

VILLAGE OF BELLEVUE

FISCAL YEAR OPERATING BUDGET

Adopted: November 14, 2012



2013

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2.0 INTRODUCTION & VILLAGE INFORMATION



LETTER OF TRANSMITTAL

The Honorable Village Board:

The Village administration's 2013 Proposed Budget was prepared with the goal of preserving critical services, adding additional funding for public safety while maintaining a competitive tax rate.

The Village Board and administration held three budget work sessions during the course of the year to review priorities, expenditures and to discuss cost saving measures. The 2013 Budget reflects changes to employee benefits as a result of the expiration of the collective bargaining agreement. This includes changes in the health insurance program, health insurance premium sharing and the requirement that all employees fund their portion of WRS.

REVENUE CHANGES – GENERAL FUND

The 2013 proposed budget requires a tax increase of \$0.05 to fund general operations and debt service. The net effect of this increase on a \$150,000 home will be \$7.50 per year.

<u>Funding Area</u>	<u>Allocation</u>
Operations	\$0.01
Debt Service	<u>\$0.04</u>
Total	<u>\$0.05</u>

EXPENDITURE CHANGES – GENERAL FUND

The 2013 Budget includes \$36,000 in additional funding to increase police services by 40 hours per week beginning July 1st.

In addition, the following items are significant expenditure drivers in the 2013 Budget:

- Brown County Sheriff's Contract
- Fire Chief (Transitioned from Part-time to Fulltime)

REVENUE CHANGES – ENTERPRISE FUNDS

Water Utility

The 2013 Budget anticipates a rate increase of 3% due in part to an increase in debt service. The Village continues to make progress in replacing existing lines to reduce operational costs due to breaks in the system. The budget includes additional capital borrowing to replace commercial meters throughout the system and to replace the water main along Hazen Road.

Wastewater Utility

The 2013 Budget anticipates a rate increase of 8.15% in wastewater rates. In 2012, the Village contracted with Schenk, Inc. to conduct a rate study in anticipation of future rates increases by the Green Bay Metropolitan Sewer Authority (GBMSD). The proposed budget anticipates a 10% increase in the treatment costs from GBMSD. The Village continues to maintain an aggressive maintenance program to reduce infiltration in an effort to lower the operational costs of the system.

Storm Water Utility

The Storm Water Utility charge has not been increased since the fund was created in 2002. The proposed budget does not include a rate increase for the Storm Water Utility. To meet the requirements of the Wisconsin Department of Natural Resources the Utility has incurred additional capital and operational expenditures. The rate structure and cash flow requirements of the storm water utility will be monitored annually.

EXPENDITURE CHANGES – ENTERPRISE FUNDS

Water Utility

In 2013, the Village will focus on increasing water meter accuracy by implementing a water meter replacement program. The Village will replace all of the commercial water meters and 6% of the residential meters next year. This will result in greater meter accuracy for customers and enhance the financial position of the utility.

Wastewater Utility

The Village experienced a rate increase from the Green Bay Metropolitan Sewer District (GBMSD) of 11.6% in 2012. The Village has been notified that GBMSD rates will increase in 2013 by 10%. As mentioned above, the budget anticipates a wastewater rate increase of 8.15% to cover the added GBMSD expense and to set aside funds for depreciation.

Storm Water Utility

Expenditures in the Storm Water Utility continue to increase as the Village implements the required capital improvements to meet Department of Natural Resources guidelines. The 2013 Budget includes \$525,000 in capital outlay for land acquisition and construction of storm water retention ponds.

INTERNAL SERVICE FUNDS

Vehicle Operations & Maintenance Fund (VOM)

The 2013 Budget includes funding for the operations and maintenance, as well as, replacement expenses for the Village's fleet.

Sanitation Fund

The 2013 Budget anticipates transferring \$25,000 from the sanitation fund to the general fund for the Village's general operations expenses.

Debt Service Fund

The 2013 Budget requires a tax levy increase of \$0.04 to fund the Village's existing debt service. This increase is primarily due to the number of large county road urbanization projects; a decrease in the amount of revenue generated by impact fees and deferred special assessments.

STATISTICS

	<u>2010 FY</u>	<u>2011 FY</u>	<u>2012 FY</u>	<u>2013 Proposed</u>
Population	15,050	15,080	14,650	14,650
Assessed Value	\$1,124,737,900	\$1,139,553,400	\$1,156,238,700	\$1,162,002,200
General Fund Levy	\$1,717,071	\$1,849,030	\$1,980,902	\$2,006,013
Debt Service Levy	\$937,974	\$1,010,322	\$1,175,464	\$1,229,259
Capital Projects Levy	\$0	\$75,000	\$0	\$0
Total Tax Levy	\$2,655,045	\$2,934,352	\$3,156,366	\$3,235,272
Tax Rate	\$2.36	\$2.58	\$2.73	\$2.78

Note: FY = Fiscal Year

CLOSING

The 2013 Proposed Budget provides for the continuation of critical services while maintaining a favorable tax rate. The budget provides additional funding for public safety by adding additional police staffing.

The Village administration continues to focus on increasing efficiency through innovation and strategic investments. Staff will continue to build on past success as we incorporate new technology and foster public engagement in our community.

Sincerely,



Aaron Oppenheimer
Village Administrator

ELECTED OFFICIALS & ACKNOWLEDGMENTS

Elected Officials

Craig Beyl, Village President

Kevin Brennan, Trustee

Steve Soukup, Trustee

Dave Kaster, Trustee

Tom Katers, Trustee

Ronald Metzler, Municipal Judge

Village Administration

Aaron Oppenheimer, Village Administrator

Karen Simons, Director of Finance/Clerk-Treasurer

Joel Gregozeski, Director of Public Services

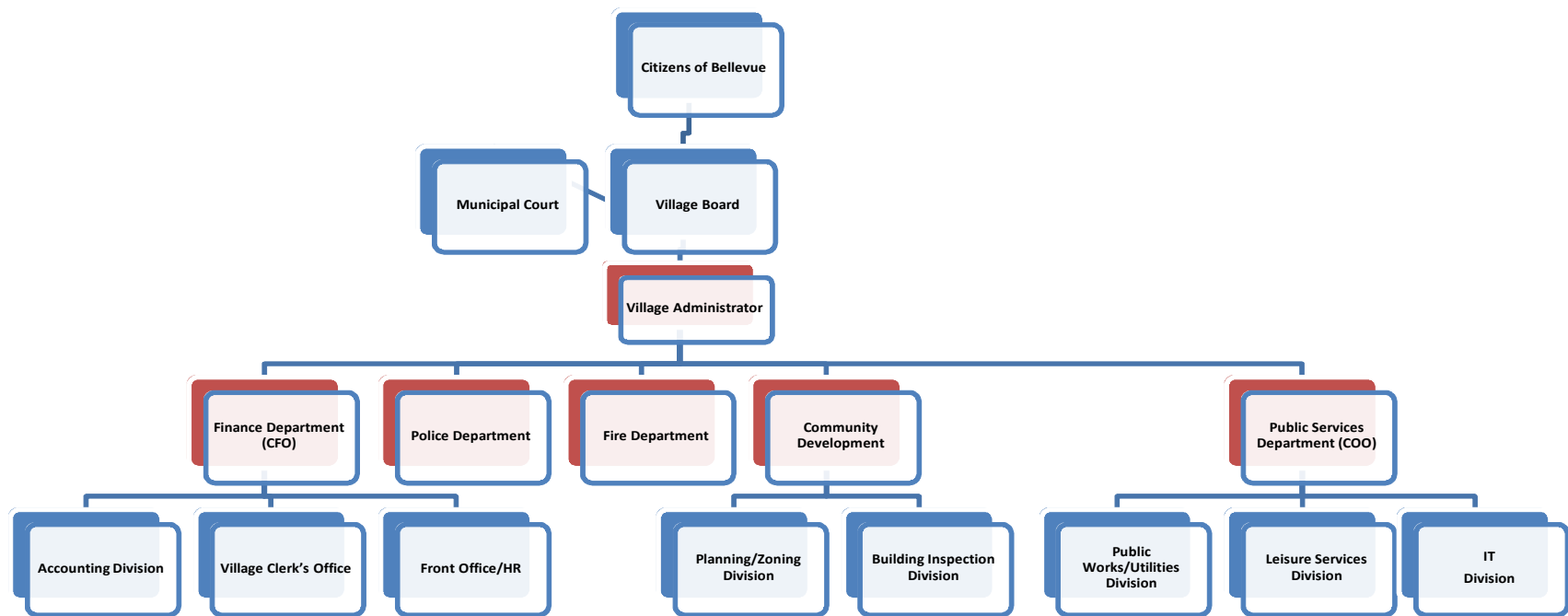
Bill Balke, Director of Public Works

Andrew Vissers, Community Development Director

Brad Muller, Fire Chief

ORGANIZATIONAL CHART

Organizational Chart



APPROVED POSITIONS

APPROVED POSITIONS

<u>DEPARTMENT</u>	<u>POSITIONS</u>	
Administration	Fulltime	Part-time
Administrator	1	
	1	0
Clerk-Treasurer		
Director of Finance/Clerk-Treasurer	1	
Accountant	1	
Deputy Clerk/Treasurer	1	
Office/Human Resources Manager	1	
Secretary/Receptionist	1	
	5	0
Municipal Court		
Municipal Judge (Elected)		1
Court Clerk	1	
Deputy Court Clerk		1
	1	2
Law Enforcement (Contracted)		
County Deputies	7.8	
Crossing Guards		2
Animal Control Officer		1
	7.8	3
Fire Department		
Fire Chief	1	
Assistant Chief		1
Division Chief (Suppression & Inspection)		1
Captain	1	3
Lieutenant	1	3
Firefighters	4	
Firefighters (Paid on Call)		35
Administrative Assistant		1
	7	44

<u>DEPARTMENT</u>	<u>POSITIONS</u>	
Public Services Department	Fulltime	Part-time
Director of Public Services	1	
Director of Public Works	1	
Assistant Director of Public Works	1	
Public Works Inspector	1	
Utility Technicians	3	
Laborers	4	
Park Foreman	1	
Recreation Supervisor	1	
Maintenance Service Worker		1
Utility Billing Clerk		1
	13	2
Community Development Department		
Community Development Director	1	
Asst Planner/Zoning Administrator	1	
GIS Coordinator	1	
Building Inspector	1	
Building Inspector		1
	4	1

TOTAL STAFF	<u>38.8</u>	<u>52</u>
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3.0 BUDGET SUMMARY

OPERATING REVENUES (ALL FUNDS)

OPERATING REVENUES (ALL FUNDS)						
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
GENERAL FUND REVENUES (TAXES)						
General Property Taxes	\$ 1,846,900	\$ 1,980,902	\$ 1,975,986	\$ 1,975,986	\$ 2,006,013	\$ 2,006,013
Omitted Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mobile Home Taxes	\$ 159,721	\$ 153,492	\$ 121,047	\$ 158,500	\$ 160,000	\$ 160,000
Management Forestland Taxes	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12
Hotel Room Tax	\$ 6,748	\$ 5,000	\$ 4,567	\$ 6,700	\$ 6,750	\$ 6,750
Water Utility Taxes	\$ 220,411	\$ 217,500	\$ 237,800	\$ 237,800	\$ 240,000	\$ 240,000
Interest - Delinquent PP Tax	\$ 2,332	\$ 350	\$ 274	\$ 400	\$ 400	\$ 400
Ag Use Penalty	\$ 2,768	\$ 500	\$ (63)	\$ 717	\$ 100	\$ 100
Subtotal	\$ 2,238,892	\$ 2,357,756	\$ 2,339,623	\$ 2,380,115	\$ 2,413,275	\$ 2,413,275
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
INTERGOVERNMENTAL REVENUES						
Public Safety Grant	\$ 5,900	\$ -	\$ -	\$ -	\$ -	\$ -
State Shared Revenues	\$ 442,206	\$ 337,023	\$ 50,554	\$ 337,023	\$ 336,316	\$ 336,316
State Fire Insurance Tax	\$ 35,656	\$ 35,656	\$ 40,636	\$ 40,636	\$ 40,636	\$ 40,636
State Exempt Computer Aid	\$ 15,383	\$ 16,042	\$ 17,870	\$ 17,870	\$ 16,186	\$ 16,186
State Transportation Aids	\$ 312,002	\$ 280,802	\$ 210,601	\$ 280,802	\$ 283,285	\$ 283,285
Forest Cropland	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Transit Revenue	\$ 86,453	\$ 86,723	\$ 44,274	\$ 86,723	\$ 89,325	\$ 89,325
Arson Task Force Payments	\$ 4,060	\$ 2,500	\$ 799	\$ 900	\$ 1,000	\$ 1,000
Subtotal	\$ 901,663	\$ 758,750	\$ 364,738	\$ 763,958	\$ 766,752	\$ 766,752

OPERATING REVENUES (ALL FUNDS) – continued

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>LICENSES & PERMITS</u>						
Liquor & Malt Beverages	\$ 65,880	\$ 24,900	\$ 26,253	\$ 26,606	\$ 25,000	\$ 25,000
Bartender's Licenses	\$ 2,804	\$ 10,800	\$ 10,015	\$ 10,800	\$ 3,000	\$ 3,000
Cable Television Fees	\$ 168,716	\$ 164,900	\$ 84,067	\$ 169,796	\$ 169,940	\$ 169,940
Cigarette Licenses	\$ 1,600	\$ 1,500	\$ 1,700	\$ 1,700	\$ 1,600	\$ 1,600
Mobile Home Licenses	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Direct Sellers Licenses	\$ 600	\$ 500	\$ 800	\$ 800	\$ 300	\$ 300
Special Events/Picnic Licenses	\$ 90	\$ 50	\$ 130	\$ 150	\$ 150	\$ 150
Dog & Cat Licenses	\$ 3,614	\$ 3,500	\$ 2,128	\$ 3,650	\$ 3,650	\$ 3,650
Bike Licenses	\$ 70	\$ -	\$ 65	\$ 65	\$ -	\$ -
Building Permits	\$ 44,010	\$ 50,000	\$ 50,583	\$ 65,000	\$ 50,000	\$ 50,000
Fire Dept Inspection Fees	\$ 103,887	\$ 99,000	\$ -	\$ 103,489	\$ 104,000	\$ 104,000
Miscellaneous Revenue	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Permits	\$ 805	\$ 375	\$ 815	\$ 955	\$ 400	\$ 400
Right of Way Permits	\$ 420	\$ 6,500	\$ 270	\$ 695	\$ -	\$ -
Fireworks Permits	\$ 7,300	\$ 5,200	\$ 8,275	\$ 8,275	\$ 8,275	\$ 8,275
False Alarm Permits	\$ 3,650	\$ 2,775	\$ 3,300	\$ 3,650	\$ -	\$ -
Fire Sprinkler Permits	\$ 700	\$ 250	\$ 1,400	\$ 2,450	\$ 1,050	\$ 1,050
Burning Permits	\$ 270	\$ 250	\$ 270	\$ 290	\$ 250	\$ 250
Hunting Permits	\$ 500	\$ -	\$ 165	\$ 500	\$ 500	\$ 500
Subtotal	\$ 406,441	\$ 372,000	\$ 190,236	\$ 400,371	\$ 369,615	\$ 369,615
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>FINES, FORFEITURES & PENALTIES</u>						
Law & Ordinance Citations	\$ 130,362	\$ 108,000	\$ 158,838	\$ 175,000	\$ 137,500	\$ 137,500
Parking Citations	\$ 11,524	\$ 10,000	\$ 11,594	\$ 13,343	\$ 11,000	\$ 11,000
Subtotal	\$ 141,886	\$ 118,000	\$ 170,432	\$ 188,343	\$ 148,500	\$ 148,500

OPERATING REVENUES (ALL FUNDS) – continued

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
PUBLIC CHARGES						
Special Assessment Letters	\$ 8,092	\$ 6,000	\$ 6,688	\$ 8,600	\$ 9,000	\$ 9,000
Copies	\$ 103	\$ 50	\$ 135	\$ 135	\$ 100	\$ 100
License Publication Fees	\$ 420	\$ 400	\$ 420	\$ 420	\$ 400	\$ 400
NSF Fees	\$ (15)	\$ 50	\$ 35	\$ 50	\$ 50	\$ 50
Weights & Measures	\$ 4,993	\$ 4,993	\$ -	\$ 4,135	\$ 4,342	\$ 4,342
Fire Emergency Calls	\$ 1,030	\$ 3,200	\$ (135)	\$ 1,545	\$ -	\$ -
Fire Reports	\$ 420	\$ 400	\$ 243	\$ 400	\$ 400	\$ 400
Street Charges	\$ 5,677	\$ 7,425	\$ 1,714	\$ 1,875	\$ 6,000	\$ 6,000
Park Rental Fees	\$ 10,259	\$ 9,342	\$ 11,022	\$ 11,407	\$ 13,115	\$ 13,115
Park Prog - Fees/Other Income	\$ 8,976	\$ 9,152	\$ 7,201	\$ 13,862	\$ 7,640	\$ 7,640
Park Program - Non Taxable	\$ 32,422	\$ 41,496	\$ 51,319	\$ 52,960	\$ 46,208	\$ 46,208
Park Prog - B/A School	\$ 55,600	\$ 57,680	\$ 33,331	\$ 55,000	\$ 57,680	\$ 57,680
Senior General Taxable	\$ 618	\$ -	\$ 65	\$ 65	\$ 3,000	\$ 3,000
Senior Program Non Taxable	\$ 574	\$ 2,250	\$ 426	\$ 2,250	\$ 2,050	\$ 2,050
Senior Holiday Gala	\$ 3,957	\$ 5,450	\$ 24	\$ 5,450	\$ 4,125	\$ 4,125
Senior Summer Picnic	\$ 1,546	\$ 3,100	\$ 533	\$ 3,100	\$ 2,100	\$ 2,100
Senior Spring Social	\$ 245	\$ 625	\$ -	\$ -	\$ -	\$ -
Park Prog - Sponsors/Donations	\$ 8,880	\$ 7,650	\$ 5,959	\$ 7,975	\$ 8,700	\$ 8,700
Planning & Development Fees	\$ 7,535	\$ 5,000	\$ 4,395	\$ 5,695	\$ 5,000	\$ 5,000
Eng - Construction Charges	\$ 451	\$ -	\$ 1,994	\$ 1,994	\$ -	\$ -
Subtotal	\$ 151,783	\$ 164,263	\$ 125,369	\$ 176,918	\$ 169,910	\$ 169,910
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
MISCELLANEOUS REVENUE						
Interest - Bank Accounts	\$ 15,789	\$ 20,000	\$ 6,195	\$ 13,500	\$ 15,000	\$ 15,000
Interest - Delq Special Assmts CTY	\$ 18,388	\$ 13,000	\$ 8,260	\$ 8,500	\$ 8,500	\$ 8,500
Miscellaneous Interest	\$ 7	\$ 100	\$ 208	\$ 240	\$ 160	\$ 160
Rental Properties	\$ 52,490	\$ 46,368	\$ 31,591	\$ 53,163	\$ 53,235	\$ 53,235
Lease Agreement - Water	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Lease Agreement - Sewer	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Lease Agreement - Stormwater	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Sale of Fire Equip & Property	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Other Equip & Property	\$ -	\$ -	\$ 6,100	\$ 6,100	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenues	\$ 30	\$ 100	\$ 1,082	\$ 100	\$ 100	\$ 100
Insurance Refunds	\$ 2,805	\$ -	\$ -	\$ -	\$ -	\$ -
Rescinded/Refunded Taxes	\$ 4,928	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 190,011	\$ 175,019	\$ 53,436	\$ 177,054	\$ 223,233	\$ 223,233

OPERATING REVENUES (ALL FUNDS) – continued

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OTHER FINANCIAL SOURCES						
Transfer from Sanitation	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Transfer from Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	\$ 157,083	\$ 157,083
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 182,083	\$ 182,083
TOTAL GENERAL FUND REVENUES	\$ 4,030,675	\$ 3,945,788	\$ 3,243,833	\$ 4,086,759	\$ 4,273,368	\$ 4,273,368
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
SANITATION FUND						
Sanitation Fund	\$ 784,813	\$ 787,580	\$ 546,152	\$ 820,634	\$ 820,546	\$ 820,546
TOTAL	\$ 784,813	\$ 787,580	\$ 546,152	\$ 820,634	\$ 820,546	\$ 820,546
OTHER						
Debt Service Fund	\$ 1,909,607	\$ 1,761,416	\$ 2,077,601	\$ 2,348,681	\$ 1,890,404	\$ 1,890,404
TOTAL	\$ 1,909,607	\$ 1,761,416	\$ 2,077,601	\$ 2,348,681	\$ 1,890,404	\$ 1,890,404
CAPITAL PROJECTS FUND						
Village Capital Projects Fund	\$ 3,328,053	\$ 7,003,870	\$ 4,653,577	\$ 4,753,371	\$ 4,894,000	\$ 4,894,000
Park Capital Projects Fund	\$ 20,072	\$ 10,075	\$ 10,038	\$ 10,058	\$ 10,075	\$ 10,075
IT Capital Projects Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ 174,000	\$ 174,000
TOTAL	\$ 3,348,125	\$ 7,013,945	\$ 4,663,615	\$ 4,813,429	\$ 5,078,075	\$ 5,078,075
SPECIAL REVENUE FUNDS						
Trees Special Revenue Fund	\$ 12,537	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Park Special Revenue Fund	\$ 11,233	\$ 8,600	\$ 19,576	\$ 66,542	\$ 35,100	\$ 35,100
Fire Special Revenue Fund	\$ 4,548	\$ 3,600	\$ 14,960	\$ 29,005	\$ 29,005	\$ 29,005
Police Special Revenue Fund	\$ 2,310	\$ 1,700	\$ 8,713	\$ 17,005	\$ 17,004	\$ 17,004
TOTAL	\$ 30,628	\$ 13,900	\$ 43,249	\$ 112,552	\$ 86,109	\$ 86,109
ENTERPRISE FUNDS						
Water Utility	\$ 3,007,657	\$ 3,414,567	\$ 2,262,828	\$ 3,539,456	\$ 3,596,075	\$ 3,596,075
Sewer Utility	\$ 1,843,170	\$ 1,930,063	\$ 1,346,309	\$ 1,912,014	\$ 2,101,207	\$ 2,101,207
Storm Water Utility	\$ 685,751	\$ 611,350	\$ 400,334	\$ 607,566	\$ 609,100	\$ 609,100
TOTAL	\$ 5,536,578	\$ 5,955,980	\$ 4,009,470	\$ 6,059,036	\$ 6,306,382	\$ 6,306,382
INTERNAL SERVICE FUNDS						
Vehicle Operations & Maintenance	\$ 424,673	\$ 395,810	\$ 395,879	\$ 395,900	\$ 396,400	\$ 396,400
TOTAL	\$ 424,673	\$ 395,810	\$ 395,879	\$ 395,900	\$ 396,400	\$ 396,400
GRAND TOTAL	\$ 16,065,099	\$ 19,874,419	\$ 14,979,800	\$ 18,636,991	\$ 18,851,284	\$ 18,851,284

OPERATING EXENDITURES (ALL FUNDS)

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
GENERAL FUND						
General Government						
Village Board	\$ 30,560	\$ 25,071	\$ 18,999	\$ 26,106	\$ 25,041	\$ 25,041
Municipal Court	\$ 90,770	\$ 100,215	\$ 83,684	\$ 123,931	\$ 112,764	\$ 112,764
Legal/Professional	\$ 39,300	\$ 45,000	\$ 23,996	\$ 45,000	\$ 46,500	\$ 46,500
Administrator's Office	\$ 176,907	\$ 180,876	\$ 103,457	\$ 181,234	\$ 161,016	\$ 161,016
Clerk-Treasurer's Office	\$ 113,984	\$ 145,213	\$ 97,531	\$ 149,133	\$ 133,957	\$ 133,957
Village Assessor	\$ 34,170	\$ 35,597	\$ 24,132	\$ 35,524	\$ 37,515	\$ 37,515
Information Technology	\$ 35,068	\$ 66,120	\$ 48,989	\$ 61,161	\$ 34,188	\$ 34,188
Other Governmental	\$ 45,201	\$ 35,599	\$ 24,115	\$ 33,727	\$ 29,500	\$ 29,500
Total General Government:	\$ 565,960	\$ 633,691	\$ 424,902	\$ 655,816	\$ 580,481	\$ 580,481
Public Safety						
Law Enforcement	\$ 917,454	\$ 955,217	\$ 467,046	\$ 934,222	\$ 1,046,394	\$ 1,046,394
Fire & Rescue	\$ 797,494	\$ 850,279	\$ 524,492	\$ 884,094	\$ 880,741	\$ 880,741
Total Public Safety:	\$ 1,714,948	\$ 1,805,496	\$ 991,538	\$ 1,818,317	\$ 1,927,134	\$ 1,927,134
Public Operations						
Public Works						
Administration	\$ 10,982	\$ 10,537	\$ 6,657	\$ 10,537	\$ 10,725	\$ 10,725
Street Maintenance	\$ 358,066	\$ 366,790	\$ 264,991	\$ 364,155	\$ 334,980	\$ 334,980
Snow Plowing	\$ 148,584	\$ 149,641	\$ 109,522	\$ 140,780	\$ 132,144	\$ 132,144
Construction/Engineering	\$ 72,379	\$ 75,525	\$ 46,250	\$ 73,170	\$ 64,005	\$ 64,005
Street Lighting/Transit	\$ 234,619	\$ 236,977	\$ 136,025	\$ 236,977	\$ 244,694	\$ 244,694
Buildings & Grounds	\$ 55,871	\$ 68,996	\$ 38,683	\$ 66,115	\$ 172,127	\$ 172,127
Total Public Works:	\$ 880,501	\$ 908,466	\$ 602,128	\$ 891,734	\$ 958,675	\$ 958,675
Leisure Services						
Administration	\$ 58,271	\$ 56,624	\$ 34,866	\$ 56,204	\$ 57,293	\$ 57,293
Parks	\$ 234,393	\$ 205,300	\$ 160,692	\$ 210,628	\$ 210,462	\$ 210,462
Recreation	\$ 153,137	\$ 177,503	\$ 118,751	\$ 179,895	\$ 183,067	\$ 183,067
Total Leisure Services:	\$ 445,800	\$ 439,427	\$ 314,309	\$ 446,727	\$ 450,821	\$ 450,821
Total Public Operations	\$ 1,326,301	\$ 1,347,893	\$ 916,437	\$ 1,338,461	\$ 1,409,496	\$ 1,409,496
Community Development						
Administration	\$ 16,382	\$ 14,249	\$ 9,015	\$ 14,251	\$ 14,395	\$ 14,395
Planning & Zoning	\$ 45,021	\$ 35,264	\$ 19,572	\$ 29,969	\$ 31,647	\$ 31,647
Economic Development	\$ 23,274	\$ 18,744	\$ 13,123	\$ 18,956	\$ 18,980	\$ 18,980
Building Inspection	\$ 112,887	\$ 118,957	\$ 72,146	\$ 118,077	\$ 116,530	\$ 116,530
GIS	\$ -	\$ -	\$ -	\$ -	\$ 14,705	\$ 14,705
Total Community Development:	\$ 197,564	\$ 187,214	\$ 113,855	\$ 181,253	\$ 196,257	\$ 196,257

OPERATING EXENDITURES (ALL FUNDS) – continued

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
Other Financial Uses						
Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to IT Fund	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Transfer to Capital Projects-Parks	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfer to Vehicle Maintenance	\$ 38,220	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financial Uses:	\$ 58,220	\$ 10,000	\$ 10,000	\$ 10,000	\$ 160,000	\$ 160,000
Total General Fund Expenditures:	\$ 3,862,993	\$ 3,984,294	\$ 2,456,732	\$ 4,003,846	\$ 4,273,368	\$ 4,273,368
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>SANITATION FUND</u>						
Sanitation Utility	\$ 744,937	\$ 769,012	\$ 453,320	\$ 829,152	\$ 833,959	\$ 833,959
TOTAL	\$ 744,937	\$ 769,012	\$ 453,320	\$ 829,152	\$ 833,959	\$ 833,959
<u>OTHER</u>						
Debt Service Fund	\$ 1,686,354	\$ 1,761,420	\$ 2,196,891	\$ 2,196,531	\$ 1,890,404	\$ 1,890,404
TOTAL	\$ 1,686,354	\$ 1,761,420	\$ 2,196,891	\$ 2,196,531	\$ 1,890,404	\$ 1,890,404
<u>CAPITAL PROJECTS FUND</u>						
Village Capital Projects Fund	\$ 1,538,272	\$ 8,373,412	\$ 1,471,415	\$ 5,739,843	\$ 6,108,290	\$ 6,108,290
Park Capital Projects Fund	\$ 39,000	\$ 43,500	\$ 43,310	\$ 43,310	\$ 14,020	\$ 14,020
IT Capital Projects Fund	\$ -	\$ -	\$ -	\$ 29,000	\$ 24,000	\$ 24,000
TOTAL	\$ 1,577,272	\$ 8,416,912	\$ 1,514,725	\$ 5,812,153	\$ 6,146,310	\$ 6,146,310
<u>SPECIAL REVENUE FUNDS</u>						
Trees Special Revenue Fund	\$ 13,680	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Park Special Revenue Fund	\$ 42,793	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Special Revenue Fund	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
Police Special Revenue Fund	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
TOTAL	\$ 81,473	\$ 30,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000
<u>ENTERPRISE FUNDS</u>						
Water Utility	\$ 3,113,130	\$ 3,232,065	\$ 1,790,609	\$ 3,173,128	\$ 3,255,426	\$ 3,255,426
Sewer Utility	\$ 1,943,069	\$ 2,009,142	\$ 1,105,761	\$ 2,060,406	\$ 2,153,859	\$ 2,153,859
Storm Water Utility	\$ 870,423	\$ 1,069,370	\$ 670,014	\$ 1,001,702	\$ 1,040,501	\$ 1,040,501
TOTAL	\$ 5,926,621	\$ 6,310,577	\$ 3,566,384	\$ 6,235,236	\$ 6,449,786	\$ 6,449,786
<u>INTERNAL SERVICE FUND</u>						
Vehicle Operations & Maintenance	\$ 310,881	\$ 180,771	\$ 94,978	\$ 285,839	\$ 287,351	\$ 287,351
TOTAL	\$ 310,881	\$ 180,771	\$ 94,978	\$ 285,839	\$ 287,351	\$ 287,351
GRAND TOTAL	\$ 14,190,531	\$ 21,452,986	\$ 10,308,030	\$ 19,392,758	\$ 19,911,178	\$ 19,911,178

4.0 GENERAL FUND REVENUES

GENERAL FUND REVENUES: GENERAL REVENUES (TAXES)

DESCRIPTION:

The General Revenues (Taxes) account is the Village's general purpose tax levy. The levy is determined by taking the difference between total General Fund budget expenditures and all other General Fund revenue sources. The levy determines the tax rate, which is equal to the total levy amount divided by the total assessed value of all property in the Village, divided by 1000. The resultant figure is the tax rate per \$1000 of assessed property value.

