presentations and information for elderly residential and health care facilities. We meet with and provide information for industrial, commercial and residential facilities, to assist them with creating and maintaining proper fire and life safety emergency action plans. Public education and fire prevention are both difficult to gain a true perspective of the quantifiable numbers of fires prevented and/or lives saved due to the information shared and lessons learned during the presentations. However, we are very confident that maintaining the outstanding level of service that we provide, certainly makes a huge difference and is without a doubt saving lives and property within the communities of Neenah and Menasha. **A/C Green**

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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



2019 Accomplishments:

- Meet the department’s growing need for training all personnel.
- Had multiple training events with different agencies (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improved our training records management.
- Continued to improve on communication with City Officials.
- Continued to improve on communication with all NMFR staff.
- Continued to explore opportunities with neighboring communities.
- Continued to improve working relationship with all City Departments.
- Updated our Strategic Plan.
- Goal setting with Shift Commanders and Administration Staff.
- Participated in two Coffee with a Cop and Firefighter community events.
- Took old SCBA Equipment out of service and sold old equipment.
- Put new Engine 36 into service and sold the old engine.
- Reviewed and updated all Standard Operating Guidelines and Policies.
- Peer Support Team established for our department.
- Participated in several community events such as Rock the Block, Corny Walk, Community Fest, Neenah High School Career Day, Fox Cities Expo Career Fair, NPD’s Family Fun Night, etc.
- Updated Neenah and Menasha Municipal Fire Codes.
- Joint Arson Investigation Training with Fox Crossing Fire Department.
- Developed and implemented a fitness & safety program with Shattuck Middle School students.
- Conducted a department-wide survey.
- Successfully completed the International Organization for Standardization (ISO) audit.
- Successfully completed the State of Wisconsin 2% Dues Audit.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

2019/2020 Goals:

- Meet the department’s growing need for training all personnel.
- To have at least 6 training events with multi agencies involved (Neenah Police, Menasha Police, Gold Cross Ambulance, Appleton Fire Department, Town of Neenah Fire Department and Fox Crossing Fire Department).
- Improve our training records.
- Complete the Fire Officer training/promotional process book.
- Complete the Shift Inspector training/promotional process book.
- Complete the 2nd Fire Officer’s Academy as part of our succession planning.

Major Increases/Decreases in 2020 Operating Budget Request: Listed below are major increases/decreases \$1,500 and over. Increases/decreases less than \$1,500 are not listed below.

Salaries (0101): Increase of \$161,820 per the City of Neenah Finance Department.

Overtime (0104): Increase of \$30,000. Funds are used for emergency calls, training for staff, staffing for community events and to maintain staffing levels. In 2020, there is a possibility of 3 retirements and we will need to backfill these positions until new firefighters are trained and can begin their line staff positions.

FLSA Overtime Wages (0106): Increase of \$3,000 per the City of Neenah Finance Department.

Health Insurance (0110): Increase of \$8,990 per the City of Neenah Finance Department.

Fringes (0111): Increase of \$36,610 per the City of Neenah Finance Department.

Schools/Seminars/Training (0115): Increase of \$11,000. In the next three years, one-third of our department will retire and their knowledge will leave with them. Funds are used for employee development, leadership development and maintaining required certifications. Succession planning is in place to make sure the experience and knowledge is passed down to the new leadership.

Clothing Allowance (0117): Increase of \$2,000. Funds are used for clothing allowance as outlined in Local 275’s Labor Agreement, name tags, badges and brass for new hire and promotions. There could be up to three retirements in 2020.

License Renewal (0118): Increase of \$11,900. Monies are used for required recertification of First Responder certification. This is a bi-annual renewal.

Maintenance of Motor Vehicles (0213): Increase of \$10,000. Funds are used for preventative maintenance and repairs of all apparatus, staff vehicles, Boat 35, UTV, etc. Increase is also based on actual usage spent over the last few years.

Maintenance of Joint Buildings (0214): Increase of \$1,500. Funds are used for small repairs at all four stations. Funds are also used for repair/replace station maintenance equipment such as lawnmowers, snow blowers, sidewalk salt, etc. for all four stations.

Professional Services (0238): Increase of \$13,000. Funds are used for required annual physicals and testing for staff members (65) who are required to wear a respirator for their position. Chest x-rays are performed every 5 years and are due in 2020. EKG’s are performed bi-annually and are due in 2020.

Auto/Physical Damage Ins. (0247): Increase of \$5,000 per the City of Neenah Finance Department.

