

Department Purpose

To represent constituents of the Village of Grafton in implementing the community’s vision.

Department Descriptions

The Village Board is comprised of six part-time trustees and one part-time Village President who are elected at-large for two year, overlapping terms. They have the responsibility to establish policy by legislation, to adopt a spending plan, and to carry out the duties as defined by State Statutes and Village Ordinances.

2017 Budget Highlights

There are no notable changes in 2017.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Expenditures					
Personnel	30,177	33,540	36,433	36,433	37,139
Operating	7,703	7,778	8,766	7,780	8,794
Capital Outlay	0	0	0	0	0
Total Expenditures	37,880	41,318	45,199	44,213	45,933

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide high quality services to the citizens and businesses of the Village of Grafton.

Objective: 1. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton with Village-wide services

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Measurements					
Effectiveness					
Resident satisfaction rating	99%	97%	80%	90%	80%

GENERAL GOVERNMENT

**Village Board
100.511000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
110 Salaries & Wages	28,187	31,156	33,844	33,844	34,500
130 Social Security	1,990	2,384	2,589	2,589	2,639
Total Personnel	30,177	33,540	36,433	36,433	37,139
<u>Operating</u>					
319 Misc Supplies & Expenses	461	220	275	260	300
320 Public Information	1,680	1,958	2,500	2,000	2,500
325 Books, Subscriptions & Dues	4,946	4,847	5,300	4,871	5,300
330 Training & Conferences	259	399	300	250	300
335 Local Auto Expenses	300	300	300	300	300
515 Insurance - Worker's Compensation	57	54	91	99	94
Total Operating	7,703	7,778	8,766	7,780	8,794
Total Village Board	37,880	41,318	45,199	44,213	45,933



Department Purpose

To facilitate the Village’s vision and operations through superior legal services while minimize claims against the Village.

Department Descriptions

The Village Attorney, appointed by the Village Board, is the legal advisor and attorney for the Village on a contract basis. Activities include presentation and defense of the Village’s legal interests and rights and prosecution for misdemeanor complaints. The Village Attorney also is responsible for attending Village Board meetings and serving as legal counsel during such meetings. Services are as follows: (1) support the legislative and administrative processes (ordinances, opinions, litigation, contracts, personnel arbitration, legal research, liens); (2) present and defend the Village’s legal interests and rights before all courts, legislative and administrative tribunals; and (3) prosecute complaints (misdemeanor traffic and criminal, municipal and circuit courts).

2017 Budget Highlights

There are no notable changes in 2017.

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Personnel	0	0	0	0	0
Operating	28,483	16,433	20,000	40,000	28,000
Capital Outlay	0	0	0	0	0
Total Expenditures	28,483	16,433	20,000	40,000	28,000

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide prompt legal services and excellent customer service.

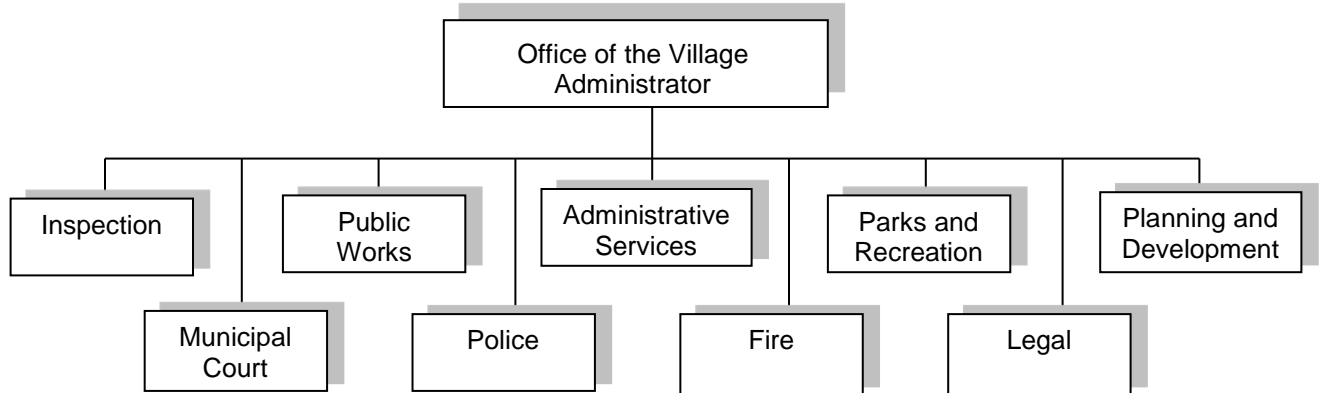
Objective: 1. To achieve a 80 percent or greater satisfaction (average, good or excellent) rating from internal departments responding to the Satisfaction Survey.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Workload</u>	0	3	0	2	0
Number of legal claims/lawsuits					
<u>Effectiveness:</u>					
Departments indicating a positive response to promptness	100%	100%	80%	80%	80%
Departments indicating a positive response to courteous and approachable services	100%	100%	80%	80%	80%

