



# VILLAGE OF ASHWAUBENON 2024 BUDGET



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# VILLAGE OF ASHWAUBENON 2024 BUDGET



Developed by:  
Mary Kardoskee | Village President  
Joel Gregozeski | Village Manager  
Greg Wenzholz | Finance Director



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# INTRODUCTORY SECTION



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# Village Manager’s Executive Budget Letter

**Honorable Members of the Village of Ashwaubenon Village Board & Members of the Public:**

We are pleased to present the 2024 budget for the Village of Ashwaubenon. This document serves to meet statutory requirements, provide transparency, and facilitate decision-making and prioritization of the Village Board. The budget strives to continue the Village’s commitment to prudent fiscal management, effective service delivery, and providing the highest quality of services to the citizens of the community. Ashwaubenon continues to be a strong, financially sound local municipal unit of government.

The 2024 fiscal year budget is a financial plan that continues moving the Village toward achieving our shared vision. The budget document is a means for allocating the resources of the Village to a variety of services necessary to achieve our strategic directives of – enhancing the quality of life, securing public health & safety, improving, and maintaining our public infrastructure & facilities, supporting community and economic development, striving for organizational & financial excellence, and providing for effective communication & engagement.

## 2024 Budget Major Figures

- ❖ \$19,397,720 in general operating expenditures, 4.46% increase from 2022.
- ❖ \$14,080,809 Village tax levy, 5.63% increase from 2022.
- ❖ Municipal tax rate of \$4.63/\$1,000 of assessed value.
- ❖ Total tax rate (Ashwaubenon Schools) of \$13.94/\$1,000 of assessed value.
- ❖ Total tax rate (West DePere Schools) of \$14.15/\$1,000 of assessed value.

## Strategic Planning Framework

### Mission

*The stated purpose for our existence.*

### Vision

*What we want to be.*

### Values

*The beliefs or principles that guide the organization.*

### Strategic Directives

*Looking forward, what we must do to create our vision.*

### OUR MISSION:

*Deliver superior services for all, making Ashwaubenon a community of choice to live, work, and play.*

### OUR VISION:

*Ashwaubenon will be an inclusive, attractive, and award-winning community featuring safe neighborhoods, thriving businesses, and exciting cultural opportunities.*

### CORE VALUES:

- Professionalism
- Teamwork
- Driven
- Service
- Innovation
- Fun

### STRATEGIC DIRECTIVES:

*Enhance our quality of life.*

*Secure public health & safety.*

*Improve & maintain our public infrastructure & facilities.*

*Support community & economic development.*

*Strive for organizational & financial excellence.*

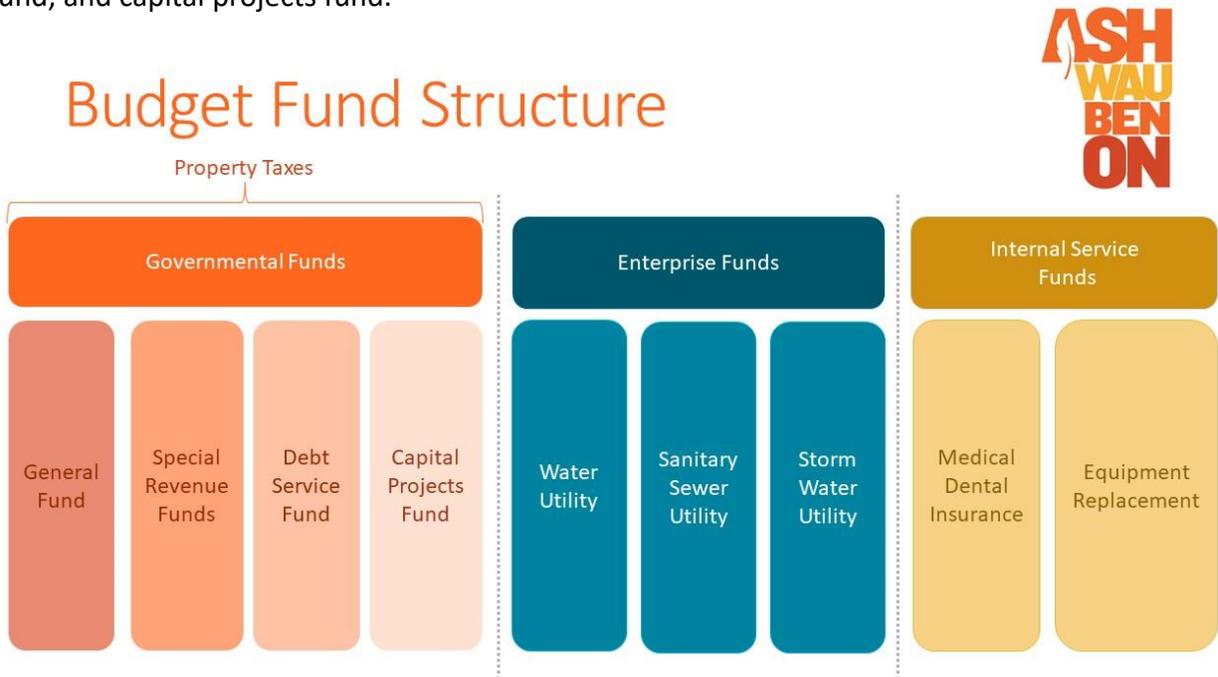
*Provide effective communication & engagement.*



## General Budget Summary

### Tax Rate & Levy

The 2024 Budget reflects a decrease (\$1.13) in the tax rate from 2023 to \$4.63. The primary reason for the decrease was a Village-wide market reevaluation. Property taxes support the four components of governmental funds, the general fund, special revenue fund, debt service fund, and capital projects fund.

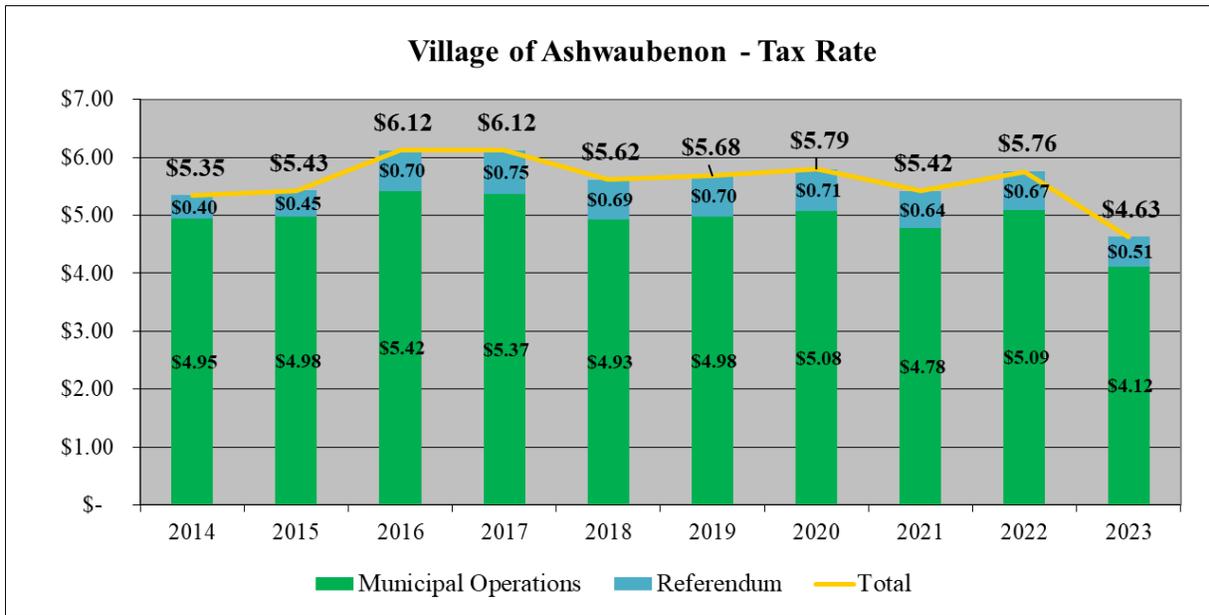


These four components combined with the 2016 referendum bonding for the community center, indoor aquatics facility, and the performing arts center equate to a total levy increase from 2023 of \$749,951.

### Fiscal Year Levy Changes

The General Fund levy for FY2024, required for basic operations and governance, is increasing by \$747,567. The primary factors for this increase include the addition of two new Public Safety positions, addition of a new engineering technician, addition of a new IT network specialist, hiring of an additional parks and recreation worker, addition of a new assistant zoning administrator, and general wage and other inflationary increases.

	2024 BUDGET	2023 BUDGET		
	2023 Levy	2022 Levy	Increase/(Decrease)	Percent Change
<b>General Fund</b>	\$ 11,247,780	\$ 10,500,213	\$ 747,567	7.12%
<b>Special Revenue Funds</b>	-	25,000	(25,000)	-100.00%
<b>Capital Projects Funds</b>	750,000	725,000	25,000	3.45%
<b>Debt Service Fund</b>	538,629	533,945	4,684	0.88%
<b>Referendum Bonding</b>	1,544,400	1,546,700	(2,300)	-0.15%
<b>Total Municipality Levy</b>	\$ 14,080,809	\$ 13,330,858	\$ 749,951	5.63%
<b>Municipal Operations Tax Rate</b>	\$ 4.12	\$ 5.09	\$ (0.97)	-19.02%
<b>Referendum Related Tax Rate</b>	\$ 0.51	\$ 0.67	\$ (0.16)	-23.99%
<b>Total Municipal Tax Rate</b>	\$ 4.63	\$ 5.76	\$ (1.13)	-19.60%



#### Equalized Value & Budget Effect on Residents

The total equalized (excluding tax incremental finance districts) value of the Village is \$2,982,091,500, a 15.03% increase from the previous year. The total assessed value of the village is \$3,681,911,100, resulting in an assessment ratio of 100.02%. The village completed a full market adjustment in 2023. As a result, our assessment ratio is in state

compliance. The Village will continue market adjustments every few years to ensure the Village remains in compliance.

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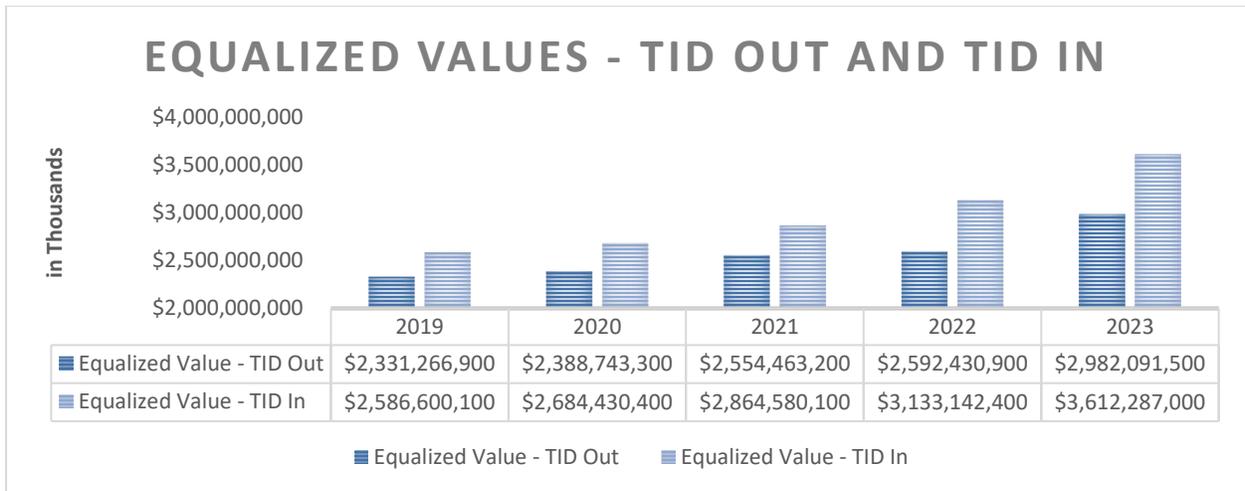
Top 5 Assessed Properties

- \$98,569,900 - Titledown Development LLC
- \$54,321,700 - Green Bay Packaging Inc
- \$44,460,700 - Titledown Office Building Partners LLC
- \$42,738,500 - Simon Capital LTD Partnership
- \$40,817,200 - Oneida Tribe of Indians of WI

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The 2024 budget results in a tax rate of \$4.63 per \$1,000 of assessed value. For the average assessed home of \$247,300, this results in a total Village tax of \$1,145.00 (not including any changes to special charges).

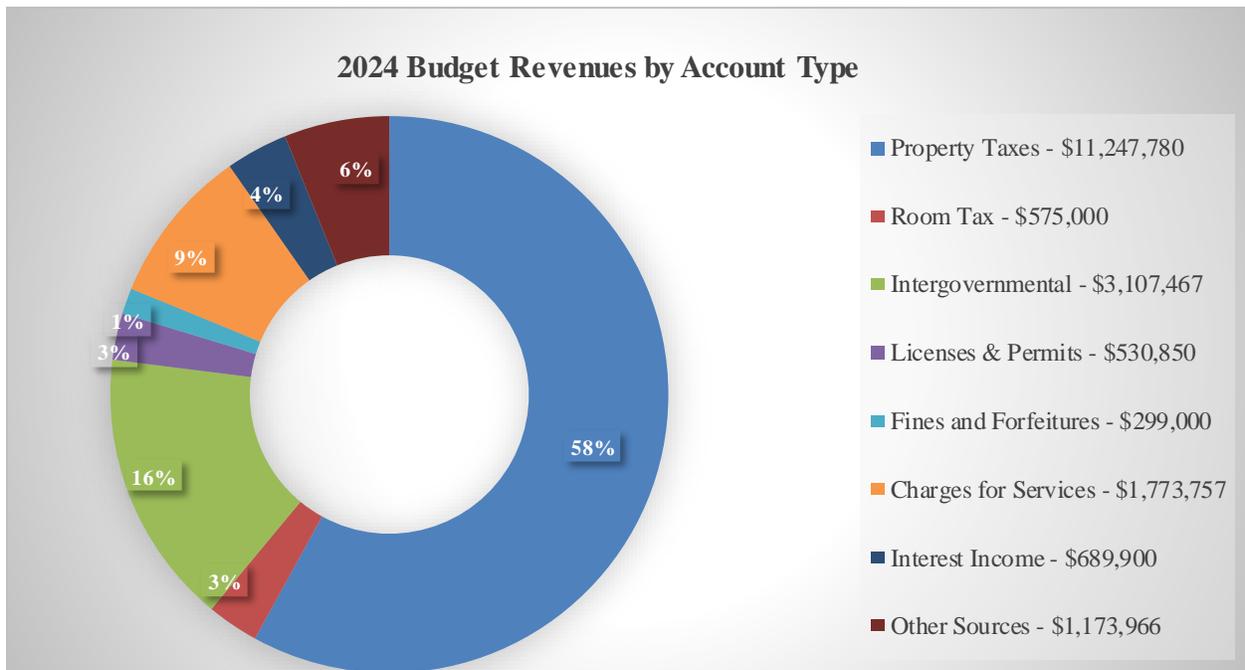
The following charts display the Village's total equalized values from 2019 through 2023 (2024 budget):



#### General Fund Revenues Summary

The Village's \$11,247,780 general fund property tax levy is only a portion of the Village's total revenue source. As shown in the following table, total revenues are \$19,397,720.

The following pie chart details the Village's total general fund revenue by source. General Fund taxes are currently 58% of the total budget revenues for the Village.

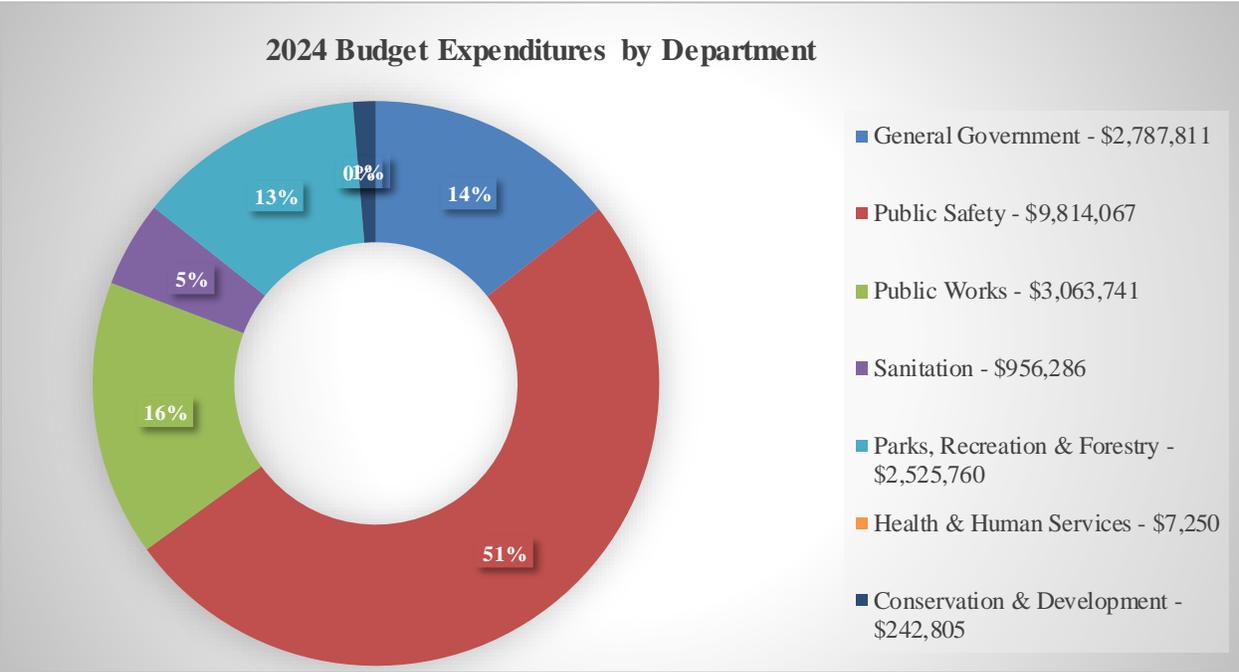


General Fund Fiscal Year Revenue Changes

	2023 FY	2024 FY	#Change 2023-2024	% Change 2023-2024
<b>Taxes</b>	\$ 11,050,213	\$ 11,822,780	\$ 772,567	6.99%
<b>Special Assessments</b>	2,260	0	(2,260)	(100.00)%
<b>Intergovernmental Revenues</b>	2,578,811	3,107,467	528,656	20.50%
<b>Licenses &amp; Permits</b>	493,050	530,850	37,800	7.67%
<b>Fines, Forfeitures &amp; Penalties</b>	295,000	299,000	4,000	1.36%
<b>Public Charges for Services</b>	1,694,663	1,773,757	79,094	4.67%
<b>Intergovernmental Charges for Services</b>	325,000	325,000	0	0.00%
<b>Miscellaneous Revenues</b>	610,419	1,118,866	508,447	83.29%
<b>Other Financial Sources</b>	440,000	420,000	(20,000)	(2.61)%
<b>Total Revenues</b>	\$ 17,489,416	\$ 19,397,720	\$ 1,908,304	10.91%

General Fund Expenditures Summary

The following chart details the Village’s total General Fund expenditures by area. Public Safety is the largest single expenditure category at 51% spending followed by Public Works.



General Fund Fiscal Year Expenditure Changes

	2023 FY	2024 FY	#Change 2023-2024	% Change 2023-2024
General Government	\$ 2,433,481	\$ 2,787,811	\$354,330	14.56%
Public Safety	9,210,586	9,814,067	603,481	6.55%
Public Works	2,675,655	3,063,741	388,086	14.50%
Sanitation	927,777	956,286	28,509	3.07%
Parks, Recreation & Forestry	2,106,258	2,525,760	419,502	19.92%
Health & Human Services	6,900	7,250	350	5.07%
Conservation & Development	128,759	242,805	114,046	88.57%
Other Financial Uses	0	0	0	0.00%
<b>General Operating Expenditures</b>	<b>\$ 17,489,416</b>	<b>\$ 19,397,720</b>	<b>\$ 1,908,304</b>	<b>10.91%</b>

State Levy Limits & Major Aids

2011 Wisconsin Act 32

The Village continues to be constrained in its ability to increase the property tax levy by State imposed levy limits. Under 2011 Wisconsin Act 32, the Village is allowed to increase its levy over the amount it levied in the prior year by the percentage increase in equalized value from net new construction or zero percent. The Village can only exceed limits if approved by referendum. Carry forward of an unused portion of the previous year’s levy may occur up to a maximum of 0.5% and an extraordinary vote of the Village Board and upon approval of the electors at the budget meeting. Levy limits continue to not apply to debt service on G.O. debt authorized after July 1, 2005.

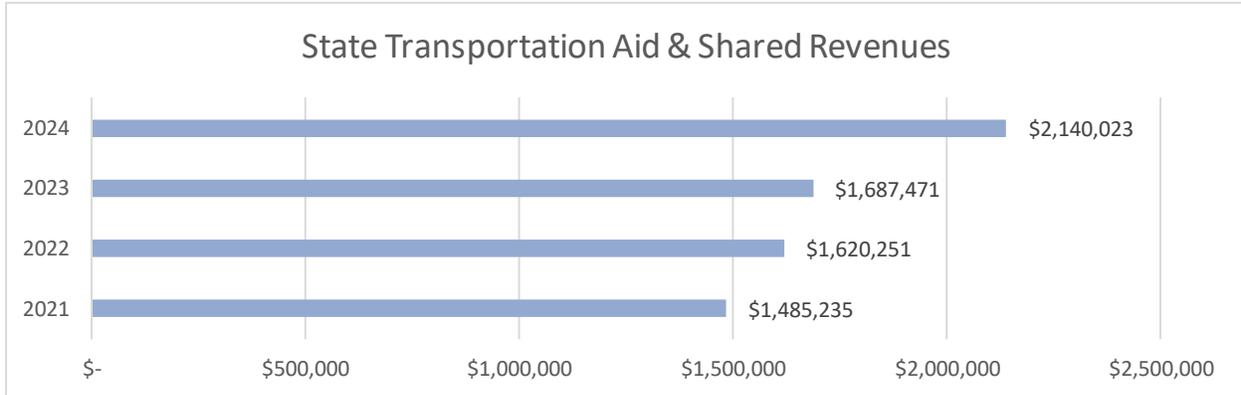
From 2022 to 2023 the Village experienced a 2.55% growth in net new construction; therefore, the Village is allowed to increase its levy by this amount for 2024.

2023 Wisconsin Act 12 & State of Wisconsin Major Aids

Monetary aid from the State of Wisconsin is a major source of Village revenues, particularly General Transportation Aids and State Shared Revenues.

The State of Wisconsin passed 2023 Wisconsin Act 12 which provides for additional municipal aid throughout the state. Ashwaubenon is expected to receive an additional \$444,588 in budgeted state shared revenue and an additional \$52,704 in budgeted general transportation aid in 2024 as a result.

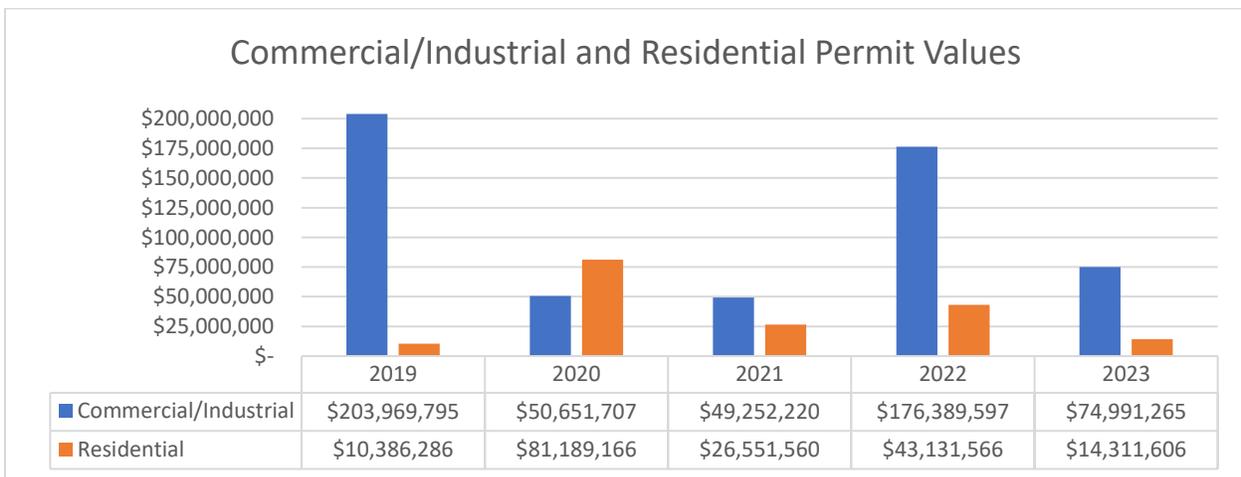
The following table illustrates these aids for the last three years and projected for 2024.



### Growth & Development

Population estimates provided by the Wisconsin Department of Administration indicate the Village has experienced moderate population growth since the 2020 Census at 4.97%. In comparison, Brown County has had a 1.67 % population growth since 2020. The Village’s estimated population for 2023 is 17,836. This population growth in the Village is due in part to two factors: the continued redevelopment of multi-family residential dwelling units in the stadium and sports & entertainment districts and the favorable tax and utility rates in Ashwaubenon.

Although recent residential population growth has been relatively new, continued investment in commercial and industrial enterprises has occurred. Monitoring the amount of permitting occurring in the Village can be a key indicator of growth and development. Planning of services will be necessary to meet the demands on municipal services.



As shown in the charts, the value of commercial/industrial building permits issued in the Village has significantly increased over the past five years, slowed only by the Covid pandemic. Continued investment in existing business has occurred. Continued development of this nature will be necessary to advance the Village’s equalized value and provide additional year-over-year net new growth.

## Overview of Personnel & Salaries

One of the most valuable assets for the Village of Ashwaubenon is its loyal, well-trained, and dedicated employees and volunteers.

Details on total staffing and changes for 2024 by department are provided later in this report and within the respective Department sections of the document.

For 2024, there are substantive changes to the Village staffing beyond planned wage and salary adjustments. During 2023, there were a number of new employees hired because of turnover and planned hiring. In addition, the Village Board updated the adopted wage and salary matrix and pay policy as part of a compensation review and revised Employee Handbook. Several employees will have their wages adjusted according to the study and adopted pay plan.

Overall, there are only a several notable staffing changes/additions for 2024. The following adjustment or notable items are as follows:

- One (1) new full-time Human Resources Generalist is planned in the Legal Services Department. This position replaces a formerly contracted service.
- One (1) new full-time Deputy Clerk I is planned in the Village Clerk's office. This position replaces a retiring Assessment Technician position.
- One (1) new full-time Engineering Technician is planned in the Public Works Department. This position replaces a formerly contracted service.
- One (1) full-time Code Enforcement Officer / Assistant Zoning Administrator in the Community Development Department. This position replaces a part-time Code Enforcement Officer position.
- One (1) new full-time park laborer is planned in the Parks, Recreation & Forestry Department.
- One (1) new full-time Information Technology Specialist position.
- One (1) new full-time Public Safety Commander position.
- One (1) new full-time Public Safety Investigator position.

Employee benefits, particularly health insurance options, are reviewed in depth annually by the Village in October of each calendar year. One change was made: an increase in the employee's contribution to premiums of 2.5%. The Village is fully self-insured. As a result of the plan design changes, no major cost increases were realized for the 2024 fiscal year.

Provided on the next page is the Village's approved organizational chart. This includes all positions assigned by department. For budgeting purposes, each position may also be allocated to several budget sections. For example, the Village Manager's salary is allocated within four funds, including General Fund, Water, Sewer, and Stormwater Funds.

### Fund Balance Health

A significant focus of Ashwaubenon’s financial health continues to be maintaining a contingency fund. Through well-managed spending, the Village has been able to build a reserved contingency fund. The Village’s adopted Budget and Financial Policies identifies a fund balance/contingency goal of 20% of the operating budget.

The Village should continue to focus on maintaining funds into the segregated contingency fund to have funds permanently set aside. Unreserved and undesignated funds can fluctuate year to year and are part of the Village’s overall general fund.

An analysis of 2023 balances will be reviewed after the completion of the Village audit. The audited fund balance at the end of 2022 was \$5,274,639. This equates to 30.2% fund balance and exceeds the minimum policy goal.

### Other Fiscal Considerations & Challenges

Local economic conditions are growing and expanding at a moderate pace, and the Village is seeing positive improvements. However, the Village continues to experience increasing demands for general services and capital infrastructure repair & replacement.

The priorities and funding recommendations for the 2024 fiscal year reflect the conditions of the current economy, demands for general services, and Village goals. The budget is a continuation of previous Village strategic discussions from 2021, the comprehensive plan, the comprehensive outdoor recreation plan, and other short and long-range plans and reports.

There are several other key challenges that face the Village of Ashwaubenon which always make balancing the budget a challenging task.

- State levy limits continue to be a significant constraint.
- Balancing demands on employees for additional service and hours with the need to maintain a small but high-quality workforce.
- Significantly increasing demand for public safety services, in particular emergency medical services.
- Staffing shortages for key and highly technical positions and the continuation of staff turnover from retirements and other voluntary resignations.
- Previous deferred vehicle and fleet replacement activities have placed a significant constraint on the Village’s ability to find affordable replacement vehicles & apparatus, given ongoing supply chain issues.

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2023 Key Development Statistics

- 27 Single family homes
- 0 Two-family/Multi-family dwelling units
- 3 Commercial-industrial permits (new buildings/major renovations)

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### Closing Statement

The Village's financial administration and overall financial position stands poised to meet our organizational challenges and strategic priorities for 2024. The Village will continue implementation of the Village's strategic plan, serving as our formal blueprint for the allocation of taxpayer resources for key strategic directives.

I would like to thank the efforts of the Finance Director, Village President, Village Board, department managers and staff in discussing our fiscal priorities and crafting a budget document that maintains core essential services yet respects the financial contributions of Village taxpayers.

Sincerely,

Joel Gregozeski, Village Manager

# Village of Ashwaubenon Organizational & Functional Structure

Adopted by Village Board—November 28, 2023 (FY Budget 2024)

## CITIZEN BOARDS, COMMITTEES, & COMMISSIONS

- Bicycle & Pedestrian Committee
- Board of Review
- Community Development Authority
- Ethics Board
- Finance & Personnel Committee
- Parks & Recreation Board
- Plan Commission
- Police & Fire Commission
- Public Works & Protection Committee
- Site Plan Review Committee
- Tree Board
- Zoning Board of Appeals

## CITIZENS OF ASHWAUBENON

President: 3-yr Term, At-Large, Non-Partisan  
Trustees: 3-yr Term, Non-Partisan

## VILLAGE BOARD President (1) & Trustees (6)

Appointments Made by Village President, Confirmed by Board

Election:  
4-yr Term

## MUNICIPAL JUDGE

• Operation of Municipal Court

TEAM  
Municipal Judge  
Clerk of Courts (1.5)

Full Time: 1 Part Time: 1 (0.5 FTE) Seasonal/Temp: 0

## Village Manager

TEAM  
Village Manager (1)  
Multimedia Com. Specialist (1)  
Confidential Exec Assist. (0.7)

FUNCTIONS  
• Village Meeting Coordination  
• Village Board/Committee Relations / Policy Execution / Recording Secretary  
• Strategic Planning / Performance Management  
• Departmental Supervision  
• External and Internal Communications Management (Newsletter, Website, Blog, Social Media, Intranet)

Full Time: 3 (2.7 FTE) Part Time: 0 Seasonal/Temp: 0

## Village Attorney / Deputy Village Manager

TEAM  
Village Attorney / Deputy VIM (1)  
HR Generalist (1)  
Confidential Exec Assist. (0.3)

FUNCTIONS  
• Legal Services  
• Village Prosecution  
• Special Legal Counsel  
• Collective Bargaining  
• Personnel, HR, and Benefits Administration  
• Insurance / Risk / Safety / Liability Program Management

Full Time: 3 (2.7 FTE) Part Time: 0 Seasonal/Temp: 0

## Village Clerk

TEAM  
Village Clerk (1)  
Deputy Clerk II / Legal Asst. (1)  
Deputy Clerk I / Adm Asst (0.75)

FUNCTIONS  
• Village Board Records & Proceedings  
• Municipal Code Administration  
• Election Administration  
• Public Records Management  
• Public Hearings/Notices  
• Competitive Bid Openings  
• Customer Service / Front Desk  
• License/Permit Administration  
• Receiving

Full Time: 2 (2.75 FTE) Part Time: 0 Seasonal/Temp: 0

## Village Assessor

TEAM  
Village Assessor (Contracted)  
Deputy Clerk I / Adm Asst (0.25)

FUNCTIONS  
• Assessment Administration

Full Time: 1 (0.25 FTE) Part Time: 0 Seasonal/Temp: 0



## PUBLIC WORKS / UTILITIES

TEAM  
Director of Public Works (1)  
Customer Services Rep (0.5)  
Engineer / Asst Director (1)  
Engineering Technician (1)  
GIS Coordinator (1)  
Seasonal Office Assistant (1)  
Operations Supervisor (1)  
Street Foreman (2)  
Street Worker (13)  
Inventory Control Specialist (1)  
Seasonal Laborer (4)  
Mechanic (3)  
Utility Foreman (1)  
Utility Worker (4)

FUNCTIONS  
• Construction and Development Oversight  
• Infrastructure Maintenance  
• Village Facility Management  
• Street Repair and Maintenance  
• Winter Road & Sidewalk Maintenance  
• Fleet Maintenance  
• Water & Sanitary Sewer Utilities  
• Stormwater Management  
• Sign Maintenance  
• Refuse & Recycling Collection  
• Geographic Information Systems  
• Street & ROW Excavation Permits  
• Receiving

Full Time: 31 (30.5 FTE) Part Time: 0 Seasonal/Temp: +/- 5

## COMMUNITY DEVELOPMENT

TEAM  
Director of Community Dev. (1)  
Customer Services Rep (0.5)  
Chief Building Inspector (1)  
Building Inspector (1)  
Assistant Zoning Administrator / Code Enforcement Officer (1)

FUNCTIONS  
• Planning and Zoning  
• Development & Zoning Permitting  
• Building Inspection  
• Zoning Code Enforcement  
• Comprehensive Planning  
• Plan Commission Administration  
• Site Plan Review Administration  
• Short Term Rental Administration  
• Farm Animal Permitting (Chickens, pigeons, etc.)  
• Receiving

Full Time: 4 (4.5 FTE) Part Time: 0 Seasonal/Temp: 0

## PARKS, RECREATION & FORESTRY

TEAM  
Dir. of Parks, Rec. & Forestry (1)  
Administrative Assistant (1)  
Program Supervisor (1)  
Senior Prog. Coordinator (0.5)  
Program Staff (100 PT Seas.)  
Aquatics Supervisor (1)  
Aquatics Personnel (75 PT Seas.)  
Park Maintenance Foreman (1)  
Park Workers (3)  
Seasonal Laborer (15)  
Forester (1)  
Forestry Workers (5 PT Seas.)

FUNCTIONS  
• Parks & Green Space Planning  
• Parks & Grounds Maintenance  
• Forestry and Turf Management  
• Recreation & Enrichment Programs (All-Ages)  
• Community Center Management  
• Facility Rental Administration  
• Community Wide Special Events  
• Aquatics (Beach & Pool Management & Operations)  
• Receiving

Full Time: 9 Part Time: 1 (0.5 FTE) Seasonal/Temp: +/- 195

## FINANCE / INFORMATION TECHNOLOGY

TEAM  
Finance Director (Treasurer) (1)  
Assistant Finance Director/Accountant (1)  
Financial/Payroll Analyst (1)  
Accounts Receivable / Utility Clerk (1)  
Cash Receiving Clerk (1)  
Tax Collections (4 PT Seas.)  
IT Network Administrator (1)  
IT Network Specialist (1)

FUNCTIONS  
• Accounting  
• Budget Administration  
• Accounts Receivable and Payable Administration  
• Investment Administration  
• Treasury Management  
• Financial Reporting  
• Purchasing Oversight  
• Payroll Accounting  
• Information Technology Administration  
• Property Tax Collection  
• Utility Billing  
• Audit Oversight  
• Weights & Measures

Full Time: 7 Part Time: 0 Seasonal/Temp: +/- 4

## PUBLIC SAFETY

TEAM  
Chief of Public Safety (1)  
Confidential Assistant (1)  
Information Manager (1)  
Records Clerk (2.5)  
Deputy Chief (1)  
Commander—Operations (1)  
Captain—Shift A/B/C (3)  
Lieutenant (6)  
PSO (27)  
Night Shift PSO (4)  
K-9 (1)  
Commander—Support Svcs (1)  
Captain—Investigations (1)  
Investigator (4)  
PT CSO (2)  
Evidence Tech (1)  
SRO (2)  
Crossing Guard (15 PT Seas.)  
Traffic Enforcement PSO (1)  
PT Fire Inspectors (2)  
POC Captain (2)  
POC Lieutenant (4)  
POC FF/EMTs (16)

FUNCTIONS  
• Public Safety  
• Traffic Control  
• Community Policing  
• Parking Enforcement  
• Animal Control  
• Emergency Management  
• Records Management  
• Crime Investigation  
• School Liaison  
• Citizen Education / Engagement  
• K9 Program  
• Fire Inspection  
• Fire Prevention  
• Fire Suppression  
• Advanced/Basic EMS  
• Rescue  
• Alarm Permitting  
• Escort/Message Licensing

Full Time: 58 Part Time: 7 (3.5 FTE) Seasonal/Temp: +/- 37

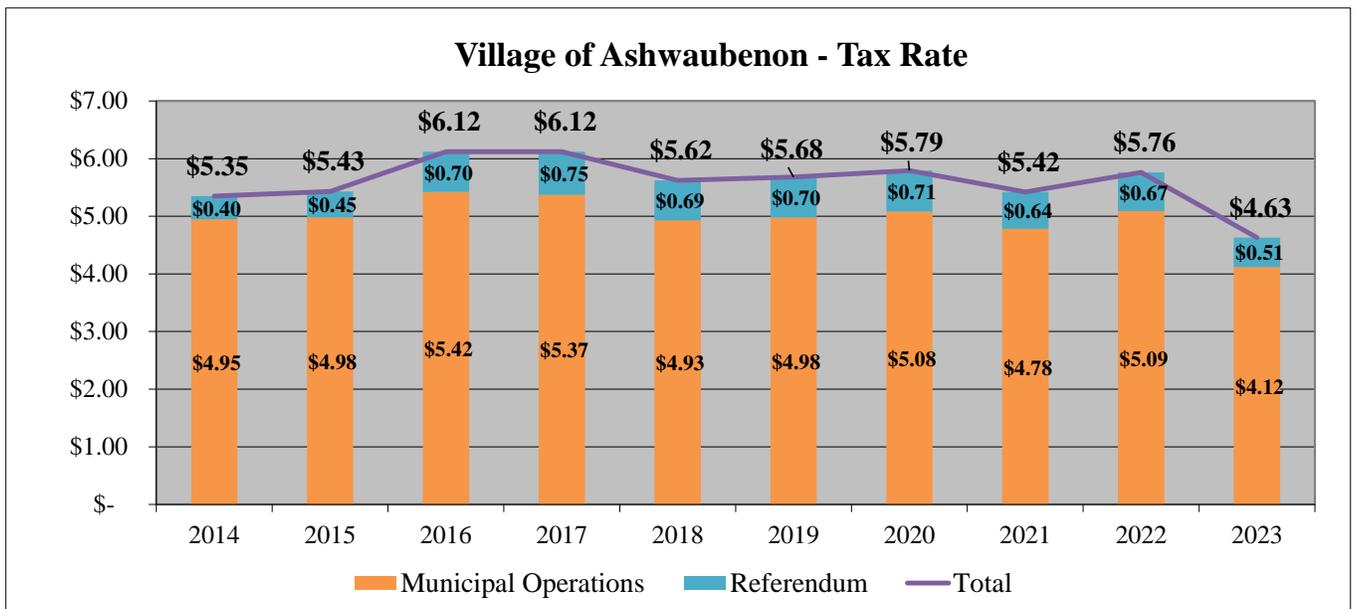
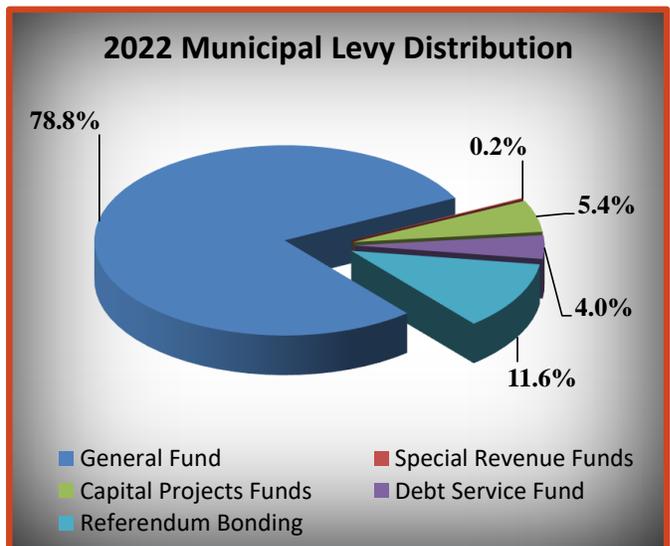
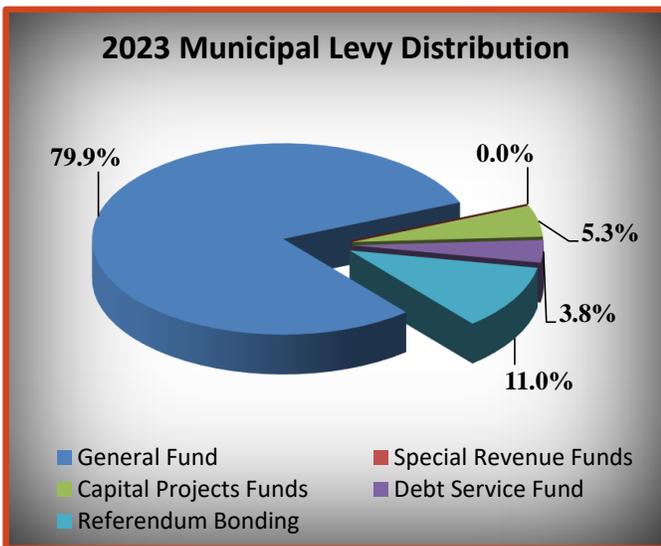
Total Village Staffing (w/o Utility)  
Full Time: 118 Part Time: 9 (3.5 FTE) Seasonal/Temp: +/- 237

Updated: November 29, 2023 (FY Budget 2024)

**COLOR LEGEND**  
Green = Department Head  
Purple = Reports to Green  
Blue = Reports to Purple  
Orange = Reports to Blue  
Sky Blue = Reports to Orange  
Red = Contract Service  
Yellow = Village Staffing Levels  
Indicates:  
Indirect Reporting Relationship

Summary of Municipal Tax Levy Distributions and Tax Rate

	2024 BUDGET	2023 BUDGET		
	2023 Levy	2022 Levy	Increase/(Decrease)	Percent Change
General Fund	\$ 11,247,780	\$ 10,500,213	\$ 747,567	7.12%
Special Revenue Funds	-	25,000	(25,000)	-100.00%
Capital Projects Funds	750,000	725,000	25,000	3.45%
Debt Service Fund	538,629	533,945	4,684	0.88%
Referendum Bonding	1,544,400	1,546,700	(2,300)	-0.15%
<b>Total Municipality Levy</b>	<b>\$ 14,080,809</b>	<b>\$ 13,330,858</b>	<b>\$ 749,951</b>	<b>5.63%</b>
Municipal Operations Tax Rate	\$ 4.12	\$ 5.09	\$ (0.97)	-19.02%
Referendum Related Tax Rate	\$ 0.51	\$ 0.67	\$ (0.16)	-23.99%
<b>Total Municipal Tax Rate</b>	<b>\$ 4.63</b>	<b>\$ 5.76</b>	<b>\$ (1.13)</b>	<b>-19.60%</b>



Village Services' Costs for Average Tax Payer

**Total Tax Payment**

Median Village of Ashwaubenon Home Assessed Value	\$ 247,300
2023 Total Tax Rate (Ashwaubenon School District)	\$ 13,94250
<b>Total Tax Payment</b>	<b>\$ 3,447.98</b>

**Village of Ashwaubenon Only Tax Payment:**

Median Village of Ashwaubenon Home Assessed Value	\$ 247,300
2023 Village of Ashwaubenon Budgeted Tax Rate	\$ 4.63250
<b>Tax Payment - Village of Ashwaubenon Only (1)</b>	<b>\$ 1,145.62</b>

**Village Services' Cost Breakout to the Average Tax Payer:**

**Village of Ashwaubenon Municipal Government:**

<b>Public Safety</b>	\$ 464.68
<b>Public Works</b>	
Engineering, Streets Maintenance, Curb & Gutter, Garage, Admin	\$ 128.98
Snow Removal	\$ 12.79
Street Lighting	\$ 27.81
Annual Mill/Pave Road Reconstruction	\$ 58.99
Sanitation (garbage, recycling, wood chipping, yard waste collection)	\$ 53.51
<b>Parks, Recreation, Forestry</b>	
Pool, Lake, Youth / Adult / Co-Sponsored Programming, Administration	\$ 52.04
Park Maintenance and Forestry	\$ 57.57
<b>General Government</b>	
Administration, Court, Clerk, Assessor, Finance, Building Inspection, Attorney	\$ 53.72
Other Government (insurance, village hall maintenance, building fund, IT)	\$ 52.47
Economic Development	\$ 13.59
Debt Service - Municipal (Klipstine Park, Cormier Rd, McCarthy Way, EAB)	\$ 43.82
Debt Service - Referendum	\$ 125.65
<b>Other Taxing Jurisdiction Share of Total Tax Payment:</b>	
Ashwaubenon School District	\$ 1,398.20
Brown County	\$ 758.44
NWTC	\$ 145.72

Average Homeowner

2024

Village of Ashwaubenon, WI

DATE January 1, 2024

**PAY TO** Village of Ashwaubenon

**\$ 3,447.98**

Three thousand, four hundred, forty-seven and 98/100

**DOLLARS**

**FOR** Annual Property Tax

Average Homeowner

**Footnote:**

(1) This rate is for the Village of Ashwaubenon municipal government taxing jurisdiction only, which is a portion of the Total Tax Payment.

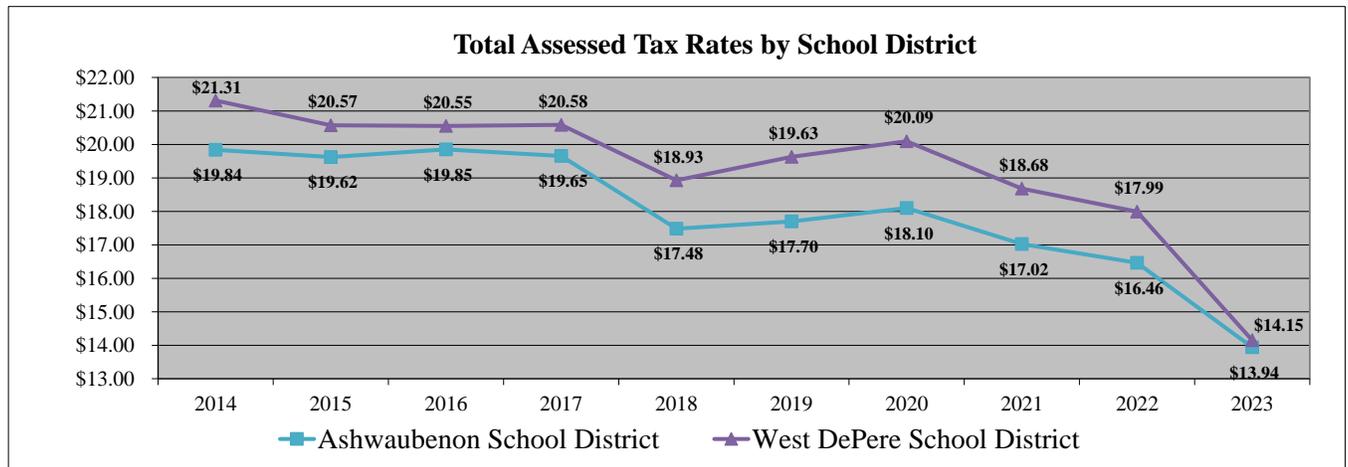
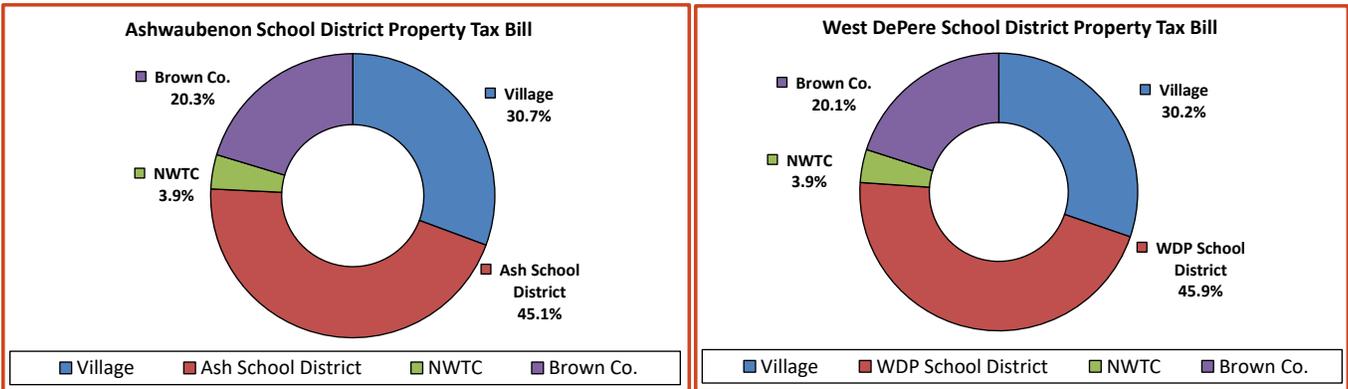
Village of Ashwaubenon - Ashwaubenon School District

Fiscal Year/ Tax Roll Year	Village of Ashwaubenon						Overlapping Rates							
	General Fund	Debt Service		Capital Projects/ Spec Rev	Total Rate	Percent of Total Tax Bill	Ashwaubenon School District		NWTC		Brown County		State	
		Municipal	Referendum				Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent
2015/2014	\$ 4.26	\$ 0.53	\$ 0.40	\$ 0.16	\$ 5.35	25.1%	\$ 10.33	48.4%	\$ 0.81	3.8%	\$ 4.69	22.0%	\$ 0.17	0.8%
2016/2015	\$ 4.29	\$ 0.51	\$ 0.45	\$ 0.18	\$ 5.43	25.4%	\$ 10.23	47.9%	\$ 0.80	3.7%	\$ 4.73	22.1%	\$ 0.17	0.8%
2017/2016	\$ 4.54	\$ 0.60	\$ 0.70	\$ 0.28	\$ 6.12	28.3%	\$ 9.78	45.3%	\$ 0.84	3.9%	\$ 4.69	21.7%	\$ 0.17	0.8%
2018/2017	\$ 4.53	\$ 0.52	\$ 0.75	\$ 0.32	\$ 6.12	28.4%	\$ 9.62	44.7%	\$ 0.89	4.1%	\$ 4.91	22.8%	\$ -	0.0%
2019/2018	\$ 4.31	\$ 0.31	\$ 0.69	\$ 0.31	\$ 5.62	29.3%	\$ 8.24	43.0%	\$ 0.81	4.2%	\$ 4.49	23.4%	\$ -	0.0%
2020/2019	\$ 4.44	\$ 0.23	\$ 0.70	\$ 0.31	\$ 5.68	29.5%	\$ 8.24	42.8%	\$ 0.85	4.4%	\$ 4.50	23.4%	\$ -	0.0%
2021/2020	\$ 4.45	\$ 0.27	\$ 0.71	\$ 0.36	\$ 5.79	29.6%	\$ 8.50	43.4%	\$ 0.87	4.4%	\$ 4.42	22.6%	\$ -	0.0%
2022/2021	\$ 4.24	\$ 0.20	\$ 0.64	\$ 0.34	\$ 5.42	29.6%	\$ 8.07	44.1%	\$ 0.78	4.3%	\$ 4.04	22.1%	\$ -	0.0%
2023/2022	\$ 4.54	\$ 0.23	\$ 0.67	\$ 0.32	\$ 5.76	32.5%	\$ 7.38	41.7%	\$ 0.74	4.2%	\$ 3.82	21.6%	\$ -	0.0%
2024/2023	\$ 3.70	\$ 0.17	\$ 0.51	\$ 0.25	\$ 4.63	30.7%	\$ 6.81	45.1%	\$ 0.59	3.9%	\$ 3.07	20.3%	\$ -	0.0%

Village of Ashwaubenon - West DePere School District

Fiscal Year/ Tax Roll Year	Village of Ashwaubenon						Overlapping Rates							
	General Fund	Debt Service		Capital Projects/ Spec Rev	Total Rate	Percent of Total Tax Bill	West DePere School District		NWTC		Brown County		State	
		Municipal	Referendum				Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent
2015/2014	\$ 4.26	\$ 0.53	\$ 0.40	\$ 0.16	\$ 5.35	23.4%	\$ 11.80	51.7%	\$ 0.81	3.5%	\$ 4.69	20.5%	\$ 0.17	0.8%
2016/2015	\$ 4.29	\$ 0.51	\$ 0.45	\$ 0.18	\$ 5.43	24.3%	\$ 11.18	50.1%	\$ 0.80	3.6%	\$ 4.73	21.2%	\$ 0.17	0.8%
2017/2016	\$ 4.54	\$ 0.60	\$ 0.70	\$ 0.28	\$ 6.12	27.4%	\$ 10.48	47.0%	\$ 0.84	3.8%	\$ 4.69	21.0%	\$ 0.17	0.8%
2018/2017	\$ 4.53	\$ 0.52	\$ 0.75	\$ 0.32	\$ 6.12	27.2%	\$ 10.55	47.0%	\$ 0.89	4.0%	\$ 4.91	21.9%	\$ -	0.0%
2019/2018	\$ 4.31	\$ 0.31	\$ 0.69	\$ 0.31	\$ 5.62	27.3%	\$ 9.69	47.0%	\$ 0.81	3.9%	\$ 4.49	21.8%	\$ -	0.0%
2020/2019	\$ 4.44	\$ 0.23	\$ 0.70	\$ 0.31	\$ 5.68	26.8%	\$ 10.17	48.0%	\$ 0.85	4.0%	\$ 4.50	21.2%	\$ -	0.0%
2021/2020	\$ 4.45	\$ 0.27	\$ 0.71	\$ 0.36	\$ 5.79	26.8%	\$ 10.49	48.6%	\$ 0.87	4.0%	\$ 4.42	20.5%	\$ -	0.0%
2022/2021	\$ 4.24	\$ 0.20	\$ 0.64	\$ 0.34	\$ 5.42	27.1%	\$ 9.74	48.7%	\$ 0.78	3.9%	\$ 4.04	20.2%	\$ -	0.0%
2023/2022	\$ 4.54	\$ 0.23	\$ 0.67	\$ 0.32	\$ 5.76	30.0%	\$ 8.91	46.3%	\$ 0.74	3.8%	\$ 3.82	19.9%	\$ -	0.0%
2024/2023	\$ 3.70	\$ 0.17	\$ 0.51	\$ 0.25	\$ 4.63	30.2%	\$ 7.02	45.9%	\$ 0.59	3.9%	\$ 3.07	20.1%	\$ -	0.0%

Notes: The basis for property tax is per \$1,000 assessed valuation. The Village of Ashwaubenon completed property valuation reassessments in 2013, 2018, and 2021.