Mobile Home Taxes are property taxes assessed against homes in the Parkview and Perret Village mobile home parks. This revenue is segregated into a separate account as property taxes on mobile homes are calculated in a different manner than other real property.

The Management Forestland account is taxes paid on land in the Village participating in a State forestland preservation program.

The Hotel Room Tax is a tax imposed at retail rooms or lodging to customers by hotelkeepers.

Water Utility Taxes are taxes paid by the Bellevue Water Utility to the municipality. The tax calculation is determined pursuant to Wis. Stats. 66.0811(2).

Delinquent Personal Property Tax is interest penalties due for late payment of personal property taxes.

SIGNIFICANT CHANGES: None

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
GENERAL FUND REVENUES (TAXES)						
General Property Taxes	\$ 1,846,900	\$ 1,980,902	\$ 1,975,986	\$ 1,975,986	\$ 2,006,013	\$ 2,006,013
Omitted Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mobile Home Taxes	\$ 159,721	\$ 153,492	\$ 121,047	\$ 158,500	\$ 160,000	\$ 160,000
Management Forestland Taxes	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12
Hotel Room Tax	\$ 6,748	\$ 5,000	\$ 4,567	\$ 6,700	\$ 6,750	\$ 6,750
Water Utility Taxes	\$ 220,411	\$ 217,500	\$ 237,800	\$ 237,800	\$ 240,000	\$ 240,000
Interest - Delinquent PP Tax	\$ 2,332	\$ 350	\$ 274	\$ 400	\$ 400	\$ 400
Ag Use Penalty	\$ 2,768	\$ 500	\$ (63)	\$ 717	\$ 100	\$ 100
Subtotal	\$ 2,238,892	\$ 2,357,756	\$ 2,339,623	\$ 2,380,115	\$ 2,413,275	\$ 2,413,275

GENERAL FUND REVENUES: INTER-GOVERNMENTAL REVENUES

DESCRIPTION:

The Intergovernmental Revenues account group represents payments made by other governmental bodies to the Village. Historically, it has been the largest source of revenue for the Village. However, the continuing State fiscal crisis has led to levy limits and a reduction in Shared Revenue for all municipalities.

Fire Insurance Dues are payments made by the State to partially offset fire safety inspections of commercial and industrial buildings by the Bellevue Fire Department.

Exempt Personal Property Aids are payments from the State to compensate for the loss of tax revenue resulting from a 1999 change allowing companies to remove computers from personal property tax rolls.

The State Transportation Grant represents a payment from the State to fund highway maintenance operations.

State Forest Cropland Funds are subsidies paid by the Department of Natural Resources for local property participating in the forestland preservation program.

Arson Task Force Funds are reimbursements from Brown County for wages paid to Bellevue firefighters for time spent serving on the Brown County Arson Task Force.

Green Bay Transit Revenues are the Village's share of fares and aids collected by the Green Bay Transit System's bus routes operating in Bellevue.

SIGNIFICANT CHANGES: None

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
INTERGOVERNMENTAL REVENUES						
Public Safety Grant	\$ 5,900	\$ -	\$ -	\$ -	\$ -	\$ -
State Shared Revenues	\$ 442,206	\$ 337,023	\$ 50,554	\$ 337,023	\$ 336,316	\$ 336,316
State Fire Insurance Tax	\$ 35,656	\$ 35,656	\$ 40,636	\$ 40,636	\$ 40,636	\$ 40,636
State Exempt Computer Aid	\$ 15,383	\$ 16,042	\$ 17,870	\$ 17,870	\$ 16,186	\$ 16,186
State Transportation Aids	\$ 312,002	\$ 280,802	\$ 210,601	\$ 280,802	\$ 283,285	\$ 283,285
Forest Cropland	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Transit Revenue	\$ 86,453	\$ 86,723	\$ 44,274	\$ 86,723	\$ 89,325	\$ 89,325
Arson Task Force Payments	\$ 4,060	\$ 2,500	\$ 799	\$ 900	\$ 1,000	\$ 1,000
Subtotal	\$ 901,663	\$ 758,750	\$ 364,738	\$ 763,958	\$ 766,752	\$ 766,752

GENERAL FUND REVENUES: LICENSES & PERMITS

DESCRIPTION:

This account group includes revenues from various licenses and permits, including Liquor Licenses, Dog Licenses, and Building Permits. Other Licenses are issued for operators (bartenders), cigarette sales, bike licensing, and mobile homes.

Cable Television Franchise Fees are paid by Time Warner Cable and AT&T for the franchise rights to provide cable television service in Bellevue, based on a percentage of subscriber fees.

Building permits include all fees associated with the building permitting process, re-inspection fees, or fines levied due to lack of permits or contractor errors.

Fireworks Permits are for fireworks sales.

SIGNIFICANT CHANGES: None

LINE-ITEM DETAIL:

		2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>LICENSES & PERMITS</u>							
100-44110	Liquor & Malt Beverages	\$ 65,880	\$ 24,900	\$ 26,253	\$ 26,606	\$ 25,000	\$ 25,000
100-44121	Bartender's Licenses	\$ 2,804	\$ 10,800	\$ 10,015	\$ 10,800	\$ 3,000	\$ 3,000
100-44122	Cable Television Fees	\$ 168,716	\$ 164,900	\$ 84,067	\$ 169,796	\$ 169,940	\$ 169,940
100-44123	Cigarette Licenses	\$ 1,600	\$ 1,500	\$ 1,700	\$ 1,700	\$ 1,600	\$ 1,600
100-44124	Mobile Home Licenses	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
100-44125	Direct Sellers Licenses	\$ 600	\$ 500	\$ 800	\$ 800	\$ 300	\$ 300
100-44126	Special Events/Picnic Licenses	\$ 90	\$ 50	\$ 130	\$ 150	\$ 150	\$ 150
100-44200	Dog & Cat Licenses	\$ 3,614	\$ 3,500	\$ 2,128	\$ 3,650	\$ 3,650	\$ 3,650
100-44210	Bike Licenses	\$ 70	\$ -	\$ 65	\$ 65	\$ -	\$ -
100-44300	Building Permits	\$ 44,010	\$ 50,000	\$ 50,583	\$ 65,000	\$ 50,000	\$ 50,000
100-44350	Fire Dept Inspection Fees	\$ 103,887	\$ 99,000	\$ -	\$ 103,489	\$ 104,000	\$ 104,000
100-44399	Miscellaneous Revenue	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
100-44911	Temporary Permits	\$ 805	\$ 375	\$ 815	\$ 955	\$ 400	\$ 400
100-44912	Right of Way Permits	\$ 420	\$ 6,500	\$ 270	\$ 695	\$ -	\$ -
100-44913	Fireworks Permits	\$ 7,300	\$ 5,200	\$ 8,275	\$ 8,275	\$ 8,275	\$ 8,275
100-44914	False Alarm Permits	\$ 3,650	\$ 2,775	\$ 3,300	\$ 3,650	\$ -	\$ -
100-44917	Fire Sprinkler Permits	\$ 700	\$ 250	\$ 1,400	\$ 2,450	\$ 1,050	\$ 1,050
100-44918	Burning Permits	\$ 270	\$ 250	\$ 270	\$ 290	\$ 250	\$ 250
100-44919	Hunting Permits	\$ 500	\$ -	\$ 165	\$ 500	\$ 500	\$ 500
	Subtotal	\$ 406,441	\$ 372,000	\$ 190,236	\$ 400,371	\$ 369,615	\$ 369,615

GENERAL FUND REVENUES: FINES, FORFEITURES & PENALTIES

DESCRIPTION:

In the Fines, Forfeitures and Penalties account group, Citation revenue is from tickets issued for local ordinance violations and Police Department issued citations. Citation revenue has increased over time due to the Village allocating additional law enforcement resources.

SIGNIFICANT CHANGES: None

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>FINES, FORFEITURES & PENALTIES</u>						
Law & Ordinance Citations	\$ 130,362	\$ 108,000	\$ 158,838	\$ 175,000	\$ 137,500	\$ 137,500
Parking Citations	\$ 11,524	\$ 10,000	\$ 11,594	\$ 13,343	\$ 11,000	\$ 11,000
Subtotal	\$ 141,886	\$ 118,000	\$ 170,432	\$ 188,343	\$ 148,500	\$ 148,500

GENERAL FUND REVENUES: PUBLIC CHARGES

DESCRIPTION:

The Public Charges account group includes fees charged for special services.

The Special Assessment Letters and Miscellaneous account includes fees charged for copying public information, issuing letters of special assessment, and sales of maps and documents.

Planning and Development Fees includes charges for planning-related services such as subdivision plat maps, certified survey maps, rezoning requests, conditional use permits, and variance requests.

Street charges billed back to residents for maintenance to streets, curbs, or mowing.

Weights & Measures is a fee collected from businesses that use measuring scales & equipment in the sales of products (gas; groceries) whose proper and accurate measurement is tested and controlled through the State.

Park Rental Fees are the reservation fees for use of park facilities. Program Fees are registration fees for recreation programs. Tree Sales is revenue from the resident tree program.

SIGNIFICANT CHANGES: None

GENERAL FUND REVENUES: PUBLIC CHARGES

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>PUBLIC CHARGES</u>						
Special Assessment Letters	\$ 8,092	\$ 6,000	\$ 6,688	\$ 8,600	\$ 9,000	\$ 9,000
Copies	\$ 103	\$ 50	\$ 135	\$ 135	\$ 100	\$ 100
License Publication Fees	\$ 420	\$ 400	\$ 420	\$ 420	\$ 400	\$ 400
NSF Fees	\$ (15)	\$ 50	\$ 35	\$ 50	\$ 50	\$ 50
Weights & Measures	\$ 4,993	\$ 4,993	\$ -	\$ 4,135	\$ 4,342	\$ 4,342
Fire Emergency Calls	\$ 1,030	\$ 3,200	\$ (135)	\$ 1,545	\$ -	\$ -
Fire Reports	\$ 420	\$ 400	\$ 243	\$ 400	\$ 400	\$ 400
Street Charges	\$ 5,677	\$ 7,425	\$ 1,714	\$ 1,875	\$ 6,000	\$ 6,000
Park Rental Fees	\$ 10,259	\$ 9,342	\$ 11,022	\$ 11,407	\$ 13,115	\$ 13,115
Park Prog - Fees/Other Income	\$ 8,976	\$ 9,152	\$ 7,201	\$ 13,862	\$ 7,640	\$ 7,640
Park Program - Non Taxable	\$ 32,422	\$ 41,496	\$ 51,319	\$ 52,960	\$ 46,208	\$ 46,208
Park Prog - B/A School	\$ 55,600	\$ 57,680	\$ 33,331	\$ 55,000	\$ 57,680	\$ 57,680
Senior General Taxable	\$ 618	\$ -	\$ 65	\$ 65	\$ 3,000	\$ 3,000
Senior Program Non Taxable	\$ 574	\$ 2,250	\$ 426	\$ 2,250	\$ 2,050	\$ 2,050
Senior Holiday Gala	\$ 3,957	\$ 5,450	\$ 24	\$ 5,450	\$ 4,125	\$ 4,125
Senior Summer Picnic	\$ 1,546	\$ 3,100	\$ 533	\$ 3,100	\$ 2,100	\$ 2,100
Senior Spring Social	\$ 245	\$ 625	\$ -	\$ -	\$ -	\$ -
Park Prog - Sponsors/Donations	\$ 8,880	\$ 7,650	\$ 5,959	\$ 7,975	\$ 8,700	\$ 8,700
Planning & Development Fees	\$ 7,535	\$ 5,000	\$ 4,395	\$ 5,695	\$ 5,000	\$ 5,000
Eng - Construction Charges	\$ 451	\$ -	\$ 1,994	\$ 1,994	\$ -	\$ -
Subtotal	\$ 151,783	\$ 164,263	\$ 125,369	\$ 176,918	\$ 169,910	\$ 169,910

GENERAL FUND REVENUES: MISCELLANEOUS REVENUES

DESCRIPTION:

The Miscellaneous Revenues account group contains all revenues not elsewhere classified.

Interest - Bank Accounts is interest income earned on investment of the General Fund cash balance. Interest - Delinquent Special Assessments is penalty interest due the Village for late payment of special assessments. Interest - Miscellaneous is penalty interest due the Village for late payment of bills issued for materials provided or services rendered.

Transfers from Water, Sewer, & Stormwater Utility are annual charges to these utilities for their portion of the operating expenses.

Rental Property is rent due from proceeds from cellular companies for land leases.

Miscellaneous Revenue is any other revenue realized that does not fit into any other category.

SIGNIFICANT CHANGES: None

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>MISCELLANEOUS REVENUE</u>						
Interest - Bank Accounts	\$ 15,789	\$ 20,000	\$ 6,195	\$ 13,500	\$ 15,000	\$ 15,000
Interest - Delq Special Assmts CTY	\$ 18,388	\$ 13,000	\$ 8,260	\$ 8,500	\$ 8,500	\$ 8,500
Miscellaneous Interest	\$ 7	\$ 100	\$ 208	\$ 240	\$ 160	\$ 160
Rental Properties	\$ 52,490	\$ 46,368	\$ 31,591	\$ 53,163	\$ 53,235	\$ 53,235
Lease Agreement - Water	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Lease Agreement - Sewer	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Lease Agreement - Stormwater	\$ 31,817	\$ 31,817	\$ -	\$ 31,817	\$ 48,746	\$ 48,746
Sale of Fire Equip & Property	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Other Equip & Property	\$ -	\$ -	\$ 6,100	\$ 6,100	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenues	\$ 30	\$ 100	\$ 1,082	\$ 100	\$ 100	\$ 100
Insurance Refunds	\$ 2,805	\$ -	\$ -	\$ -	\$ -	\$ -
Rescinded/Refunded Taxes	\$ 4,928	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 190,011	\$ 175,019	\$ 53,436	\$ 177,054	\$ 223,233	\$ 223,233

GENERAL FUND REVENUES: OTHER FINANCIAL RESOURCES

SIGNIFICANT CHANGES: The fund balance represents funds that are not appropriated to a particular project. In 2013, funding will be transferred from the General fund for the creation of an IT Fund in the amount of \$150,000 and County Rescue Services allocation of \$7,083.

LINE-ITEM DETAIL:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OTHER FINANCIAL SOURCES</u>						
Transfer from Sanitation	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Transfer from Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	\$ 157,083	\$ 157,083
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 182,083	\$ 182,083

5.0 GENERAL FUND EXPENDITURES

GENERAL GOVERNMENT

DEPARTMENT: VILLAGE BOARD

ROLE/COMPOSITION OF THE VILLAGE BOARD:

The Bellevue Village Board is composed of five members elected at large on a nonpartisan basis for two-year overlapping terms. A Village President is elected separately from the other members of the Village Board. The Village President serves for a three-year term. Each of the five members of the Village Board has an equal voice in representing the Village of Bellevue. The Board is responsible for setting policy and for the hiring of a chief administrative officer who will carry out the day-to-day functions of the Village.

SIGNIFICANT EXPENDITURE CHANGES:

- There are no significant changes proposed for the 2013 fiscal year.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>VILLAGE BOARD</u>						
Salaries	\$ 18,179	\$ 17,349	\$ 11,901	\$ 17,349	\$ 17,349	\$ 17,349
FICA - Payroll Taxes	\$ 1,392	\$ 1,322	\$ 911	\$ 1,327	\$ 1,327	\$ 1,327
Per Diem - Commissioners	\$ 2,980	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 225	\$ 200	\$ 204	\$ 204	\$ 250	\$ 250
Publications/Subscriptions/Dues	\$ 3,671	\$ 3,700	\$ 4,004	\$ 4,004	\$ 4,365	\$ 4,365
Travel & Mileage	\$ -	\$ 500	\$ -	\$ 500	\$ 250	\$ 250
Training & Seminars	\$ 20	\$ 500	\$ 48	\$ 500	\$ 250	\$ 250
Other Supplies & Expenses	\$ 1,759	\$ 1,500	\$ 460	\$ 750	\$ 750	\$ 750
Capital Equipment	\$ 2,334	\$ -	\$ 1,472	\$ 1,472	\$ 500	\$ 500
Total	\$ 30,560	\$ 25,071	\$ 18,999	\$ 26,106	\$ 25,041	\$ 25,041

DEPARTMENT: MUNICIPAL COURT

GOAL: To prepare for fair and impartial legal proceedings, efficiently handle all office procedures, records and funds, and to resolve citizen concerns in a timely manner.

OBJECTIVES:

- To ensure that the laws of the Village are upheld.
- To ensure our community remains safe and that justice is preserved.

PROGRAM ACTIVITY STATEMENT:

The Municipal Court is staffed by a part-time elected Judge, a full-time Court Clerk, and a part-time Court Clerk. The Village Attorney serves as the Village's Prosecutor. The Court is responsible for processing cases resulting from the issuance of locally-issued citations.

PERMANENT POSITIONS:

Municipal Judge (Elected)	1
Court Clerk	1
Deputy Court Clerk	<u>.5</u>
	<u>2.5</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- The Deputy Court Clerk will spend 50% in Municipal Court Dept. and 50% in Fire Dept. as an Administrative Assistant.
- Increase in Court Clerk's wages.
- Reallocated Utility Expenses from Municipal Court to Buildings and Grounds.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>MUNICIPAL COURT</u>						
Salaries, Wages & Per Diem	\$ 57,348	\$ 57,836	\$ 38,343	\$ 57,575	\$ 59,187	\$ 59,187
Employee Benefits	\$ 13,746	\$ 13,578	\$ 8,508	\$ 13,888	\$ 12,912	\$ 12,912
Contracted Services	\$ 11,233	\$ 20,391	\$ 30,412	\$ 43,093	\$ 35,076	\$ 35,076
Utilities	\$ 2,714	\$ 3,070	\$ 1,488	\$ 3,070	\$ -	\$ -
Operating Supplies	\$ 3,992	\$ 2,910	\$ 3,286	\$ 3,690	\$ 2,614	\$ 2,614
Memberships/Travel/Training	\$ 1,737	\$ 2,430	\$ 1,647	\$ 2,615	\$ 2,975	\$ 2,975
Total	\$ 90,770	\$ 100,215	\$ 83,684	\$ 123,931	\$ 112,764	\$ 112,764

DEPARTMENT: LEGAL/PROFESSIONAL SERVICES

GOAL: To ensure that the Village is counseled and represented on legal, labor and human resource matters.

OBJECTIVES:

- To represent and advise the Village in general legal matters.
- To represent and provide the Village assistance in labor issues.

PROGRAM ACTIVITY STATEMENT:

The Legal/Professional Services Department is responsible for professional and consulting services which include general matters, labor issues, and human resource issues.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes proposed for the 2013 fiscal year.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
LEGAL/PROFESSIONAL						
Professional Services	\$ 18,560	\$ 29,000	\$ 13,107	\$ 29,000	\$ 29,000	\$ 29,000
Prof Svcs - Municipal Court	\$ 20,740	\$ 16,000	\$ 10,890	\$ 16,000	\$ 17,500	\$ 17,500
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 39,300	\$ 45,000	\$ 23,996	\$ 45,000	\$ 46,500	\$ 46,500

DEPARTMENT: VILLAGE ADMINISTRATOR'S OFFICE

GOAL: To ensure that Village services are provided to the citizens in a responsive and cost efficient manner.

OBJECTIVES:

- To effectively manage the Village Administration.
- To make policy proposals and provide the Village Board with the necessary information to make informed decisions.
- To foster the economic development of the Village.
- To develop and implement plans and programs that will ensure an appropriate growth pattern for the Village.
- To implement fiscal policies that will ensure the long-term fiscal integrity of the Village.

PROGRAM ACTIVITY STATEMENT:

The Administrative Services Department is responsible for all activities of the Village Government. This is accomplished by setting goals, objectives and policies, and direct supervision and review of department head activities.

The Village Administrator represents the Village Government in relations with other governmental units. This is accomplished through participation in meetings and conferences with representatives of other governmental units and as a participating member of area and statewide organizations and committees. The Village Administrator maintains ongoing communications with elected officials at the county, state, and federal levels.

The Village Administrator's Office provides information to assist the Village Board in its deliberations and establishment of municipal policy and makes specific proposals to the Board concerning major governmental activities and programs.

The Village Administrator's Office is involved in establishing economic development strategies, supervising activities and meeting directly with existing and potential new businesses.

The Village Administrator's Office oversees the provision of Village services to ensure cost effectiveness and citizen satisfaction.

PERMANENT POSITIONS:

Village Administrator	<u>1</u>
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DEPARTMENT: VILLAGE ADMINISTRATOR'S OFFICE

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes proposed for the 2013 fiscal year.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>ADMINISTRATOR'S OFFICE</u>						
Salaries & Wages	\$ 89,940	\$ 88,559	\$ 55,328	\$ 88,559	\$ 85,871	\$ 85,871
Employee Benefits	\$ 24,524	\$ 22,332	\$ 13,371	\$ 22,332	\$ 20,963	\$ 20,963
Contracted Services	\$ 18,322	\$ 24,238	\$ 6,403	\$ 24,238	\$ 24,006	\$ 24,006
Operating Supplies	\$ 24,928	\$ 20,600	\$ 11,546	\$ 20,600	\$ 20,615	\$ 20,615
Memberships/Travel/Training	\$ 12,352	\$ 22,647	\$ 16,043	\$ 23,005	\$ 11,247	\$ 11,247
VOM Charges	\$ 705	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 6,137	\$ 2,500	\$ 766	\$ 2,500	\$ 2,500	\$ 2,500
Economic Adjustments	\$ -	\$ -	\$ -	\$ -	\$ (4,186)	\$ (4,186)
Total	\$ 176,907	\$ 180,876	\$ 103,457	\$ 181,234	\$ 161,016	\$ 161,016

DEPARTMENT: FINANCE – CLERK-TREASURER

GOAL: To act as trustee of Village funds, custodian of all official records and administrator of all elections.

OBJECTIVES:

- To receive and disperse Village funds in accordance with procedures established by State Statutes and generally accepted accounting principles.
- To systematically maintain official records and publish meeting and legal notices in accordance with State Statutes.
- To prepare the property tax roll, the collection of taxes, and processing tax settlements as required by State Statutes.
- To issue various licenses and permits as authorized by the Village ordinances and granted by the Village Board.
- To provide resources and materials for administering all elections.

PROGRAM ACTIVITY STATEMENT:

The Treasurer's activities involve the establishment of a procedure for processing statements for payments, such as property tax roll, special assessment charges, delinquent personal property taxes and licenses. The Treasurer's Division is responsible for collecting payment of these statements, utility bills and license fees. In connection with the Treasurer's financial responsibilities, payments and checks are prepared, special assessment tax rolls, payroll, notices, and debt payments are processed. The culmination of these activities; result in daily bank deposits, reconciling bank statements, reviewing investments, filing state reports and maintaining the general accounting of all Village Funds.

The Clerk's activities focus on record preparation, processing and retention. The types of records that are processed are Village Board minutes, legal notices, ordinances, resolutions, codes and policy statements. The Clerk-Treasurer attends Village Board meetings in accordance with State Statutes. In addition, all election activities are the responsibility of this office.

PERMANENT POSITIONS:

Director of Finance/Clerk-Treasurer	1
Accountant	1
Deputy Clerk/Treasurer	1
Office/Human Resources Manager	1
Secretary/Receptionist	<u>1</u>
	<u>5</u>

DEPARTMENT: FINANCE – CLERK-TREASURER

PERFORMANCE MEASURES:

Treasurer

	2010 Actual	2011 Actual	2012 Estimated Year End	2013 Proposed
Receipts (All Transactions)	53,561	54,257	54,990	55,690
Receipts (ACH Transactions Only)	14,369	14,882	15,721	16,000
Vendor Checks Processed (#)	1,999	2081	2,000	1,600
Vendor ACH Payments (#)	0	0	100	500
Special Assessments (Items)	205	270	285	300

Clerk

	2010 Actual	2011 Actual	2012 Estimated Year End	2013 Proposed
Minutes	24	24	24	24
Legal Notices	130	83	66	70
Ordinance/Resolutions	55	42	40	40
Licenses Processed	1,075	774	1,025	810

Elections

	2010 Actual	2011 Actual	2012 Estimated Year End	2013 Proposed
Elections (#)	3	2	6	2
Registered Voters (#)	8,254	10,055	9,300	9,500
Absentee Voters (#)	1,185	253	5,150	300
Votes Cast (#)	9,287	3,712	21,946	3,800

DEPARTMENT: FINANCE – CLERK-TREASURER

ELEMENT COST:

	2010 Actual	2011 Actual	2012 Estimated Year End	2013 Proposed
Treasury	\$61,190	\$62,974	\$69,579	\$72,058
Clerk	\$43,318	\$43,918	\$45,634	\$49,364
Elections	\$8,776	\$7,092	\$33,920	\$12,535
Totals:	\$113,284	\$113,984	\$149,133	\$133,957

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

In 2012, there were six (6) budgeted elections; whereas, in 2013 there will be two (2). The department budgeted \$21,385 as a decrease in budgeted expenses for elections.

