

Village of
Cross Plains
2017 Budget

General Fund

Summary

Village of Cross Plains
2017 General Fund Operating Budget

SUMMARY of REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Taxes	1,142,920	1,025,875	0	1,025,875	1,031,650	0.56%
Taxes (Non Property Taxes)	62,428	77,875	3,166	93,500	93,500	20.06%
Special Assessments	1,724	1,000	0	1,000	1,000	0.00%
Intergovernmental Revenue	308,361	376,500	119,404	378,000	407,500	8.23%
Licenses and Permits	102,128	82,250	47,632	95,000	95,750	16.41%
Fines, Forfeits, and Penalties	22,985	31,250	7,565	20,000	24,750	-20.80%
Public Charges for Services	24,660	26,500	30,677	69,250	33,000	24.53%
Intergovernmental Charges for Services	91,056	35,000	0	35,000	15,000	-57.14%
Miscellaneous Revenues	18,957	55,500	11,636	24,750	24,250	-56.31%
Other Financing Sources	11,284	33,500	0	0	45,000	34.33%
Total Budget Revenue	1,786,504	1,745,250	220,079	1,742,375	1,771,400	1.50%

SUMMARY of EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51100 VILLAGE BOARD	18,317	20,350	7,402	19,850	20,000	-1.72%
51200 MUNICIPAL COURT	20,894	24,650	10,619	23,250	24,500	-0.61%
51410 VILLAGE ADMINISTRATION	154,288	144,250	66,076	134,500	144,500	0.17%
51430 PERSONNEL	71,630	61,750	36,762	57,750	54,500	-11.74%
51440 ELECTIONS	1,735	4,250	2,155	5,000	3,250	-23.53%
51510 FINANCIAL MANAGEMENT	10,085	13,750	9,599	14,100	16,250	18.18%
51530 VILLAGE ASSESSOR	9,160	10,000	3,810	10,000	10,250	2.50%
51540 INSURANCE AND RISK MANAGEMENT	75,453	57,750	24,671	57,500	59,500	3.03%
51600 GENERAL BUILDINGS AND PLANT	38,828	35,250	15,017	37,500	38,750	9.93%
51900 CONTINGENCY	7,650	47,500	2,500	10,000	20,000	-57.89%
52100 POLICE DEPARTMENT	453,298	519,250	217,177	493,000	552,450	6.39%
52200 CROSS PLAINS-BERRY FIRE DISTRICT	88,766	83,000	55,488	81,750	86,500	4.22%
52300 CROSS PLAINS AREA EMS	50,069	48,500	48,551	48,550	61,250	26.29%
52400 BUILDING INSPECTION	16,576	16,750	7,193	18,250	19,500	16.42%
53300 PUBLIC FACILITIES	399,732	379,250	198,268	429,150	373,200	-1.60%
53420 STREET LIGHTING	68,495	80,000	22,063	80,000	82,500	3.13%
53620 REFUSE AND GARBAGE COLLECTION	158,550	164,000	79,106	159,000	174,500	6.40%
56400 COMMUNITY DEVELOPMENT	30,101	35,000	41,419	63,000	30,000	-14.29%
59200 TRANSFERS TO OTHER FUNDS	104,666	0	0	0	0	-----
Total Budget Expenditures	1,778,294	1,745,250	847,876	1,742,150	1,771,400	1.50%

Difference in Revenues over Expenditures	8,210	0	(627,797)	225	0
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Village of Cross Plains
2017 General Fund Operating Budget

Index Expenditures Summary

<i>PERSONNEL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
101	Department Head	148,405	152,050	70,610	147,650	158,500	4.24%
102	First Subordinate	101,651	104,450	23,696	77,200	106,500	1.96%
103	Full-Time Employees	304,697	330,250	153,767	327,750	315,750	-4.39%
104-107	Part-Time Employees	43,507	21,750	13,477	34,500	32,750	50.57%
110	Bonus Pool	16,968	10,000	9,737	13,000	12,250	22.50%
171	Health Insurance	105,486	125,250	71,082	138,500	133,250	6.39%
172	Dental	6,354	8,000	3,820	8,000	8,250	3.13%
173	Retirement	68,015	59,000	26,598	58,250	64,800	9.83%
174	Social Security	37,894	37,250	16,120	32,750	38,150	2.42%
175	Medicare	8,926	8,750	3,770	8,000	9,000	2.86%
176	Life Insurance	1,502	1,250	770	1,400	1,750	40.00%
177	Disability Insurance	0	1,250	0	0	0	-100.00%
178	Uniform	7,274	8,500	1,858	6,500	7,500	-11.76%
179	Flexible Spending	1,155	750	318	750	750	0.00%
Total PERSONNEL SERVICES Expense		851,834	868,500	395,623	854,250	889,200	2.38%

<i>CONTRACTUAL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
201	Postage	4,468	4,000	2,386	4,500	4,000	0.00%
202	Communication	16,769	17,000	7,549	16,000	17,000	0.00%
203	Utilities	29,888	34,500	12,038	34,250	35,500	2.90%
204	Dues & Subscriptions	10,353	10,750	6,362	9,850	11,500	6.98%
205	Meetings	10,519	14,000	6,658	11,750	11,750	-16.07%
206	Printing	6,322	7,500	4,938	7,750	7,750	3.33%
207	Support Services	474,673	493,750	273,084	522,550	525,250	6.38%
208	Legal Fees	40,970	32,500	13,473	32,000	31,500	-3.08%
209	Insurance	75,453	57,500	24,671	57,500	59,500	3.48%
Total CONTRACTUAL SERVICES Exp		669,416	671,500	351,159	696,150	703,750	4.80%

<i>SUPPLIES AND EXPENSES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
301	Equipment	33,588	20,500	9,808	21,250	21,250	3.66%
302	Technology	6,202	12,000	2,054	15,000	12,250	2.08%
303	Fuel	19,319	20,500	7,590	16,750	18,500	-9.76%
304	Supplies	31,575	30,500	10,515	36,000	30,000	-1.64%
305	Maintenance	46,145	66,750	65,576	86,750	68,950	3.30%
306	Programs	891	1,000	0	1,000	1,000	0.00%
399	Miscellaneous	7,008	6,500	3,052	5,000	6,500	0.00%
Total SUPPLIES AND EXPENSES		144,728	157,750	98,595	181,750	158,450	0.44%

<i>OTHER</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51900	Contingency	7,650	47,500	2,500	10,000	20,000	-57.89%
51910	Illegal Taxes, Refunds	0	0	0	0	0	-----
59200	Transfers to Other Funds	104,666	0	0	0	0	-----
Total OTHER Expenses		112,316	47,500	2,500	10,000	20,000	-57.89%