**2024 Budget**

**Village of Ashwaubenon  
Tax Increment Calculation**

Taxing Jurisdiction	Apportioned Levy	Equalized Value (w/o TIF)	Interim Rate	Equalized Value (with TIF)	Amount to be Levied	Tax Increment
<b>BROWN COUNTY</b>	9,322,035.42	2,982,091,500	0.003126006	3,612,287,000	11,292,030.84	1,969,995.42
<b>ASHWAUBENON SCHOOLS</b>	18,390,248.00	2,645,114,374	0.006952534	3,216,703,574	22,364,240.97	3,973,992.97
<b>WEST DEPERE SCHOOLS</b>	2,373,297.23	336,977,126	0.007042903	395,583,426	2,786,055.70	412,758.47
<b>VTAE</b>	1,791,026.73	2,982,091,500	0.000600594	3,612,287,000	2,169,517.90	378,491.17
<b>VILLAGE OF ASHWAUBENON</b>	14,080,809.00	2,982,091,500	0.00472179	3,612,287,000	17,056,460.63	2,975,651.63
<b>TOTAL FOR TAX INCREMENT</b>	<b>\$ 45,957,416.38</b>				<b>\$ 55,668,306.04</b>	<b>\$ 9,710,889.66</b>
<b>ALLOCATION OF TAX INCREMENT</b>						
			TID #3	\$ 7,079,341.50	\$ 459,419,200	73%
			TID #4	1,524,612.86	98,940,900	16%
			TID #5	1,106,935.30	71,835,400	11%
				<b>\$ 9,710,889.66</b>	<b>\$ 630,195,500</b>	<b>100%</b>

<b>Ashwaubenon School District</b>								
Jurisdiction	2023 Levy	2023 Tax Rate	2022 Levy	2022 Tax Rate	Increase/ (Decrease) in Levy	% Change	Increase/ (Decrease) in Tax Rate	% Change
Village of Ashwaubenon	\$ 14,080,809	\$ 4.63250	\$ 13,330,858	\$ 5.76171	\$ 749,951	5.63%	\$ (1.12921)	-19.60%
Ashwaubenon School District	18,390,248	6.80839	15,171,530	7.38172	3,218,718	21.22%	(0.57333)	-7.77%
N.W.T.C. Vocational School	1,791,027	0.58924	1,719,490	0.74318	71,537	4.16%	(0.15394)	-20.71%
Brown County	9,322,035	3.06689	8,827,975	3.81553	494,060	5.60%	(0.74863)	-19.62%
Tax Incremental Districts	9,298,131	-	8,173,302	-	1,124,829	13.76%	-	-
Subtotal	52,882,250	15.09702	47,223,155	17.70214	5,659,096	11.98%	(2.60512)	-14.72%
State School Credit	(3,792,392)	(1.15453)	(3,089,305)	(1.24177)	(703,087)	-22.76%	0.08724	7.03%
Net Levy and Tax Rate	\$ 49,089,859	\$ 13.94250	\$ 44,133,850	\$ 16.46037	\$ 4,956,009	11.23%	\$ (2.51788)	-15.30%

<b>West DePere School District</b>								
Jurisdiction	2023 Levy	2023 Tax Rate	2022 Levy	2022 Tax Rate	Increase/ (Decrease) in Levy	% Change	Increase/ (Decrease) in Tax Rate	% Change
Village of Ashwaubenon	\$ 14,080,809	\$ 4.63250	\$ 13,330,858	\$ 5.76171	\$ 749,951	5.63%	\$ (1.12921)	-19.60%
West DePere School District	2,373,297	7.01592	2,301,738	8.90719	71,559	3.11%	(1.89127)	-21.23%
N.W.T.C. Vocational School	1,791,027	0.58924	1,719,490	0.74318	71,537	4.16%	(0.15394)	-20.71%
Brown County	9,322,035	3.06689	8,827,975	3.81553	494,060	5.60%	(0.74863)	-19.62%
Tax Incremental Districts	5,736,897	-	5,426,002	-	310,895	5.73%	-	-
Subtotal	33,304,065	15.30456	31,606,062	19.22761	1,698,003	5.37%	(3.92306)	-20.40%
State School Credit	(458,467)	(1.15453)	(383,015)	(1.24177)	(75,452)	-19.70%	0.08724	7.03%
Net Levy and Tax Rate	\$ 32,845,598	\$ 14.15003	\$ 31,223,047	\$ 17.98584	\$ 1,622,550	5.20%	\$ (3.83581)	-21.33%

<b>Jurisdiction</b>	<b>2023 Levy</b>	<b>2023 Tax Rate</b>	<b>2022 Levy</b>	<b>2022 Tax Rate</b>	<b>Increase/ (Decrease) in Levy</b>	<b>% Change</b>	<b>Increase/ (Decrease) in Tax Rate</b>	<b>% Change</b>
Village of Ashwaubenon	\$ 14,080,809	\$ 4.72179	\$ 13,330,858	\$ 5.14222	\$ 749,951	5.63%	\$ (0.42043)	-8.18%
Ashwaubenon School District	18,390,248	6.95253	15,171,530	6.58805	3,218,718	21.22%	0.36448	5.53%
N.W.T.C. Vocational School	1,791,027	0.60059	1,719,490	0.66327	71,537	4.16%	(0.06268)	-9.45%
Brown County	9,322,035	3.12601	8,827,975	3.40529	494,060	5.60%	(0.27928)	-8.20%
Tax Incremental Districts #3 & #4	9,298,131	-	8,173,302	-	1,124,829	13.76%	-	-
Subtotal	52,882,250	15.40092	47,223,155	15.79883	5,659,096	11.98%	(0.39791)	-2.52%
State School Credit	(3,770,511)	(1.42546)	(3,084,502)	(1.33941)	(686,009)	-22.24%	(0.08606)	-6.42%
Net Levy and Tax Rate	\$ 49,111,740	\$ 13.97546	\$ 44,138,653	\$ 14.45943	\$ 4,973,087	11.27%	\$ (0.48397)	-3.35%

<b>Jurisdiction</b>	<b>2023 Levy</b>	<b>2023 Tax Rate</b>	<b>2022 Levy</b>	<b>2022 Tax Rate</b>	<b>Increase/ (Decrease) in Levy</b>	<b>% Change</b>	<b>Increase/ (Decrease) in Tax Rate</b>	<b>% Change</b>
Village of Ashwaubenon	\$ 14,080,809	\$ 4.72179	\$ 13,330,858	\$ 5.14222	\$ 749,951	5.63%	\$ (0.42043)	-8.18%
West DePere School District	2,373,297	7.04290	2,301,738	7.94951	71,559	3.11%	(0.90661)	-11.40%
N.W.T.C. Vocational School	1,791,027	0.60059	1,719,490	0.66327	71,537	4.16%	(0.06268)	-9.45%
Brown County	9,322,035	3.12601	8,827,975	3.40529	494,060	5.60%	(0.27928)	-8.20%
Tax Incremental Districts #3 & #4	5,736,897	-	5,426,002	-	310,895	5.73%	-	-
Subtotal	33,304,065	15.49129	31,606,062	17.16029	1,698,003	5.37%	(1.66900)	-9.73%
State School Credit	(480,348)	(1.42546)	(387,818)	(1.33941)	(92,530)	-23.86%	(0.08606)	-6.42%
Net Levy and Tax Rate	\$ 32,823,717	\$ 14.06583	\$ 31,218,244	\$ 15.82089	\$ 1,605,473	5.14%	\$ (1.75506)	-11.09%

# Village of Ashwaubenon

## 2024 Budget



### Elected and Appointed Officials and Consultants

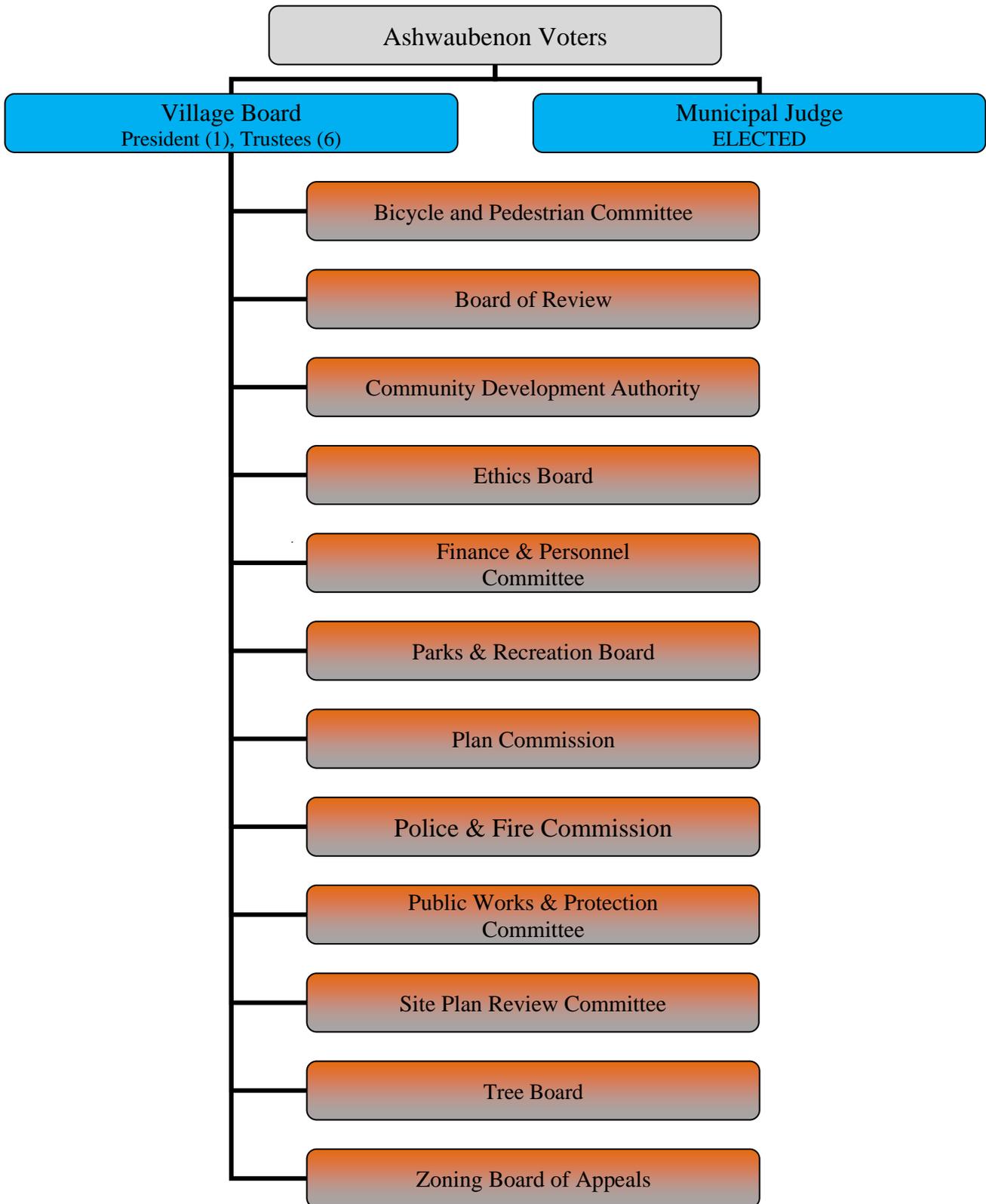
Elected Position	Village Official	Years of Service	Expiration Date of Current
Village President	Mary Kardoskee	19	April 2025
Village Trustee - Wards 1 & 2	Kelly Servais	4	April 2026
Village Trustee - Wards 3 & 4	Gary Paul	13	April 2026
Village Trustee - Wards 5 & 6	Chris Zirbel	7	April 2026
Village Trustee - Wards 7 & 8	Chris Atkinson	1	April 2024
Village Trustee - Wards 9 & 10	Jay Krueger	3	April 2024
Village Trustee - Wards 11 & 12	Tracy Flucke	3	April 2024
Village Judge	Gary Wickert	36	April 2027

Appointed Position	Village Employee	Years in Position	Years with Village
Village Manager	Joel Gregozeski	3	3
Village Attorney	Patrick Leigl	2	2
Village Clerk	Kris Teske	3	3
Public Safety Director	Brian Uhl	4	4
Public Works Director	Brian Rickert	1	1
Finance Director	Greg Wenholz	17	17
Director of Community Development	Aaron Schuette	7	7
Parks, Recreation & Forestry Director	Rex Mehlberg	19	19

Consultant Type	Consultant
Assessor	Paul Denor, Fair Market Assessments, Green Bay, WI
Labor Counsel	Von Briesen & Roper, S.C., Milwaukee, WI
Certified Public Accountant	Baker Tilly US, LLP, Madison, WI
Financial Consultants	Robert W. Baird & Co., Milwaukee, WI
TIF Consultants	Robert W. Baird & Co., Milwaukee, WI
Bond Counsel	Quarles & Brady, Milwaukee, WI
Medical and Dental Consultants	Brown & Brown, Milwaukee, WI

**Village of Ashwaubenon**  
**2024 Budget**  
**Citizen Boards, Committees, and Commissions**

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# GENERAL FUND



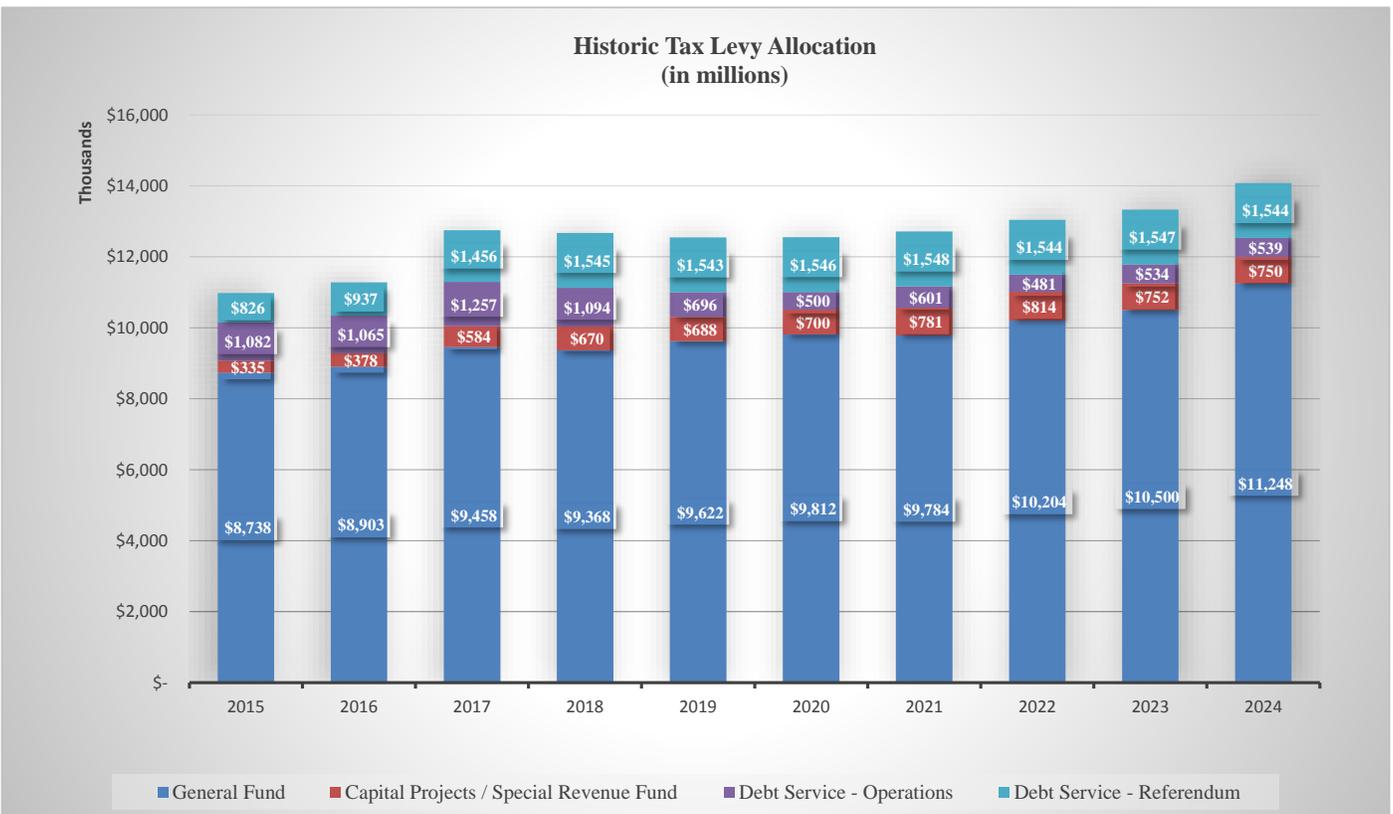
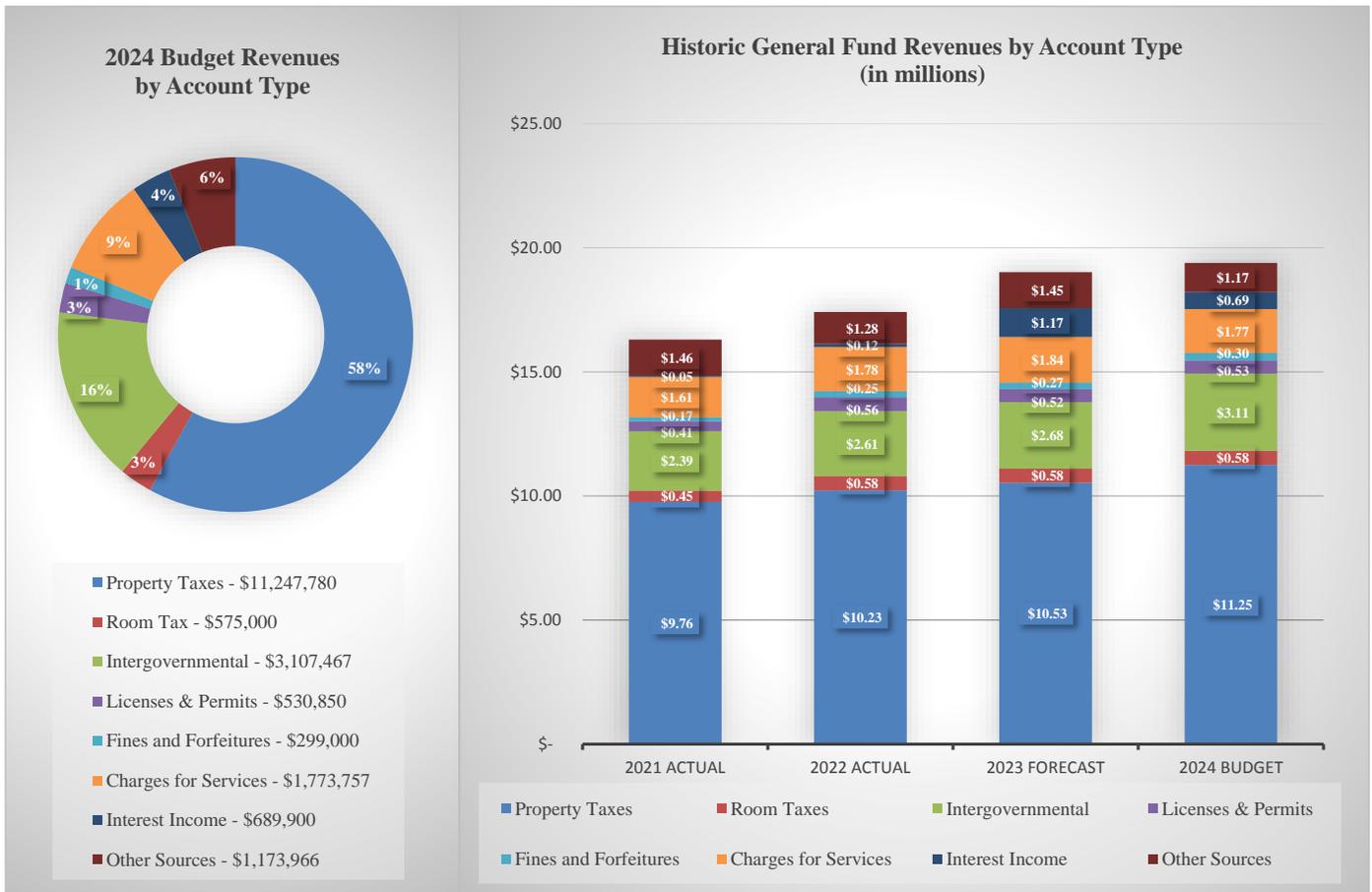
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**2024 Budget**

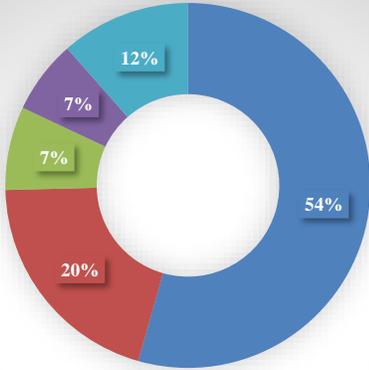
**Village of Ashwaubenon**

**General Fund Summary**

<b>Account</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Forecast</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>REVENUES</b>					
Property Taxes	\$ 9,762,917	\$ 10,225,389	\$ 10,530,517	\$ 10,500,213	\$ 11,247,780
Other Taxes	454,186	580,167	575,000	550,000	575,000
Special Assessments	-	5,222	-	2,260	-
Intergovernmental	2,387,788	2,609,846	2,675,953	2,578,811	3,107,467
Licenses & Permits	405,543	561,727	516,892	493,050	530,850
Fines and Forfeitures	174,802	246,906	274,000	295,000	299,000
Public Charges for Services	1,607,061	1,782,147	1,835,220	1,694,663	1,773,757
Interest Income	48,817	124,241	1,168,894	165,500	689,900
Miscellaneous	679,587	530,715	677,873	444,919	428,966
<b>Total Revenues</b>	<b>15,520,701</b>	<b>16,666,360</b>	<b>18,254,349</b>	<b>16,724,416</b>	<b>18,652,720</b>
<b>EXPENDITURES</b>					
General Government	2,621,090	2,370,896	2,473,584	2,433,481	2,787,811
Public Safety	8,369,828	9,027,685	9,311,428	9,210,586	9,814,067
Public Works	2,385,289	2,799,667	2,817,130	2,675,655	3,063,741
Sanitation	857,509	965,900	945,292	927,777	956,286
Parks, Recreation & Forestry	1,829,016	2,056,529	2,120,092	2,106,258	2,525,760
Health & Human Services	6,216	6,502	6,805	6,900	7,250
Conservation & Development	125,288	122,511	127,979	128,759	242,805
<b>Total Expenditures</b>	<b>16,194,235</b>	<b>17,349,691</b>	<b>17,802,310</b>	<b>17,489,416</b>	<b>19,397,720</b>
<b>Excess of Revenues over (under) Expenditures</b>	<b>(673,535)</b>	<b>(683,331)</b>	<b>452,039</b>	<b>(765,000)</b>	<b>(745,000)</b>
<b>Other Financing Sources (Uses)</b>					
Sale of Capital Assets	800	50	1,959	-	-
Transfer In - Enterprise Fund Tax Equivalent	451,314	420,983	443,133	440,000	420,000
Transfers In	325,000	325,000	325,000	325,000	325,000
Transfers Out	(428,579)	(62,702)	(1,222,131)	-	-
<b>Total Other Financing Sources</b>	<b>348,535</b>	<b>683,331</b>	<b>(452,039)</b>	<b>765,000</b>	<b>745,000</b>
<b>Net Change in Fund Balance</b>	<b>(325,000)</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - January 1</b>	<b>\$ 5,599,639</b>	<b>\$ 5,274,639</b>	<b>\$ 5,274,639</b>	<b>\$ 5,671,590</b>	<b>\$ 5,274,639</b>
<b>Fund Balance - December 31</b>	<b>\$ 5,274,639</b>	<b>\$ 5,274,639</b>	<b>\$ 5,274,639</b>	<b>\$ 5,671,590</b>	<b>\$ 5,274,639</b>

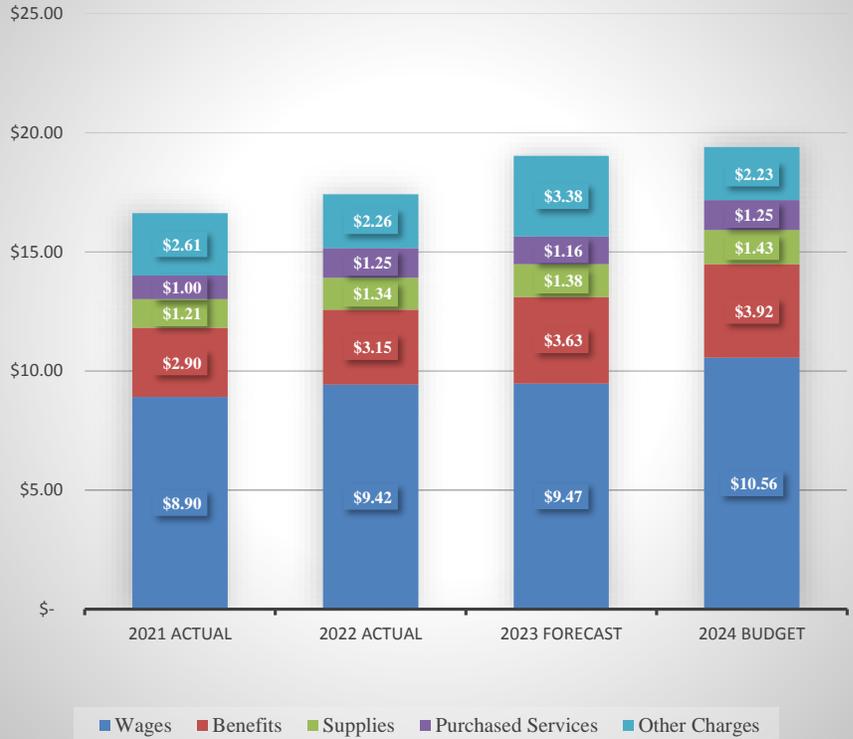


2024 Budget Expenditures by Account Type

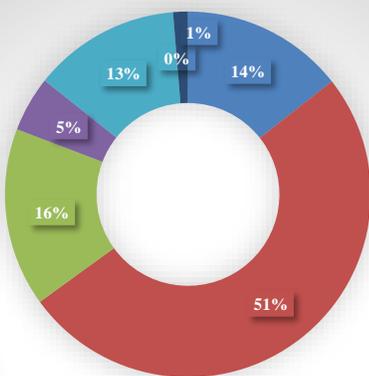


- Wages - \$10,557,656
- Benefits - \$3,920,966
- Supplies - \$1,433,760
- Purchased Services - \$1,252,763
- Other Charges - \$2,232,575

Historic General Fund Expenditures by Account Type (in millions)

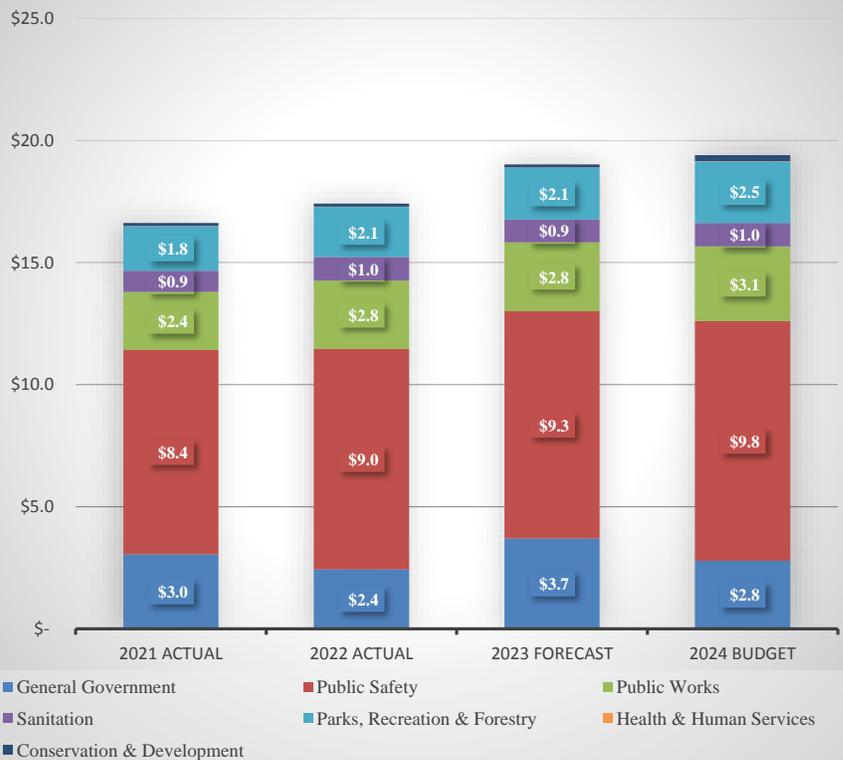


2024 Budget Expenditures by Department



- General Government - \$2,787,811
- Public Safety - \$9,814,067
- Public Works - \$3,063,741
- Sanitation - \$956,286
- Parks, Recreation & Forestry - \$2,525,760
- Health & Human Services - \$7,250
- Conservation & Development - \$242,805

Historic General Fund Expenditures by Department (in millions)



Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>Taxes</b>								
General Property Tax		\$ 9,762,917	\$ 10,225,389	\$ 10,530,517	\$ 10,500,213	\$ 11,247,780	747,567	7.12%
Room Tax	100-5100-4005-0000	454,186	580,167	575,000	550,000	575,000	25,000	4.55%
<b>Total Taxes</b>		<b>10,217,103</b>	<b>10,805,555</b>	<b>11,105,517</b>	<b>11,050,213</b>	<b>11,822,780</b>	<b>772,567</b>	<b>6.99%</b>
<b>Special Assessments</b>								
		-	5,222	-	2,260	-	(2,260)	-100.00%
<b>Intergovernmental</b>								
Federal Aids								
Federal Aids - Miscellaneous	100-5100-4100-0000	-	-	38,260	-	-	-	N/A
State Aids								
State Shared Taxes	100-5100-4120-0000	458,722	503,615	523,736	492,231	936,819	444,588	90.32%
Exempt Computer Aids	100-5100-4121-0000	243,697	243,697	243,697	243,697	243,697	-	0.00%
Expenditure Restraint	100-5100-4122-0000	64,096	55,602	21,098	21,098	32,462	11,364	53.86%
Personal Property Aid	100-5100-4123-0000	99,331	141,818	141,818	141,818	141,818	-	0.00%
General Transportation Aid	100-5400-4124-0000	1,026,513	1,116,636	1,163,735	1,150,500	1,203,204	52,704	4.58%
Fire Dues	100-5200-4125-0000	102,972	107,826	117,989	107,000	118,000	11,000	10.28%
Recycling Grant	100-5700-4126-0000	72,623	76,250	76,287	76,250	76,250	-	0.00%
Municipal Services Aid	100-5100-4127-0000	14,439	-	11,892	11,892	11,892	-	0.00%
State Aids - BOTS Grant - Alcohol	100-5200-4128-5500	5,091	4,095	12,265	-	-	-	N/A
State Aids - BOTS Grant - Speed	100-5200-4128-5501	10,283	6,045	-	-	-	-	N/A
State Aids - DOJ Seat Belt Grant	100-5200-4128-5507	14,699	20,015	17,406	-	-	-	N/A
State Aids - Police Training	100-5200-4129-0000	7,520	7,040	7,250	40,000	40,000	-	0.00%
State Aids - Rescue	100-5200-4130-0000	-	26,261	12,195	6,000	-	(6,000)	-100.00%
State Aids - Miscellaneous	100-5100-4132-0000	12,083	25,871	-	-	-	-	N/A
State Aids - Video Service	100-5100-4133-0000	43,325	43,325	43,325	43,325	43,325	-	0.00%
Local Aids								
School District Mutual Services	100-5200-4175-0000	212,394	231,750	245,000	245,000	260,000	15,000	6.12%
<b>Total Intergovernmental</b>		<b>2,387,788</b>	<b>2,609,846</b>	<b>2,675,953</b>	<b>2,578,811</b>	<b>3,107,467</b>	<b>528,656</b>	<b>20.50%</b>
<b>Licenses &amp; Permits</b>								
Licenses								
Licenses - Liquor & Beverage	100-5100-4300-7700	35,507	76,528	60,000	60,000	60,000	-	0.00%
Licenses - Operators	100-5100-4300-7701	15,190	16,450	14,000	14,000	26,000	12,000	85.71%
Licenses - Cigarette	100-5100-4300-7702	2,000	2,100	2,100	1,800	2,100	300	16.67%
Licenses - Other	100-5100-4300-7706	1,875	3,550	3,000	7,500	3,000	(4,500)	-60.00%
Licenses - Peddlers	100-5100-4300-7707	9,300	7,825	9,000	15,900	9,200	(6,700)	-42.14%
Licenses - Weights & Measures	100-5100-4300-7708	26,240	26,890	46,242	33,000	46,000	13,000	39.39%
Licenses - Secondhand	100-5100-4300-7709	138	503	500	-	500	500	N/A
Licenses - Mobile Food Establishment	100-5100-4300-7711	2,000	2,250	4,500	-	4,500	4,500	N/A
Licenses - Short-Term Rental	100-5100-4300-7712	18,200	28,000	38,000	25,000	40,000	15,000	60.00%
<b>Total Licenses</b>		<b>110,464</b>	<b>164,096</b>	<b>177,342</b>	<b>157,200</b>	<b>191,300</b>	<b>34,100</b>	<b>21.69%</b>
Permits								
Permits - Rezoning Hearing	100-5100-4350-7720	2,000	2,400	2,500	2,500	2,500	-	0.00%
Permits - Building	100-5100-4350-7721	146,104	186,997	160,000	160,000	160,000	-	0.00%
Permits - Electrical	100-5100-4350-7722	44,536	63,624	50,000	50,000	50,000	-	0.00%
Permits - Plumbing	100-5100-4350-7723	45,704	70,645	55,000	55,000	55,000	-	0.00%
Permits - Heating	100-5100-4350-7724	43,303	55,325	50,000	50,000	50,000	-	0.00%
Permits - Sewer	100-5100-4350-7725	2,526	3,600	3,500	3,500	3,500	-	0.00%
Permits - Right-of-Way	100-5100-4350-7726	5,280	7,865	7,000	5,500	7,000	1,500	27.27%
Permits - Curb Cut	100-5100-4350-7727	160	-	-	350	-	(350)	-100.00%
Permits - Alarm	100-5100-4350-7728	2,615	3,050	4,000	5,000	4,000	(1,000)	-20.00%
Permits - Landscape Contractor	100-5100-4350-7729	150	150	150	4,000	150	(3,850)	-96.25%
Permits - Erosion Control	100-5100-4350-7731	2,701	3,975	3,600	-	3,600	3,600	N/A
Permits - Tent	100-5100-4350-7732	-	-	1,300	-	1,300	1,300	N/A
Permits - Delegated Plan Review Fees	100-5100-4350-7733	-	-	2,500	-	2,500	2,500	N/A
<b>Total Permits</b>		<b>295,079</b>	<b>397,631</b>	<b>339,550</b>	<b>335,850</b>	<b>339,550</b>	<b>3,700</b>	<b>1.10%</b>
<b>Total Licenses &amp; Permits</b>		<b>405,543</b>	<b>561,727</b>	<b>516,892</b>	<b>493,050</b>	<b>530,850</b>	<b>37,800</b>	<b>7.67%</b>
<b>Fines and Forfeitures</b>								
Court Penalties & Costs	100-5100-4400-0000	162,737	222,505	250,000	275,000	275,000	-	0.00%
Parking Violations	100-5200-4410-0000	12,065	24,401	24,000	20,000	24,000	4,000	20.00%
<b>Total Fines and Forfeitures</b>		<b>174,802</b>	<b>246,906</b>	<b>274,000</b>	<b>295,000</b>	<b>299,000</b>	<b>4,000</b>	<b>1.36%</b>
<b>Public Charges for Services</b>								
Materials Sold to Others	100-5100-4500-0000	6,907	9,805	9,000	7,500	9,000	1,500	20.00%
Site Plan Review Fees	100-5100-4502-0000	5,260	5,295	5,000	3,000	5,000	2,000	66.67%
CSM/Subdivision Fees	100-5100-4503-0000	7,600	3,300	5,000	5,000	5,000	-	0.00%
Zoning Code Requests/Maps	100-5100-4504-0000	1,308	975	750	750	750	-	0.00%
Public Safety								
Police Charges for Services	100-5200-4510-0000	242,256	284,380	275,000	225,000	225,000	-	0.00%
Fire Charges for Services	100-5200-4511-0000	2,780	13,199	10,000	15,000	10,000	(5,000)	-33.33%
Rescue Charges for Services	100-5200-4512-0000	6,191	34,356	32,500	35,000	35,000	-	0.00%

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Fire Protection Agreements	100-5100-4176-0000	-	-	100,000	-	25,000	25,000	N/A
Rescue Squad Services	100-5200-4513-0000	599,319	662,155	625,000	625,000	625,000	-	0.00%
Fire Inspections	100-5200-4514-0000	63,517	14,968	40,000	96,000	96,000	-	0.00%
False Alarms	100-5200-4515-0000	31,825	24,625	15,000	20,000	20,000	-	0.00%
Public Safety Accident Reports	100-5200-4516-0000	60	90	-	-	-	-	N/A
Misc & Warrant Fees	100-5200-4518-0000	2,006	768	1,500	2,000	1,500	(500)	-25.00%
<b>Total Public Safety</b>		<b>947,953</b>	<b>1,034,541</b>	<b>1,099,000</b>	<b>1,018,000</b>	<b>1,037,500</b>	<b>19,500</b>	<b>1.92%</b>
<b>Parks, Recreation &amp; Forestry</b>								
Community Pool		65,284	81,293	87,187	69,200	79,100	9,900	14.31%
Ashwaubomay Lake		119,690	141,783	153,196	154,075	154,075	-	0.00%
Adult Recreation Programs		53,221	59,751	69,067	65,518	66,588	1,070	1.63%
Co-Sponsored Programs		64,014	70,402	63,157	61,578	62,978	1,400	2.27%
Youth Recreation Programs		84,864	96,877	107,182	107,779	113,849	6,070	5.63%
Facility Rentals		56,498	82,427	78,881	79,013	87,067	8,054	10.19%
Tree Planting Program	100-5600-4556-0000	2,600	2,650	2,500	3,000	3,000	-	0.00%
<b>Total Parks, Recreation &amp; Forestry</b>		<b>446,172</b>	<b>535,182</b>	<b>561,170</b>	<b>540,163</b>	<b>566,657</b>	<b>26,494</b>	<b>4.90%</b>
<b>Public Works</b>								
Rubbish Collection	100-5700-4560-0000	2,307	-	200	5,000	2,500	(2,500)	-50.00%
Garbage Cans	100-5700-4561-0000	1,846	284	-	-	-	-	N/A
Recycling	100-5700-4562-0000	50,479	46,278	1,047	-	-	-	N/A
Snow Removal	100-5700-4563-0000	1,291	-	1,500	1,750	1,500	(250)	-14.29%
Weed Control	100-5700-4564-0000	1,771	1,730	1,883	2,500	1,850	(650)	-26.00%
Miscellaneous Street Charges	100-5400-4567-0000	1,288	8,305	13,320	1,000	7,500	6,500	650.00%
<b>Total Public Works</b>		<b>58,982</b>	<b>56,424</b>	<b>17,950</b>	<b>10,250</b>	<b>13,350</b>	<b>3,100</b>	<b>30.24%</b>
Labor & Service Reimbursements	100-5100-4568-0000	53,649	53,505	53,850	110,000	53,500	(56,500)	-51.36%
Charges to Water Utility	100-5100-4569-0000	78,259	71,437	78,000	-	78,000	78,000	N/A
Reimbursements	100-5100-4703-0000	971	11,683	5,500	-	5,000	5,000	N/A
<b>Labor and Service Reimbursements</b>		<b>132,880</b>	<b>136,625</b>	<b>137,350</b>	<b>110,000</b>	<b>136,500</b>	<b>26,500</b>	<b>24.09%</b>
<b>Total Public Charges for Services</b>		<b>1,607,061</b>	<b>1,782,147</b>	<b>1,835,220</b>	<b>1,694,663</b>	<b>1,773,757</b>	<b>79,094</b>	<b>4.67%</b>
<b>Interest Income</b>								
Checking Account Interest	100-5100-4600-0000	41,466	288,871	1,016,494	-	550,000	550,000	N/A
Investment Interest	100-5100-4601-0000	(12,578)	(170,015)	150,000	150,000	125,000	(25,000)	-16.67%
Delinquent Taxes Interest	100-5100-4602-0000	17,337	2,906	-	12,500	12,500	-	0.00%
Special Assessment Interest	100-5100-4603-0000	2,592	2,480	2,400	3,000	2,400	(600)	-20.00%
<b>Total Interest Income</b>		<b>48,817</b>	<b>124,241</b>	<b>1,168,894</b>	<b>165,500</b>	<b>689,900</b>	<b>524,400</b>	<b>316.86%</b>
<b>Miscellaneous</b>								
Cable TV Franchise Fee	100-5100-4700-0000	167,780	187,823	176,000	190,000	180,000	(10,000)	-5.26%
Rent	100-5100-4701-0000	120,480	123,561	133,669	132,919	137,766	4,847	3.65%
Donations	100-5100-4702-0000	451	4,708	2	1,000	1,000	-	0.00%
Summer Tickets	100-5521-4704-0000	1	104	243	-	200	200	N/A
Parking Revenue	100-5100-4708-0000	3,965	(1,192)	-	-	-	-	N/A
Asset Forfeiture Revenue	100-5200-4709-0000	8,236	15,967	-	-	-	-	N/A
Insurance Refunds	100-5100-4751-0000	370,508	19,556	50,000	100,000	50,000	(50,000)	-50.00%
Rebates	100-5100-4753-0000	24	12	682	-	-	-	N/A
Refunds	100-5400-4757-0000	-	192,451	152,406	-	50,000	50,000	N/A
Miscellaneous Operating Income	100-5100-4908-0000	(690)	1,084	1,255	-	-	-	N/A
Miscellaneous Non-Operating Income	100-5100-4911-0000	6,830	(16,595)	5,000	-	5,000	5,000	N/A
Miscellaneous	100-5100-4790-0000	2,002	3,237	158,616	21,000	5,000	(16,000)	-76.19%
<b>Total Miscellaneous</b>		<b>679,587</b>	<b>530,715</b>	<b>677,873</b>	<b>444,919</b>	<b>428,966</b>	<b>(15,953)</b>	<b>-3.59%</b>
<b>Total Revenues</b>		<b>15,520,701</b>	<b>16,666,360</b>	<b>18,254,349</b>	<b>16,724,416</b>	<b>18,652,720</b>	<b>1,928,304</b>	<b>11.53%</b>
<b>Other Finances Sources</b>								
Sale of Equipment	100-5100-4800-0000	800	50	1,959	-	-	-	N/A
Pay in Lieu of Tax - Utility	100-5100-4011-0000	451,314	420,983	443,133	440,000	420,000	(20,000)	-4.55%
Operating Transfer In	100-5100-4810-0000	325,000	325,000	325,000	325,000	325,000	-	0.00%
<b>Total Other Finances Sources</b>		<b>777,114</b>	<b>746,033</b>	<b>770,092</b>	<b>765,000</b>	<b>745,000</b>	<b>(20,000)</b>	<b>-2.61%</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>		<b>\$ 16,297,815</b>	<b>\$ 17,412,393</b>	<b>\$ 19,024,441</b>	<b>\$ 17,489,416</b>	<b>\$ 19,397,720</b>	<b>\$ 1,908,304</b>	<b>10.91%</b>

General Fund Expenditures by Department

Department	No.	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>General Government</b>								
Village Board Administration	5111	\$ 335,379	\$ 350,186	\$ 355,743	\$ 375,561	\$ 308,240	\$ (67,321)	-17.93%
Municipal Court	5121	141,708	148,585	167,546	170,546	176,143	5,597	3.28%
Communications	5131	-	-	-	-	62,911	62,911	N/A
Village Clerk	5141	178,766	190,349	192,280	190,886	349,957	159,071	83.33%
Village Assessor	5152	208,399	134,128	148,454	149,943	100,723	(49,220)	-32.83%
Finance	5155	338,787	385,438	458,484	448,342	478,848	30,506	6.80%
Information Technology	5157	232,974	287,017	252,097	244,960	266,537	21,577	8.81%
Legal Services	5161	207,676	134,292	156,777	161,207	288,195	126,988	78.77%
Village Hall Maintenance	5171	174,546	173,312	197,161	177,955	203,467	25,512	14.34%
General Government	5100	802,854	567,590	545,042	514,081	552,790	38,709	7.53%
Total General Government		2,621,090	2,370,896	2,473,584	2,433,481	2,787,811	354,330	14.56%
<b>Public Safety</b>								
Police / Fire / Rescue	5210	8,078,964	8,723,413	9,003,357	8,880,719	9,530,783	650,064	7.32%
Fire Inspection	5230	129,684	139,209	127,878	148,076	103,175	(44,901)	-30.32%
Building Inspection	5241	161,181	165,063	180,193	181,791	180,109	(1,682)	-0.93%
Total Public Safety		8,369,828	9,027,685	9,311,428	9,210,586	9,814,067	603,481	6.55%
<b>Public Works</b>								
Engineering	5405	134,520	140,978	167,999	156,078	209,420	53,342	34.18%
Street Administration	5421	177,154	181,297	187,683	184,871	198,322	13,451	7.28%
Garage	5410	564,809	602,642	582,346	537,844	641,030	103,186	19.19%
Street Maintenance	5431	692,096	777,679	866,222	822,722	926,265	103,543	12.59%
Curb & Gutter	5433	26,625	33,702	25,765	25,765	30,071	4,306	16.71%
Snow & Ice Control	5435	204,408	144,279	232,325	178,825	228,590	49,765	27.83%
Traffic Control	5441	104,303	131,451	109,701	101,100	139,251	38,151	37.74%
Street Lighting	5442	444,003	477,297	474,617	496,940	496,940	-	0.00%
Sidewalk Maintenance	5444	3,018	10,284	4,768	4,730	20,148	15,418	325.96%
School District Maintenance	5447	153	-	-	538	-	(538)	-100.00%
Labor for Others	5449	-	-	-	538	-	(538)	-100.00%
Transit System	5455	34,199	300,057	165,704	165,704	173,704	8,000	4.83%
Total Public Works		2,385,289	2,799,667	2,817,130	2,675,655	3,063,741	388,086	14.50%
<b>Sanitation</b>								
Garbage & Refuse Collection	5710	385,251	468,850	416,968	403,733	419,169	15,436	3.82%
Recycling	5720	142,713	179,875	183,071	190,541	194,614	4,073	2.14%
Landfill	5730	217,684	234,858	250,000	236,000	245,000	9,000	3.81%
Weed Control	5740	14,089	10,182	11,515	13,265	13,265	-	0.00%
Wood Chipping	5760	97,771	72,135	83,738	84,238	84,238	-	0.00%
Total Sanitation		857,509	965,900	945,292	927,777	956,286	28,509	3.07%
<b>Parks, Recreation &amp; Forestry</b>								
Parks & Recreation Administration	5521	431,570	456,208	502,638	495,707	540,180	44,473	8.97%
Community Pool	5523	78,735	99,549	112,506	112,506	136,546	24,040	21.37%
Ashwaubomay Lake	5524	151,023	197,201	176,085	168,390	193,694	25,304	15.03%
Adult Recreation	5525	38,890	50,214	49,832	50,719	51,920	1,201	2.37%
Co-Sponsored Recreation	5527	80,361	94,562	96,278	98,533	106,464	7,931	8.05%
Youth Recreation	5530	108,489	102,647	126,564	131,474	183,589	52,115	39.64%
Park Maintenance	5541	515,895	540,377	544,847	528,884	681,457	152,573	28.85%
Community Center	5551	127,709	129,857	146,289	139,902	160,129	20,227	14.46%
Performing Arts Center	5561	81,045	85,940	88,750	87,659	121,413	33,754	38.51%
Forestry	5610	215,299	299,974	276,303	292,484	350,368	57,884	19.79%
Total Parks, Recreation & Forestry		1,829,016	2,056,529	2,120,092	2,106,258	2,525,760	419,502	19.92%
<b>Health &amp; Human Services</b>								
Animal Control	5810	6,216	6,502	6,805	6,900	7,250	350	5.07%
<b>Conservation &amp; Development</b>								
Economic Development	5651	125,288	122,511	127,979	128,759	242,805	114,046	88.57%
<b>Total Expenditures</b>		<b>16,194,235</b>	<b>17,349,691</b>	<b>17,802,310</b>	<b>17,489,416</b>	<b>19,397,720</b>	<b>1,908,304</b>	<b>10.91%</b>
<b>Other Financing Uses</b>								
Transfers Out	9200	428,579	62,702	1,222,131	-	-	-	N/A
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>		<b>\$ 16,622,815</b>	<b>\$ 17,412,393</b>	<b>\$ 19,024,441</b>	<b>\$ 17,489,416</b>	<b>\$ 19,397,720</b>	<b>\$ 1,908,304</b>	<b>10.91%</b>

Account Name	No.	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salary	5100	5,080,106	5,136,506	5,707,252	5,707,252	6,462,009	754,757	13.22%
Fitness	5101	60,542	54,627	593	14,340	-	(14,340)	-100.00%
FLSA	5102	57,189	35,545	65,000	65,000	65,000	-	0.00%
Fire/Rescue Meeting Pay	5103	35,918	46,829	40,000	40,000	45,000	5,000	12.50%
Paid on Premise Pay	5104	-	1,800	-	-	-	-	N/A
Hourly	5110	2,291,507	2,510,092	2,804,601	2,824,037	3,057,289	233,252	8.26%
Overtime	5111	364,254	502,178	523,595	523,595	547,979	24,384	4.66%
Double Time	5112	25,189	26,380	-	-	-	-	N/A
Longevity	5120	5,770	5,050	4,830	4,830	3,360	(1,470)	-30.43%
Comp Time	5130	359,669	436,449	-	-	-	-	N/A
Poll Workers	5140	10,434	21,722	13,000	13,000	40,640	27,640	212.62%
Holiday Pay	5150	378,426	351,095	290,508	289,402	319,579	30,177	10.43%
Sick	5170	58,855	74,926	1,427	-	-	-	N/A
Vacation	5180	176,800	220,521	4,491	-	-	-	N/A
Health Insurance Opt Out	5195	-	-	14,400	-	16,800	16,800	N/A
<b>Total Wages</b>		<b>8,904,661</b>	<b>9,423,721</b>	<b>9,469,697</b>	<b>9,481,456</b>	<b>10,557,656</b>	<b>1,076,200</b>	<b>11.35%</b>
Fringe Benefits	5200	-	-	-	-	-	-	N/A
Medicare/FICA	5210	662,117	750,451	722,824	724,334	807,662	83,328	11.50%
Health Insurance	5220	1,263,778	1,382,064	1,686,561	1,686,561	1,737,664	51,103	3.03%
Employer HSA Contribution	5222	-	-	62,300	-	67,200	67,200	N/A
Dental Insurance	5225	88,618	89,645	91,464	94,475	129,110	34,635	36.66%
Life Insurance	5230	18,632	19,096	22,375	22,625	23,721	1,096	4.84%
Retirement	5250	821,809	856,834	987,882	943,732	1,101,609	157,877	16.73%
Public Safety Trust Fund	5300	47,000	47,500	54,000	49,000	54,000	5,000	10.20%
<b>Total Benefits</b>		<b>2,901,954</b>	<b>3,145,588</b>	<b>3,627,406</b>	<b>3,520,727</b>	<b>3,920,966</b>	<b>400,239</b>	<b>11.37%</b>
<b>Total Personnel Services</b>		<b>11,806,615</b>	<b>12,569,309</b>	<b>13,097,103</b>	<b>13,002,183</b>	<b>14,478,622</b>	<b>1,476,439</b>	<b>11.36%</b>
Office Supplies	6100	29,883	36,658	36,090	37,675	36,120	(1,555)	-4.13%
Operational Supplies	6101	376,439	358,197	455,601	394,441	477,241	82,800	20.99%
Evidence Supplies	6102	2,474	3,096	3,000	3,000	3,000	-	0.00%
Lifeguard Training Supplies	6103	1,597	346	950	950	2,045	1,095	115.26%
Range Supplies	6104	15,063	16,801	23,600	23,600	23,600	-	0.00%
Forms	6105	759	2,475	3,250	3,250	4,750	1,500	46.15%
State Stamps	6106	-	962	330	330	1,000	670	203.03%
Concession Supplies	6108	19,178	26,527	26,137	24,710	24,947	237	0.96%
Janitorial Supplies	6109	28,537	30,447	36,004	28,775	36,965	8,190	28.46%
Athletic Field Supplies	6110	37,097	33,815	32,854	32,854	41,754	8,900	27.09%
Code Books	6112	-	-	-	2,000	2,200	200	10.00%
Gas & Oil	6200	202,548	341,551	273,283	230,475	275,475	45,000	19.52%
Landscaping Supplies	6201	8,418	9,596	10,219	8,200	10,200	2,000	24.39%
Program/Trip Expense	6202	1,269	2,381	2,100	3,200	3,200	-	0.00%
Building & Equipment Repairs	6211	116,012	104,789	126,712	115,800	119,500	3,700	3.20%
Voting Machine Maintenance	6212	-	-	-	500	500	-	0.00%
Software Maintenance	6213	131,112	125,915	146,194	151,009	155,775	4,766	3.16%
Fire Alarm/Security Maint	6214	5,314	3,183	2,042	1,592	1,592	-	0.00%
Equipment Maintenance	6215	12,455	13,285	15,200	15,200	16,500	1,300	8.55%
Record Checks	6301	5,047	5,292	6,000	6,000	6,000	-	0.00%
Newspaper Publishing	6302	6,938	6,723	7,000	9,750	9,750	-	0.00%
Licenses	6303	1,121	723	902	902	1,366	464	51.44%
Postage	6304	21,920	31,158	24,565	24,500	24,600	100	0.41%
Copy Machine	6305	21,615	21,838	22,680	24,180	23,180	(1,000)	-4.14%
Building Furnishings	6306	3,272	4,319	4,350	4,350	4,500	150	3.45%
Credit Card Fees	6307	27,014	27,751	20,000	24,000	20,000	(4,000)	-16.67%
Uniforms	6401	61,079	67,372	87,103	88,240	91,150	2,910	3.30%
Shoe Allowance	6402	3,036	4,300	4,000	4,000	5,700	1,700	42.50%
Tool Allowance	6403	1,200	1,200	1,800	1,800	1,800	-	0.00%
Grant Expenses	6500	2,289	48,429	9,514	6,828	6,850	22	0.32%
Asset Forfeiture Expenses	6501	-	4,275	-	-	-	-	N/A
Public Education	6502	495	2,906	2,530	2,530	2,500	(30)	-1.19%
Miscellaneous Expenditures	6580	63,449	-	-	-	-	-	N/A
Training/Conference	7100	48,553	70,516	76,084	77,280	102,355	25,075	32.45%
Dues & Subscriptions	7120	31,217	30,548	38,305	41,482	43,083	1,601	3.86%
Mileage Reimbursement	7130	15,795	16,022	17,365	15,350	15,150	(200)	-1.30%
Fitness Test & Equipment Maint	7140	965	-	1,000	1,000	1,500	500	50.00%

Account Name	No.	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Tuition Reimbursement	7150	500	500	-	-	1,000	1,000	N/A
Contracted Services	8100	473,859	650,621	524,112	551,695	586,400	34,705	6.29%
Computer Consulting	8101	20,468	22,736	25,211	22,000	22,000	-	0.00%
Accounting & Auditing	8102	28,028	29,537	32,000	31,000	33,500	2,500	8.06%
Rodent Control	8103	1,194	1,352	1,500	1,500	1,500	-	0.00%
Mutual Aid	8104	21,516	22,527	25,000	25,000	25,000	-	0.00%
Humane Society	8105	5,000	5,150	5,305	5,150	5,500	350	6.80%
Cleaning Contract	8106	34,012	31,814	37,800	38,800	38,800	-	0.00%
Weights & Measures	8107	-	24,530	26,760	26,760	27,600	840	3.14%
Brown Co MRF Charges	8108	(256)	-	-	-	-	-	N/A
Brown County Landfill	8109	217,939	234,858	250,000	236,000	245,000	9,000	3.81%
Jail Fees	8112	17,185	16,240	17,500	20,000	17,500	(2,500)	-12.50%
Printing	8113	10,413	11,600	11,697	11,400	12,600	1,200	10.53%
Tree Planting - Village	8114	7,483	17,223	9,732	9,000	9,000	-	0.00%
Engineering Services	8115	2,793	1,910	2,000	3,000	2,000	(1,000)	-33.33%
Economic Development	8116	12,355	5,885	5,995	6,775	6,775	-	0.00%
Tree Planting - Residents	8117	2,688	3,437	3,000	3,000	3,000	-	0.00%
Bank Fees	8118	26,351	35,661	35,000	34,000	36,000	2,000	5.88%
Investment Fees	8119	17,658	17,168	17,000	17,000	17,500	500	2.94%
Vehicle Repairs	8201	243,679	265,613	222,434	187,000	216,992	29,992	16.04%
Equipment Use Charge	8202	473,693	584,280	603,109	603,109	664,071	60,962	10.11%
Radio Maintenance	8203	1,339	1,422	1,500	1,500	1,500	-	0.00%
Equipment Rental	8205	9,025	11,365	8,075	8,075	8,075	-	0.00%
Physical/Psych Exams	8300	10,609	14,915	18,274	14,085	20,985	6,900	48.99%
Property & Liability Insurance	8330	160,863	157,939	163,435	164,300	164,300	-	0.00%
Employee Assistance Program	8331	3,698	3,698	4,274	3,698	4,500	802	21.69%
Unemployment	8332	5,336	-	1,000	5,000	5,000	-	0.00%
Workers Comp Insurance	8334	185,628	200,619	239,481	200,619	240,000	39,381	19.63%
Electric	8400	633,679	682,572	719,826	705,530	752,522	46,992	6.66%
Water/Sewer/Storm Water	8401	70,187	80,901	73,871	69,700	77,300	7,600	10.90%
Telephone/Pagers	8402	22,386	21,726	22,000	22,000	22,000	-	0.00%
Cell Phone	8403	50,747	42,356	49,178	43,960	48,480	4,520	10.28%
Teletype	8404	4,656	4,809	4,900	4,900	4,900	-	0.00%
Television	8405	1,868	2,101	1,947	1,924	1,950	26	1.35%
Equipment > \$5,000	9120	46,622	21,406	18,311	-	-	-	N/A
Equipment < \$5,000	9121	11,260	48,515	7,216	-	-	-	N/A
Operating Transfer Out	9200	428,579	62,702	1,222,131	-	-	-	N/A
Litigation Settlements	9450	250,000	50,000	-	-	-	-	N/A
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>		<b>\$ 16,622,815</b>	<b>\$ 17,412,393</b>	<b>\$ 19,024,441</b>	<b>\$ 17,489,416</b>	<b>\$ 19,397,720</b>	<b>\$ 1,908,304</b>	<b>10.91%</b>



# GENERAL FUND DEPARTMENT BUDGETS



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# VILLAGE BOARD / ADMINISTRATION

**DEPARTMENT MANAGER:** Village Manager

**DEPARTMENT DESCRIPTION:**

The Village is governed by a Village Board consisting of a Village President elected at large and six Trustees elected by wards. An appointed Village Manager serves at will and carries out the policies, directives and ordinances enacted by the Village Board, providing direction, guidance and supervision to Village Department Heads and staff. The Village of Ashwaubenon utilizes contracted services for various consultants to augment Village staff in addressing Village needs in their respective areas of expertise.