The Village continued streamlining workflow by encouraging electronic processing. The benefits provided by encouraging electronic billing, on-line viewing of bills, the direct payment plan for utility accounts, and vendor ACH payments reduced staff time on the routine tasks of opening envelopes, preparing deposits, entering receipts into the accounting software, and processing accounts payable checks.

In 2013, the Village will continue to utilize the financial accounting software to improve operations, including financial and management reporting tools, account analyses and budget projections. The Department will continue to streamline workflow and encourage electronic processing.

DEPARTMENT: FINANCE - CLERK-TREASURER

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>CLERK</u>						
Salaries & Wages	\$ 26,651	\$ 38,550	\$ 27,588	\$ 39,360	\$ 26,102	\$ 26,102
Employee Benefits	\$ 7,566	\$ 6,801	\$ 3,030	\$ 6,801	\$ 6,435	\$ 6,435
Contracted Services	\$ 6,100	\$ 9,152	\$ 5,141	\$ 7,545	\$ 9,832	\$ 9,832
Operating Supplies	\$ 6,153	\$ 15,806	\$ 7,236	\$ 16,747	\$ 11,953	\$ 11,953
Memberships/Travel/Training	\$ 2,596	\$ 7,350	\$ 4,467	\$ 7,450	\$ 4,460	\$ 4,460
VOM Charges	\$ 332	\$ 367	\$ 367	\$ 367	\$ 367	\$ 367
Capital Equipment	\$ 1,613	\$ -	\$ 1,284	\$ 1,284	\$ 2,750	\$ 2,750
Subtotal	\$ 51,010	\$ 78,026	\$ 49,112	\$ 79,554	\$ 61,899	\$ 61,899
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>Treasurer</u>						
Salaries & Wages	\$ 35,041	\$ 38,020	\$ 23,419	\$ 38,020	\$ 38,524	\$ 38,524
Employee Benefits	\$ 8,471	\$ 8,633	\$ 7,369	\$ 11,735	\$ 13,084	\$ 13,084
Contracted Services	\$ 16,557	\$ 18,716	\$ 16,416	\$ 17,106	\$ 17,592	\$ 17,592
Operating Supplies	\$ 639	\$ 650	\$ 518	\$ 1,350	\$ 1,450	\$ 1,450
Memberships/Travel/Training	\$ 639	\$ 800	\$ 329	\$ 1,000	\$ 1,050	\$ 1,050
VOM Charges	\$ 333	\$ 368	\$ 368	\$ 368	\$ 358	\$ 358
Capital Equipment	\$ 1,294	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 62,974	\$ 67,187	\$ 48,418	\$ 69,579	\$ 72,058	\$ 72,058
GRAND TOTAL	\$ 113,984	\$ 145,213	\$ 97,531	\$ 149,133	\$ 133,957	\$ 133,957

DEPARTMENT: VILLAGE ASSESSOR

GOAL: To ensure that all real estate and personal property is assessed for taxation, as of January 1st, within the Village.

OBJECTIVES:

- To determine values of all taxable property.
- To make corrections to the tax roll and add any omitted property.
- To certify the assessment roll.
- To attend the annual Board of Review.

PROGRAM ACTIVITY STATEMENT:

The Village's Assessor is an independent contractor. The Village Assessor is responsible for determining the value of all taxable property within the Village. The assessor also makes changes to the tax roll and adds any omitted property. Upon completion of the assessment roll, the assessor turns over the roll to the Village Clerk/Treasurer. The assessor certifies the assessment roll and submits the roll to the Board of Review.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes proposed for the 2013 fiscal year.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>VILLAGE ASSESSOR</u>						
Software Support	\$ 500	\$ 500	\$ 500	\$ 500	\$ 1,350	\$ 1,350
Contracted Services	\$ 33,500	\$ 34,497	\$ 23,105	\$ 34,497	\$ 35,415	\$ 35,415
Postage	\$ 170	\$ 400	\$ 527	\$ 527	\$ 550	\$ 550
Other Supplies/Expenses	\$ -	\$ 200	\$ -	\$ -	\$ 200	\$ 200
Total	\$ 34,170	\$ 35,597	\$ 24,132	\$ 35,524	\$ 37,515	\$ 37,515

DEPARTMENT: INFORMATION TECHNOLOGY

GOAL: To optimize the value of information technology in ultimately providing services to citizens and to continually innovate through an approach that balances between managing risks and controlling costs.

OBJECTIVES:

- To introduce innovative technologies, continually improving the Village's processes.
- To purchase and integrate targeted technologies through thoughtful planning and project management.
- To support deployed technologies through responsive assistance and proactive coaching, consulting and training.
- To turn data into useable information for data-based management decisions.
- To provide a reliable and secure information technology environment.
- To cost effectively manage the Village's information technology resources.

PROGRAM ACTIVITY STATEMENT:

The Information Technology Department provides planning, maintenance, support and development for all of the Village's computerized network technology. This includes the Village wide network, website, links to external entities, servers, databases, personal computers, and application software.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

Changes in expenditures are the direct result of shifting IT funding needs from the general fund to an internal service fund. The capital equipment costs reflects the prioritized replacement of existing general services computer technology that is beyond the useful service life and critical to executing the Village mission. As the Village continues to integrate technology into daily operations additional resources will be needed for upgrades and replacement.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
INFORMATION TECHNOLOGY						
Salaries, Wages & Per Diem	\$ 13,234	\$ 13,234	\$ 8,396	\$ 13,234	\$ 13,234	\$ 13,234
Employee Benefits	\$ 3,467	\$ 3,131	\$ 1,946	\$ 3,131	\$ 3,315	\$ 3,315
Contracted Services	\$ 6,100	\$ 11,778	\$ 10,404	\$ 14,052	\$ 16,139	\$ 16,139
Memberships/Travel/Training	\$ 593	\$ 500	\$ 10	\$ 500	\$ 500	\$ 500
Capital Equipment	\$ 11,675	\$ 37,477	\$ 28,232	\$ 30,244	\$ 1,000	\$ 1,000
Total	\$ 35,068	\$ 66,120	\$ 48,989	\$ 61,161	\$ 34,188	\$ 34,188

DEPARTMENT: OTHER GOVERNMENTAL

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OTHER GOVERNMENTAL</u>						
Bad Debt Expense	\$ 5,925	\$ 3,500	\$ 1,545	\$ 3,500	\$ 3,500	\$ 3,500
Illegal/Uncollectible Taxes	\$ 5,776	\$ -	\$ -	\$ -	\$ -	\$ -
Property Insurance	\$ 3,793	\$ 4,640	\$ 4,163	\$ 4,163	\$ 4,371	\$ 4,371
General Liability Insurance	\$ 8,433	\$ 8,810	\$ 6,288	\$ 8,383	\$ 8,803	\$ 8,803
Public Official	\$ -	\$ 323	\$ -	\$ 277	\$ 291	\$ 291
Workers Compensation	\$ 21,074	\$ 18,326	\$ 10,993	\$ 16,278	\$ 12,385	\$ 12,385
Auto Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Bonds	\$ 50	\$ -	\$ 976	\$ 976	\$ -	\$ -
Employee Coverage	\$ 150	\$ -	\$ 150	\$ 150	\$ 150	\$ 150
Total	\$ 45,201	\$ 35,599	\$ 24,115	\$ 33,727	\$ 29,500	\$ 29,500

PUBLIC SAFETY

DEPARTMENT: LAW ENFORCEMENT

GOAL: To perform a variety of duties related to the protection of life and property within the Village of Bellevue, Brown County, Wisconsin. Officers provide proficient interaction with the public for matters that require knowledge of state laws, county and village ordinances while continuing to enhance professional law enforcement services.

OBJECTIVES:

- Detect and apprehend violators of state statutes, local ordinances, and motor vehicle laws.
- Conduct criminal investigations, collect and process evidence, obtain statements, and complete department reports.
- Testify in court.
- Intervene in public and private disputes.
- Conduct traffic accident investigations.
- Provide immediate first aid as a first responder.
- Serve civil and criminal process papers.
- Monitor and transport prisoners.
- Provide Municipal Court security.
- Operate emergency vehicles and handle department weapons and equipment.
- Possess knowledge on legal issues and Constitutional Rights.
- Work closely with administration and support staff in the Village of Bellevue.

PROGRAM ACTIVITY STATEMENT:

The Village contracts with Brown County Sheriff's Department to provide three shifts of coverage.

PERMANENT POSITIONS:

Patrol Officer/DEO (Contracted)	7.8
Animal Control Officer*	1.0
Crossing Guards*	<u>2.0</u>
	<u>10.8</u>

*The Animal Control Officer and the Crossing Guards are part-time positions.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- The contract with the Brown County Sheriff's department requires a 3.0% increase for the 2013 fiscal year.
- Allocation of Utility and Building Expenses from Law Enforcement Dept. to Buildings and Grounds

DEPARTMENT: LAW ENFORCEMENT

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>LAW ENFORCEMENT</u>						
Salaries & Wages	\$ 4,386	\$ 5,300	\$ 2,728	\$ 5,300	\$ 5,300	\$ 5,300
Employee Benefits	\$ 336	\$ 405	\$ 209	\$ 405	\$ 405	\$ 405
Contracted Services	\$ 820,229	\$ 846,194	\$ 431,775	\$ 853,571	\$ 928,346	\$ 928,346
Utilities	\$ 7,819	\$ 8,487	\$ 4,380	\$ 8,487	\$ 792	\$ 792
Insurance	\$ 2,754	\$ 3,650	\$ 1,589	\$ 2,578	\$ 4,145	\$ 4,145
Operating Supplies	\$ 36,466	\$ 37,350	\$ 18,727	\$ 36,450	\$ 51,225	\$ 51,225
Memberships/Travel/Training	\$ 1,596	\$ -	\$ 620	\$ 1,600	\$ 1,600	\$ 1,600
VOM Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 33,743	\$ 42,000	\$ 950	\$ 14,000	\$ 42,750	\$ 42,750
Subtotal	\$ 907,330	\$ 943,386	\$ 460,978	\$ 922,391	\$ 1,034,563	\$ 1,034,563
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>CROSSING GUARDS</u>						
Salaries & Wages	\$ 9,293	\$ 10,712	\$ 5,637	\$ 10,712	\$ 10,712	\$ 10,712
Employee Benefits	\$ 711	\$ 819	\$ 431	\$ 819	\$ 819	\$ 819
Operating Supplies	\$ 121	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
Subtotal	\$ 10,124	\$ 11,831	\$ 6,068	\$ 11,831	\$ 11,831	\$ 11,831
GRAND TOTAL	\$ 917,454	\$ 955,217	\$ 467,046	\$ 934,222	\$ 1,046,394	\$ 1,046,394

DEPARTMENT: FIRE & RESCUE

GOAL: The goal of the department is to save lives and property by providing services that include Fire Prevention, Fire Suppression, Emergency Medical Services, Disaster Preparedness and Fire Investigations.

OBJECTIVES:

- To efficiently respond to fire, medical and hazardous material emergencies and natural disasters.
- To provide program in fire safety education for children in elementary grades and present programs at community functions. Also, to expand fire safety training to the senior citizens of the community.
- To continue recruiting citizens to become paid on call (POC) volunteers and fire/rescue first responders.
- To ensure department services are provided in a responsive and cost effective manner, and meet established goals and national standards.

PERMANENT POSITIONS:

Fire Chief	1
Assistant Fire Chief	1
Division Chiefs	1
Captains	4
Lieutenants	4
Firefighters – Full-time	4
Firefighters (POC)	35
Administrative Assistant	<u>1</u>
	<u>51</u>

All positions for the Fire Department are part time except for 1 full-time Chief, 1 full-time Captain, 1 full-time Lieutenant and 4 full-time Firefighters.

PERFORMANCE MEASURES:

- Achieve a response time with first engine on scene within nine (9) minutes or under to all emergency calls 90% of the time.
- Ability to staff one fire engine from each station with a minimum of four firefighters per engine on a 24/7/365 day basis as required by state rules and statute.
- Ability to staff one ladder company with a minimum of three firefighters 24/7/365.
- Ability to staff a duty chief 24/7/365.
- Maintain operating costs per capita at or below that of comparable municipalities.

DEPARTMENT: FIRE & RESCUE

- Maintain number of actual structure fires per \$1,000 population within the Village limits at less than the national average of 1.09 per 1,000 population (ICMA participant Cities and Villages)
- To maintain a well- trained and effective department.
- Complete 98% of all fire inspections due twice annually per Wisconsin Administrative Code

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- Status change from part-time to full-time for the Fire Chief
- Addition of a part-time Administrative Assistant
- Moving Utility and Building Expenses from Fire Dept. to Buildings and Grounds
- Addition of Fire Chief Vehicle Allowance
- The contract with County Rescue Services decreased

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>FIRE DEPARTMENT</u>						
Salaries, Wages & Per Diem	\$ 374,532	\$ 444,296	\$ 283,986	\$ 442,696	\$ 504,847	\$ 504,847
Employee Benefits	\$ 105,508	\$ 119,990	\$ 74,501	\$ 142,016	\$ 161,449	\$ 161,449
Contracted Services	\$ 14,790	\$ 15,100	\$ 10,938	\$ 33,085	\$ 13,829	\$ 13,829
Utilities	\$ 36,636	\$ 40,194	\$ 21,039	\$ 34,146	\$ 2,080	\$ 2,080
Insurance	\$ 18,004	\$ 27,405	\$ 17,596	\$ 28,352	\$ 29,442	\$ 29,442
Operating Supplies	\$ 74,057	\$ 71,980	\$ 43,208	\$ 73,780	\$ 55,394	\$ 55,394
Memberships/Travel/Training	\$ 12,856	\$ 9,264	\$ 6,558	\$ 11,919	\$ 18,600	\$ 18,600
Capital Equipment	\$ 18,827	\$ 22,050	\$ -	\$ 18,100	\$ 2,600	\$ 2,600
Subtotal	\$ 655,211	\$ 750,279	\$ 457,825	\$ 784,094	\$ 788,241	\$ 788,241
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>AMBULANCE</u>						
Contracted Services	\$ 142,283	\$ 100,000	\$ 66,667	\$ 100,000	\$ 92,500	\$ 92,500
Subtotal	\$ 142,283	\$ 100,000	\$ 66,667	\$ 100,000	\$ 92,500	\$ 92,500
GRAND TOTAL	\$ 797,494	\$ 850,279	\$ 524,492	\$ 884,094	\$ 880,741	\$ 880,741

PUBLIC SERVICES

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS - ADMINISTRATION

GOALS: Public Works Administration provides leadership to the department by developing sound long range work plans, fair and consistent policies and procedures, and support staff with the proper resources and training to carry out the mission of the department.

OBJECTIVES:

- Facilitate staff involvement in program planning.
- Maintain a high level of customer satisfaction.
- Evaluate and track performance measures to improve service.
- Develop policies and procedures supporting strategic plans and policies.

PROGRAM ACTIVITY STATEMENT:

Public Works Administration provides policy administration, direction and management of the overall operations of the Public Works Department. The director is responsible for the management of the department's 12 divisions and the development of long range plans, budgeting, policies and procedures, employee training and moral, interagency coordination, and engineering management. Public Works Administration provides staff with the interface between the Executive Leadership Team and political government.

Administration is staffed with 1- FTE Director and receives program support from divisional staff.

Administration ensures that each division within the department moves forward with achieving the goals and objectives of that program. Administration is responsible for a continuous improvement program that plans, implements and evaluates each program for efficiency and effectiveness as it relates to the strategic plan.

PERMANENT POSITIONS:

Director of Public Works	.10
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Administration is staffed by the director, but the director spends most of the time directly working within each division performing duties associated with those programs.

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS - ADMINISTRATION

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- No significant program changes proposed for 2013.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>PUBLIC WORKS ADMINISTRATION</u>						
Salaries & Wages	\$ 7,981	\$ 7,981	\$ 5,065	\$ 7,981	\$ 7,981	\$ 7,981
Employee Benefits	\$ 3,001	\$ 2,556	\$ 1,592	\$ 2,556	\$ 2,744	\$ 2,744
VOM Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 10,982	\$ 10,537	\$ 6,657	\$ 10,537	\$ 10,725	\$ 10,725

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – STREET & HIGHWAY MAINTENANCE

GOAL: To ensure that public infrastructure is maintained to standards that will serve Bellevue citizens with a safe, healthy and functional road system.

OBJECTIVES:

- Maintain streets in good repair.
- Maintain signage, line striping and street lighting in a safe, efficient manner.
- Ensure that utilities are managed and placed correctly within the right-of-way.
- Maintain accurate records and inspection of infrastructure to plan efficient work and repair.
- Maintain neat appearance of right-of-way.

PROGRAM ACTIVITY STATEMENT:

Public works performs maintenance including street patching, curb replacement, sign maintenance, mowing right-of-ways, minor bridge repairs, weed control, and debris pickup.

PERMANENT POSITIONS:

Director of Public Works	.05
Assistant Director of Public Works	.15
Utility Technicians	.65
Public Works Inspector	<u>.05</u>
	<u>.90</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

There are no significant staffing changes to the division in the 2013. Contracted services will increase due to maintenance of the GV trail, and EA trails, repair of the Allouez trail, and guard rail repairs.

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – STREET & HIGHWAY MAINTENANCE**PERFORMANCE MEASURES:**

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Number of road patches	58	60	60	60
Miles of right-of-way mowed	20.5	23.5	20.5	23.5
Number of Street Signs replaced	158	200	147	150
Miles Chip Sealed	1.51	1.51	1.03	1.05
Miles Crack Filled	4.32	4.5	4.5	5.5

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>STREET & HWY MAINTENANCE</u>						
Salaries & Wages	\$ 70,164	\$ 50,944	\$ 33,151	\$ 51,344	\$ 47,294	\$ 47,294
Employee Benefits	\$ 28,199	\$ 20,243	\$ 13,302	\$ 20,243	\$ 19,631	\$ 19,631
Contracted Services	\$ 116,187	\$ 116,500	\$ 103,441	\$ 113,768	\$ 142,910	\$ 142,910
Utilities	\$ 38,688	\$ 41,907	\$ 21,830	\$ 35,722	\$ 3,120	\$ 3,120
Operating Supplies	\$ 30,036	\$ 39,046	\$ 10,480	\$ 44,928	\$ 39,825	\$ 39,825
Memberships/Travel/Training	\$ 1,870	\$ 2,900	\$ 345	\$ 2,900	\$ 2,950	\$ 2,950
VOM Charges	\$ 72,355	\$ 77,750	\$ 77,750	\$ 77,750	\$ 78,250	\$ 78,250
Capital Equipment	\$ 568	\$ 16,000	\$ 4,692	\$ 16,000	\$ 1,000	\$ 1,000
Capital Improvements	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -
Subtotal	\$ 358,066	\$ 366,790	\$ 264,991	\$ 364,155	\$ 334,980	\$ 334,980

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – SNOW PLOWING

GOAL: To ensure that the Village transportation system is safe to travel upon through the winter months at a reasonable cost to the residents.

OBJECTIVES:

- Clear Priority 1 Streets of ice and snow during the snow event and to bare pavement within 3 hours after snow has stopped falling.
- Clear Priority 2 Streets to the curb within 8 hours after the snow has stopped falling.
- Clear Priority 3 facilities within 24 hours after the snow has stopped falling.
- Evaluate routes, snow and ice removal techniques annually for efficiency, safety and active communication.

PROGRAM ACTIVITY STATEMENT:

Public Works is responsible for ensuring that the transportation system and municipal facilities within the Village are clear of snow and ice. There are seven zones comprised of three priorities routes for each zone. Our operators are responsible for the efficient use of abrasives and salts, plowing techniques, vehicle maintenance, and emergency response during snow and ice events. This program is staffed by 8 operators, the Assistant Public Works Director, and support staff during snow events.

PERMANENT POSITIONS:

Assistant Director of Public Works	.10
Utility Technicians	<u>.65</u>
	<u>.75</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

The snowfall amounts for the past 6-years has increased 10%. The budget reflects a 0.05 FTE increase in regular staff time and a 100 hour increase in overtime. The division will begin using a brine salter with a speed controlled spreader come for the 2011-2012 snow season. This technique has shown to reduce salt usage by up to 25%. The Village will be plowing an additional 6,300 feet of sidewalk due to municipal owned land, and a policy that removes snow along sidewalks closer than 6-feet to the curb.

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – SNOW PLOWING

PERFORMANCE MEASURES:

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Number of Snow Events	33	40	30	40
Inches of Snow	48.8	60	60	60
Miles Street Plowed	70.94	70.94	71.50	71.5
Feet Sidewalk/Trail Plowed	17340	17340	17700	30800
Tons of salt used.	780	720	500	250

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
SNOW PLOWING						
Salaries & Wages	\$ 39,754	\$ 37,463	\$ 16,956	\$ 35,140	\$ 45,110	\$ 45,110
Employee Benefits	\$ 17,429	\$ 15,608	\$ 6,583	\$ 15,608	\$ 17,664	\$ 17,664
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies	\$ 40,371	\$ 41,800	\$ 33,913	\$ 37,912	\$ 17,000	\$ 17,000
Memberships/Travel/Training	\$ -	\$ 900	\$ 200	\$ 250	\$ 500	\$ 500
VOM Charges	\$ 51,030	\$ 51,870	\$ 51,870	\$ 51,870	\$ 51,870	\$ 51,870
Capital Equipment	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 148,584	\$ 149,641	\$ 109,522	\$ 140,780	\$ 132,144	\$ 132,144

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – ENGINEERING & CONSTRUCTION

GOAL: To ensure that public infrastructure is constructed to standards that will serve Bellevue citizens with safe, healthy and functional systems for many years to come.

OBJECTIVES:

- Provide the most cost effective method of design and construction of projects.
- Evaluate, analyze and develop projects to replace deficient, deteriorated, or undersized infrastructure and provide new infrastructure to accommodate future growth in accordance with comprehensive plans.
- Ensure infrastructure is constructed according to standards and specifications and maintaining accurate records of said construction.

PROGRAM ACTIVITY STATEMENT:

Engineering is responsible the planning, design, permitting and construction of public related infrastructure within the Village. Engineering is responsible for the evaluation of private development infrastructure as it relates to the overall infrastructure system. Engineering plans for construction and maintenance of existing facilities as well as the long range planning for the Village. This division is responsible for the inspection of all public construction as well as documenting the construction activities. Engineering manages the design consultant engineering contract, as well as developer constructed infrastructure. Contract administration and financial management and assessment preparation of the construction projects is also performed by this division.

PERMANENT POSITIONS:

Director of Public Works	.30
Assistant Director of Public Works	.20
Public Works Inspector	<u>.90</u>
	<u>1.40</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes proposed for the 2013 fiscal year.

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – ENGINEERING & CONSTRUCTION**PERFORMANCE MEASURES:**

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Number of Construction Projects Let	5	3	5	3
Construction Amount Installed	\$1,570,000	\$1,824,000	\$2,325,000	2,785,000
Number of Contracts At or Under Budget	4	2	3	3
Special Assessment Notices Mailed	5	105	105	130
Contract Change Orders Issued	9	6	6	6

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>CONSTRUCTION/ENGINEERING</u>						
Salaries & Wages	\$ 46,825	\$ 48,538	\$ 30,024	\$ 48,538	\$ 43,094	\$ 43,094
Employee Benefits	\$ 15,226	\$ 13,876	\$ 8,589	\$ 13,876	\$ 13,027	\$ 13,027
Contracted Services	\$ 6,033	\$ 8,626	\$ 4,952	\$ 5,671	\$ 4,000	\$ 4,000
Memberships/Travel/Training	\$ -	\$ 1,800	\$ -	\$ 2,400	\$ 1,200	\$ 1,200
VOM Charges	\$ 2,595	\$ 2,685	\$ 2,685	\$ 2,685	\$ 2,685	\$ 2,685
Capital Equipment	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 72,379	\$ 75,525	\$ 46,250	\$ 73,170	\$ 64,005	\$ 64,005

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – STREET LIGHTING & TRANSIT

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
STREET LIGHTING & TRANSIT SERVICES						
Street Lighting	\$ 117,990	\$ 121,569	\$ 66,585	\$ 121,569	\$ 125,824	\$ 125,824
Contracted Services - Transit	\$ 116,630	\$ 115,408	\$ 69,440	\$ 115,408	\$ 118,870	\$ 118,870
Subtotal	\$ 234,619	\$ 236,977	\$ 136,025	\$ 236,977	\$ 244,694	\$ 244,694

DEPARTMENT: PUBLIC SERVICES

DIVISION: PUBLIC WORKS – BUILDINGS & GROUNDS

GOAL: To provide for the maintenance and upkeep of the Village's buildings and grounds in a safe, cost effective, efficient manner.

OBJECTIVES:

- Evaluate and promote energy conservation in Village Facilities.
- Establish preventative maintenance policies for facilities to extend the life of facilities.

PROGRAM ACTIVITY STATEMENT:

The Buildings and Grounds Division is responsible for the utilities, maintenance, and custodial upkeep for the Bellevue's real property. This includes public buildings such as 1811 Allouez Avenue, 2828 Allouez Avenue, 3100 Eaton Road, and related building parking lots.

PERMANENT POSITIONS:

Maintenance Service Worker .50
Utility Technicians .05
.55

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- Utility expenses have been reallocated entirely into the Buildings & Grounds account. This was completed to accommodate recommendations by the Village's Auditor.
- \$10,000 of contracted services is added over 2012 to accommodate a custodial services contract for 3100 Eaton Road (Village Hall) and 1811 Allouez Avenue (Community Center).

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>BUILDINGS & GROUNDS</u>						
Salaries & Wages	\$ 15,193	\$ 22,660	\$ 10,879	\$ 22,660	\$ 18,014	\$ 18,014
Employee Benefits	\$ 2,792	\$ 6,489	\$ 2,107	\$ 5,208	\$ 3,377	\$ 3,377
Contracted Services	\$ 4,453	\$ 6,161	\$ 3,052	\$ 6,161	\$ 24,725	\$ 24,725
Utilities	\$ 9,741	\$ 15,046	\$ 8,282	\$ 15,046	\$ 89,645	\$ 89,645
Operating Supplies	\$ 13,211	\$ 8,000	\$ 3,723	\$ 6,400	\$ 16,690	\$ 16,690
VOM Charges	\$ 10,480	\$ 10,640	\$ 10,640	\$ 10,640	\$ 10,640	\$ 10,640
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 9,036	\$ 9,036
Subtotal	\$ 55,871	\$ 68,996	\$ 38,683	\$ 66,115	\$ 172,127	\$ 172,127

PUBLIC WORKS DIVISION GRAND TOTAL:

GRAND TOTAL	\$ 880,501	\$ 908,466	\$ 602,128	\$ 891,734	\$ 958,675	\$ 958,675
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DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES – ADMINISTRATION

GOAL: To provide for the overall direction, coordination and support of all activities of the Leisure Services Department.