Neenah City I/S Services (0255): Increase of \$7,510 per the City of Neenah IS Department.

Neenah City H/R Services (0257): Increase of \$5,100 per the City of Neenah Finance Department.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Public Relation Services (0262): Increase of \$1,500. Additional funds are needed due to the increased request to maintain our free smoke alarm program, increased requests for public education events in both Cities and maintain our public education programs in the elementary schools and to continue to achieve our goal, set by both Mayors, to be more visible in the public. Additional monies are needed to meet these goals.

Gas & Oil (0310): Increase of \$3,870. 5% increase per the City of Neenah Finance Department. However, additional funds are needed to purchase bulk oil and fluids as it is cheaper for us to purchase fluids this way for preventative maintenance for all of our vehicles.

Small Equipment (0344): Increase of \$2,000. Additional funds are needed to purchase new equipment for EMS training along with a new treadmill. Per Local 275's Labor Agreement new exercise equipment purchases are split 50/50 between Local 275 and NMFR. We have staff that can provide the training in-house which saves money as we do not need to hire an outside instructor.

Personal Protective Equipment (0348): Increase of \$10,000. In 2020, all turn-out boots have reached their end of life cycle and need to be replaced. In addition, funds are used for scheduled replacement/repairs of all turn-out gear, helmets, gloves, and shields along with purchasing gear for new employees. In 2020, there are up to three staff members who may retire.

Personal Protective Equipment (2314-0348): Increase of \$2,690 in our *Special Operations* PPE budget. Funds are needed to replace equipment that has reached its end of life cycle.

**CITY OF NEENAH
2020 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET
FOR CAPITAL OUTLAY**

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 2020 budget. Total projected cost \$2,500.	\$2,500	\$2,500
8113	<u>Communication Equipment</u> Funds are used monthly for the cost of the air cards for the MDC's and purchase of radio headsets used in all vehicles. Increase of \$900. Total projected cost is \$3,900.	\$3,900	\$3,900
8114	<u>Computer Software Outlay</u> Costs associated with the purchase of anticipated new and/or additional software licenses needed. Total project cost is \$1,000.	\$1,000	\$1,000
8115	<u>Computer Hardware Outlay</u> To replace computers in 2020 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 2020. 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. This includes water rescue and in-house EMS training. Total projected cost \$22,000.	\$22,000	\$22,000
8149	<u>Household Purchases</u> This is requested by the Joint Finance & Personnel Committee to budget purchases and repairs that are needed in the future for various household items (refrigerators, stoves, chairs, washer, dryers, etc.) for all four fire stations. Increase is needed due to increased cost of replacing items. Total projected cost is \$9,000.	\$9,000	\$9,000