**SERVICES:**

- Human Resources: Employee hiring, training, benefits, and discipline.
- Economic Development: Land sales, business recruitment, tax incremental financing, greenfield development, and redevelopment.
- Overall Administration: Day-to-day and long-term management of Village services.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Village President	1.00	1.00	1.00	1.00	1.00
Village Trustee	6.00	6.00	6.00	6.00	6.00
Village Manager	1.00	1.00	1.00	1.00	1.00
Confidential Executive Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

Staffing Notes:

1. Of the 9.00 FTE in the Village Board/Administration Department, the cost of 1.35 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of administrative support of those operations.
2. 21.25% of the Confidential Executive Assistant position is allocated to the Legal Services department.

## **2023 ACCOMPLISHMENTS:**

- Worked toward the successful conclusion of a new labor agreement with the Ashwaubenon Public Safety Officers Association.
- Completed the full review and revision of the Village's employee personnel handbook.
- Assisted with Village Board room multi-media improvements to enhance meeting interactivity and presentations.
- Completed the full review and revision of employee position descriptions to reflect essential job duties, functions, and regulatory requirements.
- Reviewed and revised the Village's employee compensation, benefits, and performance evaluation systems.
- Developed and implemented a Village functional/organizational structure chart.
- Hired Multimedia Communications Specialist and increased methods/frequency of communication and engagement through social media and other digital methods.
- Expanded content for internal staff newsletter.
- Developed, promoted, and disseminated a monthly electronic newsletter to the general public.
- More effectively utilized social media outlets to provide real-time information to the general public.

## **2024 OBJECTIVES:**

- Develop and implement an integrated marketing strategy for the Village.
- Develop and implement a social media use policy.
- Renew the intergovernmental services agreements with the Oneida Nation.
- Develop a staffing succession plan for supervisory/management positions.
- Establish an intra-departmental team to develop an effective employee recognition program.
- Improve website from a technology/utility standpoint for more online information & transactions.
- Improve access and content on employee intranet platform.
- Assist with the development of an improvement budget document recognized by Government Finance Officers Association (GFOA).
- Develop and implement a formal 5-year Capital Improvement Plan.
- Review and evaluate opportunities for additional community wayfinding signs

## **BUDGET SUMMARY:**

- Contracted Services budget reduced \$50,000 to reflect the replacement of contracted human resources services to a newly created HR Generalist position budgeted under the Legal Services (5161) department.

**2024 Budget**

**Fund 100 - General Government**

**Department: Village Board/Administration - 5111**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 219,788	\$ 218,827	\$ 226,141	\$ 226,141	\$ 217,803	\$ (8,338)	-3.7%
Medicare/FICA	100-5111-5210-0000	16,185	17,891	17,299	17,299	16,660	(639)	-3.7%
Health Insurance	100-5111-5220-0000	36,505	38,808	42,597	42,597	35,328	(7,269)	-17.1%
Dental Insurance	100-5111-5225-0000	2,319	2,261	2,460	2,460	2,386	(74)	-3.0%
Life Insurance	100-5111-5230-0000	584	633	1,161	1,161	749	(412)	-35.5%
Retirement	100-5111-5250-0000	12,315	11,484	12,603	12,603	12,214	(389)	-3.1%
Benefits		67,908	71,078	76,120	76,120	67,337	(8,783)	-11.5%
<b>Total Salaries &amp; Benefits</b>		<b>287,696</b>	<b>289,904</b>	<b>302,261</b>	<b>302,261</b>	<b>285,140</b>	<b>(17,121)</b>	<b>-5.7%</b>
Operating Expenditures								
Office Supplies	100-5111-6100-0000	3,678	4,650	3,000	3,000	3,000	-	0.0%
Training/Conference	100-5111-7100-0000	3,965	4,123	4,400	4,400	4,400	-	0.0%
Dues & Subscriptions	100-5111-7120-0000	9,415	8,665	9,700	8,700	8,500	(200)	-2.3%
Mileage Reimbursement	100-5111-7130-0000	4,800	5,192	5,000	5,000	5,000	-	0.0%
Contracted Services	100-5111-8100-0000	24,671	36,667	30,000	51,000	1,000	(50,000)	-98.0%
Physical/Psych Exams	100-5111-8300-0000	45	-	182	-	-	-	N/A
Cell Phone	100-5111-8403-0000	1,109	984	1,200	1,200	1,200	-	0.0%
<b>Total Expenditures</b>		<b>\$ 335,379</b>	<b>\$ 350,186</b>	<b>\$ 355,743</b>	<b>\$ 375,561</b>	<b>\$ 308,240</b>	<b>\$ (67,321)</b>	<b>-17.9%</b>

# MUNICIPAL COURT

**DEPARTMENT MANAGER:** Village Manager

**DEPARTMENT DESCRIPTION:**

The Ashwaubenon Municipal Court initial appearances are held every Wednesday evening at 6:00 p.m. We typically hold trials/hearings the first Wednesday evening of every month; initial appearances for adults/juveniles the 2nd Wednesday evening of every month; and initial appearances for adults only on the 3rd Wednesday evening of every month along with Non-Compliance Hearings at 7:00 pm. This court adjudicates both traffic and non-traffic citations (ordinance violations) issued by the Ashwaubenon Public Safety Department along with compliance citations issued by Ashwaubenon Public Works. Our primary duty is to administer justice in a fair and unbiased manner.

**SERVICES:**

- Treat every person involved with the judicial system with respect and dignity.
- Advise defendants of all options available to them without giving legal advice.
- Administer justice in a fair and unbiased manner.
- Make a positive impression of municipal court proceedings.
- Process all citations issued through this court in a timely fashion.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Municipal Court Judge	1.00	1.00	1.00	1.00	1.00
Clerk of Courts	1.00	1.00	1.00	1.00	1.00
Deputy Court Clerk	0.60	0.60	0.60	0.60	0.60
<b>Total</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>

Staffing Note: Deputy Court Clerk position is part-time.

## **2023 ACCOMPLISHMENTS:**

- Wisconsin Department of Revenue-State Debt Collection (SDC; used to collect old debt) intercepted \$6,147.35 of outstanding debt as of 09/01/2023.
- Wisconsin Department of Revenue-Tax Intercept Program (TRIP) intercepted \$8,938.54 of outstanding debt, as of 09/21/2023.
- Point and Pay Credit Card Service is an automated interface between our website and TiPSSCourts software program used by our defendants to pay fines and forfeitures. Defendants have used this service to pay fines in the amount of \$42,813.40 through September.
- Allpaid is an online credit card service used by our defendants to pay fines and forfeitures. Defendants have used this service to pay fines in the amount of \$88,762.83 through September.

## **2024 OBJECTIVES:**

- Continue to improve court office procedures through the use of updated technology, resources, and software.
- Efficiently and responsibly handle all office procedures, court records, court proceedings and funds.
- Resolve citizen concerns and questions about municipal court policies and procedures in a professional and timely matter.

## **BUDGET SUMMARY:**

- Software Maintenance account increased 2.4% as the annual system support fee for the TiPSS software maintenance increased three percent.
- Contracted Services budget increased \$400 for a Spanish interpreter to appear at court hearings.
- Jail Fees budget reduction to reflect decreased monthly jail fees. The writs/warrants are still being issued, but more defendants are posting bond rather than sitting the time in jail.

**2024 Budget**

**Fund 100 - General Government**

**Department: Municipal Court - 5121**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 98,639	\$ 103,458	\$ 117,092	\$ 117,092	\$ 123,737	\$ 6,645	5.7%
Medicare/FICA	100-5121-5210-0000	7,428	7,797	8,958	8,958	9,467	509	5.7%
Health Insurance	100-5121-5220-0000	4,323	5,825	6,425	6,425	6,732	307	4.8%
Dental Insurance	100-5121-5225-0000	378	378	379	379	483	104	27.4%
Life Insurance	100-5121-5230-0000	195	200	229	229	437	208	90.8%
Retirement	100-5121-5250-0000	3,544	3,515	4,219	4,219	4,597	378	9.0%
Benefits		15,868	17,714	20,210	20,210	21,716	1,506	7.5%
<b>Total Salaries &amp; Benefits</b>		<b>114,508</b>	<b>121,172</b>	<b>137,302</b>	<b>137,302</b>	<b>145,453</b>	<b>8,151</b>	<b>5.9%</b>
Operating Expenditures								
Office Supplies	100-5121-6100-0000	1,230	897	1,200	1,200	1,200	-	0.0%
Forms	100-5121-6105-0000	-	1,362	1,500	1,500	1,500	-	0.0%
Software Maintenance	100-5121-6213-0000	7,302	7,476	7,654	7,654	7,840	186	2.4%
Training/Conference	100-5121-7100-0000	313	173	500	800	260	(540)	-67.5%
Dues & Subscriptions	100-5121-7120-0000	865	940	890	890	890	-	0.0%
Mileage Reimbursement	100-5121-7130-0000	165	-	200	400	300	(100)	-25.0%
Contracted Services	100-5121-8100-0000	140	324	800	800	1,200	400	50.0%
Jail Fees	100-5121-8112-0000	17,185	16,240	17,500	20,000	17,500	(2,500)	-12.5%
<b>Total Expenditures</b>		<b>\$ 141,708</b>	<b>\$ 148,585</b>	<b>\$ 167,546</b>	<b>\$ 170,546</b>	<b>\$ 176,143</b>	<b>\$ 5,597</b>	<b>3.3%</b>

# COMMUNICATIONS

**DEPARTMENT MANAGER:** Village Manager

**DEPARTMENT DESCRIPTION:**

The Communications division's purpose is to enhance outreach to residents, businesses, and visitors by implementing an integrated multimedia communication and marketing strategy. Village communications allow community stakeholders an opportunity to learn more about and become engaged with their village government. The Communications division is responsible for sharing information on village services across multiple communication types, including village websites, social media platforms, and virtual meeting platforms. Communications seeks to assist all Village departments in enhancing transparency in their operations.

**SERVICES:**

- Develop and implement specific marketing strategies and tactics that effectively communicate services, opportunities, and benefits of the Village’s programs and services.
- Develop and maintain Village website(s) in coordination with the IT Manager.
- Creates effective communication utilizing social media platforms to increase brand awareness.
- Monitors and moderates social media discussions incorporating trending topics according to the Village’s social media use policy.
- Facilitates the development of graphic artwork according to Village brand guide standards for projects, including brochures, flyers, reports, and posters.
- Serves as the official Village photographer.
- Coordinates virtual meeting capabilities.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Multimedia Communications Specialist	0.00	0.00	1.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

Staffing Note: The cost of 0.15 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of administrative support of those operations.

### **2023 ACCOMPLISHMENTS:**

- Developed and implemented a social media use policy.
- Improve access and content on the employee intranet platform.
- Coordinated a revised Village of Ashwaubenon Video Tour on the village's website.
- Increased methods/frequency of communication and engagement among staff, elected officials, and the public through a broader use of social media like LinkedIn and Instagram.
- Expanded content for the Village's e-newsletter and the internal staff newsletter.

### **2024 OBJECTIVES:**

- Develop and implement an integrated marketing strategy for the Village.
- Improve the website from a technology/utility standpoint for more online information and transactions.
- Review and evaluate opportunities for additional community wayfinding signs

### **BUDGET SUMMARY:**

- Transferred expenses from the Information Technology department.

**2024 Budget**

**Fund 100 - General Government**

**Department: Communications - 5131**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ -	\$ -	\$ -	\$ -	\$ 47,727	\$ 47,727	N/A
Medicare/FICA	100-5131-5210-0000	-	-	-	-	3,651	3,651	N/A
Life Insurance	100-5131-5230-0000	-	-	-	-	40	40	N/A
Retirement	100-5131-5250-0000	-	-	-	-	3,293	3,293	N/A
Benefits		-	-	-	-	6,984	6,984	N/A
<b>Total Salaries &amp; Benefits</b>		-	-	-	-	54,711	54,711	N/A
Operating Expenditures								
Office Supplies	100-5131-6100-0000	-	-	-	-	250	250	N/A
Software Maintenance	100-5131-6213-0000	-	-	-	-	1,000	1,000	N/A
Contracted Services	100-5131-8100-0000	-	-	-	-	6,350	6,350	N/A
Cell Phone	100-5131-8403-0000	-	-	-	-	600	600	N/A
<b>Total Expenditures</b>		\$ -	\$ -	\$ -	\$ -	\$ 62,911	\$ 62,911	N/A

# CLERK

**DEPARTMENT MANAGER:** Village Clerk

## DEPARTMENT DESCRIPTION:

The primary objective in the Office of the Clerk is to provide outstanding customer service to the citizens of the Village of Ashwaubenon and the general public by personally assisting interested parties with all inquiries, requests and guidance in a timely fashion. As the legal custodian of village records and the liaison between the citizenry, village administration and the Village Board of Trustees, the Office of the Clerk also ensures Wisconsin State Statutes and municipal ordinance compliance is achieved.

## SERVICES:

- Conduct elections, training, and voter registration maintenance.
- Attendance at all Village Board meetings and record the proceedings.
- Maintain municipal code of ordinances, public records, and official Village seal.
- Various licensing and permitting.
- Village of Ashwaubenon hotel, motel, and short-term rental room tax collections and reporting.

## STAFFING:

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Village Clerk	1.00	1.00	1.00	1.00	1.00
Deputy Clerk II / Legal Assistant	0.70	0.70	0.70	0.70	0.70
Deputy Clerk I / Administrative Assistant	0.00	0.00	0.00	0.00	0.75
Poll Workers	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
<b>Total</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>2.45</b>

### Staffing Notes:

1. Of the 2.45 FTE in the Clerk Department, the cost of 0.20 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of administrative support for those operations.
2. The Deputy Clerk II / Legal Assistant position is allocated between the Village Clerk (70%) and Legal Services (30%) department budgets.

3. The Deputy Clerk I / Administrative Assistant position is allocated between the Village Clerk (75%) and Assessor (25%) department budgets.
4. Poll Worker count is approximately 50 workers per election day.

### **2023 ACCOMPLISHMENTS:**

- Successfully prepared and performed all election-related activities, including Chief Election Inspector and Election Inspector training for the two elections conducted in 2023.
- Purged old voter registrations and photo IDs from the active files.
- Successfully transitioned over to the new J Mauel Pet Licensing Software.
- Made added security changes to the Clerk's Office, including the Clerk's storage room.

### **2024 OBJECTIVES:**

- Continue to provide a high level of courteous, transparent, and efficient service to Ashwaubenon citizens and business community.
- Continue to keep staff and election workers up to date on any law changes.
- Seek appropriate training opportunities for both the Clerk and the Deputy Clerk, thus enhancing their job skills and performance.

### **BUDGET SUMMARY:**

- Personnel Services costs increased due to the change of the former Assessor Technician role to a Deputy Clerk I / Administrative Assistant position. The modified position changed from a 100% allocation to the Assessor department budget to a 75% allocation to the Village Clerk department budget and 25% allocation to the Assessor department budget.
- Personnel Services are also increased to reflect increased poll worker costs for the planned four elections in 2024.
- Office Supplies and Operating Supplies increased to match actual need due to the increased elections in 2024.
- Software Maintenance costs increased to match actual need.

**2024 Budget**

**Fund 100 - General Government**

**Department: Clerk - 5141**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 97,740	\$ 128,696	\$ 120,708	\$ 120,708	\$ 238,617	\$ 117,909	97.7%
Medicare/FICA	100-5141-5210-0000	6,184	7,571	8,240	8,240	18,255	10,015	121.5%
Health Insurance	100-5141-5220-0000	14,542	14,611	15,934	15,934	33,863	17,929	112.5%
Dental Insurance	100-5141-5225-0000	1,138	1,101	834	834	2,262	1,428	171.2%
Life Insurance	100-5141-5230-0000	661	763	902	902	1,281	379	42.0%
Retirement	100-5141-5250-0000	5,586	5,982	7,256	7,256	10,512	3,256	44.9%
Benefits		28,110	30,029	33,166	33,166	66,173	33,007	99.5%
<b>Total Salaries &amp; Benefits</b>		<b>125,850</b>	<b>158,725</b>	<b>153,874</b>	<b>153,874</b>	<b>304,790</b>	<b>150,916</b>	<b>98.1%</b>
Operating Expenditures								
Office Supplies	100-5141-6100-0000	1,758	552	1,000	1,200	2,000	800	66.7%
Operational Supplies	100-5141-6101-0000	2,569	9,090	7,000	7,000	13,000	6,000	85.7%
Operational Supplies - Covid	100-5141-6101-1004	-	620	-	-	-	-	N/A
Voting Machine Maintenance	100-5141-6212-0000	-	-	-	500	500	-	0.0%
Software Maintenance	100-5141-6213-0000	4,010	3,154	4,430	5,430	7,150	1,720	31.7%
Record Checks	100-5141-6301-0000	5,047	5,292	6,000	6,000	6,000	-	0.0%
Newspaper Publishing	100-5141-6302-0000	6,853	6,603	7,000	9,000	9,000	-	0.0%
Postage	100-5141-6304-0000	3,145	-	-	-	-	-	N/A
Training/Conference	100-5141-7100-0000	95	20	690	1,190	705	(485)	-40.8%
Dues & Subscriptions	100-5141-7120-0000	130	229	250	500	500	-	0.0%
Mileage Reimbursement	100-5141-7130-0000	17	67	40	150	150	-	0.0%
Contracted Services	100-5141-8100-0000	28,992	5,562	11,396	5,562	5,562	-	0.0%
Cell Phone	100-5141-8403-0000	300	435	600	480	600	120	25.0%
<b>Total Expenditures</b>		<b>\$ 178,766</b>	<b>\$ 190,349</b>	<b>\$ 192,280</b>	<b>\$ 190,886</b>	<b>\$ 349,957</b>	<b>\$ 159,071</b>	<b>83.3%</b>

# ASSESSOR

**DEPARTMENT MANAGER:** Village Manager

**DEPARTMENT DESCRIPTION:**

The Village Assessor’s office is responsible for maintaining uniformity within various classifications of property within the Village. The Assessor is governed by Wisconsin State Statute Chapter 70. The Village Assessor is a contracted position with a part-time assistant.

**SERVICES:**

- Valuate all real estate located within the Village for property tax purposes.
- Ensure fair and equitable assessments throughout the Village.
- All assessment data is subject to open records.
- Available to the public is all assessment information readily available upon request.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Assessor Technician	1.00	1.00	1.00	1.00	0.00
Deputy Clerk I / Administrative Assistant	0.00	0.00	0.00	0.00	0.25
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.25</b>

Staffing Notes:

1. Village Assessor is a contracted position.
2. The Deputy Clerk I / Administrative Assistant position is allocated between the Village Clerk (75%) and Assessor (25%) department budgets.

**2023 ACCOMPLISHMENTS:**

- Completed a market revaluation of all locally assessed parcels within the Village.
- Established land values and ongoing construction throughout the Village.
- Continue to analyze the value of Titledown District and components within.
- On-site inspections to confirm personal property values.
- Defended values at the Board of Review on October 17, 2023.
- Filed all reports required by the WI DOR.

## **2024 OBJECTIVES:**

- Tentative date of 2024 Board of Review, August 23, 2024.
- Comply with the mandated WI DOR filings and procedures.
- Work with Developers, Village staff, and Village Board regarding both ongoing and proposed construction projects.
- Implement new procedure for personal property exemptions.
- Input, review, and valuation of all pertinent building permits.
- Validate all sales within the Village.

## **BUDGET SUMMARY:**

- Personnel Services decreased to the change of the former Assessor Technician role to a Deputy Clerk I / Administrative Assistant position. The modified position changed from a 100% allocation to the Assessor department budget to a 75% allocation to the Village Clerk department budget and 25% allocation to the Assessor department budget.
- Office Supplies decreased back to normal levels as the 2023 budget increased to cover market revaluation costs.
- Mileage Reimbursement removed due to personal property being eliminated.
- Contracted Services increased due to increase in Assessor's contract and DOR municipal fee for manufacturing.

**2024 Budget**

**Fund 100 - General Government**

**Department: Village Assessor - 5152**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 49,698	\$ 48,106	\$ 58,779	\$ 58,779	\$ 12,037	\$ (46,742)	-79.5%
Medicare/FICA	100-5152-5210-0000	3,803	3,672	4,497	4,497	921	(3,576)	-79.5%
Health Insurance	100-5152-5220-0000	-	-	-	-	5,722	5,722	N/A
Dental Insurance	100-5152-5225-0000	-	1,054	759	759	400	(359)	-47.3%
Life Insurance	100-5152-5230-0000	397	502	498	498	99	(399)	-80.1%
Retirement	100-5152-5250-0000	3,400	3,375	3,997	3,997	831	(3,166)	-79.2%
Benefits		7,600	8,603	9,751	9,751	7,973	(1,778)	-18.2%
<b>Total Salaries &amp; Benefits</b>		<b>57,299</b>	<b>56,709</b>	<b>68,530</b>	<b>68,530</b>	<b>20,010</b>	<b>(48,520)</b>	<b>-70.8%</b>
Operating Expenditures								
Office Supplies	100-5152-6100-0000	587	259	500	2,100	500	(1,600)	-76.2%
Software Maintenance	100-5152-6213-0000	3,036	3,032	3,033	3,300	3,300	-	0.0%
Training/Conference	100-5152-7100-0000	-	568	500	500	500	-	0.0%
Dues & Subscriptions	100-5152-7120-0000	13,446	12,404	13,691	13,313	13,313	-	0.0%
Mileage Reimbursement	100-5152-7130-0000	15	59	100	100	-	(100)	-100.0%
Contracted Services	100-5152-8100-0000	134,017	61,097	62,100	62,100	63,100	1,000	1.6%
<b>Total Expenditures</b>		<b>\$ 208,399</b>	<b>\$ 134,128</b>	<b>\$ 148,454</b>	<b>\$ 149,943</b>	<b>\$ 100,723</b>	<b>\$ (49,220)</b>	<b>-32.8%</b>

# FINANCE

**DEPARTMENT MANAGER:** Finance Director

## **DEPARTMENT DESCRIPTION:**

The Finance Department is responsible for the accounting and financial reporting of all Village operations and is entrusted with collecting, depositing, and investing all Village funds. This includes the maintenance of all Village financial records, billing and collections, accounts payable, payroll, investment and cash management, property tax collection for the Village and other governments, and oversight of annual audits. The Finance Department coordinates the annual operating and capital budget process for all Village operations. Long-term department goals include continued improvement of efficiency of services to other Village departments and the public, and improving timeliness, quality and usefulness of financial information provided to Village officials and citizens.

## **SERVICES:**

- Cash management and investment of Village funds to maximize returns within adopted investment policies.
- Preparation of monthly and annual financial statements and coordination of the annual audit.
- Preparation of required State of Wisconsin financial reports and forms.
- Coordination of the annual Village budget for submission to the Finance & Personnel Committee and Village Board for final adoption.
- Responsible for the collection of 1<sup>st</sup> installment real estate taxes and all personal property taxes.
- Oversee management of all delinquent personal property taxes.
- Responsible for daily and monthly village cash account reconciliations.
- Receipting of all monies paid to the Village.
- Disbursement of monies to vendors.
- Monitor Village's purchasing policies.
- Payroll processing, reconciliation, and proper filing with state and federal agencies.
- Service Billage and Collection; including weights & measures, false alarms, fire inspections, and other services.
- Oversight of all Village vehicle asset inventory.

## STAFFING:

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Finance Director / Treasurer	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director / Accountant I	1.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00
Cash Collection Clerk	0.00	0.00	0.00	1.00	1.00
Accounts Receivable / Utility Clerk	0.30	0.30	0.30	0.30	0.30
<b>Total</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>	<b>4.30</b>	<b>4.30</b>

### Staffing Notes:

1. Of the 4.30 FTE in the Finance Department, the cost of 1.15 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of financial administration support for those operations.
2. The Accounts Receivable/Utility Clerk position is allocated to Finance (30%), Building Inspection (10%), and Utility (60%) departments.

## 2023 ACCOMPLISHMENTS:

- Received Government Finance Officer Association (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" award for 37<sup>th</sup> consecutive year.
- Created a PAFR (Public Annual Financial Report) that accompanies the Annual Comprehensive Financial Report for the first time.
- Finalized annual audit.
- Onboarded and trained new Cash Collection Clerk.
- Developed and began implementation plan to transition existing Accountant position to become Assistant Finance Director for 2024.
- Implemented new internal budgeting program for all budget preparers.
- Implemented new CIP (capital improvement plan) software to develop and present an annual 5-year capital plan.
- Assisted with administration and financial analysis on various tax incremental district projects.
- Implemented a new corporate credit card program featuring remote receipt capture.

## **2024 OBJECTIVES:**

- Continue to train and mentor the new Assistant Finance Director position.
- Development of an improved budget document recognized by GFOA.
- Implement new vehicle inventory recording and replacement process for all Village vehicles and like machinery (lawnmowers, trailers, atv's).

## **BUDGET SUMMARY:**

- Personnel Services: Costs increased due to transitioning the Accountant I role to Assistant Finance Director.
- Training and Conferences: Increase due to Assistant Finance Director attending conferences.
- Contracted Services: Third party payroll services costs annual increase.
- Accounting and Auditing: Contracted annual cost increase as well as additional fees for additional services from the result of new GASB pronouncements.

**2024 Budget**

**Fund 100 - General Government**

**Department: Finance - 5155**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 166,968	\$ 178,938	\$ 215,595	\$ 215,595	\$ 227,669	\$ 12,074	5.6%
Medicare/FICA	100-5155-5210-0000	12,108	13,963	16,493	16,493	17,417	924	5.6%
Health Insurance	100-5155-5220-0000	35,975	38,265	55,449	55,449	58,098	2,649	4.8%
Dental Insurance	100-5155-5225-0000	2,292	2,382	3,121	3,121	3,971	850	27.2%
Life Insurance	100-5155-5230-0000	324	307	466	466	582	116	24.9%
Retirement	100-5155-5250-0000	11,241	11,038	13,958	13,958	15,111	1,153	8.3%
Benefits		61,940	65,954	89,487	89,487	95,179	5,692	6.4%
<b>Total Salaries &amp; Benefits</b>		<b>228,908</b>	<b>244,892</b>	<b>305,082</b>	<b>305,082</b>	<b>322,848</b>	<b>17,766</b>	<b>5.8%</b>
Operating Expenditures								
Office Supplies	100-5155-6100-0000	4,114	4,231	3,000	3,000	3,000	-	0.0%
Software Maintenance	100-5155-6213-0000	22,060	17,044	18,352	17,500	17,000	(500)	-2.9%
Postage	100-5155-6304-0000	-	3,303	3,565	3,500	3,600	100	2.9%
Training/Conference	100-5155-7100-0000	295	1,710	3,100	3,100	3,750	650	21.0%
Dues & Subscriptions	100-5155-7120-0000	675	675	925	700	950	250	35.7%
Mileage Reimbursement	100-5155-7130-0000	131	1,151	1,000	1,000	1,000	-	0.0%
Contracted Services	100-5155-8100-0000	53,811	57,678	64,000	56,000	65,000	9,000	16.1%
Accounting & Auditing	100-5155-8102-0000	28,028	29,537	32,000	31,000	33,500	2,500	8.1%
Weights & Measures	100-5155-8107-0000	-	24,530	26,760	26,760	27,600	840	3.1%
Physical/Psych Exams	100-5155-8300-0000	45	45	-	-	-	-	N/A
Cell Phone	100-5155-8403-0000	719	642	700	700	600	(100)	-14.3%
<b>Total Expenditures</b>		<b>\$ 338,787</b>	<b>\$ 385,438</b>	<b>\$ 458,484</b>	<b>\$ 448,342</b>	<b>\$ 478,848</b>	<b>\$ 30,506</b>	<b>6.8%</b>

# INFORMATION TECHNOLOGY

**DEPARTMENT MANAGER:** Finance Director

## DEPARTMENT DESCRIPTION:

The Information Technology Department is responsible for technology used throughout Village Hall and other Village facilities. The IT Department supports and maintains organization-wide telecommunications systems including the wide area network, local area networks, and telephone and voice mail systems. Services include data center management and network security, help desk support and ongoing support and maintenance for office automation equipment including desktop, laptop, and tablet PC's. The IT Department takes the lead responsibility for planning and managing the installation of new organization-wide systems and applications, and support for applications including specialized department functions. The department is staffed by a Network Administrator.

## STAFFING:

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Network Administrator	1.00	1.00	1.00	1.00	1.00
IT Specialist	0.00	0.00	0.00	0.00	1.00
Multimedia Communications Specialist	0.00	0.00	1.00	1.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

### Staffing Notes:

1. Of the 2.00 FTE in the IT Department, the cost of 0.40 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of IT support for those operations.
2. The Multimedia Communications Specialist position moved to the newly created Communications department.

## 2023 ACCOMPLISHMENTS:

- Upgraded new video surveillance system at Village Hall and Garage.
- Upgraded existing agenda and minutes software system (Peak).
- Upgraded and overhauled existing MuniCRM (permit, code enforcement and licensing software).
- Upgraded and installed one new physical host server.

- Upgraded and installed two new Active Directory Servers.
- Add infrastructure for redundant WiscNet internet connection to Village Network.
- UPS battery replacement (PS Radio Room UPS).
- Completed phase 3 (final phase) wireless access point (WAP) upgrades.
- Annual replacement of older pc/laptop hardware.
- Upgraded several server VM's.
- Upgraded and installed new Fire Panel at Community Center.
- Setup and configured multiple cyber security measures including 2FA for email and VPN access, Endpoint Detection & Response (EDR), Malicious Domain Bloackng & Reporting (MDBR), vulnerability and web applications scans with CISA, and other measures.

### **2024 OBJECTIVES:**

- Upgrade and install one new physical host server.
- Upgrade several server VM's.
- Upgrade and install new Security Panel at Community Center
- Upgrade and replace all A/V equipment in the Village Board Room.
- Upgrade and replace the existing firewall.
- Annual replacement of older pc/laptop hardware.
- Refresh and redesign Village Website.

### **BUDGET SUMMARY:**

- Personnel Services costs increased due to the newly created IT Specialist position. Account is offset by reduction of moving Multimedia Communications Specialist position to the Communications department.
- Office Supplies, Contracted Services, and Cell Phone budget reductions due to moving Multimedia Communications Specialist position to the Communications department budget.
- Software Maintenance increase due to additional Microsoft Office 365 licensees, upgrade in cyber security software (\$5,600), SonicWall firewall support for year four (last three years was included in the purchase of the device (\$6,200), additional Mitel MiVoice & MiCollabl License (\$1,500), and price increases in vendor software yearly maintenance.

**2024 Budget**

**Fund 100 - General Government**

**Department: Information Technology - 5157**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 61,712	\$ 92,583	\$ 111,780	\$ 111,780	\$ 114,143	\$ 2,363	2.1%
Medicare/FICA	100-5157-5210-0000	4,284	7,459	8,551	8,551	8,732	181	2.1%
Health Insurance	100-5157-5220-0000	14,558	15,973	17,476	17,476	36,622	19,146	109.6%
Dental Insurance	100-5157-5225-0000	913	913	1,006	1,006	2,560	1,554	154.5%
Life Insurance	100-5157-5230-0000	81	89	141	141	189	48	34.0%
Retirement	100-5157-5250-0000	4,175	5,941	7,601	7,601	7,876	275	3.6%
Benefits		24,010	30,375	34,775	34,775	55,979	21,204	61.0%
Total Salaries & Benefits		85,722	122,959	146,555	146,555	170,122	23,567	16.1%
Operating Expenditures								
Office Supplies	100-5157-6100-0000	3,441	2,905	4,750	5,500	3,000	(2,500)	-45.5%
Software Maintenance	100-5157-6213-0000	45,856	45,599	44,425	44,425	51,325	6,900	15.5%
Contracted Services	100-5157-8100-0000	20,025	23,291	25,520	25,520	19,490	(6,030)	-23.6%
Computer Consulting	100-5157-8101-0000	20,468	22,736	25,211	22,000	22,000	-	0.0%
Cell Phone	100-5157-8403-0000	480	840	1,200	960	600	(360)	-37.5%
Equipment > \$5,000	100-5157-9120-0000	45,722	21,406	-	-	-	-	N/A
Equipment < \$5,000	100-5157-9121-0000	11,260	47,282	4,436	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 232,974</b>	<b>\$ 287,017</b>	<b>\$ 252,097</b>	<b>\$ 244,960</b>	<b>\$ 266,537</b>	<b>\$ 21,577</b>	<b>8.8%</b>

# LEGAL SERVICES

**DEPARTMENT MANAGER:** Village Attorney

**DEPARTMENT DESCRIPTION:**

The Department of Legal Services provides legal advice and opinions to the Village Board, Village Committees and Village Staff. The department may also contract with outside legal sources if necessary to assist with unplanned litigation, labor and employment issues, and other legal questions in specialty areas as the need may arise.

**SERVICES:**

- Advise Village Board, committees, and staff on routine and specific legal matters.
- Draft ordinances, resolutions and other board and committee documents.
- Draft various legal documents for development, purchase, use and sale of real estate.
- Review and draft contracts as needed for Village Departments, construction, and other services.
- Prosecute municipal court citations.
- Oversight of Village related claims and litigation.
- Manage collective bargaining issues with Ashwaubenon Public Safety Officers Association Unit.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Village Attorney	1.00	1.00	1.00	1.00	1.00
Deputy Clerk II / Legal Assistant	0.30	0.30	0.30	0.30	0.30
HR Generalist	0.00	0.00	0.00	0.00	1.00
<b>Total</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>	<b>2.30</b>

Staffing Notes:

1. Of the 2.30 FTE in the Legal Services Department, the cost of 0.30 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of legal services provided to those operations.
2. The Deputy Clerk II / Legal Assistant position is allocated between Village Clerk (70%) and Legal Services (30%) department budgets.

## **2023 ACCOMPLISHMENTS:**

- Rendered legal opinions and other advisements memos, including Fair Labor Standards Act, election laws, alcohol licensing, and employee risk mitigation.
- Drafted and recorded various real estate documents relating to property deeds, easements, leases, purchase offers, and condition reports.
- Participated in the oversight and responses to several litigation claims against the Village.
- Negotiated and drafted several development agreements for development projects including Merge, Cypress/Main, Woodside, and Element.
- Drafted ordinances, resolutions, and amendments to the municipal code.
- Handled public records requests for various departments.
- Reviewed and executed numerous contracts and agreements, including the Oneida Services Agreement and Woodside PILOT Agreement.
- Prosecuted municipal court citations during pretrial conferences and court trials.
- Advised Public Safety Department and other Village staff for all inquiries needing legal services.

## **2024 OBJECTIVES:**

- Continue to update the Ashwaubenon Municipal Code for Village Departments.
- Become further engaged in human resources for employment related issues.
- Obtain a primary role in the Village's policies relating to HR, insurance, workers compensation, and other benefits.
- Be directly involved in potential litigation matters involving the Village.
- Maintain supportive legal role for all Village staff and further assist Clerk's office for upcoming elections.
- Continue to assist Village Manager, Finance Department, and Community Development for TIF/Non-TIF related development projects.

## **BUDGET SUMMARY:**

- Personnel Services costs increased due to the new HR Generalist position.
- Office Supplies and Training/Conference budgets reduced to match actual trends.
- Contracted Services budget reduced to handle more legal issues internally versus contracting outside legal sources.

**2024 Budget**

**Fund 100 - General Government  
Department: Legal Services - 5161**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 132,620	\$ 89,232	\$ 115,187	\$ 115,187	\$ 206,657	\$ 91,470	79.4%
Medicare/FICA	100-5161-5210-0000	9,969	7,584	8,811	8,811	15,809	6,998	79.4%
Health Insurance	100-5161-5220-0000	3,853	8,569	10,087	10,087	33,458	23,371	231.7%
Dental Insurance	100-5161-5225-0000	342	589	550	550	2,265	1,715	311.8%
Life Insurance	100-5161-5230-0000	124	167	260	260	447	187	71.9%
Retirement	100-5161-5250-0000	9,231	5,688	7,832	7,832	14,259	6,427	82.1%
Benefits		23,520	22,596	27,540	27,540	66,238	38,698	140.5%
<b>Total Salaries &amp; Benefits</b>		<b>156,140</b>	<b>111,828</b>	<b>142,727</b>	<b>142,727</b>	<b>272,895</b>	<b>130,168</b>	<b>91.2%</b>
Operating Expenditures								
Office Supplies	100-5161-6100-0000	17	602	250	1,000	500	(500)	-50.0%
Training/Conference	100-5161-7100-0000	295	702	1,000	1,300	1,000	(300)	-23.1%
Dues & Subscriptions	100-5161-7120-0000	644	1,692	2,000	3,000	3,000	-	0.0%
Mileage Reimbursement	100-5161-7130-0000	181	185	200	200	200	-	0.0%
Contracted Services	100-5161-8100-0000	49,737	18,823	10,000	12,500	10,000	(2,500)	-20.0%
Cell Phone	100-5161-8403-0000	662	459	600	480	600	120	25.0%
<b>Total Expenditures</b>		<b>\$ 207,676</b>	<b>\$ 134,292</b>	<b>\$ 156,777</b>	<b>\$ 161,207</b>	<b>\$ 288,195</b>	<b>\$ 126,988</b>	<b>78.8%</b>

# VILLAGE HALL MAINTENANCE

**DEPARTMENT MANAGER:** Director of Public Works

## **DEPARTMENT DESCRIPTION:**

The Village Hall Maintenance Department provides background support services for the building and grounds at Village Hall. The common support services include the operation and maintenance of the heating and cooling systems, lighting and plumbing systems, parking lot maintenance, as well as the janitorial services for the building itself.

## **SERVICES:**

- Heating, cooling, plumbing, and mechanical system operation and maintenance.
- Lighting system operation and maintenance for Village Hall and parking lots.
- Utility (electric, natural gas, water, sewer) services for Village Hall.
- Parking lot maintenance for Village Hall.
- Janitorial services for Village Hall.

## **STAFFING:**

- Village Hall Maintenance tasks are staffed by the Public Works Field Operators as needs arise. Each employee codes their timecards accordingly. For budgeting purposes, a portion of the total Public Works Maintenance employee budgeted wages are allocated to this budget based on prior year trends and projected 2024 projects.

## **2023 ACCOMPLISHMENTS:**

- Construction administration of the replacement of the north parking lot (Public Safety) including fence, lighting, and additional security cameras.
- Various HVAC replacements including Air Handling Unit 1 Blower Motor Replacement, Air Handling Unit 2 Heating Coil Replacement, Air Handling Unit 3 Blower Motor Replacement and Coil Cleaning, and JACE Upgrades.
- Carpet replacements and painting in various Public Safety department rooms.
- Construction of Public Safety lockers and ammunition storage shelves.
- Various office moves and installation of salvaged office equipment.
- General maintenance including chiller cleaning and HVAC filter and belt replacements.

## **2024 OBJECTIVES:**

- Continue discussion and planning for expansion of the Village Garage and cold storage buildings.
- Project administration for the replacement of the Village Hall sign and other graphics around the building.
- Project administration for the replacement of the exterior service doors on Village Hall.
- Project administration for the replacement of the water heater at Village Hall.
- Project administration of cleaning of various HVAC components at Village Hall.
- Study the space needs and the operations within Village Hall and present findings to Village Board.

## **BUDGET SUMMARY:**

- All accounts adjusted for actual trend and proper alignment of future invoices.
- The cleaning contract increased for additional cleaning services in the Village Garage.
- Electric and Water/Sewer/Storm Water budgets increased due to actual trends and anticipated cost increases.

**2024 Budget**

**Fund 100 - General Government**

**Department: Village Hall Maintenance - 5171**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 28,607	\$ 24,875	\$ 25,000	\$ 25,000	\$ 35,000	\$ 10,000	40.0%
Medicare/FICA	100-5171-5210-0000	2,012	1,780	1,913	1,913	2,678	765	40.0%
Benefits		2,012	1,780	1,913	1,913	2,678	765	40.0%
<b>Total Salaries &amp; Benefits</b>		<b>30,619</b>	<b>26,655</b>	<b>26,913</b>	<b>26,913</b>	<b>37,678</b>	<b>10,765</b>	<b>40.0%</b>
Operating Expenditures								
Operational Supplies	100-5171-6101-0000	6,162	9,647	6,500	6,500	6,500	-	0.0%
Building & Equipment Repairs	100-5171-6211-0000	27,605	24,521	38,912	27,500	27,500	-	0.0%
Fire Alarm/Security Maintenance	100-5171-6214-0000	3,652	1,544	372	372	372	-	0.0%
Cleaning Contract	100-5171-8106-0000	32,858	30,064	35,800	35,800	35,800	-	0.0%
Electric	100-5171-8400-0000	61,421	69,534	76,464	68,670	82,617	13,947	20.3%
Water/Sewer/Storm Water	100-5171-8401-0000	12,230	11,347	12,200	12,200	13,000	800	6.6%
<b>Total Expenditures</b>		<b>\$ 174,546</b>	<b>\$ 173,312</b>	<b>\$ 197,161</b>	<b>\$ 177,955</b>	<b>\$ 203,467</b>	<b>\$ 25,512</b>	<b>14.3%</b>

# GENERAL GOVERNMENT

**DEPARTMENT MANAGER:** Finance Director

## **DEPARTMENT DESCRIPTION:**

The General Government department accounts for general, nonoperational costs covering all employees or multiple departments or services within the Village, such as property insurance, copy machines and postage.

## **SERVICES:**

- General office supply costs such as paper, copy machines, and telephone services utilized by all office staff.
- Fees for credit card, banking, and investment services.
- General property and liability and workers' compensation insurance.
- Unemployment claims.
- Wage reserve to cover unsettled union wages and other unplanned personnel services changes as needed.

## **2024 OBJECTIVES:**

- Review property and liability insurance policies to ensure proper coverage for all Village assets.
- Review of investment options to help reduce banking and investment costs.
- Monitor telephone, copy machine, and postage usage and provideds to ensure the Village is securing the lowest cost service option.

## **BUDGET SUMMARY:**

- Most accounts are adjusted according to actual trend, pricing changes, or service modifications.
- Workers Compensation Insurance costs are increased due to higher actual claims reported.

**2024 Budget**

**Fund 100 - General Government**

**Department: General Government - 5100**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Office Supplies	100-5100-6100-0000	3,367	5,962	4,000	4,000	4,000	-	0.0%
Postage	100-5100-6304-0000	18,775	27,855	21,000	21,000	21,000	-	0.0%
Copy Machine	100-5100-6305-0000	20,770	21,747	21,000	22,500	21,500	(1,000)	-4.4%
Credit Card Fees	100-5100-6307-0000	27,014	27,751	20,000	24,000	20,000	(4,000)	-16.7%
Miscellaneous Expenditures	100-5100-6580-0000	63,449	-	-	-	-	-	N/A
Tuition Reimbursement	100-5100-7150-0000	500	500	-	-	1,000	1,000	N/A
Contracted Services	100-5100-8100-0000	100	100	-	-	-	-	N/A
Bank Fees	100-5100-8118-0000	26,351	35,661	35,000	34,000	36,000	2,000	5.9%
Investment Fees	100-5100-8119-0000	17,658	17,168	17,000	17,000	17,500	500	2.9%
Property & Liability Insurance	100-5100-8330-0000	157,612	154,558	160,000	160,000	160,000	-	0.0%
Employee Assistance Program	100-5100-8331-0000	3,698	3,698	4,274	3,698	4,500	802	21.7%
Unemployment	100-5100-8332-0000	5,336	-	1,000	5,000	5,000	-	0.0%
Workers Comp Insurance	100-5100-8334-0000	185,628	200,619	239,481	200,619	240,000	39,381	19.6%
Telephone/Pagers	100-5100-8402-0000	22,386	21,726	22,000	22,000	22,000	-	0.0%
Television	100-5100-8405-0000	210	245	287	264	290	26	9.8%
Operating Transfer Out	100-5100-9200-0000	428,579	62,702	1,222,131	-	-	-	N/A
Litigation Settlements	100-5100-9450-0000	250,000	50,000	-	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 1,231,434</b>	<b>\$ 630,292</b>	<b>\$ 1,767,173</b>	<b>\$ 514,081</b>	<b>\$ 552,790</b>	<b>\$ 38,709</b>	<b>7.5%</b>

# PUBLIC SAFETY

**DEPARTMENT MANAGER:** Chief of Public Safety

**DEPARTMENT DESCRIPTION:**

The Ashwaubenon Department of Public Safety offers police, fire, and rescue services along with a variety of prevention and community support functions. The Village of Ashwaubenon has a population of approximately 18,000 people and a daytime working population of 50,000 people. Ashwaubenon Department of Public Safety has pride in serving the community. Each day Public Safety strives to do its very best to serve the community; to go the extra mile to meet individual needs.

**SERVICES:**

- Provides high-quality police, fire, and emergency medical services in partnership with the community through dedicated efforts and innovative programs.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00
Commander	1.00	1.00	1.00	1.00	2.00
Captain	4.00	4.00	4.00	4.00	4.00
Lieutenant	6.00	6.00	6.00	6.00	6.00
Officer	38.00	38.00	38.00	41.00	42.00
Community Service Officer	1.50	1.50	1.50	1.50	1.50
Support Services	3.80	3.80	3.80	3.80	3.80
Secretary	1.00	1.00	1.00	1.00	1.00
Fire/Rescue-Paid on Call	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
Crossing Guard	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
<b>Total</b>	<b>57.30</b>	<b>57.30</b>	<b>57.30</b>	<b>60.30</b>	<b>62.30</b>

Note: Paid on Call and Crossing Guard positions are budgeted costs; actuals vary as services are needed.

## **2023 ACCOMPLISHMENTS:**

- Continued to work towards core accreditation.
- Transitioned to new firearm red dot sighting system (RDS).
- Retired canine Ole and added canine Vice to the department.
- Completed Citizens Academy.
- Added six new officers and four new POC's.
- Promoted a new Lieutenant.
- Added Peer Support and Chaplin programs.
- Added new ambulance and ordered new fire engine.

## **2024 OBJECTIVES:**

- Continue updating policies to align with state statutes and best practices.
- Upgrade body-worn cameras.
- Upgrade field training officer program.
- Add a new SWAT position.
- Replace SRO position.
- Train additional paramedics.