OBJECTIVES:

Through prudent management practices, the Administration Division shall:

- Develop and implement a program of services that effectively meet the recreational, cultural and preservation needs of the community.
- Establish an effective community relations program that will both communicate the availability of current services and promote the importance of parks and leisure services within the community.
- Conduct general administrative functions; including personnel management, risk & safety management, performance measurement, purchasing and budget preparation/management.
- Evaluate all operations in order to improve efficiency and effectiveness and to prepare reports as necessary.
- Initiate, develop and carry out special projects, as required.

PROGRAM ACTIVITY STATEMENT:

The Leisure Services Department consists of four divisions: Administration, Park Maintenance & Operations, Recreation & Senior Services and Urban Forestry. The Administration Division is responsible for coordinating, monitoring and managing these components to form a system of services that is responsive to the leisure interests and preservation needs of the Village.

PERMANENT POSITIONS:

Director of Public Services	.5
Recreation Supervisor	<u>.25</u>
	<u>.75</u>

DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES - ADMINISTRATION**PERFORMANCE MEASURES:****Shelter & Community Center Reservations:**

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Josten Enclosed	40	40	41	42	36	36
Josten North Open	17	25	17	20	10	10
Josten South Open	4	8	5	10	5	5
DeBroux Enclosed	32	27	36	32	27	27
Willow Creek Open	N/A	1	6	18	5	5
Community Center	N/A	23	53	60	45	45
Totals:	93	124	158	183	128	128

Athletic Facility Reservations:

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Josten Upper Diamond	69	74	70	90	72	75
Josten Lower Diamond	82	70	26	27	25	40
Josten South Soccer	60	88	7	60	60	40
Josten North Multi-Purpose	61	40	7	4	30	30
DeBroux Diamond	56	50	90	142	90	90
DeBroux Soccer	62	70	1	37	40	40
Willow Creek #1	N/A	N/A	49	33	40	40
Willow Creek #2	N/A	N/A	74	11	40	40
Willow Creek #3	N/A	N/A	79	59	12	40
Totals:	390	392	413	463	409	435

DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES - ADMINISTRATION

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>ADMINISTRATION</u>						
Salaries & Wages	\$ 37,513	\$ 37,513	\$ 23,804	\$ 37,513	\$ 37,530	\$ 37,530
Employee Benefits	\$ 14,531	\$ 12,451	\$ 8,565	\$ 12,451	\$ 13,358	\$ 13,358
Utilities	\$ 1,385	\$ 1,260	\$ 758	\$ 1,260	\$ 1,200	\$ 1,200
Contracted Services	\$ 371	\$ 2,300	\$ 203	\$ 2,300	\$ 1,750	\$ 1,750
Operating Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Memberships/Travel/Training	\$ 1,613	\$ 2,100	\$ 536	\$ 1,680	\$ 2,455	\$ 2,455
Capital Equipment	\$ 1,858	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 58,271	\$ 56,624	\$ 34,866	\$ 56,204	\$ 57,293	\$ 57,293

DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES – PARKS

GOAL: To provide functional, safe and attractive park areas and recreational facilities.

OBJECTIVES:

Through prudent management practices, the Park Maintenance Division shall:

- Provide park and areas and recreational facilities that are functional – that work as designed, and enable visitors/users to enjoy an optimal recreation experience.
- Provide safe, accessible and healthful park areas and recreational facilities for visitors, employees, and other users.
- Provide clean, attractive, and aesthetically pleasing park areas and recreational facilities.

PROGRAM ACTIVITY STATEMENT:

The Division currently maintains 100 acres of outdoor recreation and open space land; classified and developed as mini, neighborhood, linear or community park space. In addition to parkland, the Department is also responsible for the management of the Community Center (1811 Allouez Ave.)

Types of maintenance performed include: housekeeping, routine buildings and grounds maintenance, preventative maintenance, program support/set-up, scheduled improvements and emergency/vandalism repairs.

The park system is maintained with 2 seasonal staff members, who are employed from approximately June 1 to August 31 each year. They primarily provide garbage/litter pick-up, athletic field maintenance and general buildings and grounds maintenance. In addition, throughout the year 1.0 full-time equivalent public works laborers are assigned to support park related maintenance.

PERMANENT POSITIONS:

Director of Public Services	.25
Park Foreman	<u>1.00</u>
	<u>1.25</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- Promotion of Doug Tenor to Park Foreman

DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES – PARKS

PERFORMANCE MEASURES:

Park Operations Activities:

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Total Acreage	326	326	326	326	326	326
Developed Park Areas	7	8	8	8	8	8
Mowable Acreage	46.5	54.9	54.9	54.9	54.9	56.9
Playgrounds	7	8	8	8	8	8
Shelters & Pavilions	8	9	9	9	9	9
Conservancy Acreage	86.1	86.1	86.1	86.1	86.1	86.1
Park Trails (Paved Miles)	2.2	2.2	2.2	2.2	2.95	2.95
Facility Attendance (# of Persons)	N/A	24,668	29,262	73,478	45,000	45,000

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
PARKS						
Salaries & Wages	\$ 90,119	\$ 73,013	\$ 64,649	\$ 73,139	\$ 76,556	\$ 76,556
Employee Benefits	\$ 36,489	\$ 31,873	\$ 28,998	\$ 34,409	\$ 29,446	\$ 29,446
Contracted Services	\$ 51,393	\$ 52,500	\$ 26,852	\$ 51,500	\$ 54,763	\$ 54,763
Utilities	\$ 18,925	\$ 15,194	\$ 8,258	\$ 15,750	\$ 13,812	\$ 13,812
Operating Supplies	\$ 19,249	\$ 18,315	\$ 17,606	\$ 21,500	\$ 21,740	\$ 21,740
Memberships/Travel/Training	\$ 1,143	\$ 260	\$ 15	\$ 15	\$ -	\$ -
VOM Charges	\$ 14,145	\$ 14,145	\$ 14,315	\$ 14,315	\$ 14,145	\$ 14,145
Capital Equipment	\$ 2,930	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 234,393	\$ 205,300	\$ 160,692	\$ 210,628	\$ 210,462	\$ 210,462

DEPARTMENT: PUBLIC SERVICES

DIVISION: LEISURE SERVICES – RECREATION & SENIOR SERVICES

GOAL: To implement a program of services and activities that effectively meets the recreational, cultural and leisure needs of the community.

OBJECTIVES:

Through prudent management practices, the Recreation & Senior Services Division shall:

- Provide leisure opportunities for youth, adults, older adults and families to participate in activities such as enrichment, sports/fitness, special events and cultural programs.
- Develop and facilitate programs and activities that will improve and promote individual social, cognitive, physical, and emotional skills.
- Develop programs that encourage participants to be active outdoors.
- Ensure the full schedule of programs either meet or exceed direct operating costs.

PROGRAM ACTIVITY STATEMENT:

Recreation programs and special events are offered to over 5,000 participants annually. Programs are generally offered under one of the following categories; youth enrichment, youth sports, adult programming, older adult programming, family programs and community special events.

The division is managed partially by the Department Director, Recreation Supervisor with administrative support from the Village's Cashier/Receptionist. Programs are generally operated utilizing volunteers and part-time seasonal labor.

PERMANENT POSITIONS:

Director of Public Services	.10
Recreation Supervisor	<u>.75</u>
	<u>.85</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes in the 2013 fiscal year.

DEPARTMENT: PUBLIC SERVICES**DIVISION: LEISURE SERVICES – RECREATION & SENIOR SERVICES****PERFORMANCE MEASURES:****Recreation Program Participation:**

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Youth Enrichment	1045	1062	1025	1537	1500	2000
Youth Sports	196	249	238	248	275	275
Adult Programs	185	149	50	90	150	25
Older Adult Programs/Events	1667	1500	1850	1851	1950	1650
Family Activities	49	50	124	176	200	225
Community Events/Activities	559	625	1750	1768	2500	2500
Totals:	3,701	3,635	5,037	5670	6,575	6,675

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
RECREATION						
Salaries & Wages	\$ 81,058	\$ 99,051	\$ 67,439	\$ 99,051	\$ 106,936	\$ 106,936
Employee Benefits	\$ 16,550	\$ 16,389	\$ 10,839	\$ 16,628	\$ 15,867	\$ 15,867
Contracted Services	\$ 22,755	\$ 17,721	\$ 15,021	\$ 17,721	\$ 12,953	\$ 12,953
Operating Supplies	\$ 23,271	\$ 28,002	\$ 23,633	\$ 30,200	\$ 33,966	\$ 33,966
Memberships/Travel/Training	\$ 79	\$ 45	\$ -	\$ -	\$ -	\$ -
Senior Programming	\$ 8,014	\$ 14,825	\$ 348	\$ 14,825	\$ 11,875	\$ 11,875
VOM Charges	\$ 1,410	\$ 1,470	\$ 1,470	\$ 1,470	\$ 1,470	\$ 1,470
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 153,137	\$ 177,503	\$ 118,751	\$ 179,895	\$ 183,067	\$ 183,067

LEISURE SERVICES DIVISION GRAND TOTAL:

GRAND TOTAL	\$ 445,800	\$ 439,427	\$ 314,309	\$ 446,727	\$ 450,821	\$ 450,821
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COMMUNITY DEVELOPMENT

DEPARTMENT: COMMUNITY DEVELOPMENT

GOAL: To guide and manage the development, construction, and use of property in a manner that maximizes the positive benefits for all of Bellevue.

OBJECTIVES:

- To plan for tomorrow, today.
- To strive to assure that all land use decisions reflect long-term community interests.
- To act as a resource for building code requirements to the general public and to the development community.
- To enhance the existing pro-business environment in order to stimulate new and increased business activity.
- To diversify and enhance the Village's tax base.
- To serve the public in a professional, courteous and personal manner

The Department's most important responsibility involves guiding and managing the development, construction, and use of property in a manner that maximizes the positive benefits for all of Bellevue, while at the same time minimizing the negative impacts on the use and enjoyment of individual properties.

The Community Development Department works closely with other departments, Planning Commission, Site Plan Review Commission, and Zoning Board of Appeals on various activities daily.

PROGRAM ACTIVITY STATEMENT: The Community Development Department is made up of five divisions; Administration, Building Inspection, Economic Development, GIS, and Planning & Zoning.

PERFORMANCE MEASURES:

Permit Numbers and Values

The chart below indicates the number of permits issued by the Community Development Department over the past five years. The numbers from the year 2012 are through the end of September. Single-family permits overall have been down significantly since the early 2000's when permits issued per year were well over 100. Factors that played into this decline have been the down housing economy, slow recovery from the recession, foreclosures, and the limited available lot inventory within the Village. Bellevue took a step to address the lot inventory issue by adopting the Residential Infrastructure Policy in September 2011. No developer has come forward as of yet to formally request possible assistance, however there has been interest from potential projects.

The Village has seen numerous requests for multi-family developments over the past year and two of the projects that have received approval will get underway the last quarter of 2012

DEPARTMENT: COMMUNITY DEVELOPMENT

PERFORMANCE MEASURES: (Continued)

and continue on in 2013. Phase I of the Huron Road Apartments is expected to pull a permit in late October for 32 units valued at over \$1.3 million dollars.

Residential alterations are consistent with numbers and values we have seen the past two years through Mid-October. Staff typically sees these numbers jump in the later months as outside construction comes to a close and the focus turns into interior renovations and improvements.

New commercial and commercial alteration is compared to the past two years. The largest commercial project was the permit pulled for the KI warehouse expansion in February valued at over \$3 million dollars. Already in 2012 a total of \$7,294,247 in new commercial and commercial alteration permits have been issued compared to \$4,578,853 and \$643,800 for all of 2010.

The number of miscellaneous permits is ahead of last year's pace in regards to number but the overall value is down but should be consistent with 2011 by the end of the calendar year.

Did you know?

The largest new commercial construction permit for 2012 was the retail building on Lime Kiln Road valued at \$1,192,000.

DEPARTMENT: COMMUNITY DEVELOPMENT

PERFORMANCE MEASURES: (Continued)

	2008	2009	2010	2011	2012*
R1 Permits (Single-Family)	21	33	38	16	27
# of Units	21	33	38	16	27
Value	\$ 4,348,040.00	\$ 4,992,502.00	\$ 6,326,000.00	\$ 2,981,250.00	\$ 4,989,320.00
R2 Permits (2 Family)	2	0	4	0	0
# of Units	4	0	8	0	0
Value	\$ 385,000.00	\$ -	\$ 788,000.00	\$ -	\$ -
R3 Permits (Multi-Family)	2	0	0	0	7
# of Units	24	0	0	0	44
Value	\$ 1,410,000.00	\$ -	\$ -	\$ -	\$ 2,094,000.00
Residential Alteration	45	53	45	42	43
	\$ 652,000.00	\$ 703,514.00	\$ 477,820.00	\$ 369,785.00	\$ 497,427.00
Residential Garage	7	0	2	0	2
	\$ 106,500.00	\$ -	\$ 3,336.00	\$ -	\$ 44,000.00
Commerical Building (New)	10	4	4	4	5
	\$ 27,545,883.00	\$ 13,030,000.00	\$ 268,000.00	\$ 1,353,028.00	\$ 1,318,975.00
Commercial Alteration	24	20	17	17	27
	\$ 2,619,341.00	\$ 8,172,299.00	\$ 427,700.00	\$ 3,225,825.00	\$ 5,975,272.00
Misc. Permits	307	268	310	248	247
	\$ 1,364,321.00	\$ 963,028.00	\$ 1,192,050.00	\$ 1,540,537.00	\$ 1,093,388.00
Totals	\$ 38,431,085.00	\$ 27,861,343.00	\$ 9,482,906.00	\$ 9,470,425.00	\$ 16,012,382.00

*Values Through Mid-October

Petitions, Applications, and Requests:

The chart below indicates the number of development review, site plan review, and variance applications through Mid-October 2012 compared to previous years. As expected the numbers are down significantly compared to pre 2010. The spike in rezoning petitions associated with the Working Lands Initiative in 2009 elevated the total number of cases in that year. Without that initiative, the number for the last 4 years would have been pretty consistent.

DEPARTMENT: COMMUNITY DEVELOPMENT

PERFORMANCE MEASURES: (Continued)

	2008	2009	2010	2011	2012*
SPRC Applications	16	8	7	5	4
Varaiance Applications	3	5	0	3	2
CSM's	10	3	7	3	1
Conditional Use	7	1	2	1	1
Rezoning Petitions	6	49	4	0	8
PDD's	8	5	6	6	5
OMA's	3	2	0	4	2
Plats	0	1	1	1	1
Zoning Ord. Amend.	4	3	2	6	2
Comp Plan Amend.	2	0	0	0	1
Totals	59	77	29	29	27

*Numbers through Mid-October

Looking forward to 2013 is difficult to predict if the economy is starting to slowly rebound. There are significant projects that we can expect to continue such as the 2nd phases of Ontario Crossing, Huron Road Apartments, and a possible Costco store located in the GV/172 area that will help form a solid base of growth revenue. However, it is anticipated that single-family numbers will decline as the number of available lots in the Village continues to decline.

2012 Contact Log:

The Community Development Department began tracking contacts with customers in 2010. The contacts are broken down into how the contact was initiated and what the contact was in regard to. The chart below indicates the number of contacts that members of the Community Development Department had so far in 2012 with members of the public and development community. A number of contacts can be put in multiple categories as they are often associated with numerous functions of this department – but the chart does do a good job in gauging the number of people interacted with by our employees in approximately 10 months.

Contact Log										
	Phone Calls Received	Phone Calls Dialed	Office	Field	Inspections	P&Z	ED	Misc.	Inq.	Complaint
2010	1652	828	308	100	101	1194	157	533	1122	168
2011	1626	969	283	108	82	1272	161	931	1364	174
2012	1667	930	330	140	590	1231	171	1094	1568	108

DEPARTMENT: COMMUNITY DEVELOPMENT – ADMINISTRATION

Community Development Administration provides policy administration, direction and management of the overall operations of the Community Development Department. The director is responsible for the management of the department's 5 divisions and the development of long range plans, budgeting, policies and procedures, employee training and moral, interagency coordination, and visioning. Community Development Administration provides staff with the interface between the Executive Leadership Team and political government.

Administration is staffed with 1- FTE Director and receives program support from divisional staff.

Administration ensures that each division within the department moves forward with achieving the goals and objectives of that program. Administration is responsible for a continuous improvement program that plans, implements and evaluates each program for efficiency and effectiveness as it relates to the strategic plan.

PERMANENT POSITIONS:

Community Development Director .30

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes to the Administration Division.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
ADMINISTRATION						
Salaries & Wages	\$ 11,772	\$ 11,771	\$ 7,468	\$ 11,772	\$ 11,772	\$ 11,772
Employee Benefits	\$ 2,782	\$ 2,478	\$ 1,547	\$ 2,479	\$ 2,623	\$ 2,623
Capital Equipment	\$ 1,828	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 16,382	\$ 14,249	\$ 9,015	\$ 14,251	\$ 14,395	\$ 14,395

DEPARTMENT: COMMUNITY DEVELOPMENT – BUILDING INSPECTION

The Building Inspection Division is responsible for issuing building permits, performing inspections and providing plan review for all new and remodeled construction performed in the Village of Bellevue. The department also responds to citizen complaints on possible zoning and housing code violations and follows up with enforcement action if required. The department saw the number of permits issued for 2012 to date surpass all of 2011 roughly in late September with 3 months to go.

PERMANENT POSITIONS:

Community Development Director	.10
Asst Planner/Zoning Administrator	.50
Building Inspector	1.0
Building Inspector (PT Approx. 20 Hrs/Week)	<u>.50</u>
	<u>3.0</u>
Electrical Inspector	As needed

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

The most significant change to the Building Inspection Division is the elimination of the part-time Zoning Administrator position and the creation of the Assistant Planner/Zoning Administrator position. The change to full-time will not result in a significant increase in any expenditures.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>BUILDING INSPECTION</u>						
Salaries & Wages	\$ 83,984	\$ 87,616	\$ 55,055	\$ 87,616	\$ 87,919	\$ 87,919
Employee Benefits	\$ 17,361	\$ 16,926	\$ 10,473	\$ 16,926	\$ 13,976	\$ 13,976
Contracted Services	\$ 3,058	\$ 4,600	\$ 954	\$ 4,100	\$ 4,600	\$ 4,600
Utilities	\$ 255	\$ 500	\$ 571	\$ 820	\$ 500	\$ 500
Operating Supplies	\$ 3,145	\$ 3,500	\$ 187	\$ 2,800	\$ 3,500	\$ 3,500
Memberships/Travel/Training	\$ 1,689	\$ 2,330	\$ 1,420	\$ 2,330	\$ 2,550	\$ 2,550
VOM Charges	\$ 3,395	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485
Subtotal	\$ 112,887	\$ 118,957	\$ 72,146	\$ 118,077	\$ 116,530	\$ 116,530

Did you know?

Permitted revenue is the highest in 5 years with 3 months to go in 2012 and surpassed 2011 total revenue in September.

DEPARTMENT: COMMUNITY DEVELOPMENT – PLANNING & ZONING

The Planning and Zoning Division is responsible in assisting in the safe, balanced, efficient, visually appealing, and economically sustainable physical development within Bellevue's ultimate planning area. The Division seeks to promote the stability and convenience of residents, aid in providing reasonable economic return for the client while simultaneously protecting the larger public interest, and ensure high quality, balanced, aesthetically pleasing, and safe development of the Village of Bellevue.

Planning staff oversees the review process for land development applications, such as site plans, subdivisions, rezoning, PDD creation, conditional use requests, site plan reviews, variance requests, land use verifications and ordinance text amendments.

The Planning Division is continuing to work on the Comprehensive Plan Update through the end of 2012 and into 2013. The Division is also taking on updating of numerous sections of the zoning code as well as looking specifically at the multi-family materials requirements.

PERMANENT POSITIONS:

Community Development Director	.30
Asst. Planner/Zoning Administrator	<u>.50</u>
	<u>.80</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

The most significant change to the Building Inspection Division is the elimination of the part-time Zoning Administrator position and the creation of the Assistant Planner/Zoning Administrator position. The change to full-time will not result in a significant increase in any expenditures.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
PLANNING & ZONING						
Salaries & Wages	\$ 18,940	\$ 18,940	\$ 12,019	\$ 18,940	\$ 18,940	\$ 18,940
Employee Benefits	\$ 4,088	\$ 3,449	\$ 2,160	\$ 3,449	\$ 3,648	\$ 3,648
Contracted Services	\$ 18,130	\$ 5,100	\$ 2,485	\$ 2,900	\$ 4,184	\$ 4,184
Utilities	\$ 503	\$ 500	\$ 455	\$ 655	\$ 550	\$ 550
Operating Supplies	\$ 28	\$ 3,800	\$ -	\$ 550	\$ 850	\$ 850
Memberships/Travel/Training	\$ 2,156	\$ 2,250	\$ 1,227	\$ 2,250	\$ 2,250	\$ 2,250
VOM Charges	\$ 1,175	\$ 1,225	\$ 1,225	\$ 1,225	\$ 1,225	\$ 1,225
Subtotal	\$ 45,021	\$ 35,264	\$ 19,572	\$ 29,969	\$ 31,647	\$ 31,647

DEPARTMENT: COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT

The Economic Development Division is responsible for the marketing and growth of the Village.

In 2012 the Economic Development Division attended and promoted the Village at numerous ICSC and IEDC events, distributed the Village marketing brochure to numerous companies and businesses not currently located in our region, worked with developers to complete successful commercial, industrial and residential projects, and coordinated the communication to businesses through a retention visit program. In addition, the Economic Development Division established meeting with the Economic Development Advisory Board and continued to work towards establishing the Village's first TID (Tax Incremental Finance District) in the GV/172 area to facilitate the Costco project.

PERMANENT POSITIONS:

Community Development Director .30

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes to the Economic Development Division budget proposed for 2013.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
ECONOMIC DEVELOPMENT						
Salaries & Wages	\$ 11,772	\$ 11,771	\$ 7,471	\$ 11,772	\$ 11,772	\$ 11,772
Employee Benefits	\$ 2,793	\$ 2,478	\$ 1,543	\$ 2,479	\$ 2,623	\$ 2,623
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
Memberships/Travel/Training	\$ 8,124	\$ 3,660	\$ 3,375	\$ 3,870	\$ 3,750	\$ 3,750
VOM Charges	\$ 585	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735
Subtotal	\$ 23,274	\$ 18,744	\$ 13,123	\$ 18,956	\$ 18,980	\$ 18,980

DEPARTMENT: COMMUNITY DEVELOPMENT – GIS

The purpose of the Bellevue GIS Department is to construct, maintain, and assure the quality of the Bellevue Digital Database and provide guidance and assistance to any organization wishing to utilize this digital data. This guidance and assistance can take the form of digital data delivery, map creation, or direct assistance by GIS Mapping personnel.

For 2013 the GIS Department moves from the Public Works Department to the Community Development Department becoming the departments fifth division.

The GIS Department played a vital role in updating all of the maps and graphics in the Comprehensive Plan Update that took place in 2012 saving the Village dollars in the overall project.

PERMANENT POSITIONS:

GIS Coordinator .70

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- There are no significant changes to the GIS Division budget proposed for 2013.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
GIS						
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ 7,940	\$ 7,940
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ 1,989	\$ 1,989
Software Support	\$ -	\$ -	\$ -	\$ -	\$ 2,700	\$ 2,700
Training	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ 875
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 14,705	\$ 14,705

COMMUNITY DEVELOPMENT DEPARTMENT GRAND TOTAL:

GRAND TOTAL	\$ 197,564	\$ 187,214	\$ 113,855	\$ 181,253	\$ 196,257	\$ 196,257
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OTHER FINANCIAL USES

DEPARTMENT: OTHER FINANCIAL USES

DESCRIPTION:

Transfer to the IT Fund is a cash payment to fund projects and improvements directly involving the Village's information technology infrastructure. Transfer to the Parks Capital Project Fund is a cash payment for future capital projects and equipment. By building a fund balance in these accounts, projects can be undertaken without the need to borrow or raise all the revenue needed for a project in one year's budget. This promotes tax rate stabilization and also provides a contingency fund for unanticipated projects and expenses.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OTHER FINANCIAL USES						
Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to IT Fund	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Transfer to Park Capital	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfer to VOM	\$ 38,220	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 58,220	\$ 10,000	\$ 10,000	\$ 10,000	\$ 160,000	\$ 160,000

6.0 SANITATION FUND

DEPARTMENT: SANITATION

GOAL: To maintain sanitary conditions throughout the Village by providing collection services for trash and recyclable materials, provide for the safe and sanitary disposal of all approved composting facility, and to provide recycling collection of brush and small trees.

OBJECTIVES:

- To provide each residential unit with weekly refuse pickup and biweekly collection of recyclables.
- To operate and maintain a licensed compost site for the Village residents.
- To provide brush pickup biannually and a January tree pickup.

PROGRAM ACTIVITY STATEMENT:

The Sanitation Department provides for the collection of refuse and recycling through contracted services with Veolia. The Village also operates a licensed compost site that Village residents can deposit brush and yard waste. This material is recycled into compost and mulch which is reused by the residents and in our park system. The Village offers an oil recycling site which collects over 2,000 gallons of oil each year.