GENERAL GOVERNMENT

**Legal
100.513000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Operating</u>					
210 Contractual Services	28,483	16,433	20,000	40,000	28,000
Total Operating	28,483	16,433	20,000	40,000	28,000
Total Legal	28,483	16,433	20,000	40,000	28,000



Department Purpose

To professionally implement all Village Board policy decisions, efficiently direct the Village operations, and create an organizational culture that results in the delivery of excellent municipal services to constituents of Grafton.

Department Descriptions

Working with the Village Board, the community and Village staff, the Village Administrator’s Office’s responsibility is to professionally implement all Village Board policy decisions and efficiently direct the Village operation and activities in accordance with sound management principals. In addition, the Village Administrator prepares, reviews, and monitors the annual operating budget for the Village. The Village Administrator also serves as the Public Information Officer and the Personnel Director.

2017 Budget Highlights

The Adopted Budget includes the following change:

- Decrease of \$39,180 for Personnel expenditure due to the hiring of a new Village Administrator.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Permanent Staffing					
Administrator	1.00	1.00	1.00	1.00	1.00
Administrative Assistant I	.75	.75	.75	.75	.75
Total Staffing	1.75	1.75	1.75	1.75	1.75

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Expenditures					
Personnel	218,282	221,625	237,515	237,514	198,335
Operating	15,067	13,687	13,650	14,880	15,468
Capital Outlay	0	0	0	0	0
Total Expenditures	233,349	235,312	251,165	252,394	213,803

Areas of Emphasis: Continue to improve the quality of life. Ensure stakeholders are well informed and engaged on municipal matters.

Goal: To keep Village residents, the general public, Village employees, and the media informed about Village issues, programs, and community events. To provide high quality overall services to the residents and businesses of the Village of Grafton.

- Objective:**
1. To attain 80 percent or greater satisfaction (average, good or excellent) survey rating regarding the availability of information about Village program and services.
 2. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.
 3. To receive the GFOA Budget Award.



Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Effectiveness					
Resident satisfaction rating with communication	87%	92%	80%	80%	80%
Resident satisfaction rating with services	90%	90%	80%	80%	80%
Budget GFOA Award	Yes	Yes	Yes	Yes	Yes

Areas of Emphasis: Continue to improve the quality of life.

Goal: To strive to retain a stable workforce. To coordinate and conduct general employee orientation.

Objective: 1. To maintain an annual turnover rate of less than 5 percent of permanent full-time and part-time employees.
 2. To coordinate and conduct general employee orientation for 75 percent of newly hired permanent employees within 30 days of hire.

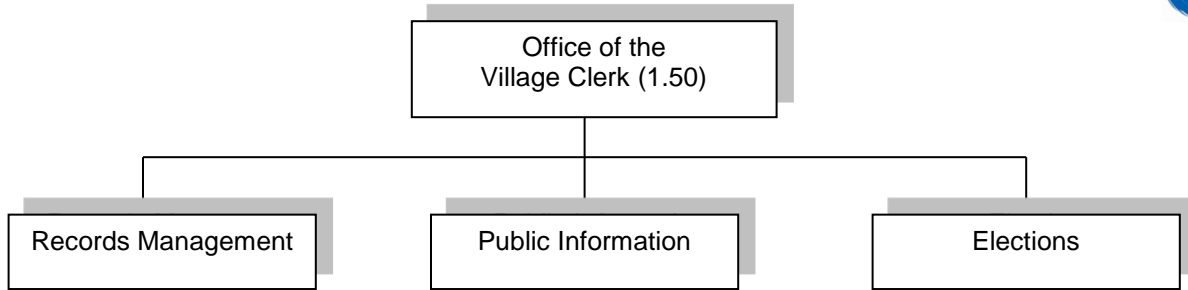
Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Workload					
Percent of annual turnover	10%	3%	5%	5%	5%
Percent of orientations for new employees within 30 days	33%	75%	75%	80%	80%
Effectiveness					
Percent of employees satisfied with orientation	100%	100%	100%	80%	90%