## **BUDGET SUMMARY:**

- Personnel Services costs increased due to two new positions (Commander of Support Services and Investigator) in the budget, \$25,000 in budgeted overtime, and increased Wisconsin Retirement System rates.
- Fire/Rescue Meeting Pay: Increase \$5,000 for use of POC staff as Fire Inspectors.
- Police Supplies: Increase \$1,200 to account for additional officers on patrol and cost increases from vendors.
- Rescue Supplies: Increase \$8,000 for new ambulance set up with Trans 309 (same system in all ambulances) and due to increased call volume.
- Software Maintenance: Decreased \$4,540 to match actual license needs.
- Uniforms Initial Issue: Increase \$2,500 to cover new officer initial issue and increased vendor costs.
- Training/Conference - Paramedic: Increase 4,250 to maintain paramedic staffing with one retirement in 2023 and two projected retirements in 2024.
- Physical/Psych Exams: Increase \$3,000 to account for five new hires and two supervisor evaluations.
- Honor Guard Uniforms: Increase \$2,000 for four new non-RDS weapons seeing RDS does not fit in Honor Guard uniform holsters. No other holsters are available.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Wages		4,796,819	4,877,572	5,200,177	5,185,777	5,574,488	388,711	7.5%
Fitness	100-5210-5101-0000	60,292	54,043	593	14,340	-	(14,340)	-100.0%
FLSA	100-5210-5102-0000	57,189	35,545	65,000	65,000	65,000	-	0.0%
Fire/Rescue Meeting Pay	100-5210-5103-0000	35,918	46,204	40,000	40,000	45,000	5,000	12.5%
Paid on Premise Pay	100-5210-5104-0000	-	1,800	-	-	-	-	N/A
Longevity	100-5210-5120-0000	3,100	2,440	2,160	2,160	1,800	(360)	-16.7%
Overtime/Comptime:								
Overtime - County Court	100-5210-5111-3311	7,686	4,615	8,500	8,500	8,500	-	0.0%
Overtime - Municipal Court	100-5210-5111-3312	2,653	2,579	4,000	4,000	4,000	-	0.0%
Overtime - Emergency Call-In	100-5210-5111-3313	23,878	24,788	40,000	40,000	30,000	(10,000)	-25.0%
Overtime - Regular	100-5210-5111-3314	100,730	152,626	110,000	110,000	165,000	55,000	50.0%
Overtime - Meeting	100-5210-5111-3315	8,504	10,858	10,000	10,000	10,000	-	0.0%
Overtime - Special	100-5210-5111-3316	24,292	50,672	47,000	47,000	50,000	3,000	6.4%
Overtime - Packers Game	100-5210-5111-3317	47,953	55,013	55,900	55,900	56,000	100	0.2%
Overtime - Arena Inspection	100-5210-5111-3318	502	378	-	-	-	-	N/A
Overtime - Court Officer	100-5210-5111-3319	2,723	2,246	3,500	3,500	3,500	-	0.0%
Overtime - Grant Program	100-5210-5111-3320	-	1,168	-	-	-	-	N/A
Overtime - Liaison	100-5210-5111-3323	-	12,049	12,000	12,000	12,000	-	0.0%
Overtime - Drug Task Force	100-5210-5111-3330	6,509	8,416	8,000	8,000	8,000	-	0.0%
Overtime - BC Fire Task Force	100-5210-5111-3331	-	1,709	-	-	-	-	N/A
Overtime - Police Inservice	100-5210-5111-3351	24,177	40,160	60,000	60,000	45,000	(15,000)	-25.0%
Overtime - Fire Inservice	100-5210-5111-3352	15,348	26,754	32,650	32,650	33,000	350	1.1%
Overtime - Rescue Inservice	100-5210-5111-3353	28,403	30,040	50,000	50,000	30,000	(20,000)	-40.0%
Overtime - CSO	100-5210-5111-3361	11	-	-	-	-	-	N/A
Overtime - Honor Guard	100-5210-5111-3370	937	2,397	6,000	6,000	6,000	-	0.0%
Overtime - Public Education	100-5210-5111-3371	1,146	2,079	3,600	3,600	4,000	400	11.1%
Overtime - Political Visits	100-5210-5111-3372	-	-	5,000	5,000	15,000	10,000	200.0%
Overtime - EMT-Basic Training/Refresher	100-5210-5111-5309	582	3,239	-	-	-	-	N/A
Overtime - BOTS Grant-Alcohol	100-5210-5111-5500	4,246	2,722	20,000	20,000	20,000	-	0.0%
Overtime - BOTS Grant-Speed	100-5210-5111-5501	7,587	4,990	-	-	-	-	N/A
Overtime - Grant-Seat Belt	100-5210-5111-5507	13,812	10,620	-	-	-	-	N/A
Double Time - Special	100-5210-5112-3316	2,414	1,658	-	-	-	-	N/A
Double Time - CSO	100-5210-5112-3361	-	126	-	-	-	-	N/A
Comp Time	100-5210-5130-0000	296,635	364,131	-	-	-	-	N/A
Total Overtime		620,727	816,032	476,150	476,150	500,000	23,850	5.0%
Salaries & Wages		\$ 5,574,045	\$ 5,833,636	\$ 5,784,080	\$ 5,783,427	\$ 6,186,288	\$ 402,861	7.0%
Medicare/FICA	100-5210-5210-0000	419,695	469,638	442,430	442,430	473,251	30,821	7.0%
Health Insurance	100-5210-5220-0000	702,617	760,179	1,051,683	989,383	992,184	2,801	0.3%
Dental Insurance	100-5210-5225-0000	49,734	50,249	53,203	55,731	73,117	17,386	31.2%
Life Insurance	100-5210-5230-0000	10,064	9,495	9,804	9,981	11,066	1,085	10.9%
Retirement	100-5210-5250-0000	627,664	662,908	776,587	729,327	857,408	128,081	17.6%
Public Safety Trust Fund	100-5210-5300-0000	47,000	47,500	54,000	49,000	54,000	5,000	10.2%
Benefits		1,856,774	1,999,969	2,387,707	2,275,852	2,461,026	185,174	8.1%
Total Salaries & Benefits		7,430,819	7,833,605	8,171,787	8,059,279	8,647,314	588,035	7.3%

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Office Supplies	100-5210-6100-0000	5,075	6,083	7,000	7,000	8,000	1,000	14.3%
Operational Supplies	100-5210-6101-0000	4,545	3,704	5,000	5,000	5,000	-	0.0%
Operational Supplies - Police	100-5210-6101-3301	5,339	6,003	6,800	6,800	8,000	1,200	17.6%
Operational Supplies - Fire	100-5210-6101-3302	4,546	6,205	9,200	9,200	10,000	800	8.7%
Operational Supplies - Rescue	100-5210-6101-3303	21,319	24,253	30,000	30,000	38,000	8,000	26.7%
Operational Supplies - Investigations	100-5210-6101-3305	570	743	2,000	2,000	2,000	-	0.0%
Operational Supplies - Police Blood Draws	100-5210-6101-3307	1,231	2,075	1,500	1,500	1,500	-	0.0%
Operational Supplies - Electronics	100-5210-6101-3309	391	970	1,500	1,500	1,500	-	0.0%
Operational Supplies - Crossing Guards	100-5210-6101-3360	725	786	800	800	800	-	0.0%
Operational Supplies - EMS Grant	100-5210-6101-5308	-	75	-	-	-	-	N/A
Evidence Supplies	100-5210-6102-0000	2,474	3,096	3,000	3,000	3,000	-	0.0%
Range Supplies	100-5210-6104-0000	15,063	16,801	23,600	23,600	23,600	-	0.0%
Forms	100-5210-6105-0000	759	1,112	1,750	1,750	3,250	1,500	85.7%
Janitorial Supplies	100-5210-6109-0000	5,447	6,022	7,000	7,000	7,000	-	0.0%
Gas & Oil	100-5210-6200-0000	77,995	125,374	99,512	85,000	100,000	15,000	17.6%
Building & Equipment Repairs	100-5210-6211-0000	5,971	9,837	13,000	13,000	13,000	-	0.0%
Software Maintenance	100-5210-6213-0000	27,851	28,087	43,000	43,000	38,460	(4,540)	-10.6%
Equipment Maintenance	100-5210-6215-0000	12,455	13,285	15,200	15,200	16,500	1,300	8.6%
Building Furnishings	100-5210-6306-0000	3,272	4,319	4,350	4,350	4,500	150	3.4%
Uniforms	100-5210-6401-0000	50,385	42,540	50,390	50,390	50,000	(390)	-0.8%
Uniforms - Honor Guard	100-5210-6401-3370	1,780	1,709	1,800	1,800	3,800	2,000	111.1%
Uniforms - Initial Issue	100-5210-6401-3376	6,423	19,567	31,500	31,500	34,000	2,500	7.9%
Grant Expenses	100-5210-6500-0000	-	36,121	-	-	-	-	N/A
Grant Expenses - EMS Grant	100-5210-6500-5308	1,477	7,789	4,396	4,396	4,400	4	0.1%
Grant Expenses - EMT-Basic Training/Refresh	100-5210-6500-5309	812	4,519	5,118	2,432	2,450	18	0.7%
Asset Forfeiture Expenses	100-5210-6501-0000	-	4,275	-	-	-	-	N/A
Public Education	100-5210-6502-0000	495	2,906	2,530	2,530	2,500	(30)	-1.2%
Training/Conference	100-5210-7100-0000	23,463	34,733	34,000	34,000	34,000	-	0.0%
Training/Conference - Paramedic	100-5210-7100-3303	13,216	17,150	18,000	18,000	22,250	4,250	23.6%
Training/Conference - Supervisors	100-5210-7100-3306	-	-	-	-	15,000	15,000	N/A
Dues & Subscriptions	100-5210-7120-0000	3,774	3,098	7,500	10,500	10,500	-	0.0%
Mileage Reimbursement	100-5210-7130-0000	3,472	1,896	1,500	1,500	1,500	-	0.0%
Fitness Test & Equipment Maint	100-5210-7140-0000	965	-	1,000	1,000	1,500	500	50.0%
Contracted Services	100-5210-8100-0000	-	1,734	-	-	-	-	N/A
Mutual Aid	100-5210-8104-0000	21,516	22,527	25,000	25,000	25,000	-	0.0%
Vehicle Repairs	100-5210-8201-0000	76,537	122,148	60,000	70,000	60,000	(10,000)	-14.3%
Equipment Use Charge	100-5210-8202-0000	190,652	248,276	250,592	250,592	268,517	17,925	7.2%
Radio Maintenance	100-5210-8203-0000	1,339	1,422	1,500	1,500	1,500	-	0.0%
Physical/Psych Exams - NFPA Physicals	100-5210-8300-3373	1,690	5,386	1,400	4,400	4,400	-	0.0%
Physical/Psych Exams - New Hire	100-5210-8300-3374	2,305	5,843	9,400	6,000	9,000	3,000	50.0%
Electric	100-5210-8400-0000	8,114	9,463	10,382	9,000	10,642	1,642	18.2%
Water/Sewer/Storm Water	100-5210-8401-0000	2,273	2,514	2,300	2,300	2,300	-	0.0%
Cell Phone	100-5210-8403-0000	36,873	29,321	31,370	30,000	31,200	1,200	4.0%
Teletype	100-5210-8404-0000	4,656	4,809	4,900	4,900	4,900	-	0.0%
Equipment > \$5,000	100-5210-9120-0000	900	-	-	-	-	-	N/A
Equipment < \$5,000	100-5210-9121-0000	-	1,233	2,780	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 8,078,964</b>	<b>\$ 8,723,413</b>	<b>\$ 9,003,357</b>	<b>\$ 8,880,719</b>	<b>\$ 9,530,783</b>	<b>\$ 650,064</b>	<b>7.3%</b>

# FIRE INSPECTION

**DEPARTMENT MANAGER:** Chief of Public Safety

## DEPARTMENT DESCRIPTION:

The Fire Inspection Department conducts inspections of commercial buildings within the Village of Ashwaubenon. Commercial buildings in the Village consist of every building except for 1 or 2 family dwellings. The State of Wisconsin mandated the number of inspections that must be completed in a calendar year.

## SERVICES:

- State mandated fire inspections and reinspection of commercial properties and multi-tenant buildings.
- Site plan review of new buildings.
- Oversee Knox Box Program for the Village.

## STAFFING:

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Fire Inspector	1.00	1.00	1.00	1.00	0.00
Part-time Inspector (2)	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>

## 2023 ACCOMPLISHMENTS:

- Received grant for residential smoke detector program to offer free smoke detectors to single family residents needing them.
- Signed contract for services with Fire Protection Services to assist in meeting annual inspection demands.
- Bolstered staff by sponsoring two Paid on Call members through Fire Inspector I certifications.
- Collaborated with Community Development and Building Inspection staff to obtain delegated authority for fire protection system plan reviews.
- Reviewed, drafted, and obtained village board approval for an update to the Village's fire prevention code to provide greater clarity and alignment with building codes.

## **2024 OBJECTIVES:**

- Re-organize Fire Inspection Department as Community Risk Reduction Department to take a comprehensive approach to Identifying and Mitigating Community Risk, providing public education, providing inspection and fire code enforcement services, and addressing other related quality of life issues within the village.
- Re-organize the management and supervision of the Department to ensure greater strategic planning and operational supervision.
- Ensure completion of all required general fire inspections.
- Ensure timely invoices of all fees and bills performed by third-party service.

## **BUDGET SUMMARY:**

- Personnel Services costs changed due to department restructuring. Fire Inspector position eliminated and replaced with contracted inspector services. Part-time fire inspector positions remain to help with reinspections and clerical work.
- Contracted Services budget line added to cover the outsourced fire inspection services.

**2024 Budget**

**Fund 100 - General Government  
Department: Fire Inspection - 5230**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 91,174	\$ 96,994	\$ 88,861	\$ 100,273	\$ 46,447	\$ (53,826)	-53.7%
Medicare/FICA	100-5230-5210-0000	6,577	7,794	6,237	7,671	3,553	(4,118)	-53.7%
Health Insurance	100-5230-5220-0000	18,197	19,966	21,845	21,845	-	(21,845)	-100.0%
Dental Insurance	100-5230-5225-0000	1,142	1,142	774	1,257	-	(1,257)	-100.0%
Life Insurance	100-5230-5230-0000	-	-	-	73	-	(73)	-100.0%
Retirement	100-5230-5250-0000	7,161	7,374	5,172	8,282	-	(8,282)	-100.0%
Benefits		33,077	36,277	34,028	39,128	3,553	(35,575)	-90.9%
<b>Total Salaries &amp; Benefits</b>		<b>124,251</b>	<b>133,271</b>	<b>122,889</b>	<b>139,401</b>	<b>50,000</b>	<b>(89,401)</b>	<b>-64.1%</b>
Operating Expenditures								
Office Supplies	100-5230-6100-0000	422	417	200	600	600	-	0.0%
Gas & Oil	100-5230-6200-0000	735	1,594	1,500	725	725	-	0.0%
Software Maintenance	100-5230-6213-0000	750	773	1,850	1,850	1,850	-	0.0%
Uniforms	100-5230-6401-0000	1,110	1,155	-	1,500	-	(1,500)	-100.0%
Training/Conference	100-5230-7100-0000	1,468	1,565	804	2,000	2,000	-	0.0%
Dues & Subscriptions	100-5230-7120-0000	145	435	135	500	500	-	0.0%
Contracted Services	100-5230-8100-0000	-	-	-	-	46,000	46,000	N/A
Vehicle Repairs	100-5230-8201-0000	200	-	500	1,500	1,500	-	0.0%
Physical/Psych Exams	100-5230-8300-0000	429	-	-	-	-	-	N/A
Cell Phone	100-5230-8403-0000	174	-	-	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 129,684</b>	<b>\$ 139,209</b>	<b>\$ 127,878</b>	<b>\$ 148,076</b>	<b>\$ 103,175</b>	<b>\$ (44,901)</b>	<b>-30.3%</b>

# BUILDING INSPECTION

**DEPARTMENT MANAGER:** Director of Community Development

**DEPARTMENT DESCRIPTION:**

The primary objective for the Village of Ashwaubenon Building Inspection Department is to protect the safety, health, and welfare of the residents, transients, and general public through the issuance of building permits and inspections while maintaining neighborhood aesthetics and property values. Building Inspection is a division of the Community Development Department and encompasses the Code Enforcement Division and works closely with other Village departments, Village Board, Plan Board, Site Plan Review Committee, Zoning Board of Appeals, and other various committees.

**SERVICES:**

- Issue building permits and provide instruction.
- Property zoning (classification and permitted uses).
- Site and property development guidance and approval process (Site Plan Review Committee).
- Enforcement of national, state, and local building codes and ordinances.
- Municipal Code enforcement for complaints, violations, and property maintenance inspection for residential and commercial properties.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Chief Building Inspector	0.00	0.00	0.00	0.00	1.00
Building Inspector	2.00	2.00	2.00	2.00	1.00
Customer Service Representative / Secretary	0.30	0.30	0.30	0.30	0.30
Accounts Receivable / Utility Clerk	0.10	0.10	0.10	0.10	0.10
Code Enforcement Official	0.40	0.40	0.40	0.40	0.00
<b>Total</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.40</b>

### Staffing Notes:

1. Of the 2.40 FTE in the Building Inspection Department, the cost of 0.80 FTE is allocated to the Water, Sewer, and Storm Water Utility enterprise funds to reflect the cost of administrative support for those operations.
2. The Customer Service Representative/Secretary position is allocated to Building Inspection (30%), Engineering (25%), Street Administration (30%), and Utility (15%) departments.
3. The Accounts Receivable/Utility Clerk position is allocated to Finance (30%), Building Inspection (10%), and Utility (60%) departments.
4. The Code Enforcement Official replaced with Assistant Zoning Administrator and moved to Community Development budget.

### **2023 ACCOMPLISHMENTS:**

- Delegated by the State to complete all commercial plan reviews via a third-party plan review team.
- Completed and implemented the updated MuniCRM software for building inspection and code enforcement record management.
- Reviewed and enforced the short-term rental licensing requirements.
- Took on fire alarm and fire suppression inspections.
- Issued 364 permits worth \$84 million in estimated construction costs from 01/01/2023 to 09/12/2023.

### **2024 OBJECTIVES:**

- Develop a guide for staff regarding Code Enforcement procedures to ensure fairness and consistency in enforcement of local ordinances.
- Evaluate and update building and zoning permits/review fee schedule.
- Participate in professional development activities to stay up to date on changes in building codes and regulations.
- Ensure that all inspections are performed efficiently without compromising accuracy and thoroughness

### **BUDGET SUMMARY:**

- Personnel Services reduced as the Code Enforcement Officer position was upgraded to a full-time Assistant Zoning Administrator but moved to the Economic Development budget.
- State Stamps increased to purchase more state stamps for single/two-family home reviews from the Highland Ridge Estates and Aldon Station developments.
- Licenses budget increased due to increased license dues.
- Other budget increases are adjustments to account for additional full-time Code Enforcement position

**2024 Budget**

**Fund 100 - General Government**

**Department: Building Inspection - 5241**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 121,310	\$ 118,527	\$ 128,098	\$ 128,098	\$ 121,622	\$ (6,476)	-5.1%
Medicare/FICA	100-5241-5210-0000	8,614	9,641	9,800	9,800	9,304	(496)	-5.1%
Health Insurance	100-5241-5220-0000	12,830	13,411	17,220	17,220	18,042	822	4.8%
Dental Insurance	100-5241-5225-0000	823	359	240	240	1,265	1,025	427.1%
Life Insurance	100-5241-5230-0000	211	199	234	234	259	25	10.7%
Retirement	100-5241-5250-0000	7,219	6,476	7,420	7,420	8,393	973	13.1%
Benefits		29,697	30,087	34,914	34,914	37,263	2,349	6.7%
<b>Total Salaries &amp; Benefits</b>		<b>151,007</b>	<b>148,614</b>	<b>163,012</b>	<b>163,012</b>	<b>158,885</b>	<b>(4,127)</b>	<b>-2.5%</b>
Operating Expenditures								
Office Supplies	100-5241-6100-0000	952	854	2,140	1,895	1,770	(125)	-6.6%
State Stamps	100-5241-6106-0000	-	962	330	330	1,000	670	203.0%
Code Books	100-5241-6112-0000	-	-	-	2,000	2,200	200	10.0%
Gas & Oil	100-5241-6200-0000	1,270	2,292	1,500	1,500	1,750	250	16.7%
Software Maintenance	100-5241-6213-0000	1,800	1,800	1,800	1,800	2,200	400	22.2%
Licenses	100-5241-6303-0000	439	41	240	240	845	605	252.1%
Uniforms	100-5241-6401-0000	-	-	457	300	350	50	16.7%
Shoe Allowance	100-5241-6402-0000	150	-	300	300	600	300	100.0%
Training/Conference	100-5241-7100-0000	985	2,025	2,140	2,140	2,290	150	7.0%
Dues & Subscriptions	100-5241-7120-0000	150	200	350	350	295	(55)	-15.7%
Vehicle Repairs	100-5241-8201-0000	541	509	-	-	-	-	N/A
Equipment Use Charge	100-5241-8202-0000	2,376	6,161	6,724	6,724	6,724	-	0.0%
Physical/Psych Exams	100-5241-8300-0000	112	50	-	-	-	-	N/A
Cell Phone	100-5241-8403-0000	1,398	1,556	1,200	1,200	1,200	-	0.0%
<b>Total Expenditures</b>		<b>\$ 161,181</b>	<b>\$ 165,063</b>	<b>\$ 180,193</b>	<b>\$ 181,791</b>	<b>\$ 180,109</b>	<b>\$ (1,682)</b>	<b>-0.9%</b>

# PUBLIC WORKS / SANITATION

**DEPARTMENT MANAGER:** Public Works Director

## **DEPARTMENT DESCRIPTION:**

The Village of Ashwaubenon Public Works Department is responsible for all operational and maintenance activities needed provide safe and efficient roadways for all modes of travel, to provide garbage, recycling, and large rubbish pick-up, to provide winter maintenance and to provide timely repairs to all Village infrastructure and assets. The Public Works Department also assists with construction and maintenance of numerous Parks and Recreation projects, assists in the maintenance of Village Hall and other Village facilities, and assists the Public Safety Department with all major events with traffic and crowd control operations. The Public Works Department aids in all facets of the overall operation of the Village.

## **SERVICES:**

### **Public Works:**

#### **Engineering**

- Design and bidding coordination for all construction projects.
- Construction inspection and administration for construction projects.
- GIS database and data maps for all planning and development projects.
- Engineering review of all pre-development and site plan reviews submittals.
- Right-of-way permit administration.
- Interdepartmental engineering services.
- Long range planning to maintain all of Village Infrastructure.

#### **Street Administration**

- Manage 15 FTE employees.
- Manage the yearly Public Works and Sanitation budgets.
- Supervise the daily operations of all services provided by the department.
- Provide customer service to residents and businesses as needed.
- Ensures all regulatory permits are maintained for Public Works field operations.
- Assists the Public Works Director with managing the safety program for the Department including all Personal Protective Equipment

## **Garage**

- Full mechanic service to all village vehicles.
- Small engine repair and maintenance.
- Full welding and fabrication services.
- Parts inventory maintenance.
- Assist with various Public Works projects or tasks as needed.

## **Street Maintenance**

- Street patching and repairs.
- Maintenance of all Village Right of Ways including removal of litter.
- Street tree trimming to ensure that the tree canopy does not damage equipment.

## **Curb & Gutter**

- Maintenance and repair of all Village roadway curb and gutter.
- Curb and gutter replacement in conjunction with annual mill-pave.

## **Snow & Ice Control**

- Provide prompt response to snow and ice events to maintain safe vehicular travel throughout the village.
- Snow and ice clearing to a variety of village sidewalks and trails.
- Provide snow and ice clearing to Ashwaubenon School District parking lots.

## **Traffic Control**

- Maintenance of Village street signage.
- Work jointly with the City of Green Bay Public Works in maintenance of all Village traffic signals.
- Work jointly with the Green Bay Packers to provide necessary traffic control for Lambeau Field and Titledown events.

## **Street Lighting**

- Fund the entire street lighting network within the Village.
- Wisconsin Public Service maintains the Village's street lighting system.

## **Sidewalk Maintenance**

- Maintenance of all Village sidewalks along Village right-of-way.
- Perform annual sidewalk inspections.

### **School District Maintenance**

- Limited work is performed unless there is an emergency

### **Labor for Others**

- Provide Public Works services for other entities as needed for projects or events such as one-time traffic control assistance or minor repairs.

### **Transit System**

- Funding for Green Bay Transit public transportation services within the Village.

### **Sanitation:**

#### **Garbage and Refuse Collection**

- Weekly curbside refuse collection for all Village residents.
- Monthly large rubbish collection.
- Delivery of refuse collection to Brown County Waste Transfer Stations or the South Landfill.

#### **Recycling**

- Biweekly curbside recyclable collection to all Village residents.
- Delivery of recycling collection to Brown County Recycling Transfer Station.

#### **Landfill**

- Funding for the disposal of all solid waste and recycling collection.

#### **Weed Control**

- Maintenance of grass median islands, bridge abutments, and other Village right-of-way.

#### **Wood Chipping**

- Collection, chipping, and disposal of curbside tree and brush/branches within the Village.

## STAFFING:

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>ENGINEERING:</b>					
Village Engineer	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Engineering Technician	0.00	0.00	0.00	0.00	1.00
Customer Service Secretary	0.25	0.25	0.25	0.25	0.25
Summer Assistant	0.30	0.30	0.30	0.30	0.30
<b>PUBLIC WORKS:</b>					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Customer Service Secretary	0.30	0.30	0.30	0.30	0.30
Lead Mechanic	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Inventory Control Specialist	1.00	1.00	1.00	1.00	1.00
Street Foreman	2.00	2.00	2.00	2.00	2.00
PW Field Operator I	2.00	2.00	2.00	2.00	2.00
PW Field Operator II	6.00	7.00	7.00	7.00	7.00
Seasonal Workers – PT	0.50	0.50	0.50	0.50	0.50
<b>SANITATION:</b>					
PW Field Operator I	3.00	3.00	3.00	3.00	3.00
PW Field Operator II	2.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>25.35</b>	<b>25.35</b>	<b>25.35</b>	<b>25.35</b>	<b>26.35</b>

### Staffing Notes:

1. All Engineering positions' staffing costs are recorded within the Engineering department budget.
2. Public Works positions staffing costs are allocated to all Public Works and Sanitation department budgets based on prior year actuals and projected projects or work needs.
3. Sanitation positions staffing costs are recorded within the Garbage & Refuse and Recycling department budgets.
4. Of the 26.35 FTE in the Engineering, Public Works, and Sanitation departments, 5.05 FTE are allocated to the Water, Sewer, and Storm Water Enterprise funds to reflect the cost of services provided to those operations.

## **2023 ACCOMPLISHMENTS:**

- Completed construction administration of Morris Avenue Reconstruction (Oneida to Holmgren).
- Completed construction administration of Element Way Reconstruction (Oneida to Bend).
- Completed construction administration of the Aldon Station Trail.
- Completed construction administration of the Village Wide Parking Lot and Sidewalk Improvement Project.
- Continued WDNR coordination of the Klipstine Park Remediation Project Closure.
- Continued website and social media blasts of construction updates.
- Completed all scheduled roadway asphalt resurfacing, concrete street repair, sidewalk repair, and roadway maintenance projects scheduled for 2023.
- Continued inter-department project assistance with Forestry (winter tree removal), Park and Recreation (park concrete projects) and Utilities (main break concrete, asphalt repair/restoration and traffic control) as well as Village-wide vehicle maintenance within the mechanic shop.
- Worked on the development of the Village's first comprehensive Public Works Capital Improvement Plan which included: fleet, facilities, roads, utilities, and general needs

## **2024 OBJECTIVES:**

- Design, bidding, and construction administration of the Brookwood Sidewalk Installation.
- Design, bidding, and construction administration of the Lombardi Access Road Reconstruction.
- Design, bidding, and construction administration of Cormier Road Sidewalk Replacement.
- Final paving and construction administration of Aldon Station Development, Element Way, and Highland Ridge.
- Complete Biennial Pavement Surface Evaluation and Rating (PASER) procedure of all Village streets in order to develop a 5-year Paving Program with which to base the Village's paving efforts to the lowest rated streets.
- Liaison engineering assistance for all Village departments.
- Continue partnership with other community Public Works departments through Brown County Public Works Association, Society of Northeast Wisconsin Public Works Superintendents (SNEWPS), Amercia Public Works Association (APWA) - Wisconsin Chapter, and other meetings to explore innovative ideas, joint purchases, and operations reviews to update our own operation procedures.

- Review interdepartmental project scheduling to improve communications and timely completion of Village projects.
- Study and Design for the expansion of the Public Works Garage.
- Coordinate all needed repairs on Village Hall including Service Door Replacements, Signage Upgrades, and HVAC Repairs.
- Traffic Signal Repairs including traffic controllers and various other items that are non-operational within the intersections.
- Work to create efficiencies within the department with the use of mobile technology and GIS.

### **BUDGET SUMMARY:**

- Addition of an Engineering Technician Position to assist with public infrastructure inspection on new and existing assets. This position will be funded by Water, Sewer, Stormwater, and General Fund. The majority of the expenses will be offset by a reduction in contracted services.
- Engineering Services - Reduced \$500 to fit historical trends.
- Garage Office Supplies - Increased \$1,000 due to increased materials and supplies costs.
- Garage Operational Supplies - Increased \$3,000 due to increased materials and supplies also older fleet pool.
- Garage Janitorial Supplies - Increased \$5,890 due to contracting out cleaning services of the Public Works break room, offices, and bathroom.
- Garage Gas and Oil - Increased \$21,000 due to increase unit costs for fuel.
- Garage Building and Equipment Repairs - Increased \$4,200 due to aging building and known repair needs.
- Garage Shoe Allowance - Increased \$1,400 to reflect higher reimbursement rate for boots.
- Garage Training - Increased \$1,500 to allow for additional schooling/training for staff.
- Garage Electric - Increased \$11,000 to reflect increased natural gas and electric costs.
- Street Administration Software Maintenance - Reduced \$500 to reflect historical trends.
- Street Administration Training - Increased \$1,000 to allow for additional management/leadership classes for transitioning employees.
- Street Administration Cell Phones - Increased \$540 to reflect the new cell phone reimbursement rates that started in 2023.
- Street Maintenance Vehicle Repairs - Increased \$33,000 due to aging fleet and higher parts costs.
- Snow and Ice Operational Supplies - Increased \$40,000 due to increasing salt costs and additional roadways added to the Villages network.

- Traffic Control Operational Supplies - Increased \$12,000 due to various traffic signals having nonoperational components and various street signs in need of replacement.
- Sidewalk Maintenance Operational Supplies - Increased \$2,500 to reflect increased concrete costs and various areas of sidewalk that are in need of replacement.
- Transit System Contracted Services - Increased \$8,000 due to increased operational costs.
- Garbage and Recycling Collection Gas and Oil - Increased \$3,500 to reflect higher fuel costs.
- Garbage and Recycling Vehicle Repairs - Increased \$4,500 due to aging fleet and increased parts costs.
- Recycling Operational Supplies - Increased \$1,500 due to the need for additional Recycling bin parts.
- Recycling Vehicle Repairs - Decreased \$3,000 to match actual trend.
- Landfill - Increased \$9,000 due to recycling market not doing well.

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Public Works**

**Engineering - 5405**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 83,654	\$ 86,998	\$ 88,096	\$ 88,096	\$ 129,520	\$ 41,424	47.0%
Medicare/FICA	100-5405-5210-0000	5,866	6,053	6,740	6,740	9,909	3,169	47.0%
Health Insurance	100-5405-5220-0000	18,625	20,400	22,359	22,359	29,149	6,790	30.4%
Dental Insurance	100-5405-5225-0000	894	894	975	975	1,641	666	68.3%
Life Insurance	100-5405-5230-0000	255	329	388	388	463	75	19.3%
Retirement	100-5405-5250-0000	5,598	5,576	5,990	5,990	8,488	2,498	41.7%
Benefits		31,238	33,252	36,452	36,452	49,650	13,198	36.2%
<b>Total Salaries &amp; Benefits</b>		<b>114,892</b>	<b>120,250</b>	<b>124,548</b>	<b>124,548</b>	<b>179,170</b>	<b>54,622</b>	<b>43.9%</b>
Operating Expenditures								
Office Supplies	100-5405-6100-0000	181	2,241	2,400	2,400	2,400	-	0.0%
Gas & Oil	100-5405-6200-0000	669	779	750	750	750	-	0.0%
Building & Equipment Repairs	100-5405-6211-0000	-	-	-	500	-	(500)	-100.0%
Software Maintenance	100-5405-6213-0000	7,838	8,123	10,000	14,500	14,000	(500)	-3.4%
Training/Conference	100-5405-7100-0000	474	75	850	1,700	1,700	-	0.0%
Dues & Subscriptions	100-5405-7120-0000	350	350	500	500	500	-	0.0%
Contracted Services	100-5405-8100-0000	6,440	6,600	7,000	7,000	7,400	400	5.7%
Engineering Services	100-5405-8115-0000	2,793	1,910	2,000	3,000	2,000	(1,000)	-33.3%
Vehicle Repairs	100-5405-8201-0000	703	470	1,000	1,000	750	(250)	-25.0%
Physical/Psych Exams	100-5405-8300-0000	-	-	40	-	150	150	N/A
Cell Phone	100-5405-8403-0000	180	180	600	180	600	420	233.3%
Equipment > \$5,000	100-5405-9120-0000	-	-	18,311	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 134,520</b>	<b>\$ 140,978</b>	<b>\$ 167,999</b>	<b>\$ 156,078</b>	<b>\$ 209,420</b>	<b>\$ 53,342</b>	<b>34.2%</b>

**Street Administration - 5421**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 129,505	\$ 133,587	\$ 130,136	\$ 130,136	\$ 139,966	\$ 9,830	7.6%
Medicare/FICA	100-5421-5210-0000	9,492	9,757	9,955	9,955	10,707	752	7.6%
Health Insurance	100-5421-5220-0000	18,519	18,538	22,231	22,231	23,294	1,063	4.8%
Dental Insurance	100-5421-5225-0000	1,426	1,356	1,186	1,186	1,509	323	27.2%
Life Insurance	100-5421-5230-0000	624	615	894	894	808	(86)	-9.6%
Retirement	100-5421-5250-0000	8,846	8,633	8,849	8,849	9,658	809	9.1%
Benefits		38,907	38,899	43,115	43,115	45,976	2,861	6.6%
<b>Total Salaries &amp; Benefits</b>		<b>168,412</b>	<b>172,487</b>	<b>173,251</b>	<b>173,251</b>	<b>185,942</b>	<b>12,691</b>	<b>7.3%</b>
Operating Expenditures								
Office Supplies	100-5421-6100-0000	316	813	250	780	500	(280)	-35.9%
Software Maintenance	100-5421-6213-0000	2,448	2,022	2,500	3,000	2,500	(500)	-16.7%
Training/Conference	100-5421-7100-0000	2,500	1,800	4,500	4,000	5,000	1,000	25.0%
Mileage Reimbursement	100-5421-7130-0000	-	600	2,400	-	-	-	N/A
Contracted Services	100-5421-8100-0000	-	148	-	-	-	-	N/A
Vehicle Repairs	100-5421-8201-0000	113	-	-	-	-	-	N/A
Cell Phone	100-5421-8403-0000	3,365	3,428	4,782	3,840	4,380	540	14.1%
<b>Total Expenditures</b>		<b>\$ 177,154</b>	<b>\$ 181,297</b>	<b>\$ 187,683</b>	<b>\$ 184,871</b>	<b>\$ 198,322</b>	<b>\$ 13,451</b>	<b>7.3%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Garage - 5410**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 306,327	\$ 309,167	\$ 289,154	\$ 289,154	\$ 300,644	\$ 11,490	4.0%
Medicare/FICA	100-5410-5210-0000	21,553	22,268	22,120	22,120	22,998	878	4.0%
Health Insurance	100-5410-5220-0000	57,366	48,034	39,449	39,449	71,090	31,641	80.2%
Dental Insurance	100-5410-5225-0000	3,769	3,194	2,142	2,142	4,806	2,664	124.4%
Life Insurance	100-5410-5230-0000	808	988	1,099	1,099	1,202	103	9.4%
Retirement	100-5410-5250-0000	15,360	16,469	14,222	14,222	18,398	4,176	29.4%
Benefits		98,856	90,954	79,032	79,032	118,494	39,462	49.9%
<b>Total Salaries &amp; Benefits</b>		<b>405,184</b>	<b>400,121</b>	<b>368,186</b>	<b>368,186</b>	<b>419,138</b>	<b>50,952</b>	<b>13.8%</b>
Operating Expenditures								
Office Supplies	100-5410-6100-0000	1,185	2,259	3,400	1,000	2,400	1,400	140.0%
Operational Supplies	100-5410-6101-0000	18,231	20,171	27,000	21,000	24,000	3,000	14.3%
Operational Supplies - Covid	100-5410-6101-1004	-	88	-	-	-	-	N/A
Janitorial Supplies	100-5410-6109-0000	11,444	11,957	16,000	11,000	16,890	5,890	53.5%
Gas & Oil	100-5410-6200-0000	58,063	102,369	91,000	70,000	91,000	21,000	30.0%
Building & Equipment Repairs	100-5410-6211-0000	26,960	18,306	19,800	19,800	24,000	4,200	21.2%
Uniforms	100-5410-6401-0000	(67)	175	1,000	1,000	1,000	-	0.0%
Shoe Allowance	100-5410-6402-0000	2,294	3,775	3,000	3,000	4,400	1,400	46.7%
Tool Allowance	100-5410-6403-0000	1,200	1,200	1,800	1,800	1,800	-	0.0%
Training/Conference	100-5410-7100-0000	-	1,900	1,000	1,000	2,500	1,500	150.0%
Dues & Subscriptions	100-5410-7120-0000	-	-	-	-	1,600	1,600	N/A
Vehicle Repairs	100-5410-8201-0000	83	54	-	-	500	500	N/A
Physical/Psych Exams	100-5410-8300-0000	135	91	-	-	200	200	N/A
Electric	100-5410-8400-0000	33,701	32,391	43,026	33,058	44,102	11,044	33.4%
Water/Sewer/Storm Water	100-5410-8401-0000	6,396	7,784	7,134	7,000	7,500	500	7.1%
<b>Total Expenditures</b>		<b>\$ 564,809</b>	<b>\$ 602,642</b>	<b>\$ 582,346</b>	<b>\$ 537,844</b>	<b>\$ 641,030</b>	<b>\$ 103,186</b>	<b>19.2%</b>

**Street Maintenance - 5431**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 173,492	\$ 253,177	\$ 269,094	\$ 269,094	\$ 277,565	\$ 8,471	3.1%
Medicare/FICA	100-5431-5210-0000	12,750	26,628	20,737	20,737	21,231	494	2.4%
Health Insurance	100-5431-5220-0000	152,815	153,387	189,666	189,666	189,306	(360)	-0.2%
Dental Insurance	100-5431-5225-0000	9,282	9,282	10,743	10,743	13,260	2,517	23.4%
Life Insurance	100-5431-5230-0000	1,782	1,902	2,548	2,548	2,753	205	8.0%
Retirement	100-5431-5250-0000	40,750	40,143	45,843	45,843	49,604	3,761	8.2%
Benefits		217,379	231,342	269,537	269,537	276,154	6,617	2.5%
<b>Total Salaries &amp; Benefits</b>		<b>390,871</b>	<b>484,520</b>	<b>538,631</b>	<b>538,631</b>	<b>553,719</b>	<b>15,088</b>	<b>2.8%</b>
Operating Expenditures								
Operational Supplies	100-5431-6101-0000	41,848	39,144	45,000	45,000	45,000	-	0.0%
Vehicle Repairs	100-5431-8201-0000	101,825	80,161	100,000	57,000	90,000	33,000	57.9%
Equipment Use Charge	100-5431-8202-0000	156,276	173,338	182,091	182,091	236,996	54,905	30.2%
Physical/Psych Exams	100-5431-8300-0000	1,275	517	500	-	550	550	N/A
<b>Total Expenditures</b>		<b>\$ 692,096</b>	<b>\$ 777,679</b>	<b>\$ 866,222</b>	<b>\$ 822,722</b>	<b>\$ 926,265</b>	<b>\$ 103,543</b>	<b>12.6%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Curb & Gutter - 5433**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 9,319	\$ 18,319	\$ 10,000	\$ 10,000	\$ 14,000	\$ 4,000	40.0%
Medicare/FICA	100-5433-5210-0000	667	1,304	765	765	1,071	306	40.0%
Benefits		667	1,304	765	765	1,071	306	40.0%
<b>Total Salaries &amp; Benefits</b>		<b>9,986</b>	<b>19,623</b>	<b>10,765</b>	<b>10,765</b>	<b>15,071</b>	<b>4,306</b>	<b>40.0%</b>
Operating Expenditures								
Operational Supplies	100-5433-6101-0000	16,640	14,079	15,000	15,000	15,000	-	0.0%
<b>Total Expenditures</b>		<b>\$ 26,625</b>	<b>\$ 33,702</b>	<b>\$ 25,765</b>	<b>\$ 25,765</b>	<b>\$ 30,071</b>	<b>\$ 4,306</b>	<b>16.7%</b>

**Snow & Ice Control - 5435**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 53,010	\$ 49,820	\$ 50,000	\$ 50,000	\$ 60,000	\$ 10,000	20.0%
Medicare/FICA	100-5435-5210-0000	3,711	3,746	3,825	3,825	4,590	765	20.0%
Benefits		3,711	3,746	3,825	3,825	4,590	765	20.0%
<b>Total Salaries &amp; Benefits</b>		<b>56,721</b>	<b>53,566</b>	<b>53,825</b>	<b>53,825</b>	<b>64,590</b>	<b>10,765</b>	<b>20.0%</b>
Operating Expenditures								
Operational Supplies	100-5435-6101-0000	143,566	85,228	175,000	120,000	160,000	40,000	33.3%
Vehicle Repairs	100-5435-8201-0000	4,121	5,484	3,500	5,000	4,000	(1,000)	-20.0%
<b>Total Expenditures</b>		<b>\$ 204,408</b>	<b>\$ 144,279</b>	<b>\$ 232,325</b>	<b>\$ 178,825</b>	<b>\$ 228,590</b>	<b>\$ 49,765</b>	<b>27.8%</b>

**Traffic Control - 5441**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 46,163	\$ 58,819	\$ 43,000	\$ 43,000	\$ 65,000	\$ 22,000	51.2%
Medicare/FICA	100-5435-5210-0000	3,266	4,216	3,137	3,137	4,973	1,836	58.5%
Benefits		3,266	4,216	3,137	3,137	4,973	1,836	58.5%
<b>Total Salaries &amp; Benefits</b>		<b>49,429</b>	<b>63,035</b>	<b>46,137</b>	<b>46,137</b>	<b>69,973</b>	<b>23,836</b>	<b>51.7%</b>
Operating Expenditures								
Operational Supplies	100-5441-6101-0000	29,982	39,898	35,000	28,000	40,000	12,000	42.9%
Electric	100-5441-8400-0000	24,892	28,518	28,564	26,963	29,278	2,315	8.6%
<b>Total Expenditures</b>		<b>\$ 104,303</b>	<b>\$ 131,451</b>	<b>\$ 109,701</b>	<b>\$ 101,100</b>	<b>\$ 139,251</b>	<b>\$ 38,151</b>	<b>37.7%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Street Lighting - 5442**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Electric	100-5442-8400-0000	444,003	477,297	474,617	496,940	496,940	-	0.0%
<b>Total Expenditures</b>		<b>\$ 444,003</b>	<b>\$ 477,297</b>	<b>\$ 474,617</b>	<b>\$ 496,940</b>	<b>\$ 496,940</b>	<b>\$ -</b>	<b>0.0%</b>

**Sidewalk Maintenance - 5444**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 1,877	\$ 5,684	\$ 3,000	\$ 3,000	\$ 15,000	\$ 12,000	400.0%
Medicare/FICA	100-5444-5210-0000	132	403	230	230	1,148	918	399.1%
Benefits		132	403	230	230	1,148	918	399.1%
<b>Total Salaries &amp; Benefits</b>		<b>2,009</b>	<b>6,087</b>	<b>3,230</b>	<b>3,230</b>	<b>16,148</b>	<b>12,918</b>	<b>399.9%</b>
Operating Expenditures								
Operational Supplies	100-5444-6101-0000	1,009	4,197	1,538	1,500	4,000	2,500	166.7%
<b>Total Expenditures</b>		<b>\$ 3,018</b>	<b>\$ 10,284</b>	<b>\$ 4,768</b>	<b>\$ 4,730</b>	<b>\$ 20,148</b>	<b>\$ 15,418</b>	<b>326.0%</b>

**School District Maintenance - 5447**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 143	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-100.0%
Medicare/FICA	100-5447-5210-0000	10	-	-	38	-	(38)	-100.0%
Benefits		10	-	-	38	-	(38)	-100.0%
<b>Total Salaries &amp; Benefits</b>		<b>153</b>	<b>-</b>	<b>-</b>	<b>538</b>	<b>-</b>	<b>(538)</b>	<b>-100.0%</b>
Operating Expenditures								
<b>Total Expenditures</b>		<b>\$ 153</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 538</b>	<b>\$ -</b>	<b>\$ (538)</b>	<b>-100.0%</b>

**Labor for Others - 5449**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ -	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-100.0%
Medicare/FICA	100-5449-5210-0000	-	-	-	38	-	(38)	-100.0%
Benefits		-	-	-	38	-	(38)	-100.0%
<b>Total Salaries &amp; Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>538</b>	<b>-</b>	<b>(538)</b>	<b>-100.0%</b>
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 538</b>	<b>\$ -</b>	<b>\$ (538)</b>	<b>-100.0%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Transit System - 5455**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Contracted Services	100-5455-8100-0000	34,199	300,057	165,704	165,704	173,704	8,000	4.8%
<b>Total Expenditures</b>		<b>\$ 34,199</b>	<b>\$ 300,057</b>	<b>\$ 165,704</b>	<b>\$ 165,704</b>	<b>\$ 173,704</b>	<b>\$ 8,000</b>	<b>4.8%</b>

**Sanitation**

**Garbage & Refuse Collection - 5710**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 193,643	\$ 213,579	\$ 182,795	\$ 182,795	\$ 212,066	\$ 29,271	16.0%
Medicare/FICA	100-5710-5210-0000	13,951	14,968	13,983	13,983	16,223	2,240	16.0%
Health Insurance	100-5710-5220-0000	40,882	67,711	60,074	60,074	53,520	(6,554)	-10.9%
Dental Insurance	100-5710-5225-0000	3,213	2,964	2,200	2,200	2,385	185	8.4%
Life Insurance	100-5710-5230-0000	270	575	391	391	450	59	15.1%
Retirement	100-5710-5250-0000	11,776	14,504	12,430	12,430	13,598	1,168	9.4%
Benefits		70,092	100,722	89,078	89,078	86,176	(2,902)	-3.3%
<b>Total Salaries &amp; Benefits</b>		<b>263,735</b>	<b>314,301</b>	<b>271,873</b>	<b>271,873</b>	<b>298,242</b>	<b>26,369</b>	<b>9.7%</b>
Operating Expenditures								
Operational Supplies	100-5710-6101-0000	387	1,942	1,800	1,500	1,800	300	20.0%
Gas & Oil	100-5710-6200-0000	27,669	55,860	38,412	33,000	39,000	6,000	18.2%
Contracted Services	100-5710-8100-0000	302	415	1,523	-	-	-	N/A
Vehicle Repairs	100-5710-8201-0000	27,444	27,128	31,000	25,000	32,000	7,000	28.0%
Equipment Use Charge	100-5710-8202-0000	65,352	69,063	72,360	72,360	48,127	(24,233)	-33.5%
Physical/Psych Exams	100-5710-8300-0000	362	141	-	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 385,251</b>	<b>\$ 468,850</b>	<b>\$ 416,968</b>	<b>\$ 403,733</b>	<b>\$ 419,169</b>	<b>\$ 15,436</b>	<b>3.8%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Recycling - 5720**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 87,333	\$ 89,265	\$ 89,353	\$ 89,353	\$ 94,358	\$ 5,005	5.6%
Medicare/FICA	100-5720-5210-0000	6,388	6,829	6,836	6,836	7,219	383	5.6%
Health Insurance	100-5720-5220-0000	8,089	27,779	27,306	27,306	28,611	1,305	4.8%
Dental Insurance	100-5720-5225-0000	678	1,603	1,571	1,571	2,000	429	27.3%
Life Insurance	100-5720-5230-0000	63	97	92	92	273	181	196.7%
Retirement	100-5720-5250-0000	5,180	6,004	5,396	5,396	6,166	770	14.3%
Benefits		20,399	42,312	41,201	41,201	44,269	3,068	7.4%
<b>Total Salaries &amp; Benefits</b>		<b>107,732</b>	<b>131,577</b>	<b>130,554</b>	<b>130,554</b>	<b>138,627</b>	<b>8,073</b>	<b>6.2%</b>
Operating Expenditures								
Operational Supplies	100-5720-6101-0000	3,665	3,248	2,000	2,000	3,500	1,500	75.0%
Gas & Oil	100-5720-6200-0000	9,786	8,833	8,000	11,000	8,500	(2,500)	-22.7%
Vehicle Repairs	100-5720-8201-0000	5,487	1,179	7,500	12,000	9,000	(3,000)	-25.0%
Equipment Use Charge	100-5720-8202-0000	15,969	34,987	34,987	34,987	34,987	-	0.0%
Physical/Psych Exams	100-5720-8300-0000	75	50	30	-	-	-	N/A
<b>Total Expenditures</b>		<b>\$ 142,713</b>	<b>\$ 179,875</b>	<b>\$ 183,071</b>	<b>\$ 190,541</b>	<b>\$ 194,614</b>	<b>\$ 4,073</b>	<b>2.1%</b>

**Landfill - 5730**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Brown Co MRF Charges	100-5730-8108-0000	(256)	-	-	-	-	-	N/A
Brown County Landfill	100-5730-8109-0000	217,939	234,858	250,000	236,000	245,000	9,000	3.8%
<b>Total Expenditures</b>		<b>\$ 217,684</b>	<b>\$ 234,858</b>	<b>\$ 250,000</b>	<b>\$ 236,000</b>	<b>\$ 245,000</b>	<b>\$ 9,000</b>	<b>3.8%</b>

**Weed Control - 5740**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 12,103	\$ 8,324	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
Medicare/FICA	100-5740-5210-0000	877	606	765	765	765	-	0.0%
Benefits		877	606	765	765	765	-	0.0%
<b>Total Salaries &amp; Benefits</b>		<b>12,980</b>	<b>8,930</b>	<b>10,765</b>	<b>10,765</b>	<b>10,765</b>	<b>-</b>	<b>0.0%</b>
Operating Expenditures								
Contracted Services	100-5740-8100-0000	1,109	1,253	750	2,500	2,500	-	0.0%
<b>Total Expenditures</b>		<b>\$ 14,089</b>	<b>\$ 10,182</b>	<b>\$ 11,515</b>	<b>\$ 13,265</b>	<b>\$ 13,265</b>	<b>\$ -</b>	<b>0.0%</b>

**2024 Budget**

**Fund 100 - General Government**

**Department: Public Works and Sanitation**

**Wood Chipping - 5760**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 88,355	\$ 65,208	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	0.0%
Medicare/FICA	100-5760-5210-0000	6,273	4,624	5,738	5,738	5,738	-	0.0%
Benefits		6,273	4,624	5,738	5,738	5,738	-	0.0%
<b>Total Salaries &amp; Benefits</b>		<b>94,627</b>	<b>69,832</b>	<b>80,738</b>	<b>80,738</b>	<b>80,738</b>	<b>-</b>	<b>0.0%</b>
Operating Expenditures								
Operational Supplies	100-5760-6101-0000	2,546	1,932	2,500	2,500	2,500	-	0.0%
Vehicle Repairs	100-5760-8201-0000	598	370	500	1,000	1,000	-	0.0%
<b>Total Expenditures</b>		<b>\$ 97,771</b>	<b>\$ 72,135</b>	<b>\$ 83,738</b>	<b>\$ 84,238</b>	<b>\$ 84,238</b>	<b>\$ -</b>	<b>0.0%</b>

# PARKS and RECREATION ADMINISTRATION

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

**DEPARTMENT DESCRIPTION:**

The Parks and Recreation Administration department administers all functions related to Village parks, recreational programs, and forestry needs.

**SERVICES:**

- Administration of all program divisions.
- Policy and program set-up and administration.
- Customer service for community questions and concerns.
- Planning, partnership, and evaluation of all Parks, Recreation and Forestry Department offerings.
- Dissemination of community information for all PRF programming, including general Village information.
- Administration of community donation and volunteer programs with local organizations and individuals.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Director of Parks, Recreation & Forestry	1.00	1.00	1.00	1.00	1.00
Program Supervisor	1.00	1.00	1.00	1.00	1.00
Aquatic Supervisor	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**2023 ACCOMPLISHMENTS:**

- Management and oversight of multiple capital improvement projects including, but not limited to, the Ashwaubomay River Trail Bridge, the Ashwaubomay maintenance building construction, repair of the Ashwaubomay Lake Chalet upper deck, and playground improvements.
- Continued to grow program opportunities and special events for all ages.
- Managed staffing concerns within the seven summer park program.

- Started work and planning with Graef on the Ashwaubomay River Trail extension around the exterior of Ashwaubomay Park.
- Collaboration with Stantec Consultants on a phragmites removal plan around the Cabellas site, and an exterior walking trail around Argonne Park.
- Secured additional NRDA/GLRI funding through the US Fish & Wildlife/DNR for additional habitat enhancement at Ashwaubomay Park/Ashwaubenon Creek, and the Dutchmans Creek tributaries. Enhancements include shoreline stabilization, fish spawning areas, invasive species removal and a kayak launch.

### **2024 OBJECTIVES:**

- Continue working with Graef and Stantec on major capital improvement projects within the Village (Argonne trail/phragmites and Ashwaubomay trail Phase 2).
- Start the planning and administration of the large grant associated with the Great Lakes Restoration Initiative (GLRI) and the Natural Resource Damage Assessment (GLRI program. This will improve areas at Ashwaubomay Park, and the mouth of Dutchman's Creek as it enters the Fox.
- Finalize plan for future upgrades to Mike Vann Park. This park will serve additional housing being built in the Entertainment District Moved from 2023).
- Begin work to update the Comprehensive Outdoor Recreation Plan (CORP).
- Continue working with McMahon on a West Main Avenue trail extension.
- Begin planning and construction of a new mini park on Element Way serving the increased housing starts in the Entertainment District.
- Evaluation of pricing tiers for programs and rentals, matching inflation rates and increasing costs.

### **BUDGET SUMMARY:**

- Software Maintenance: Increase of \$600 to match actuals.
- Uniforms: Increase of \$2,500 to match actual trend.
- Training/Conferences: Proposed increase of \$3,900. Most of this increase would be contingent on being assigned an additional park maintenance staffer and be used for a Certified Pesticide license and a CDL license. The remaining amount would be for higher costs involving conference fees, housing, and registrations (Tim, Melody, David, and Rex). There are no changes to the number of conferences that staff are currently attending for 2024, the increase is for higher fees.
- Physical/Psych Exams increased \$3,000 added to cover part-time employee drug screenings.
- Increase of \$1,200 for printing costs. This covers the increase in printing and mailing. There are no additional printing projects proposed.