RECEIPTS:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ -	\$ 39,876	\$ 39,876	\$ 39,876	\$ 31,358	\$ 31,358
<u>OPERATING REVENUE</u>						
Garbage Revenue	\$ 447,435	\$ 451,350	\$ 310,944	\$ 486,206	\$ 486,206	\$ 486,206
Recycling Revenue	\$ 128,402	\$ 158,170	\$ 91,270	\$ 141,264	\$ 141,264	\$ 141,264
Compost Site Fees	\$ 1,755	\$ -	\$ -	\$ -	\$ -	\$ -
Forfeited Discounts	\$ 5,162	\$ 4,000	\$ 2,249	\$ 6,000	\$ 6,000	\$ 6,000
Subtotal	\$ 582,755	\$ 613,520	\$ 404,463	\$ 633,470	\$ 633,470	\$ 633,470
<u>OTHER REVENUES</u>						
Recycling Grant	\$ 41,999	\$ 41,000	\$ 45,926	\$ 45,926	\$ 45,926	\$ 45,926
Sale of Recyclables	\$ 57,867	\$ 31,000	\$ 27,372	\$ 38,688	\$ 38,600	\$ 38,600
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Fee - Recovery	\$ 102,193	\$ 102,060	\$ 68,391	\$ 102,550	\$ 102,550	\$ 102,550
Subtotal	\$ 202,058	\$ 174,060	\$ 141,689	\$ 187,164	\$ 187,076	\$ 187,076
TOTAL REVENUES	\$ 784,813	\$ 787,580	\$ 546,152	\$ 820,634	\$ 820,546	\$ 820,546

DEPARTMENT: SANITATION

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- Fuel surcharges continue to amount to \$50,000-\$60,000 per year. The rates for 2013 reflect this continued trend.
- \$25,000 transfer to the general fund.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>GARBAGE</u>						
Contracted Services	\$ 453,383	\$ 451,350	\$ 272,104	\$ 457,335	\$ 477,696	\$ 477,696
Subtotal	\$ 453,383	\$ 451,350	\$ 272,104	\$ 457,335	\$ 477,696	\$ 477,696
<u>RECYCLING</u>						
Wages & Salaries	\$ 56,195	\$ 49,866	\$ 30,042	\$ 49,866	\$ 50,953	\$ 50,953
Payroll Taxes	\$ 4,142	\$ 3,815	\$ 2,169	\$ 3,815	\$ 3,898	\$ 3,898
Retirement Contributions	\$ 5,416	\$ 4,471	\$ 2,499	\$ 4,471	\$ 3,239	\$ 3,239
Employee Benefits	\$ 7,458	\$ 8,835	\$ 4,575	\$ 8,835	\$ 8,577	\$ 8,577
Contracted Services	\$ 168,363	\$ 199,170	\$ 102,426	\$ 194,050	\$ 203,613	\$ 203,613
Bank Fees	\$ 628	\$ -	\$ 689	\$ 1,000	\$ 1,000	\$ 1,000
Operating Supplies	\$ 8,636	\$ 2,650	\$ 3,305	\$ 6,250	\$ 6,250	\$ 6,250
Bad Debt Expense	\$ 84	\$ 100	\$ 351	\$ 500	\$ 500	\$ 500
Insurance	\$ 2,000	\$ -	\$ 2,886	\$ 4,205	\$ 3,796	\$ 3,796
VOM Charges	\$ 13,535	\$ 13,755	\$ 13,755	\$ 13,755	\$ 13,755	\$ 13,755
Subtotal	\$ 266,457	\$ 282,662	\$ 162,698	\$ 286,747	\$ 295,581	\$ 295,581
<u>COMPOST SITE</u>						
Utilities	\$ -	\$ -	\$ 412	\$ 70	\$ 132	\$ 132
Operating Supplies	\$ 13,096	\$ 23,000	\$ 6,106	\$ 23,000	\$ 23,000	\$ 23,000
Rents & Leases	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Subtotal	\$ 25,096	\$ 35,000	\$ 18,519	\$ 35,070	\$ 35,132	\$ 35,132
<u>MISCELLANEOUS</u>						
Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Transfer to IT Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Economic Adj for Wages	\$ -	\$ -	\$ -	\$ -	\$ 550	\$ 550
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ 25,550	\$ 25,550
TOTAL EXPENDITURES	\$ 744,937	\$ 769,012	\$ 453,320	\$ 829,152	\$ 833,959	\$ 833,959
EXCESS REVENUES OVER(UNDER) EXPENSES	\$ 39,876	\$ 18,568	\$ 92,832	\$ (8,518)	\$ (13,413)	\$ (13,413)
FUND BALANCE, DECEMBER 31	\$ 39,876	\$ 58,444	\$ 132,708	\$ 31,358	\$ 17,945	\$ 17,945

7.0 DEBT SERVICE

DEPARTMENT: DEBT SERVICE

GOAL: To ensure payments on long term debt owed by the Village. General obligation debt is backed by a tax levy and is subject to the provision limiting the Village's total general obligation borrowing to 5% of its equalized property valuation.

OBJECTIVES:

- To account for funds reserved for payment of principal and interest on outstanding long-term debt.
- To account for special assessment revenues made by property owners on a payment plan for municipal improvements previously installed.
- To ensure funding for large capital projects such as road reconstruction, building construction, and land acquisitions.
- To maintain or upgrade the Village's Aa2 bond rating.

PROGRAM ACTIVITY STATEMENT:

The Debt Services fund is a schedule of payments on long term debt owed by the Village. The Village borrows money to finance large capital projects such as road reconstruction, building construction, and land acquisitions. These funds are borrowed on general obligation notes and general obligation bonds. The term General Obligation means that the notes and bonds are backed by the full faith and credit of the municipality, and that the Village has a legal obligation to levy funds on an annual basis in an amount sufficient to make the principal and interest payments. Revenue to fund debt payment comes from property taxes, special assessments, and impact fees.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

Debt service will increase primarily due to the number of large county road urbanization projects, a decrease in the amount of revenue generated by impact fees and delays in levying special assessments due to project postponements.

DEPARTMENT: DEBT SERVICE

REQUIRED RESOURCES:

REVENUES

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
Property Tax Levy-Village Debt	\$ 1,010,322	\$ 1,175,464	\$ 1,175,464	\$ 1,175,464	\$ 1,229,259	\$ 1,229,259
Special Assessment Principal	\$ 720,716	\$ 375,832	\$ 290,307	\$ 561,258	\$ 455,559	\$ 455,559
Special Assessment Interest	\$ 46,118	\$ 74,809	\$ 41,432	\$ 41,561	\$ 67,321	\$ 67,321
Transfer - Village	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - Fire Impact Fees	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
Transfer - Police Impact Fees	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Transfer - Water Utility	\$ 31,817	\$ 32,772	\$ 32,772	\$ 32,772	\$ 33,755	\$ 33,755
Transfer - Sewer Utility	\$ 31,817	\$ 32,771	\$ 32,771	\$ 32,771	\$ 33,755	\$ 33,755
Transfer - Storm Utility	\$ 31,817	\$ 32,768	\$ 32,768	\$ 32,768	\$ 33,755	\$ 33,755
Transfer - VOM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent - Compost Site	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Sale of Equipment/Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Proceeds	\$ -	\$ -	\$ 435,087	\$ 435,087	\$ -	\$ -
Total	\$ 1,909,607	\$ 1,761,416	\$ 2,077,601	\$ 2,348,681	\$ 1,890,404	\$ 1,890,404

EXPENDITURES

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
Principal Payments	\$ 1,299,223	\$ 1,334,074	\$ 1,762,074	\$ 1,762,074	\$ 1,441,580	\$ 1,441,580
Interest Payments	\$ 387,131	\$ 427,346	\$ 434,817	\$ 434,457	\$ 448,824	\$ 448,824
Total	\$ 1,686,354	\$ 1,761,420	\$ 2,196,891	\$ 2,196,531	\$ 1,890,404	\$ 1,890,404

DEPARTMENT: DEBT SERVICE

TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Village					
2003 GO NOTE	\$ 458,063.00	\$ 458,063.00	\$ 8,245.04	\$ 466,308.04	\$ -
2007 GO NOTE	\$ 445,800.00	\$ 138,200.00	\$ 15,678.72	\$ 153,878.72	\$ 307,600.00
2007 GO BOND	\$ 3,830,000.00	\$ -	\$ 162,692.50	\$ 162,692.50	\$ 3,830,000.00
2008A GO NOTE	\$ 842,666.70	\$ 117,037.00	\$ 30,371.00	\$ 147,408.00	\$ 725,629.70
2009 GO NOTE	\$ 1,440,000.00	\$ 190,000.00	\$ 41,242.50	\$ 231,242.50	\$ 1,250,000.00
2010 GO NOTE	\$ 1,533,033.00	\$ -	\$ 37,922.50	\$ 37,922.50	\$ 1,533,033.00
2011 GO NOTE	\$ 2,740,000.00	\$ 275,000.00	\$ 60,412.50	\$ 335,412.50	\$ 2,465,000.00
2012A GO NOTE	\$ 4,955,140.00	\$ 263,280.00	\$ 92,256.79	\$ 355,536.79	\$ 4,691,860.00
Village Total	\$ 16,244,702.70	\$ 1,441,580.00	\$ 448,821.55	\$ 1,890,401.55	\$ 14,803,122.70
TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Water Utility					
2003 GO NOTE	\$ 68,040.00	\$ 68,040.00	\$ 1,224.67	\$ 69,264.67	\$ -
2007 GO NOTE	\$ 50,996.00	\$ 15,884.00	\$ 1,799.79	\$ 17,683.79	\$ 35,112.00
2008A GO NOTE	\$ 288,970.00	\$ 39,822.00	\$ 10,334.00	\$ 50,156.00	\$ 249,148.00
2010 GO NOTE	\$ 1,470,562.00	\$ 30,000.00	\$ 36,670.12	\$ 66,670.12	\$ 1,440,562.00
2011 GO NOTE	\$ 680,000.00	\$ -	\$ 17,085.00	\$ 17,085.00	\$ 680,000.00
2012A GO NOTE	\$ 540,388.50	\$ 274,227.00	\$ 3,252.01	\$ 277,479.01	\$ 266,161.50
2012B GO BOND	\$ 1,515,000.00	\$ 50,000.00	\$ 51,071.17	\$ 101,071.17	\$ 1,465,000.00
Water Utility Total	\$ 4,613,956.50	\$ 477,973.00	\$ 121,436.76	\$ 599,409.76	\$ 4,135,983.50
TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Sewer Utility					
2003 GO NOTE	\$ 23,904.00	\$ 23,904.00	\$ 430.29	\$ 24,334.29	\$ -
2007 GO NOTE	\$ 83,204.00	\$ 25,916.00	\$ 2,936.49	\$ 28,852.49	\$ 57,288.00
2008A GO NOTE	\$ 308,363.00	\$ 43,141.00	\$ 11,195.00	\$ 54,336.00	\$ 265,222.00
2010 GO NOTE	\$ 329,147.00	\$ 35,000.00	\$ 7,533.98	\$ 42,533.98	\$ 294,147.00
2011 GO NOTE	\$ 20,000.00	\$ 5,000.00	\$ 277.50	\$ 5,277.50	\$ 15,000.00
2012A GO NOTE	\$ 34,471.50	\$ 17,493.00	\$ 207.45	\$ 17,700.45	\$ 16,978.50
Sewer Utility Total	\$ 799,089.50	\$ 150,454.00	\$ 22,580.71	\$ 173,034.71	\$ 648,635.50
TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Stormwater Utility					
2010 GO NOTE	\$ 287,258.00	\$ 180,000.00	\$ 3,173.38	\$ 183,173.38	\$ 107,258.00
2011 GO NOTE	\$ 335,000.00	\$ 105,000.00	\$ 5,227.50	\$ 110,227.50	\$ 230,000.00
2012B GO BOND	\$ 1,550,000.00	\$ 50,000.00	\$ 52,260.17	\$ 102,260.17	\$ 1,500,000.00
Stormwater Utility Total	\$ 2,172,258.00	\$ 335,000.00	\$ 60,661.05	\$ 395,661.05	\$ 1,837,258.00
TOTAL LONG-TERM DEBT	\$ 23,830,006.70	\$ 2,405,007.00	\$ 653,500.07	\$ 3,058,507.07	\$ 21,424,999.70

8.0 CAPITAL PROJECTS

CAPITAL PROJECT FUND – GENERAL

DEPARTMENT: CAPITAL PROJECT FUND - GENERAL

GOAL: To ensure funding to meet capital needs for large capital projects such as road construction, building construction, and land acquisitions.

OBJECTIVES:

- To provide a long-range capital improvement plan for needed capital projects and expenditures.
- To maintain a stable tax levy by establishing a long-range capital expenditure plan.
- To ensure adequate time to search for alternate methods of financing, including debt issue and grants.

PROGRAM ACTIVITY STATEMENT:

The Capital Projects Fund collects and disburses funds for capital projects and purchases. A capital project or purchase is defined as the installation of infrastructure, or purchase of equipment, buildings or property, that has a useful life of more than one year that is not consumed in its operation. Examples include purchases of land, construction of a park shelter, or reconstruction of a road.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ 231,894	\$ 2,021,675	\$ 2,021,675	\$ 2,021,675	\$ 1,035,203	\$ 1,035,203
REVENUES						
Debt Proceeds	\$ 2,990,000	\$ 4,832,708	\$ 4,481,791	\$ 4,481,791	\$ 2,950,000	\$ 2,950,000
Village Tax Levy	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Grant - DOT	\$ 64,719	\$ 82,500	\$ -	\$ -	\$ 77,500	\$ 77,500
State Grant - DNR	\$ 49,603	\$ -	\$ 49,603	\$ 49,603	\$ -	\$ -
Local Road Improvement Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Village Equipment	\$ -	\$ -	\$ 75,000	\$ 69,750	\$ -	\$ -
Interest	\$ 3,479	\$ 3,500	\$ 4,206	\$ 6,500	\$ 6,500	\$ 6,500
Donations	\$ 63,458	\$ 1,932,500	\$ -	\$ 60,000	\$ 1,860,000	\$ 1,860,000
Transfer Special Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trnsfer Park Special Revenue Fund	\$ 39,000	\$ 40,000	\$ 42,977	\$ 42,977	\$ -	\$ -
Transfer Park Impact Fund	\$ 42,793	\$ 36,162	\$ -	\$ -	\$ -	\$ -
Transfer Water Utility	\$ -	\$ 25,500	\$ -	\$ 14,250	\$ -	\$ -
Transfer Sewer Utility	\$ -	\$ 25,500	\$ -	\$ 14,250	\$ -	\$ -
Transfer Stormwater Utility	\$ -	\$ 25,500	\$ -	\$ 14,250	\$ -	\$ -
Total	\$ 3,328,053	\$ 7,003,870	\$ 4,653,577	\$ 4,753,371	\$ 4,894,000	\$ 4,894,000

DEPARTMENT: CAPITAL PROJECT FUND - GENERAL

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
EXPENDITURES - CAPITAL OUTLAY						
GENERAL GOVERNMENT						
Village Office Relocation	\$ -	\$ -	\$ -	\$ -	\$ 142,000	\$ 142,000
Firehouse Web/Mobile Upgrade	\$ 26,975	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 26,975	\$ -	\$ -	\$ -	\$ 142,000	\$ 142,000
PUBLIC SAFETY						
Fire Equipment	\$ 16,712	\$ 525,000	\$ -	\$ 9,663	\$ -	\$ -
Fire Truck	\$ -	\$ -	\$ 494,111	\$ 515,000	\$ -	\$ -
Brown County Radio Project	\$ -	\$ 288,708	\$ 12,605	\$ 228,015	\$ 9,590	\$ 9,590
Fire Department Equipment	\$ 5,812	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 22,525	\$ 813,708	\$ 506,716	\$ 752,678	\$ 9,590	\$ 9,590
PUBLIC WORKS						
Street and Hwy Exp	\$ 7,822	\$ -	\$ -	\$ -	\$ -	\$ -
Brown County Radio Project	\$ 7,159	\$ 57,000	\$ -	\$ 64,030	\$ 11,000	\$ 11,000
Road Reconstructions:						
Tordeur Court	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
Manitowoc Road	\$ 225,253	\$ -	\$ -	\$ 12,611	\$ -	\$ -
Ontario Road	\$ 2,062	\$ -	\$ 24,161	\$ 24,161	\$ -	\$ -
Huron Road	\$ 115,921	\$ 922,266	\$ 186,132	\$ 922,266	\$ -	\$ -
Monroe Road	\$ 99,989	\$ 2,466,500	\$ 1,595	\$ 2,466,500	\$ 2,200,000	\$ 2,200,000
Verlin Road Sidewalk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Guns Road/Lime Kiln Rd Sidewalk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Huron Rd Clock	\$ 64,737	\$ -	\$ -	\$ -	\$ -	\$ -
Village-Wide Resurfacing & Reconstruction	\$ 609,991	\$ 775,000	\$ 491,398	\$ 875,000	\$ 775,000	\$ 775,000
Annual Sidewalk Program	\$ 107,964	\$ 280,000	\$ 27,129	\$ 175,220	\$ 96,000	\$ 96,000
Subtotal	\$ 1,240,900	\$ 4,500,766	\$ 730,415	\$ 4,539,788	\$ 3,162,000	\$ 3,162,000

DEPARTMENT: CAPITAL PROJECT FUND - GENERAL

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>PARKS</u>						
Park Improvements	\$ 2,454	\$ 68,938	\$ 42,977	\$ 72,865	\$ -	\$ -
East River Trail Improvements	\$ 200,200	\$ -	\$ 109	\$ 109	\$ -	\$ -
Josten Park	\$ -	\$ 210,000	\$ 32,860	\$ 210,000	\$ -	\$ -
Debroux Park	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ 175,000
VandenLangenberg Plaza	\$ 10,492	\$ -	\$ -	\$ -	\$ -	\$ -
Willow Creek Parking Lot	\$ -	\$ 145,000	\$ 154,037	\$ 160,103	\$ -	\$ -
Shaha - Sports Complex	\$ -	\$ 2,600,000	\$ 4,300	\$ 4,300	\$ 2,595,700	\$ 2,595,700
Subtotal	\$ 213,146	\$ 3,023,938	\$ 234,284	\$ 447,377	\$ 2,770,700	\$ 2,770,700
<u>MISCELLANEOUS</u>						
Note Issuance Costs	\$ 34,726	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Transfer to IT Fund	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000
Subtotal	\$ 34,726	\$ 35,000	\$ -	\$ -	\$ 24,000	\$ 24,000
TOTAL CAPITAL OUTLAY	\$ 1,538,272	\$ 8,373,412	\$ 1,471,415	\$ 5,739,843	\$ 6,108,290	\$ 6,108,290
EXCESS REVENUES OVER(UNDER) EXPENSES	\$ 1,789,781	\$ (1,369,542)	\$ 3,182,162	\$ (986,472)	\$ (1,214,290)	\$ (1,214,290)
FUND BALANCE, DECEMBER 31	\$ 2,021,675	\$ 652,133	\$ 5,203,837	\$ 1,035,203	\$ (179,087)	\$ (179,087)

CAPITAL PROJECT FUND – PARKS

DEPARTMENT: CAPITAL PROJECT FUND – PARKS

GOAL: To ensure reserved funds for ongoing park improvements and maintenance

OBJECTIVES:

- Provide for annual planting/replacement of park trees.
- Make maintenance improvements to the park system.

PROGRAM ACTIVITY STATEMENT:

The Parks Special Revenue Fund is used to fund ongoing park related improvement/maintenance projects. Use of these funds is restricted to projects and improvements directly involving the park system. Special Revenue Fund balances may be used to finance the entire cost of a purchase, or in conjunction with other revenue sources. The fund is also a resource for unanticipated purchases due to emergencies, breakdown of equipment, etc.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- Annual park tree planting / maintenance (\$3,500)
- Garbage, recycling, table and bench repair/replacement (\$6,975)
- Parking lot maintenance at Josten South, East River Trail (\$3,545)

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ 58,313	\$ 58,313	\$ 39,385	\$ 39,385	\$ 6,133	\$ 6,133

REVENUES

Interest	\$ 72	\$ 75	\$ 38	\$ 58	\$ 75	\$ 75
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total	\$ 20,072	\$ 10,075	\$ 10,038	\$ 10,058	\$ 10,075	\$ 10,075

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
MISCELLANEOUS						
Annual Park Tree Planting	\$ 3,500	\$ 3,500	\$ 333	\$ 333	\$ 3,500	\$ 3,500
Park Maintenance Capital	\$ 35,500	\$ 40,000	\$ 42,977	\$ 42,977	\$ 10,520	\$ 10,520
Total	\$ 39,000	\$ 43,500	\$ 43,310	\$ 43,310	\$ 14,020	\$ 14,020

EXCESS REVENUES OVER(UNDER) EXPENSES	\$ (18,928)	\$ (33,425)	\$ (33,272)	\$ (33,252)	\$ (3,945)	\$ (3,945)
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FUND BALANCE, DECEMBER 31	\$ 39,385	\$ 24,888	\$ 6,113	\$ 6,133	\$ 2,188	\$ 2,188
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CAPITAL PROJECT FUND – IT

DEPARTMENT: CAPITAL PROJECT FUND – IT

GOAL: To optimize the value of information technology in ultimately providing services to citizens and to continually innovate through an approach that balances between managing risks and controlling costs.

OBJECTIVES:

- To purchase and integrate targeted technologies through thoughtful planning and project management.
- To cost effectively manage the Village's information technology resources and plan for scheduled replacement.

PROGRAM ACTIVITY STATEMENT:

The Information Technology Capital Project Fund is used to fund systematic, planned information technology equipment replacement. Use of these funds is restricted to projects and improvements directly involving the Village's information technology infrastructure. Fund balances may be used to finance the entire cost of a purchase, or in conjunction with other revenue sources. The fund is also a resource for unanticipated purchases due to emergencies, breakdown of equipment, etc.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- The capital equipment costs reflects the prioritized replacement of existing general services computer technology that is beyond the useful service life and critical to executing the Village mission. Specifically, Server 1 is scheduled for replacement. Costs include hardware, software and installation of a replacement network server.

DEPARTMENT: CAPITAL PROJECT FUND – IT

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000
REVENUES						
Taxy Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Transfer from Sanitation	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Transfer from Capital	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ 174,000	\$ 174,000
EXPENDITURES						
Capital Equipment	\$ -	\$ -	\$ -	\$ 29,000	\$ 24,000	\$ 24,000
Total	\$ -	\$ -	\$ -	\$ 29,000	\$ 24,000	\$ 24,000
EXCESS REVENUES OVER(UNDER)	\$ -	\$ -	\$ -	\$ 21,000	\$ 150,000	\$ 150,000
EXPENSES						
FUND BALANCE, DECEMBER 31	\$ -	\$ -	\$ -	\$ 21,000	\$ 171,000	\$ 171,000

9.0 SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUND - TREES

DEPARTMENT: SPECIAL REVENUE FUND – TREES

GOAL: To ensure that the Village's Street Tree Program is funded appropriately.

OBJECTIVES:

- To plant street trees in new residential developments.
- To inventory and maintain street trees.
- To provide the means to prune/train and remove hazardous trees.

PROGRAM ACTIVITY STATEMENT:

Funds used for the planting and administration of the developer street tree program. Revenues are generated from developer fees at the time of plat approval. Fees are charged per lineal foot of frontage. The fees cover all administrative expenses as well. When a development reaches 70% build-out Village staff begin contracted tree planting in the subdivision. Remaining homes are planted each succeeding year at the time of occupancy until the subdivision has been completely planted. Funds are held in escrow and earn interest during this period. Interest is used to help administer replacement plantings and inventory programs.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

- No significant changes are proposed for the 2013 fiscal year.

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ 57,458	\$ 56,315	\$ 56,315	\$ 56,315	\$ 56,315	\$ 56,315
REVENUES						
Grant Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Charges	\$ 12,537	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 12,537	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
EXPENDITURES						
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Tree Planting	\$ 13,680	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Tree Maintenance & Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 13,680	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
EXCESS REVENUES OVER(UNDER) EXPENSES	\$ (1,143)	\$ (5,000)	\$ -	\$ (5,000)	\$ -	\$ -
FUND BALANCE, DECEMBER 31	\$ 56,315	\$ 51,315	\$ 56,315	\$ 51,315	\$ 56,315	\$ 56,315

SPECIAL REVENUE FUND – PARK IMPACT FEES

DEPARTMENT: SPECIAL REVENUE FUND – PARK IMPACT FEES

PARK IMPACT FEES

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ 54,308	\$ 22,748	\$ 22,748	\$ 22,748	\$ 89,290	\$ 89,290
REVENUES						
Residential Impact Fees	\$ 11,168	\$ 8,500	\$ 19,550	\$ 66,500	\$ 35,000	\$ 35,000
Interest	\$ 65	\$ 100	\$ 26	\$ 42	\$ 100	\$ 100
Total	\$ 11,233	\$ 8,600	\$ 19,576	\$ 66,542	\$ 35,100	\$ 35,100
<hr/>						
EXPENITURES						
Transfer to Capital Projects	\$ 42,793	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 42,793	\$ -	\$ -	\$ -	\$ -	\$ -
<hr/>						
EXCESS REVENUES OVER(UNDER) EXPENSES	\$(31,560)	\$ 8,600	\$ 19,576	\$ 66,542	\$ 35,100	\$ 35,100
<hr/>						
FUND BALANCE, DECEMBER 31	\$ 22,748	\$ 31,348	\$ 42,324	\$ 89,290	\$ 124,390	\$ 124,390

SPECIAL REVENUE FUND – FIRE IMPACT FEES

DEPARTMENT: SPECIAL REVENUE FUND – FIRE IMPACT FEES

FIRE IMPACT FEES

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ (42,301)	\$ (53,253)	\$ (53,253)	\$ (53,253)	\$ (39,748)	\$ (39,748)
<u>REVENUES</u>						
Residential Impact Fees	\$ 3,990	\$ 3,000	\$ 7,442	\$ 20,000	\$ 20,000	\$ 20,000
Commercial Impact Fees	\$ 558	\$ 600	\$ 7,518	\$ 9,000	\$ 9,000	\$ 9,000
Interest	\$ 0	\$ -	\$ 1	\$ 5	\$ 5	\$ 5
Total	\$ 4,548	\$ 3,600	\$ 14,960	\$ 29,005	\$ 29,005	\$ 29,005
<hr/>						
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>EXPENITURES</u>						
Fire Station - Debt Service Trnsfr	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
Total	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
<hr/>						
EXCESS REVENUES OVER(UNDER) EXPENSES	\$ (10,952)	\$ (11,900)	\$ (540)	\$ 13,505	\$ 13,505	\$ 13,505
<hr/>						
FUND BALANCE, DECEMBER 31	\$ (53,253)	\$ (65,153)	\$ (53,793)	\$ (39,748)	\$ (26,243)	\$ (26,243)

SPECIAL REVENUE FUND – POLICE IMPACT FEES

DEPARTMENT: SPECIAL REVENUE FUND – POLICE IMPACT FEES

POLICE IMPACT FEES

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FUND BALANCE, JANUARY 1	\$ (30,258)	\$ (37,447)	\$ (37,447)	\$ (37,447)	\$ (29,942)	\$ (29,942)
<u>REVENUES</u>						
Residential Impact Fees	\$ 2,310	\$ 1,700	\$ 4,318	\$ 12,000	\$ 12,000	\$ 12,000
Commercial Impact Fees	\$ -	\$ -	\$ 4,394	\$ 5,000	\$ 5,000	\$ 5,000
Interest	\$ 0	\$ -	\$ 1	\$ 5	\$ 4	\$ 4
Total	\$ 2,310	\$ 1,700	\$ 8,713	\$ 17,005	\$ 17,004	\$ 17,004
<hr/>						
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>EXPENITURES</u>						
Police Station - Debt Service	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Total	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
EXCESS REVENUES OVER(UNDER) EXPENSES	\$ (7,190)	\$ (7,800)	\$ (787)	\$ 7,505	\$ 7,504	\$ 7,504
FUND BALANCE, DECEMBER 31	\$ (37,447)	\$ (45,247)	\$ (38,235)	\$ (29,942)	\$ (22,438)	\$ (22,438)

10.0 ENTERPRISE FUNDS

WATER UTILITY

DEPARTMENT: WATER

GOAL: To provide Bellevue residents with the highest quality water at a reasonable rate.

OBJECTIVES:

- To provide annual maintenance of the water system valves and hydrants.
- To maintain environmental compliance through testing
- To maintain water quality through hydrant flushing program.
- To provide prompt and efficient service to Village residents.
- To manage water consumption trends to increase efficiency and reduce utility costs.
- To provide quality customer service in a timely manner

PROGRAM ACTIVITY STATEMENT:

The Water Department is responsible for the maintenance, repair, replacement and operating services for the Village's Water system. Water is purchased from the Manitowoc Water Authority through the Central Brown County Water Authority. The Village ensures that the 89.05 miles of transmission mains, 2310 valves, 3 water towers, and 872 fire hydrants are all functioning properly. The Utility services 3750 residential, 599 commercial, and 11 public authority customers with an annual consumption of 415 million gallons of water.

Fire hydrants will be "exercised" twice per year to maintain our ISO rating. Fire hydrants will be flushed at least once each year. Numerous fire hydrants have been identified with minor leaks and must be repaired or replaced. The department will continue to investigate leaks within private systems as entry is permitted.

The Department will continue a cross connection inspection program in collaboration using both internal and external staff. This program is mandated by the Wisconsin DNR and will ensure that owners cannot contaminate the Village water supply or illegally connect to the system.