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
FIRE DEPARTMENT								
FIRE OPERATIONS (2301-712)								
0101	Salaries	5,225,318	5,395,850	3,768,484	5,395,060	5,557,670	5,525,170	
0104	Overtime Wages	90,563	130,000	95,662	160,000	160,000	126,000	
0105	Reimbursement / Overtime	0	0	(4,026)	(4,030)	0	0	
0106	FLSA Overtime Wages	51,636	47,000	43,009	50,000	50,000	50,000	
0110	Health Insurance	835,131	876,120	662,898	884,990	885,110	885,110	
0111	Fringes	1,326,142	1,304,010	915,491	1,311,550	1,340,620	1,225,120	
0115	Schools/Seminars/Training	10,329	16,000	16,358	16,360	27,000	21,000	
0116	Test/Certification for Eq	3,916	10,000	6,644	9,500	10,000	10,000	
0117	Clothing Allowance	33,155	32,000	31,805	32,000	34,000	34,000	
0118	License Renewal	5,717	100	983	990	12,000	3,000	
0123	Auto Allowance	0	0	0	0	0	0	
0128	Empl Recognition Awards	650	600	600	600	1,550	1,550	
	Personal Services	7,582,557	7,811,680	5,537,908	7,857,020	8,077,950	7,880,950	69,270
0202	Outside Printing	628	880	98	880	930	930	
0203	Postage	256	660	235	660	700	700	
0204	Conferences & Meetings	598	2,000	327	1,800	2,060	2,060	
0206	Advertising & Publication	175	200	0	200	200	200	
0207	Dues & Memberships	1,033	1,030	1,165	1,170	1,250	1,250	
0209	Maintenance of PPE/SCBA	3,379	3,170	1,532	3,170	3,200	3,200	
0210	Maint of Computer Hardwre	0	500	16	1,200	500	500	
0211	Maint of Other Equipment	2,075	3,600	1,088	2,600	3,710	3,710	
0213	Maint of Motor Vehicles	43,325	35,000	37,687	45,000	45,000	45,000	
0214	Maint of Buildings	2,435	6,000	3,344	6,000	7,500	6,800	
0215	Maint of Radio Equipment	6,522	6,500	5,915	6,000	6,700	6,700	
0216	Maint of Operating Equip	2,120	3,100	1,093	2,600	3,200	3,200	
0218	Maint of Software	14,350	12,000	11,754	12,000	12,870	12,870	
0221	Telephone	8,780	9,000	7,409	9,000	9,000	9,000	
0222	Electricity	49,417	49,360	29,975	49,360	50,350	50,350	
0223	Natural Gas	19,224	25,050	11,834	25,050	25,550	23,050	
0224	Water & Sewer	10,862	12,160	7,034	12,160	12,770	12,770	
0226	Storm Water	3,058	3,100	1,965	3,100	3,100	3,100	
0227	Cellular Telephone	4,525	4,560	4,283	4,560	5,900	5,900	
0232	Auditing Services	1,800	1,860	1,950	1,950	2,050	2,050	
0236	Outside Services	12,660	13,020	9,138	13,020	13,020	13,020	
0237	Pest Control	440	600	19	400	600	600	
0238	Professional Services	21,594	22,000	6,820	22,000	35,000	35,000	
0241	Tree Planting & Landscape	1,162	1,200	211	1,200	1,200	700	
0242	Permits	0	30	0	0	0	0	
0246	Liability Insurance	32,611	35,000	34,104	34,110	35,000	35,000	
0247	Auto/Physical Damage Ins	13,967	15,000	18,419	18,420	20,000	15,000	
0250	Maint of Training Tower	945	1,600	37	1,000	1,650	1,650	
0252	Rental of Equipment	312	320	207	320	390	390	
0254	Printer / Copies	2,981	3,250	2,160	2,160	3,240	3,240	
0255	Neenah City I/S Services	140,880	144,190	108,143	134,000	151,700	151,700	
0256	Neenah City Finance Ser.	23,800	24,400	18,300	24,400	25,100	25,100	
0257	Neenah City H/R Services	47,000	51,500	38,625	51,500	56,600	56,600	
0262	Public Relations/Services	5,599	7,500	1,218	8,000	9,000	8,000	
0293	Maint of Motor Veh/Fleet	0	100	0	0	100	100	
0294	Oil and Fluids/Fleet	0	100	0	0	100	100	
0296	Maint of Equipment/Fleet	0	100	0	0	100	100	
	Contractual Services	478,513	499,640	366,105	498,990	549,340	539,640	40,000