**2024 Budget**

**Fund 100 - General Government**

**Department: Parks and Recreation Administration - 5521**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 282,443	\$ 293,677	\$ 322,499	\$ 322,499	\$ 349,501	\$ 27,002	8.4%
Medicare/FICA	100-5521-5210-0000	20,508	23,806	24,671	24,671	26,737	2,066	8.4%
Health Insurance	100-5521-5220-0000	67,437	73,992	80,955	80,955	82,131	1,176	1.5%
Dental Insurance	100-5521-5225-0000	4,567	4,567	4,530	4,530	5,985	1,455	32.1%
Life Insurance	100-5521-5230-0000	1,236	1,365	1,657	1,657	1,317	(340)	-20.5%
Retirement	100-5521-5250-0000	19,277	18,961	21,930	21,930	24,114	2,184	10.0%
Benefits		113,025	122,691	133,743	133,743	140,284	6,541	4.9%
<b>Total Salaries &amp; Benefits</b>		<b>395,468</b>	<b>416,368</b>	<b>456,242</b>	<b>456,242</b>	<b>489,785</b>	<b>33,543</b>	<b>7.4%</b>
Operating Expenditures								
Office Supplies	100-5521-6100-0000	3,553	3,814	2,800	2,800	2,800	-	0.0%
Software Maintenance	100-5521-6213-0000	6,260	6,505	7,000	6,400	7,000	600	9.4%
Newspaper Publishing	100-5521-6302-0000	85	121	-	750	750	-	0.0%
Copy Machine	100-5521-6305-0000	845	91	1,680	1,680	1,680	-	0.0%
Uniforms	100-5521-6401-0000	1,450	2,226	1,956	1,750	2,000	250	14.3%
Training/Conference	100-5521-7100-0000	377	2,908	3,200	1,500	5,400	3,900	260.0%
Dues & Subscriptions	100-5521-7120-0000	733	1,191	1,200	1,365	1,365	-	0.0%
Mileage Reimbursement	100-5521-7130-0000	6,900	6,871	6,900	6,900	6,900	-	0.0%
Printing	100-5521-8113-0000	10,413	11,600	11,697	11,400	12,600	1,200	10.5%
Physical/Psych Exams	100-5521-8300-0000	-	-	3,037	-	3,000	3,000	N/A
Cell Phone	100-5521-8403-0000	5,486	4,513	6,926	4,920	6,900	1,980	40.2%
<b>Total Expenditures</b>		<b>\$ 431,570</b>	<b>\$ 456,208</b>	<b>\$ 502,638</b>	<b>\$ 495,707</b>	<b>\$ 540,180</b>	<b>\$ 44,473</b>	<b>9.0%</b>

# COMMUNITY POOL

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

Community pool utilized by the Village of Ashwaubenon and Ashwaubenon School District for a variety of aquatic programming and school related events.

## **SERVICES:**

- Provide lifeguarding services for both Community and Ashwaubenon School District programming.
- Provide aquatic programming (swim lessons, open swim, lap swim, exercise classes) to the community and the Ashwaubenon School District.
- Work in conjunction with the Ashwaubenon School District and the Ashwaubenon Swim Club to host conference swim and diving competitions for said organizations.
- Provide a venue for the public to use and rent for birthday parties and special events.
- Provide a top-notch venue and operation of WIAA Conference Championship and Sectional competitions as we are assigned.

## **STAFFING:**

- Community Pool consists of the following part-time positions. All positions may include multiple people depending on participation levels.
  - Pool Director
  - Pool Supervisor
  - Instructor
  - Lifeguard

## **2023 ACCOMPLISHMENTS:**

- Secured, trained, and maintained a full lifeguard and instructors schedule through entire year despite a national staffing and lifeguard shortage.
- Recruited for and taught four lifeguard classes, securing adequate staff to safely run the facility.
- Continued Partnership with Woodside Senior Communities to offer access to the warm water pool for their residents.
- Continue to increase program numbers, providing a clean and safe environment for the community and school district.

- Started a new "Jaguar Miles" program, in conjunction with our noon hour lap swim.
- Partnered with Ashwaubenon Swim Club to host the 2023 10-U state championships. This meet brought in 1,500 people and \$1,800 in additional revenue.

### **2024 OBJECTIVES:**

- Continue to provide the public and school district with a safe and supervised place to swim.
- Continue to secure and train staff in CPR, First Aid, AED, and lifeguarding to operate a safe aquatic environment for all guests.
- Continue to provide quality aquatic programs based on the needs of our community.
- Continue to be a premier facility to run and host swim meets.
- Successfully host the 2024 10-U state championships, which was again awarded to our facility.
- Promote new special events and programs including Jaguar Miles, the Pumpkin Palooza and Holiday Swim. Work with area business on potential sponsorship.

### **BUDGET SUMMARY:**

- Wages increased due to the part-time seasonal wage scale approved for the 2023 budget.
- Lifeguard Training cost increased \$540 due to new state code revisions requiring CPR certifications be renewed yearly versus every two years in conjunction with Lifeguard Training renewals.
- Adjustments made to program financials based on current registration averages. All swim lesson classes' wages covered by increased fees and subsequent revenue.
- Increased cost of \$3,800 for hourly ASD lifeguarding services that receive no revenue except for 50% payment of aquatic coordinator salary. ASD has increased usage for additional meets hosted and more athletic activities requesting pool usage for students.
- Pool rental revenue is up over \$6,000 in 2023 for what was projected. Open swim revenue is \$3,000 higher than projected. Both increases have been updated in the 2024 budget. The rental number will be fluid from year-to-year dependent on meets that are awarded.

**2024 Budget**

**Fund 100 - General Government  
Department: Community Pool - 5523**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 63,174	\$ 80,618	\$ 92,467	\$ 92,467	\$ 114,283	\$ 21,816	23.6%
Benefits		4,829	6,168	7,074	7,074	8,743	1,669	23.6%
<b>Total Salaries &amp; Benefits</b>		<b>68,003</b>	<b>86,786</b>	<b>99,541</b>	<b>99,541</b>	<b>123,026</b>	<b>23,485</b>	<b>23.6%</b>
<b>Operating Expenditures</b>								
Operational Supplies	100-5523-6101-4980	3,485	4,843	4,400	4,400	4,400	-	0.0%
Lifeguard Training Supplies	100-5523-6103-4980	1,103	346	750	750	1,305	555	74.0%
Contracted Services - Master Swim	100-5523-8100-4487	3,108	4,197	3,500	3,500	3,500	-	0.0%
Contracted Services - Aqua Zumba	100-5523-8100-4488	2,145	3,084	3,500	3,500	3,500	-	0.0%
Physical/Psych Exams	100-5523-8300-4980	891	294	815	815	815	-	0.0%
<b>Total Expenditures</b>		<b>\$ 78,735</b>	<b>\$ 99,549</b>	<b>\$ 112,506</b>	<b>\$ 112,506</b>	<b>\$ 136,546</b>	<b>\$ 24,040</b>	<b>21.4%</b>

**Expenditures by Program/Function**

Pool	4980	5,478	5,482	5,965	5,965	6,520	555	9.3%
Lifeguard	4981	22,836	29,183	38,383	38,383	46,059	7,676	20.0%
Pool Director	4982	-	-	3,450	3,450	4,895	1,445	41.9%
Pool Supervisor	4983	12,792	14,625	9,524	9,524	11,189	1,665	17.5%
Swim Instructor	4984	29,830	38,199	46,802	46,802	54,885	8,083	17.3%
Water Exercise Instructor	4985	-	65	1,382	1,382	1,841	459	33.2%
Lifeguard - School District	4987	1,959	3,851	-	-	3,837	3,837	N/A
Supervisor - School District	4988	484	863	-	-	320	320	N/A
Swim Instructor - School District	4989	101	-	-	-	-	-	N/A
Master Swim	4487	3,108	4,197	3,500	3,500	3,500	-	0.0%
Aqua Zumba	4488	2,145	3,084	3,500	3,500	3,500	-	0.0%
<b>Total Expenditures</b>		<b>\$ 78,735</b>	<b>\$ 99,549</b>	<b>\$ 112,506</b>	<b>\$ 112,506</b>	<b>\$ 136,546</b>	<b>\$ 24,040</b>	<b>21.4%</b>

**Revenues by Program/Function**

Master Swim	100-5523-4525-4487	5,535	4,190	4,095	4,095	4,095	-	0.0%
Deep Water	100-5523-4525-4489	-	-	-	4,905	4,905	-	0.0%
Gental Movement	100-5523-4525-4490	-	-	-	1,900	1,900	-	0.0%
Program Revenues	100-5523-4525-4980	38,242	3,896	4,157	-	-	-	N/A
Swimming Lessons	100-5523-4530-4980	1,091	40,416	39,500	38,236	39,136	900	2.4%
Open Swim	100-5523-4531-4980	5,603	9,254	9,721	6,000	9,000	3,000	50.0%
Water Exercise - Gental Movement	100-5523-4532-4490	-	-	-	4,825	4,825	-	0.0%
Warm Water Therapeutic Core	100-5523-4532-4493	-	-	-	3,075	3,075	-	0.0%
Water Exercise	100-5523-4532-4980	10,845	14,998	15,000	-	-	-	N/A
Lifeguard Training	100-5523-4533-4980	482	697	714	164	164	-	0.0%
Pool Rental	100-5523-4534-4980	3,487	7,842	14,000	6,000	12,000	6,000	100.0%
<b>Total Revenues</b>		<b>\$ 65,284</b>	<b>\$ 81,293</b>	<b>\$ 87,187</b>	<b>\$ 69,200</b>	<b>\$ 79,100</b>	<b>\$ 9,900</b>	<b>14.3%</b>

**Revenues over (under) Expenditures**

<b>\$ (13,450)</b>	<b>\$ (18,256)</b>	<b>\$ (25,319)</b>	<b>\$ (43,306)</b>	<b>\$ (57,446)</b>
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# ASHWAUBOMAY LAKE

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

Ashwaubomay Lake is an outdoor, man-made lake facility providing a swimming and beach experience open to all public during the summer months. This department covers all costs related to the operation and maintenance of Ashwaubomay Lake.

## **SERVICES:**

- Lake admissions and concessions operations.
- Lifeguard services at the Lake to all visitors and patrons.
- Lake rentals to public and area organizations.
- General facility supervision and maintenance.

## **STAFFING:**

- Ashwaubomay Lake consists of the following part-time positions. All positions may include multiple people depending on participation levels.
  - Lake Supervisor
  - Café Supervisor
  - Lifeguard
  - Concessionaire

## **2023 ACCOMPLISHMENTS:**

- Repaired aging beach playground equipment as a short-term fix.
- Designed and rebuilt the upper viewing deck for patron surveillance and safety.
- Donation received from the Ashwaubenon Lions for a permanent life ring bouy for afterhours lake safety.
- Secured, trained, and maintained a full lifeguard and café staff through entire summer despite both local and national lifeguard shortage.
- Partnered in three successful food truck rally events offering reduced price swimming, theme games, and prizes to guests.
- Planned and competed in Wisconsin Park & Recreation Association NEWPRO Lifeguard Competition with other area pool staffs.
- Ran 15 training sessions (pre-summer and then weekly during season) to practice emergency procedures, rescues, scenarios, and customer service challenges with staff.
- Ordered an additional sun shade for beach patrons.

## **2024 OBJECTIVES:**

- Continue to provide the public with a safe and supervised waterfront swimming area.
- Continue to secure and train quality staff in CPR, First Aid, AED, and Lifeguarding to operate a safe aquatic environment for all guests.
- Increase marketing and internet coverage to keep people notified of upcoming events and happenings. Expanding to other media platforms.
- Continue to make any modifications necessary to keep the facility safe, open, and available to the public.
- Install new sunshade on the beach for patrons.

## **BUDGET SUMMARY:**

- Wages increased due to the part-time seasonal wage scale approved for the 2023 budget.
- Lifeguard Training cost increased \$540 due to new state code revisions requiring CPR certifications be renewed yearly versus every two years, concurrent with Lifeguard Training renewal.
- Decreased Café staff by one staffer on a one yer trial basis. There will still be 3 people working in the admission/concession area daily. Savings of \$2,385.
- Concessions supplies increase of \$237 due to cost-of-goods and product increases. Increased revenues will cover additional costs.

**2024 Budget**

**Fund 100 - General Government**

**Department: Ashwaubomay Lake - 5524**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 83,471	\$ 114,711	\$ 96,119	\$ 96,119	\$ 112,470	\$ 16,351	17.0%
Benefits		6,385	8,775	7,353	7,353	8,604	1,251	17.0%
<b>Total Salaries &amp; Benefits</b>		<b>89,856</b>	<b>123,486</b>	<b>103,472</b>	<b>103,472</b>	<b>121,074</b>	<b>17,602</b>	<b>17.0%</b>
Operating Expenditures								
Operational Supplies	100-5524-6101-4990	6,860	8,457	7,230	7,230	7,230	-	0.0%
Lifeguard Training Supplies	100-5524-6103-4990	494	-	200	200	740	540	270.0%
Concession Supplies	100-5524-6108-4990	18,215	25,200	25,137	23,710	23,947	237	1.0%
Janitorial Supplies	100-5524-6109-4990	453	311	730	775	775	-	0.0%
Fire Alarm/Security Maintenance	100-5524-6214-4990	161	161	170	170	170	-	0.0%
Licenses	100-5524-6303-4990	682	682	662	662	521	(141)	-21.3%
Contracted Services	100-5524-8100-4990	-	90	-	-	-	-	N/A
Physical/Psych Exams	100-5524-8300-4990	800	1,061	930	930	930	-	0.0%
Electric	100-5524-8400-4990	2,720	3,183	4,690	3,241	4,807	1,566	48.3%
Water/Sewer/Storm Water	100-5524-8401-4990	30,781	34,571	32,864	28,000	33,500	5,500	19.6%
<b>Total Expenditures</b>		<b>\$ 151,023</b>	<b>\$ 197,201</b>	<b>\$ 176,085</b>	<b>\$ 168,390</b>	<b>\$ 193,694</b>	<b>\$ 25,304</b>	<b>15.0%</b>
<b>Expenditures by Program/Function</b>								
Lake								
Lifeguard Wages	4991	58,784	89,032	73,936	73,936	90,232	16,296	22.0%
Supervisor Wages	4995	11,031	14,398	6,981	6,981	7,872	891	12.8%
Lifeguard Training Supplies	4990	494	-	200	200	740	540	270.0%
Lake Supplies	4990	6,860	8,457	7,230	7,230	7,230	-	0.0%
Janitorial Supplies	4990	453	311	730	775	775	-	0.0%
Fire Extinguisher Testing	4990	161	161	170	170	170	-	0.0%
Licenses	4990	682	682	662	662	521	(141)	-21.3%
Contracted Services	4990	-	90	-	-	-	-	N/A
Physical Exams	4990	800	1,061	930	930	930	-	0.0%
Electric	4990	2,720	3,183	4,690	3,241	4,807	1,566	48.3%
Water	4990	30,781	34,571	32,864	28,000	33,500	5,500	19.6%
<b>Total Lake</b>		<b>112,767</b>	<b>151,945</b>	<b>128,393</b>	<b>122,125</b>	<b>146,777</b>	<b>24,652</b>	<b>20.2%</b>
Concessions								
Café Supervisor Wages	4992	6,699	7,038	5,850	5,850	8,369	2,519	43.1%
Concessionaire Wages	4993	13,342	13,018	16,705	16,705	14,601	(2,104)	-12.6%
Concession Supplies	4990	18,215	25,200	25,137	23,710	23,947	237	1.0%
<b>Toal Concessions</b>		<b>38,256</b>	<b>45,256</b>	<b>47,692</b>	<b>46,265</b>	<b>46,917</b>	<b>652</b>	<b>1.4%</b>
<b>Total Expenditures</b>		<b>\$ 151,023</b>	<b>\$ 197,201</b>	<b>\$ 176,085</b>	<b>\$ 168,390</b>	<b>\$ 193,694</b>	<b>\$ 25,304</b>	<b>15.0%</b>
<b>Revenues by Program/Function</b>								
Lake Admissions	100-5524-4540-4990	86,538	99,550	110,859	111,075	111,075	-	0.0%
Program Revenues	100-5524-4525-4990	3,933	4,552	3,400	4,000	4,000	-	0.0%
Concessions	100-5524-4526-4990	28,476	36,940	38,937	39,000	39,000	-	0.0%
Soda Sales	100-5524-4527-4990	743	140	-	-	-	-	N/A
<b>Total Revenues</b>		<b>\$ 119,690</b>	<b>\$ 141,182</b>	<b>\$ 153,196</b>	<b>\$ 154,075</b>	<b>\$ 154,075</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Revenues over (under) Expenditures</b>		<b>\$ (31,332)</b>	<b>\$ (56,019)</b>	<b>\$ (22,889)</b>	<b>\$ (14,315)</b>	<b>\$ (39,619)</b>		

# ADULT RECREATION

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

Adult Recreation offers a wide variety of classes, athletic leagues, and services to the Community. We partner with local organizations to offer instructional classes such as golf, tennis and pickleball. We offer a wide variety of fitness classes for all ages and abilities. Our senior programming provides several educational classes and community services including Meals on Wheels.

## **SERVICES:**

- Instructional Classes
- Educational Senior Classes
- Meals on Wheels
- Bus Trips
- Athletic Leagues.
- Fitness Classes.

## **STAFFING:**

- Adult Recreation consists of the following part-time positions. All positions may include multiple people depending on participation levels.
  - Program Supervisor
  - Softball Umpire

## **2023 ACCOMPLISHMENTS:**

- Hosted a successful season of seven Summer Concerts at Klipstine Park. Solicited sponsors to fully cover band costs of all eight concerts.
- Offered five food truck rallies in the fifth year of the event-series at Ashwaubomay Park. Expenses were covered by donations and revenue.
- Continued to expand senior recreation programming to the community. Partnered with local business and professionals to sponsor, instruct, and staff programming.
- Successfully ran a 14-team adult slow-pitch league on Monday evenings despite the declining softball participation nationally.
- Partnership and collaboration with Mosaic Arts Inc. to offer "Artstreet" at Ashwaubomay Park, which attracted 20,000+ people.
- Successful new programming included a kayaking tour, floral arrangement classes, ballroom dancing, a weekly ukulele class, and self defense classes.

## **2024 OBJECTIVES:**

- Increase partnerships with area businesses during summer concert series.
- Increase use of the Community Center kitchen by offering culinary classes.
- Continue to evolve our food truck rallies to keep the events fresh and exciting.
- Seek out new partnerships and instructors to offer exciting new programming opportunities.
- Continue evaluation of sports permits and facility usage. Status is trending from Village sponsored leagues to private rentals.

## **BUDGET SUMMARY:**

- Senior operation supplies increased by \$2,000 based on the previous year's actuals offset by corresponding revenue due to increased senior program offerings.
- Senior contracted services increased by \$1,000 offset by corresponding revenue due to new contracted senior program offerings.
- Increased adult softball revenue by \$1,740 based on 2023 actuals from increased player fees and adding a 14<sup>th</sup> team.
- Wages increased due to part-time seasonal wage scale approved for the 2023 budget. There are no non-revenue producing pt positions that were added.
- Reduced adult fitness contracted services by \$2,400 based on previous 2 year's actuals with a corresponding decrease in fitness revenue.

**2024 Budget**

**Fund 100 - General Government  
Department: Adult Recreation - 5525**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 3,578	\$ 5,364	\$ 6,567	\$ 6,567	\$ 7,125	\$ 558	8.5%
Benefits		274	410	502	502	545	43	8.6%
<b>Total Salaries &amp; Benefits</b>		<b>3,851</b>	<b>5,774</b>	<b>7,069</b>	<b>7,069</b>	<b>7,670</b>	<b>601</b>	<b>8.5%</b>
<b>Operating Expenditures</b>								
Operational Supplies - Pickleball	100-5525-6101-4431	300	514	450	1,250	1,250	-	0.0%
Operational Supplies - Senior Citizens	100-5525-6101-4501	6,356	5,985	4,202	4,000	6,000	2,000	50.0%
Operational Supplies - Adult Softball	100-5525-6101-4652	2,346	1,167	1,811	1,000	1,000	-	0.0%
Operational Supplies - Fitness	100-5525-6101-4656	169	203	500	500	500	-	0.0%
Operational Supplies - Adult New Program	100-5525-6101-4660	511	2,821	1,000	1,000	1,000	-	0.0%
Operational Supplies - Bean Bag League	100-5525-6101-4661	200	212	200	200	200	-	0.0%
Operational Supplies - Card Making	100-5525-6101-4662	230	1,077	1,000	1,000	1,000	-	0.0%
Operational Supplies - Summer Concerts	100-5525-6101-4700	335	-	-	-	-	-	N/A
Operational Supplies - Rummage Sale	100-5525-6101-4703	279	-	-	-	-	-	N/A
Operational Supplies - Food Truck Rally	100-5525-6101-4704	6,380	12,848	10,000	10,000	10,000	-	0.0%
Program/Trip Expense - Senior Citizens	100-5525-6202-4501	1,269	2,381	2,100	3,200	3,200	-	0.0%
Contracted Services - Senior Citizens	100-5525-8100-4501	150	-	-	-	1,000	1,000	N/A
Contracted Services - Adult Golf	100-5525-8100-4650	819	700	700	700	700	-	0.0%
Contracted Services - Fitness	100-5525-8100-4656	6,745	3,393	5,900	5,900	3,500	(2,400)	-40.7%
Contracted Services - Summer Concerts	100-5525-8100-4700	5,450	7,400	6,400	6,400	6,400	-	0.0%
Contracted Services - Food Truck Rally	100-5525-8100-4704	3,500	5,738	8,500	8,500	8,500	-	0.0%
<b>Total Expenditures</b>		<b>\$ 38,890</b>	<b>\$ 50,214</b>	<b>\$ 49,832</b>	<b>\$ 50,719</b>	<b>\$ 51,920</b>	<b>\$ 1,201</b>	<b>2.4%</b>

**Expenditures by Program/Function**

Pickleball	4431	300	514	450	1,250	1,250	-	0.0%
Senior Citizens	4501	7,775	8,366	6,302	7,200	10,200	3,000	41.7%
Adult Golf	4650	819	700	700	700	700	-	0.0%
Site Supervisors	4651	621	93	1,815	1,815	1,563	(252)	-13.9%
Adult Summer Softball	4652	2,346	1,167	1,811	1,000	1,000	-	0.0%
Fitness	4656	6,914	3,596	6,400	6,400	5,630	(770)	-12.0%
Adult New Programs	4660	1,459	5,157	3,411	3,411	1,904	(1,507)	-44.2%
Bean Bag League	4661	200	212	654	654	484	(170)	-26.0%
Card Making	4662	230	1,077	1,000	1,000	1,000	-	0.0%
Umpire-Slowpitch	4671	-	-	2,389	2,389	3,289	900	37.7%
Umpire-Modified	4673	2,283	3,345	-	-	-	-	N/A
Summer Concerts	4700	5,785	7,400	6,400	6,400	6,400	-	0.0%
Rummage Sale	4703	279	-	-	-	-	-	N/A
Food Truck Rally	4704	9,880	18,586	18,500	18,500	18,500	-	0.0%
<b>Total Expenditures</b>		<b>\$ 38,890</b>	<b>\$ 50,214</b>	<b>\$ 49,832</b>	<b>\$ 50,719</b>	<b>\$ 51,920</b>	<b>\$ 1,201</b>	<b>2.4%</b>

**Revenues by Program/Function**

Program Revenues - Bus Trip-Other Trips	100-5525-4525-4421	2,370	2,630	3,000	3,000	3,000	-	0.0%
Program Revenues - Pickleball	100-5525-4525-4431	-	-	-	960	960	-	0.0%
Program Revenues - Senior Citizens	100-5525-4525-4501	6,333	6,486	6,400	4,865	7,865	3,000	61.7%
Program Revenues - Adult Golf	100-5525-4525-4650	-	-	-	1,120	1,120	-	0.0%
Program Revenues - Adult Summer Softball	100-5525-4525-4652	4,937	5,731	7,040	5,520	6,990	1,470	26.6%
Program Revenues - Adult Fitness	100-5525-4525-4656	10,227	6,472	10,000	15,197	12,797	(2,400)	-15.8%
Program Revenues - Adult New Program	100-5525-4525-4660	4,077	5,373	5,200	2,400	2,400	-	0.0%
Program Revenues - Bean Bag League	100-5525-4525-4661	-	-	-	400	400	-	0.0%
Program Revenues - Card Making	100-5525-4525-4662	-	-	-	1,500	1,500	-	0.0%
Program Revenues - Summer Concerts	100-5525-4525-4700	5,450	-	-	-	-	-	N/A
Program Revenues - Food Truck Rally	100-5525-4525-4704	15,961	22,346	22,757	21,000	21,000	-	0.0%
Concerts in the Park	100-5525-4545-4700	-	6,550	11,700	6,400	6,400	-	0.0%
Community Gardens	100-5525-4546-4701	1,280	1,230	1,235	1,250	1,250	-	0.0%
Rummage Sale	100-5525-4547-4703	681	903	735	906	906	-	0.0%
Soda Sales	100-5551-4527-0000	918	1,380	1,000	1,000	-	(1,000)	-100.0%
Commuity Center Maintenance	100-5551-4548-0000	988	650	-	-	-	-	N/A
<b>Total Revenues</b>		<b>\$ 53,221</b>	<b>\$ 59,751</b>	<b>\$ 69,067</b>	<b>\$ 65,518</b>	<b>\$ 66,588</b>	<b>\$ 1,070</b>	<b>1.6%</b>

**Revenues over (under) Expenditures**

<b>\$ 14,332</b>	<b>\$ 9,536</b>	<b>\$ 19,235</b>	<b>\$ 14,799</b>	<b>\$ 14,668</b>
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# CO-SPONSORED RECREATION

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

The Village partners with seven different organizations to provide programming for over 1,000 children each year. These are: Ashwaubenon Youth Baseball, Ashwaubenon Youth Soccer, Ashwaubenon Girls Softball, Ashwaubenon Wrestling Club, Ashwaubenon Special Children's, Ashwaubenon Swim Club, and Ashwaubenon Youth Football. The partnership provides partial funding for equipment/wages, free facility uses and upkeep, and insurance coverage. Staff will attend organization meetings as needed to provide guidance and direction.

## **SERVICES:**

- Funding assistance for equipment, wages, payroll services, and liability insurance coverage.
- Complementary community center usage for desired monthly meetings.
- Upkeep, grooming or preparation of respective Village facilities.
- Provide staff liaison to attend co-sponsored board meetings and provide guidance with program concerns.

## **STAFFING:**

- Co-Sponsored Recreation consists of the following part-time positions. All positions may include multiple people depending on participation levels.
  - Instructor
  - Aid
  - Ashwaubenon Youth Baseball (AYB) Umpire
  - Swim Club Lifeguard

## **2023 ACCOMPLISHMENTS:**

- Continued guidance work with organizations to provide a positive experience and fairness for involved participants.
- Participation in Ashwaubenon Youth Soccer continued to grow with an 11% increase in registration from the 2022 season and 51% increase from 2021.
- Coordination with Ashwaubenon Youth Baseball for facility improvements to the complex restrooms and Diamond #4 (\$50K+).

- Collaboration with Ashwaubenon Swim Club for increased meets (10U State) and general swim club operations.
- Ashwaubenon Girls Softball installed a new \$17,000 scoreboard on Diamond #2.

### **2024 OBJECTIVES:**

- Partner with organizations when applicable to maintain and improve athletic facilities.
- Work with Ashwaubenon Girls Softball to produce a capital improvement plan for Pioneer Park.

### **BUDGET SUMMARY:**

- PRF & AGSA is requesting an additional \$8,900 for new infield material in the capital improvement budget for Pioneer D4. This would include removal of old material to a depth of 3-4” and acquiring/grading of new material. This would be a one-time expense for Diamond #4.
- Wages increased due to the part-time seasonal wage scale approved for the 2023 budget.

**2024 Budget**

**Fund 100 - General Government**

**Department: Co-Sponsored Recreation - 5527**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 59,412	\$ 69,345	\$ 70,610	\$ 70,610	\$ 77,977	\$ 7,367	10.4%
Benefits		4,533	5,173	5,402	5,402	5,966	564	10.4%
<b>Total Salaries &amp; Benefits</b>		<b>63,945</b>	<b>74,518</b>	<b>76,012</b>	<b>76,012</b>	<b>83,943</b>	<b>7,931</b>	<b>10.4%</b>
<b>Operating Expenditures</b>								
Operational Supplies - AYB	100-5527-6101-4481	2,542	3,884	3,526	3,000	3,000	-	0.0%
Operational Supplies - AGSA	100-5527-6101-4482	5,575	6,231	5,911	5,750	5,750	-	0.0%
Operational Supplies - Ash Youth Football	100-5527-6101-4483	2,346	2,346	2,346	2,346	2,346	-	0.0%
Operational Supplies - AYSA	100-5527-6101-4484	2,523	4,023	4,688	4,000	4,000	-	0.0%
Operational Supplies - Wrestling Club	100-5527-6101-4485	-	-	-	427	427	-	0.0%
Operational Supplies - Swim Club	100-5527-6101-4486	-	-	-	2,338	2,338	-	0.0%
Physical/Psych Exams - Site Supervisors	100-5527-8300-4651	180	180	360	360	360	-	0.0%
Property & Liability Insurance	100-5527-8330-4651	3,251	3,381	3,435	4,300	4,300	-	0.0%
<b>Total Expenditures</b>		<b>\$ 80,361</b>	<b>\$ 94,562</b>	<b>\$ 96,278</b>	<b>\$ 98,533</b>	<b>\$ 106,464</b>	<b>\$ 7,931</b>	<b>8.0%</b>
<b>Expenditures by Program/Function</b>								
Special Childrens Program	4480	2,943	5,887	14,434	14,434	20,965	6,531	45.2%
Ashwaubenon Youth Baseball	4481	8,679	19,782	13,968	13,442	14,842	1,400	10.4%
Ashwaubenon Girls Softball Association	4482	5,575	6,231	5,911	5,750	5,750	-	0.0%
Ashwaubenon Youth Football	4483	2,346	2,346	2,346	2,346	2,346	-	0.0%
Ashwaubenon Soccer Club	4484	2,523	4,023	4,688	4,000	4,000	-	0.0%
Ashwaubenon Wrestling Club	4485	-	-	-	427	427	-	0.0%
Ashwaubenon Swim Club	4486	54,865	52,733	51,136	53,474	53,474	-	0.0%
Insurance	8300	3,251	3,381	3,435	4,300	4,300	-	0.0%
Physicals	8330	180	180	360	360	360	-	0.0%
<b>Total Expenditures</b>		<b>\$ 80,361</b>	<b>\$ 94,562</b>	<b>\$ 96,278</b>	<b>\$ 98,533</b>	<b>\$ 106,464</b>	<b>\$ 7,931</b>	<b>8.0%</b>
<b>Revenues by Program/Function</b>								
Ashwaubenon Youth Baseball	100-5527-4568-4481	4,741	14,032	12,021	10,442	11,842	1,400	13.4%
Ashwaubenon Swim Club	100-5527-4568-4486	59,273	56,370	51,136	51,136	51,136	-	0.0%
<b>Total Revenues</b>		<b>\$ 64,014</b>	<b>\$ 70,402</b>	<b>\$ 63,157</b>	<b>\$ 61,578</b>	<b>\$ 62,978</b>	<b>\$ 1,400</b>	<b>2.3%</b>
<b>Revenues over (under) Expenditures</b>		<b>\$ (16,348)</b>	<b>\$ (24,160)</b>	<b>\$ (33,121)</b>	<b>\$ (36,955)</b>	<b>\$ (43,486)</b>		

# YOUTH RECREATION

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

Youth Recreation offers a wide variety of classes, trips, athletics, special events and services to the Village. We offer a wide range of classes such as dance, tumbling, basketball, soccer and tae kwon do. We offer flag football leagues during the fall. Throughout the year we offer bus trips to places like Marquette Mountain, Tundra Lodge, Ashwaubomay and Funset Boulevard. Our Park Program offers children a free and safe place to play at our park system throughout the summer at multiple locations.

## **SERVICES:**

- Summer Park Program
- Sports Classes and Leagues
- Summer Day Camp
- Educational Classes
- Bus Trips
- Special Events

## **STAFFING:**

- Youth Recreation consists of the following part-time positions. All positions may include multiple people depending on participation levels.
  - Park Leader
  - Program Supervisor
  - Program Instructor
  - Day Camp Leader

## **2023 ACCOMPLISHMENTS:**

- Offered 5 neighborhood special events at Fort Howard, Smith, Waterford, Ashwaubomay, and Sand Acres Park. Approximately 1,100 total residents attended the events.
- The 2023 Summer Day Camp had record attendance with an average of 58 campers per week. Camp sold out within 2 hours of the first day of registration.
- Offered park program at all seven usual locations, including a split-alternating-day schedule for Argonne and Canterbury Parks. Realized a total of 3,422 park visits for the program.

- Partnered with Ashwaubenon School District to offer the "Free Summer Lunch Program" at Fort Howard Park. A total of 401 meals were served at the park throughout the summer.

### **2024 OBJECTIVES:**

- Look for new Day Camp activities and trips to keep program exciting and fresh. Work with staff to continue successful and positive upward program trending.
- Seek community partnerships to offer expanded programming opportunities to residents.
- Find new innovative ways to hire staff for programs in a difficult job market.

### **BUDGET SUMMARY:**

- \$5,500 1-year increase for operational supplies for special events to purchase a gas grill trailer for special events.
- \$1,000 increase to special event contracted services based on 2023 actuals due to increase in entertainment and bounce house costs.
- Wages increased due to the part-time seasonal wage scale approved for the 2023 budget.
- Wages increased \$9,651 for an additional summer program assistant position.
- Increased revenues in the 2023 and 2024 budgets through program fee increases to plan for the added wage expenses.
- Day Camp budgeted revenues increased \$16,390 in 2023 based on increased camp fees and enrollment. Day Camp revenues were increased another \$4,900 for 2024 based on 2023 actuals.

2024 Budget

Fund 100 - General Government  
Department: Youth Recreation - 5530

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 74,820	\$ 70,797	\$ 82,884	\$ 82,884	\$ 125,256	\$ 42,372	51.1%
Benefits		5,724	5,416	6,340	6,340	9,583	3,243	51.2%
<b>Total Salaries &amp; Benefits</b>		<b>80,543</b>	<b>76,213</b>	<b>89,224</b>	<b>89,224</b>	<b>134,839</b>	<b>45,615</b>	<b>51.1%</b>
<b>Operating Expenditures</b>								
Operational Supplies - Playground Equipment	100-5530-6101-4400	1,697	2,192	2,500	7,700	7,700	-	0.0%
Operational Supplies - Dance	100-5530-6101-4401	733	672	1,000	2,850	2,850	-	0.0%
Operational Supplies - Pom Pons	100-5530-6101-4404	(168)	78	-	500	500	-	0.0%
Operational Supplies - Youth Flag Football	100-5530-6101-4405	7	10	600	1,200	1,200	-	0.0%
Operational Supplies - Youth Tennis	100-5530-6101-4408	57	115	150	300	300	-	0.0%
Operational Supplies - Youth New Programs	100-5530-6101-4410	1,264	420	2,000	2,000	2,000	-	0.0%
Operational Supplies - Special Events	100-5530-6101-4411	1,907	3,197	4,000	5,600	11,100	5,500	98.2%
Operational Supplies - Toddler & Pre-School	100-5530-6101-4422	-	216	150	300	300	-	0.0%
Operational Supplies - Neighborhood Events	100-5530-6101-4424	2,559	2,820	-	-	-	-	N/A
Operational Supplies - Rookie Basketball	100-5530-6101-4425	-	-	114	100	100	-	0.0%
Operational Supplies - Rookie Football	100-5530-6101-4426	1,536	1,392	1,187	100	100	-	0.0%
Operational Supplies - Rookie T-Ball	100-5530-6101-4428	52	22	179	100	100	-	0.0%
Operational Supplies - Rookie Soccer	100-5530-6101-4429	-	60	100	100	100	-	0.0%
Operational Supplies - Day Camp	100-5530-6101-4430	9,963	7,572	10,066	5,000	5,000	-	0.0%
Training/Conference - Day Camp	100-5530-7100-4430	330	-	-	-	-	-	N/A
Mileage Reimbursement - Day Camp	100-5530-7130-4430	113	-	25	100	100	-	0.0%
Contracted Services - Dance	100-5530-8100-4401	-	-	200	200	200	-	0.0%
Contracted Services - Youth New Programs	100-5530-8100-4410	2,532	1,440	469	-	-	-	N/A
Contracted Services - Special Events	100-5530-8100-4411	-	120	3,000	4,000	5,000	1,000	25.0%
Contracted Services - Bus Trip-Playground	100-5530-8100-4420	493	255	250	1,000	1,000	-	0.0%
Contracted Services - Bus Trip-Other	100-5530-8100-4421	-	-	-	1,500	1,500	-	0.0%
Contracted Services - Neighborhood Events	100-5530-8100-4424	-	700	6,640	-	-	-	N/A
Contracted Services - Day Camp	100-5530-8100-4430	4,251	4,651	4,110	9,000	9,000	-	0.0%
Physical/Psych Exams - Playground Equipment	100-5530-8300-4400	620	500	600	600	600	-	0.0%
<b>Total Expenditures</b>		<b>\$ 108,489</b>	<b>\$ 102,647</b>	<b>\$ 126,564</b>	<b>\$ 131,474</b>	<b>\$ 183,589</b>	<b>\$ 52,115</b>	<b>39.6%</b>

Expenditures by Program/Function

Park Program	4400	2,317	2,692	3,100	8,300	8,300	-	0.0%
Dance	4401	3,196	3,955	3,631	5,481	6,887	1,406	25.7%
Gymnastics/Tumbling	4402	-	-	213	213	-	(213)	-100.0%
Tae Kwon Do	4403	-	25	-	-	-	-	N/A
Pom Pons	4404	(168)	78	1,215	1,715	1,459	(256)	-14.9%
Youth Flag Football	4405	292	680	2,952	3,552	2,337	(1,215)	-34.2%
Youth Tennis	4408	855	904	859	1,009	1,366	357	35.4%
Youth New Programs	4410	7,549	7,301	3,652	3,183	3,776	593	18.6%
Special Events	4411	1,907	3,317	8,581	11,181	18,418	7,237	64.7%
Teen Programs	4416	-	-	1,136	1,136	-	(1,136)	-100.0%
Park Leader	4418	18,220	25,262	28,659	28,659	39,905	11,246	39.2%
Program Assistant	4419	5,597	6,716	6,775	6,775	20,779	14,004	206.7%
Playground Bus Trips	4420	493	255	250	1,000	1,000	-	0.0%
Other Bus Trips	4421	-	-	-	1,500	1,500	-	0.0%
Toddler & Pre-School Programs	4422	-	216	695	845	300	(545)	-64.5%
Neighborhood Events	4424	2,559	3,520	6,640	-	-	-	N/A
Rookie Basketball	4425	-	150	752	738	1,059	321	43.5%
Rookie Football	4426	2,785	2,272	2,252	1,165	1,699	534	45.8%
Youth Football	4427	-	40	-	-	267	267	N/A
Rookie T-Ball	4428	260	22	1,167	1,088	1,258	170	15.6%
Rookie Soccer	4429	-	60	1,154	1,154	2,031	877	76.0%
Day Camp	4430	62,626	45,183	52,881	52,780	71,248	18,468	35.0%
<b>Total Expenditures</b>		<b>\$ 108,489</b>	<b>\$ 102,647</b>	<b>\$ 126,564</b>	<b>\$ 131,474</b>	<b>\$ 183,589</b>	<b>\$ 52,115</b>	<b>39.6%</b>

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>Revenues by Program/Function</b>								
Program Revenues - Dance	100-5530-4525-4401	2,794	4,735	5,000	7,010	7,010	-	0.0%
Program Revenues - Gymnastics/Tumbling	100-5530-4525-4402	120	-	-	405	-	(405)	-100.0%
Program Revenues - Pom Pons	100-5530-4525-4404	68	-	-	1,360	1,360	-	0.0%
Program Revenues - Youth Flag Football	100-5530-4525-4405	4,413	4,060	4,480	3,100	3,225	125	4.0%
Program Revenues - Youth Tennis	100-5530-4525-4408	1,320	1,105	1,505	1,075	1,500	425	39.5%
Program Revenues - Youth New Programs	100-5530-4525-4410	8,448	7,556	5,390	3,840	3,840	-	0.0%
Program Revenues - Special Events	100-5530-4525-4411	300	1,690	2,150	3,482	3,482	-	0.0%
Program Revenues - Bus Trip - Playground	100-5530-4525-4420	501	352	-	1,824	1,824	-	0.0%
Program Revenues - Bus Trips-Other	100-5530-4525-4421	-	62	565	1,875	1,875	-	0.0%
Program Revenues - Toddler/PreSchool	100-5530-4525-4422	6,566	6,006	6,455	1,200	1,200	-	0.0%
Program Revenues - Neighborhood Events	100-5530-4525-4424	1,000	-	1,500	-	-	-	N/A
Program Revenues - Rookie Basketball	100-5530-4525-4425	-	-	-	1,380	1,580	200	14.5%
Program Revenues - Rookie Football	100-5530-4525-4426	-	-	-	2,325	2,675	350	15.1%
Program Revenues - Rookie T-Ball	100-5530-4525-4428	-	-	-	1,575	1,800	225	14.3%
Program Revenues - Rookie Soccer	100-5530-4525-4429	-	-	-	1,650	1,900	250	15.2%
Program Revenues - Day Camp	100-5530-4525-4430	59,299	71,312	80,137	75,678	80,578	4,900	6.5%
Program Revenues - Part Time Admin P&R	100-5530-4525-4440	35	-	-	-	-	-	N/A
<b>Total Revenues</b>		<b>\$ 84,864</b>	<b>\$ 96,877</b>	<b>\$ 107,182</b>	<b>\$ 107,779</b>	<b>\$ 113,849</b>	<b>\$ 6,070</b>	<b>5.6%</b>
<b>Revenues over (under) Expenditures</b>		<b>\$ (23,625)</b>	<b>\$ (5,770)</b>	<b>\$ (19,382)</b>	<b>\$ (23,695)</b>	<b>\$ (69,740)</b>		

# PARK MAINTENANCE

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

**DEPARTMENT DESCRIPTION:**

The Parks Maintenance department is responsible for the upkeep and maintenance of 22 parks (300 acres) and all related facilities/buildings, over 12 miles of trails, athletic fields used by both the public and the Ashwaubenon School District (ASD), and multiple associated facilities.

**SERVICES:**

- Park capital projects and upgrade installations.
- Maintenance of 14 picnic shelters.
- Grooming and maintenance of 16 baseball/softball diamonds and maintenance of 12 athletic fields.
- Maintenance and upkeep of 33 court (basketball, tennis, pickle ball) areas.
- General upkeep of 300 acres of parkland and over 12 miles of trails.
- Facility maintenance; including marina, storage buildings, Ashwaubenon School District playgrounds, trailheads and other.
- Grass cutting and trimming of parks, trails, Village medians, select Ashwaubenon School District properties, and other Village locations.
- Set-up and breakdown of all food truck rallies, concerts, and other special events.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Park Foreman	1.00	1.00	1.00	1.00	1.00
Park Maintenance Worker 1	1.25	1.25	1.25	1.25	1.75
Park Maintenance - Seasonal	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

Staffing Note:

1. One of the Park Maintenance Worker I positions is allocated to the Park Maintenance (25%), Community Center (50%), and Forestry (25%) departments.
2. The second Park Maintenance Worker I position is allocated to the Park Maintenance (50%) and Forestry (50%) departments.

## **2023 ACCOMPLISHMENTS:**

- Completed ancillary work around our major capital improvement projects, which allows overall project costs to be reduced. This included some landscaping associated with the Ashwaubomay River Trail bridge project, and the Ashwaubomay maintenance building.
- Successfully staged and broke down over 25 large summer events, including "The Blast, ArtStreet, 5 food truck rallies, 7 Wednesday concert series, 4 "Neighborhood Nights", and 7 large baseball/softball tournaments.
- Assisted with installation of an Eagle Scout project at Waterford Park, and multiple memorial benches within our park system.
- Completed installation of a new playground structure at Smith Park.
- Completed installation of new climbing structures at Pioneer Park.
- Training and guidance for staff, including a promotion for the park maintenance foreman and the hiring of a new PMII position to replace said advancement.
- Took on snow clearing on selected Ashwaubenon Trails, which will continue on a trial basis in 2023/2024.
- Replaced new dugout roof on D3 1<sup>st</sup> base side of Ashwaubomay Park baseball.
- Collaborated with contractor on various electrical projects, including fully changing out marina walkway lighting to LED.
- Refurbished and painted eight lifeguard stands for Ashwaubomay Lake.
- Refurbished and painted 100-plus picnic tables during the winter season.

## **2024 OBJECTIVES:**

- Continue dugout upgrades at selected park facilities.
- Phragmites clearing and maintenance at various parks, including ancillary work at Argonne.
- Continue to successfully manage the increase of special event programming at Village Park facilities.

## **BUDGET SUMMARY:**

- Personnel Services costs increased due to additional Park Maintenance Worker position (split 50/50 with Forestry). Part-time wages are also adjusted to the revised wage matrix completed in 2023.
- Request \$1,481 in additional funding in Contracted Services (garbage/refuse service) to match actuals. The service levels have remained the same...this is from cost increases.
- Request \$2,300 in additional funding for janitorial supplies-parks, to match actuals (toilet paper, paper towels, and other like products).
- Added \$8,900 into Athletic Field maintenance to change out the infield material on D4 at Pioneer Park.

**2024 Budget**

**Fund 100 - General Government  
Department: Park Maintenance - 5541**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 227,059	\$ 238,568	\$ 236,997	\$ 236,997	\$ 334,948	\$ 97,951	41.3%
Medicare/FICA	100-5541-5210-0000	16,998	20,565	18,130	18,130	25,623	7,493	41.3%
Health Insurance	100-5541-5220-0000	28,698	27,922	36,301	36,301	40,056	3,755	10.3%
Dental Insurance	100-5541-5225-0000	2,492	2,218	1,832	1,832	2,649	817	44.6%
Life Insurance	100-5541-5230-0000	593	511	870	870	397	(473)	-54.4%
Retirement	100-5541-5250-0000	9,604	8,568	10,561	10,561	12,958	2,397	22.7%
Benefits		58,386	59,784	67,694	67,694	81,683	13,989	20.7%
<b>Total Salaries &amp; Benefits</b>		<b>285,445</b>	<b>298,352</b>	<b>304,691</b>	<b>304,691</b>	<b>416,631</b>	<b>111,940</b>	<b>36.7%</b>
Operating Expenditures								
Operational Supplies	100-5541-6101-0000	6,113	2,890	3,703	2,700	2,700	-	0.0%
Janitorial Supplies	100-5541-6109-0000	2,194	2,336	4,274	2,000	4,300	2,300	115.0%
Athletic Field Supplies	100-5541-6110-0000	37,097	33,815	32,854	32,854	41,754	8,900	27.1%
Gas & Oil	100-5541-6200-0000	21,617	35,985	27,609	22,000	27,750	5,750	26.1%
Building & Equipment Repairs	100-5541-6211-0000	45,796	48,544	48,000	48,000	48,000	-	0.0%
Shoe Allowance	100-5541-6402-0000	496	350	525	525	525	-	0.0%
Contracted Services	100-5541-8100-0000	9,087	11,374	8,400	8,400	9,881	1,481	17.6%
Vehicle Repairs	100-5541-8201-0000	24,011	14,553	15,366	12,000	15,742	3,742	31.2%
Equipment Use Charge	100-5541-8202-0000	20,580	24,976	29,116	29,116	41,523	12,407	42.6%
Equipment Rental	100-5541-8205-0000	9,025	11,365	8,075	8,075	8,075	-	0.0%
Physical/Psych Exams	100-5541-8300-0000	774	700	650	650	650	-	0.0%
Electric	100-5541-8400-0000	39,353	37,642	48,220	41,873	49,426	7,553	18.0%
Water/Sewer/Storm Water	100-5541-8401-0000	14,309	17,495	13,364	16,000	14,500	(1,500)	-9.4%
<b>Total Expenditures</b>		<b>\$ 515,895</b>	<b>\$ 540,377</b>	<b>\$ 544,847</b>	<b>\$ 528,884</b>	<b>\$ 681,457</b>	<b>\$ 152,573</b>	<b>28.8%</b>

# COMMUNITY CENTER

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

**DEPARTMENT DESCRIPTION:**

The Ashwaubenon Community Center is a public facility where recreational programming is provided to Village residents. This facility hosts many senior classes and events. When not being used for programming, the facility is available for residents and business to rent for private functions. The center is host to meetings for our co-sponsored groups and community organizations. It is also the base for the Parks, Recreation & Forestry Department staff and offices.

**SERVICES:**

- Event and meeting event room rentals.
- Recreation program facility.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Park Maintenance Worker 1	0.50	0.50	0.50	0.50	0.50
Supervisor	0.60	0.60	0.60	0.60	0.60
Weekend Event Staffing	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>

Staffing Note: The Park Maintenance Worker I position is allocated to the Park Maintenance (25%), Community Center (50%), and Forestry (25%) departments.

**2023 ACCOMPLISHMENTS:**

- Became a meeting destination for many residents to socialize in our lobby and outside patio for lunches, coffee, and card games.
- Expanded class sizes for many programs and activities held at the Community Center.
- Continued purchasing new tables on a rotating schedule due to wear and tear of existing tables.
- Began process of implementing new fire/security components to resolve false alarm issues and update original system.
- Purchased new furniture for the lobby near the fire place after years of wear and tear on original tables.

## **2024 OBJECTIVES:**

- Continue rental policies/procedure revisions to protect the facility investment and minimize cleaning issues.
- Continue to increase revenue through increased rental utilization.
- Maximize and balance facility utilization through existing programming, new programming opportunities, rentals, and community-based organization usage.
- Continued evaluation of facility usage by walk-in patrons, and how to best accommodate their needs with current staffing levels.

## **BUDGET SUMMARY:**

- Wages increased due to the approved part-time seasonal wage scale approved for the 2023 budget
- Electric and Water/Sewer/Storm Water budget increased due to actual trend and projected rate increases.
- Increased revenue through a 2023 rental fee adjustment and a proposed April 1, 2024 fee increase.

**2024 Budget**

**Fund 100 - General Government**

**Department: Community Center - 5551**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 57,616	\$ 58,839	\$ 63,843	\$ 63,843	\$ 71,370	\$ 7,527	11.8%
Medicare/FICA	100-5551-5210-0000	4,354	4,456	4,884	4,884	5,461	577	11.8%
Health Insurance	100-5551-5220-0000	12,094	9,734	10,923	10,923	11,445	522	4.8%
Dental Insurance	100-5551-5225-0000	724	571	629	629	800	171	27.2%
Life Insurance	100-5551-5230-0000	22	10	33	33	41	8	24.2%
Retirement	100-5551-5250-0000	1,949	2,073	2,195	2,195	2,392	197	9.0%
Benefits		19,143	16,843	18,664	18,664	20,139	1,475	7.9%
<b>Total Salaries &amp; Benefits</b>		<b>76,759</b>	<b>75,682</b>	<b>82,507</b>	<b>82,507</b>	<b>91,509</b>	<b>9,002</b>	<b>10.9%</b>
Operating Expenditures								
Operational Supplies	100-5551-6101-0000	2,348	2,615	2,750	5,700	5,700	-	0.0%
Operational Supplies - Covid	100-5551-6101-1004	375	-	-	-	-	-	N/A
Concession Supplies	100-5551-6108-0000	963	1,327	1,000	1,000	1,000	-	0.0%
Janitorial Supplies	100-5551-6109-0000	8,881	9,821	8,000	8,000	8,000	-	0.0%
Janitorial Supplies - Covid	100-5551-6109-1004	117	-	-	-	-	-	N/A
Building & Equipment Repairs	100-5551-6211-0000	9,681	3,581	7,000	7,000	7,000	-	0.0%
Fire Alarm/Security Maint	100-5551-6214-0000	1,502	1,478	1,500	1,050	1,050	-	0.0%
Cleaning Contract	100-5551-8106-0000	1,154	1,750	2,000	3,000	3,000	-	0.0%
Physical/Psych Exams	100-5551-8300-0000	601	15	-	-	-	-	N/A
Electric	100-5551-8400-0000	19,474	24,543	33,863	25,785	34,710	8,925	34.6%
Water/Sewer/Storm Water	100-5551-8401-0000	4,197	7,190	6,009	4,200	6,500	2,300	54.8%
Television	100-5551-8405-0000	1,657	1,856	1,660	1,660	1,660	-	0.0%
<b>Total Expenditures</b>		<b>\$ 127,709</b>	<b>\$ 129,857</b>	<b>\$ 146,289</b>	<b>\$ 139,902</b>	<b>\$ 160,129</b>	<b>\$ 20,227</b>	<b>14.5%</b>

# PERFORMING ARTS CENTER

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

## **DEPARTMENT DESCRIPTION:**

The Performing Arts Center department funds the Village's share of the cost of the PAC manager and technical assistant positions. The overall personnel services costs of the position are split 50/50 with the Ashwaubenon School District. The primary function of these positions is to manage the use of the facility.

## **SERVICES:**

- Management of PAC
- Training of PAC staff

## **STAFFING:**

- Both the PAC manager and technical assistant positions are paid for through the Ashwaubenon School District payroll. The Village is billed monthly for 50% of the overall personnel costs.

## **2024 OBJECTIVES:**

- Continue planning and management of all PAC events.

## **BUDGET SUMMARY:**

- Addition of a third full-time equivalent to budget.
- Assume 3.0% increase for PAC staff, effective 09/01/24.

**2024 Budget**

**Fund 100 - General Government**

**Department: Performing Arts Center - 5561**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures Contracted Services	100-5561-8100-0000	81,045	85,940	88,750	87,659	121,413	33,754	38.5%
<b>Total Expenditures</b>		<b>\$ 81,045</b>	<b>\$ 85,940</b>	<b>\$ 88,750</b>	<b>\$ 87,659</b>	<b>\$ 121,413</b>	<b>\$ 33,754</b>	<b>38.5%</b>

# FORESTRY

**DEPARTMENT MANAGER:** Director of Parks, Recreation, & Forestry

**DEPARTMENT DESCRIPTION:**

Ashwaubenon’s Urban Forestry program provides a safe urban forest while striving to preserve the natural beauty and benefits that trees and greenspace provide our residents and visitors. This effort seeks to maximize the environmental and psychological benefits of our urban forest, while enhancing property values and quality of life for residents.

**SERVICES:**

- Design, planning, planting, and management of street and park trees, landscapes, greenspaces, and beautification projects within the Village.
- Aid residents and Village staff on tree-related issues.
- Coordinate Village’s volunteer based Adopt-A-Park and Adopt-A-Garden programs.
- Coordination and implementation of the Village's EAB response plan.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Forester	1.00	1.00	1.00	1.00	1.00
Park Maintenance Worker 1	0.25	0.25	0.25	0.25	0.75
Forestry - Seasonal	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

Staffing Note:

1. One of the Park Maintenance Worker I positions is allocated to the Park Maintenance (25%), Community Center (50%), and Forestry (25%) departments.
2. The second Park Maintenance Worker I position is allocated to the Park Maintenance (50%) and Forestry (50%) departments.

