



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Tuesday, July 4, 2017
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Action Items
 - 4.1 Appointment of Deputy Mayor (for July Council Meeting)
 - 4.2 RFD 10-2017: Notice to Amend Policy D.3.1: Performance Appraisal Policy
 - 4.3 Budget Discussions 2017-2018
 - a. General Operating Budget
 - b. Water Utility Budget
 - c. Visitor Information Centre Budget
5. Anything by Members
6. Adjournment



REQUEST FOR DECISION
Performance Appraisal Policy
10-2017

Date: 28 June 2017	Subject: Performance Appraisal Policy Revision
Proposal Attached: yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	To revise the Town of Middleton Performance Appraisal Policy.
Background:	The Town has an existing policy in place to require formal and informal performance appraisal processes for all employees. The current policy has sections in it that deal with procedure and form templates, which are not appropriately found in policy documents. The revisions to the current policy would make minor revisions to the policy language and remove all but the policy statements and objectives from the document, and then the Management Team will implement the practice in a method that is consistent and appropriate. The proposed template for performance management through a form for all employees is attached for information so that Council is aware of how the policy is intended to be supported from the administrative perspective.
Benefits:	Clarifies the role of Council in setting policy, not administrative procedure.
Disadvantages:	None foreseen
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic)	

and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: 17 July 2017

TOWN OF MIDDLETON CODE D - PERSONNEL			
Subject: Performance Appraisal Management		Number: 3.1	
Coverage: Staff & Council		Approved by: Council & CAO	
Effective Date : December 3 1990		Revision Date: February 5, 2001 October 2, 2006, October 4, 2010	

Rationale

The following policy is established to ensure that formal and informal performance appraisal and management processes are developed and implemented for all non-union and union employees.

Policy Statement

1.0) Specific Objectives

- 1.1) The objectives of this policy are to:
 - a) Establish a process whereby the work performance of each employee in the Town can be informally evaluated on an ongoing basis
 - b) Establish standards for quality and quantity of work
 - c) Provide an annual formal review of each employee's work performance
 - d) Encourage employees to continually consider their own work performance and to set personal performance standards and goals
 - e) Assist in identifying specific requirements for the training and development of individual employees or if applicable, groups or categories of employees
 - f) Permanently record, on an objective basis, the work performance of each employee

2.0) Responsibilities

- 2.1) The Council will:
 - a) Review, amend, and adopt changes to the Performance ~~Appraisal~~Management Policy as recommended by the Chief Administrative Officer.
 - b) Review the performance of the Chief Administrative Officer in accordance with this policythe CAO's employment contract and specific references within the Municipal Government Act
- ~~2.2) The Chief Administrative Officer will:~~
 - ~~a) Oversee the implementation and maintenance of the Performance Evaluation Policy throughout the Town with the assistance of, and in consultation with, department heads~~
 - ~~b) Monitor the effectiveness of the performance evaluation process and recommend necessary additions, deletions, or modifications to the Performance Evaluation Policy where considered appropriate~~
 - ~~c) Conduct informal and formal performance appraisals. The informal approach should be an ongoing process whereby the Chief Administrative Officer, staff person(s), or manager provides continuous feedback to those individuals for whom they are directly responsible.~~

- ~~d) Report to Council on the completion of Department Heads formal appraisals, providing a general overview of the results.~~
- ~~e) The formal review shall be conducted in October yearly. The review will be formally documented by way of using the Employee Performance Evaluation Form (Appendix).~~

~~2.3) The Department Heads will~~

- ~~a) Administer and co-ordinate performance evaluations within their respective departments, where applicable, in consultation with the Chief Administrative Officer~~
- ~~b) Perform informal and formal performance appraisals~~
- ~~c) Recommend to the Chief Administrative Officer changes required in the performance appraisal process~~
- ~~d) Report annually to the Chief Administrative Officer on the departmental results of the formal performance evaluations undertaken, including a copy of each employee's completed appraisal for employee's personnel file.~~

~~2.4) Supervisors will~~

- ~~a) Administer and co-ordinate performance evaluations within their respective departments, in consultation with their department head and, where appropriate, the Chief Administrative Officer.~~
- ~~b) Perform both informal and formal performance appraisals.~~
- ~~c) Prior to the completion of the annual formal evaluation and discussion of this evaluation with the employee, review the following aspects of the employee's record:
 - ~~i. — attendance record with the Town~~
 - ~~ii. — relevant background~~
 - ~~iii. — education~~
 - ~~iv. — work history~~
 - ~~v. — duties, responsibilities, standards and/or measures of performance pertaining to the employee's position and/or applicable rules and regulations of the Town or Department~~
 - ~~vi. — previous performance appraisal documents of the employee~~
 - ~~vii. — productivity and quality control records if these are retained~~
 - ~~viii. — samples of reports, project results, or other work products generated by the employee~~
 - ~~ix. — opinions of other employees and supervisors who, in the course of their work, had dealings with the employee during the assessment period.~~~~

~~2.5) Make every effort to be as objective as possible, basing the evaluation on standards of performance and applicable rules.~~

3.0) General Procedures

~~3.1) Upon the introduction of the Performance Evaluation Policy, or the implementation of a revised policy:~~

- ~~a) Employees will be made aware of the new procedures~~
- ~~b) Managers and supervisors will be provided with an orientation session so that each may become thoroughly familiar with the performance appraisal system adopted by the Town.~~