1,778,294 1,745,250 847,876 1,742,150 1,771,400 1.50%

Revenues

**REVENUES
GENERAL FUND - FUND 110**

Budget Summary

Taxes	
	41000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
41110	General Property Taxes	1,142,920	1,025,875	0	1,025,875	1,031,650	0.56%
41150	Managed Forest Land Taxes	157	250	30	250	250	0.00%
41310	Water Utility Tax Equivalent	58,818	74,125	0	90,000	90,000	21.42%
41320	Taxes from Other Tax Exempt Entities	3,454	3,500	3,136	3,250	3,250	-7.14%
	Total TAXES Revenue	1,205,348	1,103,750	3,166	1,119,375	1,125,150	1.94%

Special Assessments	
	42000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
42300	Spec Assess for Street Improvements	1,724	1,000	0	1,000	1,000	0.00%
42400	Special Assess for Street Facilities	0	0	0	0	0	-----
	Total SPECIAL ASSESSMENTS Rev	1,724	1,000	0	1,000	1,000	0.00%

Intergovernmental Revenues	
	43000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
43200	Federal Grants	0	0	0	0	0	-----
43410	State Shared Revenues	104,615	106,500	0	106,500	106,500	0.00%
43420	Fire Insurance	12,259	12,500	13,481	13,500	13,500	8.00%
43510	Expenditure Restraint - Computer Aid	6,142	51,250	0	51,750	52,000	1.46%
43520	State - Public Safety Grants	5,409	0	0	0	0	-----
43530	State - Highway Aid	173,312	199,500	99,654	200,000	229,000	14.79%
43540	State - Recycling Grant	6,624	6,500	6,268	6,250	6,250	-3.85%
43600	Other State Payment	0	250	0	0	250	0.00%
	Total INTERGOVERNMENTAL Rev	308,361	376,500	119,404	378,000	407,500	8.23%

**REVENUES
GENERAL FUND - FUND 110**

Budget Summary

Licenses and Permits	
	44000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
44100	Liquor and Malt Beverages	8,480	9,000	5,930	9,500	9,500	5.56%
44120	Other Business and Occupational	45,833	38,000	23,552	39,250	41,000	7.89%
44200	Nonbusiness Licenses	1,710	1,500	1,035	1,500	1,500	0.00%
44300	Building Permits and Inspection Fees	44,900	32,000	16,565	43,500	42,000	31.25%
44400	Zoning Permits and Fees	1,000	1,000	150	500	1,000	0.00%
44900	Other Regulator Permits and Fees	205	750	400	750	750	0.00%
	Total LICENSES AND PERMITS Rev	102,128	82,250	47,632	95,000	95,750	16.41%

Fines, Forfeits, & Penalties	
	45000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
45110	Court Penalties and Costs	22,985	31,000	7,565	20,000	24,500	-20.97%
45190	Other Law and Ordinance Violations	0	250	0	0	250	0.00%
	Total FINES, FORFEITS, & PENALTIES	22,985	31,250	7,565	20,000	24,750	-20.80%

Public Charges for Services	
	46000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
46100	General Government	3,980	5,000	590	2,500	2,500	-50.00%
46211	Juvenile Program	680	1,000	15	750	750	-25.00%
46212	School Officer Reimbursement	0	0	0	0	0	-----
46220	Fire Protection Fees	0	0	0	0	6,500	-----
46300	Transportation	0	250	0	250	250	0.00%
46400	Sanitation and Utilities	0	250	72	5,750	3,000	1100.00%
46800	Community Development	20,000	20,000	30,000	60,000	20,000	0.00%
	Total PUBLIC CHARGES Rev	24,660	26,500	30,677	69,250	33,000	24.53%

**REVENUES
GENERAL FUND - FUND 110**

Budget Summary

Intergovernmental Charges for Services	
	47000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
47410	TIF Administration Reimbursement	91,056	35,000	0	35,000	15,000	-57.14%
47420	Water Utility Reimbursement	0	0	0	0	0	-----
47430	Sewer Utility Reimbursement	0	0	0	0	0	-----
Total INTERGOVERNMENTAL CHARGES		91,056	35,000	0	35,000	15,000	-57.14%

Miscellaneous Revenues	
	48000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
48000	Miscellaneous Revenue	7,369	40,000	2,345	10,000	10,000	-75.00%
48100	Interest	2,708	3,000	3,659	5,750	5,000	66.67%
48200	Rent	5,079	5,000	2,100	4,000	4,000	-20.00%
48300	Property Sales	82	1,500	0	1,500	1,500	0.00%
48400	Insurance Dividend	3,720	6,000	3,532	3,500	3,750	-37.50%
Total MISCELLANEOUS Revenue		18,957	55,500	11,636	24,750	24,250	-56.31%

Other Financing Sources	
	49000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
49100	Proceeds of Long-term Debt	0	0	0	0	0	-----
49200	Transfers from Other Funds	11,284	0	0	0	0	-----
49300	Fund Balance Applied	0	33,500	0	0	45,000	34.33%
Total OTHER FINANCING SOURCES		11,284	33,500	0	0	45,000	34.33%

Total Budget Revenues	1,786,504	1,745,250	220,079	1,742,375	1,771,400	1.50%
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Expenses

**VILLAGE BOARD
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide necessary leadership and adopt policies that will result in excellence and efficiency in municipal services.

PROGRAM DESCRIPTION:

The Village Board meets on the fourth Monday of each month to take action on the issues that have been referred to them from Committees/Commissions. All meetings are held at the Village Hall in an open format that includes public comment and discussion regarding each meetings agenda. The Village Board is made up of residents who are non-partisan and elected at-large to two year terms. The election for these positions is held annually on the first Tuesday in April.

PROGRAM OBJECTIVES:

Act on all matters after a minimum number of meetings as is necessary.

Provide improved communication through Village Website, Newsletter, and other formats.

VILLAGE BOARD BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenues	18,317	20,350	7,402	19,850	20,000	-1.72%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51100						
101 Village President	2,400	2,400	0	2,400	2,500	4.17%
102 Village Trustees	7,200	7,200	0	7,200	7,250	0.69%
103 Boards/Commission Members	210	250	0	250	250	0.00%
201 Postage	914	1,500	296	1,000	1,000	-33.33%
204 Dues & Subscriptions	3,599	3,250	3,133	3,250	3,250	0.00%
205 Meetings	175	250	106	250	250	0.00%
206 Printing	3,748	5,000	3,720	5,000	5,000	0.00%
207 Support Services	0	250	147	250	250	0.00%
304 Supplies	71	250	0	250	250	0.00%
Total VILLAGE BOARD Expense	18,317	20,350	7,402	19,850	20,000	-1.72%

Notes:

- 101** The current salary for the Village President is \$200 per month.
- 102** The current salary for Village Trustees is \$100 per month.
- 103** Resident members appointed to the Plan Commission receive \$10 per meeting attended.
- 204** Includes Village membership in the League of Wisconsin Municipalities (\$1,328.96) and Dane County Cities, Villages Association (\$1,305), CP-Berry Historical Society (\$350), and CP Chamber (\$125).
- 206** Includes funding for the printing and distribution of 4 Village Newsletters.