## **2023 ACCOMPLISHMENTS:**

- Completed 375 ash tree removals in Management Areas 6-11 (area west of US 41) to remove all untreated ash street trees. Finished restoration in fall of all disturbed sites.
- Completed the removal of all remaining ash trees at Gillis and Pioneer Parks. Finished final restoration in fall of all disturbed sites.
- Planted 32 trees in the Village by participating in the Packer's "First Down for Trees" tree planting program. Most of these trees were utilized on North Road to replace existing streets that were in very poor condition.
- Finalized the Village's NEW WATER tree planting grant for EAB replacements in Ashwaubomay, Smith and Argonne Parks.
- Removed ash trees in a difficult-to-access portion of the Dutchman's Creek Conservancy area (from Kimberly to Shady). This project is under contract to be completed late 2023 or early 2024 when frozen ground allows equipment access.
- Coordinated a workday at Mike Vann group with a group of volunteers from Fed-Ex.
- Partnered with a group of Stantec volunteers to install a new landscape area at overlooking the Ashwaubomay Boys baseball fields.

## **2024 OBJECTIVES:**

- Implement year four of the Village's ash street tree removal project for Management area's 11-13.
- Implement a plan to remove all ash trees at Valley View and Waterford Parks, Sherwood Forest, and other miscellaneous public spaces.
- Implement the planting of replacement street trees for ash trees removed in Management Areas 1-11.
- Perform Sectional Street tree pruning in Management Area 11 as resources allow. This area was last pruned in 2010 and is the neighborhood located between Pioneer and Waterford Parks.
- Offer replacement tree planting to residents who had ash street trees removed in 2022 & 2023.

## **BUDGET SUMMARY:**

- Personnel Services costs increased due to additional Park Maintenance Worker I position (split 50/50 with Park Maintenance). Part-time wages are also adjusted to the revised wage matrix completed in 2023.
- Street tree pruning efforts will ramp up in 2025 after the majority of the EAB ash removal work has been completed throughout the Village.
- Budget remains stable due to funding EAB work through project bonding.

**2024 Budget**

**Fund 100 - General Government**

**Department: Forestry - 5610**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 129,898	\$ 166,265	\$ 163,694	\$ 163,694	\$ 213,059	\$ 49,365	30.2%
Medicare/FICA	100-5610-5210-0000	9,381	11,872	12,523	12,523	16,299	3,776	30.2%
Health Insurance	100-5610-5220-0000	15,854	18,960	20,881	20,881	33,324	12,443	59.6%
Dental Insurance	100-5610-5225-0000	1,350	1,427	1,073	1,073	2,166	1,093	101.9%
Life Insurance	100-5610-5230-0000	148	148	327	327	374	47	14.4%
Retirement	100-5610-5250-0000	5,273	5,686	6,812	6,812	9,264	2,452	36.0%
Benefits		32,006	38,093	41,616	41,616	61,427	19,811	47.6%
<b>Total Salaries &amp; Benefits</b>		<b>161,904</b>	<b>204,358</b>	<b>205,310</b>	<b>205,310</b>	<b>274,486</b>	<b>69,176</b>	<b>33.7%</b>
Operating Expenditures								
Operational Supplies	100-5610-6101-0000	2,270	5,213	4,700	4,700	4,700	-	0.0%
Gas & Oil	100-5610-6200-0000	4,745	8,466	5,000	6,500	6,000	(500)	-7.7%
Landscaping Supplies	100-5610-6201-0000	8,418	9,596	10,219	8,200	10,200	2,000	24.4%
Software Maintenance	100-5610-6213-0000	1,100	1,500	1,350	1,350	1,350	-	0.0%
Shoe Allowance	100-5610-6402-0000	96	175	175	175	175	-	0.0%
Training/Conference	100-5610-7100-0000	480	714	850	1,100	1,100	-	0.0%
Dues & Subscriptions	100-5610-7120-0000	350	425	330	330	330	-	0.0%
Contracted Services	100-5610-8100-0000	990	6,170	5,000	22,750	10,000	(12,750)	-56.0%
Contracted Services - Storm Cleanup	100-5610-8100-1005	-	1,620	-	-	-	-	N/A
Tree Planting - Village	100-5610-8114-0000	7,483	17,223	9,732	9,000	9,000	-	0.0%
Tree Planting - Residents	100-5610-8117-0000	2,688	3,437	3,000	3,000	3,000	-	0.0%
Vehicle Repairs	100-5610-8201-0000	2,017	13,554	3,068	2,500	2,500	-	0.0%
Equipment Use Charge	100-5610-8202-0000	22,488	27,479	27,239	27,239	27,197	(42)	-0.2%
Physical/Psych Exams	100-5610-8300-0000	271	45	330	330	330	-	0.0%
<b>Total Expenditures</b>		<b>\$ 215,299</b>	<b>\$ 299,974</b>	<b>\$ 276,303</b>	<b>\$ 292,484</b>	<b>\$ 350,368</b>	<b>\$ 57,884</b>	<b>19.8%</b>

# ANIMAL CONTROL

**DEPARTMENT MANAGER:** Chief of Public Safety

**DEPARTMENT DESCRIPTION:**

Community Service Officers are responsible for monitoring the welfare of domestic and wild animals and ensuring the safety of citizens from animal annoyance or other animal contacts that pose health risks.

**SERVICES:**

- Retrieving and/or trapping rouge animals that pose a danger to the public.
- Transporting injured animals.
- Rescue animals that are in danger, sick, or injured.
- Investigate animal bites.
- Investigate animal cruelty and neglect cases and nuisance complaints.

**STAFFING:**

- No staffing needs are required for the Animal Control budget. Existing Community Service Officers handle responsibilities.

**2023 ACCOMPLISHMENTS:**

- Trained second part-time Community Service Officer (CSO).

**2024 OBJECTIVES:**

- Provide additional coverage with second part-time CSO.
- Educate and enforce local and state animal treatment laws.
- Continue to educate citizens on the dangers of leaving animals in hot cars.

**BUDGET SUMMARY:**

- Human Society account increased due to actual trend and higher costs.

**2024 Budget**

**Fund 100 - General Government  
Department: Animal Control - 5810**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Operating Expenditures								
Operational Supplies	100-5810-6101-0000	22	-	-	250	250	-	0.0%
Rodent Control	100-5810-8103-0000	1,194	1,352	1,500	1,500	1,500	-	0.0%
Humane Society	100-5810-8105-0000	5,000	5,150	5,305	5,150	5,500	350	6.8%
<b>Total Expenditures</b>		<b>\$ 6,216</b>	<b>\$ 6,502</b>	<b>\$ 6,805</b>	<b>\$ 6,900</b>	<b>\$ 7,250</b>	<b>\$ 350</b>	<b>5.1%</b>

# ECONOMIC DEVELOPMENT

**DEPARTMENT MANAGER:** Director of Community Development

**DEPARTMENT DESCRIPTION:**

The Economic Development Department coordinates activities for the recruitment and retention of businesses, communicates the economic development vision, and facilitates redevelopment opportunities that reflect the vision.

**SERVICES:**

- Assist with the Village's tax incremental financing programs.
- Actively pursue business retention and recruitment.
- Function as liaison between Village and Ashwaubenon business community.
- Manage the Village's Inspection Department.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Assistant Zoning Administrator	0.00	0.00	0.00	0.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

**2023 ACCOMPLISHMENTS:**

- Completed a comprehensive revision to the Village's floodplain ordinance to make it consistent with WDNR and FEMA standards.
- Completed a comprehensive revision to the Village's shoreland and shoreland wetland zoning ordinances per WDNR model ordinance.
- Facilitated the process to select a developer for a market-rate senior housing development and new Ashwaubenon library branch at the former San Luis Manor property.
- Coordinated the process for environmental closure at the Southern Riverfront by the end of 2023.

- Worked with Senior Building Inspector to update Village building codes and Ashwaubenon Public Safety to update Village fire codes to obtain state building plan delegation through a third party.
- Used targeted TIF investments to support redevelopment efforts with Element Building #4, The Common Place Building #2, and the former San Luis Manor property.

### **2024 OBJECTIVES:**

- Begin an in-house update to the Village's Comprehensive Plan.
- Work with the development team for facilitate the redevelopment of the former San Luis Manor property.
- Revise the Village's zoning ordinance to reflect the changes associated with Wisconsin Act 16 including amendments, housing development approval, and planned development districts.
- Restart in-person retention visits to key Ashwaubenon businesses.
- Continue revisions to the zoning code to create efficiencies in interpretation and administration.

### **BUDGET SUMMARY:**

- Personnel Services costs increased due to the newly created Assistant Zoning Administrator position.
- Training/Conference costs are down slightly to reflect lower-cost, planned 2024 training.
- Dues & Subscriptions increased to reflect increased cost for The Press-Times.

**2024 Budget**

**Fund 100 - General Government**

**Department: Economic Development - 5651**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Salaries & Wages		\$ 95,966	\$ 99,715	\$ 103,068	\$ 103,068	\$ 180,801	\$ 77,733	75.4%
Medicare/FICA	100-5651-5210-0000	7,332	7,619	7,885	7,885	13,831	5,946	75.4%
Health Insurance	100-5651-5220-0000	-	-	-	-	22,889	22,889	N/A
Dental Insurance	100-5651-5225-0000	1,142	1,142	1,257	1,257	3,200	1,943	154.6%
Life Insurance	100-5651-5230-0000	191	199	381	381	494	113	29.7%
Retirement	100-5651-5250-0000	6,661	6,438	7,009	7,009	12,475	5,466	78.0%
Benefits		15,325	15,397	16,532	16,532	52,889	36,357	219.9%
<b>Total Salaries &amp; Benefits</b>		<b>111,291</b>	<b>115,112</b>	<b>119,600</b>	<b>119,600</b>	<b>233,690</b>	<b>114,090</b>	<b>95.4%</b>
Operating Expenditures								
Office Supplies	100-5651-6100-0000	7	120	200	200	150	(50)	-25.0%
Software Maintenance	100-5651-6213-0000	800	800	800	800	800	-	0.0%
Training/Conference	100-5651-7100-0000	295	350	550	550	500	(50)	-9.1%
Dues & Subscriptions	100-5651-7120-0000	540	244	834	834	840	6	0.7%
Economic Development	100-5651-8116-0000	12,355	5,885	5,995	6,775	6,775	-	0.0%
<b>Total Expenditures</b>		<b>\$ 125,288</b>	<b>\$ 122,511</b>	<b>\$ 127,979</b>	<b>\$ 128,759</b>	<b>\$ 242,755</b>	<b>\$ 113,996</b>	<b>88.5%</b>

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# SPECIAL REVENUE FUNDS



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**2024 Budget**

**Special Revenue Funds  
Summary Report**

<b>Account</b>	<b>Park Development</b>	<b>Donation</b>	<b>Oneida Service Agreement</b>	<b>K-9 Program</b>	<b>DARE/ Liaison</b>
<b>REVENUES</b>					
Intergovernmental	\$ -	\$ -	\$ 254,718	\$ -	\$ -
Public Charges for Services	100,000	-	-	-	-
Interest	7,500	-	-	750	25
Donations	-	15,000	-	-	-
Miscellaneous	-	-	-	-	2,000
<b>Total Revenues</b>	<b>107,500</b>	<b>15,000</b>	<b>254,718</b>	<b>750</b>	<b>2,025</b>
<b>EXPENDITURES</b>					
Current					
Public Safety	-	-	-	3,000	4,000
Capital Outlay	200,000	15,000	262,186	-	-
<b>Total Expenditures</b>	<b>200,000</b>	<b>15,000</b>	<b>262,186</b>	<b>3,000</b>	<b>4,000</b>
Excess of Revenues (under)					
Expenditures	(92,500)	-	(7,468)	(2,250)	(1,975)
<b>OTHER FINANCING SOURCES</b>					
Transfers In	-	-	-	-	2,000
Net Change in Fund Balance	(92,500)	-	(7,468)	(2,250)	25
Fund Balance - January 1	416,377	-	7,468	52,476	1,324
<b>Fund Balance - December 31</b>	<b>\$ 323,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,226</b>	<b>\$ 1,349</b>

## 2024 Budget

## Special Revenue Funds

### Summary Report

Account	Citizens Academy	Cadets Program	ARPA Funds	TOTAL
<b>REVENUES</b>				
Intergovernmental	\$ -	\$ -	\$ -	\$ 254,718
Public Charges for Services	-	-	-	100,000
Interest	100	180	-	8,555
Donations	-	-	-	15,000
Miscellaneous	-	-	-	2,000
Total Revenues	<u>100</u>	<u>180</u>	<u>-</u>	<u>380,273</u>
<b>EXPENDITURES</b>				
Current				
Public Safety	700	3,000	-	10,700
Capital Outlay	-	-	590,013	1,067,199
Total Expenditures	<u>700</u>	<u>3,000</u>	<u>590,013</u>	<u>1,077,899</u>
Excess of Revenues (under)				
Expenditures	<u>(600)</u>	<u>(2,820)</u>	<u>(590,013)</u>	<u>(697,626)</u>
<b>OTHER FINANCING</b>				
<b>SOURCES</b>				
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
Net Change in Fund Balance	(600)	(2,820)	(590,013)	(695,626)
Fund Balance - January 1	<u>3,345</u>	<u>7,228</u>	<u>590,013</u>	<u>1,078,231</u>
<b>Fund Balance - December 31</b>	<b>\$ 2,745</b>	<b>\$ 4,408</b>	<b>\$ -</b>	<b>\$ 382,605</b>

**DEPARTMENT DESCRIPTION:**

The Park Development Fund accounts for the collection and related expenditures of the park impact fee charged to developers as a building fee. Funds are used to finance new park development and new park equipment.

**STAFFING (FTE Positions):**

- \* Projects are completed with various village employees or through contracted services.

**2023 ACCOMPLISHMENTS:**

- \* Work on West Main Avenue Trail
- \* Completion work on Ashwaubomay Trail Pedestrian Bridge

**2024 OBJECTIVES:**

- \* Future projects include Entertainment District pocket park, Fort Howard Park restroom, Sand Acres Park fitness stations, Sand Acres Park restroom, and Highland Ridge area neighborhood park.

**CAPITAL REQUESTS:**

**Project Name:**      **Pocket Park - Entertainment District**

**Cost:**                \$200,000  
**Type:**                New  
**Useful Life:**        25

**Description:**        Create a mini-park in Entertainment District to serve influx of housing units.

**Justification:**       Village Board approval for planning authorized in 2023.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Park Impact Fees	200-5500-4570-0000	\$ 147,801	\$ 106,410	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Investment Income	200-5500-4600-0000	783	4,650	15,000	1,000	7,500	6,500	650.00%
Total Revenues		<u>148,584</u>	<u>111,060</u>	<u>115,000</u>	<u>101,000</u>	<u>107,500</u>	<u>6,500</u>	<u>6.44%</u>
<b>EXPENDITURES</b>								
Capital Outlay	200-5500-9xxx-0000	172,490	57,486	-	-	200,000	200,000	N/A
Net Change in Fund Balance		<u>(23,906)</u>	<u>53,574</u>	<u>115,000</u>	<u>101,000</u>	<u>(92,500)</u>	<u>(193,500)</u>	<u>-191.58%</u>
Fund Balance - January 1		<u>271,709</u>	<u>247,803</u>	<u>301,377</u>	<u>270,303</u>	<u>416,377</u>		
<b>Fund Balance - December 31</b>		<b>\$ 247,803</b>	<b>\$ 301,377</b>	<b>\$ 416,377</b>	<b>\$ 371,303</b>	<b>\$ 323,877</b>		

**2024 Budget**

**Special Revenue Funds**

**Donation - Fund 240**

**DEPARTMENT DESCRIPTION:**

This fund is used to account for revenue and expenditures related to various donations made to the Village of Ashwaubenon.

**STAFFING (FTE Positions):**

- \* Projects are completed with various village employees of through contracted services.

**2023 ACCOMPLISHMENTS:**

- \* Various park memorial trees and benches
- \* Miscellaneous public safety equipment or events.

**2024 OBJECTIVES:**

- \* Use current and future donated funds for intended purposes.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar	Budget
							Change	Change
<b>REVENUES</b>								
General Property Tax	240-5100-4000-0000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	N/A
Donations	240-5100-4702-0000	56,795	83,088	10,000	10,000	15,000	5,000	50.00%
Total Revenues		56,795	103,088	10,000	10,000	15,000	5,000	50.00%
<b>EXPENDITURES</b>								
Sesquicentennial Even	240-5100-8100-0000	-	93,478	-	-	-	-	N/A
Capital Outlay	240-5100-9121-0000	52,263	12,930	19,384	17,541	15,000	(2,541)	-14.49%
Total Expenditures		52,263	106,408	19,384	17,541	15,000	(2,541)	-14.49%
Net Change in Fund Balance		4,532	(3,320)	(9,384)	(7,541)	-	7,541	-100.00%
Fund Balance - January 1		8,172	12,704	9,384	7,541	-		
<b>Fund Balance - December 31</b>		<b>\$ 12,704</b>	<b>\$ 9,384</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for revenue through the service agreement with the Oneida Tribe to be used on projects and/or other one-time capital projects as determined by the Village Board. The Oneida Service Agreement is a negotiated contract between the Village and the Oneida tribe, updated every three to five years.

**STAFFING (FTE Positions):**

\* Projects are completed with various village employees or through contracted services.

**FUND OBJECTIVES**

\* Fund various Public Safety and technology services related projects to benefit response and service to tribal related areas.

**CAPITAL REQUESTS:**

**Project Name: APS6000XE Fire Portable Radios**

**Cost:** \$35,000  
**Type:** Replacement  
**Useful Life:** 15

**Description:** Replace end of life APS6000XE portable radios.

**Justification:** The Factory Mutual intrinsically safe certification (non-sparking electrical) has expired for existing APX6000XE radios, and they are approaching end of life. Each fire apparatus has 4-6 portable radios. The replacement plan is as follows: (2023) E321, 4x radios and multi-bank charger \$23,000; (2024) SQ321, 6x Radios, multi-bank charger and extra batteries, \$35,000; (2025) L311, 4x radios and multi-bank charger \$26,000; (2026) E313, 4x radios and multibank charger \$27,000; (2027) SU321, 4x \$28,000

**Project Name: APX6000 Portable Radio**

**Cost:** \$28,000  
**Type:** Replacement  
**Useful Life:** 15

**Description:** Purchase of the APX6000 Motorola portable radio to replace the non-technically supported XTS2500 Motorola radio.

**Justification:** PSO radios will begin reaching end life January 2024. Request replaced obsolete radios and began a 10-year replacement cycle of 6/year (started in FY 2023). Recent staffing additions also necessitate additional portable radios.

**Project Name: Turnout Gear**

**Cost:** \$24,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Annual replacement of fire turnout gear.

**Justification:** Turnout gear cannot be used 10 years after the date of manufacturing. Cost per set is approximately \$3000. 8 sets each year with a 10% increase

**Project Name: SWAT Equipment**

**Cost:** \$20,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Ballistic Helmet, Heavy Vest, Hostage Rescue/Woodland Vest, Communication Headset, (2) 5.11 Uniform Sets to outfit 4 SWAT members

**Justification:** Police ballistic protection has a life of 5 years. APS has four members on the Brown County SWAT team and is responsible for the ballistic protection along with additional equipment.

**Project Name: Bullet Proof Vest Replacements**

**Cost:** \$10,000  
**Type:** Replacement  
**Useful Life:** 5

**Description:** Annual replacement of existing officer bullet-proof vests. There are currently a total of 51 vests, one for each member of Public Safety. Vests have a 5-year life. Here is the five year replacement schedule: 2023) 6 vests, 2024) 10 vests

**Justification:** The ballistic vest National Institute of Justice or (NIJ) certifications expire every five years. The cost of each bullet proof vest is estimated at \$1000.00 a vest. There are 10 officers due to have their ballistic vest replaced by the end of 2024. Public Safety will submit to the Ballistic Vest Partnership program for a grant in 2024 for a possible 50% reimbursement on these ballistic vests.

**Project Name: Field Force Equipment**

**Cost:** \$10,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Replace Mobile Field Force protective equipment to outfit 8 MFF Officers

**Justification:** Crowd control equipment required as members of Mobile Field Force. Current gear is approaching the end of service life and is of obsolete style and construction. Due to the normal turnover of the team the sizes are not the best fit for staff.

**Project Name: Fire Helmets/Gloves/Boots**

**Cost:** \$9,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Annual replacement of fire helmets, gloves and boots.

**Justification:** Helmets/Gloves/Boots have a 10 year lifespan. Annual replacement is for 10 sets to account for normal replacement and likely damage of additional sets. Estimated 2024 costs of gear is \$500 for each helmet, \$200 for each boot set, and \$100 for each hood.

**Project Name: Handgun and Rifle replacement**

**Cost:** \$6,500  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Replace (2) patrol rifles and (6) handguns.

**Justification:** Annual replacement of patrol rifles and handguns. Rifles reach the end of service life and are rotated out of frontline use to training use. Handguns also cycle through due to retirements, additional staff, mechanical issues, and new officers desiring varied sizes. Est. Cost of \$700 per handgun. Est. Cost of \$2000 per fully equipped patrol rifle. Prior to 2024, this was accounted as an operational expense but is now classified as a capital expense.

**Project Name: Fire Ventilation Fan Replacement**

**Cost:** \$6,200  
**Type:** Replacement  
**Useful Life:** 15

**Description:** Off-the-shelf battery powered ventilation fan

**Justification:** Fire apparatus carries both electric powered smoke ejector fans that require a wired power source and gasoline powered positive pressure fans that produce hazardous exhaust. The department can replace both models with one battery powered fan that is compatible with the other off-the-shelf battery powered equipment on the fire apparatus. It is planned to outfit the current fleet with at least one battery powered fan.

**Project Name: Tactical Rifle Plate/Helmet Replacement**

**Cost:** \$6,000  
**Type:** Replacement  
**Useful Life:** 5

**Description:** Replace rifle rated ballistic tactical vest, with accessories, and ballistic helmet.

**Justification:** APS equips each squad car with at least one Tac. Vest / Helmet ensemble for response to high-risk situations such as barricaded subjects or active shooters. Depending on manufacturer and purchase date, each ensemble has a 5- or 10-year service life. A replacement plan of (4x) ensembles every other year will allow for planned vs. sudden mass replacement.

**Project Name: AED Replacements**

**Cost:** \$4,800  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Replacement of existing AED units. Total inventory of 18 AEDs with ongoing schedule to replace three annually.

**Justification:** The manufacturer recommendation is to replace each AED unit every 10 yrs.

**Project Name: LIDAR/Radar Detector Replacements**

**Cost:** \$4,200  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Annual replacement of existing radar detectors. There are currently a total of 10 units, one in each police vehicle. Radar detectors have an asset life of 10 years. 2024) One new ProLaser 4 LIDAR unit & maint/parts for existing Radar and LIDAR units.

**Justification:** The cost of a new ProLaser4 LIDAR unit quoted in 2023 is \$2,340.74. The price on this quote is available through 02/19/2024. \$1750.00 is also being requested for maintenance and parts to keep the existing radar and LIDAR units in service. Examples would be for re-certification, re-calibration and any damaged or missing parts from the units over the course of the year. We have radar units in all squad cars. The cost of our annual LIDAR/radar testing and certification in 2023 was \$741.50. Additionally, one LIDAR was sent out for major repair, and several of our existing Radar units were sent in for minor repairs in 2023. Three new radar units will be added to the new squad car replacement budget for 2024 to start phasing out the old radar units.

**Project Name: Fire Loose Equipment Replacement**

**Cost:** \$4,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Replacement of fire suppression loose equipment such as gas meters, saws, hand tools, and flashlights.

**Justification:** Replace loose equipment from fire apparatus such as: Quad gas meters (\$1000 each); power saws (\$1500 each); hand tools (price varies); portable flashlights (\$250 each). Prior to 2024, these items were either separate capital line items or taken out of operational supplies. Lifespan varies based upon condition and meters passing testing/calibration. Annual cost based upon estimate of normal failure rate and replacement rate of these items.

**Project Name: Fire Hose Replacement**

**Cost:** \$3,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Annual fire hose replacement. Replace up to \$3,000 each year based on quantity pricing.

**Justification:** Life span for fire hose is 10-15 years depending on what material the hose is made and number for times that it used on the fireground. The hose is pressure tested annually to check for leaks and hose failure.

**Project Name: PBT Replacements**

**Cost:** \$2,850  
**Type:** Replacement  
**Useful Life:** 5

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**Description:** Annual replacement of existing PBT devices. There are currently a total of 26 units. PBT's have an asset life of 10 years.

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**Justification:** The manufacturer's recommendation is to replace the PBT unit every 7 years as the fuel cell for the unit goes bad and it is cost prohibitive to have the fuel cell replaces. In 2024 we are requesting PBT supplies including mouth pieces, a calibration divide and dry gas for calibration.

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**Project Name: Taser Cartridge Replacement**

**Cost:** \$2,500  
**Type:** Replacement  
**Useful Life:** 5

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**Description:** Tasers are now covered by the Axon Contract Capital Expense item. Only cartridges would need to be purchased going forward.

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**Justification:** Only cartridges for 2024.

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**Project Name: Hi-Rise Fire Hose Pack Replacement**

**Cost:** \$2,250  
**Type:** Replacement  
**Useful Life:** 15

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**Description:** Replacement of one Hi-Rise Fire Hose Pack for the next five years to outfit every fire truck in the fire truck fleet.

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**Justification:** Hi-Rise fire hose packs are an essential tool in fighting fires on multilevel buildings such as hotels, apartment buildings, and office buildings. The Hi-Rise fire packs are connected to the buildings standpipes to fight fires from the inside of the multi storied building.

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**Project Name: POC Pagers**

**Cost:** \$2,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** Annual replacement for pagers for Paid on Call staff and supervisors serving as Duty Chief 390.

**Justification:** Replace pagers on service life rotation and based upon condition. Thirty pagers of two models for POC and supervisors. Planned replacement cycle of four every other year starting in 2024.

**Project Name: SCBA Facepiece Replacements**

**Cost:** \$1,800  
**Type:** Replacement  
**Useful Life:** 15

**Description:** SCBA Facepiece replacement based upon use, size, and staffing increases.

**Justification:** Replacement of SCBA facemasks due to staff increases, size differences, and general wear. Plan is to replace three per year at estimated value of \$600 each.

**Project Name: Village Hall/Public Safety PC Replacement**

**Cost:** \$34,686  
**Type:** Replacement  
**Useful Life:** 5

**Description:** Annual replacement of existing computer hardware.

**Justification:** This replaces existing pc and laptop units based on an annual replacement schedule. Most pc's and/or laptops have a 5-8 year life. The replacement schedule is maintained and updated each year and all pc's are evaluated for replacement. Windows 10 End of Life (EOL) is October 14, 2025 so we'll need to make sure all PC are running Window 11 by that date.

**Project Name: Host Server 2**

**Cost:** \$18,000  
**Type:** Replacement  
**Useful Life:** 5

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**Description:** Replacement of existing Dell PowerEdge R640xs server.

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**Justification:** This replaces a one of the two host servers that houses 10-14 virtual machines. It was originally purchased in 2018. The specs for this server are the same as the one that was purchased last year (Host Server 1). These servers are configured in a failover cluster so if one machine fails the other takes on the load of the existing VM's.

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**Project Name: Backup Server Storage Upgrade Kit**

**Cost:** \$8,000  
**Type:** New  
**Useful Life:** 7

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**Description:** HPE 24 TB capacity backup server upgrade kit.

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**Justification:** Looking to add additional long-term storage/capacity to our on premise backup server. When we originally purchased the StoreOnce unit it came only 1/2 populated with hard drives. By adding the capacity upgrade kit it would increase our storage from 16 TB usable to 32 TB usable storage.

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**Project Name: Warranty extension on 4 x Layer 2 10Gb switches.**

**Cost:** \$8,000  
**Type:** Maintenance  
**Useful Life:** 2

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**Description:** Warranty extension for all Layer 2 (10 Gb LAN & SAN) switches.

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**Justification:** The warranty on these switches expires on 2/18/2024. Rather than purchasing new switches we would like to extend the warranty out another 2 years. Then replace and upgrade the switches in 2026.

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**Project Name: Additional RAM for Host Server 1**

**Cost:** \$7,000  
**Type:** New  
**Useful Life:** 5

**Description:** Additional RAM (128 GB) for existing Host Server 1.

**Justification:** Add RAM to fully populate the host server. We are continually adding virtual machines every year. With this new VM's the amount they need is increase. Adding this additional RAM will allow for future growth as well as provide enough memory to take on the other host server's VM's in it fails.

**Project Name: Extron ShareLink Replacement**

**Cost:** \$1,500  
**Type:** Replacement  
**Useful Life:** 5

**Description:** Existing Extron ShareLink replacement with either ShareLink 500 or Barco ClickShare C-10.

**Justification:** The Village has four Extron ShareLink 250 devices in conference rooms for wireless presentations (two at Village Hall and two at Community Center). This model has been discontinued. Plan is to upgrade each device with either a Extron ShareLink500 or Barco ClickShare C-10 over the next four years. These models are still supported and provide a wide range of improvements over the 250 model.

**Project Name: Mitel MiVoice 6920 IP Phone**

**Cost:** \$1,500  
**Type:** New  
**Useful Life:** 7

**Description:** Purchase five new Mitel MiVoice 6920 IP desktop phones.

**Justification:** With the potential of additional staff coming on board in 2024 we will need to purchase additional desk phones.

**Project Name:** Elevate RecTrac/WebTrac Service

**Cost:** \$1,400

**Type:** Maintenance

**Useful Life:** 5

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**Description:** Elevate RecTrac/WebTrac Service

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**Justification:** Work with Vermont Systems to audit, clean up and optimization the RecTrac database. Review best practice for item setup and management. Look to setup SSO, html template for emails, review schedule event tasks, integration with finance system as well update GL's in the system.

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**2024 Budget**

**Special Revenue Funds**

**Oneida Service Agreement - Fund 241**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Intergovernmental	241-5100-4176-0000	\$ -	\$ -	\$ 254,718	\$ 250,000	\$ 254,718	\$ 4,718	1.89%
<b>EXPENDITURES</b>								
Capital Outlay		-	-	247,250	250,000	262,186	12,186	4.87%
Net Change in Fund Balance		-	-	7,468	-	(7,468)	(7,468)	N/A
Fund Balance - January 1		-	-	-	-	7,468		
<b>Fund Balance - December 31</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,468</b>	<b>\$ -</b>	<b>\$ -</b>		

**DEPARTMENT DESCRIPTION:**

The K-9 Program is used to assist Ashwaubenon Public Safety in search and seizure operations such as drug searches, criminal tracking and missing person searches. This fund is used to account for donations received and used towards the K-9 Program. Expenditures are realized only as needed and if proper funding exists. K9 Officer and vehicle are funded in General Fund. This fund covers the K9 dog's personal care and maintenance.

Over the past three decades the Public Safety Department has experienced tremendous change in population numbers, increased personnel, changes in department structure and increased criminal activity within the community. The Village of Ashwaubenon has seen increases in transient population along with government subsidized housing. Increases in illicit drug trafficking and other criminal activities have followed as well. A K-9 unit not only can be used to find illicit drugs, it can track criminals and aid in finding missing persons. Ashwaubenon Public Safety's K-9 is a dual purpose (Drug/Patrol).

**SERVICES:**

- \* Canine Officer will perform police patrol, investigation, enforce traffic regulations and related law enforcement activities.
- \* Protect life and property by performing firefighting, emergency medical aid, rescue and fire duties.
- \* Patrol with, and care for a police dog in specialized duties such as; narcotic detection, building searches, suspect and missing persons tracking, and related law enforcement duties.
- \* Provide approved canine demonstrations and talks to foster positive community relations.

**STAFFING (FTE Positions):**

- \* Ashwaubenon Public Safety allocates one officer/handler to the program.

**2023 ACCOMPLISHMENTS:**

- \* Retirement of K9 Ole
- \* The purchase of K9 Vice and ongoing training program.
- \* Donations received to offset entire cost of the K9 Purchase.

**2024 OBJECTIVES:**

- \* K9 training progression with Vice and K9 Handler Teske.
- \* Continue to assist patrol officers with drug interdiction and K9 patrol.
- \* Continue to advance K9 knowledge and career by attending training and conferences.
- \* Be a valuable resource to our agency and other agencies within Brown County for K9 needs.

**2024 Budget**

**Special Revenue Funds  
K-9 Program - Fund 242**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Investment Income	242-5200-4600-0000	122	642	1,000	250	750	500	200.00%
Donations	242-5200-4702-0000	10,053	1,146	27,223	1,000	-	(1,000)	-100.00%
Merchandise Sales	242-5200-4911-0000	2,815	-	1,578	-	-	-	N/A
Total Revenues		12,990	1,788	29,801	1,250	750	(500)	-40.00%
<b>EXPENDITURES</b>								
Supplies / Equipment / Services	242-5200-6100-0000	2,401	18,187	1,400	2,000	2,000	-	0.00%
Travel - Training	242-5200-7100-0000	2,467	6,385	475	1,000	1,000	-	0.00%
Insurance	242-5200-8302-0000	1,120	-	-	1,110	-	(1,110)	-100.00%
Total Expenditures		5,988	24,572	1,875	4,110	3,000	(1,110)	-27.01%
Net Change in Fund Balance		7,002	(22,784)	27,926	(2,860)	(2,250)	610	-21.33%
Fund Balance - January 1		40,332	47,334	24,550	41,226	52,476		
<b>Fund Balance - December 31</b>		<b>\$ 47,334</b>	<b>\$ 24,550</b>	<b>\$ 52,476</b>	<b>\$ 38,366</b>	<b>\$ 50,226</b>		

**DEPARTMENT DESCRIPTION:**

The Police-School Resource Officer program has been in existence in our community since January of 1995. The goal of this program is "The prevention of juvenile delinquency and the fostering of positive community relations." Public Safety feels this is some of the best staffing allocation. Two officers are assigned to Village schools. Officer Jackie Dunlap works with kindergarten through fifth grades as the Liaison officer and a certified D.A.R.E. instructor. Officer Dunlap also shares duties for Parkview Middle School with Officer Everetts who works with the sixth through twelfth grades in the same capacity. This program is split 50/50 with the Ashwaubenon School District.

**SERVICES:**

- \* D.A.R.E. is taught to approximately 26 million children in the United States. Curriculum gives students the tools needed to avoid peer pressure, getting involved in alcohol, drugs, gangs and violence and teaches them to look for friends who will not get them involved in aforementioned items.
- \* The Liaison officers are a resource for kids. Students will speak to the officers about legal issues, problems faced at home or in the community, career path opportunities, personal relationships, and other issues facing the students today.
- \* The Liaison officers are a resource for schools as well. The officers also assist in teaching several courses including; government classes, health classes, "search and seizure" classes and "gang awareness" classes. All classes are done in cooperation with the classroom teacher.

**STAFFING (FTE Positions):**

- \* Ashwaubenon Public Safety allocates one officer to the program. Actual personnel costs (and corresponding revenue) are reclassified from the General Fund to this fund at the end of the year.

**2023 ACCOMPLISHMENTS:**

- \* DARE Program Ashwaubenon & Saint Joseph School, Bike Rodeo, Criminal Forensics Class with 6th gra Classroom visits with Force.
- \* Posting and training of new school resource officer.

**2024 OBJECTIVES:**

- \* Retirement of School Resource Officer Everetts and Force
- \* More visibility & interaction with students during passing time
- \* Selection of new School Resource Officer for Ashwaubenon High School and Parkview Middle School
- \* Continue current programs (Bike Rodeo/DARE/Human Trafficking/Internet Safety)

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Tax:	243-5200-4000-0000	6,769	3,270	3,500	-	-	-	N/A
Investment Income	243-5200-4600-0000	-	4	32	-	25	25	N/A
Donations	243-5200-4702-0000	500	99	1,700	-	-	-	N/A
Reimbursements	243-5200-4703-0000	-	-	-	-	2,000	2,000	N/A
Total Revenues		7,269	3,373	5,232	-	2,025	2,025	N/A
<b>EXPENDITURES</b>								
Overtime	243-5200-5111-0000	6,769	3,269	3,500	-	-	-	N/A
Supplies	243-5200-6100-0000	2,080	-	1,012	500	4,000	500	100.00%
Travel/Training	243-5200-7100-0000	397	-	-	-	-	-	N/A
Total Expenditures		9,246	3,269	4,512	500	4,000	3,500	700.00%
Excess of Revenues over (under) Expendit		(1,977)	104	720	(500)	(1,975)	(1,475)	295.00%
<b>OTHER FINANCING USES</b>								
Transfers In	243-5200-4810-0000	-	-	-	-	2,000	2,000	N/A
Net Change in Fund Balance		(1,977)	104	720	(500)	25	525	-105.00%
Fund Balance - January 1		2,477	500	604	500	1,324		
<b>Fund Balance - December 31</b>		<b>\$ 500</b>	<b>\$ 604</b>	<b>\$ 1,324</b>	<b>\$ -</b>	<b>\$ 1,349</b>		

**DEPARTMENT DESCRIPTION:**

The Ashwaubenon Public Safety Citizen's Academy is a public relations program that educates the public on activities and procedures of our department. The program runs 8 weeks in January thru March. It has been a very effective program and usually holds a waiting list over a year. Several of the academy members then choose to go on and become members of the Volunteer in Police Service (VIPS). The VIPS give back countless hours to Village events and programs which make a positive impact on our community. Three of our current VIPS board members are from recent Citizen's Academy classes. In the current state of law enforcement it is so very important to engage our communities so they take an active role in deterring crime and staying vigilant, so we can maintain our high standards for quality of life. In 2014 the program was tasked with a re-creation. The program had been stagnant and cancelled for several years. Since then, the program has had 20-22 members yearly and is in demand. The program successfully applied for grants in 2014 and 2017. Grants opportunities, donations, and sponsorships have been sought to assist in the funding of this program.

**SERVICES:**

- \* 8 Weekly classes run on Wednesday evenings 6:00 pm - 9:30 pm (Starting September - Ending November)  
Opportunity is given for all graduates to join VIPS.
- \* Educates class members on firearms, defense tactics, and arrest tactics.
- \* Tours of Jail, Communications Center, and other sites.

**STAFFING (FTE Positions):**

- \* Ashwaubenon Public Safety's Program coordinator is Captain Brian Amenson. The program is taught by various members of the department. Actual personnel costs (and corresponding revenue) are reclassified from the General Fund at the end of the year.

**2023 ACCOMPLISHMENTS:**

- \* Program is set to run in September 2023-November 2023.

**2024 OBJECTIVES:**

- \* Continue the growth of the citizen's academy program to better the community.
- \* Fill the 2024 class.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Investment Income	244-5200-4600-0000	\$ 10	\$ 59	\$ 150	\$ 30	\$ 100	\$ 70	233.33%
<b>EXPENDITURES</b>								
Overtime	244-5200-5111-0000	319	-	304	-	-	-	N/A
Supplies	244-5200-6100-0000	-	-	700	700	700	-	0.00%
Total Expenditures		319	-	1,004	700	700	-	0.00%
Excess of Revenues over (under) Expenditures		(309)	59	(854)	(670)	(600)	70	-10.45%
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers In	244-5200-4810-0000	319	-	304	-	-	-	N/A
Net Change in Fund Balance		10	59	(550)	(670)	(600)	70	-10.45%
Fund Balance - January 1		3,826	3,836	3,895	3,868	3,345		
<b>Fund Balance - December 31</b>		<b>\$ 3,836</b>	<b>\$ 3,895</b>	<b>\$ 3,345</b>	<b>\$ 3,198</b>	<b>\$ 2,745</b>		

**DEPARTMENT DESCRIPTION:**

The Ashwaubenon Cadet Post had been affiliated with Learning for Life. In 2019 it changed affiliation to Public Safety Cadets. The Post’s Objective is to provide members, aged 14-21, the opportunity to better understand the careers, areas of responsibility and general understanding of Public Safety. The objectives are accomplished through instruction by various public safety officers, scenarios, field experience, and national-level competitions. The Post also completes service projects, public education events and fund-raising.

**SERVICES:**

- \* The post voluntarily assists in any department requested event.
- \* Community relations program between department and area young adults.
- \* Serves as a recruiting pipeline for young adults interested in public safety careers.

**STAFFING (FTE Positions):**

- \* 1 Supervisor and 4 Public Safety Officers rotate duties. Actual personnel costs (and corresponding revenue) are reclassified from the General Fund at the end of the year.

**2023 ACCOMPLISHMENTS:**

- \* Program remained fiscally sustainable, resuming fundraising efforts post-covid.
- \* Attended State Cadet Competition, earning several awards.
- \* PSO Mentor served as a rep on the Cadets National Advisory Committee.
- \* Hired a Cadet as a Community Service Officer.

**2024 OBJECTIVES:**

- \* Attend state and national cadet conferences.
- \* Increase membership to a target of 15-20 cadets.
- \* Ensure continued fiscal sustainability of the program.

**BUDGET SUMMARY:**

- \* Travel/training includes estimate for fielding a team to the WLEEEA State Conference early 2024.
- \* Additional funding sources to be pursued if post attends national conference.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Investment Income	245-5200-4600-0000	\$ 20	\$ 52	\$ 210	\$ 30	\$ 180	\$ 150	500.00%
Parking Revenue	245-5200-4708-0000	515	2,325	4,140	-	-	-	N/A
Total Revenues		535	2,377	4,350	30	180	150	500.00%
<b>EXPENDITURES</b>								
Overtime	245-5200-5111-0000	2,119	3,149	5,400	-	-	-	N/A
Supplies	245-5200-6000-0000	388	413	500	500	500	-	0.00%
Travel/Training	245-5200-7100-0000	1,309	3,875	1,559	2,500	2,500	-	0.00%
Total Expenditures		3,816	7,437	7,459	3,000	3,000	-	0.00%
Excess of Revenues (under) Expenditures		(3,281)	(5,060)	(3,109)	(2,970)	(2,820)	150	-5.05%
<b>OTHER FINANCING SOURCES</b>								
Transfers In	245-5200-4810-0000	2,119	3,149	5,400	-	-	-	N/A
Net Change in Fund Balance		(1,162)	(1,911)	2,291	(2,970)	(2,820)	150	-5.05%
Fund Balance - January 1		8,010	6,848	4,937	5,278	7,228		
<b>Fund Balance - December 31</b>		<b>\$ 6,848</b>	<b>\$ 4,937</b>	<b>\$ 7,228</b>	<b>\$ 2,308</b>	<b>\$ 4,408</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the distribution of Federal American Rescue Plan Act (ARPA) fund in response to the COVID pandemic. Allowable use of funds: payments may be used to cover costs incurred prior to December 31, 2024, for the following purposes:

1. To respond to the coronavirus pandemic or its negative economic impacts, including assistance to hospitals, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
2. To replace revenues lost as a result of the public health emergency caused by the coronavirus pandemic, for the purposes of providing government services.
3. Make investments in water, sewer, or broadband infrastructure.
4. To provide premium pay for workers employed by the state who perform essential work during the pandemic, or to provide grants to eligible employers that have eligible workers who perform essential work.

**2023 ACCOMPLISHMENTS:**

- \* Purchased the following capital items:
- \* Ashwaubomay Park Maintenance Building, Axon contract for Public Safety body worn cameras, Village market re-evaluation, Village video surveillance system, ADA transition plan.

**2024 OBJECTIVES:**

- \* The Village will continue to evaluate project options. All ARPA funds have been sent to and received by the Village. The Village has until December 31, 2024 to spend all the funds. Listed below are projects identified but the Village Board retains the right to modify, replace or add other projects are desired.

**CAPITAL REQUESTS:**

**Project Name:** Axon Contract Maintenance

**Cost:** \$205,277

**Type:** Replacement

**Useful Life:** 5

**Description:** Axon 5-year Service Contract

**Justification:** We have added body worn cameras for all officers, as well as new cameras for the squad cars, new Tasers to replace our aging X-26 tasers and signal sidearm triggers for the camera systems, which is all included with the 5-year service contract we have with Axon. Also added were 2 more licenses for additional Evidence.com users to be added which added \$1,000 per year. Year 1 (2021) was paid for with outside funds from donations/contributions from several outside sources. Years 2 to 5 (2022-2025) will need to be funded by the Village for a total of \$102,000 per year. The in-car camera capital line item was removed resulting in \$43,200 being removed from Capital expenses over the life of the Axon contract. The Axon contract then adds \$408,000 through 2025.

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**Project Name: Industrial Park Trail Reconstruction**

**Cost:** \$175,000  
**Type:** Replacement  
**Useful Life:** 25

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**Description:** Industrial Park Trail maintenance and reconstruction.

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**Justification:** Aging trail that is starting to sprawl and sluff into flood channels.

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**Project Name: Meridian Barriers**

**Cost:** \$105,000  
**Type:** New  
**Useful Life:** 10

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**Description:** Nine new traffic control barriers with a new drop deck trailer.

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**Justification:** Additional barriers allow for better traffic control during major public events such as Packers games, concerts, run events, and other large events requiring road closures or diversions.

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**Project Name: Holiday Street Lighting Replacement**

**Cost:** \$45,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** Project would include 42 fixtures that would be mounted on existing street lights. New lights would be LED and would bright a more positive vibe to the main corridors in the Village.

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**Justification:** Current fixtures are at the end of there useful life and are detorating. Detoration is making it impossible to keep all fixures operational.

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**Project Name:** Capital Improvement Plan - Phase 2

**Cost:** \$25,000

**Type:** New

**Useful Life:** 1

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**Description:** Capital Improvement Plan - Phase 2

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**Justification:** Continued capital improvement planning with Public Works.

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**Project Name:** Firewall Replacement

**Cost:** \$16,000

**Type:** Replacement

**Useful Life:** 5

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**Description:** Replace existing SonicWall Nsa 4700 firewall.

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**Justification:** This replaces a unit that was put in 2021 was an older Gen 6 and came w/ 3 years of support. The cost of 1 year of support next year is about 1/2 what a new unit would cost. This new unit will be a Gen 7 + and will provided additional 10 Gb ports needed to connect to the WiscNet Router as well our existing 10 Gb Lan network. By upgrading the firewall, we will significantly improve throughput for applications, IPS and threat prevention.

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**2024 Budget**

**Special Revenue Funds**

**Fund 247 - American Rescue Plan Act (ARPA)**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
Federal Aid - ARPA	247-5100-4100-0000	\$ 898,109	\$ 898,108	\$ -	\$ -	\$ -	\$ -	N/A
<b>EXPENDITURES</b>								
Capital Outlay		5,818	530,738	669,648	1,261,395	590,013	(671,382)	-53.23%
Net Change in Fund Balance		892,291	367,370	(669,648)	(1,261,395)	(590,013)	671,382	-53.23%
Fund Balance - January 1		-	892,291	1,259,661	1,261,395	590,013		
<b>Fund Balance - December 31</b>		<b>\$ 892,291</b>	<b>\$ 1,259,661</b>	<b>\$ 590,013</b>	<b>\$ -</b>	<b>\$ -</b>		



# DEBT SERVICE FUND



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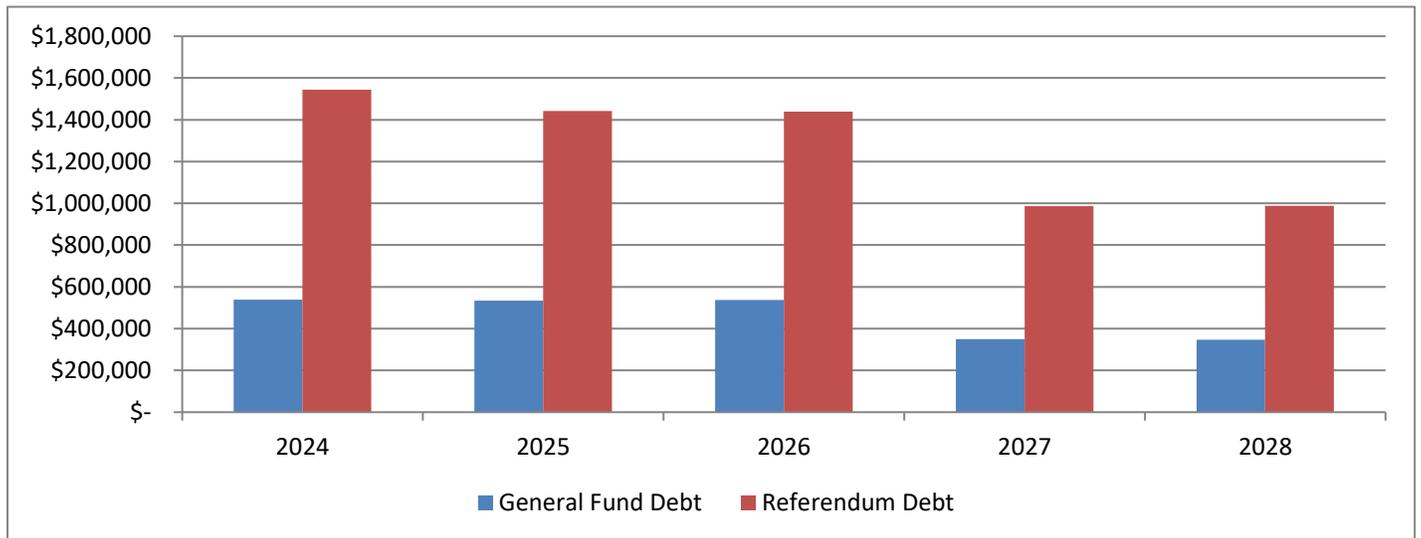
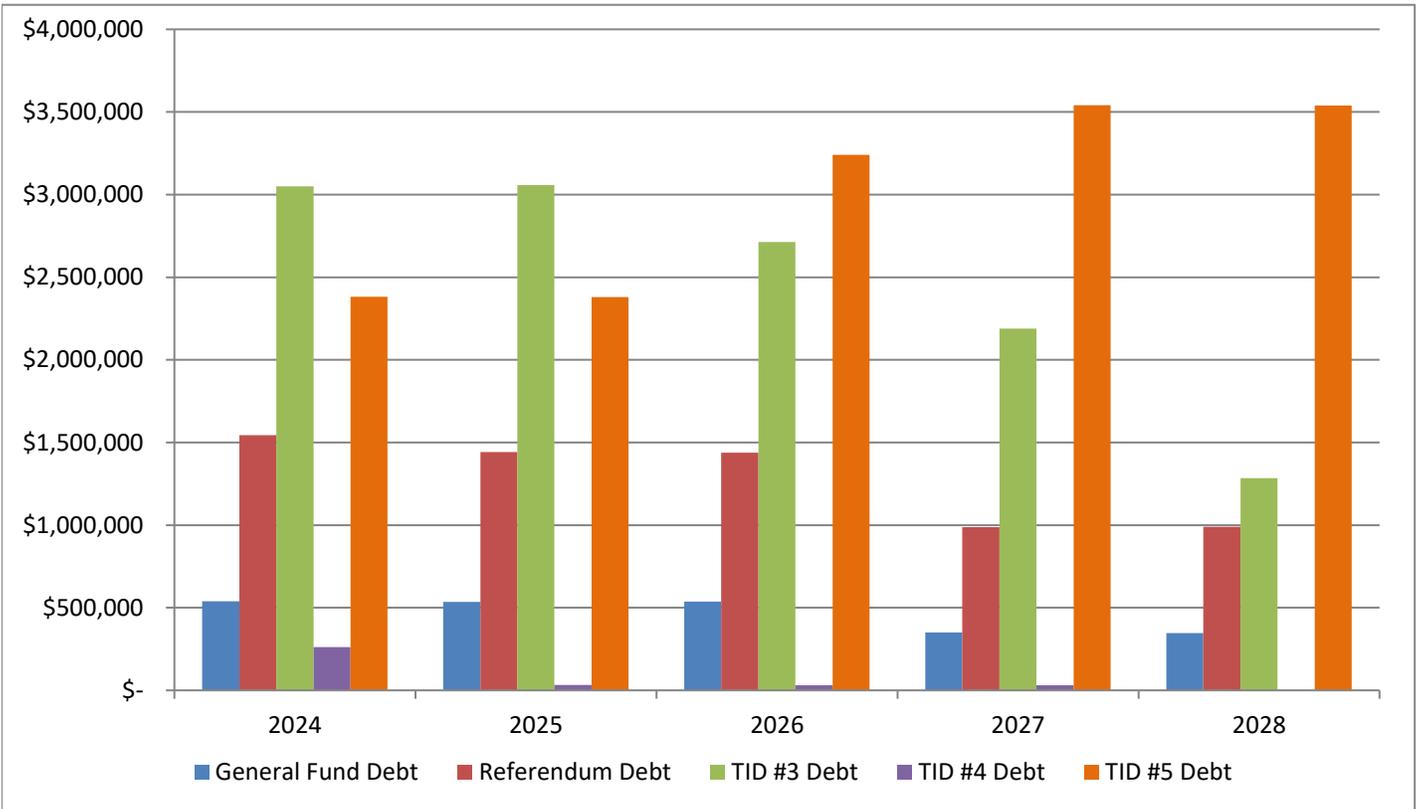
**DEPARTMENT DESCRIPTION:**

The debt service fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds. Financing is provided by the annual general property tax levy and potential unused portions of prior years' debt proceeds.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Taxes	300-5100-4000-0000	\$ 2,149,261	\$ 2,025,508	\$ 2,080,645	\$ 2,080,645	\$ 2,083,029	\$ 2,384	0.11%
<b>EXPENDITURES</b>								
Debt Service								
Principal Payments	300-5100-9300-0000	4,343,369	4,505,000	8,170,000	7,810,000	5,945,000	(1,865,000)	-23.88%
Interest and fiscal charges	300-5100-9310-0000	1,859,702	1,730,847	2,063,627	1,663,169	1,837,943	174,774	10.51%
Total Expenditures		6,203,071	6,235,847	10,233,627	9,473,169	7,782,943	(1,690,226)	-17.84%
Excess of Revenues (under) Expenditures		(4,053,810)	(4,210,339)	(8,152,982)	(7,392,524)	(5,699,914)	1,692,610	-22.90%
<b>OTHER FINANCING SOURCES</b>								
Transfers In	300-5100-4810-0000	3,754,240	4,128,218	8,150,810	7,390,352	5,699,676	(1,690,676)	-22.88%
Net Change in Fund Balance		(299,570)	(82,121)	(2,172)	(2,172)	(238)	1,934	-89.04%
Fund Balance - January 1		384,101	84,531	2,410	82,359	238		
<b>Fund Balance - December 31</b>		<b>\$ 84,531</b>	<b>\$ 2,410</b>	<b>\$ 238</b>	<b>\$ 80,187</b>	<b>\$ -</b>		

Debt Service Graph by Fund - Next 5 Years

	2024	2025	2026	2027	2028
<b>General Fund Debt</b>	\$ 538,867	\$ 534,525	\$ 536,575	\$ 350,125	\$ 346,125
<b>Referendum Debt</b>	1,544,400	1,441,400	1,439,150	987,075	988,750
<b>TID #3 Debt</b>	3,048,996	3,057,654	2,712,789	2,189,196	1,284,858
<b>TID #4 Debt</b>	261,581	32,250	31,350	30,450	-
<b>TID #5 Debt</b>	2,380,866	2,380,231	3,240,607	3,540,095	3,538,420
<b>Total Debt</b>	\$ 7,774,710	\$ 7,446,060	\$ 7,960,471	\$ 7,096,941	\$ 6,158,153





# CAPITAL PROJECTS FUNDS



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**2024 Budget**

**Capital Projects Funds  
Summary Report**

<b>Account</b>	<b>Street Construction</b>	<b>Village Buildings</b>	<b>Parks and Recreation</b>	<b>Public Safety</b>
<b>REVENUES</b>				
General Property Taxes	\$ 725,000	\$ 25,000	\$ -	\$ -
Intergovernmental	-	-	50,000	-
Miscellaneous	-	-	19,959	-
<b>Total Revenues</b>	<b>725,000</b>	<b>25,000</b>	<b>69,959</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current				
General Government	-	194,000	-	-
Parks & Recreation	-	-	10,000	-
Conservation & Development	-	-	-	-
Debt Service				
Interest and Fiscal Charges	-	-	-	-
Capital Outlay	961,933	104,000	102,629	-
<b>Total Expenditures</b>	<b>961,933</b>	<b>298,000</b>	<b>112,629</b>	<b>-</b>
Excess of Revenues over (under) Expenditures	(236,933)	(273,000)	(42,670)	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer Out	-	-	-	-
Net Change in Fund Balance	(236,933)	(273,000)	(42,670)	-
Fund Balance - January 1	236,933	424,719	42,670	-
<b>Fund Balance - December 31</b>	<b>\$ -</b>	<b>\$ 151,719</b>	<b>\$ -</b>	<b>\$ -</b>

**2024 Budget****Capital Projects Funds  
Summary Report**

<b>Account</b>	<b>TID #3</b>	<b>TID #4</b>	<b>TID #5</b>	<b>TOTAL</b>
<b>REVENUES</b>				
General Property Taxes	\$ 7,079,342	\$ 1,524,613	\$ 1,106,935	\$ 10,460,890
Intergovernmental	1,069,134	94,600	4,303	1,218,037
Miscellaneous	-	-	-	19,959
<b>Total Revenues</b>	<b>8,148,476</b>	<b>1,619,213</b>	<b>1,111,238</b>	<b>11,698,886</b>
<b>EXPENDITURES</b>				
Current				
General Government	-	50,000	-	244,000
Parks & Recreation	-	-	-	10,000
Conservation & Development	1,400,000	-	100,000	1,500,000
Debt Service				
Interest and Fiscal Charges	30,000	-	-	30,000
Capital Outlay	-	-	-	1,168,562
<b>Total Expenditures</b>	<b>1,430,000</b>	<b>50,000</b>	<b>100,000</b>	<b>2,952,562</b>
Excess of Revenues over (under) Expenditures	6,718,476	1,569,213	1,011,238	8,746,324
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer Out	(3,173,996)	(3,580,745)	(2,555,866)	(9,310,607)
Net Change in Fund Balance	3,544,480	(2,011,532)	(1,544,628)	(564,283)
Fund Balance - January 1	2,220,736	2,011,532	(5,821,579)	(884,989)
<b>Fund Balance - December 31</b>	<b>\$ 5,765,216</b>	<b>\$ -</b>	<b>\$ (7,366,207)</b>	<b>\$ (1,449,272)</b>

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the financing of existing street reconstruction, construction of major new streets, street improvements, and curb and gutter repair. This fund is replenished by general property tax levies, general obligation debt proceeds, special assessments, and/or operating transfers from other funds.