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
<u>FIRE OPERATIONS (2301-712) cont.</u>								
0301	Office Supplies	2,081	2,060	776	2,060	2,120	2,120	
0306	Cleaning/Janitor Supplies	12,037	14,000	7,805	14,000	15,000	15,000	
0308	Books and Periodicals	10	500	0	0	500	500	
0310	Gasoline & Oil	27,551	27,000	23,603	27,000	30,870	30,870	
0319	Safety Supplies	4,326	6,500	1,402	6,500	6,700	6,700	
0320	Small Tools	917	1,030	477	1,030	1,060	1,060	
0325	Consumable supplies	1,868	2,060	3,055	3,060	3,000	3,000	
0326	Photography Supplies	403	500	66	250	500	500	
0333	All Other Supplies	2,455	3,600	1,070	3,600	3,710	3,710	
0344	Small Equipment	8,222	7,800	5,592	7,800	9,800	8,800	
0347	Small Computer Hardware	355	620	217	320	620	620	
0348	Per Protective Equipment	38,162	45,000	10,026	45,000	55,000	55,000	
0350	Training Supplies	1,491	2,500	410	2,500	4,100	3,600	
	Supplies & Materials	99,878	113,170	54,499	113,120	132,980	131,480	18,310
	OPERATIONS	8,160,948	8,424,490	5,958,512	8,469,130	8,760,270	8,552,070	127,580
							Percent Budget Change	1.51%
<u>CAPITAL OUTLAY (2301-712)</u>								
8108	Office Furniture & Equip	3,318	2,500	616	2,500	2,500	2,500	
8113	Communication Equipment	3,841	3,000	2,561	3,000	3,900	3,900	
8114	Computer Software Outlay	112	1,000	2,280	2,280	1,000	1,000	
8115	Computer Hardware Outlay	2,894	9,520	1,556	4,760	9,520	9,520	
8133	All Other Equipment	17,682	20,600	4,679	20,600	22,000	20,000	
8149	Household Purchases	8,881	9,000	3,415	9,000	9,000	9,000	
	Capital Outlay	36,728	45,620	15,107	42,140	47,920	45,920	300
	CAPITAL OUTLAY	36,728	45,620	15,107	42,140	47,920	45,920	300
FIRE OPERATIONS/CAPITAL OUTLAY		8,197,676	8,470,110	5,973,619	8,511,270	8,808,190	8,597,990	127,880
							Percent Budget Change	1.51%
<hr/>								
<u>REG SPEC OPER RESP TEAM (2314-172)</u>								
0104	Overtime Wages	26,215	22,000	3,588	11,000	22,000	18,000	
0105	Reimbursement / Overtime	(20,880)	(21,060)	(1,136)	(4,000)	(4,000)	(4,000)	
0111	Fringes	6,066	4,870	794	2,440	5,120	4,120	
	Personal Services	11,401	5,810	3,246	9,440	23,120	18,120	12,310
0216	Maint of Operating Equip	0	900	340	900	900	900	
	Contractual Services	0	900	340	900	900	900	0
0320	Small Tools	49	500	42	500	500	500	
0348	Per Protective Equipment	964	5,000	0	5,000	7,690	6,990	
0350	Training Supplies	0	500	16	500	500	500	
	Supplies & Materials	1,013	6,000	58	6,000	8,690	7,990	1,990
8133	All Other Equipment	3,136	500	72	500	1,400	1,400	
	Capital Outlay	3,136	500	72	500	1,400	1,400	900
	REG SPEC OPER RESP TEAM	15,550	13,210	3,716	16,840	34,110	28,410	15,200
							Percent Budget Change	115.06%

**CITY OF NEENAH
OPERATING BUDGET
FOR FISCAL YEAR 2020**

ACCOUNT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 BUDGET	2019 YTD (9 MONTHS)	2019 ESTIMATE	2020 DEPT REQUEST	2020 PROPOSED	BUDGET CHANGE
JOINT FIRE COMMISSION (2320-712)								
0203	Postage	0	500	0	0	500	500	
0206	Advertising & Publication	0	1,000	0	500	1,000	1,000	
0236	Outside Services	3,577	2,500	0	2,500	2,500	2,500	
0261	Misc Expenditures	417	500	260	500	500	500	
	Contractual Services	3,994	4,500	260	3,500	4,500	4,500	0
	JOINT FIRE COMMISSION	3,994	4,500	260	3,500	4,500	4,500	0
							Percent Budget Change	0.00%
SPECIAL RESERVES & ESCROW (2326-712)								
0101	Salaries	0	0	0	0	7,020	7,020	
0110	Health Insurance	0	0	0	0	50,000	50,000	
0111	Fringes	0	0	0	0	1,630	1,630	
	SPECIAL RESERVES & ESCROW	0	0	0	0	58,650	58,650	58,650
WATER RESCUE SERVICES (2479-712)								
0104	Overtime Wages	1,865	0	0	0	0	0	
0111	Fringes	469	0	0	0	0	0	
0115	Schools/Seminars/Training	891	0	0	0	0	0	
0118	License Renewal	0	0	0	0	0	0	
	Personal Services	3,225	0	0	0	0	0	0
0209	Maintenance of PPE/SCBA	1,723	0	0	0	0	0	
0216	Maint of Operating Equip	69	0	0	0	0	0	
	Contractual Services	1,792	0	0	0	0	0	0
0344	Small Equipment	1,718	0	0	0	0	0	
0348	Per Protective Equipment	5,091	0	0	0	0	0	
	Supplies & Materials	6,809	0	0	0	0	0	0
8133	All Other Equipment	2,565	0	0	0	0	0	
	Capital Outlay	2,565	0	0	0	0	0	0
	WATER RESCUE SERVICES	14,391	0	0	0	0	0	0
							Percent Budget Change	#DIV/0!
FIRE DEPARTMENT		8,231,611	8,487,820	5,977,595	8,531,610	8,905,450	8,689,550	201,730
							Percent Budget Change	2.38%
REVENUES								
	Boat Launch Fee	1,166	2,400	0	2,410	2,400	2,400	
	Interest on Investments	27,483	28,000	26,324	28,000	28,000	32,100	
	P-Card Rebate	7,475	4,000	2,679	4,000	4,000	4,000	
	Sale of Equipment	0	2,000	21,148	21,150	2,000	2,000	
	Consumable Supplies	0	500	0	0	500	500	
	Revenues	36,124	36,900	50,151	55,560	36,900	41,000	4,100
							Percent Budget Change	11.11%
NET FIRE DEPARTMENT		8,195,487	8,450,920	5,927,444	8,476,050	8,868,550	8,648,550	197,630
								2.34%