The department also retrieves samples, reads meters, locates facilities, repairs mains, laterals, and hydrants, operates wells, and maintains the computerized water system.

The Department will design and install water main for several construction projects such as Hazen Road in 2013. The Department will continue to enter data into our DBMS to reflect the inventory and assist in the management of the utility.

DEPARTMENT: WATER

RECEIPTS:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OPERATING REVENUE</u>						
Residential Revenue	\$ 1,221,696	\$ 1,523,695	\$ 1,054,921	\$ 1,582,380	\$ 1,629,851	\$ 1,629,851
Commercial Revenue	\$ 846,749	\$ 1,072,200	\$ 675,301	\$ 1,012,952	\$ 1,043,340	\$ 1,043,340
Industrial Revenue	\$ -	\$ -	\$ 47,926	\$ 78,600	\$ 91,258	\$ 91,258
Public Authority Revenue	\$ 8,017	\$ 7,345	\$ 6,429	\$ 9,645	\$ 9,933	\$ 9,933
Commerical Bulk Water Sales	\$ 5,448	\$ 5,000	\$ 5,669	\$ 8,500	\$ 8,755	\$ 8,755
Private Fire Protection	\$ 37,119	\$ 37,120	\$ 25,671	\$ 38,507	\$ 39,661	\$ 39,661
Public Fire Protection	\$ 546,241	\$ 560,000	\$ 380,636	\$ 570,954	\$ 570,954	\$ 570,954
Subtotal	\$ 2,665,269	\$ 3,205,360	\$ 2,196,553	\$ 3,301,538	\$ 3,393,752	\$ 3,393,752
<u>OTHER OPERATING REVENUES</u>						
Forfeited Discounts	\$ 19,836	\$ 23,500	\$ 9,589	\$ 22,000	\$ 22,000	\$ 22,000
Miscellaneous Service Revenue	\$ 987	\$ 1,000	\$ 344	\$ 500	\$ 500	\$ 500
Other Revenues	\$ 22,543	\$ 20,000	\$ 2,996	\$ 23,000	\$ 23,000	\$ 23,000
Subtotal	\$ 43,366	\$ 44,500	\$ 12,929	\$ 45,500	\$ 45,500	\$ 45,500
<u>OTHER INCOME</u>						
Intergovernmental Fee	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1
Water Impact Fees - Residential	\$ 3,210	\$ 2,255	\$ 5,921	\$ 18,000	\$ 18,000	\$ 18,000
Water Impact Fees - Commercial	\$ 1,528	\$ 1,500	\$ 1,051	\$ 1,100	\$ 1,100	\$ 1,100
Contributed Revenue	\$ -	\$ -	\$ -	\$ 21,096	\$ -	\$ -
Merchandise Income	\$ 315	\$ 255	\$ 250	\$ 255	\$ 255	\$ 255
Interest & Dividend	\$ 16,237	\$ 13,230	\$ 682	\$ 1,000	\$ 1,000	\$ 1,000
Amortization - PSC	\$ 57,867	\$ 57,867	\$ -	\$ 57,867	\$ 57,867	\$ 57,867
Rent Revenues	\$ 88,223	\$ 89,600	\$ 45,442	\$ 89,600	\$ 75,100	\$ 75,100
Misc Revenue	\$ 131,641	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 299,021	\$ 164,707	\$ 53,346	\$ 192,418	\$ 156,823	\$ 156,823
TOTAL REVENUE	\$ 3,007,657	\$ 3,414,567	\$ 2,262,828	\$ 3,539,456	\$ 3,596,075	\$ 3,596,075

DEPARTMENT: WATER

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

Staff will be focusing on increasing meter accuracy by starting an annual replacement program of the remaining residential meters that were not replaced in 2005-07. The Village is due to replace the commercial meters and 6% of the residential and commercial meters next year. This will result in more billable water for the utility.

PERFORMANCE MEASURES:

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Water Mains Repaired	6	6	4	4
Services Repaired	8	6	8	10
Meters Replaced	20	20	20	577
Meters Tested	43	45	60	60
Hydrants Maintained	797	799	801	810
Customers Served	4438	4450	4450	4470
Gallons Distributed	415,000,000	420,000,000	420,000,000	425,000,000

DEPARTMENT: WATER

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>SOURCE OF SUPPLY EXPENSES</u>						
Operation Labor - Supervision	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operation Labor-Wages&Expenses	\$ 35,044	\$ 37,961	\$ 11,242	\$ 38,093	\$ 37,966	\$ 37,966
Purchased Water	\$ 1,741,586	\$ 1,747,200	\$ 873,600	\$ 1,747,200	\$ 1,810,000	\$ 1,810,000
Miscellaneous	\$ -	\$ -	\$ 690	\$ 700	\$ 1,000	\$ 1,000
Maintenance of Wells & Springs	\$ 641	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
Maintenance - Miscellaneous	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 18,000	\$ 18,000
Subtotal	\$ 1,777,271	\$ 1,800,261	\$ 885,532	\$ 1,801,093	\$ 1,867,066	\$ 1,867,066
<u>PUMPING EXPENSES</u>						
Operation Labor - Supervision	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel or Purchased Power	\$ 14,437	\$ 16,990	\$ 4,066	\$ 7,750	\$ 8,163	\$ 8,163
Operation Labor - Wages	\$ 7,028	\$ 9,607	\$ 3,271	\$ 5,500	\$ 9,657	\$ 9,657
Other Supplies & Expenses	\$ 293	\$ 500	\$ -	\$ 500	\$ 500	\$ 500
Contracted Services	\$ 1,026	\$ 500	\$ 591	\$ 1,000	\$ 750	\$ 750
Operating Supplies	\$ 451	\$ 750	\$ 484	\$ 750	\$ 750	\$ 750
Subtotal	\$ 23,235	\$ 28,347	\$ 8,412	\$ 15,500	\$ 19,820	\$ 19,820
<u>WATER TREATMENT EXPENSES</u>						
Operation Labor - Supervision	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chemicals	\$ 110	\$ 300	\$ 856	\$ 1,000	\$ 1,000	\$ 1,000
Operation Labor - Wages	\$ 594	\$ 1,479	\$ 383	\$ 1,479	\$ 1,449	\$ 1,449
Contracted Services	\$ 4,990	\$ 6,500	\$ 2,250	\$ 3,000	\$ 7,200	\$ 7,200
Operating Supplies	\$ 984	\$ 1,000	\$ 113	\$ 1,150	\$ 1,150	\$ 1,150
Maintenance of Equipment	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 6,678	\$ 10,279	\$ 3,603	\$ 6,629	\$ 10,799	\$ 10,799

DEPARTMENT: WATER

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>TRANSMISSION & DISTRIBUTION</u>						
<u>EXPENSES</u>						
Operation - Supervision (660)	\$ 11,642	\$ 12,419	\$ 7,841	\$ 12,419	\$ 12,355	\$ 12,355
Storage Facilities (661)	\$ 1,494	\$ 750	\$ 652	\$ 1,025	\$ 800	\$ 800
Transmission & Distribution (662)	\$ 30,119	\$ 26,001	\$ 11,875	\$ 24,709	\$ 27,856	\$ 27,856
Meters (663)	\$ 4,008	\$ 9,607	\$ 856	\$ 9,675	\$ 9,657	\$ 9,657
Customer Installation (664)	\$ 2,833	\$ 2,401	\$ 2,074	\$ 2,478	\$ 2,414	\$ 2,414
Miscellaneous (665)	\$ 33,250	\$ 24,017	\$ 14,835	\$ 26,690	\$ 24,143	\$ 24,143
Rents (666)	\$ 51,475	\$ 53,830	\$ 53,300	\$ 53,530	\$ 53,830	\$ 53,830
Maintenance - Standpipes (672)	\$ 45,982	\$ 45,500	\$ 46,069	\$ 46,211	\$ 45,500	\$ 45,500
Maintenance - Mains (673)	\$ 51,973	\$ 29,680	\$ 13,053	\$ 28,878	\$ 35,896	\$ 35,896
Maintenance - Services (675)	\$ 15,108	\$ 15,607	\$ 17,005	\$ 19,836	\$ 15,657	\$ 15,657
Maintenance - Meters (676)	\$ 5,314	\$ 108,410	\$ 568	\$ 3,000	\$ 17,486	\$ 17,486
Maintenance - Hydrants (677)	\$ 49,745	\$ 25,010	\$ 1,498	\$ 24,510	\$ 25,586	\$ 25,586
Subtotal	\$ 302,943	\$ 353,232	\$ 169,626	\$ 252,961	\$ 271,179	\$ 271,179
<u>CUSTOMER ACCOUNTS</u>						
Meter Reading	\$ 4,029	\$ 4,803	\$ 1,995	\$ 4,803	\$ 4,829	\$ 4,829
Customer Account/Collection	\$ 18,363	\$ 18,538	\$ 11,901	\$ 18,733	\$ 17,717	\$ 17,717
Other Supplies/Expenses	\$ 11,332	\$ 10,250	\$ 6,099	\$ 11,344	\$ 11,700	\$ 11,700
Uncollectible Accounts	\$ 272	\$ 1,000	\$ 1,868	\$ 2,960	\$ 3,000	\$ 3,000
Subtotal	\$ 33,996	\$ 34,591	\$ 21,863	\$ 37,840	\$ 37,246	\$ 37,246
<u>ADMINISTRATIVE & GENERAL</u>						
Salaries & Wages (920/990)	\$ 108,768	\$ 104,830	\$ 70,236	\$ 113,631	\$ 108,993	\$ 108,993
Employee Benefits (926)	\$ 87,183	\$ 94,026	\$ 51,483	\$ 94,026	\$ 93,108	\$ 93,108
Outside Services (923)	\$ 16,158	\$ 13,283	\$ 19,117	\$ 19,952	\$ 13,147	\$ 13,147
Insurance (924)	\$ 17,037	\$ 16,107	\$ 11,899	\$ 16,151	\$ 14,788	\$ 14,788
Regulatory Controls (928)	\$ 5,112	\$ 550	\$ 535	\$ 5,000	\$ 5,000	\$ 5,000
Miscellaneous (930)	\$ 6,056	\$ 6,230	\$ 4,530	\$ 6,397	\$ 4,955	\$ 4,955
Rents (931)	\$ 63,634	\$ 118,573	\$ 32,772	\$ 81,292	\$ 82,275	\$ 82,275
Subtotal	\$ 303,948	\$ 353,599	\$ 190,572	\$ 336,449	\$ 322,266	\$ 322,266

DEPARTMENT: WATER

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OTHER OPERATING EXPENSES						
Depreciation	\$ 344,401	\$ 330,576	\$ 229,601	\$ 344,401	\$ 344,401	\$ 344,401
FICA & Payroll Taxes	\$ (3,087)	\$ 10,000	\$ 738	\$ 10,000	\$ 3,000	\$ 3,000
Tax Equivalent Pmn't	\$ 220,411	\$ 217,500	\$ 237,800	\$ 237,800	\$ 240,000	\$ 240,000
Amortization Debt Expense	\$ 4,466	\$ 4,466	\$ 5,256	\$ 5,256	\$ 5,256	\$ 5,256
Subtotal	\$ 566,191	\$ 562,542	\$ 473,395	\$ 597,457	\$ 592,657	\$ 592,657
INTEREST ON LONG-TERM DEBT						
Interest on Debt	\$ 98,867	\$ 89,214	\$ 37,606	\$ 110,949	\$ 134,393	\$ 134,393
Subtotal	\$ 98,867	\$ 89,214	\$ 37,606	\$ 110,949	\$ 134,393	\$ 134,393
OTHER FINANCIAL USES						
Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ 14,250	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 14,250	\$ -	\$ -
TOTAL EXPENSES	\$ 3,113,130	\$ 3,232,065	\$ 1,790,609	\$ 3,173,128	\$ 3,255,426	\$ 3,255,426

WATER UTILITY CAPITAL PROJECTS

2013 PROJECTS	Admin Proposed	Special Assessment Recoveries	Retained Earnings	2012 Borrowing
Fire Hydrant Replacement - Village Wide	\$ 69,000			\$ 69,000
Hazen Rd Watermain (Allouez to Town Hall)	\$ 151,000			\$ 151,000
Meter Replacement	\$ 340,000			\$ 340,000
	\$ 560,000	\$ -	\$ -	\$ 560,000

TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Water Utility					
2003 GO NOTE	\$ 68,040.00	\$ 68,040.00	\$ 1,224.67	\$ 69,264.67	\$ -
2007 GO NOTE	\$ 50,996.00	\$ 15,884.00	\$ 1,799.79	\$ 17,683.79	\$ 35,112.00
2008A GO NOTE	\$ 288,970.00	\$ 39,822.00	\$ 10,334.00	\$ 50,156.00	\$ 249,148.00
2010 GO NOTE	\$ 1,470,562.00	\$ 30,000.00	\$ 36,670.12	\$ 66,670.12	\$ 1,440,562.00
2011 GO NOTE	\$ 680,000.00	\$ -	\$ 17,085.00	\$ 17,085.00	\$ 680,000.00
2012A GO NOTE	\$ 540,388.50	\$ 274,227.00	\$ 3,252.01	\$ 277,479.01	\$ 266,161.50
2012B GO BOND	\$ 1,515,000.00	\$ 50,000.00	\$ 51,071.17	\$ 101,071.17	\$ 1,465,000.00
Water Utility Total	\$ 4,613,956.50	\$ 477,973.00	\$ 121,436.76	\$ 599,409.76	\$ 4,135,983.50

SANITARY SEWER UTILITY

DEPARTMENT: SANITARY SEWER

GOAL: To provide Bellevue residents with uninterrupted sanitary service at a reasonable rate.

OBJECTIVES:

- To provide annual maintenance of the sanitary system pump stations, mains and manholes.
- To maintain system integrity through inspection and cleaning of mains and manholes.
- To provide prompt and efficient service response to Village residents.
- To control infiltration and inflow by implementing a detailed inspection program and creating a 5-year capital program to address the needs of the system.

PROGRAM ACTIVITY STATEMENT:

The Sanitary Sewer Utility is responsible for the maintenance, repair, replacement and operating services for the Village's sanitary sewer system. The Village ensures that the 70.57 miles of mains and 1,295 manholes remain clear of obstructions and pipe integrity is maintained. Infiltration from tree roots and other factors have negatively impacted the rates of the Sewer Utility. The Village will work aggressively to correct this problem.

In 2012, the department cleaned over 5 miles of sanitary sewer and inspected the integrity of over 400 manholes. The resulting repairs decrease inflow by approximately 10% or 90,000,000 gallons per year. The number of sewer back-ups as a result of main blockage, have decreased from 6-7 per year to 0 in 2012.

Televising revealed several potential clear water violations that will be investigated as part of our inflow/infiltration investigation and should remain as an important part of the inspection/repair program.

DEPARTMENT: SANITARY SEWER

RECEIPTS:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OPERATING REVENUE</u>						
Unmetered Sewer	\$ 4,844	\$ 4,842	\$ 3,364	\$ 5,080	\$ 5,080	\$ 5,080
Unmetered Sewer-Ledgeview	\$ 3,936	\$ 3,930	\$ 2,624	\$ 3,936	\$ 3,936	\$ 3,936
Residential Revenue	\$ 1,039,167	\$ 1,079,000	\$ 769,217	\$ 1,062,000	\$ 1,148,553	\$ 1,148,553
Commercial Revenue	\$ 744,968	\$ 780,000	\$ 489,221	\$ 690,000	\$ 788,130	\$ 788,130
Metered Industrial	\$ -	\$ -	\$ 46,340	\$ 76,200	\$ 82,410	\$ 82,410
Public Authority	\$ 5,787	\$ 5,081	\$ 3,972	\$ 5,343	\$ 5,778	\$ 5,778
Metered Sewer - Ledgeview	\$ 1,208	\$ 1,225	\$ 630	\$ 1,230	\$ 1,330	\$ 1,330
Metered Sewer - Green Bay	\$ 3,120	\$ 1,700	\$ 4,701	\$ 7,000	\$ 7,570	\$ 7,570
Subtotal	\$ 1,803,030	\$ 1,875,778	\$ 1,320,070	\$ 1,850,789	\$ 2,042,787	\$ 2,042,787
<u>OTHER OPERATING REVENUE</u>						
Forfeited Discounts	\$ 12,566	\$ 12,500	\$ 5,895	\$ 13,620	\$ 13,620	\$ 13,620
Miscellaneous	\$ 9,000	\$ 23,000	\$ 19,111	\$ 23,000	\$ 23,000	\$ 23,000
Subtotal	\$ 21,566	\$ 35,500	\$ 25,006	\$ 36,620	\$ 36,620	\$ 36,620
<u>OTHER INCOME</u>						
Interest & Dividend	\$ 18,574	\$ 18,785	\$ 1,233	\$ 15,969	\$ 13,800	\$ 13,800
Contributed Revenues	\$ -	\$ -	\$ -	\$ 8,636	\$ 8,000	\$ 8,000
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Village	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 18,574	\$ 18,785	\$ 1,233	\$ 24,605	\$ 21,800	\$ 21,800
TOTAL REVENUE	\$ 1,843,170	\$ 1,930,063	\$ 1,346,309	\$ 1,912,014	\$ 2,101,207	\$ 2,101,207

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

The proposed budget anticipates a 10% increase in the treatment costs to Green Bay Metropolitan Sewage District. It is anticipated that a rate increase of 8.15% will cover a portion of the increase as well as establish a reserve fund. The program will maintain current staff levels and program service levels.

PERFORMANCE MEASURES:

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Sewer Backup	1	0	0	0
Manholes Sealed	30	25	40	30
Miles Sewer Cleaned	17	17	17	17
Gallons Sewage Treated	677,356,000	680,000,000	590,000,000	540,000,000

DEPARTMENT: SANITARY SEWER

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OPERATIONS</u>						
Power for Pumping	\$ 3,394	\$ 2,612	\$ 1,870	\$ 3,310	\$ 3,443	\$ 3,443
Contracted Services	\$ 1,115,617	\$ 1,222,200	\$ 549,080	\$ 1,194,600	\$ 1,314,060	\$ 1,314,060
Subtotal	\$ 1,119,011	\$ 1,224,812	\$ 550,950	\$ 1,197,910	\$ 1,317,503	\$ 1,317,503
<u>MAINTENANCE</u>						
Collection System	\$ 147,143	\$ 140,775	\$ 87,520	\$ 141,406	\$ 137,259	\$ 137,259
Liftstations	\$ 15,596	\$ 14,423	\$ 33,894	\$ 39,209	\$ 9,200	\$ 9,200
Plant	\$ 1,579	\$ 1,584	\$ 694	\$ 1,263	\$ -	\$ -
Meters	\$ 16,694	\$ 55,577	\$ 3,022	\$ 12,412	\$ 7,200	\$ 7,200
Subtotal	\$ 181,013	\$ 212,359	\$ 125,130	\$ 194,290	\$ 153,659	\$ 153,659
<u>CUSTOMER ACCOUNTS</u>						
Wages & Salaries	\$ 17,546	\$ 17,348	\$ 11,914	\$ 17,548	\$ 16,521	\$ 16,521
Payroll Taxes	\$ 734	\$ 1,327	\$ -	\$ 1,327	\$ 1,264	\$ 1,264
Employee Benefits	\$ 2,405	\$ 2,952	\$ 1,775	\$ 2,952	\$ 2,449	\$ 2,449
Retirement Contributions	\$ 1,974	\$ 2,047	\$ 1,307	\$ 2,047	\$ 1,132	\$ 1,132
Other Supplies & Expenses	\$ 9,709	\$ 14,000	\$ 5,291	\$ 9,500	\$ 9,500	\$ 9,500
Uncollectibles	\$ 157	\$ 500	\$ 1,197	\$ 1,197	\$ 1,000	\$ 1,000
Subtotal	\$ 32,525	\$ 38,174	\$ 21,484	\$ 34,571	\$ 31,866	\$ 31,866

DEPARTMENT: SANITARY SEWER

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>ADMINISTRATIVE & GENERAL</u>						
Wages & Salaries	\$ 113,991	\$ 115,712	\$ 81,482	\$ 115,712	\$ 123,551	\$ 123,551
Payroll Taxes	\$ 5,267	\$ 8,814	\$ -	\$ 8,814	\$ 8,746	\$ 8,746
Employee Benefits	\$ 9,270	\$ 10,073	\$ 7,811	\$ 10,073	\$ 13,805	\$ 13,805
Retirement Contributions	\$ 7,961	\$ 6,977	\$ 630	\$ 6,977	\$ 7,603	\$ 7,603
Contracted Services	\$ 16,771	\$ 16,425	\$ 11,024	\$ 17,175	\$ 13,621	\$ 13,621
Utilities	\$ 735	\$ 800	\$ 783	\$ 1,500	\$ -	\$ -
Operating Supplies	\$ 2,301	\$ 10,250	\$ 3,206	\$ 11,000	\$ 11,875	\$ 11,875
Training & Seminars	\$ 174	\$ -	\$ 38	\$ 50	\$ 100	\$ 100
Insurance	\$ 17,037	\$ 24,672	\$ 11,899	\$ 16,151	\$ 14,894	\$ 14,894
VOM Charges	\$ 71,450	\$ 72,903	\$ 73,630	\$ 73,630	\$ 72,903	\$ 72,903
Taxes	\$ 25,750	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Subtotal	\$ 270,707	\$ 266,626	\$ 190,503	\$ 276,082	\$ 282,098	\$ 282,098
	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>OTHER OPERATING EXPENSES</u>						
Depreciation	\$ 245,004	\$ 237,109	\$ 163,336	\$ 265,730	\$ 265,730	\$ 265,730
Amort Debt Disc & Exp.	\$ 1,134	\$ 4,058	\$ 1,163	\$ 1,163	\$ 1,131	\$ 1,131
Transfer to VOM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Village Rent	\$ 63,634	\$ -	\$ 32,768	\$ 64,585	\$ 80,427	\$ 80,427
Subtotal	\$ 309,772	\$ 241,167	\$ 197,266	\$ 331,478	\$ 347,288	\$ 347,288
<u>INTEREST ON LONG-TERM DEBT</u>						
Interest on Debt	\$ 30,040	\$ 26,004	\$ 20,428	\$ 26,075	\$ 21,445	\$ 21,445
Subtotal	\$ 30,040	\$ 26,004	\$ 20,428	\$ 26,075	\$ 21,445	\$ 21,445
TOTAL EXPENSES	\$ 1,943,069	\$ 2,009,142	\$ 1,105,761	\$ 2,060,406	\$ 2,153,859	\$ 2,153,859

DEPARTMENT: SANITARY SEWER

REQUIRED RESOURCES – continued:

SEWER UTILITY CAPITAL PROJECTS

2013 PROJECTS			Administrator Proposed	Special Assessment Recoveries	Retained Earnings	2012 Borrowing
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GV Pump Replacement	\$	47,000		\$	47,000	\$	-	
	\$	47,000	\$	-	\$	47,000	\$	-

TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Sewer Utility					
2003 GO NOTE	\$ 23,904.00	\$ 23,904.00	\$ 430.29	\$ 24,334.29	\$ -
2007 GO NOTE	\$ 83,204.00	\$ 25,916.00	\$ 2,936.49	\$ 28,852.49	\$ 57,288.00
2008A GO NOTE	\$ 308,363.00	\$ 43,141.00	\$ 11,195.00	\$ 54,336.00	\$ 265,222.00
2010 GO NOTE	\$ 329,147.00	\$ 35,000.00	\$ 7,533.98	\$ 42,533.98	\$ 294,147.00
2011 GO NOTE	\$ 20,000.00	\$ 5,000.00	\$ 277.50	\$ 5,277.50	\$ 15,000.00
2012A GO NOTE	\$ 34,471.50	\$ 17,493.00	\$ 207.45	\$ 17,700.45	\$ 16,978.50
Sewer Utility Total	\$ 799,089.50	\$ 150,454.00	\$ 22,580.71	\$ 173,034.71	\$ 648,635.50

STORMWATER MANAGEMENT UTILITY

DEPARTMENT: STORMWATER MANAGEMENT

GOAL: To provide Bellevue residents with cost effective environmentally sensitive storm water management programs and to ensure the continued viability of the urban forest through programs that which maintain a healthy, diverse and sustainable tree canopy.

OBJECTIVES:

- To provide annual maintenance of the storm water infrastructure including pipes, ponds, and streams.
- Integrate storm water environmental mandates into new developments as they occur.
- Create a 5-year capital program to address storm water quality/quantity issues.
- Improve storm water runoff quality to surface waters.
- Reduce flooding.
- To provide prompt and efficient service response to Village residents.
- Ensure village trees are maintained at optimum levels of stocking, health, age, species diversity, and are appropriate for the site.
- Ensure that the urban forestry program has community support.
- Ensure that residents are knowledgeable about proper tree planting and care.
- Make trees an integral part of community planning decisions.

PROGRAM ACTIVITY STATEMENT:

The Storm Water Utility operates as an enterprise fund to plan construct, operate and maintain the Village's storm water system including storm sewers, creeks, streams, and drainage ditches, and ponds. The objectives of the SMU are to achieve and maintain compliance with federal and state water quality regulations, to protect wildlife, and protect private property through erosion control efforts and floodplain management.

These objectives are achieved through various planning efforts, ordinance enforcement, construction of new storm water management systems, and maintenance of existing systems. The Village maintains 55.07 miles of storm sewer mains, 766 manholes, and 136 outfalls. The department is in the process of accurately inventorying the number of catch basins and leads. Each year the Village cleans the catch basins, inspects the outfalls, and makes repairs to the system. The Village also sweeps 114.5 curb miles of streets once per month between April and November each year.

The Urban Forestry Division is responsible for the planting and maintenance of all trees within the street right-of-way, in village parks, and all other village owned properties. Trees located in the Village's right-of-way are property of the Village and permission is required before residents, prune, remove or otherwise perform any maintenance.

The Village currently maintains an estimated 3,500 public trees. A greater emphasis on the management of the urban forest has taken place since the completion of the Village's Urban Forestry Management Plan in 2009.

The Division provides a neighborhood tree planting program for residents who wish to have trees planted in the terrace area adjacent to their property. The planting program will be

DEPARTMENT: STORMWATER MANAGEMENT

offered in the fall and runs concurrent with other fall plantings. The resident pays for the wholesale cost of the tree including planting.

In addition, the Division manages street trees for all new subdivisions in the village. A linear curb fee is charged per a developer agreement, collected and placed in an escrow account for trees. After occupancy permits have been issued for approximately 70% of the houses in the development, trees are selected and planted in the terrace. The number and location of each tree, species and size of stock are to be determined by the acting Village Forester.

The division is managed by the Director of Public Services, who serves as the acting Village Forester. Work is generally performed by private contracted labor.