**SERVICES:**

- \* Annual mill-pave of predetermined village roadways.
- \* Reconstruction of existing roadways as determined by long-term capital planning.
- \* Maintenance of existing curb, parking lot or other street related infrastructure.
- \* Majority of projects are contracted. Other maintenance work is staffed by the Public Works Field Operators as needs arise. Each employee codes their timecards accordingly.

**STAFFING (FTE Positions):**

- \* Majority of projects are contracted. Other maintenance work is staffed by the Public Works Field Operators as needs arise. Each employee codes their timecards accordingly.

**2023 ACCOMPLISHMENTS:**

- \* Completed annual mill-pave and resurfacing according to plan. Project bids were significantly over budget; therefore, the Village allocated resurfaced roads' costs to respective TIF districts by utilizing available TID funds to

**2024 OBJECTIVES:**

- \* Complete scheduled annual mill-pave and resurfacing program with the assistance of available TID funding. Costs will be allocated to the corresponding TIF district based on their location. Bid prices have been significantly higher over the past two years. The plan is to continue to slowly increase the tax levy contributions to this fund over the next few years to help build an appropriate tax base to cover the total mill-pave and resurfacing costs. Actual mill-pave costs in 2022 and 2023 are split evenly between this fund and TID funding to help offset the higher costs. The plan is to build up a reserve balance to help cover future years' mill-pave and resurfacing costs.

**CAPITAL REQUESTS:**

**Project Name:** Village Streets - Mill/Pave Program

**Cost:** \$725,000

**Type:** Replacement

**Useful Life:** 20

**Description:** Annual pavement maintenance of Village asphalt roadways (Village has approximately 100 centerline miles of asphalt roadway). Annual program is based of PASER Roadway Rating Program in order to determine the streets that are in the worst condition and in need of resurfacing.

**Justification:** The annual Pavement Maintenance Program is critical in keeping the existing Village street network in drivable condition. The Village will look to add \$25,000/year to this program to get it to an annual operating budget of at least \$800,000 (amount needed in current-day dollars to repave 4-5 miles of roadway per year and, in turn, repave every Village roadway within a 20-25 year period).

**Project Name: Traffic Signal Cabinet and Equipment Replacement**

**Cost:** \$125,000  
**Type:** Replacement  
**Useful Life:** 20

**Description:** Project would consist of replacing three traffic signal control cabinets (including outdated components) and maintenance on signalized intersections.

**Justification:** There are 11 signalized traffic control intersections in the Village. Ten of the intersections have controllers that are beyond their expected service life. Parts for the controllers are no longer produced so the Village is often faced with trying to find salvaged cabinets with parts to make the intersections operational. In addition, the Bike and Pedestrian Committee requested a survey of all signalized intersections in 2021 with respect to pedestrian access. Survey revealed some intersections could use additional sections of sidewalk to access push buttons. Those projects can be completed with yearly sidewalk maintenance or during planned road reconstruction projects. The committee also wishes to have the push buttons relocated and intersection signals rewired for improved accessibility at other intersections.

**Project Name: Main Ave Trail/Sidewalk Extension (Ridge Road to Mid-Valley Drive)**

**Cost:** \$66,933  
**Type:** New  
**Useful Life:** 25

**Description:** This project would include the expansion of the existing trail to the east from Ridge Road to Mid-Valley Drive. The details of how this pedestrian accommodation would cross the Ashwaubenon Creek is unknown which will greatly impact the project scope and cost.

**Justification:** Currently there is no safe way to enter De Pere from the west from Ashwaubenon. This would allow a connection to the Packerland and Sand Acres trail from De Pere allowing for better connectivity.

**Project Name: Packerland Dr / Grant St Roundabout Construction**

**Cost:** \$45,000  
**Type:** New  
**Useful Life:** 30

**Description:** Reconstruction of the intersection at Packerland Drive/Grant Street from a stop-sign controlled intersection to a single-lane roundabout.

**Justification:** A joint project with Brown County at the far southwest corner of the Village. This project would replace a stop-sign controlled intersection of two development increasing County roadways with a single-lane roundabout. Brown County has applied for Surface Transportation Block Grant funding through the WDOT for an 80% funding of this project. The remaining 20% would be funded via an SMA agreement with the County, Towns, and Village. This agreement was executed in summer of 2023.

**2024 Budget**

**Capital Projects Funds  
Street Construction - Fund 400**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar	Percent
							Change	Change
<b>REVENUES</b>								
General Property Taxes	400-5400-4000-0000	\$ 650,000	\$ 675,000	\$ 700,000	\$ 700,000	\$ 725,000	\$ 25,000	3.57%
Intergovernmental		51,808	-	-	-	-	-	N/A
Total Revenues		<u>701,808</u>	<u>675,000</u>	<u>700,000</u>	<u>700,000</u>	<u>725,000</u>	<u>25,000</u>	<u>3.57%</u>
<b>EXPENDITURES</b>								
Infrastructure Streets	400-5400-9150-0000	647,988	523,316	1,516,775	500,000	961,933	461,933	92.39%
Excess of Revenues over Expenditures		<u>53,820</u>	<u>151,684</u>	<u>(816,775)</u>	<u>200,000</u>	<u>(236,933)</u>	<u>(436,933)</u>	<u>-218.47%</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers In	400-5400-4810-0000	-	-	814,829	-	-	-	N/A
Net Change in Fund Balance		<u>53,820</u>	<u>151,684</u>	<u>(1,946)</u>	<u>200,000</u>	<u>(236,933)</u>	<u>(436,933)</u>	<u>-218.47%</u>
Fund Balance - January 1		<u>33,375</u>	<u>87,195</u>	<u>238,879</u>	<u>251,104</u>	<u>236,933</u>		
<b>Fund Balance - December 31</b>		<b>\$ 87,195</b>	<b>\$ 238,879</b>	<b>\$ 236,933</b>	<b>\$ 451,104</b>	<b>\$ -</b>		

**DEPARTMENT DESCRIPTION:**

The Village Building Fund is used to account for the cost of maintaining Village Hall and the Garage. Financing is provided by general property tax levy and/or general obligation debt proceeds. Majority of projects are contracted. Minor maintenance could be completed by Village staff.

**STAFFING (FTE Positions):**

- \* Majority of projects are contracted. Minor maintenance done by Public Works staff as needed.

**2023 ACCOMPLISHMENTS:**

- \* Village hall heating coil replacement, HVAC Jace upgrade, and Ashwaubomay Chalet deck

**2024 OBJECTIVES:**

- \* Village hall and garage operations study and renovations, village hall signage and graphic replacement, village hall exterior door replacements, village hall air handling cleaning, village hall water heater replacement, Pioneer Park shelter roofing maintenance, and Community Center security panel upgrade.

**CAPITAL REQUESTS:**

**Project Name: Village Hall Operations Study / Renovations**

**Cost:** \$170,000  
**Type:** Maintenance  
**Useful Life:** 30

**Description:** Study the current Operations of Village Hall and Garage, and make recommendations for improvements. Some basic items include renovating the flooring and window treatments. Replacing the windows that have leaking panes of glass.

**Justification:** The current Village Hall and Village Garage are showing age and is in need of renovations and maintenace.

**Project Name: Village Hall Exterior Steel Door Replacement**

**Cost:** \$50,000  
**Type:** Replacement  
**Useful Life:** 25

**Description:** Replacement of all steel doors on Village Hall with Fiberglass Maintenance Free Doors

**Justification:** The current doors and frames have rust. Some of the locations the doors have holes about the size of a dime rusted through them. The frame are also rusting leading to rust jacking which is not allowing the doors to freely close.

**Project Name: (3) Air Handling Units, Boiler, and Condensor Coil Cleaning**

**Cost:** \$24,000  
**Type:** Maintenance  
**Useful Life:** 20

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**Description:** Contract with a HVAC compny to clean the various componentents of the HVAC System

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**Justification:** The current components of the HVAC sytem are over 30 years old and are not operating as effcient or effective as they should. Dust and dirt collect on the components which should be removed to be sure that a full service life is achieved.

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**Project Name: Village Hall Sign / Graphic Replacement**

**Cost:** \$20,000  
**Type:** Improvement  
**Useful Life:** 15

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**Description:** Digital Sign and Signage for Village Hall

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**Justification:** Current sign is detorating and is missing portions of letters. Sign should be replaced with a more current digital message board. This project will also include replacement of the "Public Safety" and "Village Hall" signs on the front of the building. These will be replaced with vinyl graphics in on the windows of the vestibules.

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**Project Name: Village Hall Water Heater Replacement**

**Cost:** \$14,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** 100 Gallon Commercial Water Heater

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**Justification:** The current water heater is over 15 years old and is beyond the normal service life for this type of water heater.

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**Project Name: Pioneer Park Shelter Roof/Fascia Repairs**

**Cost:** \$12,000  
**Type:** Replacement  
**Useful Life:** 20

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**Description:** Shingles need replacement. No grit left. Wood fascia is rotting

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**Justification:** Shingles need replacement. No grit left. Wood fascia is rotting

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**Project Name: Community Center Security Panel Upgrade**

**Cost:** \$8,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** DMP IP Network Security System Upgrade

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**Justification:** In 2023 the fire panel was upgraded and separated from the security panel. The plan was in 2024 to upgrade the existing security panel. The quote all new motion detectors, and modules devices. This would eliminate the 2 wire devices and move everything to 4 wire, splitting up data and power for each device. This should solve any of the ghosting alarms that can't be found on the system and get everything functioning correctly. Also, new DMP panel with the Genetec integration, as well as new touchscreen keypads w/ proxy built in.

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**2024 Budget**

**Capital Projects Funds  
Village Buildings - Fund 410**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar	Percent
							Change	Change
<b>REVENUES</b>								
General Property Taxes	410-5100-4000-0000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Miscellaneous	410-5100-4000-0000	-	12,743	-	-	-	-	N/A
Total Revenues		25,000	37,743	25,000	25,000	25,000	-	0.00%
<b>EXPENDITURES</b>								
Repairs-Building/Equipment	410-5100-6211-0000	-	-	-	-	24,000	24,000	N/A
Contracted Services	410-5100-8100-0000	-	-	-	-	170,000	170,000	N/A
Capital Outlay	410-5100-9130-0000	82,566	87,721	121,037	54,122	104,000	49,878	92.16%
Total Expenditures		82,566	87,721	121,037	54,122	298,000	243,878	450.61%
Excess of Expenditures over Revenues		(57,566)	(49,978)	(96,037)	(29,122)	(273,000)	(243,878)	837.44%
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers In	410-5100-4810-0000	-	-	250,000	-	-	-	N/A
Transfers Out	410-5100-9200-0000	-	(200,000)	-	-	-	-	N/A
Total Other Financing Sources		-	(200,000)	250,000	-	-	-	N/A
Net Change in Fund Balance		(57,566)	(249,978)	153,963	(29,122)	(273,000)	(243,878)	837.44%
Fund Balance - January 1		578,300	520,734	270,756	527,101	424,719		
<b>Fund Balance - December 31</b>		<b>\$ 520,734</b>	<b>\$ 270,756</b>	<b>\$ 424,719</b>	<b>\$ 497,979</b>	<b>\$ 151,719</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the cost of planning, designing and construction of Parks & Recreation facilities. Financing is provided by general property tax levies, general obligation debt proceeds, and/or transfers from other funds.

**STAFFING (FTE Positions):**

- \* Projects are usually a mix between contracted and Village employee assistance. Projects work is staffed by the Park and Recreation maintenance and/or Public Works Field Operators as needs arise. Each employee codes their timecards accordingly.

**2023 ACCOMPLISHMENTS:**

- \* Continued removal of EAB trees within the Village.
- \* Construction of the new Ashwaubomay Park maintenance building.
- \* Replaced damaged fencing from summer storm. Received insurance refunds to offset costs.
- \* Ashwaubomay Park phase II trail planning, Pioneer Park playground equipment replacement, Sand Acres Park playground rubber surfacing replacement, and Ashwaubomay Lake sun shade.

**2024 OBJECTIVES:**

- \* Industrial Park trail reconstruction (funded with ARPA funds).
- \* Waterford Park playground equipment replacement
- \* Canterbury Park tennis court maintenance.

**CAPITAL REQUESTS:**

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**Project Name: Waterford Park Playground Equipment Replacement**

**Cost:** \$102,629  
**Type:** Replacement  
**Useful Life:** 25

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**Description:** Waterford Park 5-12 playground structure replacement (two main structures). Sidewalk to PG with viewing area and bench pads.

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**Justification:** Age is estimated at 23+ years (2000), if not earlier. This would also meet part of our ADA plan goal to improve playground access and viewing.

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**Project Name: Canterbury Park Tennis Court Maintenance**

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 10

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**Description:** Canterbury Park tennis court sealcoating & painting

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**Justification:** When needed due to age and usage

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**2024 Budget**

**Capital Projects Funds  
Parks and Recreation - Fund 430**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Tax	430-5500-4000-0000	25,000	-	-	-	-	-	N/A
Intergovernmental	430-5500-4100-0000	11,890	-	56,905	-	50,000	50,000	N/A
Donations	430-5500-4702-0000	-	6,289	1,500	-	-	-	N/A
Insurance Refunds	430-5500-4752-0000	-	55,329	-	-	-	-	N/A
Miscellaneous	430-5500-4790-0000	-	10,414	-	-	-	-	N/A
Tower Rentals	430-5500-4910-0000	15,410	19,025	19,596	17,500	19,959	2,459	14.05%
<b>Total Revenues</b>		<b>52,300</b>	<b>91,057</b>	<b>78,001</b>	<b>17,500</b>	<b>69,959</b>	<b>52,459</b>	<b>299.77%</b>
<b>EXPENDITURES</b>								
Contracted Services	430-5500-8100-0000	-	118,575	225,000	250,000	10,000	(240,000)	-96.00%
Capital Outlay	430-5500-9120-0000	176,138	50,194	150,309	119,000	102,629	(16,371)	-13.76%
<b>Total Expenditures</b>		<b>176,138</b>	<b>168,769</b>	<b>375,309</b>	<b>369,000</b>	<b>112,629</b>	<b>(256,371)</b>	<b>-69.48%</b>
<b>Excess of Expenditures over Revenues</b>		<b>(123,838)</b>	<b>(77,712)</b>	<b>(297,308)</b>	<b>(351,500)</b>	<b>(42,670)</b>	<b>308,830</b>	<b>-87.86%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers Out	430-5500-9200-0000	-	-	(970,152)	(1,000,000)	-	1,000,000	-100.00%
<b>Net Change in Fund Balance</b>		<b>(123,838)</b>	<b>(77,712)</b>	<b>(1,267,460)</b>	<b>(1,351,500)</b>	<b>(42,670)</b>	<b>1,308,830</b>	<b>-96.84%</b>
Fund Balance - January 1		1,511,680	1,387,842	1,310,130	936,372	42,670		
<b>Fund Balance - December 31</b>		<b>\$ 1,387,842</b>	<b>\$ 1,310,130</b>	<b>\$ 42,670</b>	<b>\$ (415,128)</b>	<b>\$ -</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the cost of new and replacement Public Safety equipment. Financing is provided by general property tax levies, general obligation debt proceeds, and/or transfers from other funds.

**STAFFING (FTE Positions):**

- \* Costs are typically only equipment related. However, projects including labor costs would either be contracted from an outside vendor or completed by existing public works staff.

**2023 ACCOMPLISHMENTS:**

- \* Standard annual replacements of: turnout gear, bullet-proof vests, fire helmets/gloves/boots, mobile radios, AED's, fire hose, tasers, radar detectors, fitness equipment, and SCBA accessories.

**BUDGET SUMMARY:**

- \* All 2024 capital equipment requests are located in the Oneida Service Agreement Fund (fund 241).

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget		
							Dollar Change	Percent Change	
<b>REVENUES</b>									
General Property Taxes	440-5200-4000-0000	\$ 56,140	\$ 56,490	\$ -	\$ -	\$ -	\$ -	-	N/A
Intergovernmental	440-5200-4132-0000	-	70,592	(15,695)	-	-	-	-	N/A
Donations	440-5200-4702-0000	-	-	10,915	-	-	-	-	N/A
Total Revenues		56,140	127,082	(4,780)	-	-	-	-	N/A
<b>EXPENDITURES</b>									
Capital Outlay	440-5200-9121-0000	71,784	130,205	5,908	-	-	-	-	N/A
Net Change in Fund Balance		(15,644)	(3,123)	(10,688)	-	-	-	-	N/A
Fund Balance - January 1		29,455	13,811	10,688	-	-	-	-	-
<b>Fund Balance - December 31</b>		<b>\$ 13,811</b>	<b>\$ 10,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the cost of projects within Tax Incremental District #3. Financing is provided by general property tax levies, general obligation debt proceeds, and/or transfers from other funds.

**2023 ACCOMPLISHMENTS:**

- \* Continued Ashwaubomay Park pedestrian bridge construction.
- \* Continued Aldon Station redevelopment construction.
- \* Sidewalk construction on Brookwood Lane.

**2024 OBJECTIVES:**

- \* Finalize existing projects. No new projects can be started as the district expenditure period ended 09/11/23.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Taxes	231-5100-4000-0000	\$ 3,671,295	\$ 3,745,896	\$ 6,476,868	\$ 6,476,868	\$ 7,079,342	\$ 602,474	9.30%
Intergovernmental								
Exempt Computer Aid	231-5100-4121-2332	946,380	946,380	946,380	946,380	946,380	-	0.00%
Personal Property Aid	231-5100-4123-2332	215,867	122,754	122,754	122,754	122,754	-	0.00%
Other State Aid	231-5100-4132-0000	-	176,310	-	-	-	-	N/A
Donations	231-5100-4702-0000	-	75,000	-	-	-	-	N/A
Total Revenues		<u>4,833,542</u>	<u>5,066,340</u>	<u>7,546,002</u>	<u>7,546,002</u>	<u>8,148,476</u>	<u>602,474</u>	<u>7.98%</u>
<b>EXPENDITURES</b>								
Current:								
Conservation and Development								
Project Expenditures	231-5100-Various	91,577	2,459	-	-	-	-	N/A
TIF Incentives	231-5100-9500-0000	668,388	994,615	1,382,443	1,100,000	1,400,000	300,000	27.27%
Debt Service								
Interest and Fiscal Charges	231-5100-9300-0000	4,750	40,854	30,000	30,000	30,000	-	0.00%
Capital Outlay	231-5100-Various	1,437,038	2,287,128	5,000,000	5,000,000	-	(5,000,000)	-100.00%
Total Expenditures		<u>2,201,753</u>	<u>3,325,056</u>	<u>6,412,443</u>	<u>6,130,000</u>	<u>1,430,000</u>	<u>(4,700,000)</u>	<u>-76.67%</u>
Excess of Revenues over Expenditures		<u>2,631,789</u>	<u>1,741,284</u>	<u>1,133,559</u>	<u>1,416,002</u>	<u>6,718,476</u>	<u>5,302,474</u>	<u>374.47%</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Long-term Debt Issued	231-5100-4830-0000	-	3,470,000	-	-	-	-	N/A
Premium on Debt	231-5100-4831-0000	-	68,435	-	-	-	-	N/A
Sale of Capital Assets	231-5100-4801-0000	989,000	237,600	200,000	500,000	-	(500,000)	-100.00%
Transfer Out	231-5100-4810-0000	(1,907,314)	(1,701,348)	(5,269,028)	(5,235,373)	(3,173,996)	2,061,377	-39.37%
Total Other Financing Sources (Uses)		<u>(918,314)</u>	<u>2,074,687</u>	<u>(5,069,028)</u>	<u>(4,735,373)</u>	<u>(3,173,996)</u>	<u>1,561,377</u>	<u>-32.97%</u>
Net Change in Fund Balance		1,713,475	3,815,971	(3,935,469)	(3,319,371)	3,544,480	6,863,851	-206.78%
Fund Balance - January 1		626,759	2,340,234	6,156,205	5,935,847	2,220,736		
<b>Fund Balance - December 31</b>		<b>\$ 2,340,234</b>	<b>\$ 6,156,205</b>	<b>\$ 2,220,736</b>	<b>\$ 2,616,476</b>	<b>\$ 5,765,216</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the cost of projects within Tax Incremental District #4. Financing is provided by general property tax levies, general obligation debt proceeds, and/or transfers from other funds.

**2023 ACCOMPLISHMENTS:**

- \* Finalize West Main Avenue trail.
- \* Hyland Ridge development

**2024 OBJECTIVES:**

- \* Reconstruct Cornerstone parking lot.
- \* Close district.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Taxes	232-5100-4000-0000	\$ 1,229,503	\$ 1,206,730	\$ 1,288,898	\$ 1,288,898	\$ 1,524,613	\$ 235,715	18.29%
Intergovernmental								
Exempt Computer Aid	232-5100-4121-2423	152,100	17,750	17,750	17,750	17,750	-	0.00%
Personal Property Aid	232-5100-4123-2423	-	76,850	76,850	76,850	76,850	-	0.00%
Total Revenues		1,381,603	1,301,330	1,383,498	1,383,498	1,619,213	235,715	17.04%
<b>EXPENDITURES</b>								
Current:								
General Government	232-5100-Various	151	2,028	150	150	50,000	49,850	33233.33%
Debt Service								
Interest and Fiscal Charges	232-5100-9300-0000	1,346	1,108	1,633	1,633	-	(1,633)	-100.00%
Capital Outlay	232-5100-Various	490,743	220,093	400,000	400,000	-	(400,000)	-100.00%
Total Expenditures		492,240	223,229	401,783	401,783	50,000	(351,783)	-87.56%
Excess of Revenues over Expenditures		889,363	1,078,101	981,715	981,715	1,569,213	587,498	59.84%
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfer Out	232-5100-4810-0000	(681,558)	(680,815)	(679,098)	(2,757,614)	(3,580,745)	(823,131)	29.85%
Total Other Financing Uses		(681,558)	(680,815)	(679,098)	(2,757,614)	(3,580,745)	(823,131)	29.85%
Net Change in Fund Balance		207,805	397,286	302,617	(1,775,899)	(2,011,532)	(235,633)	13.27%
Fund Balance - January 1		1,103,824	1,311,629	1,708,915	1,775,899	2,011,532		
<b>Fund Balance - December 31</b>		<b>\$ 1,311,629</b>	<b>\$ 1,708,915</b>	<b>\$ 2,011,532</b>	<b>\$ -</b>	<b>\$ -</b>		

**DEPARTMENT DESCRIPTION:**

This fund is used to account for the cost of projects within Tax Incremental District #5. Financing is provided by general property tax levies, general obligation debt proceeds, and/or transfers from other funds.

**2023 ACCOMPLISHMENTS:**

- \* Element Way road construction with the completion of building three.
- \* Morris Avenue road reconstruction.

**2024 OBJECTIVES:**

- \* Continue to evaluate potential growth opportunities within the district.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>REVENUES</b>								
General Property Taxes	233-5100-4000-0000	\$ 492,230	\$ 534,315	\$ 922,919	\$ 853,162	\$ 1,106,935	\$ 253,773	29.74%
Intergovernmental								
Exempt Computer Aid	233-5100-4121-2332	4,303	4,303	4,303	4,303	4,303	-	0.00%
Other State Aids	233-5100-4132-0000	-	1,579,401	3,370,599	-	-	-	N/A
Public Charges for Services	233-5100-45XX-0000	13,960	5,034	-	300,000	-	(300,000)	-100.00%
Rent	233-5100-4701-0000	31,128	157,311	161,250	-	-	-	N/A
Total Revenues		541,621	2,280,364	4,459,071	1,157,465	1,111,238	(46,227)	-3.99%
<b>EXPENDITURES</b>								
Current:								
Conservation and Development								
Project Expenditures	233-5100-Various	103,196	29,675	-	-	-	-	N/A
TIF Incentives	233-5100-9500-0000	-	3,489,684	5,207,684	1,850,000	100,000	(1,750,000)	-94.59%
Debt Service								
Interest and Fiscal Charges	233-5100-9300-0000	2,612	123,943	-	-	-	-	N/A
Capital Outlay	233-5100-Various	45,648	55,206	3,900,000	3,900,000	-	(3,900,000)	-100.00%
Total Expenditures		151,456	3,698,508	9,107,684	5,750,000	100,000	(5,650,000)	-98.26%
Excess of Revenues over Expenditures		390,165	(1,418,144)	(4,648,613)	(4,592,535)	1,011,238	5,603,773	-122.02%
<b>OTHER FINANCING SOURCES (USES)</b>								
Long-term Debt Issued	233-5100-4830-0000	-	9,155,000	-	-	-	-	N/A
Premium on Debt	233-5100-4831-0000	-	434,916	-	-	-	-	N/A
Sale of Capital Assets	233-5100-4801-0000	1	128,835	-	-	-	-	N/A
Transfer Out	233-5100-4810-0000	(1,490,368)	(2,071,055)	(2,544,452)	(2,500,882)	(2,555,866)	(54,984)	2.20%
Total Other Financing Sources (Uses)		(1,490,367)	7,647,696	(2,544,452)	(2,500,882)	(2,555,866)	(54,984)	2.20%
Net Change in Fund Balance		(1,100,202)	6,229,552	(7,193,065)	(7,093,417)	(1,544,628)	5,548,789	-78.22%
Fund Balance - January 1		(3,757,864)	(4,858,066)	1,371,486	(975,226)	(5,821,579)		
<b>Fund Balance - December 31</b>		<b>\$ (4,858,066)</b>	<b>\$ 1,371,486</b>	<b>\$ (5,821,579)</b>	<b>\$ (8,068,643)</b>	<b>\$ (7,366,207)</b>		

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# ENTERPRISE FUNDS



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Account Name	Water Utility	Sewer Utility	Storm Water Utility	Total
<b>SOURCES AND USES OF FUNDS</b>				
<b>OPERATING REVENUES</b>				
Residential Sales	\$ 1,920,000	\$ 1,789,728	\$ 280,000	\$ 3,989,728
Commercial Sales	1,768,000	1,781,900	825,000	4,374,900
Industrial Sales	884,000	2,060,000	90,000	3,034,000
Restaurant Sales	290,000	503,361	57,000	850,361
Public Authority Sales	76,000	50,336	145,000	271,336
Private Fire Protection	59,400	-	600	60,000
Public Fire Protection	476,000	-	-	476,000
Forfeited Discounts	15,000	20,134	2,500	37,634
Tower Rentals	325,000	-	-	325,000
Other	230,000	-	4,000	234,000
<b>Total Operating Revenues</b>	<b>6,043,400</b>	<b>6,205,459</b>	<b>1,404,100</b>	<b>13,652,959</b>
<b>OPERATING EXPENSES</b>				
Source of Supply	3,492,642	-	-	3,492,642
Operation	-	137,157	710,404	847,561
Maintenance	-	369,006	-	369,006
Pumping	85,593	-	-	85,593
Treatment	2,300	5,100,000	-	5,102,300
Transmission & Distribution	672,896	-	-	672,896
Regulatory Compliance	-	-	28,500	28,500
Capital Improvement	-	-	10,000	10,000
Accounting & Collecting	131,077	68,715	44,374	244,166
Administration & General	459,565	325,354	343,090	1,128,009
Depreciation	985,000	740,000	170,000	1,895,000
<b>Total Operating Expenses</b>	<b>5,829,073</b>	<b>6,740,232</b>	<b>1,306,368</b>	<b>13,875,673</b>
<b>Operating Income (Loss)</b>	<b>214,327</b>	<b>(534,773)</b>	<b>97,732</b>	<b>(222,714)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Interest Revenue	150,000	75,000	75,000	300,000
Miscellaneous NonOperating Revenue	1,000	21,000	-	22,000
Interest Expense	(34,863)	-	-	(34,863)
Bond Expense	(32,586)	-	-	(32,586)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>83,551</b>	<b>96,000</b>	<b>75,000</b>	<b>254,551</b>
Income (loss) before Contributions & Transfers	297,878	(438,773)	172,732	31,837
Capital Contributions	50,000	75,000	50,000	175,000
Transfers Out	(425,000)	(14,001)	-	(439,001)
<b>Change in Net Position</b>	<b>(77,122)</b>	<b>(377,774)</b>	<b>222,732</b>	<b>(232,164)</b>
<b>Net Position - January 1</b>	<b>20,904,918</b>	<b>13,228,629</b>	<b>11,503,328</b>	<b>45,636,875</b>
<b>Net Position - December 31</b>	<b>\$ 20,827,796</b>	<b>\$ 12,850,855</b>	<b>\$ 11,726,060</b>	<b>\$ 45,404,711</b>

# WATER UTILITY

**DEPARTMENT MANAGER:** Public Works Director

**DEPARTMENT DESCRIPTION:**

The Village of Ashwaubenon Water Utility is responsible for all operational and maintenance activities involving the storage, testing and treatment, transmission, distribution, metering and billing of potable water from the Village’s source (wholesale water purchase from the Green Bay Water Utility) to the customers. The Water Utility is charged by the GBWU for a wholesale bulk rate delivered via a 24” transmission main to the Mike Vann Reservoir and Meter Station. From that point, the Village Water Utility provides all the necessary services to supply safe and reliable water for its customers.

**SERVICES:**

- Maintenance of all Water Utility infrastructure from storage, pumping and meter stations to transmission and distribution pipelines including all valves, hydrants, water services and meters.
- Cross-connection inspections of all Village metered sites to comply with WDNR requirements.
- Meter reading, billing and processing of all utility bills.
- Master planning activities for future Village infrastructure replacement programs that includes working jointly with the GBWU to provide safe economical water for future demand and growth.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Public Works Director	0.20	0.20	0.20	0.20	0.20
Utility Operations Supervisor	0.45	0.45	0.45	0.45	0.45
Utility Foreman	0.70	0.70	0.70	0.70	0.70
Utility Lead (2)	1.40	1.40	1.40	1.40	1.40
Utility Worker (2)	1.40	1.40	1.40	1.40	1.40
Utility Clerk	0.20	0.20	0.20	0.20	0.20
GIS Coordinator	0.10	0.10	0.10	0.10	0.10
Customer Service Secretary	0.05	0.05	0.05	0.05	0.05
Administration	2.14	2.14	2.14	2.14	2.80
<b>Total</b>	<b>6.64</b>	<b>6.64</b>	<b>6.64</b>	<b>6.64</b>	<b>7.30</b>

### Staffing Notes:

1. Public Works Director position is allocated to multiple departments with 20% allocated to the Water Utility.
2. Utility Operations Supervisor position covers all utilities with 45% allocated to the Water Utility.
3. Foreman, Lead, and Worker positions are allocated 70% to the Water Utility and 30% to the Sewer Utility.
4. Utility Clerk position is allocated to multiple departments with 20% allocated to the Water Utility.
5. GIS Coordinator position is allocated to multiple departments with 10% allocated to the Water Utility.
6. CS Secretary position is allocated to multiple departments with 5% allocated to the Water Utility.
7. Administrative employee departments include; administration, legal, finance, IT, engineering, building inspection and garage (mechanics).

### **2023 ACCOMPLISHMENTS:**

- Major network and SCADA monitoring/alarm system up grades. Upgrading from dial-up to high speed internet has given our contracted services(Energenecs) the ability to log in to our system remotely to fix program issues when they arise saving us time and money. Updating our SCADA monitoring system has given us the ability to repair or replace parts as needed vs. our out dated non-repairable system. Life expectancy of computer system is 10 years.
- The Cla-Val valves at both water towers that control the filling of the towers were both rehabbed. Life expectancy for the rehabbing is 7-10 years.
- Marvelle tower had a drain down inspection and cleaning (every 10 years) revealed that it is in excellent condition.

### **2024 OBJECTIVES:**

- Continue our major residential meter replacement program.
- Replace both Cla-Val at Mike Vann Booster Station.
- Continue to provide residents with clean potable water without interruption.
- Inspection and Repairs of the Interior of Glory Road Tower.
- Drain Down Inspection of the Ridge Road Standpipe.
- Planning and Design of the Babcock Standpipe Removal.
- Drain Down Inspection of the Mike Vann Reservoir.
- Drain Down Inspection of the Shady Lane Reservoir.
- Drain Down Inspection of the Argonne Reservoir.
- Drain Down Inspection of the Fernado Reservoir.

## **BUDGET SUMMARY:**

- Operational Supplies Pumping Expenses - Increased \$500 for known preventative maintenance project needed.
- Operational Supplies Mains - Increased \$11,000 due to aging mains and increased frequency of break and leaks.
- Operational Supplies Services - Reduced \$50,000 due to historical trend.
- Operational Supplies Meters - Reduced \$10,000 to fit future needs.
- Operational Supplies Hydrants - Increased \$5,000 due to additional hydrants needing painting.
- Operational Supplies Misc Plant - Decreased \$10,000 to fit future needs.
- Accounting Supplies - Decreased \$5,000 due to historical trends and future needs.
- Gas & Oil - Increased \$2,500 due to increased unit costs for fuel.
- Software Maintenance - Decreased \$3,000 to fit operational and historical needs.
- Credit Card Fees - Increased \$7,500 follow up with Finance Department.
- Accounting and Auditing - Increased \$3,500 follow up with Finance Department.
- Vehicle Repairs - Decreased \$3,100 due to newer fleet.
- Electric - Increased \$3,500 due to actual trend and projected rate increases.

**CAPITAL REQUESTS:**

**Project Name:** Glory Road Interior Painting / Rehabilitation

**Cost:** \$575,000  
**Type:** Maintenance  
**Useful Life:** 20

**Description:** Project would include the following: a wet interior blast and repaint, roof vent, mud valve, and minor misc repairs.

**Justification:** During the 2019 drain down inspection of the interior it was determined that repairs were recommended. To keep the tower in good functioning order preventative maintenance should be performed.

**Project Name:** Annual Meter Testing And Rehabilitation

**Cost:** \$300,000  
**Type:** Maintenance  
**Useful Life:** 20

**Description:** WDNR-mandated program whereby the Village tests or replaces its water meters based on PSC standards ranging from typical residential water meters of 1" are replaced every 20 years whereas a facility with an 8" water meter is tested yearly (approximately 7,912 meters as of 2023).

**Justification:** The annual meter testing program is mandated by the WDNR and PSC to ensure that customers are being accurately billed and so that the Utility can monitor unaccounted-for-water in order to plan future CIP upgrades. Water meters for the Village of Ashwaubenon have a PSC-granted highest rating of a 20-year life expectancy.

**Project Name:** Argonne #5 Reservoir Drain Down Inspection

**Cost:** \$25,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Underwater inspection completed in 2019. Drain down inspection required in 2024. These reservoirs are in service dry so drain down inspection will be performed. It is likely that spot repairs will be needed, these were determined at last inspection.

**Project Name: Babcock Road Standpipe Removal**

**Cost:** \$20,000  
**Type:** Maintenance  
**Useful Life:** 2

**Description:** The current standpipe is not connected to the municipal water system. The tower is in need of painting. Staff is recommending to remove structure and lease land to cell company.

**Justification:** This standpipe is not longer in use and a review is being completed with cell companies for potential tower abandonment.

**Project Name: Underwater Inspection - 1060 Glory Road Elevated Tank**

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Drain down completed in 2019. Underwater inspection required in 2024 but a drain down may be completed to do some interior tank touch-up painting.

**Project Name: Drain Down Inspection - 2916 Ridge Road Standpipe**

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Underwater completed in 2019. Drain down inspection required in 2024.

**Project Name:** Drain Down Reservoir Inspection - Mike Vann Reservoir

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Underwater completed in 2019. Drain down inspection required in 2024.

**Project Name:** Drain Down Reservoir Inspection - Shady Lane #3 Reservoir

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Drain down inspection completed in 2019. Underwater inspection required in 2024. These reservoirs are in service dry so drain down inspection will be performed.

**Project Name:** Drain Down Reservoir Inspection - Fernando #7 Reservoir

**Cost:** \$10,000  
**Type:** Maintenance  
**Useful Life:** 5

**Description:** WDNR-mandated water storage inspection of the storage tank interior whereby a fully-drained tank inspection is required every ten years and an underwater (in-service) inspection is allowed at the 5 year interval between the fully-drained inspections.

**Justification:** Drain down inspection completed in 2019. Underwater inspection required in 2024.

**Project Name:** New Pick Up Truck - Extended Cab

**Cost:** \$30,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** 1/2 Ton 8' Box Extended Cab 4x4 Pick Up Truck

**Justification:** Replace 2017 Ford F-150. Cost is split 50/50 between the Water and Sewer Utilities

**Project Name:** New Pick Up Truck - Short Box

**Cost:** \$15,000  
**Type:** Replacement  
**Useful Life:** 10

**Description:** 1/2 Ton Crew Cab Short Box 4x4 Pick Up Truck

**Justification:** Replace existing fleet truck. Split cost evenly between Water, Sewer, and Storm Water Utilities.

**Project Name:** GPS Rover and Data Collector

**Cost:** \$13,000  
**Type:** New  
**Useful Life:** 10

**Description:** Rover and collection tool to aid crew with utility asset data collection.

**Justification:** Rover and collection tool to aid crew with utility asset data collection. Cost shared between Water, Sewer, and Storm Water Utilities.

**Project Name:** Utility Locator

**Cost:** \$2,000  
**Type:** New  
**Useful Life:** 10

**Description:** Utility locator tool used to identify location of various utility lines.

**Justification:** Utility locator tool used to identify location of various utility lines. Cost shared between Water, Sewer, and Storm Water Utilities.

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>SOURCES AND USES OF FUNDS</b>								
<b>OPERATING REVENUES</b>								
Metered Sales - Residential	510-5910-4900-0000	1,439,696	1,512,656	1,747,359	1,871,605	1,920,000	48,395	2.59%
Metered Sales - Commercial	510-5910-4901-0000	1,185,937	1,333,955	1,629,797	1,541,718	1,768,000	226,282	14.68%
Metered Sales - Industrial	510-5910-4902-0000	707,523	763,938	873,315	919,781	884,000	(35,781)	-3.89%
Metered Sales - Restaurant	510-5910-4903-0000	211,095	250,991	270,240	274,424	290,000	15,576	5.68%
Other Sales - Public Authority	510-5910-4904-0000	69,102	80,480	62,441	89,832	76,000	(13,832)	-15.40%
Private Fire Protection	510-5910-4905-0000	58,081	57,897	58,591	75,505	59,400	(16,105)	-21.33%
Public Fire Protection	510-5910-4906-0000	443,633	457,844	463,959	576,723	476,000	(100,723)	-17.46%
Customer Penalty	510-5910-4909-0000	15,589	15,226	15,000	17,500	15,000	(2,500)	-14.29%
Tower Rentals	510-5910-4910-0000	305,806	305,926	325,000	325,000	325,000	-	0.00%
Other Operating Revenues								
Labor & Service Reimbursements	510-5910-4568-0000	-	-	46	-	-	-	N/A
Reimbursements	510-5910-4703-0000	1,120	2,470	-	-	-	-	N/A
Miscellaneous Operating Income	510-5910-4908-0000	30,506	19,442	25,000	100,000	50,000	(50,000)	-50.00%
Sales for Resale	510-5910-4914-0000	129,568	151,657	175,750	-	180,000	180,000	N/A
<b>Total Operating Revenues</b>		<b>4,597,656</b>	<b>4,952,481</b>	<b>5,646,498</b>	<b>5,792,088</b>	<b>6,043,400</b>	<b>251,312</b>	<b>4.34%</b>
<b>OPERATING EXPENSES</b>								
Source of Supply		3,413,875	3,326,683	3,386,436	3,487,061	3,492,642	5,581	0.16%
Pumping		63,855	56,410	85,871	77,727	85,593	7,866	10.12%
Treatment		1,406	1,500	2,151	2,500	2,300	(200)	-8.00%
Transmission & Distribution		609,126	567,907	565,879	604,879	672,896	68,017	11.24%
Accounting & Collecting		64,604	83,026	123,921	128,921	131,077	2,156	1.67%
Administration & General		475,319	396,847	401,184	392,717	459,565	66,848	17.02%
Depreciation		867,970	865,927	960,000	960,000	985,000	25,000	2.60%
<b>Total Operating Expenses</b>		<b>5,496,156</b>	<b>5,298,299</b>	<b>5,525,442</b>	<b>5,653,805</b>	<b>5,829,073</b>	<b>175,268</b>	<b>3.10%</b>
<b>Operating Income (Loss)</b>		<b>(898,500)</b>	<b>(345,819)</b>	<b>121,056</b>	<b>138,283</b>	<b>214,327</b>	<b>161,821</b>	<b>117.02%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>								
Checking Account Interest	510-5910-4600-0000	6,982	41,591	165,000	25,000	150,000	125,000	500.00%
Sale of Equipment	510-5910-4800-0000	-	-	1,550	-	-	-	N/A
Other Non-Operating Revenue								
Rebates	510-5910-4754-0000	-	30	39	-	-	-	N/A
Miscellaneous Non-Operating Income	510-5910-4911-0000	(7,343)	1,380	888	-	1,000	1,000	N/A
Interest and Fiscal Charges		(77,125)	(60,138)	(47,163)	(47,163)	(34,863)	12,300	-26.08%
Bond Expense		(32,586)	(32,586)	(32,586)	-	(32,586)	(32,586)	N/A
<b>Total Nonoperating Revenues (Expenses)</b>		<b>(110,071)</b>	<b>(49,722)</b>	<b>87,728</b>	<b>(22,163)</b>	<b>83,551</b>	<b>105,714</b>	<b>-476.98%</b>
<b>Income (loss) before Contributions &amp; Transfers</b>		<b>(1,008,571)</b>	<b>(395,540)</b>	<b>208,784</b>	<b>116,120</b>	<b>297,878</b>	<b>105,714</b>	<b>91.04%</b>
Capital from Municipality	510-5910-4850-0000	184,563	91,392	-	-	-	-	N/A
Capital from Developer	510-5910-4851-0000	16,133	173,397	75,000	150,000	50,000	(100,000)	-66.67%
Transfers Out		(438,295)	(408,125)	(429,132)	(440,000)	(425,000)	15,000	-3.41%
<b>Change in Net Position</b>		<b>(1,246,171)</b>	<b>(538,876)</b>	<b>(145,348)</b>	<b>(173,880)</b>	<b>(77,122)</b>	<b>96,758</b>	<b>-55.65%</b>
<b>Total Net Position, Beginning</b>		<b>22,835,313</b>	<b>21,589,142</b>	<b>21,050,266</b>	<b>20,708,532</b>	<b>20,904,918</b>	<b>196,386</b>	<b>0.95%</b>
<b>Total Net Position, Ending</b>		<b>\$ 21,589,142</b>	<b>\$ 21,050,266</b>	<b>\$ 20,904,918</b>	<b>\$ 20,534,652</b>	<b>\$ 20,827,796</b>	<b>\$ 293,144</b>	<b>1.43%</b>

**SOURCES AND USES OF FUNDS**

Cash - Beginning of Year	\$ 4,540,543	\$ 2,589,274	\$ 4,770,195
Plus: Change in Net Position	(145,348)	(173,880)	(77,122)
Plus: Depreciation/Amortization	960,000	960,000	985,000
Less: Debt Repayment	(585,000)	(585,000)	(600,000)
Less: Fixed Assets	-	(225,000)	(935,000)
Cash - End of Year	\$ 4,770,195	\$ 2,565,394	\$ 4,143,073

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>SOURCE OF SUPPLY EXPENSES</b>								
Labor and Benefits	510-5910-5___-0600	43,238	70,996	86,061	86,061	92,342	6,281	7.30%
Operational Supplies - SOS Purchased Water	510-5910-6101-0602	3,370,496	3,255,563	3,300,000	3,400,000	3,400,000	-	0.00%
Operational Supplies - SOS	510-5910-6101-0603	16	-	250	500	-	(500)	-100.00%
Licenses - SOS Operating Supplies	510-5910-6303-0603	125	125	125	250	300	50	20.00%
Operational Supplies - SOS Maintenance	510-5910-6101-0614	-	-	-	250	-	(250)	-100.00%
Total Source of Supply		3,413,875	3,326,683	3,386,436	3,487,061	3,492,642	11,862	0.34%
<b>PUMPING EXPENSES</b>								
Labor and Benefits	510-5910-5___-0624	30,743	28,311	34,543	34,543	32,432	(2,111)	-6.11%
Electric - Pumping - Power Purchased	510-5910-8400-0623	27,121	24,701	43,328	34,684	44,411	9,727	28.04%
Operational Supplies - Pumping	510-5910-6101-0626	-	-	500	1,000	750	(250)	-25.00%
Operational Supplies - Pumping Maintenance	510-5910-6101-0633	5,991	3,398	7,500	7,500	8,000	500	6.67%
Total Pumping		63,855	56,410	85,871	77,727	85,593	5,755	7.40%
<b>TREATMENT EXPENSES</b>								
Operational Supplies - Treatment Chemicals	510-5910-6101-0641	264	190	350	500	300	(200)	-40.00%
Operational Supplies - Treatment	510-5910-6101-0643	1,107	1,310	1,300	1,500	1,500	-	0.00%
Operational Supplies - Treatment Maintenance	510-5910-6101-0652	35	-	501	500	500	-	0.00%
Total Treatment		1,406	1,500	2,151	2,500	2,300	(200)	-8.00%
<b>TRANSMISSION &amp; DISTRIBUTION EXPENSES</b>								
Labor and Benefits								
Transmission & Distribution	510-5910-5___-0664	-	105	-	-	-	-	N/A
Standpipe Maintenance	510-5910-5___-0672	2,879	607	3,453	3,453	3,604	151	4.37%
Mains Maintenance	510-5910-5___-0673	115,554	92,839	134,716	134,716	118,909	(15,807)	-11.73%
Services Maintenance	510-5910-5___-0675	94,540	116,506	105,353	105,353	121,494	16,141	15.32%
Meters Maintenance	510-5910-5___-0676	49,361	102,046	60,449	60,449	82,877	22,428	37.10%
Hydrants Maintenance	510-5910-5___-0677	9,290	13,630	6,908	6,908	10,812	3,904	56.51%
Operational Supplies - Trans & Dist	510-5910-6101-0665	2,232	489	2,000	2,000	2,200	200	10.00%
Operational Supplies - T&D Maintenance Standpipe	510-5910-6101-0672	17,688	7,500	8,000	8,000	103,000	95,000	1187.50%
Operational Supplies - T&D Maintenance Mains	510-5910-6101-0673	114,235	98,123	135,000	114,000	125,000	11,000	9.65%
Operational Supplies - T&D Maintenance Services	510-5910-6101-0675	99,394	73,787	60,000	100,000	50,000	(50,000)	-50.00%
Operational Supplies - T&D Maintenance Meters	510-5910-6101-0676	13,558	14,772	5,000	15,000	5,000	(10,000)	-66.67%
Operational Supplies - T&D Maintenance Hydrants	510-5910-6101-0677	62,371	26,396	25,000	25,000	30,000	5,000	20.00%
Operational Supplies - T&D Maintenance Misc Plant	510-5910-6101-0678	28,024	21,107	20,000	30,000	20,000	(10,000)	-33.33%
Total Transmission & Distribution		609,126	567,907	565,879	604,879	672,896	94,834	15.68%
<b>ACCOUNTING &amp; COLLECTING EXPENSES</b>								
Labor & Benefits								
Meter Reading	510-5910-5___-0902	10,809	18,094	20,008	20,008	21,412	1,404	7.02%
Accounting & Collections	510-5910-5___-0903	45,475	64,931	98,913	98,913	104,665	5,752	5.82%
Accounting Supplies - Customer Accounts	510-5910-6111-0905	8,320	-	5,000	10,000	5,000	(5,000)	-50.00%
Total Accounting & Collecting		64,604	83,026	123,921	128,921	131,077	9,312	7.22%
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>								
Labor and Benefits	510-5910-5___-0920	154,850	109,940	126,586	126,586	177,561	50,975	40.27%
Office Supplies	510-5910-6100-0921	4,379	1,238	1,113	1,000	1,113	113	11.30%
Gas & Oil	510-5910-6200-0930	10,600	18,198	15,301	12,500	15,000	2,500	20.00%
Software Maintenance	510-5910-6213-0923	1,254	1,389	2,000	5,000	2,000	(3,000)	-60.00%
Postage	510-5910-6304-0921	1,063	1,210	1,000	1,000	2,000	1,000	100.00%
Credit Card Fees	510-5910-6307-0923	-	4,931	7,500	-	7,500	7,500	N/A
Uniforms	510-5910-6401-0930	960	681	2,000	2,000	2,000	-	0.00%
Shoe Allowance	510-5910-6402-0930	643	833	1,000	1,000	1,000	-	0.00%
Miscellaneous Expenditures	510-5910-6580-0930	2,761	3,021	1,000	-	-	-	N/A
Training/Conference	510-5910-7100-0930	730	255	3,000	3,000	3,000	-	0.00%
Dues & Subscriptions	510-5910-7120-0930	1,468	1,012	1,500	1,500	1,500	-	0.00%
Contracted Services	510-5910-8100-0923	151,860	104,970	72,500	72,500	72,500	-	0.00%
Contracted Services	510-5910-8100-0928	4,936	4,469	5,400	5,400	5,400	-	0.00%
Computer Consulting	510-5910-8101-0923	3,582	3,979	5,000	5,000	5,000	-	0.00%
Accounting & Auditing	510-5910-8102-0923	3,636	4,218	7,500	4,000	7,500	3,500	87.50%
Engineering Services	510-5910-8115-0923	27,381	19,852	25,000	30,000	30,000	-	0.00%
Bank Fees	510-5910-8118-0923	3,982	5,416	6,600	5,000	6,600	1,600	32.00%
Vehicle Repairs	510-5910-8201-0930	5,272	3,165	3,500	6,600	3,500	(3,100)	-46.97%
Building Rental	510-5910-8206-0931	49,092	50,537	54,431	54,431	56,416	1,985	3.65%
Physical/Psych Exams	510-5910-8300-0930	76	50	-	-	100	100	N/A
Property & Liability Insurance	510-5910-8330-0924	34,970	44,843	44,794	44,000	45,000	1,000	2.27%

**2024 Budget**

**Enterprise Funds**

**Department: Water Utility - Fund 510**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
Workers Comp Insurance	510-5910-8334-0924	8,085	7,207	9,441	7,200	9,500	2,300	31.94%
Water/Sewer/Storm Water	510-5910-8401-0930	854	1,411	762	1,400	1,000	(400)	-28.57%
Telephone/Pagers	510-5910-8402-0930	1,008	1,051	1,200	1,200	1,200	-	0.00%
Cell Phone	510-5910-8403-0921	1,403	2,497	2,581	2,400	2,700	300	12.50%
Fiscal Charges	510-5910-9320-0000	475	475	475	-	475	475	N/A
Total Administrative & General		475,319	396,847	401,184	392,717	459,565	117,936	30.03%
<b>OTHER OPERATING EXPENSES</b>								
Depreciation	510-5910-9190-0000	570,872	328,952	660,000	660,000	660,000	-	0.00%
Depreciation - Contributed	510-5910-9190-0930	297,098	536,976	300,000	300,000	325,000	25,000	8.33%
Operating Transfer Out	510-5910-9200-0000	438,295	408,125	429,132	440,000	425,000	(15,000)	-3.41%
Interest Payments	510-5910-9310-0000	77,125	60,138	47,163	47,163	34,863	(12,300)	-26.08%
Bond Expense	510-5910-9330-0000	32,586	32,586	32,586	-	32,586	32,586	N/A
Total Other Operating		1,415,976	1,366,775	1,468,881	1,447,163	1,477,449	30,286	2.09%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$6,044,162</b>	<b>\$5,799,147</b>	<b>\$6,034,323</b>	<b>\$6,140,968</b>	<b>\$6,321,522</b>	<b>\$ 269,785</b>	<b>4.39%</b>
<b>Fixed Assets - Capital Outlay</b>					<b>\$ 225,000</b>	<b>\$ 935,000</b>	<b>\$ 710,000</b>	<b>315.56%</b>

# SEWER UTILITY

**DEPARTMENT MANAGER:** Public Works Director

**DEPARTMENT DESCRIPTION:**

The Village of Ashwaubenon Sewer Utility is responsible for all operational and maintenance activities involving the sanitary sewer collection system and lift station systems that transport wastewater to the interceptor sewers. The Green Bay Metropolitan Sewerage District, now called NEW Water, is responsible for the interceptor sewers that transport wastewater to the treatment plant and for the treatment plant itself. The Sewer Utility is charged by NEW Water for the wastewater sent to the plant for treatment.