**CITY OF NEENAH
REQUEST FOR 2020 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

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

POSITION TITLE	STAFFING				SALARIES & WAGES		
	Current Budget		Requested Budget		Approved Budget for 2019	Current Estimate for 2019	Requested For 2020
	Grade/Monthly Sal./Hr. Rate	No.	Grade/Monthly Sal./Hr. Rate	No.			
FULL TIME							
Fire Chief	Grade S3	1.00	Grade S3	1.00	\$99,080	\$99,080	\$100,250
Deputy Fire Chief / Operations	Grade O3	1.00	Grade O3	1.00	92,900	92,900	94,070
Asst Chief-Emerg Mgmt/Trng	Grade N3	1.00	Grade N3	1.00	77,620	77,550	78,080
Asst Chief-Prevention/Inspect	Grade N3	1.00	Grade N3	1.00	77,310	77,310	78,800
Management Assistant	Grade H3	1.00	Grade H3	1.00	49,310	49,130	49,710
Fire Officers	79,884	15.00	81,282 - 81,688	15.00	1,272,060	1,277,670	1,297,030
Mechanics	77,321 - 79,884	4.00	78,674 - 81,688	4.00	329,710	329,680	336,270
Assistant Inspectors	75,811	6.00	77,138 - 77,524	6.00	479,510	478,410	487,770
Shift Commanders	82,872	3.00	84,322 - 84,744	3.00	263,970	263,880	269,090
Drivers	74,516	13.00	75,820 - 76,199	13.00	1,020,680	1,020,510	1,041,020
Fire Fighters	46,670 - 71,953	<u>22.00</u>	47,487 - 73,578	<u>22.00</u>	<u>1,530,430</u>	<u>1,525,670</u>	<u>1,603,330</u>
Subtotal		68.00		68.00	\$5,292,580	\$5,291,790	\$5,435,420
OTHER COMPENSATION							
Work in Other Classification	-		-		45,000	45,000	46,000
First Responders Pay	-		-		44,100	44,100	45,500
Accrued Wages	-		-		14,170	14,170	30,750
OVERTIME							
Operating Overtime	-		-		130,000	160,000	160,000
Special OPER Overtime	-		-		22,000	11,000	22,000
FLSA Overtime (2470 Hrs.)	-		-		47,000	50,000	50,000
TOTAL	XXX	68.00	XXX	68.00	\$5,594,850	\$5,616,060	\$5,789,670

**Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/18**

Item No.	Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	26,137	59.61%	0.25	0.1490	
	* Population-Menasha	17,713	40.39%	0.25		0.1010
	Population as of 1/1/18	43,850	100.00%			
2.	* Equalized Value (w/TIF)-Neenah	2,209,662,100	64.47%	0.25	0.1612	
	* Equalized Value (w/TIF)-Menasha	1,217,592,424	35.53%	0.25		0.0888
	Equalized Value as of 1/1/18	3,427,254,524	100.00%			
3.	* Service Calls-Neenah	1,633	57.81%	0.25	0.1445	
	* Service Calls-Menasha	1,192	42.19%	0.25		0.1055
	Service Calls during 2018	2,825	100.00%			
4.	* Square Miles-Neenah	9.60	55.30%	0.25	0.1383	
	* Square Miles-Menasha	7.76	44.70%	0.25		0.1117
	Square Miles as of 12/31/18	17.36	100.00%			
Total Weighted Factors					0.5930	0.4070
Total Proposed Cost Distribution Formula - 2018 Factor for 2020 Budget					59.30%	40.70%
Previous Year Cost Distribution Formula					59.53%	40.47%
Increase (decrease) from previous year					-0.23%	0.23%

a Menasha - Equalized Value

Equalized Value	1,177,560,800
UW-Fox Valley (from Dept. of Admin.)	40,031,624
	<u>1,217,592,424</u>

b Menasha service calls include 50 automatic aid calls by NMFR into the City of Appleton. The City of Appleton made 58 calls into the City of Menasha.

c Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2018.