**MUNICIPAL COURT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide for the efficient administration of the municipal justice system in the Village of Cross Plains.

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over actions involving violations of municipal ordinances under which the penalty is a forfeiture.

PROGRAM OBJECTIVES:

Continue mandatory judicial and clerk training to keep abreast of new laws and to ensure efficient operation of the court.

Ensure fair and impartial treatment.

MUNICIPAL COURT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenues		0	0	3,054	3,250	0	-----
45110	Court Penalties and Costs	22,985	31,000	7,565	20,000	24,500	-20.97%
Total MUNICIPAL COURT Revenue		22,985	31,000	10,619	23,250	24,500	-20.97%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51200							
101	Municipal Judge	3,900	3,900	1,950	4,000	4,000	2.56%
102	Court Clerk	9,592	9,750	4,500	9,750	10,750	10.26%
201	Postage	114	250	0	250	250	0.00%
202	Communication	276	500	150	500	500	0.00%
204	Dues and Subscriptions	840	1,000	740	1,000	1,000	0.00%
205	Meetings	337	1,000	100	500	500	-50.00%
207	Support Services	2,457	3,000	1,000	2,500	2,750	-8.33%
208	Legal Fees	3,340	5,000	2,178	4,500	4,500	-10.00%
304	Supplies	38	250	0	250	250	0.00%
Total MUNICIPAL COURT Expense		20,894	24,650	10,619	23,250	24,500	-0.61%

Notes:

- 102** The Court Clerk position is a combined position with the Administrative Assistant position in the Police Department. 25% of the salary for that combined position is charged to the Municipal Court Budget.
- 207** This includes the annual maintenance fee for the Court Management Software and jail boarding costs associated with municipal warrants.

**VILLAGE ADMINISTRATION
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To coordinate the operations of the various departments, consistent with the policies established by the Village Board, in an efficient, responsive, and service oriented manner.

PROGRAM DESCRIPTION:

Village Administration provides general staffing for the Village Hall providing a variety of services including but not limited to licensing, permitting, zoning, utility billing, property taxes, records management, general customer service, recreation registration, and other related services. The Village Administrator oversees the day to day operations, assists the boards/commissions, and other special projects as they arise. The Finance Director/Treasurer responsibilities include office management, day to day financial oversight, payroll, water/sewer billing, and other tasks as assigned. The Deputy Clerk-Treasurer assists with election responsibility, bill coding and disbursement, time card entry, general customer service, and other record keeping. The Administrative Assistant is part-time and assists in general daily responsibilities including getting the mail, going to the bank, tracking building permits, general filing, customer service, telephone calls, and other tasks as assigned.

PROGRAM OBJECTIVES:

Use technology to improve office efficiency and communications.

Improve office layout with better organization.

VILLAGE ADMINISTRATION BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenues	94,284	90,750	34,970	81,750	90,000	-0.83%
44100	Liquor and Malt Beverages	8,480	9,000	5,930	9,500	9,500	5.56%
44120	Other Business and Occupational	45,833	38,000	23,552	39,250	41,000	7.89%
44200	Nonbusiness Licenses	1,710	1,500	1,035	1,500	1,500	0.00%
46100	General Government	3,980	5,000	590	2,500	2,500	-50.00%
	Total VILLAGE ADMIN Revenue	154,288	144,250	66,076	134,500	144,500	0.17%

Notes:

44100 Fees collected for the issuance of Operator's (Bartender's) and Liquor Licenses.

44120 This line item also includes money collected for Cigarette Licenses for establishments to sell cigarettes, and the Cable TV Franchise fee.

44200 Revenue collected to license cats, dogs, and other miscellaneous licenses.

46100 Fees collected for the use of the copy machine or creating duplicate documents as requested.

VILLAGE ADMINISTRATION (Continued)
GENERAL FUND - FUND 110

EXPENDITURES

<i>PERSONNEL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51410							
101	Administrator/Clerk	38,863	39,500	19,877	35,000	36,750	-6.96%
102	Finance Director/Treasurer	28,573	29,000	8,714	24,250	32,000	10.34%
103	Deputy Clerk-Treasurer	27,182	27,500	12,748	25,000	28,250	2.73%
104	Administrative Assistant (p/t)	2,361	2,500	1,184	2,500	2,750	10.00%
Total PERSONNEL SERVICES Expense		96,979	98,500	42,523	86,750	99,750	1.27%

Notes:

- 101** The annual salary for the position is split between the General Fund (50%), Water Utility (25%), Sewer Fund (25%), and TID (determined at year end).
- 102** The annual salary for the position is split between the General Fund (50%), Water Utility (25%), Sewer Fund (25%), and TID (determined at year end). The 2017 Budget includes a 2.5% wage increase.
- 103** The annual salary for the position is split between the General Fund (70%), Water Utility (15%), and Sewer Fund (15%). The 2017 Budget includes a 2.5% wage increase.
- 104** This position is part-time budgeted at 1,200 hours per year maximum. The annual salary for the position is split between the General Fund Administration (20%), General Fund Inspections (50%), Water Utility (15%), and Sewer Fund (15%). The 2017 Budget includes a 2.5% increase.

VILLAGE ADMINISTRATION (Continued)
GENERAL FUND - FUND 110

<i>CONTRACTUAL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51410							
201	Postage	3,152	1,500	2,090	2,500	2,000	33.33%
202	Communication	1,424	1,250	554	750	750	-40.00%
204	Dues & Subscriptions	1,961	750	740	750	750	0.00%
205	Meetings	5,761	5,000	2,770	4,000	4,500	-10.00%
206	Printing	1,609	1,750	961	1,750	1,750	0.00%
207	Support Services	1,264	1,500	324	1,250	1,500	0.00%
208	Legal Fees	33,642	25,000	10,995	25,000	25,000	0.00%
Total CONTRACTUAL SERVICES Exp		48,813	36,750	18,434	36,000	36,250	-1.36%

Notes:

- 202** Provides funding for the Village Administrator/Clerk's payment for cell phone usage.
- 204** Includes membership for the Administrator to ICMA, WCMA, WMCA, WPELRA, IIMC to assist in training, professional development, and other service improvements.
- 205** Includes the attendance at 1 in state conference, ICMA Annual Conference for Administrator out of state, one person to attend the Municipal Clerk-Treasurer's Institute, and payment for other meetings attended out of the Village.
- 208** Funding for the Village Attorney to assist the board and staff with legal related issues.

<i>SUPPLIES AND EXPENSES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51410							
301	Equipment	239	1,500	0	1,000	1,000	-33.33%
302	Technology	2,388	2,000	1,560	5,000	2,250	12.50%
304	Supplies	2,420	3,000	1,199	2,750	2,750	-8.33%
399	Miscellaneous	3,449	2,500	2,360	3,000	2,500	0.00%
Total SUPPLIES AND EXPENSES		8,496	9,000	5,119	11,750	8,500	-5.56%

Notes:

- 304** Includes general office supplies, paper, envelopes, and other general supplies.