GENERAL GOVERNMENT

Administration

100.514100

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
110 Salaries & Wages	157,854	162,118	162,371	150,501	143,954
115 Part-time Wages	0	0	3,000	2,000	0
127 Overtime	378	0	0	0	0
129 Longevity	459	484	528	47	86
130 Social Security	11,356	12,108	12,692	12,195	11,020
131 Wisconsin Retirement	10,833	10,288	10,751	9,936	9,795
132 Insurance - Health	33,277	31,991	43,529	58,456	33,324
136 Insurance - Life	504	726	734	268	156
137 Insurance - Disability	3,621	3,910	3,910	4,111	0
Total Personnel	218,282	221,625	237,515	237,514	198,335
<u>Operating</u>					
220 Communications	679	607	600	600	600
310 Office/Computer Supplies	1,139	1,473	1,500	1,000	1,500
311 Postage	222	166	180	120	200
319 Misc Supplies & Expenses	747	1,067	900	3,500	1,500
322 Printing & Reproduction	0	69	0	52	60
325 Books, Subscriptions & Dues	2,380	2,239	2,400	2,200	2,400
330 Training & Conferences	5,840	3,649	3,800	3,800	5,000
335 Local Auto Expenses	3,728	3,945	3,800	3,100	3,800
515 Insurance - Worker's Compensation	332	472	470	508	408
Total Operating	15,067	13,687	13,650	14,880	15,468
Total Administration	233,349	235,312	251,165	252,394	213,803



Total Employees: 1.50

Department Purpose

To act as a liaison between the Village and the State of Wisconsin, to accurately maintain the legal record of the action of the Village Board, and all permanent Village records, and to ensure the preservation and accessibility of essential information by adhering to all statutory requirements established by the State.

Department Descriptions

As a division of the Administrative Services Department, the Office of the Village Clerk serves as the legal custodian of the Village's official records and is responsible for supplying general information to the public on various issues. It is crucial that the information given be timely and accurate. The Office of the Village Clerk is also responsible for taking minutes at public hearings, Village Board, Board of Review and other meetings as necessary. The Office of the Village Clerk processes all liquor and operator licensing with the inclusion of filing alcohol licenses with the State of Wisconsin. The Village Clerk performs duties as required for Board of Review.

2017 Budget Highlights

The Adopted Budget includes the following change:

- Decrease of \$16,051 for Personnel expenditures due to the hiring of a new Deputy Village Clerk in 2016 and a Village Clerk in November of 2015.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Permanent Staffing					
Village Clerk	1.00	1.00	1.00	1.00	1.00
Deputy Village Clerk	.50	.50	.50	.50	.50
Total Staffing	1.50	1.50	1.50	1.50	1.50

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Expenditures					
Personnel	94,912	96,891	130,225	123,563	114,174
Operating	32,718	23,662	24,070	24,313	21,394
Capital Outlay	655	0	0	0	0
Total Expenditures	128,285	120,553	154,295	147,876	135,568

Areas of Emphasis: Continue implementation of Sustainable Guide Plan.

Goal: To continue sustainable practices without increasing or by decreasing the number of hard copy meeting packets as new processes are considered.

- Objective:**
1. To hold or decrease by 10 percent the amount of copy paper utilized in the Clerk's Office.
 2. Continue to look for new processes for public meeting packets to decrease paper and move toward better sustainability.
 3. To decrease the number of photocopied public meeting packets by promoting Elected Officials', staff's and public's use of Village website. Minimize necessary photocopied packets to Elected Officials.



Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Cases of paper purchased for Clerk's Office use	20	20	18	30	25
Meeting information packets prepared annually	1,900	1,984	1,417	1,813	1,896

Areas of Emphasis: Ensure the public stays well informed and engaged on municipal matters.

Goal: To maintain an open and transparent governmental process and provide information to the citizens of the community in a manner that ensures adherence with all open record and meeting law requirements.

Objective:

1. To provide meeting information to the public a minimum of 48 hours prior to a scheduled meeting and provide meeting minutes within 2 weeks of the meeting date.
2. To notify property owners affected by an issue requiring a public hearing a minimum of 12 days prior to the public hearing date.
3. To complete updates to the municipal code (including zoning code) within 1 month of ordinance approval.
4. To continue to improve on pleasant and clear communication with the residents and business owners in the Village of Grafton.
5. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Workload					
Board, Committee and Commission meeting agendas and cancellation notices posted	136	145	146	152	158
Public hearing notices mailed to affected property owners	379	644	500	550	550
Effectiveness					
Percent of meeting postings occurring 48 hours prior	100%	100%	100%	100%	100%
Special meetings called	2	0	1	3	2
Percent of meeting / hearing minutes available within 2 weeks	100%	100%	100%	100%	100%
Resident satisfaction rating	90%	92%	80%	80%	90%