**SERVICES:**

- Collection system maintenance via sewer jet cleaning, sewer televising and repairs as necessary.
- Special collection system maintenance of Entertainment and Retail District sewers involving sewer degreasing operations biannually.
- Lift station maintenance via quarterly preventive measures on all lift station pumps and control systems.
- Conduct master planning and inflow/infiltration programs in conjunction with NEW Water to ensure clear water flow is kept to a minimum and sewer system retains sufficient capacity for future growth.

**STAFFING:**

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Public Works Director	0.20	0.20	0.20	0.20	0.20
Utility Operations Supervisor	0.45	0.45	0.45	0.45	0.45
Utility Foreman	0.30	0.30	0.30	0.30	0.30
Utility Lead (2)	0.60	0.60	0.60	0.60	0.60
Utility Worker (2)	0.60	0.60	0.60	0.60	0.60
Utility Clerk	0.20	0.20	0.20	0.20	0.20
GIS Coordinator	0.10	0.10	0.10	0.10	0.10
Customer Service Secretary	0.05	0.05	0.05	0.05	0.05
Administration	1.35	1.35	1.35	1.35	1.82
<b>Total</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>	<b>4.32</b>

### Staffing Notes:

1. Public Works Director position is allocated to multiple departments with 20% allocated to the Sewer Utility.
2. Utility Operations Supervisor position covers all utilities with 45% allocated to the Sewer Utility.
3. Foreman, Lead, and Worker positions are allocated 70% to the Water Utility and 30% to the Sewer Utility.
4. Utility Clerk position is allocated to multiple departments with 20% allocated to the Sewer Utility.
5. GIS Coordinator position is allocated to multiple departments with 10% allocated to the Sewer Utility.
6. CS Secretary position is allocated to multiple departments with 5% allocated to the Sewer Utility.
7. Administrative employee departments include; administration, legal, finance, IT, engineering, building inspection and garage (mechanics).

### **2023 ACCOMPLISHMENTS:**

- PLC/ SCADA upgrades installed at each of the 4 lift stations.
- Lining of sewer pipe down Morris Ave. from Holmgren way to Ashland ave. this sewer pipe was concrete and very deteriorated. We also had a trouble area of sewer pipe on Cormier lined from Shady Lane east on Cormier eastward about 500 feet.
- Ordered our most vital and biggest piece of equipment, The Vac truck (waiting its arrival yet).

### **2024 OBJECTIVES:**

- Implementing the annual cleaning of our lift station tanks.
- Continue to identify areas of I/I and repair. This is important of a cost saving measure of not paying for treatment of clear ground water.
- Replacement of vital mechanical components of lift stations.

## **BUDGET SUMMARY:**

- Office Supplies - Reduced by \$500 to fit future operational needs.
- Operational Supplies - Reduced \$1,000 to historical trends.
- Maintenance Expenses - Reduced by \$60,000 to fit historical trends.
- Gas & Oil - Increased by \$500 due to fuel costs increases.
- Software Maintenance - Decreased by \$3,000 to fit historical trends.
- Credit Card Fees - Increased \$7,500 follow up with Finance Department.
- Training/Conferences - Increased \$1,000 to allow for continuing education for licenses.
- Sewage Treatment - Increased \$100,000 to account for 5% cost increase from NEW Water.
- Contracted Services - Reduced \$3,500 due to operational needs.
- Accounting & Auditing - Reduced \$2,000 follow up with Finance Department.
- Engineering Services - Reduced \$5,000 due to upcoming project load.
- Vehicle Repairs - Reduced \$5,000 due to newer fleet.

**CAPITAL REQUESTS:**

**Project Name:**        **Globe Lift Station Pump Replacement and Enclosure Painting**

**Cost:**                \$35,000  
**Type:**                Replacement  
**Useful Life:**        15

**Description:**        Project would include a replacement of the existing lift station pump and motor located at the end of Globe Street. We would also be repainted and insulating of the enclosure.

**Justification:**        Current pump is nearly 20 years old. The twin to this pump was replaced in 2022 due to failing. The current hut is also not insulated and is in need of painting.

**Project Name:**        **New Pick Up Truck - Extended Cab**

**Cost:**                \$30,000  
**Type:**                Replacement  
**Useful Life:**        10

**Description:**        1/2 Ton 8' Box Extended Cab 4x4 Pick Up Truck

**Justification:**        Replace 2017 Ford F-150. Cost is split 50/50 between the Water and Sewer Utilities

**Project Name:**        **New Pick Up Truck - Short Box**

**Cost:**                \$15,000  
**Type:**                Replacement  
**Useful Life:**        10

**Description:**        1/2 Ton Crew Cab Short Box 4x4 Pick Up Truck

**Justification:**        Replace existing fleet truck. Split cost evenly between Water, Sewer, and Storm Water Utilities.

**Project Name:**        **GPS Rover and Data Collector**

**Cost:**                 \$13,000

**Type:**                 New

**Useful Life:**         10

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**Description:**         Rover and collection tool to aid crew with utility asset data collection.

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**Justification:**        Rover and collection tool to aid crew with utility asset data collection. Cost shared between Water, Sewer, and Storm Water Utilities.

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**Project Name:**        **Utility Locator**

**Cost:**                 \$2,000

**Type:**                 New

**Useful Life:**         10

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**Description:**         Utility locator tool used to identify location of various utility lines.

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**Justification:**        Utility locator tool used to identify location of various utility lines. Cost shared between Water, Sewer, and Storm Water Utilities.

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Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>SOURCES AND USES OF FUNDS</b>								
<b>OPERATING REVENUES</b>								
Metered Sales - Residential	530-5930-4900-0000	1,556,665	1,691,018	1,761,086	1,789,728	1,919,584	129,856	7.26%
Metered Sales - Commercial	530-5930-4901-0000	1,454,834	1,628,001	1,781,900	1,781,900	1,942,271	160,371	9.00%
Metered Sales - Industrial	530-5930-4902-0000	1,978,390	1,628,737	1,672,194	2,060,000	1,822,691	(237,309)	-11.52%
Metered Sales - Restaurant	530-5930-4903-0000	384,861	424,401	450,401	503,361	490,937	(12,424)	-2.47%
Other Sales - Public Authority	530-5930-4904-0000	45,752	51,721	50,336	50,336	54,866	4,530	9.00%
Customer Penalty	530-5930-4909-0000	18,934	18,313	20,134	20,134	20,134	-	0.00%
<b>Total Operating Revenues</b>		<b>5,439,436</b>	<b>5,442,191</b>	<b>5,736,051</b>	<b>6,205,459</b>	<b>6,250,483</b>	<b>45,024</b>	<b>0.73%</b>
<b>OPERATING EXPENSES</b>								
Operation		65,265	106,075	122,268	135,493	137,216	1,723	1.27%
Maintenance		380,006	249,694	358,533	418,533	369,120	(49,413)	-11.81%
Treatment		4,794,853	4,932,359	5,049,659	5,000,000	5,100,000	100,000	2.00%
Accounting & Collecting		32,848	42,697	63,401	64,901	68,768	3,867	5.96%
Administration & General		328,582	232,172	273,735	277,797	323,392	45,595	16.41%
Depreciation		722,426	734,812	640,000	640,000	740,000	100,000	15.63%
<b>Total Operating Expenses</b>		<b>6,323,981</b>	<b>6,297,809</b>	<b>6,507,596</b>	<b>6,536,724</b>	<b>6,738,496</b>	<b>201,772</b>	<b>3.09%</b>
<b>Operating Income (Loss)</b>		<b>(884,545)</b>	<b>(855,618)</b>	<b>(771,545)</b>	<b>(331,265)</b>	<b>(488,013)</b>	<b>249,462</b>	<b>-75.31%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>								
Interest Income								
Checking Account Interest	530-5930-4600-0000	2,629	-	8,500	25,000	8,500	(16,500)	-66.00%
Investments Interest	530-5930-4601-0000	34,120	28,099	41,500	-	41,500	41,500	N/A
Investment Realized Gain/Loss	530-5930-4610-0000	1,997	-	-	-	-	-	N/A
Investment Unrealized Appr/Deprec	530-5930-4611-0000	(41,690)	(107,406)	25,000	-	25,000	25,000	N/A
Miscellaneous Non-Operating Revenues								
Miscellaneous Operating Income	530-5930-4908-0000	-	1,287	1,000	1,500	1,000	(500)	-33.33%
Miscellaneous Non-Operating Income	530-5930-4911-0000	1,616	41,340	23,223	-	20,000	20,000	N/A
Interest and Fiscal Charges		(41)	-	-	-	-	-	N/A
<b>Total Nonoperating Revenues (Expenses)</b>		<b>(1,369)</b>	<b>(36,680)</b>	<b>99,223</b>	<b>26,500</b>	<b>96,000</b>	<b>69,500</b>	<b>262.26%</b>
<b>Income (loss) before Contributions &amp; Transfers</b>		<b>(885,914)</b>	<b>(892,298)</b>	<b>(672,322)</b>	<b>(304,765)</b>	<b>(392,013)</b>	<b>69,500</b>	<b>-22.80%</b>
Capital from Municipality								
Capital from Municipality	530-5930-4850-0000	131,372	-	-	-	-	-	N/A
Capital from Developer	530-5930-4851-0000	46,102	173,333	75,000	150,000	75,000	(75,000)	-50.00%
Transfers Out		(13,019)	(12,858)	(14,001)	(13,250)	(14,001)	(751)	5.67%
<b>Change in Net Position</b>		<b>(721,458)</b>	<b>(731,823)</b>	<b>(611,323)</b>	<b>(168,015)</b>	<b>(331,014)</b>	<b>(162,999)</b>	<b>97.01%</b>
<b>Total Net Position, Beginning</b>		<b>15,293,233</b>	<b>14,571,775</b>	<b>13,839,952</b>	<b>14,173,746</b>	<b>13,228,629</b>	<b>(945,117)</b>	<b>-6.67%</b>
<b>Total Net Position, Ending</b>		<b>\$ 14,571,775</b>	<b>\$ 13,839,952</b>	<b>\$ 13,228,629</b>	<b>\$ 14,005,731</b>	<b>\$ 12,897,615</b>	<b>\$(1,108,116)</b>	<b>-7.91%</b>

**SOURCES AND USES OF FUNDS**

Cash - Beginning of Year	\$ 3,505,660	\$ 2,303,931	\$ 2,925,837
Plus: Change in Net Position	(611,323)	(168,015)	(331,014)
Plus: Depreciation/Amortization	640,000	640,000	740,000
Less: Fixed Assets	(608,500)	(608,500)	(95,000)
Cash - End of Year	\$ 2,925,837	\$ 2,167,416	\$ 3,239,823

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>OPERATION EXPENSES</b>								
Labor and Benefits	530-5930-5___-0690	43,223	65,031	86,061	86,061	92,342	6,281	7.30%
Operational Supplies - O&T Maintenance	530-5930-6101-0691	563	997	1,000	2,500	1,500	(1,000)	-40.00%
Operational Supplies - O&T Supplies	530-5930-6101-0692	-	-	-	250	-	(250)	-100.00%
Gas & Oil - O&T - Transp	530-5930-6200-0693	6,414	10,002	8,806	8,500	9,000	500	5.88%
Vehicle Repairs - O&T Transp	530-5930-8201-0693	2,763	17,078	7,500	20,000	15,000	(5,000)	-25.00%
Electric - O&T Power	530-5930-8400-0694	12,301	12,966	18,901	18,182	19,374	1,192	6.56%
Total Operation		65,265	106,075	122,268	135,493	137,216	8,004	5.91%
<b>MAINTENANCE EXPENSES</b>								
Labor and Benefits								
Collecting System	530-5930-5___-0696	115,861	95,021	144,470	144,470	142,913	(1,557)	-1.08%
Lift Station	530-5930-5___-0697	10,073	14,138	12,563	12,563	23,549	10,986	87.45%
Meters	530-5930-5___-0698	-	1,357	-	-	1,158	1,158	N/A
Operational Supplies - Maint - Collection System	530-5930-6101-0696	201,702	87,917	150,000	210,000	150,000	(60,000)	-28.57%
Operational Supplies - Maint - Lift Stations	530-5930-6101-0697	50,522	44,994	50,000	50,000	50,000	-	0.00%
Operational Supplies - Maint - Meters	530-5930-6101-0698	1,848	6,267	1,500	1,500	1,500	-	0.00%
Total Maintenance		380,006	249,694	358,533	418,533	369,120	(38,826)	-9.28%
<b>TREATMENT EXPENSES</b>								
Contracted Services - O&T Sewerage	530-5930-8100-0695	4,794,853	4,932,359	5,049,659	5,000,000	5,100,000	100,000	2.00%
<b>ACCOUNTING &amp; COLLECTING EXPENSES</b>								
Labor & Benefits								
Meter Reading	530-5930-5___-0902	10,778	16,826	20,008	20,008	21,412	1,404	7.02%
Accounting & Collections	530-5930-5___-0903	19,349	25,691	42,393	42,393	44,856	2,463	5.81%
Accounting Supplies - Cust Accts	530-5930-6111-0905	2,721	180	1,000	2,500	2,500	-	0.00%
Total Accounting & Collecting		32,848	42,697	63,401	64,901	68,768	7,734	11.92%
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>								
Labor and Benefits	510-5910-5___-0920	107,762	69,273	82,666	82,666	128,355	45,689	55.27%
Office Supplies	530-5930-6100-0921	1,709	631	1,000	1,500	1,000	(500)	-33.33%
Software Maintenance	530-5930-6213-0923	225	581	1,000	4,000	1,000	(3,000)	-75.00%
Postage	530-5930-6304-0921	-	-	500	500	500	-	0.00%
Credit Card Fees	530-5930-6307-0923	-	5,604	12,400	-	12,400	12,400	N/A
Uniforms	530-5930-6401-0930	1,062	50	1,000	1,000	1,000	-	0.00%
Shoe Allowance	530-5930-6402-0930	353	334	1,000	1,000	1,000	-	0.00%
Training/Conference	530-5930-7100-0930	-	-	1,500	1,000	2,000	1,000	100.00%
Dues & Subscriptions	530-5930-7120-0930	-	-	500	500	500	-	0.00%
Contracted Services	530-5930-8100-0923	53,152	32,795	40,000	43,500	40,000	(3,500)	-8.05%
Computer Consulting	530-5930-8101-0923	1,535	1,705	1,935	2,500	2,500	-	0.00%
Accounting & Auditing	530-5930-8102-0923	2,736	2,073	4,000	5,000	3,000	(2,000)	-40.00%
Engineering Services	530-5930-8115-0923	9,166	4,156	5,000	10,000	5,000	(5,000)	-50.00%
Bank Fees	530-5930-8118-0923	1,413	(171)	600	2,000	1,500	(500)	-25.00%
Investment Fees	530-5930-8119-0930	8,667	8,437	8,453	9,000	9,000	-	0.00%
Building Rental	530-5930-8206-0931	49,092	50,537	54,431	54,431	56,416	1,985	3.65%
Physical/Psych Exams	530-5930-8300-0930	50	-	-	-	100	100	N/A
Property & Liability Insurance	530-5930-8330-0924	29,970	44,843	44,794	45,000	45,000	-	0.00%
Workers Comp Insurance	530-5930-8334-0924	8,085	7,207	9,441	10,100	9,441	(659)	-6.52%
Water/Sewer/Storm Water	530-5930-8401-0930	20	15	20	200	20	(180)	-90.00%
Telephone/Pagers	530-5930-8402-0930	1,008	1,051	1,131	1,200	1,200	-	0.00%
Cell Phone	530-5930-8403-0921	1,403	3,051	2,364	2,700	2,460	(240)	-8.89%
Bad Debt Expense	530-5930-9400-0930	51,174	-	-	-	-	-	N/A
Total Administrative & General		328,582	232,172	273,735	277,797	323,392	91,284	32.86%
<b>OTHER OPERATING EXPENSES</b>								
Depreciation	530-5930-9190-0930	722,426	734,812	640,000	640,000	740,000	100,000	15.63%
Operating Transfer Out	530-5930-9200-0930	13,019	12,858	14,001	13,250	14,001	751	5.67%
Interest Payments	530-5930-9310-0930	41	-	-	-	-	-	N/A
Total Other Operating		735,486	747,670	654,001	653,250	754,001	100,751	15.42%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$6,337,041</b>	<b>\$6,310,667</b>	<b>\$6,521,597</b>	<b>\$6,549,974</b>	<b>\$6,752,497</b>	<b>\$ 268,947</b>	<b>4.11%</b>
<b>Fixed Assets - Capital Outlay</b>					<b>\$ 608,500</b>	<b>\$ 95,000</b>	<b>\$(513,500)</b>	<b>-84.39%</b>

# STORM WATER UTILITY

**DEPARTMENT MANAGER:** Public Works Director

**DEPARTMENT DESCRIPTION:**

The Storm Water Utility was created in 2012 to fund storm water related activities including: WDNR regulatory compliance (pond construction, Illicit Discharge monitoring, etc.), storm sewer maintenance, street sweeping, leaf collection and pond maintenance. All impervious surface properties within the Village contribute to the Storm Water Utility. Impervious surface calculations utilized 2020 Brown County Aerial Mapping and will be updated in 2024 with 2023 mapping.

**SERVICES:**

- Regulatory compliance
- Storm Sewer maintenance and cleaning.
- Street sweeping
- Leaf collection and storage.
- Storm water management facility mainenance.
- Pond design and construction.
- Stream bank stabilization.
- Flood control.

**STAFFING:**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Public Works Director	0.20	0.20	0.20	0.20	0.20
Village Engineer	0.60	0.60	0.60	0.60	0.60
Utility Operations Supervisor	0.10	0.10	0.10	0.10	0.10
Public Works Field Operator	1.20	1.20	1.20	1.20	1.20
Utility Clerk	0.20	0.20	0.20	0.20	0.20
GIS Coordinator	0.10	0.10	0.10	0.10	0.10
Customer Service Secretary	0.05	0.05	0.05	0.05	0.05
Administration	1.42	1.42	1.42	1.42	1.94
<b>Total</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>	<b>4.32</b>

### Staffing Notes:

1. Public Works Director position is allocated to multiple departments with 20% allocated to the Storm Water Utility.
2. Village Engineer position is allocated to multiple departments with 60% allocated to the Storm Water Utility.
3. Utility Operations Supervisor position covers all utilities with 10% allocated to the Storm Water Utility.
4. Two Public Works Field Operator positions are allocated 60% to the Storm Water Utility and 40% to the General Fund.
5. Utility Clerk position is allocated to multiple departments with 20% allocated to the Storm Water Utility.
6. GIS Coordinator position is allocated to multiple departments with 10% allocated to the Storm Water Utility.
7. CS Secretary position is allocated to multiple departments with 5% allocated to the Storm Water Utility.
8. Administrative employee departments include; administration, legal, finance, IT, engineering, building inspection and garage (mechanics).

### **2023 ACCOMPLISHMENTS:**

- Maintained Village storm sewer system and storm water ponds.
- Complied with WDNR MS4 annual reporting requirements.
- Maintained Village leaf maintenance program.

### **2024 OBJECTIVES:**

- Comply with WDNR MS4 annual reporting.
- Purchase new high efficiency street sweeper.
- Purchase new chipper truck.
- Replace large Timber Lane culvert.
- Identify potential future storm water pond sites.
- Purchase parcels or team with property owners for future storm water pond sites.
- Update impervious surface calculations and billing.

### **BUDGET SUMMARY:**

- Maintenance Supplies - Increased \$10,000 to account for storm sewer casting repairs, etc.
- Contracted Services - Increased \$85,000 following trends on storm sewer repairs and pond work.
- Grass & Leaves Disposal - Increased \$12,500 following trends.
- Vehicle Repairs - Increased \$7,500 following trends.

**CAPITAL REQUESTS:**

**Project Name:** Timber Lane Culvert Replacement

**Cost:** \$300,000  
**Type:** Replacement  
**Useful Life:** 50

**Description:** Replace the current culvert in kind and all incidental adjacent infrastructure.

**Justification:** Current culvert is at the end of it service life. There are locations that the culvert is corroded badly and is causing abnormal settlement outside of the roadway.

**Project Name:** Kimberly Street Culvert Replacement

**Cost:** \$40,000  
**Type:** Replacement  
**Useful Life:** 50

**Description:** Replace the current culvert in kind and all incidental adjacent infrastructure.

**Justification:** Current culvert is at the end of it service life. There are locations that the culvert is corroded badly and is causing abnormal settlement outside of the roadway.

**Project Name:** Manhole Pole Camera

**Cost:** \$21,000  
**Type:** Replacement  
**Useful Life:** 5

**Description:** This would be a remote viewing camera to inspect manholes and stormwater leads for catch basins.

**Justification:** The current camera is non-operational and is not able to be repaired because of the age.

**Project Name:** Storm Sewer Outfall Repair Projects

**Cost:** \$20,000  
**Type:** Replacement  
**Useful Life:** 25

**Description:** Repairing storm sewer outfalls that are not functioning properly.

**Justification:** Prevention of potential flooding in storm sewer areas and loss of property do to erosion.

**Project Name:** New Street Sweeper

**Cost:** \$320,000  
**Type:** Replacement  
**Useful Life:** 10

---

**Description:** Replace the existing Elgin 2002 street sweeper (S-54)

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**Justification:** Current sweeper is at the end of its service life.

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**Project Name:** New Chipper Truck with Chipper Box

**Cost:** \$200,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** Replace existing 2005 chipper truck and chipper box

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**Justification:** Current asset is at the end of its service life.

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**Project Name:** Conversion of Garbage Truck to Leaf Vacuum

**Cost:** \$150,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** Convert existing garbage truck to a permanent leaf vacuum.

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**Justification:** Current garbage truck will be replaced and the conversion cost is lower than a new leaf vacuum.

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**Project Name:** New Pick Up Truck - Short Box

**Cost:** \$15,000  
**Type:** Replacement  
**Useful Life:** 10

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**Description:** 1/2 Ton Crew Cab Short Box 4x4 Pick Up Truck

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**Justification:** Replace existing fleet truck. Split cost evenly between Water, Sewer, and Storm Water Utilities.

---

**Project Name:**        **GPS Rover and Data Collector**

**Cost:**                 \$12,000

**Type:**                 New

**Useful Life:**         10

---

**Description:**         Rover and collection tool to aid crew with utility asset data collection.

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**Justification:**        Rover and collection tool to aid crew with utility asset data collection. Cost shared between Water, Sewer, and Storm Water Utilities.

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**Project Name:**        **Utility Locator**

**Cost:**                 \$1,800

**Type:**                 New

**Useful Life:**         10

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**Description:**         Utility locator tool used to identify location of various utility lines.

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**Justification:**        Utility locator tool used to identify location of various utility lines. Cost shared between Water, Sewer, and Storm Water Utilities.

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Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>SOURCES AND USES OF FUNDS</b>								
<b>OPERATING REVENUES</b>								
Metered Sales - Residential	550-5950-4900-0000	271,398	296,551	280,000	280,000	280,000	-	0.00%
Metered Sales - Commercial	550-5950-4901-0000	729,786	788,065	825,000	825,000	825,000	-	0.00%
Metered Sales - Industrial	550-5950-4902-0000	84,779	92,423	85,000	85,000	90,000	5,000	5.88%
Metered Sales - Restaurant	550-5950-4903-0000	52,731	57,307	57,000	57,000	57,000	-	0.00%
Other Sales - Public Authority	550-5950-4904-0000	137,004	149,885	140,000	140,000	145,000	5,000	3.57%
Private Fire Protection	550-5950-4905-0000	504	553	600	600	600	-	0.00%
Miscellaneous Operating Income	550-5950-4908-0000	-	80	-	7,500	-	(7,500)	-100.00%
Customer Penalty	550-5950-4909-0000	2,579	2,815	2,500	2,500	2,500	-	0.00%
Rent	550-5950-4701-0000	1,200	4,000	3,923	-	4,000	4,000	N/A
<b>Total Operating Revenues</b>		<b>1,279,982</b>	<b>1,391,678</b>	<b>1,394,023</b>	<b>1,397,600</b>	<b>1,404,100</b>	<b>6,500</b>	<b>0.47%</b>
<b>OPERATING EXPENSES</b>								
Operation		474,416	648,620	658,595	551,018	710,404	159,386	28.93%
Regulatory Compliance		19,301	25,353	23,500	31,000	28,500	(2,500)	-8.06%
Capital Improvement		4,177	28,442	5,000	45,000	10,000	(35,000)	-77.78%
Accounting & Collecting		21,696	33,068	41,559	41,559	44,374	2,815	6.77%
Administration & General		138,261	150,362	282,844	277,840	343,090	65,250	23.48%
Depreciation		152,932	166,947	170,000	165,000	170,000	5,000	3.03%
<b>Total Operating Expenses</b>		<b>810,783</b>	<b>1,052,792</b>	<b>1,181,498</b>	<b>1,111,417</b>	<b>1,306,368</b>	<b>194,951</b>	<b>17.54%</b>
<b>Operating Income (Loss)</b>		<b>469,199</b>	<b>338,886</b>	<b>212,525</b>	<b>286,183</b>	<b>97,732</b>	<b>38,065</b>	<b>13.30%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>								
Interest Income	550-5950-4600-0000	8,164	25,949	139,894	9,000	75,000	66,000	733.33%
Sale of Equipment	550-5950-4800-0000	-	-	427	-	-	-	N/A
State Aids - Miscellaneous	550-5950-4132-0000	168,404	-	120,000	-	-	-	N/A
<b>Total Nonoperating Revenues (Expenses)</b>		<b>176,568</b>	<b>25,949</b>	<b>260,321</b>	<b>9,000</b>	<b>75,000</b>	<b>132,000</b>	<b>1466.67%</b>
<b>Income (loss) before Contributions &amp; Transfers</b>		<b>645,766</b>	<b>364,835</b>	<b>472,846</b>	<b>295,183</b>	<b>172,732</b>	<b>132,000</b>	<b>44.72%</b>
Capital from Municipality	550-5950-4850-0000	161,267	69,813	-	-	-	-	N/A
Capital from Developer	550-5950-4851-0000	24,222	47,469	76,731	-	50,000	50,000	N/A
<b>Change in Net Position</b>		<b>831,255</b>	<b>482,117</b>	<b>549,577</b>	<b>295,183</b>	<b>222,732</b>	<b>(72,451)</b>	<b>-24.54%</b>
<b>Total Net Position, Beginning</b>		<b>9,640,378</b>	<b>10,471,633</b>	<b>10,953,751</b>	<b>10,893,621</b>	<b>11,503,328</b>	<b>609,707</b>	<b>5.60%</b>
<b>Total Net Position, Ending</b>		<b>\$ 10,471,633</b>	<b>\$ 10,953,751</b>	<b>\$ 11,503,328</b>	<b>\$ 11,188,804</b>	<b>\$ 11,726,060</b>	<b>\$ 537,256</b>	<b>4.80%</b>

**SOURCES AND USES OF FUNDS**

Cash - Beginning of Year	\$ 3,062,708	\$ 1,881,237	\$ 3,782,285
Plus: Change in Net Position	549,577	295,183	222,732
Plus: Depreciation/Amortization	170,000	165,000	170,000
Less: Fixed Assets	-	-	(1,079,800)
<b>Cash - End of Year</b>	<b>\$ 3,782,285</b>	<b>\$ 2,341,420</b>	<b>\$ 3,095,217</b>

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>OPERATION EXPENSES</b>								
Labor and Benefits								
Storm Sewer Cleaning and Repair	550-5950-5___-0802	116,179	133,795	145,668	145,668	137,353	(8,315)	-5.71%
Street Sweeping	550-5950-5___-0803	55,156	63,097	46,307	46,307	59,374	13,067	28.22%
Leaf Collection	550-5950-5___-0804	104,533	94,557	76,543	76,543	94,177	17,634	23.04%
Maintenance Supplies								
Operational Supplies - O&M Storm Sewer Cleaning	550-5950-6101-0802	18,083	1,155	20,000	15,000	25,000	10,000	66.67%
Operational Supplies - O&M Street Sweeping	550-5950-6101-0803	-	-	-	5,000	-	(5,000)	-100.00%
Operational Supplies - O&M Leaf Collection	550-5950-6101-0804	688	1,381	7,000	5,000	7,500	2,500	50.00%
Operational Supplies - Storm Water Facility Mgmt	550-5950-6101-0820	-	-	-	2,500	-	(2,500)	-100.00%
Gas & Oil - O&M Bridges & Culverts	550-5950-6200-0801	13,367	29,188	12,786	17,500	14,500	(3,000)	-17.14%
Contracted Services - O&M Storm Sewer Cleaning	550-5950-8100-0802	102,580	173,844	236,056	105,000	225,000	120,000	114.29%
Contracted Services - O&M Leaf Collection	550-5950-8100-0804	-	2,253	1,500	1,500	5,000	3,500	233.33%
Contracted Services - Ashland Pond	550-5950-8100-0810	(5,737)	8,320	2,000	5,000	2,000	(3,000)	-60.00%
Contracted Services - Holmgren Pond	550-5950-8100-0811	5,983	600	1,000	1,500	1,500	-	0.00%
Contracted Services - Main Avenue Pond	550-5950-8100-0812	1,511	12,744	16,110	10,000	5,000	(5,000)	-50.00%
Contracted Services - Spring Meadows Pond	550-5950-8100-0813	932	-	500	2,500	2,000	(500)	-20.00%
Contracted Services - Glory Pond	550-5950-8100-0814	971	-	1,000	2,500	2,500	-	0.00%
Contracted Services - Babcock Pond	550-5950-8100-0815	-	-	1,000	2,500	5,000	2,500	100.00%
Contracted Services - Woods Edge North Pond	550-5950-8100-0816	-	-	-	1,000	1,000	-	0.00%
Contracted Services - Woods Edge South Pond	550-5950-8100-0817	-	-	-	1,000	1,000	-	0.00%
Contracted Services - Coronis Pond	550-5950-8100-0818	1,236	688	1,000	2,500	2,000	(500)	-20.00%
Contracted Services - Marhill Pond	550-5950-8100-0819	-	20,551	2,000	5,000	2,000	(3,000)	-60.00%
Contracted Services - Storm Water Facility Mgmt	550-5950-8100-0820	1,131	-	5,032	5,000	2,500	(2,500)	-50.00%
Contracted Services - Plymrock Pond	550-5950-8100-0821	-	-	3,593	2,500	5,000	2,500	100.00%
Grass/Leaves Disposal - O&M Street Sweeping	550-5950-8110-0803	-	5,710	6,000	15,000	5,000	(10,000)	-66.67%
Grass/Leaves Disposal - O&M Leaf Collection	550-5950-8110-0804	-	6,613	30,000	7,500	30,000	22,500	300.00%
Engineering Services - Ashland Pond	550-5950-8115-0810	6,075	8,748	4,000	4,000	4,000	-	0.00%
Engineering Services - Holmgren Pond	550-5950-8115-0811	2,426	4,492	2,500	4,000	2,500	(1,500)	-37.50%
Engineering Services - Main Avenue Pond	550-5950-8115-0812	507	2,613	1,250	2,500	2,500	-	0.00%
Engineering Services - Spring Meadows Pond	550-5950-8115-0813	-	-	-	2,000	1,000	(1,000)	-50.00%
Engineering Services - Glory Pond	550-5950-8115-0814	10,783	13,868	2,500	4,000	2,500	(1,500)	-37.50%
Engineering Services - Babcock Pond	550-5950-8115-0815	-	-	-	1,000	3,000	2,000	200.00%
Engineering Services - Woods Edge North Pond	550-5950-8115-0816	-	-	-	500	500	-	0.00%
Engineering Services - Woods Edge South Pond	550-5950-8115-0817	-	-	-	500	500	-	0.00%
Engineering Services - Coronis Pond	550-5950-8115-0818	848	1,381	1,000	1,000	1,000	-	0.00%
Engineering Services - Marhill Pond	550-5950-8115-0819	-	-	-	1,000	1,000	-	0.00%
Engineering Services - Plymrock Pond	550-5950-8115-0821	-	-	-	1,000	3,000	2,000	200.00%
Vehicle Repairs - O&M Storm Sewer Cleaning/Repair	550-5950-8201-0802	-	4,264	3,750	7,500	7,500	-	0.00%
Vehicle Repairs - O&M Street Sweeping	550-5950-8201-0803	4,724	15,241	1,000	7,500	15,000	7,500	100.00%
Vehicle Repairs - O&M Leaf Collection	550-5950-8201-0804	27,640	43,519	27,500	31,000	32,000	1,000	3.23%
Total Operation		474,416	648,620	658,595	551,018	710,404	181,772	32.99%
<b>REGULATORY COMPLIANCE</b>								
Operational Supplies - Regulatory Compliance	550-5950-6101-0840	-	821	1,000	1,000	1,000	-	0.00%
Licenses - Regulatory Compliance	550-5950-6303-0840	3,000	3,000	3,000	3,000	3,000	-	0.00%
Dues & Subscriptions - Regulatory Compliance	550-5950-7120-0840	1,770	1,820	2,000	2,000	2,000	-	0.00%
Contracted Services - Regulatory Compliance	550-5950-8100-0840	-	6,656	2,500	5,000	7,500	2,500	50.00%
Engineering Services - Regulatory Compliance	550-5950-8115-0840	14,531	13,056	15,000	20,000	15,000	(5,000)	-25.00%
Total Regulatory Compliance		19,301	25,353	23,500	31,000	28,500	(2,500)	-8.06%
<b>CAPITAL IMPROVEMENT</b>								
Contracted Services - CIP Flood/Quality Control	550-5950-8100-0870	4,177	28,442	5,000	45,000	10,000	(35,000)	-77.78%
<b>ACCOUNTING &amp; COLLECTING EXPENSES</b>								
Labor & Benefits								
Meter Reading	550-5950-5___-0902	6,939	17,738	19,993	19,993	21,412	1,419	7.10%
Accounting & Collections	510-5910-5___-0903	14,757	15,330	21,566	21,566	22,962	1,396	6.47%
Total Accounting & Collecting		21,696	33,068	41,559	41,559	44,374	5,630	13.55%

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>								
Labor and Benefits	510-5910-5__-0920	76,086	88,154	210,522	210,522	268,174	57,652	27.39%
Office Supplies	550-5950-6100-0921	187	795	500	1,000	500	(500)	-50.00%
Software Maintenance	550-5950-6213-0923	300	545	750	1,000	750	(250)	-25.00%
Newspaper Publishing	550-5950-6302-0930	-	-	-	100	-	(100)	-100.00%
Postage	550-5950-6304-0930	-	-	-	250	-	(250)	-100.00%
Credit Card Fees	550-5950-6307-0923	-	1,423	2,200	-	2,200	2,200	N/A
Training/Conference	550-5950-7100-0930	99	292	1,101	750	1,200	450	60.00%
Contracted Services	550-5950-8100-0923	7,826	7,144	8,000	6,000	8,000	2,000	33.33%
Accounting & Auditing	550-5950-8102-0923	2,201	2,073	3,000	3,000	3,000	-	0.00%
Bank Fees	550-5950-8118-0923	5,395	3,216	5,621	5,500	5,700	200	3.64%
Building Rental	550-5950-8206-0931	21,696	22,336	24,057	24,057	24,934	877	3.65%
Property & Liability Insurance	550-5950-8330-0924	16,382	16,850	15,591	17,500	17,000	(500)	-2.86%
Workers Comp Insurance	550-5950-8334-0924	7,102	6,741	8,881	7,200	8,900	1,700	23.61%
Electric	550-5950-8400-0930	-	88	421	61	432	371	608.20%
Telephone/Pagers	550-5950-8402-0930	-	34	100	-	200	200	N/A
Cell Phone	550-5950-8403-0921	987	673	2,100	900	2,100	1,200	133.33%
Total Administrative & General		138,261	150,362	282,844	277,840	343,090	122,902	44.23%
<b>OTHER OPERATING EXPENSES</b>								
Depreciation	550-5950-9190-0000	152,932	166,947	170,000	165,000	170,000	5,000	3.03%
Bad Debt Expense	550-5950-9400-0930	-	-	-	-	-	-	N/A
Total Other Operating		152,932	166,947	170,000	165,000	170,000	10,000	6.06%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 810,783</b>	<b>\$1,052,792</b>	<b>\$1,181,498</b>	<b>\$1,111,417</b>	<b>\$1,306,368</b>	<b>\$ 282,804</b>	<b>25.45%</b>
<b>Fixed Assets - Capital Outlay</b>					\$ -	<b>\$1,079,800</b>	<b>\$1,079,800</b>	<b>N/A</b>



# INTERNAL SERVICE FUNDS



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## 2024 Budget

## Internal Service Funds

### Summary Report

Account	Dental Insurance	Health Insurance	Equipment Replacement	TOTAL
<b>REVENUES</b>				
Premiums - Employer	\$ 147,790	\$ 2,027,521	\$ -	\$ 2,175,311
Premiums - Employee	16,421	106,712	-	123,133
Premiums - Retiree	2,188	36,297	-	38,485
Stop Loss Reimbursements	-	100,000	-	100,000
Insurance Refunds	-	50,000	-	50,000
Vision Premiums	-	11,616	-	11,616
Equipment Use Charge	-	-	664,071	664,071
<b>Total Revenues</b>	<b>166,399</b>	<b>2,332,146</b>	<b>664,071</b>	<b>3,162,616</b>
<b>EXPENDITURES</b>				
Insurance Expense	140,000	1,283,390	-	1,423,390
Prescription Expense	-	375,000	-	375,000
Insurance Administration	5,736	542,393	-	548,129
Wellness Program	-	11,000	-	11,000
Vision	-	11,616	-	11,616
Depreciation	-	-	664,071	664,071
<b>Total Expenditures</b>	<b>145,736</b>	<b>2,223,399</b>	<b>664,071</b>	<b>3,033,206</b>
Operating Income (Loss)	20,663	108,747	-	129,410
<b>NON OPERATING REVENUES</b>				
Gain on Sale of Assets	-	-	50,000	50,000
Change in Net Position	20,663	108,747	50,000	179,410
Net Position - January 1	120,635	503,745	4,080,959	4,705,339
<b>Net Position - December 31</b>	<b>\$ 141,298</b>	<b>\$ 612,492</b>	<b>\$ 4,130,959</b>	<b>\$ 4,884,749</b>

**DEPARTMENT DESCRIPTION:**

The self-funded Dental Insurance Fund accounts for the provision of dental insurance to Village employees. All activities necessary to provide such insurance are accounted for in this fund; including, but not limited to, administration and operation. Financing is provided by charges to the Village's departments and contributions by Village employees for the insurance.

**PLAN PREMIUMS:**

	<b>2024 Monthly Premium</b>			<b>2024 Annual Premium</b>		
	<b>Village</b>	<b>Employee</b>	<b>Total</b>	<b>Village</b>	<b>Employee</b>	<b>Total</b>
Single	\$ 40.22	\$ 4.47	\$ 44.69	\$ 482.64	\$ 53.64	\$ 536.28
Employee + Spouse	\$ 80.44	\$ 8.95	\$ 89.39	\$ 965.28	\$ 107.40	\$ 1,072.68
Employee + Child(re)	\$ 98.77	\$ 10.98	\$ 109.75	\$ 1,185.24	\$ 131.76	\$ 1,317.00
Family	\$ 133.33	\$ 14.81	\$ 148.14	\$ 1,599.96	\$ 177.72	\$ 1,777.68

	<b>2023 Monthly Premium</b>			<b>2023 Annual Premium</b>		
	<b>Village</b>	<b>Employee</b>	<b>Total</b>	<b>Village</b>	<b>Employee</b>	<b>Total</b>
Single	\$ 31.61	\$ 3.51	\$ 35.12	\$ 379.32	\$ 42.12	\$ 421.44
Employee + Spouse	\$ 63.22	\$ 7.03	\$ 70.25	\$ 758.64	\$ 84.36	\$ 843.00
Employee + Child(re)	\$ 77.62	\$ 8.63	\$ 86.25	\$ 931.44	\$ 103.56	\$ 1,035.00
Family	\$ 104.78	\$ 11.64	\$ 116.42	\$ 1,257.36	\$ 139.68	\$ 1,397.04

**FINANCIALS:**

<b>Account Description</b>	<b>Account Number</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Forecast</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Budget</b>	
							<b>Dollar Change</b>	<b>Percent Change</b>
<b>OPERATING REVENUES</b>								
Premiums - Employer	600-5100-4573-0000	100,223	101,500	103,346	106,968	147,790	40,822	38.16%
Premiums - Employee	600-5100-4572-0000	10,783	11,288	11,444	11,885	16,421	4,536	38.17%
Premiums - Retirees	600-5100-4572-0000	4,000	2,499	2,316	1,720	2,188	468	27.22%
<b>Total Operating Revenues</b>		<b>115,006</b>	<b>115,287</b>	<b>117,106</b>	<b>120,573</b>	<b>166,399</b>	<b>45,826</b>	<b>38.01%</b>
<b>OPERATING EXPENSES</b>								
Dental Claims	600-5100-8307-0000	130,216	134,401	130,000	125,000	140,000	15,000	12.00%
Administrative	600-5100-8302-0000	5,260	5,165	5,289	5,388	5,736	348	6.46%
<b>Total Operating Expenses</b>		<b>135,476</b>	<b>139,566</b>	<b>135,289</b>	<b>130,388</b>	<b>145,736</b>	<b>15,348</b>	<b>11.77%</b>
Income (loss) before Transfers		(20,470)	(24,279)	(18,183)	(9,815)	20,663	30,478	-310.53%
Transfers Out	600-5100-9200-0000	-	(175,000)	-	-	-	-	N/A
<b>Change in Net Position</b>		<b>(20,470)</b>	<b>(199,279)</b>	<b>(18,183)</b>	<b>(9,815)</b>	<b>20,663</b>	<b>30,478</b>	<b>-310.53%</b>
Net Position - January 1		358,567	338,097	138,818	331,485	120,635		
<b>Net Position - December 31</b>		<b>\$ 338,097</b>	<b>\$ 138,818</b>	<b>\$ 120,635</b>	<b>\$ 321,670</b>	<b>\$ 141,298</b>		

**DEPARTMENT DESCRIPTION:**

The self-funded Health Insurance Fund accounts for the provision of medical insurance to Village employees. All activities necessary to provide such insurance are accounted for in this fund; including, but not limited to, administration and operation. Financing is provided by charges to the Village's departments and contributions by Village employees for the insurance.

**PLAN PREMIUMS:**

	2024 Monthly Premium			2024 Annual Premium		
	Village	Employee	Total	Village	Employee	Total
Single	\$ 561.01	\$ 29.53	\$ 590.54	\$ 6,732.12	\$ 354.36	\$ 7,086.48
Employee + Child(ren)	\$ 1,122.01	\$ 59.05	\$ 1,181.06	\$ 13,464.12	\$ 708.60	\$ 14,172.72
Employee + Spouse	\$ 1,346.42	\$ 70.86	\$ 1,417.28	\$ 16,157.04	\$ 850.32	\$ 17,007.36
Family	\$ 1,907.42	\$ 100.39	\$ 2,007.81	\$ 22,889.04	\$ 1,204.68	\$ 24,093.72

	2023 Monthly Premium			2023 Annual Premium		
	Village	Employee	Total	Village	Employee	Total
Single	\$ 535.42	\$ 13.73	\$ 549.15	\$ 6,425.04	\$ 164.76	\$ 6,589.80
Employee + Child(ren)	\$ 1,070.83	\$ 27.46	\$ 1,098.29	\$ 12,849.96	\$ 329.52	\$ 13,179.48
Employee + Spouse	\$ 1,285.00	\$ 32.95	\$ 1,317.95	\$ 15,420.00	\$ 395.40	\$ 15,815.40
Family	\$ 1,820.42	\$ 46.68	\$ 1,867.10	\$ 21,845.04	\$ 560.16	\$ 22,405.20

**FINANCIALS:**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>OPERATING REVENUES</b>								
Premiums - Employer	610-5100-4575-0000	1,449,496	1,592,838	1,933,601	1,933,601	2,027,521	93,920	4.86%
Premiums - Employee	610-5100-4574-0000	-	2,341	52,566	49,580	106,712	57,132	115.23%
Premiums - Retiree	610-5100-4574-0000	74,090	46,937	42,886	36,296	36,297	1	0.00%
Stop Loss Reimbursements	610-5100-4578-0000	122,303	195,800	100,007	100,000	100,000	-	0.00%
Insurance Rebates/Refunds	610-5100-4753-0000	36,308	27,870	33,696	50,000	50,000	-	0.00%
Vision Premiums	610-5100-4581-0000	8,527	10,365	11,202	10,400	11,616	1,216	11.69%
Total Operating Revenues		1,690,724	1,876,151	2,173,958	2,179,877	2,332,146	152,269	6.99%
<b>OPERATING EXPENSES</b>								
Medical Claims	610-5100-8305-0000	1,233,763	1,218,760	1,200,000	1,300,000	1,283,390	(16,610)	-1.28%
Prescription Claims	610-5100-8310-0000	268,019	314,930	380,091	325,000	375,000	50,000	15.38%
Administrative	610-5100-8301-0000	366,659	420,246	504,494	425,000	542,393	117,393	27.62%
Wellness	610-5100-8315-0000	10,902	10,174	10,500	20,000	11,000	(9,000)	-45.00%
Vision Claims	610-5100-8320-0000	8,747	10,834	12,661	10,400	11,616	1,216	11.69%
Total Operating Expenses		1,888,090	1,974,944	2,107,746	2,080,400	2,223,399	142,999	6.87%
Income (loss) before Transfers		(197,366)	(98,793)	66,212	99,477	108,747	9,270	9.32%
Transfers In		-	375,000	-	-	-	-	N/A
Change in Net Position		(197,366)	276,207	66,212	99,477	108,747	9,270	9.32%
Net Position - January 1		358,692	161,326	437,533	-	503,745		
<b>Net Position - December 31</b>		<b>\$ 161,326</b>	<b>\$ 437,533</b>	<b>\$ 503,745</b>	<b>\$ 99,477</b>	<b>\$ 612,492</b>		

**DEPARTMENT DESCRIPTION:**

The Equipment Replacement fund accounts for the provision of vehicles and equipment for General Government, Public Safety, Public Works, and Parks, Recreation & Forestry departments. All activities necessary to provide such vehicles and equipment are accounted for in this fund. Financing is provided by charging the participating departments a use charge based on the asset’s annual depreciation.

**2024 VEHICLE REQUESTS:**

**Department:** Public Safety  
**Vehicle Name:** 2024 Chevy Tahoe

**Cost:** \$ 86,000  
**Type:** Replacement  
**Existing Vehicle Age** 7  
**Useful Life:** 4

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**Description:** New Supervisor Squad

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**Justification:** New supervisor squad replaces existing 2017 Chevy Tahoe (P-68). P-68 would move down to a potential CH390 vehicle. Existing P-68 emergency lights and interior equipment will remain. Base price is \$61,000 and equipment fully outfit new vehicle is estimated at \$25,000.

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**Department:** Public Safety  
**Vehicle Name:** 2024 Ford Explorer

**Cost:** \$ 74,500  
**Type:** Replacement  
**Existing Vehicle Age** 5  
**Useful Life:** 4

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**Description:** New Patrol Squad

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**Justification:** The two new Explorers will replace P-100 and P-102. Base price of each Explorer is \$49,500. The request includes equipment to outfit the new Explorers, budgeted at \$25,000 each. The replaced vehicle in the best condition at the time of purchase (P-100 or P-102) will be moved to an SRO vehicle. The other vehicle being replaced will be sold or transferred to a different department.

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**Department:** Public Safety  
**Vehicle Name:** 2024 Ford Explorer

**Cost:** \$ 74,500  
**Type:** Replacement  
**Existing Vehicle Age** 4  
**Useful Life:** 4

**Description:** New Patrol Squad

**Justification:** The two new Explorers will replace P-100 and P-102. Base price of each Explorer is \$49,500. The request includes equipment to outfit the new Explorers, budgeted at \$25,000 each. The replaced vehicle in the best condition at the time of purchase (P-100 or P-102) will be moved to an SRO vehicle. The other vehicle being replaced will be sold or transferred to a different department.

**Department:** Public Works  
**Vehicle Name:** Loader

**Cost:** \$ 325,000  
**Type:** Replacement  
**Existing Vehicle Age** 26  
**Useful Life:** 20

**Description:** Loader

**Justification:** Being replaced with a loader with plow/wing, pusher box, and grapple.

**Department:** Public Works  
**Vehicle Name:** Trackless

**Cost:** \$ 200,000  
**Type:** Replacement  
**Existing Vehicle Age** 19  
**Useful Life:** 10

**Description:** Trackless MT5

**Justification:** Replacing 2004Trackless MT5.

**Department:** Public Works  
**Vehicle Name:** Sign Truck

**Cost:** \$ 155,000  
**Type:** Replacement  
**Existing Vehicle Age** 22  
**Useful Life:** 10

**Description:** Sign Truck

**Justification:** Replace 2001 Ford F-450 sign truck

**Department:** Public Works  
**Vehicle Name:** Flatbed Truck

**Cost:** \$ 90,000  
**Type:** Replacement  
**Existing Vehicle Age** 12  
**Useful Life:** 10

**Description:** Flatbed Truck

**Justification:** Replace existing flatbed that has rust jacking in the box and hydraulic oil filter issues.

**Department:** Public Works  
**Vehicle Name:** Toolcat

**Cost:** \$ 85,000  
**Type:** Replacement  
**Existing Vehicle Age** 13  
**Useful Life:** 10

**Description:** Toolcat

**Justification:** Replace existing 2010 Maclean MV with a Toolcat

**Department:** Public Works  
**Vehicle Name:** New Fleet Pick Up

**Cost:** \$ 53,000  
**Type:** Replacement  
**Existing Vehicle Age** 22  
**Useful Life:** 7

**Description:** Fleet Pick Up

**Justification:** Replace existing 2001 GMC 2500 fleet pick up truck.

**Department:** Parks & Recreation  
**Vehicle Name:** F-350 Pick Up

**Cost:** \$ 105,000  
**Type:** Replacement  
**Existing Vehicle Age** 22  
**Useful Life:** 10

**Description:** F-350 pick up with extended bed and chip box.

**Justification:** Replacing current equipment hauling truck with similar make/model. Selling R-155 when we take delivery of the new vehicle.

**Department:** Parks & Recreation  
**Vehicle Name:** Lawnmower

**Cost:** \$ 11,000  
**Type:** Replacement  
**Existing Vehicle Age** 11  
**Useful Life:** 10

**Description:** Lawnmower replacement.

**Justification:** Replacing current mower with similar make/model. Selling R-772 when we take delivery of the new

**2024 Budget**

**Internal Service Funds  
Equipment Replacement - Fund 620**

Account Description	Account Number	2021 Actual	2022 Actual	2023 Forecast	2023 Budget	2024 Budget	Budget	
							Dollar Change	Percent Change
<b>OPERATING REVENUES</b>								
Intergovernmental	620-5100-4130-0000	\$ -	\$ -	\$ 31,390	\$ -	\$ -	\$ -	N/A
Equipment Use Charge	620-5100-4595-0000	473,693	584,280	603,109	603,109	664,071	60,962	10.11%
Total Operating Revenues		473,693	584,280	634,499	603,109	664,071	60,962	10.11%
<b>OPERATING EXPENSES</b>								
Depreciation	620-5100-9190-0000	496,315	568,339	603,109	603,109	664,071	60,962	10.11%
Operating Income (Loss)		(22,622)	15,941	31,390	-	-	-	N/A
Nonoperating Revenues								
Insurance Refunds	620-5100-4752-0000	7,497	53,107	500	-	-	-	N/A
Sale of Equipment	620-5100-4800-0000	26,600	15,964	32,695	75,000	50,000	(25,000)	-33.33%
Total Nonoperating Revenues		34,097	69,071	33,195	75,000	50,000	(25,000)	-33.33%
Change in Net Position		11,475	85,012	64,585	75,000	50,000	(25,000)	-33.33%
Net Position - January 1		3,919,887	3,931,362	4,016,374	4,007,232	4,080,959		
<b>Net Position - December 31</b>		<b>\$ 3,931,362</b>	<b>\$ 4,016,374</b>	<b>\$ 4,080,959</b>	<b>\$ 4,082,232</b>	<b>\$ 4,130,959</b>		
<b>NET POSITION</b>								
Net Investment in Capital Assets		3,126,066	2,867,157	3,260,942	3,862,394	3,855,871		
Unrestricted		805,296	1,149,217	820,017	219,838	275,088		
<b>Total Net Position</b>		<b>\$ 3,931,362</b>	<b>\$ 4,016,374</b>	<b>\$ 4,080,959</b>	<b>\$ 4,082,232</b>	<b>\$ 4,130,959</b>		