Total VILLAGE ADMIN Expense	154,288	144,250	66,076	134,500	144,500	0.17%
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**PERSONNEL
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide a competitive, yet cost-effective benefit package in order to recruit and retain quality employees.

PROGRAM DESCRIPTION:

The Personnel Budget includes all fringe benefit costs associated with the full-time and part-time employment of all employees not contained within the Library, Parks/Rec, Police, and Public Facilities Budgets. The Village provides a package of fringe benefits to all full-time staff including health insurance, dental insurance, retirement, social security, Medicare, life insurance, and income continuation (disability). Non-monetary benefits also include vacation, sick time, employee funded retirement, etc.

PROGRAM OBJECTIVES:

Stay current with changing laws regarding benefits related to employer and employee contributions.

Review benefits provided to achieve cost savings where possible.

PERSONNEL BUDGET SUMMARY

REVENUES	2015	2016	YTD	2016	2017	% Change
	Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
Allocated Revenue	71,630	61,750	36,762	57,750	54,500	-11.74%
EXPENDITURES						
	2015	2016	YTD	2016	2017	% Change
	Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
51430						
110 Bonus Pool	16,968	10,000	9,737	5,000	4,000	-60.00%
171 Health Insurance	27,598	26,750	14,971	28,000	26,250	-1.87%
172 Dental	1,985	1,750	1,115	1,750	1,750	0.00%
173 Retirement	9,526	8,000	4,886	8,500	8,250	3.13%
174 Social Security	8,241	8,000	3,687	8,000	8,250	3.13%
175 Medicare	1,991	2,000	862	2,000	2,000	0.00%
176 Life Insurance	178	250	237	250	250	0.00%
177 Income Continuation	0	250	0	0	0	-100.00%
179 Flexible Spending	1,155	750	318	750	750	0.00%
207 Support Services	0	1,500	650	1,000	1,000	-33.33%
208 Legal Fees	3,988	2,500	300	2,500	2,000	-20.00%
Total PERSONNEL Expense	71,630	61,750	36,762	57,750	54,500	-11.74%

Notes:

- 171** The budget assumes 2.25 family plans and 1 single plan. The 2017 fee for family is \$1,495.56 per month and for single is \$607.90 per month. The family rates are approximately 3.0% lower than 2016 and single rates are approximately 2% lower than 2016. The employee is responsible for paying 12.0% of that cost.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** There are 3.25 General employees currently enrolled in WRS. The employer contribution rate for General employees is 7.4% which represents an approximate 0.28% increase from 2016.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2017.
- 207** General consulting assistance related to human resources and personnel related issues.
- 208** General legal assistance for labor related issues as needed.

ELECTIONS GENERAL FUND - FUND 110

MISSION STATEMENT:

To efficiently and effectively administer all elections as required and implement all requirements as imposed by Statutes or Government Accountability Board.

PROGRAM DESCRIPTION:

The Village typically conducts 2-4 elections per year depending on the offices up for election and/or the need for recall elections. The Village Administrator/Clerk is responsible for managing the election process for the Village, coordinating chief inspectors and poll workers, and staying current on applicable law and/or rule changes. Each election when held is from 7 am to 8 pm at the Fire Station. All other registration, absentee voting, or other election related issues are handled at the Village Hall.

PROGRAM OBJECTIVES:

Continue to improve and simplify the election process for the voter where possible.

Use the Village Website to present more information about elections in the Village.

ELECTIONS BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenue	1,735	4,250	2,155	5,000	3,250	-23.53%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51440						
101 Chief Inspectors	116	500	0	500	500	0.00%
102 Election Inspectors	352	1,750	1,300	2,000	1,000	-42.86%
201 Postage	28	250	0	250	250	0.00%
205 Meetings	52	250	95	500	250	0.00%
206 Printing	273	250	187	250	250	0.00%
207 Support Services	717	500	0	500	250	-50.00%
301 Equipment	0	250	477	500	500	100.00%
304 Supplies	198	500	96	500	250	-50.00%
Total ELECTIONS Expense	1,735	4,250	2,155	5,000	3,250	-23.53%

Notes:

- 101** Two elections are currently scheduled in 2017. There was 4 in 2016. A single Chief Inspector is used during the day to supervise the election. They are paid \$9.00 per hour.
- 102** Two elections are currently scheduled in 2017. There was 4 in 2016. 7 poll workers are typically used in two shifts throughout the day per election. They are paid \$8.00 per hour.

FINANCIAL MANAGEMENT GENERAL FUND - FUND 110

MISSION STATEMENT:

To ensure the fiscal integrity of the Village through maintenance of all financial records and collection, investment and disbursement of all funds, and to prepare, maintain, and provide custody for all official documents and records of the Village.

PROGRAM DESCRIPTION:

The Village Administrator/Clerk oversees and is responsible for the finances of the Village, and the Finance Director/Treasurer manages the day-to-day financial operations as is needed. We are also assisted in these efforts through consultants for Auditing and Financial Advising to help assist staff with required reporting and best practices. Additionally, the Village is required and does complete an annual audit through an independent auditing firm.

PROGRAM OBJECTIVES:

Improve the Village's financial management via employee enrichment.

Provide new communication regarding the Village's finances for the board and public.

FINANCIAL MANAGEMENT BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenue	10,085	13,750	9,599	14,100	16,250	18.18%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51510						
204 Dues & Subscriptions	10	0	0	100	250	-----
205 Meetings	1,533	2,000	1,374	1,750	1,000	-50.00%
206 Printing	483	250	0	500	500	100.00%
207 Support Services	6,621	10,000	8,225	10,250	13,000	30.00%
304 Supplies	1,438	1,500	0	1,500	1,500	0.00%
Total FINANCIAL MANAGEMENT Exp	10,085	13,750	9,599	14,100	16,250	18.18%

Notes:

- 204** Includes membership to the Municipal Treasurer's Association of Wisconsin (MTAW) and Wisconsin Government Finance Officers Association (WGFOA) for the Finance Director/Treasurer.
- 205** Funding provided for accounting related training and education for Finance Director/Treasurer.
- 206** Printing associated with the annual preparation of the tax bills, tax bill insert, or finance related notice requirements.
- 207** Cost for conducting the annual audit and other assistance from the auditor for finance related issues. The Village currently uses Johnson and Block to conduct the annual audit, Ehlers as Financial Advisor, Workhorse for Accounting Software, and State for Manufacturing Assessment.
- 304** Supplies associated with the preparation of the annual budget and/or as needed for finance related items.

**VILLAGE ASSESSOR
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide all legally required assessment functions through the development and implementation of practices and procedures that are in accordance with Wisconsin Statutes, Wisc. Department of Revenue regulations, and current professional standards.