- ~~3.2) Probationary Period Performance Evaluation: prior to the completion of an employee's probationary period, the supervisor, the department head, or the Chief Administrative Officer (in consultation with the employee) will complete a probationary performance evaluation report.~~
- ~~3.3) Annual Formal Evaluation: annually, during the month of October, the employee's supervisor will formally record a rating of the quality of work performed, general work habits, attendance, and attitude on the *Employee Performance Evaluation Form*.~~
- ~~3.4) The formal interview: the supervisor will discuss the employee's annual formal performance appraisal report with the employee in order to reinforce an ongoing mutual understanding between the employee and the supervisor in terms of:
 - ~~a) The duties, responsibilities, and requirements of the position, and expected performance level.~~
 - ~~b) Any weak areas in the employee's performance and means to address these areas of concern.~~
 - ~~c) Positive aspects of the employee's performance and measures to maintain or further enhance these positive features.~~
 - ~~d) short-term work goals which the employee should attempt to achieve.~~
 - ~~e) long-term career objectives of the employee.~~~~
- ~~3.5) The formal evaluation form will be signed by the employee and supervisor following the interview and discussion.~~
- ~~3.6) Following the formal interview between the employee and the supervisor, the completed form will be forwarded to the department head or the Chief Administrative Officer as appropriate. The reviewing officer shall examine the performance appraisal report against the standard expected of the employee and add any remarks to the form.~~
- ~~3.7) Appeals: Employees who feel that their overall rating does not represent a true evaluation of their performance over the review period should try to resolve these differences with their supervisor.~~
- ~~3.8) If an informal agreement cannot be reached, the employee shall be given the opportunity to appeal, in writing, to the Chief Administrative Officer within 15 days of the interview.~~
- ~~3.9) The Chief Administrative Officer shall refer appeals by Department Heads and Town Office staff to Council for review.~~
- ~~3.10) Department Heads' Reports: The department heads shall report to the Chief Administrative Officer at the end of October on:~~
- ~~3.11) Completion of the annual formal performance appraisal for each employee in their respective departments, providing a copy of the completed appraisal report on each employee of:
 - ~~a) Overall results of the performance appraisal process~~
 - ~~b) The steps to be taken to improve the performance of departmental employees during the upcoming year (e.g. recommended training and development activities) or changes in the quantity or allocation of work undertaken~~~~
- ~~3.12) Retention of the Performance Appraisal Records: Following completion (including signatures), one copy of the evaluation shall be placed in the employee's personnel~~

~~file and a copy shall be given to the employee and to the supervisor completing the report.~~

~~4.0) Points to Remember During the Appraisal Process:~~

- ~~4.1) Criticisms or praise should be communicated to employees, and discussed, on an ongoing basis.~~
- ~~4.2) The purpose of the evaluation process should be explained. Point out that the can make the employee a more valuable member of staff and provide greater opportunities for job satisfaction, usefulness, and promotion.~~
- ~~4.3) Vague, indefensible, or undefinable criticisms of performance are to be avoided.~~
- ~~4.4) Talk about positive performance first.~~
- ~~4.5) Remember that you are discussing an employee's performance; the objective is to improve performance, not to condemn the individual.~~
- ~~4.6) Take into account that some failures of an employee may be the responsibility of the supervisor.~~

~~5.0) Definitions of rating used in Employee Performance Evaluation:~~

- ~~5.1) **Performance does not meet requirements** is that level of performance which consistently falls below the requirements of the job. It does not mean that every aspect of the individual's performance is below adequate standards but that, in general, the employee does not meet the minimum requirements.~~
- ~~5.2) **Performance meets requirements** is that level of performance which is considered adequate to meet the requirements of the job. Some day-to-day variation is to be expected and may range, on occasion, from poor to very good. For the most part, however, satisfactory performance would be neither below the required level, nor consistently superior to the required standards.~~
- ~~5.3) **Performance exceeds overall requirements** rating is reserved for the individual who consistently surpasses standards of adequate performance. An occasional instance of superior performance is not sufficient justification for outstanding rating. Outstanding performance requires that the individual, more often than not, has exceeded the supervisor's expectations for satisfactory performance.~~

Conflicts

~~Where there is any conflict between the policies adopted by the Town and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the provincial or federal government, collective agreements or the provincial or federal statute shall supersede such other policies.~~

References

~~Copies of forms and templates referred to in this policy may be found in the *Performance Appraisal Appendix* of the Policy Manual.~~

Previous Policies

The previous policy 9/12 “Performance Appraisal Policy” amended by Council on October 4, 2010 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 19th day of July, 2017.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20.

Rachel L. Turner
Chief Administrative Officer

Employee Performance Evaluation Form

This appraisal form is to be completed on all full-time regular and full-time part-time employees and employees that may not be classed as full-time or part-time but are members of the Union. Departments may wish to also complete an exiting appraisal on casual, student and term employee positions, however this is not required.

Each sub-category shall be rated, then overall rating comments shall be included in a summary form at the end. **Each area receiving an unsatisfactory or Exceeds Requirements rating shall be explained with specific examples provided.** Short and long term goals shall be identified as action required to adjust any areas of the employees performance where improvement is required.

These goals shall be reviewed periodically on an informal basis to insure effectiveness.

All sections of the appraisal report shall be reviewed with the employee and the employee shall be requested to initial each page of the form and add any comments they may wish relative to the performance rating arrived at. A copy of the form shall be supplied to the employee after the Department Head has added comments.

The Employee has the right to appeal the results of the appraisal to the Chief Administrative officer and/or Council in writing, and copied to the Department Head and the Chief Administrative Officer, within fifteen(15) Days of receiving a copy of the appraisal report.

Date prepared: _____ Date Reviewed with employee: _____

Date Copied to employee: _____

Employees Name : _____

Employee Number: _____

Job Position: _____

Department: _____

Completed By: _____

Appraisal Period: From: _____ To: _____

Employee's Signature

Supervisor's Signature

Department Manager's Signature

SUMMARY

	N/A	Unsatisfactory	Needs Improvement	Meets Requirement	Exceeds Requirement
CATEGORY #1: ACHIEVEMENT OF RESULTS	☐	☐	☐	☐	☐
CATEGORY #2: INITIATIVE AND PLANNING	☐	☐	☐	☐	☐
CATEGORY #3: QUALITY OF WORK	☐	☐	☐	☐	☐
CATEGORY #4: GENERAL QUALITIES/ABILITIES	☐	☐	☐	☐	☐
CATEGORY #5: JUDGEMENT	☐	☐	☐	☐	☐
CATEGORY #6: COMMUNICATION/INTERPERSONAL SKILLS	☐	☐	☐	☐	☐
CATEGORY #7: JOB-RELATED SKILLS	☐	☐	☐	☐	☐
CATEGORY #8: CUSTOMER SERVICES	☐	☐	☐	☐	☐
OVERALL RATING	☐	☐	☐	☐	☐