GENERAL GOVERNMENT

**Clerk
100.514200**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
110 Salaries & Wages	73,164	67,484	92,247	85,501	89,437
115 Part-time Wages	14	6,248	0	0	0
129 Longevity	41	0	148	121	156
130 Social Security	5,398	5,391	7,068	6,550	6,854
131 Wisconsin Retirement	5,005	4,058	6,098	5,651	6,092
132 Insurance - Health	11,158	13,528	24,470	25,607	11,465
136 Insurance - Life	133	182	194	133	170
Total Personnel	94,912	96,891	130,225	123,563	114,174
<u>Operating</u>					
210 Contractual Services	20,478	9,288	9,800	9,902	6,155
220 Communications	648	565	660	630	630
248 Repairs & Maintenance	61	20	100	0	0
310 Office/Computer Supplies	1,047	1,232	1,500	1,890	2,050
311 Postage	1,280	2,555	1,500	1,500	1,500
319 Misc Supplies & Expenses	965	1,276	1,000	954	1,500
322 Printing & Reproduction	6,175	6,460	6,000	6,895	7,000
325 Books, Subscriptions & Dues	365	415	380	185	200
330 Training & Conferences	1,448	1,640	2,744	1,650	1,800
335 Local Auto Expenses	84	46	120	420	300
515 Insurance - Worker's Compensation	167	165	266	287	259
Total Operating	32,718	23,662	24,070	24,313	21,394
<u>Capital Outlay</u>					
815 Replacement Equipment	655	0	0	0	0
Total Capital Outlay	655	0	0	0	0
Total Clerk	128,285	120,553	154,295	147,876	135,568
<u>210 Contractual Services</u>					
Mailing Machine Rental	4,251	4,797	4,800	4,797	4,800
Temporary Staffing	7,807	3,391	0	0	0
Recodification	2,640	0	5,000	5,000	900
Paperless Packet & Minutes Software	5,330	490	0	0	0
Computer Maintenance	450	610	0	0	0
Paper Shredding	0	0	0	105	455
	20,478	9,288	9,800	9,902	6,155
<u>815 Replacement Equipment</u>					
Laptop (1)	655	0	0	0	0
	655	0	0	0	0



Department Purpose

To administer all elections required to be held by State Statutes and Village Ordinance.

Department Descriptions

The Elections budget accounts for costs associated with Village held elections. In coordination with Ozaukee County, the Village Clerk is responsible for administering all election activities including receiving filings from candidates for the positions of Village President and Village Trustee. In addition, the Village Clerk’s Office processes all local referendum and recall petitions. Effective January 2010, all elections are held at one location – John Long Middle School gymnasium.

2017 Budget Highlights

The Adopted Budget includes the following change:

- Decrease of \$33,876 due to number of elections decreasing from two (including presidential) and two primaries in 2016 to one election and one primary, if needed, in 2017.

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Personnel	24,761	6,352	34,900	28,269	13,116
Operating	7,764	2,834	18,752	11,239	6,750
Capital Outlay	655	0	0	0	0
Total Expenditures	33,180	9,186	53,652	39,508	19,866

Areas of Emphasis: Ensure residents are well informed and engaged on municipal matters. Continue to improve the quality of life.

Goal: To provide the citizens of the Village of Grafton with fair and impartial elections and comply with the elections laws of the State of Wisconsin.