PROGRAM DESCRIPTION:

The responsibilities of the Village Assessor are contracted out with Associated Appraisal. They perform the annual maintenance required each year as is required by Statute for property assessment.

PROGRAM OBJECTIVES:

- Maintain efficient communication and service between residents and assessor.
- Limit Open Book and Board of Review complaints via educational efforts.

VILLAGE ASSESSOR BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenue	9,160	10,000	3,810	10,000	10,250	2.50%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51530						
205 Meetings	117	250	0	250	250	0.00%
207 Support Services	9,044	9,750	3,810	9,750	10,000	2.56%
Total VILLAGE ASSESSOR Exp.	9,160	10,000	3,810	10,000	10,250	2.50%

Notes:

- 207** Includes funding to contract with Associated Appraisal for Assessing Services.

INSURANCE AND RISK MANAGEMENT GENERAL FUND - FUND 110

MISSION STATEMENT:

To provide adequate insurance coverage to protect the Village officials, employees, infrastructure, and other assets against excessive losses.

PROGRAM DESCRIPTION:

The Village currently contracts with the League of Wisconsin Municipalities Mutual Insurance through Baer Insurance as our representative providing liability, auto, public officials errors/omissions coverage, worker's compensations, and boiler. The State Governmental Property Insurance Pool covers property.

PROGRAM OBJECTIVES:

- Provide satisfactory coverage limits for all Village activities in a cost efficient manner.
- Encourage safety and other related best practices to limit the presence of risk.

INSURANCE AND RISK MANAGEMENT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	71,733	51,750	21,139	54,000	55,750	7.73%
48400	Insurance Dividend	3,720	6,000	3,532	3,500	3,750	-37.50%
	Total INSURANCE & RISK MGMT Rev.	75,453	57,750	24,671	57,500	59,500	3.03%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	51540						
205	Meetings	0	250	0	0	0	-100.00%
209	Insurance	75,453	57,500	24,671	57,500	59,500	3.48%
	Total INSURANCE & RISK MGMT Exp.	75,453	57,750	24,671	57,500	59,500	3.03%

Notes:

- 205** Funding to attend meetings for training on safety, insurance, or other related item.
- 209** The Village currently carries property, errors and omission, auto, general liability, boiler, and workers compensation.

**GENERAL BUILDINGS AND PLANT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To ensure the upkeep and maintenance of the Village Hall and storage facility including but not limited to the building, HVAC, water, sewer, telephone, data, and other mechanicals.

PROGRAM DESCRIPTION:

Facilities currently owned by the Village include the Village Hall, Library, Public Facilities Garage, and adjacent storage units. The expense for maintaining the Library and Public Facilities are included within their budget while the revenue from renting the storage unit and expenses associated with the facility and Village Hall are included within this budget.

PROGRAM OBJECTIVES:

Review all applicable utilities for energy efficiency opportunities.

Improve general maintenance of the Village Hall to limit water damage and wasted energy usage.

GENERAL BUILDINGS AND PLANT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	33,749	30,250	12,917	33,500	34,750	14.88%
48200	Rent	5,079	5,000	2,100	4,000	4,000	-20.00%
	Total GENERAL BUILD & PLANT Rev	38,828	35,250	15,017	37,500	38,750	9.93%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	51600						
202	Communication	4,715	4,500	2,157	4,500	4,500	0.00%
203	Utilities	16,062	17,500	4,845	17,500	18,500	5.71%
207	Support Services	12,568	7,500	5,311	10,000	10,000	33.33%
301	Equipment	4,705	3,000	2,306	4,000	4,000	33.33%
302	Technology	0	500	300	500	500	0.00%
304	Supplies	620	250	98	1,000	250	0.00%
305	Maintenance	158	2,000	0	0	1,000	-50.00%
	Total GENERAL BUILD & PLANT Exp	38,828	35,250	15,017	37,500	38,750	9.93%

Notes:

- 202** Includes the Village Hall internet and phone service.
- 203** The Village pays utility costs of electricity, natural gas, water, and sewer as applicable for the Village Hall, storage unit facility, and an emergency siren.
- 207** This line items pays for a weekly cleaning of Village Hall and shares in the cost of the cleaning of the Library, and Village share of DaneCom costs.
- 301** Funding provided for lease of shared copier at Village Hall.
- 304** There are variety of different supplies need from time to time including paper products, signage, cleaning supplies, rugs, and other general materials for the building.
- 305** Includes Village Hall building repairs.

**CONTINGENCY
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide funds for unanticipated expenses during the budget year and/or emergency situations.

PROGRAM DESCRIPTION:

The Contingency Fund is used to help provide funding for things that are not included within the budget after it has been approved by the Village Board. What ever is not used will lapse into the General Fund surplus to be used in the future for an identified purpose.

PROGRAM OBJECTIVES:

To prevent the need to amend the annual budget following its approval by the Village Board.

All expenditures through the Contingency Fund are to be approved by the Village Administrator in accordance with the Purchasing Policy.

CONTINGENCY BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenue	7,650	47,500	2,500	10,000	20,000	-57.89%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51900 Contingency	7,650	47,500	2,500	10,000	20,000	-57.89%
51910 Illegal Taxes, Refunds	0	0	0	0	0	-----
Total CONTINGENCY Expense	7,650	47,500	2,500	10,000	20,000	-57.89%

Notes:

51910 This line item is used by the Auditor to account for tax related refunds or reissuance as they appear from year to year.

**POLICE DEPARTMENT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

The Mission of the Cross Plains Police Department is to ensure public safety and enhance the quality of life for citizens and visitors through pro-active policing and community involvement. In accomplishing these goals we hold ourselves to the values of integrity, professionalism and courtesy.

PROGRAM DESCRIPTION:

The Police Department consists of 5 full-time sworn officers, a full-time Administrative Assistant, and several part-time sworn officers. We have 1 Police Chief, 1 Lieutenant/Detective, and 3 full-time officers. We respond to all calls for service, investigate crimes, investigate traffic crashes, and are proactive in the area of traffic enforcement. We provide services and programs to the villages two public and one parochial school. We are active with our many civic groups in the village such as the Cross Plains Lions club, Optimist, and the Cross Plains Chamber of Commerce. We have officers assigned duties in the areas of School Liaison, Drug officer, and Business Liaison. We work closely with other village departments and offer assistance to other departments when needed.

PROGRAM OBJECTIVES:

Maintain public safety presence in the Community.

Continue to offer youth and other programs as time allows.