RECEIPTS:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
<u>LICENSES & PERMITS</u>						
Connection Charges	\$ 3,500	\$ 3,000	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,000
Credit Application Fees	\$ 300	\$ 300	\$ 600	\$ 600	\$ 600	\$ 600
Subtotal	\$ 3,800	\$ 3,300	\$ 8,100	\$ 8,600	\$ 8,600	\$ 8,600
<u>SERVICE CHARGES</u>						
Residential Revenue	\$ 236,544	\$ 236,500	\$ 137,197	\$ 205,795	\$ 206,000	\$ 206,000
Non-Residential Revenue	\$ 339,218	\$ 340,000	\$ 247,581	\$ 371,371	\$ 372,000	\$ 372,000
Forfeited Discounts	\$ 4,890	\$ 4,500	\$ 2,031	\$ 4,900	\$ 5,000	\$ 5,000
Trees Charges	\$ 390	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Subtotal	\$ 581,043	\$ 582,500	\$ 386,809	\$ 583,566	\$ 584,500	\$ 584,500
<u>OTHER REVENUES</u>						
Interest	\$ 10,940	\$ 12,500	\$ 5,391	\$ 7,500	\$ 7,500	\$ 7,500
Interest - Other	\$ 10,128	\$ 13,050	\$ 33	\$ 7,900	\$ 8,500	\$ 8,500
Grants	\$ 79,841	\$ -	\$ -	\$ -	\$ -	\$ -
Contributed Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 100,909	\$ 25,550	\$ 5,424	\$ 15,400	\$ 16,000	\$ 16,000
TOTAL REVENUES	\$ 685,751	\$ 611,350	\$ 400,334	\$ 607,566	\$ 609,100	\$ 609,100

DEPARTMENT: STORMWATER MANAGEMENT

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

The Village will implement the fourth year of a four year program to meet the DNR mandate of stormwater quality compliance. The cost to maintain existing ponds will significantly increase in 2013. Additional program expenses for monitoring, illicit discharge, and education and outreach are included in the budget.

The Department expects an increase in staff time allocated toward reviewing and administering the growing program. Additional resources will need to be allocated in the area of permitting, design, plan review, pond maintenance, and monitoring.

PERFORMANCE MEASURES:

	2011 Actual	2012 Budget	2012 Estimated Year End	2013 Proposed
Ponds Maintained	1	5	4	9
Times Village Streets Swept	8	8	8	8
Catch Basins Repaired	10	10	10	10
Number of Public Contacts	17	15	15	20
Illicit Discharge Investigations	1	2	2	2

Forestry Operations Activities:

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Public Trees	N/A	N/A	3405	3548	3582	3682
Tree Planted	91	100	65	133	100	100
Trees Pruned/Trimmed	3	5	237	357	350	350
Trees Removed	N/A	3	3	15	25	25

DEPARTMENT: STORMWATER MANAGEMENT

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
ADMINISTRATION						
Legal Fees	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
Wages & Salaries	\$ 134,569	\$ 134,370	\$ 90,096	\$ 134,370	\$ 138,553	\$ 138,553
Payroll Taxes	\$ 10,126	\$ 10,279	\$ 6,484	\$ 6,484	\$ 10,599	\$ 10,599
Employee Benefits	\$ 11,603	\$ 12,837	\$ 9,232	\$ 9,232	\$ 15,464	\$ 15,464
Retirement Contributions	\$ 9,849	\$ 9,468	\$ 1,783	\$ 1,783	\$ 7,199	\$ 7,199
Utilities	\$ 1,582	\$ 1,500	\$ 1,223	\$ 1,800	\$ -	\$ -
Contracted Services	\$ 45,600	\$ 49,629	\$ 48,563	\$ 50,690	\$ 39,847	\$ 39,847
Office Supplies	\$ 2,764	\$ 10,000	\$ 1,589	\$ 9,000	\$ 10,000	\$ 10,000
Postage	\$ 3,268	\$ 8,000	\$ 2,274	\$ 2,790	\$ 4,000	\$ 4,000
Publications/Subscriptions/Dues	\$ 1,666	\$ 1,875	\$ 1,540	\$ 1,900	\$ 2,100	\$ 2,100
Legal Notices	\$ 2,526	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Travel & Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training & Seminars	\$ 349	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Insurance	\$ 4,259	\$ 6,210	\$ 2,939	\$ 4,217	\$ 3,934	\$ 3,934
Rent - Village	\$ 2,325	\$ 1,305	\$ 1,985	\$ 1,985	\$ 1,985	\$ 1,985
Rent - VOM	\$ 1,370	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810
Uncollectibles	\$ 36	\$ 150	\$ 491	\$ 491	\$ 250	\$ 250
Capital Equipment	\$ 5,745	\$ 5,000	\$ 3,567	\$ 5,000	\$ 875	\$ 875
Subtotal	\$ 237,637	\$ 256,933	\$ 172,575	\$ 234,552	\$ 237,616	\$ 237,616

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
FACILITY MAINTENANCE						
Wages & Salaries	\$ 40,786	\$ 98,382	\$ 50,784	\$ 98,382	\$ 98,715	\$ 98,715
Payroll Taxes	\$ 6,670	\$ 7,526	\$ 7,177	\$ 7,526	\$ 7,552	\$ 7,552
Employee Benefits	\$ 22,073	\$ 26,883	\$ 19,316	\$ 26,883	\$ 31,290	\$ 31,290
Retirement Contributions	\$ 8,336	\$ 9,440	\$ 8,720	\$ 9,440	\$ 2,445	\$ 2,445
Contracted Services	\$ 5,179	\$ 47,900	\$ 19,394	\$ 43,720	\$ 78,320	\$ 78,320
Utilities	\$ 417	\$ 500	\$ 467	\$ 500	\$ 500	\$ 500
Supplies & Other Expenses	\$ 4,712	\$ 5,300	\$ 827	\$ 4,240	\$ 4,275	\$ 4,275
Construction Materials	\$ 4,375	\$ 20,000	\$ 7,181	\$ 20,000	\$ 20,000	\$ 20,000
VOM Charges	\$ 84,165	\$ 87,180	\$ 87,180	\$ 87,180	\$ 87,180	\$ 87,180
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 176,713	\$ 303,111	\$ 201,046	\$ 297,871	\$ 330,277	\$ 330,277

DEPARTMENT: STORMWATER MANAGEMENT

REQUIRED RESOURCES – continued:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
URBAN FORESTRY						
Contracted Services	\$ 13,063	\$ 15,735	\$ 15,184	\$ 16,375	\$ 17,750	\$ 17,750
Publications, Subscriptions & Du	\$ 15	\$ 15	\$ 15	\$ 15	\$ 30	\$ 30
Training & Seminars	\$ 180	\$ 250	\$ 623	\$ 623	\$ 500	\$ 500
Small Tools & Equipment	\$ 652	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Street Trees	\$ 690	\$ 1,500	\$ 1,050	\$ 1,500	\$ 1,500	\$ 1,500
Subtotal	\$ 14,600	\$ 18,500	\$ 16,871	\$ 19,513	\$ 20,780	\$ 20,780

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OTHER OPERATING EXPENSES						
Depreciation	\$ 368,148	\$ 364,310	\$ 245,433	\$ 368,148	\$ 368,148	\$ 368,148
Interest on Debt	\$ 8,867	\$ 10,973	\$ -	\$ 33,279	\$ 49,607	\$ 49,607
Amortization Debt Expense	\$ 824	\$ -	\$ 1,318	\$ 1,318	\$ 1,318	\$ 1,318
Transfer to Village	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Transfer to VOM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ 14,250	\$ -	\$ -
Village Rent	\$ 63,634	\$ 65,543	\$ 32,771	\$ 32,771	\$ 32,755	\$ 32,755
Subtotal	\$ 441,472	\$ 490,826	\$ 279,521	\$ 449,766	\$ 451,828	\$ 451,828

TOTAL EXPENDITURES	\$ 870,423	\$ 1,069,370	\$ 670,014	\$ 1,001,702	\$ 1,040,501	\$ 1,040,501
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STORMWATER UTILITY CAPITAL PROJECTS

2013 PROJECTS	Administrator Proposed	Special Assessment Recoveries	Retained Earnings	2012 Borrowing
Stormwater Management Ponds	\$ 525,000			\$ 525,000
Streambank Stabilization	\$ 250,000			\$ 250,000
	\$ 775,000	\$ -	\$ -	\$ 775,000

TOTAL OUTSTANDING INDEBTEDNESS AS OF DECEMBER 31, 2012					
DESCRIPTION	PRINCIPAL BALANCE 12/31/2012	2013 PRINCIPAL PAYMENTS	2013 INTEREST PAYMENTS	2013 TOTAL PRINCIPAL & INTEREST	PRINCIPAL BALANCE 12/31/2013
Stormwater Utility					
2010 GO NOTE	\$ 287,258.00	\$ 180,000.00	\$ 3,173.38	\$ 183,173.38	\$ 107,258.00
2011 GO NOTE	\$ 335,000.00	\$ 105,000.00	\$ 5,227.50	\$ 110,227.50	\$ 230,000.00
2012B GO BOND	\$ 1,550,000.00	\$ 50,000.00	\$ 52,260.17	\$ 102,260.17	\$ 1,500,000.00
Stormwater Utility Total	\$ 2,172,258.00	\$ 335,000.00	\$ 60,661.05	\$ 395,661.05	\$ 1,837,258.00

11.0 INTERNAL SERVICE FUNDS

VEHICLE OPERATIONS & MAINTENANCE

DEPARTMENT: VEHICLE OPERATIONS & MAINTENANCE (VOM)

GOAL: To provide for the maintenance, repair, replacement, and operating services for Village-owned vehicles and equipment utilized in delivery of quality services to the citizens of Bellevue.

OBJECTIVES:

- To provide adequate and timely replacement of vehicles and equipment.
- To provide prompt and efficient service to all Village departments.
- Minimize the amount of time vehicles are out of service.
- Minimize the number of times vehicles require emergency service.
- Establish planned preventative maintenance for all vehicles.
- Replace vehicles when the operational costs exceed the value of the vehicle.

PROGRAM ACTIVITY STATEMENT:

Public Works is responsible for the Vehicle Operations and Maintenance (VOM) program. The VOM program is the maintenance, repair, replacement and operating services for the Village's vehicles and equipment. These services are provided for all departments within the Village. The department spends approximately 0.6 FTE hours maintaining and repairing our fleet of vehicles.

Each public works technician is responsible for tracking and maintaining a portion of the fleet. The fleet consists of seven (7) dump truck/plows, ten (10) pick-up trucks, five (5) pieces of construction equipment, three (3) fleet cars, one (1) mower and other miscellaneous equipment (trailers, accessories, etc.).

PERMANENT POSITIONS:

Assistant Director of Public Works	.10
Utility Technicians	<u>.65</u>
	<u>.75</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

Vehicle rental rates have remained the same from 2012 to 2013. Public Works Maintenance Labor was allocated directly into the operations rental rate. Additional contract maintenance is anticipated to account for routine maintenance of the fleet.

The replacement of several vehicles is outlined in the following chart, as well as a break out of the operating expenses for the department.

DEPARTMENT: VEHICLE OPERATIONS & MAINTENANCE (VOM)

PERFORMANCE MEASURES:

	2010 Actual	2011 Budget	2011 Estimated Year End	2012 Proposed
Vehicles Maintained	36	35	36	36
Hours Repair	1248	1248	1248	1248

REPLACEMENT SCHEDULE:

Vehicle Operations and Maintenance Fund Capital Equipment Acquisitions

2013 BUDGET		Admin Proposed	Retained Earnings	2012 Borrowing
Sewer Vacuum		\$ 125,000	\$ 125,000	\$ -
Pick-up Truck		\$ 30,000	\$ 30,000	\$ -
Dump Truck		\$ 80,000	\$ 80,000	\$ -
		\$ 235,000	\$ 235,000	\$ -

Vehicle Operations and Maintenance Fund Capital Equipment Acquisitions

2012 BUDGET	2012 Actual	Admin Proposed	Retained Earnings	2012 Borrowing
2012 Western Star Plow Truck	\$ 162,795	\$ 165,000	\$ 165,000	\$ -
2012 Honda Civic LX	\$ 15,495	\$ 18,000	\$ 18,000	\$ -
Utility Truck	\$ 39,309	\$ 50,000	\$ 50,000	\$ -
	\$ 217,599	\$ 233,000	\$ 233,000	\$ -

DEPARTMENT: VEHICLE OPERATIONS & MAINTENANCE (VOM)

REQUIRED RESOURCES:

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OPERATIONS & MAINTENANCE						
Village Administrator's Office	\$ 435	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Services Department	\$ 435	\$ 465	\$ 465	\$ 465	\$ 735	\$ 735
Buildings & Grounds Department	\$ 4,735	\$ 4,825	\$ 4,825	\$ 4,825	\$ 10,640	\$ 10,640
Law Enforcement Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Inspection	\$ 2,185	\$ 2,185	\$ 2,275	\$ 2,275	\$ 3,485	\$ 3,485
Public Works Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street & Highway Maintenance	\$ 37,030	\$ 40,745	\$ 40,745	\$ 40,745	\$ 78,250	\$ 78,250
Engineering & Construction	\$ 1,635	\$ 1,725	\$ 1,725	\$ 1,725	\$ 2,685	\$ 2,685
Snow Removal	\$ 22,050	\$ 22,470	\$ 22,470	\$ 22,470	\$ 51,870	\$ 51,870
Recycling	\$ 6,565	\$ 6,715	\$ 6,715	\$ 6,715	\$ 13,755	\$ 13,755
Parks	\$ 7,395	\$ 7,565	\$ 7,565	\$ 7,565	\$ 14,315	\$ 14,315
Recreation	\$ 870	\$ 930	\$ 930	\$ 930	\$ 1,470	\$ 1,470
Community Development Depart.	\$ 725	\$ 775	\$ 775	\$ 775	\$ 1,225	\$ 1,225
Economic Development	\$ 360	\$ 465	\$ 465	\$ 465	\$ 735	\$ 735
Water Utility	\$ 25,755	\$ 27,200	\$ 27,200	\$ 27,200	\$ 53,030	\$ 53,030
Sewer Utility	\$ 31,155	\$ 32,700	\$ 32,700	\$ 32,700	\$ 73,630	\$ 73,630
Stormwater Utility	\$ 34,030	\$ 35,445	\$ 35,445	\$ 35,445	\$ 89,975	\$ 89,975
Subtotal	\$ 175,360	\$ 184,210	\$ 184,300	\$ 184,300	\$ 395,800	\$ 395,800
REPLACEMENT						
Village Administrator's Office	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Services Depart.	\$ 230	\$ 270	\$ 270	\$ 270	\$ -	\$ -
Buildings & Grounds Depart.	\$ 5,745	\$ 5,815	\$ 5,815	\$ 5,815	\$ -	\$ -
Law Enforcement Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Inspection	\$ 1,210	\$ 1,210	\$ 1,210	\$ 1,210	\$ -	\$ -
Public Works Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street & Highway Maintenance	\$ 35,325	\$ 37,005	\$ 37,005	\$ 37,005	\$ -	\$ -
Engineering & Construction	\$ 960	\$ 960	\$ 960	\$ 960	\$ -	\$ -
Snow Removal	\$ 28,980	\$ 29,400	\$ 29,400	\$ 29,400	\$ -	\$ -
Recycling	\$ 6,970	\$ 7,040	\$ 7,040	\$ 7,040	\$ -	\$ -
Parks	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ -	\$ -
Recreation	\$ 540	\$ 540	\$ 540	\$ 540	\$ -	\$ -
Community Development Depart.	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	\$ -
Economic Development	\$ 225	\$ 270	\$ 270	\$ 270	\$ -	\$ -
Water Utility	\$ 25,200	\$ 25,830	\$ 25,830	\$ 25,830	\$ -	\$ -
Sewer Utility	\$ 40,295	\$ 40,930	\$ 40,930	\$ 40,930	\$ -	\$ -
Stormwater Utility	\$ 53,830	\$ 54,530	\$ 54,530	\$ 54,530	\$ -	\$ -
Subtotal	\$ 206,980	\$ 211,000	\$ 211,000	\$ 211,000	\$ -	\$ -

DEPARTMENT: VEHICLE OPERATIONS & MAINTENANCE (VOM)

REQUIRED RESOURCES: (Continued)

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
OTHER REVENUE						
Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 613	\$ 600	\$ 579	\$ 600	\$ 600	\$ 600
Sale of Equipment or Vehicles	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -
Loss on Disposal of Capital	\$ (10,500)	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	\$ 38,220	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributed Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 42,333	\$ 600	\$ 579	\$ 600	\$ 600	\$ 600
TOTAL REVENUE	\$ 424,673	\$ 395,810	\$ 395,879	\$ 395,900	\$ 396,400	\$ 396,400

DEPARTMENT: VEHICLE OPERATIONS & MAINTENANCE (VOM)

REQUIRED RESOURCES: (Continued)

	2011 Actual	2012 Budget	Actual - August 31	Estimated Year End	Department Proposed	Administrator Approved
DEPARTMENT UTILIZATION						
General Government:						
- Audit/Accounting	\$ 840	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500
- Depreciation	\$ 121,740	\$ -	\$ -	\$ 122,000	\$ 122,000	\$ 122,000
Subtotal	\$ 122,580	\$ 1,000	\$ 500	\$ 122,500	\$ 122,500	\$ 122,500
Public Works:						
- Wages & Salaries	\$ 45,523	\$ 45,820	\$ 25,196	\$ 41,451	\$ 43,234	\$ 43,234
- Vehicle Repairs and Maint.	\$ 58,690	\$ 39,600	\$ 27,480	\$ 42,500	\$ 41,500	\$ 41,500
- Fuel	\$ 60,975	\$ 80,000	\$ 30,688	\$ 65,000	\$ 65,000	\$ 65,000
- Insurance	\$ 22,029	\$ 14,351	\$ 10,932	\$ 14,206	\$ 14,917	\$ 14,917
Subtotal	\$ 187,217	\$ 179,771	\$ 94,296	\$ 163,157	\$ 164,651	\$ 164,651
Parks:						
- Wages & Salaries	\$ 88	\$ -	\$ -	\$ -	\$ -	\$ -
- Vehicle Repairs and Maintenance	\$ 996	\$ -	\$ 182	\$ 182	\$ 200	\$ 200
- Equipment Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,084	\$ -	\$ 182	\$ 182	\$ 200	\$ 200
TOTAL EXPENSES	\$ 310,881	\$ 180,771	\$ 94,978	\$ 285,839	\$ 287,351	\$ 287,351

12.0 APPENDIX

APPENDIX A – 2012 EFFICIENCY REPORT

In 2009, the Administration established an annual process for reporting to the Village Board and community the operational changes that have improved the efficiency of our organization. This Appendix includes 2012 operational changes that are designed to improve customer service, streamline processes, utilize technology, reduce staff time, lower operational expenses and maximize the life expectancy of Village assets.

Finance/Clerk-Treasurer Department

Program/Process: Electronic Accounts Payable Payments

Cost of Implementation: \$0

Description: In 2012, the Village began giving vendors the option of receiving payments electronically. The Village has 31 vendors signed up for the electronic accounts payable option and will process approximately 100 electronic payments this year.

Results: Reduction in checks, printing, envelopes, postage and staff time processing payments by moving from checks to ACH payments. Savings of \$2.00 per vendor payment.

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Program/Process: Electronic Purchase Orders

Cost of Implementation: \$0

Description: In 2012, the Village converted from manual to electronic purchase orders. General ledger account expenditures are updated daily that are tied to the purchase orders.

Results: The electronic purchase order process provides up to date information on Village expenditures and a standardized system of purchasing for use by all Village Departments. Departments can make decisions based on their available budget to determine if the requisition should be approved. Reduction in staff time tracking missing purchase orders. Annual savings of \$400.

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Program/Process: In-Person Credit and Debit Card Options

Cost of Implementation: \$0

Description: The Village began offering in-person customers the ability to make payments by credit or debit cards. Customers are charged a fee for the service, allowing processing fees to be eliminated from the Village budget.

Results: Offers customers the convenience of making payments by credit or debit cards. All payments are electronically deposited into the Village's bank account the next business day and posted to the Village's accounting software.

Public Works

Program/Process: Sanitary Manhole Sealing

Cost of Implementation: \$75,000

Savings: \$110,500+ Annually

Description: Public Works Staff has found (40) manholes that were leaking groundwater into the sanitary system. The manholes were sealed by a contractor and staff. The estimated infiltration was 90 million gallons per year. The resulting savings are \$110,500 per year (2012 rates)

Results: Finding groundwater leaks into the sanitary system helps to keep the billed amounts down for our customers.

Program/Process: Water Meter Change Out

Cost of Implementation: \$14,128

Savings: Approximately \$32,000+ Sewer/Water Revenue

Description: The Utility changed the largest volume customers to a high efficiency reading meter.

Results: Additional billable volume reduces losses, keeping rates steady.

Program/Process: Brine/Speed Control Salter

Cost of Implementation: \$8,000 (one time)

Savings: Approximately \$8,000+ Annually

Description: Brine and speed control spreaders reduce the amount of salt needed by 25%.

Results: Reduced salt costs and increased environmental benefits.

Program/Process: Fuel Efficient Vehicle Replacement

Cost of Implementation: \$15,000 (one time)

Savings: Approximately \$2,400 fuels savings annually

Description: Replacing a full size sedan with an economy compact car.

Results: Reduces fuel consumption and carbon footprint.

Program/Process: Green Committee Grant

Cost of Implementation: Five Staff, two hours per month

Savings: Secured \$25,000 focus on energy grant to use towards energy saving improvements.

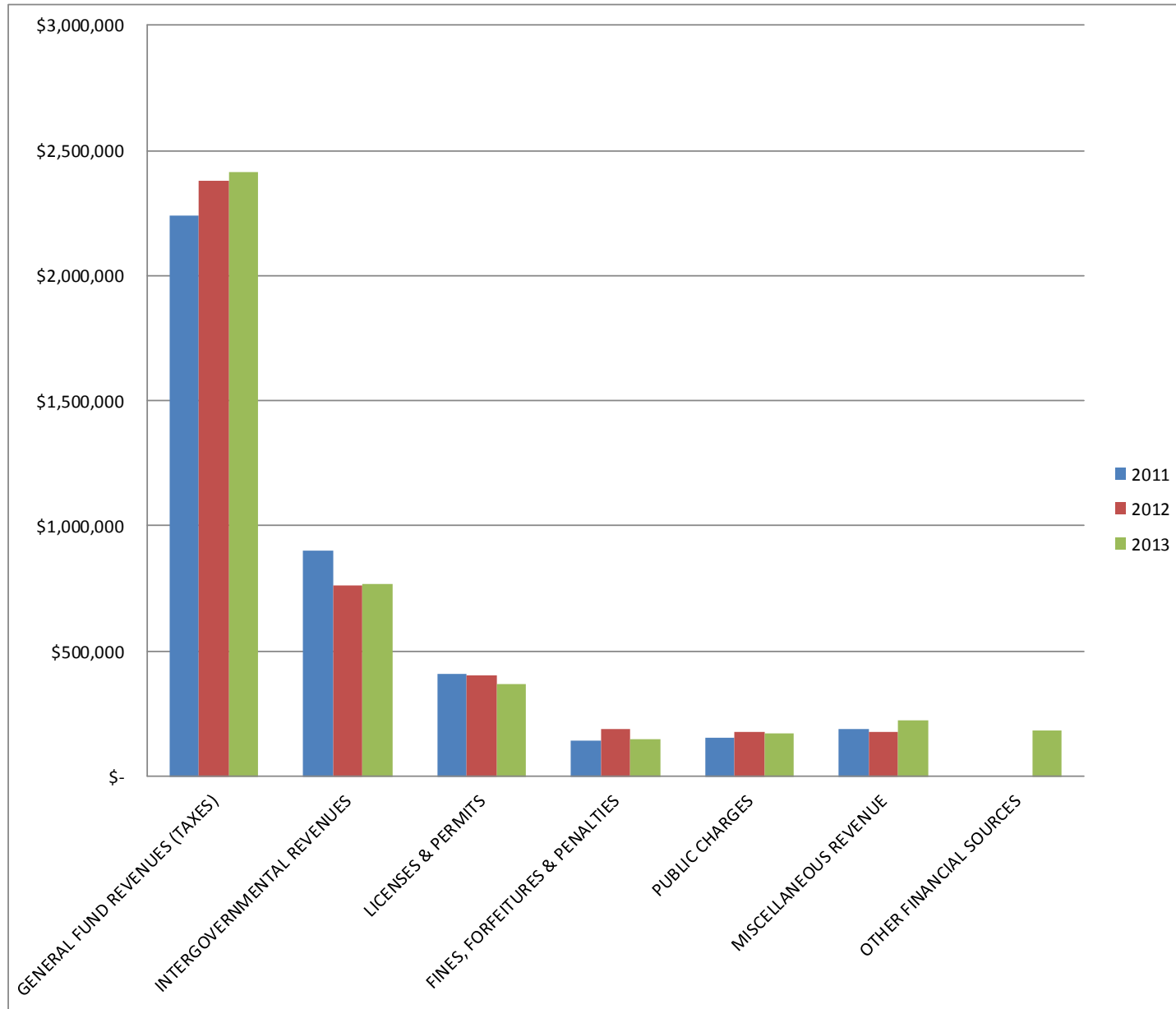
Description: These funds will be used to reduce energy costs to the Village by 25%.

Results: Reduces energy consumption and carbon footprint.