Supervisor's Comments

&

Recommendations: _____

Employee's comments:

performance appraisal form

Page 2

Employee's Initials_____
Supervisor's Initials

CAO/Council Comments on Review Results:

Initial

CATEGORY #1: ACHIEVEMENT OF RESULTS**JUDGEMENT**

N/A **Unsatisfactory** **Needs Improvement** **Meets Requirement** **Exceeds Requirement**

1. Achieve set targets/objective
2. Successfully completes assigned projects
3. Meets set deadlines
4. Successfully produces the required volume of work
5. Organizes work environment
6. Budgets for resources

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Overall Rating this category _____

☐	☐	☐	☐	☐
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Supervisor's Remarks: _____

Employee's Remarks:

CATEGORY #2: INITIATIVE AND PLANNING

JUDGEMENT	<i>n/a</i>	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Meets Requirements</i>	<i>Exceeds Requirements</i>
1. Asks for assistance when needed	☐	☐	☐	☐	☐
2. Willingly takes action without specific instructions, when appropriate	☐	☐	☐	☐	☐
3. Independently establishes sound objectives or priorities	☐	☐	☐	☐	☐
4. Develops and maintains schedules or courses of action	☐	☐	☐	☐	☐
5. Willingly takes on new or increased responsibility	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Supervisor's

Remarks: _____

Employee's

Remarks: _____

CATEGORY #3: QUALITY OF WORK

JUDGEMENT	<i>n/a</i>	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Meets Requirements</i>	<i>Exceeds Requirements</i>
1. Completes work in a timely and efficient manner	☐	☐	☐	☐	☐
2. Ensures work is thorough and accurate	☐	☐	☐	☐	☐
3. Requires thorough and accurate work from others	☐	☐	☐	☐	☐
4. Decision making is proactive	☐	☐	☐	☐	☐
5. Innovative creative problem solving	☐	☐	☐	☐	☐
6. Looks for ways to improve and promote quality	☐	☐	☐	☐	☐
7. Monitors own work to ensure quality and quantity	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Supervisor's
Remarks:

Employee's
Remarks:

CATEGORY #4: GENERAL QUALITIES/ABILITIES

JUDGEMENT	n/a	Unsatisfactory	Needs Improvement	Meets Requirements	Exceeds Requirements
1.Attendance record	☐	☐	☐	☐	☐
2.Punctuality	☐	☐	☐	☐	☐
3.Time management skills	☐	☐	☐	☐	☐
4.Ability to handle a number of tasks simultaneously	☐	☐	☐	☐	☐
5.Willingness to spend extra time at work when required	☐	☐	☐	☐	☐
6.Willingness to learn/stay informed on relevant work related issues	☐	☐	☐	☐	☐
7.Willingness to accept new ideas/approaches	☐	☐	☐	☐	☐
8.Develops positive working relationships and contributes to groups success	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Supervisor's
Remarks:

Employee's
Remarks:

CATEGORY #5: JUDGEMENT

JUDGEMENT	N/A	Unsatisfactory	Needs Improvement	Meets Requirement	Exceeds Requirement
1. Analyzes problem situations quickly and accurately	☐	☐	☐	☐	☐
2. Makes sound decisions when required	☐	☐	☐	☐	☐
3. React to adversity in a logical and practical manner	☐	☐	☐	☐	☐
4. Prioritizes work	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Supervisor's
Remarks:

Employee's
Comments:

CATEGORY #6:
COMMUNICATION/INTERPERSONAL SKILLS

JUDGEMENT	N/A	Unsatisfactory	Needs Improvement	Meets Requirement	Exceeds Requirement
1. Uses effective verbal Communication skills	☐	☐	☐	☐	☐
2. Uses effective written Communication skills	☐	☐	☐	☐	☐
3. Ability to work in a team environment	☐	☐	☐	☐	☐
4. Uses effective Communication skills with colleagues	☐	☐	☐	☐	☐
5. Uses effective Communication skills with clients	☐	☐	☐	☐	☐
6. Ability to accept direction and constructive criticism from supervisor	☐	☐	☐	☐	☐
7. Treats fellow employees and clients with respect	☐	☐	☐	☐	☐
8. Demonstrates a positive attitude toward work assignments	☐	☐	☐	☐	☐
9. Provides leadership in work environment	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Supervisor's
Remarks:

Employee's

Comments: _____

CATEGORY #7: JOB-RELATED SKILLS

	N/A	Unsatisfactory	Needs Improvement	Meets Requirement	Exceeds Requirement
1.Proficient in required skills and knowledge	☐	☐	☐	☐	☐
2.Demonstrates ability to learn new skills	☐	☐	☐	☐	☐
3.Keeps current with new knowledge and skills	☐	☐	☐	☐	☐
4.Requires minimal supervision	☐	☐	☐	☐	☐
5.Understands Government Organizational Relationships	☐	☐	☐	☐	☐
6.Has thorough knowledge and understanding of departmental policies and procedures	☐	☐	☐	☐	☐
7.Skills/Knowledge/understanding of computer applications and/or machines or equipment required for the job	☐	☐	☐	☐	☐
8.Uses resources effectively and efficiently	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Note: This category should be changed to suit the specific department or position for which the evaluation is being conducted and the appropriate figures added.

Supervisor's
Remarks:

Employee's
Comments:

CATEGORY #8: CUSTOMER SERVICES

	N/A	Unsatisfactory	Needs Improvement	Meets Requirement	Exceeds Requirement
1.Exhibits Courtesy and care	☐	☐	☐	☐	☐
2.Deals effectively with difficult customers	☐	☐	☐	☐	☐
3.Takes responsibility in representing the Municipality's policies and intended image	☐	☐	☐	☐	☐
4.Displays appropriate business etiquette	☐	☐	☐	☐	☐
5.Responds to internal and external customers in a timely manner	☐	☐	☐	☐	☐
Overall Rating this category _____	☐	☐	☐	☐	☐

Note: This category should be changed to suit the specific department or position for which the evaluation is being conducted and the appropriate figures added.