POLICE DEPARTMENT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	447,209	518,000	217,162	492,250	551,450	6.46%
43520	State - Public Safety Grants	5,409	0	0	0	0	-----
45190	Other Law and Ordinance Violations	0	250	0	0	250	0.00%
46211	Juvenile Program	680	1,000	15	750	750	-25.00%
46212	School Officer Reimbursement	0	0	0	0	0	-----
	Total POLICE DEPARTMENT Revenue	453,298	519,250	217,177	493,000	552,450	6.39%

POLICE DEPARTMENT (Continued)
GENERAL FUND - FUND 110

EXPENDITURES

PERSONNEL SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52100						
101	Chief	70,656	71,750	33,139	71,750	73,500	2.44%
102	Lieutenant/Detective	55,934	56,750	9,182	34,000	55,500	-2.20%
103	Officers	128,782	155,500	73,966	155,500	159,500	2.57%
104	Administrative Assistant	28,777	29,250	13,500	29,250	32,750	11.97%
105	Part-Time Officers	2,329	4,000	183	2,000	4,000	0.00%
106	School Resource Officer	0	0	0	0	0	-----
107	Crossing Guard	1,345	3,000	0	1,000	3,000	0.00%
110	Bonus Pool	0	0	0	0	3,500	-----
171	Health Insurance	41,905	61,000	36,889	72,500	75,000	22.95%
172	Dental	2,076	4,000	1,152	4,000	4,000	0.00%
173	Retirement	42,715	41,500	17,081	40,000	46,750	12.65%
174	Social Security	17,808	19,750	7,766	15,000	20,500	3.80%
175	Medicare	4,165	4,500	1,816	3,750	4,750	5.56%
176	Life Insurance	706	500	203	500	750	50.00%
177	Income Continuation	0	750	0	0	0	-100.00%
178	Uniform	2,595	3,000	321	2,500	3,000	0.00%
	Total PERSONNEL SERVICES Expense	399,791	455,250	195,197	431,750	486,500	6.86%

Notes:

101-102 Both employees in these line items are non-union. Wages include a 2.5% base pay increase.

103 Employees within this line item are members of a union. Estimated wage increase for 2017 is 2.0%.

104 This position is split between 75% within Police and 25% within Court. I am requesting this position be reclassified due to the taking on of additional responsibilities. Lisa is currently performing 90-95% of all the computer work for the department with no additional compensation. Password changes, trouble shooting, updates etc.... I am requesting an additional \$1.75 per hour prior to any percentage increase for 2017. The \$1.75 per hour equates to \$3,640 for the year. In contrast we researched several computer companies who would be completing the same work. The computer companies would be contracted for the year for ALL computer maintenance and issues. One company came in with a quote of \$11,100 and the other with a quote of \$15,516 per year. This position is not within a union and includes a 2.5% base pay increase.

110 Non-represented employees may be provided Merit Pay (i.e. - Bonus) upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay.

171 There are 4.75 Police employees on the family health insurance plan for 2017. This is up from 2.75 in 2015. Health insurance rates are set by the State. The 2017 fee for family is \$1,495.56 per month and for single is \$607.90 per month. The family rates are approximately 3.0% lower than 2016 and single rates are approximately 2% lower than 2016. The employee is responsible for paying 12.0% of that cost.

172 Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.

173 There are 5.75 Police employees currently enrolled in the Wisconsin Retirement System (WRS). All employees are now responsible for paying the employee share for WRS in 2017. The Employer share for Officers is 15.2% (up 1.31% from 2016) and General is 7.4% (up 0.20% from 2016) which are both increases from the year before.

174 The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.

- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2017.

POLICE DEPARTMENT (Continued)
GENERAL FUND - FUND 110

EXPENDITURES (Continued)

CONTRACTUAL SERVICES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
	52100						
201	Postage	233	250	0	250	250	0.00%
202	Communication	6,654	6,250	2,771	6,250	7,000	12.00%
203	Utilities	2,104	3,000	615	2,750	3,000	0.00%
204	Dues & Subscriptions	2,943	3,500	750	3,500	4,000	14.29%
205	Meetings	2,360	5,000	2,212	4,500	5,000	0.00%
206	Printing	209	250	70	250	250	0.00%
207	Support Services	8,309	9,000	3,758	9,000	10,500	16.67%
Total CONTRACTUAL SERVICES Exp		22,811	27,250	10,175	26,500	30,000	10.09%

Notes:

- 202** Increase accurately reflects cost of all communications including cell phone reimbursement for Chief and Lt.
- 204** Provides funding for association membership and other subscriptions. Small increase due to moving our email from our exchange server to Office 365. This has been recommended by our computer tech and should prolong the life of our main server by a couple years.
- 207** This line item still includes all of our contracted services for the department. The \$1,500 increase is due to our planned purchase of 3 new squad MDC's utilizing current budget and budget money from 2017 (without increasing budget or Capital). The additional \$1,500 will be used to pay an outsourced computer tech to change over and set up the new MDC's. *****NOTE***** Also included in this line item is \$2,500 or additional computer expertise that cannot be covered by in-house personnel. This request could increase by between \$11,100 and \$15,500 if the proposal in line 104 is not approved.

SUPPLIES AND EXPENSES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
	52100						
301	Equipment	8,276	8,250	6,732	8,250	8,250	0.00%
302	Technology	3,257	9,000	0	9,000	9,000	0.00%
303	Fuel	6,716	8,500	2,238	6,000	8,500	0.00%
304	Supplies	2,460	1,500	49	1,500	1,500	0.00%
305	Maintenance	8,677	7,000	2,272	7,500	6,200	-11.43%
306	Programs	891	1,000	0	1,000	1,000	0.00%
399	Miscellaneous	419	1,500	514	1,500	1,500	0.00%
Total SUPPLIES AND EXPENSES		30,696	36,750	11,804	34,750	35,950	-2.18%

Notes:

- 305** This small decrease is due to the expectation of purchasing a new squad as requested in Capital. If the new squad is not approved then this line item will stay at \$7,000 for 2017.

Total POLICE DEPARTMENT Expense	453,298	519,250	217,177	493,000	552,450	6.39%
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**CROSS PLAINS-BERRY FIRE DISTRICT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide for efficient fire protection and emergency response within the Village.

PROGRAM DESCRIPTION:

The Village is currently a member of the Cross Plains-Berry Fire District along with the Towns of Berry and Cross Plains. Three members of the Village Board sit as members of the Fire District Board along with the same representation from the Towns. This organization provides fire protection for all of the Village and portions of the towns. The Firefighters that make up the Department are all currently volunteers. The Fire District Board works with the Fire Chief to approve a budget that is split by the member communities based on the property value that is covered by the district within each jurisdiction.

PROGRAM OBJECTIVES:

Maintain a consistent level of service for Fire Protection.

Continue to review and discuss opportunities of efficiency gains to achieve cost savings.