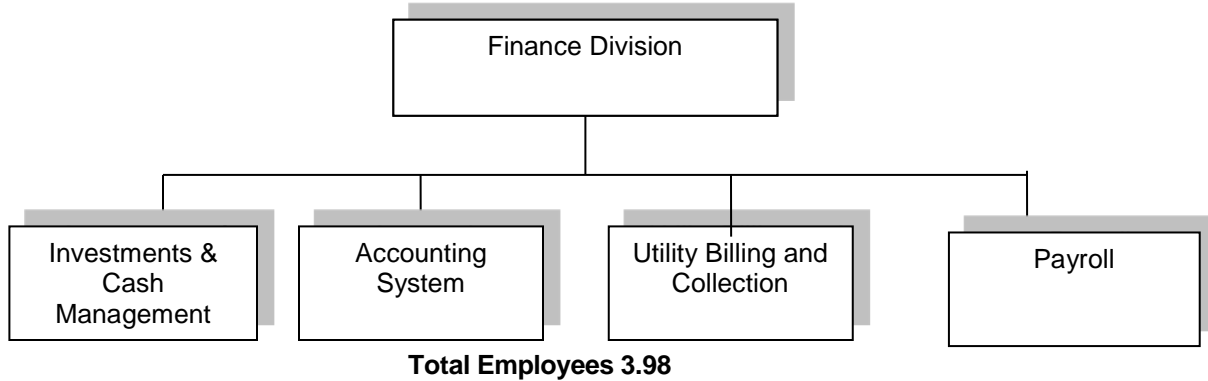
- Objective:**
1. To increase voter participation in all elections by promoting voting-related options, i.e. take advantage of pre-registration and absentee ballot voting, while assisting residents with correct proof-of-residence and photo I.D.
 2. Establish good communication and guidance while providing residents all available opportunities to vote in a fair and impartial manner.
 3. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Workload					
Number of elections	3	1	4	4	2
Total voter participation	8,212	1,874	10,949	15,624	6,960
Percent of votes cast by absentee ballot	23%	17.72%	32%	20.08%	20%
Election Day registrants	772	547	2,484	1,298	500
Percent of voters who were new registrants	3.62%	6.9%	10.00%	8.47%	8%
Efficiency					
Cost per vote	\$1.56	\$4.71	\$2.12	\$2.14	\$2.14
Effectiveness					
Resident satisfaction rating	97%	97%	80%	80%	90%

GENERAL GOVERNMENT

**Elections
100.514400**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
115 Part-time Wages	21,556	5,381	27,577	25,274	11,515
120 Labor Pool Allocations	2,428	813	6,292	2,503	1,200
127 Overtime	476	40	118	118	199
130 Social Security	127	61	490	201	107
131 Wisconsin Retirement	174	57	423	173	95
Total Personnel	24,761	6,352	34,900	28,269	13,116
<u>Operating</u>					
248 Repairs & Maintenance	1,327	0	2,250	2,925	2,409
311 Postage	1,162	299	3,500	1,341	800
319 Misc Supplies & Expenses	2,344	236	2,500	580	500
322 Printing & Reproduction	1,688	1,491	5,700	4,400	2,224
330 Training & Conferences	0	201	2,000	142	200
395 Food & Provisions	1,133	508	2,200	1,200	500
515 Insurance - Worker's Compensation	110	99	602	651	117
Total Operating	7,764	2,834	18,752	11,239	6,750
<u>Capital Outlay</u>					
810 New Equipment	655	0	0	0	0
Total Capital Outlay	655	0	0	0	0
Total Elections	33,180	9,186	53,652	39,508	19,866
810 New Equipment Laptop (1)	655	0	0	0	0
	655	0	0	0	0



Department Purpose

To provide administration of the accounting system, payroll, investment, cash management, cash receipting, accounts payable, debt management, and information technology. Maintains fixed asset inventory and property insurance replacement value, prepare and publish Comprehensive Annual Financial Report and Popular Annual Financial Report. The Division also is responsible for the Debt Service Fund, Impact Fee Fund and Revolving Loan Fund.

Department Description

Under the direction of the Administrative Services Department, the Finance Division coordinates and controls all financial transactions of the Village; prepares work papers and coordinates annual audit, coordinates payments of all Village invoices and cash receipting, processes payroll, prepares and distributes 1099's and W-2 forms, maintains compliance with all state and federal laws; supplies meaningful and timely financial data that will inform and assist the public and Village management; provides support for network services, end-user computer system support, and hardware acquisition.

2017 Budget Highlights

There are no notable changes in 2017.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Permanent Staffing					
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Accountant I	.63	.63	.63	.63	.63
Administrative Assistant I	.25	.25	.25	.25	.25
Administrative Secretary II	.50	.50	.50	.50	.50
Deputy Village Clerk	.50	.50	.50	.50	.50
Utility Clerk I	.75	.75	.75	.75	.75
Office Assistant	.35	.35	.00	.00	.00
Accounting Clerk	.00	.00	.35	.35	.35
Total Staffing	3.98	3.98	3.98	3.98	3.98
Expenditures					
Personnel	297,296	302,788	326,735	325,757	316,018
Operating	51,915	53,660	51,003	48,411	50,915
Capital Outlay	0	0	0	0	0
Total Expenditures	349,211	356,448	377,738	374,168	366,933

Areas of Emphasis: Ensure fiscal stability.

Goal: To provide financial information accurately and timely for management decisions.

- Objective:**
1. To disburse monthly revenue and expenditure reports by the 10th of the following month.
 2. To complete reconciliation by the 15th of the following month.
 3. To obtain the Certificate of Achievement for Excellence in Financial Reporting Award and the Popular Annual Financial Report Award from the Government Finance Officers Association.
 4. To receive an unqualified audit opinion.



Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Workload:					
Vendor checks issued	3,637	3,412	3,650	3,485	3,550
Payroll checks/direct deposits issued	4,226	4,570	4,400	4,875	4,520
Receipts processed	26,100	24,287	26,000	28,780	26,300
Journal entries posted	457	466	450	505	470
W-2's issued	328	310	325	315	320
Effectiveness:					
Percent of reports distributed by the 10th	100%	100%	100%	100%	100%
Percent of reconciliations completed by the 15th	100%	100%	100%	100%	100%
Percent of receipts processed within one business day	100%	100%	100%	100%	100%
Received GFOA CAFR Award	Yes	Yes	Yes	Yes	Yes
Received GFOA PAFR Award	Yes	Yes	Yes	Yes	Yes
Received unqualified audit opinion	Yes	Yes	Yes	Yes	Yes

Areas of Emphasis: Ensure fiscal stability.

Goal: To ensure competitive rate of return and ensure maximum safety of invested funds.

Objective: 1. To achieve investment income 25 basis points over the Wisconsin Local Government Investment Pool.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Effectiveness:					
Rate of Return on investment	0.24%	0.24%	0.45%	0.45%	0.55%
Basis points above LGIP	0.15%	0.10%	0.25%	0.10%	0.10%

Areas of Emphasis: Ensure fiscal stability.

Goal: To increase the use of alternative payment options to increase efficiency of staff time and increase customer service to Village customers.

Objective: 1. To maintain or annually increase percentage of payments at Village financial institutions accepting property tax payments.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Effectiveness:					
% of taxes collected at financial institutions	20.9%	22.2%	25.0%	22.2%	22.5%

Areas of Emphasis: Expand use of technology to improve service and its effectiveness.

Goal: To utilize technology to reduce operational costs.

Objective: 1. To maintain hardware configuration and communications to optimize performance of computer system.
2. To perform necessary software upgrades to insure computer system reflects current technology.



Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Workload:					
Total computer users	85	96	90	96	96
PC's supported	46	51	50	51	51
Servers supported	6	5	5	5	5
IT tasks completed	140	123	140	140	140
Effectiveness:					
Percent of tasks performed by computer consultant	40%	35%	25%	35%	30%

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide high quality services to the residents and businesses of the Village of Grafton.

Objective: 1. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Effectiveness					
Resident satisfaction rating	90%	90%	80%	80%	80%

GENERAL GOVERNMENT

**Finance
100.515100**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
110 Salaries & Wages	159,725	163,640	170,228	170,228	172,359
115 Part-time Wages	56,270	54,910	60,385	60,360	55,781
127 Overtime	126	0	0	0	0
129 Longevity	386	334	396	476	584
130 Social Security	14,589	14,409	17,672	17,676	17,497
131 Wisconsin Retirement	14,267	14,830	15,303	15,247	14,324
132 Insurance - Health	51,443	54,246	62,341	61,271	54,910
136 Insurance - Life	490	419	410	499	563
Total Personnel	297,296	302,788	326,735	325,757	316,018
<u>Operating</u>					
210 Contractual Services	23,822	21,459	19,000	18,000	18,795
220 Communications	549	571	600	620	650
248 Repairs & Maintenance	8,260	9,246	9,000	10,000	11,200
310 Office/Computer Supplies	1,455	1,843	1,750	1,750	1,750
311 Postage	5,308	5,545	5,500	5,500	5,500
315 Bank Service Charges	0	1,617	0	0	0
319 Misc Supplies & Expenses	1,354	1,871	1,500	1,500	1,750
322 Printing & Reproduction	46	146	0	0	0
325 Books, Subscriptions & Dues	440	125	525	525	525
330 Training & Conferences	1,115	841	2,000	1,250	2,500
335 Local Auto Expenses	40	24	100	50	50
510 Insurance - General Liability	9,061	9,867	10,404	8,549	7,513
515 Insurance - Worker's Compensation	465	505	624	667	682
Total Operating	51,915	53,660	51,003	48,411	50,915
Total Finance	349,211	356,448	377,738	374,168	366,933
210 Contractual Services					
Auditing Services	15,400	14,600	16,000	16,000	16,500
ACA Reporting Software	0	1,770	0	0	295
Network Support	2,298	2,454	2,080	2,000	2,000
E-mail Filter	1,874	0	920	0	0
Temporary Staffing	4,250	2,635	0	0	0
	23,822	21,459	19,000	18,000	18,795



Division Purpose

To maintain equitable, market value property assessments in a cost effective manner.