Supervisor's
Remarks:

Employee's
Comments:

GOALS

The following short- and long-term goals for improvement of employee performance will be developed in collaboration with the reviewer(s) and will be based upon results of the performance appraisal. (The goals should focus upon those specific areas which received an unsatisfactory rating.)

The goals may address the following questions:

1. What has to be improved?
2. What training/education programs will be undertaken as a result of the assessment?
3. What is the time frame necessary to reach these goals?
4. What are some of the specific measurable output goals?

Short Term Goals (six months to one year)

Short term Goal 1: _____

Short term Goal 2: _____

Short term Goal 3: _____

Short term Goal 4: _____

Long Term Goals (one to four years)

Long term Goal 1: _____

Long term Goal 2: _____

Long term Goal 3: _____

Long term Goal 4: _____

Employee's Initials

Supervisor's Initials



Town of Middleton Employee Performance Evaluation Form

Employee Name:	Job Title:
Department:	Reviewing Supervisor:
Review Period:	Period Employee in This Position:

PART ONE: REVIEW OF PERFORMANCE ELEMENTS

4 EXCEEDS JOB EXPECTATIONS – Consistently exemplary performance, including in demanding situations or circumstances

3 MEETS JOB EXPECTATIONS – Competent performance in most situations and circumstances.

2 PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

1 DOES NOT MEET JOB EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED FOR CLARIFICATION)

COMMUNICATION – Clearly expresses ideas. Readily shares appropriate work-related information.

4 3 2 1

WRITTEN – uses clear and appropriate language in writing.

4 3 2 1

ORAL – Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations.

--

4 3 2 1

JOB KNOWLEDGE – Demonstrates expertise in the functional aspects of the job.

--

PRODUCTIVITY – Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

4 3 2 1

ACCURACY – Consistently produces accurate work.

4 3 2 1

VOLUME – Consistently produces the designed volume of work based on department priorities.

4 3 2 1

TIMELINESS – Consistently produces work in a timely fashion.

4 3 2 1

SELF-MANAGEMENT – Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.

--

4 EXCEEDS JOB

Town of Middleton Employee Performance Evaluation Form

EXPECTATIONS – Consistently exemplary performance, including in demanding situations or circumstances

3 MEETS JOB EXPECTATIONS – Competent performance in most situations and circumstances.

2 PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

1 DOES NOT MEET JOB EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED FOR CLARIFICATION)

4 3 2 1

CUSTOMER FOCUS – Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

4 3 2 1

TECHNOLOGY SKILLS – Proficient use of work-related equipment, tools, and technology.

4 3 2 1

PROBLEM SOLVING – Reviews facts and data, using sound judgment, to arrive at the most effective solution.

PART ONE TOTAL SCORE	
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PART TWO: REVIEW OF BEHAVIOUR ELEMENTS

4 3 2 1

INTERPERSONAL RELATIONS – Builds productive rapport with employees at all levels within and outside the department; treats others with fairness, dignity and respect; listens well and responds appropriately.

Town of Middleton Employee Performance Evaluation Form

4 EXCEEDS JOB EXPECTATIONS – Consistently exemplary performance, including in demanding situations or circumstances

3 MEETS JOB EXPECTATIONS – Competent performance in most situations and circumstances.

2 PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

1 DOES NOT MEET JOB EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED FOR CLARIFICATION)

4 3 2 1

TEAMWORK – Works collaboratively with fellow employees and others to achieve identified goals and objectives.

4 3 2 1

FLEXIBILITY – Adjusts performance to accommodate changes in department direction and processes.

4 3 2 1

CREATIVITY/INNOVATION – Explores and suggests new approaches and methods to effect departmental goals and responsibilities.

4 3 2 1

DEPENDABILITY – Consistently adheres to set work schedule; follow through on commitments and job duties; accept accountability for his/her work; punctual and level of attendance (sick, absence without permission).

PART TWO TOTAL SCORE

Town of Middleton Employee Performance Evaluation Form

4 EXCEEDS JOB EXPECTATIONS – Consistently exemplary performance, including in demanding situations or circumstances

3 MEETS JOB EXPECTATIONS – Competent performance in most situations and circumstances.

2 PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

1 DOES NOT MEET JOB EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED FOR CLARIFICATION)

PART THREE: SUPERVISORY AND MANAGEMENT ELEMENTS – Complete only if applicable

4 3 2 1

LEADERSHIP – Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service.

4 3 2 1

DEVELOPMENT OF STAFF – Develops necessary skills in employees and maximizes existing skills in all employees.

4 3 2 1

PERFORMANCE MANAGEMENT – Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with union collective agreement and/or personnel policies and procedures.

4 3 2 1

RESOURCE MANAGEMENT – Manages assets including technology, equipment, budget and space, where applicable.



Town of Middleton Employee Performance Evaluation Form

4 EXCEEDS JOB EXPECTATIONS – Consistently exemplary performance, including in demanding situations or circumstances

3 MEETS JOB EXPECTATIONS – Competent performance in most situations and circumstances.

2 PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

1 DOES NOT MEET JOB EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED FOR CLARIFICATION)

4 3 2 1

ORGANIZATIONAL CONTRIBUTION – Ensures that supervised employees understand and make an identifiable contribution to the organization's mission and objectives.

PART THREE TOTAL SCORE

PART FOUR: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE

Supervisor describes employee's major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee's performance during the review period. This description should help determine the overall performance rating. Attach separate sheet if more room is needed.

Town of Middleton Employee Performance Evaluation Form

PART FIVE: GOALS AND FUTURE DIRECTION

PERFORMANCE PLAN based on business plans for the coming year (Beginning of PDP cycle) Supervisor and employee discuss and record employee's key objectives, responsibilities or tasks, and results expected during the review period.		PERFORMANCE RESULTS based on Performance Plan (End of PDP cycle) Supervisor and employee discuss and record employee progress and results achieved.	
KEY OBJECTIVES / RESPONSIBILITIES / TASKS	SUCCESS INDICATORS / RESULTS EXPECTED	E - Exceeded A - Achieved NA/A - Not Achieved/ Acceptable NA/N - Not Achieved/ Not Acceptable	Comments: Record changes to key objectives, responsibilities or tasks. Comment on results achieved throughout the cycle, and explain "Not Achieved" ratings.
What are the key objectives, responsibilities or tasks of the position?	What results are expected for each objective, responsibility or task? (Results are observable measures of quality, quantity, timeliness or cost)		
1.			
2.			
3.			
4.			
5.			