CROSS PLAINS-BERRY FIRE DISTRICT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	76,507	70,500	42,007	68,250	66,500	-5.67%
43420	Fire Insurance	12,259	12,500	13,481	13,500	13,500	8.00%
46220	Fire Protection Fees	0	0	0	0	6,500	-----
	Total CP-BERRY FIRE DISTRICT Rev	88,766	83,000	55,488	81,750	86,500	4.22%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52200						
101	Fire Officer Wages	0	0	0	0	6,500	-----
173	Retirement	6,050	0	0	0	0	-----
204	Dues and Subscriptions	1,000	2,000	1,000	1,000	2,000	0.00%
207	Support Services	79,018	78,250	54,488	77,500	75,250	-3.83%
301	Equipment	0	0	0	0	0	-----
305	Maintenance	2,698	2,750	0	3,250	2,750	0.00%
	Total CP-BERRY FIRE DISTRICT Exp	88,766	83,000	55,488	81,750	86,500	4.22%

Notes:

- 101** Annually the Village does a one-time payment for the Fire District in order to pay the wages for the leadership positions within the Department. This is paid for by the District with a processing fee of \$100.
- 173** Members of the Volunteer Department receive as a benefit membership in the Length of Service Award (LOSA) program that is a form of retirement program. The annual cost for the Village has been built into the operating cost charge by the District and is now included within Line Item #207.
- 204** The Village annually contributed \$2,000 to the Fire Department Association Fund for their use during meetings. This is equal to the contribution made by each of the other member communities.
- 207** This is the annual fee for service as a member of the Fire District for fire protection. The increase is attributed to the inclusion of the LOSA contribution into the charge for operating costs.
- 305** The Village is required to annually inspect commercial properties through a third party inspection service. This cost was being included in the cost for fire services with no specific allocation.

**CROSS PLAINS AREA EMS
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide for efficient emergency medical services and other emergency response within the Village.

PROGRAM DESCRIPTION:

The Village is currently a member of the Cross Plains Area EMS along with the Towns of Berry, Cross Plains, and Springfield. One member of the Village Board sits as a member of the EMS District Board along with the same representation from each of the towns. This organization provides Emergency Medical Service (ambulance) for all of the Village and portions of each member township. The Cross Plains EMS consists of 2 full-time EMTs and 2 part-time EMTs along with 40 volunteer members. The EMS District Board works with the EMS Chief to approve a budget that is split by the member communities based on the population that is contained within the district of each jurisdiction.

PROGRAM OBJECTIVES:

Maintain a consistent level of service for EMS Response.

Continue to review and discuss opportunities of efficiency gains to achieve cost savings.

CROSS PLAINS AREA EMS BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenue	50,069	48,500	48,551	48,550	61,250	26.29%

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
52300						
207 Support Services	50,069	48,500	48,551	48,550	61,250	26.29%
Total CROSS PLAINS AREA EMS Exp	50,069	48,500	48,551	48,550	61,250	26.29%

Notes:

- 207** This organization is setup similar to the Fire District and charges one annual fee that is billed quarterly. Additional capital expenses would have to be considered as part of the Village's annual budget as applicable and requested. Increase in 2017 is due to addition of second full-time EMT.

**BUILDING INSPECTION
GENERAL FUND - FUND 110**

MISSION STATEMENT:

Provide building inspection services that comply with the codes and requirements adopted by the Village Board, State of Wisconsin, and other regulatory agencies.

PROGRAM DESCRIPTION:

The Village contracts for inspection services on a per hour basis with a State Licensed Building Inspector. The fees collected from the permits filed go towards his time and the general administration of the program.

PROGRAM OBJECTIVES:

Continue to manage inspections and issue permits from the Village Hall.

Review and revise fee structure.

BUILDING INSPECTION SERVICES BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	0	0	0	0	0	-----
44300	Building Permits and Inspection Fees	44,900	32,000	16,565	43,500	42,000	31.25%
	Total BUILDING INSPECTION Revenue	44,900	32,000	16,565	43,500	42,000	31.25%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52400						
104	Administrative Assistant (p/t)	5,057	6,500	2,961	6,000	6,750	3.85%
206	Printing	0	0	0	0	0	-----
207	Support Services	11,519	10,000	4,232	12,000	12,500	25.00%
304	Supplies	0	250	0	250	250	0.00%
	Total BUILDING INSPECTION Expense	16,576	16,750	7,193	18,250	19,500	16.42%

Notes:

- 104** Half of the time paid for within the General Fund for the Administrative Assistant is paid for within this budget to account for her time spent processing permits.
- 207** This is the fee for the Building Inspector who charges an hourly rate and mileage for inspections conducted.
- 304** Various other supplies needed associated with the Inspection process including State seals.

**PUBLIC FACILITIES
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide a cost effective and efficient public works service that is responsive to the needs of the Village and its residents.

PROGRAM DESCRIPTION:

The Public Facilities Department is comprised of a Director and 5 additional staff that specialize in managing Village owned infrastructure. The department is responsible for snow plowing, basic street repair, tree trimming, chipping, street sweeping, mowing of public right of way, water/sewer maintenance, and other tasks as needed.

PROGRAM OBJECTIVES:

Respond to citizen complaints and/or inquiries in a timely manner.

Continue to review services and develop cost saving alternatives where possible.

PUBLIC FACILITIES BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	165,878	104,125	98,542	132,150	49,950	-52.03%
41310	Water Utility Tax Equivalent	58,818	74,125	0	90,000	90,000	21.42%
42300	Spec Assess for Street Improvements	1,724	1,000	0	1,000	1,000	0.00%
42400	Special Assess for Street Facilities	0	0	0	0	0	-----
43530	State - Highway Aid	173,312	199,500	99,654	200,000	229,000	14.79%
46300	Transportation	0	250	0	250	250	0.00%
46400	Sanitation and Utilities	0	250	72	5,750	3,000	1100.00%
47420	Water Utility Reimbursement	0	0	0	0	0	-----
47430	Sewer Utility Reimbursement	0	0	0	0	0	-----
	Total PUBLIC FACILITIES Revenue	399,732	379,250	198,268	429,150	373,200	-1.60%

Notes:

- 41310** Each year the Water Utility reimburses the General Fund for the property that it owns that is not taxed because it is tax exempt. The number is determined by the Village Auditor at the end of each year.
- 42300** This is the amount received from residents who have been specially assessed for street improvements and are required to make annual payment with interest as was agreed to at the time of project construction.
- 43530** Money received from the State to assist with road and highway maintenance.
- 43540** Money received from the State to assist with recycling collection and programs.
- 46300** Revenue received for special charges for snow removal.
- 46400** Revenue received for special charges associated with chipping loads, renting out the street sweeper and jet vector truck, and selling replacement recycling bins to residents.