Division Descriptions

The Assessing Division contracts for this service of performing assessment-related valuation of all personal and real property. The current contractor is Mass Appraisals, LLC which serves as the Village Assessor.

2017 Budget Highlights

There are no notable changes for 2017.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Permanent Staffing					
Assessment Technician	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.00	0.25	0.25	0.25	0.25
Total Staffing	0.75	0.75	0.75	0.75	0.75
	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Expenditures					
Personnel	41,936	46,905	48,833	48,830	48,737
Operating	49,922	50,921	53,507	53,643	53,561
Capital Outlay	447	0	0	0	0
Total Expenditures	92,305	97,826	102,340	102,473	102,298

Areas of Emphasis: Ensure fiscal stability.

Goal: To maintain in a fair and equitable manner property values with approximately fair market valuation.

Objective: 1. To maintain property values in compliance with Wisconsin Statutes 70.05 (5) – within 10 percent of fair market value (assessment ratio).

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Measurements					
Workload					
Cases presented/cases upheld by BOR	0/0	0/0	3/0	0/0	3/0
Efficiency					
Contract cost per assessed property	\$10.09	\$10.19	\$10.19	\$10.19	\$10.19
Cost of assessment per parcel	\$20.71	\$24.04	\$24.04	\$24.04	\$24.04
Effectiveness					
Assessment ratio	99.51%	97.50%	97.50%	94%	94%

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide high quality services to the residents and businesses of the Village of Grafton.

Objective: 1. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Measurement					
Effectiveness					
Resident satisfaction rating	86%	91%	80%	80%	80%

GENERAL GOVERNMENT

**Assessing
100.515300**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
110 Salaries & Wages	21,453	21,967	22,488	22,488	22,402
115 Part-time Wages	3,210	8,053	9,494	9,494	9,684
127 Overtime	3,793	3,408	2,500	2,500	2,500
129 Longevity	63	72	81	81	90
130 Social Security	1,973	2,363	2,644	2,644	2,653
131 Wisconsin Retirement	1,770	1,729	1,655	1,655	1,699
132 Insurance - Health	9,510	9,138	9,788	9,788	9,526
136 Insurance - Life	164	175	183	180	183
Total Personnel	41,936	46,905	48,833	48,830	48,737
<u>Operating</u>					
210 Contractual Services	45,492	49,619	50,300	50,453	50,300
220 Communications	307	323	400	350	400
248 Repairs & Maintenance	81	55	200	125	125
310 Office/Computer Supplies	366	704	810	800	800
311 Postage	2,054	0	250	225	250
319 Misc Supplies & Expenses	106	0	320	320	320
322 Printing & Reproduction	1,391	76	850	950	950
325 Books, Subscriptions & Dues	50	0	100	100	100
330 Training & Conferences	20	90	220	220	220
515 Insurance - Worker's Compensation	55	54	57	100	96
Total Operating	49,922	50,921	53,507	53,643	53,561
<u>Capital Outlay</u>					
810 New Equipment	447	0	0	0	0
815 Replacement Equipment	0	0	0	0	0
Total Capital Outlay	447	0	0	0	0
Total Assessing	92,305	97,826	102,340	102,473	102,298
<u>210 Contractual Services</u>					
Assessor Contract	42,192	42,000	42,000	42,000	42,000
Legal - Valuation	0	5,620	0	0	0
Software Support	3,300	1,800	1,800	1,800	1,800
WI Dept of Revenue	0		6,500	6,500	6,500
Domain Registration	0	199	0	153	0
Total 210 Contractual Services	45,492	49,619	50,300	50,453	50,300



Department Purpose

To operate and maintain the Village Hall, which contains the Board Room as well as the following departments: Administration, Administrative Services, Inspection, and Planning and Development.

Department Descriptions

The Village Hall budget provides for the costs incurred to operate and maintain the 12,000 square foot Village Hall with building and landscaping maintenance provided by the Public Works and Parks and Recreation Departments. Janitorial services are contracted.

2017 Adopted Budget Highlights

There are no notable changes in 2017.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Expenditures					
Personnel	6,023	6,504	6,318	6,318	6,376
Operating	38,016	38,550	37,996	34,834	39,329
Capital Outlay	0	0	0	0	0
Total Expenditures	44,039	45,054	44,314	41,152	45,705

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide the employees of the assigned departments with office space that allows them to work efficiently and efficiently in a safe manner.