Town of Middleton Employee Performance Evaluation Form

PERSONAL DEVELOPMENT/ LEARNING PLAN (Beginning of PDP cycle)		PERSONAL DEVELOPMENT/ LEARNING PLAN RESULTS (End of PDP cycle)	
Based on the Performance Plan and employee's career plan, what are the developmental needs of the employee? Note: Information recorded in this section may be used to track Corporate and Department training needs.		Supervisor and employee discuss and record the employee's progress and developmental results achieved.	
EFFECTIVENESS AREAS List skills, knowledge and/or competencies to be developed.	ACTION PLAN What activities are planned to enhance performance? (e.g. coaching from supervisor/ co-worker, work assignment, course, readings, other)	Comment on employee progress in achieving skills, knowledge and/or competencies being developed.	Rating: Achieved/ Not achieved
1.			
2.			
3			
4			
5.			

Town of Middleton Employee Performance Evaluation Form

PART SIX: OVERALL PERFORMANCE RATING (circle one)

EXCEEDS JOB
EXPECTATIONS

4

MEETS JOB
EXPECTATIONS

3

PARTIALLY MEETS JOB
EXPECTATIONS

2

DOES NOT MEET JOB
EXPECTATIONS

1

PERFORMANCE REVIEW RESULTS SUMMARY (double click on table to insert values)

	Earned Points	Job Performance %
Part One: Performance Elements		0.00%
Part Two: Behaviour Elements		0.00%
Part Three: Supervisory & Management Elements		0.00%
Average Performance Rating in Percentage		0.00%

REQUIRED SIGNATURES

REVIEWING

SUPERVISOR _____

DATE _____

I have been advised of my performance rankings and have reviewed this evaluation of my performance. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of poor performance and of the consequences of failing to improve my performance where it may be indicated.

EMPLOYEE _____

DATE _____

EMPLOYEE COMMENTS

TOWN OF MIDDLETON
BUDGET SUMMARY 2017/2018

SUMMARY OF EXPENSE

	PREV YEAR ACTUAL	2016/17 ACTUAL	2016/17 BUDGET	2017/18 BUDGET	BUDGET INC	% INC.	% OF TOTAL
1. General Gov't	494,090	415,355	459,560	458,760	-800	-0.17	11.70
2. Police Protection	613,556	630,116	633,027	649,447	16,420	2.59	16.56
3. Fire Protection	113,948	123,963	143,526	142,703	-823	-0.57	3.64
3a. Hydrant Rental	119,744	129,428	129,428	136,809	7,381	5.70	3.49
4. Oth Protec Serv	13,736	9,757	14,000	14,000	0	0.00	0.36
5. Transportation Serv	524,048	571,176	585,930	602,277	16,347	2.79	15.36
6. Enviromental Health	410,305	341,912	404,983	427,099	22,116	5.46	10.89
7. Pub Health & Welfare	500	0	0	0	0	#DIV/0!	0.00
8. Env Dev Services	184,860	172,858	192,496	200,792	8,296	4.31	5.12
9. Recreation Services	389,271	409,748	416,051	424,200	8,149	1.96	10.82
10. Fiscal Services	888,582	873,100	884,376	865,226	-19,150	-2.17	22.06
TOTAL EXPENSE	\$3,752,639	\$3,677,412	\$3,863,377	\$3,921,313	\$57,936	1.50%	100.00%

SUMMARY OF REVENUE

1. Tax Revenue & GIL	2,385,619	2,447,370	2,450,122	2,417,329	-32,793	-1.34	61.65
2. Spec Assmts	439,298	422,309	411,382	421,014	9,632	2.34	10.74
3. Tax on County Rate	69,680	43,673	43,660	61,003	17,343	39.72	1.56
4. Tax & GIL (not on rate)	109,040	111,795	118,333	117,464	-869	-0.73	3.00
5. Serv to Oth Govts	92,641	82,456	83,129	84,192	1,063	1.28	2.15
6. Sale of Services	92,633	103,156	104,531	108,286	3,755	3.59	2.76
7. Rev own Sources	143,487	140,174	144,338	139,609	-4,729	-3.28	3.56
8. Unconditional Tfrs	338,673	338,684	338,684	338,743	59	0.02	8.64
9. Conditional Tfrs	81,941	52,398	42,998	42,871	-127	-0.30	1.09
10. Tfrs Fr Oth Funds	147,726	126,200	126,200	190,802	64,602	0.00	4.87
11. Transfer From own Agency	0	0	0	0	0	0.00	0.00
TOTAL REVENUE	\$3,900,738	\$3,868,215	\$3,863,377	\$3,921,313	\$57,936	1.50%	100.00%
SURPLUS(DEFICIT)	\$148,099	\$190,802	\$0	\$0	\$0	0.00%	0

TOWN OF MIDDLETON
TAX RATE SUMMARY
2017/2018

COMMERCIAL RATE	0.0432	RESIDENTIAL RATE	0.0184
SPEC.LEGISLATION(COUNTY RATE	0.0186	SEASONAL TOURIST	0.0324
FARM ACREAGE RATE	3.02 /ACRE		
FORREST TAXABLE(UNDER50000)	0.25 /ACRE		
ACRES			