PUBLIC FACILITIES (Continued)
GENERAL FUND - FUND 110

EXPENDITURES

PERSONNEL SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53300							
101	Director	32,470	34,000	15,645	34,000	34,750	2.21%
102	Laborers	119,745	117,750	53,553	117,750	95,000	-19.32%
103	Part-Time Staff	32,415	5,750	9,148	23,000	16,250	182.61%
110	Bonus Pool	0	0	0	8,000	4,750	-----
171	Health Insurance	35,983	37,500	19,223	38,000	32,000	-14.67%
172	Dental	2,293	2,250	1,553	2,250	2,500	11.11%
173	Retirement	9,725	9,500	4,631	9,750	9,800	3.16%
174	Social Security	11,846	9,500	4,667	9,750	9,400	-1.05%
175	Medicare	2,771	2,250	1,092	2,250	2,250	0.00%
176	Life Insurance	619	500	331	650	750	50.00%
177	Disability Insurance	0	250	0	0	0	-100.00%
178	Uniform	4,679	5,500	1,537	4,000	4,500	-18.18%
Total PERSONNEL SERVICES Expense		252,546	224,750	111,380	249,400	211,950	-5.70%

Notes:

- 101** The wage/benefits for the Director are split between the General Fund (48%), Water Utility (25%), and Sewer Fund (27%). Percentage distributions are determined based on a 5 year average of actual time spent within each fund. The budgeted increase in salary is set at 2.5% for 2017.
- 102** The wage/benefits for the Laborers are split between the General Fund (69%), Water Utility (16%), & Sewer Fund (15%). Additionally, the WWTP Operator is split between the General Fund (17%), Water Utility (24%), and Sewer Fund (59%). Percentage distributions are determined based on a 5 year average of actual time spent within each fund. The budgeted increase in salary is set at 2.5% for 2017.
- 103** Part-time Staff is utilized as needed mainly in warmer months and during heavy snow removal operations.
- 110** Employees may be provided Merit Pay (i.e. - Bonus) upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay.
- 171** There are 3 employees on the family plan and 2 employees on the single plan for 2017. The 2017 fee for family is \$1,495.56 per month and for single is \$607.90 per month. The family rates are approximately 3.0% lower than 2016 and single rates are approximately 2% lower than 2016. The employee is responsible for paying 12.0% of that cost.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** There are 5 Public Facilities employees currently in the Wisconsin Retirement System (WRS). The employer contribution rate for General employees is 7.4% which represents an approximate 0.20% increase from 2016.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2017.
- 178** The Village contracts with Cintas to provide uniform and floor mat service for the Department.

PUBLIC FACILITIES (Continued)
GENERAL FUND - FUND 110

EXPENDITURES (Continued)

CONTRACTUAL SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53300							
201	Postage	27	250	0	250	250	0.00%
202	Communication	3,701	4,500	1,916	4,000	4,250	-5.56%
203	Utilities	11,722	14,000	6,578	14,000	14,000	0.00%
204	Dues & Subscriptions	0	250	0	250	250	0.00%
205	Meetings	185	0	0	0	0	-----
207	Support Services	35,941	35,000	0	38,000	40,000	14.29%
Total CONTRACTUAL SERVICES Exp		51,577	54,000	8,494	56,500	58,750	8.80%

Notes:

- 202** Includes funding for the Public Facilities Garage telephone, TV, internet, fax, and cell phones services.
- 207** This line item is primarily used for mowing and rent for the storage of compost.

SUPPLIES AND EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53300							
301-000	Equipment	20,368	7,500	293	7,500	7,500	0.00%
302-000	Technology	558	500	194	500	500	0.00%
303-000	Fuel	12,603	12,000	5,352	10,750	10,000	-16.67%
304-101	Supplies - General	4,671	3,000	5,334	8,000	3,000	0.00%
304-102	Supplies - Snow/Ice Control Material	19,658	20,000	3,738	20,000	20,000	0.00%
305-101	Maintenance - Vehicle	7,048	8,000	7,402	9,000	10,000	25.00%
305-102	Maintenance - Equipment	12,164	12,000	15,223	17,000	14,000	16.67%
305-103	Maintenance - Infrastructure	15,399	35,000	40,679	50,000	35,000	0.00%
399-000	Miscellaneous	3,140	2,500	178	500	2,500	0.00%
Total SUPPLIES AND EXPENSES		95,610	100,500	78,395	123,250	102,500	1.99%

Notes:

- 301** Funding provides for annual Bobcat lease (\$1,500 per year), Traffic Control Equipment Rental (\$3,500), and other general equipment (\$2,500) as needed.
- 304-102** Road salt for snow and ice control is purchased under State Contracts.

Total SUPPLIES AND EXPENSES	399,732	379,250	198,268	429,150	373,200	-1.60%
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**REFUSE AND GARBAGE COLLECTION
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To provide an efficient and effective refuse and recycling collection program.

PROGRAM DESCRIPTION:

The Village presently contracts with Town and Country Sanitation for weekly trash and recycling curbside pickup. 2017 represents the 3rd year of our current 5 year contract.

PROGRAM OBJECTIVES:

Continue to provide a program that meets the needs of residents.

Continue to implement new ways for the collection of large items, electronics, appliances, and other materials not collected as part of the normal route.

REFUSE AND GARBAGE COLLECTION BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	151,926	157,500	72,838	152,750	168,250	6.83%
43540	State - Recycling Grant	6,624	6,500	6,268	6,250	6,250	-3.85%
	Total Refuse & Garbage Collection Rev	158,550	164,000	79,106	159,000	174,500	6.40%

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	53620						
207-001	Garbage Collection	110,000	114,000	55,000	110,000	118,000	3.51%
207-002	Recycling Collection	48,550	50,000	24,106	49,000	56,500	13.00%
	Total REFUSE & GARBAGE COL. Exp.	158,550	164,000	79,106	159,000	174,500	6.40%

**COMMUNITY DEVELOPMENT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

To ensure proper Village wide planning techniques and accurate interpretation of Village Codes.

PROGRAM DESCRIPTION:

The Village Administrator/Clerk-Treasurer currently serves as the appointed Zoning Administrator and there is no on-staff Village Planner. The Village utilizes a consultant to assist with day to day questions within the zoning code, planning related issues, development proposals, and other related issues as they arise.

PROGRAM OBJECTIVES:

Review and redraft the current zoning code.

Continue to employ best practices for planning and zoning related issues.

COMMUNITY DEVELOPMENT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	8,896	13,250	10,869	1,750	8,250	-37.74%
44400	Zoning Permits and Fees	1,000	1,000	150	500	1,000	0.00%
44900	Other Regulator Permits and Fees	205	750	400	750	750	0.00%
46800	Community Development	20,000	20,000	30,000	60,000	20,000	0.00%
	Total COMMUNITY DEVEL. Revenue	30,101	35,000	41,419	63,000	30,000	-14.29%

Notes:

44400 Money collected for changes to the Comprehensive Plan, Zoning Changes, and Conditional Use Permits.

46800 Escrow funds provided by Developers used to offset development review of large subdivision projects.

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	56400						
207-101	Support Services - General	30,101	35,000	39,523	63,000	30,000	-14.29%
207-102	Support Services - Zoning Code Re-Write	0	0	1,896	0	0	-----
	Total COMMUNITY DEVEL. Expense	30,101	35,000	41,419	63,000	30,000	-14.29%

Notes:

207-101 General consulting assistance for development projects typically offset by escrow funds from Developers. Some additional funding is provided to Village Staff to assist in zoning code review and enforcement.