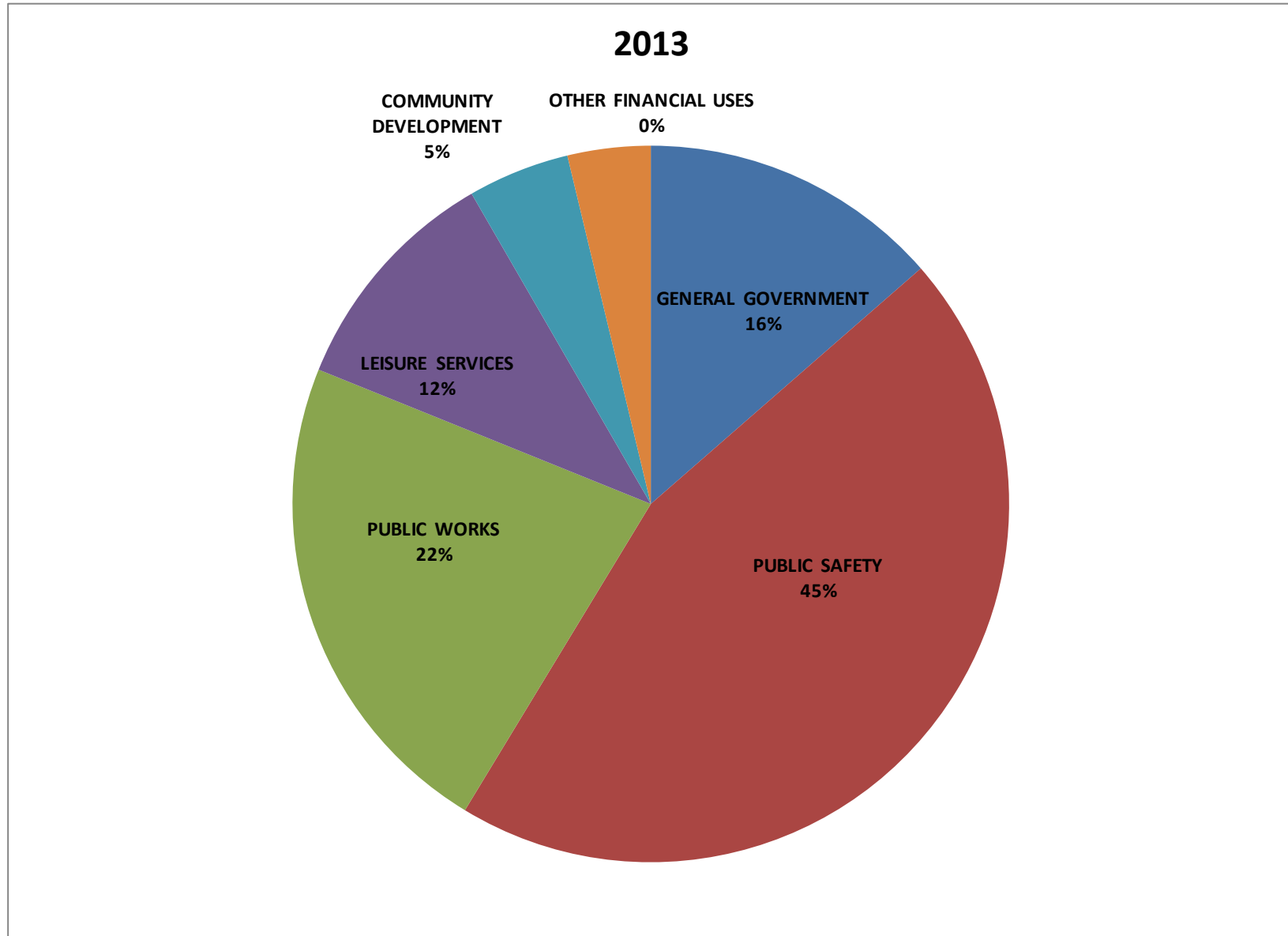
APPENDIX B – STAFFING ALLOCATION

POSITION-DESCRIPTION		Village	Sanitation	Water	Storm	Sewer	VOM	TOTAL
Village President		0.50		0.15	0.20	0.15		1.00
Village Trustee (4)		2.00		0.60	0.80	0.60		4.00
Municipal Judge		1.00						1.00
Administrator		0.50	0.05	0.15	0.15	0.15		1.00
Office/Human Resources Mgr.		0.45	0.10	0.15	0.15	0.15		1.00
Director of Finance/Clerk-Treasurer		0.45	0.05	0.20	0.15	0.15		1.00
Accountant		0.32	0.05	0.22	0.19	0.22		1.00
Deputy Cl-Treasurer		0.40	0.05	0.20	0.15	0.20		1.00
Utility Billing Clerk			0.20	0.30	0.25	0.25		1.00
Secretary-Receptionist		0.55	0.15	0.10	0.10	0.10		1.00
Community Devel. Director		0.55		0.15	0.15	0.15		1.00
Asst. Planner/Zoning Admin.		0.60		0.10	0.20	0.10		1.00
Building Inspector		0.70		0.10	0.10	0.10		1.00
PT Building Inspector		0.70		0.10	0.10	0.10		1.00
Director of Public Services		0.69		0.06	0.19	0.06		1.00
Recreation Supervisor		1.00						1.00
Municipal Court Clerk		1.00						1.00
PT Municipal Court Clerk		1.00						1.00
Director of Public Works		0.35	0.05	0.25	0.15	0.20		1.00
Asst. Director of Public Works		0.40	0.05	0.20	0.15	0.20		1.00
Street Superintendent		0.20		0.10	0.60	0.10		1.00
GIS Coordinator		0.40		0.20	0.20	0.20		1.00
Public Works Laborers (8)		2.40	0.30	2.60	1.30	0.75	0.65	8.00
PT Maintenance Worker		1.00						1.00
Fire Chief		1.00						1.00
Asst. Fire Chief		1.00						1.00
Firefighters (6)		6.00						6.00
TOTAL		25.16	1.05	5.93	5.28	3.93	0.65	42.00

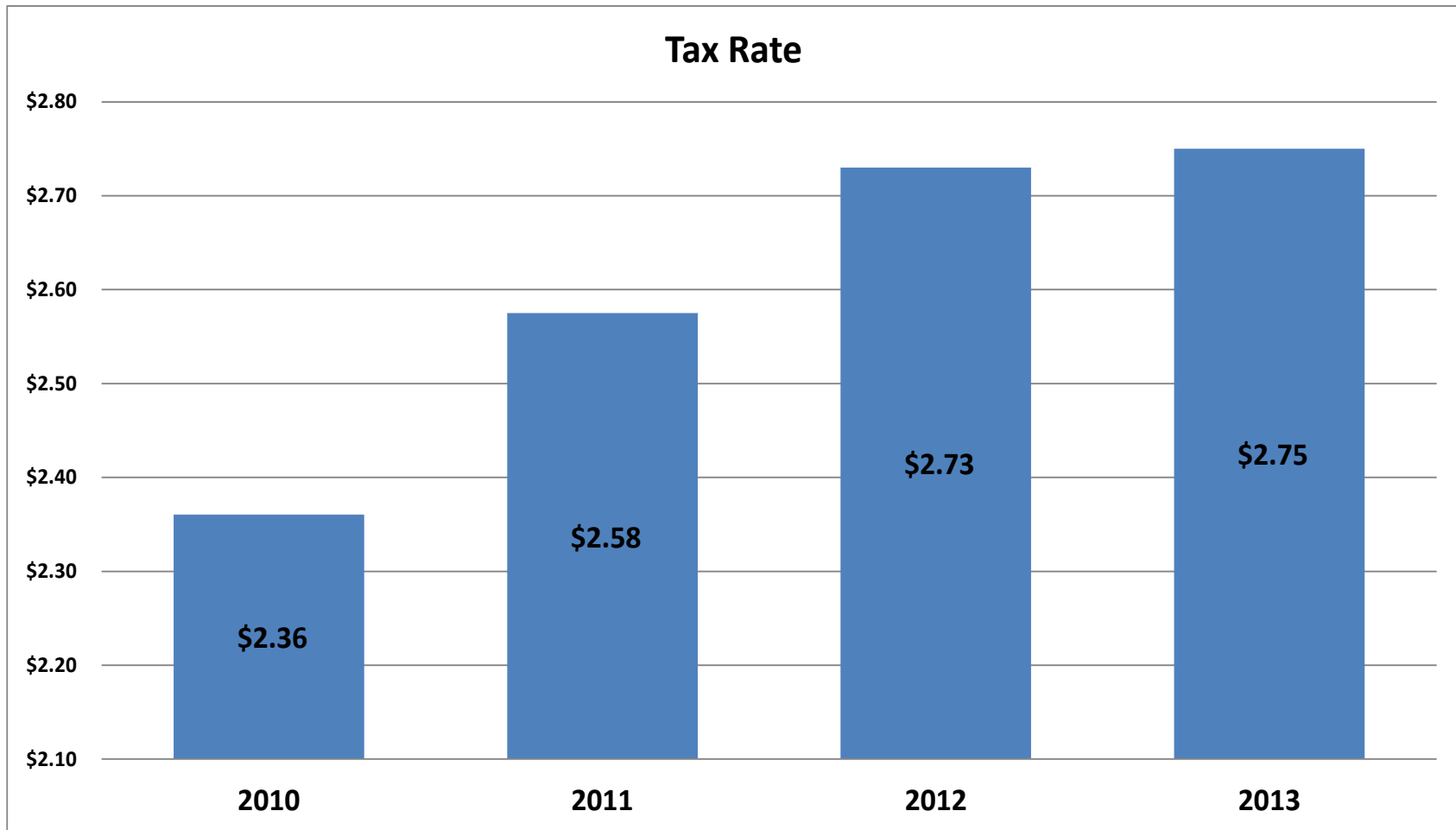
APPENDIX C – GENERAL FUND REVENUE BY SOURCE



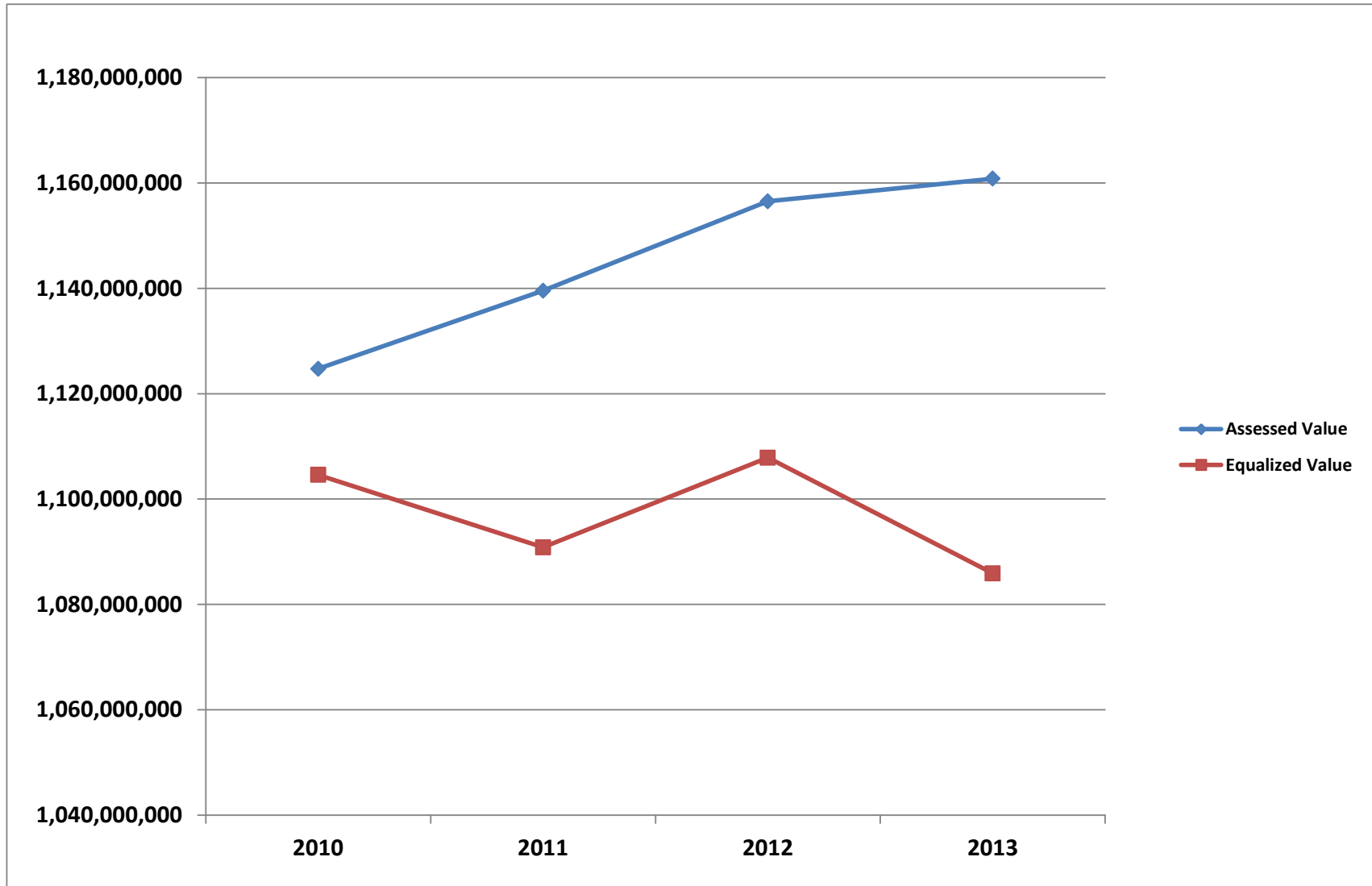
APPENDIX D – GENERAL FUND EXPENDITURE BY FUNCTION



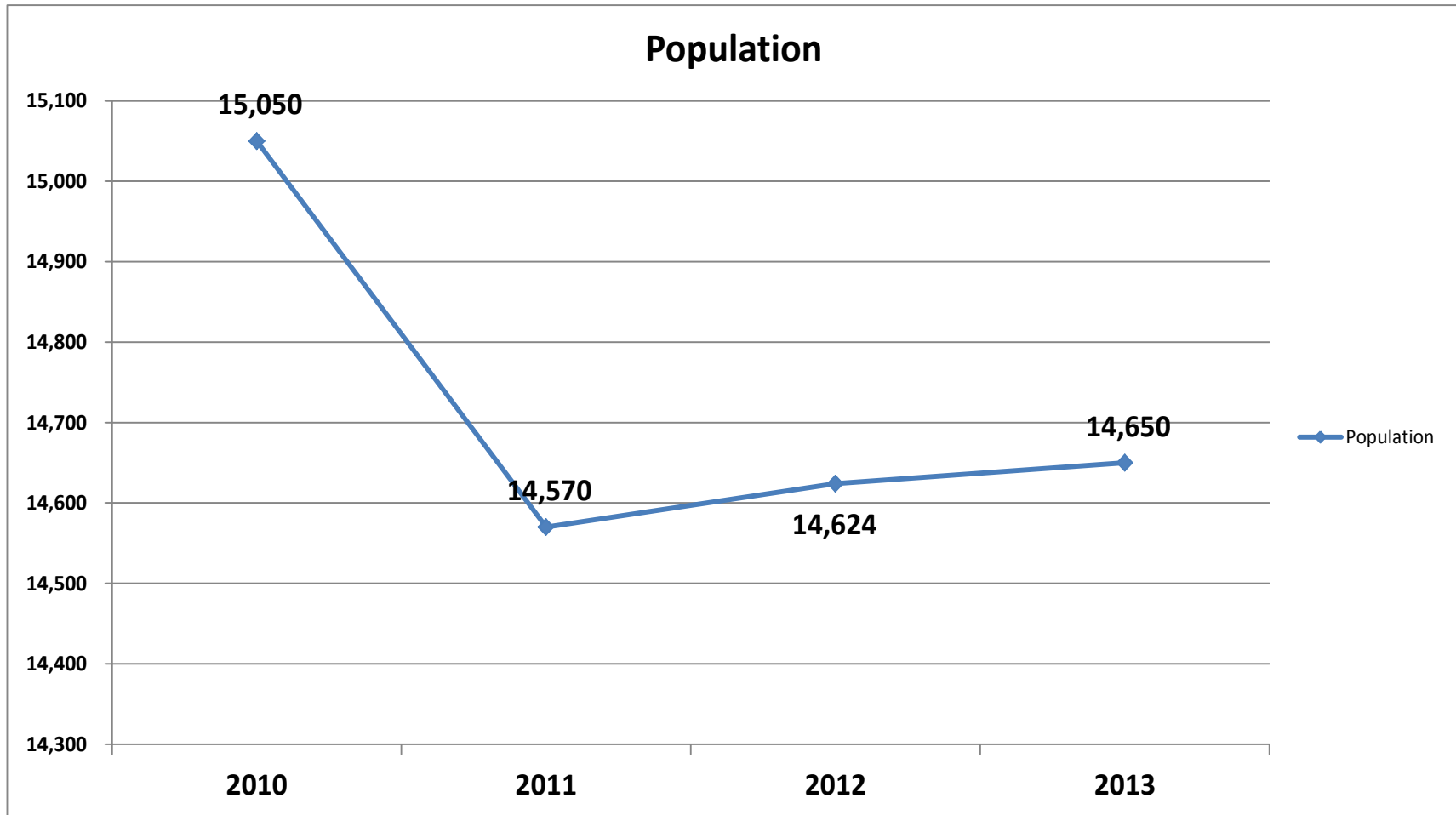
APPENDIX E – HISTORICAL TAX RATE COMPARISON



APPENDIX F – HISTORICAL COMPARISON ASSESSED VS. EQUALIZED VALUE



APPENDIX G – HISTORICAL POPULATION TREND



APPENDIX H – RECREATION PROGRAM PROFIT/LOSS SUMMARY

Program	Revenue	Direct Expense	Profit Loss
Concerts & Movie in the Park	\$4,600.00	\$4,600.00	\$0.00
Over 30 Open Gym	\$280.00	\$722.00	(\$442.00)
Trick or Treat Trail	\$1,200.00	\$1,206.25	(\$6.25)
Easter Egg Bonanza	\$500.00	\$450.00	\$50.00
Family Trips - Ski	\$2,285.00	\$2,250.00	\$35.00
Freeze Fest	\$650.00	\$650.00	\$0.00
Misc. Youth Enrichment	\$640.00	\$640.00	\$0.00
Santa In the Park	\$750.00	\$750.00	\$0.00
Senior Holiday Gala	\$4,125.00	\$4,125.00	\$0.00
Senior Miscellaneous	\$5,650.00	\$5,650.00	\$0.00
Senior Spring Social	\$0.00	\$0.00	\$0.00
Senior Summer Picnic	\$2,100.00	\$2,100.00	\$0.00
Leaders In Training	\$250.00	\$250.00	\$0.00
Summer Tots Camp	\$1,740.00	\$1,734.06	\$5.94
Dance Instruction	\$4,192.00	\$4,161.75	\$30.25
Soccer	\$0.00	\$0.00	\$0.00
Tae Kwon Do	\$775.00	\$700.00	\$75.00
Golf Instruction	\$0.00	\$0.00	\$0.00
Youth Baseball/Softball	\$1,376.00	\$1,364.75	\$11.25
Youth Basketball	\$1,240.00	\$1,233.06	\$6.94
Flag Football	\$3,345.00	\$3,218.29	\$126.71
Summer Camp Program	\$36,575.00	\$35,480.02	\$1,094.98
Tennis Instruction	\$1,845.00	\$1,561.25	\$283.75
Adult Fitness	\$0.00	\$0.00	\$0.00
After School Program	\$28,160.00	\$19,651.62	\$8,508.38
Before School Program	\$29,520.00	\$19,651.62	\$9,868.38
2013 Projected Profit/Loss	\$131,798.00	\$112,149.67	\$19,648.33

APPENDIX I – BUDGET GLOSSARY OF TERMS

A

Accrual Basis. A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity. Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

AICP. American Institute of Certified Planner. The organization's certificate for individuals that have met the criteria of professional standards that include training and testing.

Approved Budget. As used in fund summaries and department summaries within the budget document, it represents the budget as originally adopted by the Village Board.

Appropriation. A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation. The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

Asset. Resources owned or held by a government, which have monetary value.

Authorized Positions. Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance. This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

B

Balance Sheet. A financial statement that discloses the financial position of an entity by disclosing its assets, liabilities, and equity as of a specified date.

Base Budget. Cost of the continuing the existing levels of service in the current budget year.

Bond. A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects. The following two definitions are types of bonds.

- **General Obligation (G.O.) Bond.** This type of bond is backed by the full faith, credit and taxing power of the government.

- **Revenue Bond.** This type of bond is backed only by the revenues from a specific enterprise or project, such as a water or sewer special assessment project.

Bond Refinancing (Refunding). The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Bond Market. The term used to describe the method of obtaining financing by issuing bonds through either competitive or negotiated methods. The market rate for bonds is determined by prevailing rate of similar issues from other municipalities.

Budget. A plan of financial activity for a specified period of time (calendar year) indicating all planned revenues and expenses for the budget period.

Budgetary Basis. This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar. The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budget Message (Village Administrator's Transmittal Letter). The opening section of the budget that provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the view and recommendations of the Village Administrator.

Budgetary Control. The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

C

CAFR (Comprehensive Annual Financial Report). This report contains the Village's annual financial statements, auditors report on the financial statement, various tables and graphs as supplemental data and a transmittal letter discussing the year's activity.

Capital Assets. Assets if significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget. The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

Capital Improvements. Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

Capital Improvements Program (CIP). A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay or Capital Expenditures. Fixed assets which have a value of \$10,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project. Major construction, acquisition, or renovation activities which add value to a government's physical assets or increase their useful life. Also called capital improvements.

Cash Basis. A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Class One Notice. An official notice placed into a daily or weekly publication used as the official newspaper of the Village.

Collective Bargaining Agreement. A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and other matters).

Constant or Real Dollars. The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Consumer Price Index (CPI). A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency. A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services. Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost-of-living Adjustment (COLA). An increase in salaries to offset the adverse effect of inflation on compensation.

CORP – Comprehensive Outdoor Recreation Plan. A five year plan detailing new and existing park purchases and improvements.

D

Debt Service. The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit. The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department. The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation. Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Development-related Fees. Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement. The expenditure of money from an account.

Division. An organizational unit within a department's structure representing the major functional divisions of work.

DNR. Wisconsin Department of Natural Resources. A branch of the state government involved in oversight of natural resources within the state.

E

Employee (or Fringe) Benefits. Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance. The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund. A governmental accounting fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is to recover the cost of provided goods through user fees. Rate schedules to these services are established to insure that revenues are adequate to meet all necessary expenditures.

Equalized Value. Wisconsin Statutes, Section 70.57 requires the Department of Revenue to annually determine equalized value, which is an independent estimate of full value of a taxing jurisdiction so that property taxes are uniform throughout the various subdivision of taxing authorities in the State.

Equivalent Runoff Unit (ERU). The impervious area of a property relative to the statistical average impervious area of a single family home within the Village of Bellevue. One ERU equals 3,221 square feet of imperious surface.

Expenditure. The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expenditure Restraint Program. The State of Wisconsin offers an entitlement program to cities and villages who voluntarily limit expenditure growth in their General Fund to an amount not to exceed a percentage factor which is calculated by the state. The percentage factor is based on equalized valuation growth and cost of living data.

Expense. Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

F

Fire Insurance Shared Tax. Payment made by the State of Wisconsin to a municipality for the sharing the cost of fire protection. These funds are limited to use for specific items including purchase of fire equipment, training of fire fighters, fire inspections and other specific costs.

Fiscal Policy. A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year. A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The Village's fiscal year runs from January 1 through December 31.

Fixed Assets. Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit. A pledge of a government's taxing power to repay debt obligations.

FT – Full Time Employee. A full-time employee of the Village is an employee hired and scheduled to work a standard work year. Full-time employees are eligible to receive full benefits.

Full Time Equivalent Position (FTE). A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent to .5 of a full-time position.

Function. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund. A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance. The excess of the assets of a fund over its liabilities, reserves, and carryover.

G

GAAP (Generally Accepted Accounting Principles). Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GBMSD (Green Bay Metropolitan Sewage District). The district responsible for collection of the sewage from the Village as well as other surrounding communities.

GIS (Geographical Information System). A system of maps and databases which allow for integration of information utilizing parameters and graphical interfaces.

GPS (Global positioning satellite). A computerized satellite system that allows tracking of a device placed onto/in equipment, buildings, etc.

Goal. A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Grants. A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

I

Indirect Cost. A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure. The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

Interfund Transfers. The movement of money between funds of the same government entity.

Intergovernmental Revenue. Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Charges. The charges to user department for internal services provided by another Village department or function, such as an insurance fund from a central pool.

L

Levy. To impose taxes for the support of government activities. The levy amount represents the total dollar amount of property taxes to be collected through real and personal property tax billings.

Line-item Budget. A budget prepared along departmental lines that focuses on what is to be bought.

Long-term Debt. Debt with a maturity of more than one year after the date of issuance.

M

Materials and Supplies. Expendable materials and operating supplies necessary to conduct departmental operations.

Maturities. The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Mill of Mill Rate. The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Modified Accrual (Basis of Accounting). The method of recording revenues when susceptible to accrual (i.e. when they become measurable and available) and recording expenditures when liability is incurred, except for principal and interest on long-term debt.

N

Net Budget. The legally adopted budget less all interfund transfers and interdepartmental charges.

NWTC. Northeast Wisconsin Technical College, a vocational training facility supported in part by tax levies from area jurisdictions.

O

Object of Expenditure. An expenditure classification, referring to the lowest and most detailed level of classification, such as utilities, office supplies, workshops, and salaries.

Objective. Something to be accomplished in specific, well-defined, and measurable terms and that it's achievable within a specific time frame.

Obligations. Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Revenue. Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses. The cost for personnel, materials and equipment required for a department to function.

Output Indicator. A unit of work accomplished, without reference to the resources required to do the work (e.g., number of permits issued, number of refuse collections made, or number of burglary arrests made). Output indicators do not reflect the effectiveness or efficiency of the work performed.

P

Part Time Employee. A part time employee is one who is hired and scheduled to work a standard work year on a less than full time basis.

Pay-as-you-go Basis. A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Performance Budget. A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

Performance Indicators. Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure. Data collected to determine how effective or efficient a program is in achieving its objectives.

Personal Services. Expenditures for salaries, wages, and fringe benefits of a government's employees.

Prior-Year Encumbrances. Obligations from previous fiscal years in the form of purchase orders, contracts of salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program. A group of related activities performed by one or more organizational unit for the purpose of accomplishing a function for which the government is responsible.

Program Budget. A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

Program Performance Budget. A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance indicators.

Program Revenue (Income). Revenues earned by a program, including fees for services, license and permit fees, and fines.

PSC – Public Service Commission. The governing body of all regulated utilities within the state of Wisconsin. This body governs the rates charged by the water utility.

Purpose. A broad statement of goals, in terms of meeting public service needs, that a department is organized to meet.

R

Recycling Grants. Payment made by the State of Wisconsin to assist qualified municipalities in recycling expenditures made during a fiscal year. This grant is limited in use and requires reporting or related expenditures for final reimbursement payment.

Reserve. An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution. A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources. Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Retained Earnings. The historically accumulated earnings of an enterprise fund less any amounts transferred to other funds not deemed for operational purposes.

Revaluation. The process used by the assessor to place a new value on real property and improvements for determining the parcel's assessed value for property tax purposes. A revaluation would be performed on all taxable properties in the same year.

Revenue. Sources of income financing the operations of government.

S

Seasonal Employee. A seasonal employee is one who is hired and scheduled to work on a full time or part time basis for certain periods of the year.

Service Level. Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Source of Revenue. Revenues are classified according to their source or point of origin.

State Aids. Primarily composed of the following:

- **State Shared Revenue.** Payments made by the state based on the qualified municipality's population, sewer utility, aidable revenues, property valuations and other factors. Increases or decreases in annual payments made by the state are limited. Decreases cannot exceed 5% of the previous year's payment.
- **State Transportation Aids.** Payments made by the state to municipalities for assistance in street/road related expenditures. The state pays either a share of eligible related expenditures, or a per mile payment. All municipalities are eligible for this aid.
- **State Highway Aids.** Payments made by the state to municipalities with state roads designated connecting highways, to assist in the maintenance of such roads.
- **State Municipal Service Aids.** Payments made by the state to municipalities providing police, fire and solid waste services to state owned property located within the municipality's limits.

Supplemental Appropriation. An additional appropriation made by the government body after the budget year has started.

T

Target Budget. Desirable expenditure levels provided to departments in developing the coming year's recommended budget. Based on the prior year's adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for benefit, such as special assessment.

Tax Increment or Tax Incremental Revenues. Property Taxes collected for the TID specifically designated to repay costs of development within the boundaries of the TID.

Tax Incremental Financing District (TID or TIF). A geographic area within the Village designated as a district to allow for certain infrastructure and building improvement costs to be recovered through tax incremental levies. The district can only be formed by agreement with the affected overlying jurisdictions (school district, county and vocational college).

Tax Levy. The resultant product when the tax rate per \$1,000 is multiplied by the tax base.

Tax Rate or Tax Mill Rate. The mill rate is expressed as the tax rate per \$1,000 of assessed valuations. The rate is calculated by utilizing the Village's levy plus levy from all overlying jurisdictions, adding TID incremental taxes, and dividing the result by the total assessed valuation of the Village and multiplying by \$1,000.

Temporary Employee. A temporary employee is one who is hired and scheduled to work on an as-needed basis, generally to fill in during periods of personnel shortage or increased workload.

TID (TIF). Tax incremental (financing) district. An area of land within the boundaries of the Village that has been designated as an area of development whereby future property taxes are used to repay the cost of the infrastructure and other improvements.

Transfers In/Out. Amounts transferred from one fund to another to assist in financing the services or purchases for the recipient fund.

U

Unencumbered Balance. The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance. The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges. The payment of a fee for direct receipt of a public service by the party who benefits from the service.

V

Variable Cost. A cost that increases/decreases with increases/decreases in the amount of service provided as the payment of a salary.

W

Water Authority. The Central Brown County Water Authority (CBCWA or Authority) is an autonomous body with six member municipal units that was created to obtain drinking water from Lake Michigan for use by the member units.

Working Cash. Excess or readily available assets over current liabilities, or cash on hand equivalents which may be used to satisfy cash flow needs.

Work Years. The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year": is equal to one full-time, year-round employee. For most categories, this equals 2,080 hours year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the position.