RESIDENTIAL REVENUE	88,735,000	assmt	to#11111	1,632,724
COMMERCIAL REVENUE	15,081,900	assmt	to#11121	651,538
SPEC LEGISLATION REVENUE	2,643,900	assmt	to#11122	49,177
SEASONAL TOURIST PROPERTY	365,000	assmt	to#11122	11,826
RESOURCE PROPERTY REV	215,200	assmt	to#11151	3,960
BUS OCCUPANCY REVENUE	0	assmt	to#11411	0
GIL FEDERAL-COMMERCIAL	727,600	assmt	to#12111	31,432
GIL FEDERAL-RESOURCE	2,700	assmt	to#12111	50
PROVINCIAL GIL-COMMERCIAL	2,132,700	C-assmt	to#12311	92,133
PROVINCIAL GIL-RESIDENTIAL	0	R-assmt	to#12311	0
PROVINCIAL GIL -RESOURCE	7,400	R-assmt	to#12311	136
FARM ACREAGE grant	222	acres	to#16286	670
FORREST ACREAGE(UNDER 50000 ACRES)	143	acres	to#11153	36
TOTALS	109,911,400			2,473,681

COMMERCIAL ASSESSMENT

15,081,900
2,643,900
0
727,600
365,000
2,132,700
<u>20,951,100</u>
109,911,400

RESIDENTIAL ASSESSMENT

88,735,000
215,200
7,400
0
2,700
<u>88,960,300</u>

1 Cent on
TAX RATE

2,095

8,896

\$10,991

TOWN OF MIDDLETON
BUDGET 2017/2018
REVENUE

<u>DESCRIPTION</u>	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
R-E-V-E-N-U-E				
TAXATION-REAL				
01-110-111-1001-TAXATION RESIDENTIAL	1,567,507	1,596,994	1,605,036	1,632,724
01-110-111-1002-COMMERCIAL TAXABLE	677,232	711,865	711,964	651,538
01-110-111-1065-COMM SP. LEGISLATION	69,680	43,673	43,660	61,003
01-110-111-1003-RESOURCE TAXABLE	3,890	3,938	3,938	3,960
01-110-111-1006-FOREST TAXABLE	41	41	41	36
01-110-111-1005-FARM ACREAGE TAXABLE	0	0	0	0
SUB TOTAL	2,318,350	2,356,511	2,364,639	2,349,261
TAXATION-SPECIAL				
01-110-112-1060-SIDEWALK ANNUAL CHG	0	0	0	
01-110-112-1061-SEWER ANNUAL ENT	400	2,500	600	600
01-110-112-1062-SEWER USAGE CHARGE	438,898	419,809	410,782	420,414
SUB TOTAL	439,298	422,309	411,382	421,014
TAXATION-BUSINESS				
01-110-114-1041-BUSINESS OCCUPANCY	0	0	0	
01-110-114-1042-BASED ON REV.MT&T	13,098	10,894	10,894	9,641
01-110-114-1043-POWER CORP-HST	13,670	14,287	18,000	13,367
SUB TOTAL	26,768	25,181	28,894	23,008
OTHER TAXES				
01-110-119-1064-DEED TRANSFER TAX	57,838	62,183	65,000	70,000
SUB TOTAL	57,838	62,183	65,000	70,000
GIL-FEDERAL				
01-110-121-1070-FEDERAL (GIL)	35,785	34,960	32,759	33,654
SUB TOTAL	35,785	34,960	32,759	33,654
GIL-PROVINCIAL				
01-110-123-1071-REAL PROPERTY	101,205	99,613	96,425	95,453
01-110-123-1072-FIRE PROTECTION	23,923	23,923	23,931	23,932
SUB TOTAL	125,128	123,536	120,356	119,385

TOWN OF MIDDLETON
BUDGET 2017/2018
REVENUE

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
GIL-PROV AGENCIES				
01-110-124-1073-NSLC	0	0	0	
01-110-124-1074-NSPC	471	467	467	488
SUB TOTAL	471	467	467	488
SERV PROVID OTH GOVTS				
01-110-133-1080-GEN GOV'T (ANNA CO)	2,482	2,425	2,998	4,061
01-110-133-1081-FIRE(ANNAPOLIS CO)	72,031	72,031	72,131	72,131
01-110-133-1083-PLANNING	10,128	0	0	0
01-110-133-1084-RECREATION(ANNA CO)	8,000	8,000	8,000	8,000
SUB TOTAL	92,641	82,456	83,129	84,192
SALE OF SERVICES				
01-110-141-1100-GEN GOV'T SERVICE	33,619	33,744	36,257	37,884
01-110-141-1102-TRANSPORTATION RENT	58,515	69,312	67,774	70,302
01-110-141-1103-RECREATION RENTAL	500	100	500	100
SUB TOTAL	92,633	103,156	104,531	108,286
OTHER REV FROM OWN SOURCES				
01-110-151-1120-LICENSES-TAXI,ETC.	115	115	0	100
01-110-151-1121-LICENSE-DOG	25	23	25	25
01-110-151-1122-BUILDING FEES	3,958	1,860	3,250	2,000
01-110-151-1123-PLANNING FEES	1,250	1,300	1,500	1,500
01-110-151-1124-DRIVEWAY/Bldg. PERMITS	525	0	350	350
01-110-151-1125-FINES	3,675	4,138	1,000	4,000
01-110-151-1126-RENTS	14,298	19,535	22,613	22,714
01-110-151-1127-CONCESSIONS/FRANCHISE	0	0	0	0
01-110-151-1128-INT DEPOSIT REC'D	1,836	2,453	3,000	3,000
01-110-151-1129-INT SUNDRY	232	72	100	100
01-110-151-1130-INT RATES & TAXES	62,677	55,328	55,000	55,000
01-110-151-1131-DONATIONS-RECREATION	0	1,100	0	0
01-110-151-1132-PROGRAMS-RECREATION	54,451	50,490	55,000	50,000
01-110-151-1133-DONATIONS-OTHER	0	0	0	0
01-110-151-1134-MISC JOBBING TAX CERT	445	665	2,500	820
01-110-151-1135-WCB RECOVERIES	0	3,095	0	0
SUB TOTAL	143,487	140,174	144,338	139,609
UNCOND TFRS FR OTH GOV				
FEDERAL				
01-110-161-1150-CANADA WORKS GRANT	0	0	0	0
01-110-161-1151-GAS TAX	0	0	0	0
SUB TOTAL	0	0	0	0