Objective: To maintain the building in a manner that is satisfactory to the employees.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Measurements					
Effectiveness					
Provision of quality housekeeping services (5 point scale)	4.0	4.0	4.0	4.0	4.0
Provision of reliable preventive and corrective maintenance with minimal disruptions					
Timely response - rating (5 pt. scale)	4.0	4.0	4.0	4.0	4.0
Quality of work - rating (5 pt. scale)	4.0	4.0	4.0	4.0	4.0

GENERAL GOVERNMENT

**Village Hall
100.516000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
115 Part-time Wages	347	318	530	138	420
120 Labor Pool Allocations	4,962	5,407	5,400	5,400	5,176
130 Social Security	360	412	21	424	428
131 Wisconsin Retirement	346	367	367	356	352
Total Personnel	6,023	6,504	6,318	6,318	6,376
<u>Operating</u>					
210 Contractual Services	8,382	10,405	8,570	8,675	10,660
220 Communications	357	372	368	368	370
225 Utilities	26,139	23,597	25,600	21,300	24,150
319 Misc Supplies & Expenses	2,281	3,104	2,300	3,257	3,000
349 Janitorial Supplies	663	777	700	740	750
515 Insurance - Worker's Compensation	194	295	458	494	399
Total Operating	38,016	38,550	37,996	34,834	39,329
Total Village Hall	44,039	45,054	44,314	41,152	45,705
210 Contractual Services					
Janitorial	6,900	7,260	7,260	7,260	8,000
Sprinkler Testing/Fire Alarm Testing	1,177	2,375	1,000	950	1,000
Security System	145	610	150	305	0
Sound System	0	0	0	0	1,500
Pest Control	160	160	160	160	160
	8,382	10,405	8,570	8,675	10,660



Department Purpose

To improve goodwill toward employees and community as well as promote community.

Department Descriptions

Village Promotion and Goodwill provides funding for employee programs: employee recognition programs, employee health and wellness program, employee assistance program as well as business recognition program and Public Works costs associated with civic celebrations including utility costs for holiday street lights and erection of banners for civic promotions.

2017 Adopted Budget Highlights

There no notable changes in 2017.

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Personnel	9,532	9,998	9,665	10,117	10,175
Operating	15,707	18,066	21,467	20,016	23,818
Capital Outlay	0	0	0	0	0
Total Expenditures	25,239	28,064	31,132	30,223	33,993

Areas of Emphasis: Continue to improve the quality of life.

Goal: To provide high quality Village services to the residents, businesses, and employees of the Village of Grafton.

- Objective:**
1. To achieve a rating of 20 percent or higher participation in Employee Health and Wellness Programs.
 2. To increase the number of subscribers to the Facebook and Notify Me website, assisting citizens in becoming more aware of Village activities.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Effectiveness</u>					
Employee health and wellness program % participation	30%	50%	20%	10%	20%
Number of Notify Me subscribers	689	750	800	900	1,000
Number of Facebook "Likes"	1,313	1,530	1,600	1,900	2,000

Areas of Emphasis: Continue to improve the quality of life.

Goal: To coordinate with other Grafton community groups to provide support for community events which attracts local residents and visitors.

Objective: Provide temporary traffic control barricades and display street decorations in support of civic events and celebrations in the Village.

Measurements	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Workload</u>					
Number of civic events and celebrations	13	20	20	20	20

GENERAL GOVERNMENT
Village Promotion and Goodwill
100.519900

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Personnel</u>					
115 Part-time Wages	849	325	550	365	420
120 Labor Pool Allocations	6,947	8,021	7,668	7,668	7,700
127 Overtime	717	448	790	843	795
130 Social Security	451	628	66	679	682
131 Wisconsin Retirement	568	576	591	562	578
Total Personnel	9,532	9,998	9,665	10,117	10,175
<u>Operating</u>					
210 Contractual Services	5,568	5,786	6,023	6,023	9,060
220 Communications	362	392	390	390	390
225 Utilities	343	1,117	420	1,090	750
316 Health and Wellness Program	745	150	3,000	1,000	1,000
318 Recognition & Awards	4,572	4,483	6,500	5,500	6,000
319 Misc Supplies & Expenses	3,777	5,645	4,500	5,420	6,000
515 Insurance - Worker's Compensation	340	493	634	683	618
Total Operating	15,707	18,066	21,467	20,106	23,818
Total Village Promotion & Goodwill	25,239	28,064	31,132	30,223	33,993
210 Contractual Services					
WEB Service / Update	4,501	4,726	4,963	4,963	8,000
Employee Assistance Program	1,067	1,060	1,060	1,060	1,060
	5,568	5,786	6,023	6,023	9,060