TOWN OF MIDDLETON
BUDGET 2017/2018
REVENUE

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
PROVINCIAL				
01-110-162-1152-ICE CONTROL				
01-110-162-1153-DMA (EQUALIZATION)	338,073	338,073	338,073	338,073
01-110-162-1154-FARM ACREAGE	600	611	611	670
01-110-162-1155-COMMERCIAL EQUIPMENT	0	0	0	0
01-110-163-1156-TRANSITION GRANT	0	0	0	0
SUB TOTAL	338,673	338,684	338,684	338,743
COND TFRS FR OTH GOV				
FEDERAL				
01-110-171-1170-EXCISE & NSHT RECOV	5,986	6,533	5,000	5,000
SUB TOTAL	5,986	6,533	5,000	5,000
PROVINCIAL				
01-110-175-1171-EMO GRANTS	1,000	1,000	1,000	1,000
01-110-175-1172-OTHER(COMPASS)	40,000	0	0	0
01-110-175-1173-THROUGH STREETS	0	0	0	0
01-110-175-1176-COMM. DEVELOPMENT	0	0	0	0
01-110-175-1177-RECREATION	34,954	44,865	36,998	36,871
SUB TOTAL	75,954	45,865	37,998	37,871
OTHER TRANSFERS				
ASSET VALUATION ALLOWANCES & EQUITY				
01-110-191-1200-VALUATION ALL-TAXES	0	0	0	0
01-110-191-1201-VALUATION ALL-AREA RATE	0	0	0	0
01-110-191-1202-VALUATION ALL-OTHER	0	0	0	0
01-110-191-1203-SURPLUS PRIOR YEAR	107,726	0	0	190,802
01-110-191-1204-TFR REV RESERVE	40,000	126,200	126,200	0
SUB TOTAL	147,726	126,200	126,200	190,802
TRANSFERS FROM OWN AGENCIES				
01-110-193-1220-VWRMA DEBT RECOVERY	0	0	0	0
SUB TOTAL	0	0	0	0
TOTAL REVENUES	3,900,738	3,868,215	3,863,377	3,921,313

TOWN OF MIDDLETON
BUDGET 2017/2018
GENERAL GOVERNMENT SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
<u>DESCRIPTION</u>				
E-X-P-E-N-D-I-T-U-R-E-S				
GENERAL GOV'T SERVICES				
LEGISLATIVE				
01-210-211-2000-MAYOR'S STIPEND	11200	11200	11200	11200
01-210-211-2024-MAYOR'S TRAV EXP	450	1488	1446	2776
01-210-211-2001-COUNCIL'S STIPEND	39550	36400	39550	39550
01-210-211-2034-COUNCIL'S TRAVEL EXP	4086	6809	9204	9204
SUB TOTAL	55286	55897	61400	62730
ADMINISTRATIVE				
01-210-212-2009-T.H. LIGHTS	14640	14040	16000	16000
01-210-212-2027-T. H. REPAIRS	9199	10561	8465	12910
01-210-212-2013-T.H. SUPPLIES	1587	1338	1450	1450
01-210-212-2010-T.H. INSURANCE	1413	1525	1525	1032
01-210-212-2002-T.H. SALARY	2241	1617	2642	1912
01-210-212-2011-T.H. FUEL	3389	2021	7000	4000
01-210-212-2012-T.H. JANITOR	9577	10580	10906	10906
01-210-212-2020-T.H. OTHER-TAX,WATER	1100	1048	1475	1475
01-210-212-2003-T.H. WAGES	0	0	0	0
SUB TOTAL	43145	42731	49463	49685
FINANCIAL				
01-210-213-2002-FIN OFFICE SALARY	180864	184752	184580	187583
01-210-213-2022-FIN LEGAL	12620	9850	21000	21000
01-210-213-2023-FIN AUDITORS	10637	10637	12000	12000
01-210-213-2017-FIN OFFICE SUPPLIES	6622	5652	9750	10979
01-210-213-2016-FIN POSTAGE	3412	2374	3200	3200
01-210-213-2015-FIN TELEPHONE	7129	6873	8500	8500
01-210-213-2018-FIN EQUIP RENT & SERV	7826	4208	4747	9922
01-210-213-2032-FIN MISC	85093	5197	4891	4591
01-210-213-2033-FIN GIFTS,FLOWERS & MEMORIALS.	2383	3949	4900	4900
SUB TOTAL	316585	233491	253568	262675
TAXATION				
01-210-214-2040-TAX C B & TAX SALE	586	-1131	0	0
01-210-214-2042-TAX. EXEMPT WIDOWS	700	500	1500	1500
01-210-214-2043-TAX EXEMPT 25(A)	10629	10572	10572	10572
SUB TOTAL	11915	9942	12072	12072

TOWN OF MIDDLETON
BUDGET 2017/2018
GENERAL GOVERNMENT SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
OTH GENERAL SERV				
01-210-219-2050-GEN ELECT RATE PAYER	0	10688	10083	0
01-210-219-2024-GEN CONV DELEG	1886	2114	2100	2100
01-210-219-2025-GEN TRAINING	7438	6738	7450	10450
01-210-219-2026-GEN UNSM&AMA DUES	3532	3571	3650	3650
01-210-219-2004-FRinge BEN (EMPLOYER)	50911	50866	59274	54898
01-210-219-2006-OTHER BENEFITS(ACCR	3391	-683	500	500
01-210-219-2005-WCB	0	0	0	0
SUB TOTAL	67158	73294	83057	71598
DEPARTMENT TOTAL	494090	415355	459560	458760

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TOWN OF MIDDLETON
BUDGET 2017/2018
POLICE PROTECTIVE SERVICES

DESCRIPTION	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
POLICE COMMISSION				
01-220-220-2007-HONORARIA	0	0	0	0
01-220-220-2024-OTHER EXP	0	0	500	500
SUB TOTAL	0	0	500	500
CRIME INVEST & PREV				
01-220-222-2008-POL SERV CONT	556,396	577,836	578,095	599,795
01-220-222-2035-SHARED SERVICES	33,820	35,140	35,140	36,475
01-220-222-2071-MISC EXPENSE	1,003	1,327	1,354	1,354
01-220-222-2024-TRAVEL & MEALS	0	0	0	0
SUB TOTAL	591,219	614,303	614,589	637,624
TRAFFIC ACTIVITIES				
01-220-223-2003-WAGES-CROSS GUAR	8,287	8,443	9,329	3,195
01-220-223-2080-EQUIP-CROSS GUAR	476	51	500	500
01-220-223-2004-FRINGE BENEFITS	672	724	750	240
SUB TOTAL	9,435	9,218	10,579	3,935
STATIONS & BLDGS				
01-220-225-2090-STATIONS(BLDG REN	11,523	5,666	6,559	6,588
SUB TOTAL	11,523	5,666	6,559	6,588
POLICE SERVICES OTH				
01-221-227-2022-OTH SERV LEGAL	1,379	929	800	800
SUB TOTAL	1,379	929	800	800
DEPARTMENT TOTAL	613,556	630,116	633,027	649,447

TOWN OF MIDDLETON
BUDGET 2017/2018
PROTECTIVE SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
<u>DESCRIPTION</u>				
PROTECTIVE SERV FIRE				
FIRE PROTECTION SERV				
01-221-240-2100-FIRE CHIEFS EXP	336	908	2000	2000
01-221-240-2015-ALARMS(TELEPHONE)	10517	12166	12000	12000
01-221-240-2101-HYDRANT RENTAL	119744	129428	129428	136809
01-221-240-2025-TRAINING	13741	7864	12000	12500
01-221-240-2024-TRAVEL& CONV.	3351	1069	3500	3000
SUB TOTAL	147689	151435	158928	166309
STATIONS & BLDGS				
01-221-241-2010-INSURANCE	2602	1489	1774	920
01-221-241-2027-REPAIR	10326	12948	12500	13000
01-221-241-2011-FUEL	6026	6325	12000	7500
01-221-241-2009-LIGHTS	5138	4476	5500	5500
01-221-241-2020-WATER	522	488	500	500
01-221-241-2012-JANITOR	2700	4425	5000	5000
01-221-241-2013-JANITOR SUPPLIES	1929	1809	2000	2000
SUB TOTAL	29243	31960	39274	34420
FIRE FIGHTING EQUIP				
01-221-242-2110-HOSE & COUPL	4034	8062	9100	11000
01-221-242-2019-EQUIP GAS	2607	2761	4500	3500
01-221-242-2028-VEHICLE REPAIR	11900	14117	15000	14500
01-221-242-2010-VEHICLE INSUR	5004	3652	3652	4783
01-221-242-2030-CLOTHING & BOOTS	10950	13956	14500	15500
01-221-242-2029-RADIO REPAIR	4514	4995	5500	6000
01-221-242-2111-OTHER EQUIP	7062	11489	10000	11000
01-221-242-2112-OTHER	5163	4203	5000	5000
SUB TOTAL	51233	63235	67252	71283
OTHER FIRE EXP				
01-221-243-2007-HONORARIA	3750	3750	4500	4500
01-221-243-2010-LIAB INSUR	1567	2642	2000	2000
01-221-243-2120-MISC(ADV,SUBS)	210	368	1000	1000
01-221-243-2121-DONATIONS	0	0	0	0
SUB TOTAL	5527	6760	7500	7500
DEPARTMENT TOTAL	233692	253391	272954	279512

TOWN OF MIDDLETON
BUDGET 2017/2018
OTHER PROTECTIVE SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
<u>DESCRIPTION</u>				
EMERGENCY MEASURES				
01-221-244-2007-EMO HONORARIUM	0	0	0	0
01-221-244-2130-EMO OTHER EXP	1000	1000	1000	1000
01-221-244-2131-REGIONAL EMO	5143	5143	5500	5500
SUB TOTAL	6143	6143	6500	6500
OTHER PROTECTIVE SERVICES				
01-221-245-2140-ANIMAL & PEST CONT	7593	3614	7500	7500
SUB TOTAL	7593.1	3614	7500	7500
DEPARTMENT TOTAL	13736	9757	14000	14000

TOWN OF MIDDLETON
BUDGET 2017/2018
TRANSPORTATION SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
<u>DESCRIPTION</u>				
TRANSPORTATION SERVICES				
COMMON EQUIPMENT				
01-230-260-2002-EQUIP SALARY	9,880	15,599	11,651	18,439
01-230-260-2003-EQUIP WAGE	260	0	0	0
01-230-260-2019-EQUIP GAS	18,758	23,333	25,000	25,000
01-230-260-2010-EQUIP INSUR	5,525	4,190	4,190	4,333
01-230-260-2028-EQUIP REPAIR	37,141	37,925	40,000	40,000
SUB TOTAL	71,564	81,047	80,841	87,772
SMALL TOOLS & EQUIP				
01-230-261-2150-SMALL TOOLS	10,163	12,727	10,096	15,598
SUB TOTAL	10,163	12,727	10,096	15,598
WORKSHOPS YDS & BLDG				
01-230-262-2002-WRKSHOP SALARY	8,440	5,535	9,953	6,543
01-230-262-2003-WRKSHOP WAGES	117	0	0	0
01-230-262-2009-WRKSHOP LIGHTS	2,459	2,487	3,500	3,500
01-230-262-2011-WRKSHOP FUEL	2,050	2,297	4,000	4,000
01-230-262-2015-WRKSHOP TELEPHONE	6,930	7,603	7,500	7,500
01-230-262-2020-WRKSHOP WATER	579	454	600	600
01-230-262-2010-WRKSHOP INSURANCE	691	1,890	1,890	1,932
01-230-262-2027-WRKSHOP REPAIR	6,233	8,118	5,300	3,300
SUB TOTAL	27,498	28,385	32,743	27,375
LIABILITY				
01-230-263-2010-LIAB INS/DAMAGE	12,641	11,488	10,275	10,975
SUB TOTAL	12,641	11,488	10,275	10,975
ENGINEERING				
01-230-264-2021-SURVEY & ENGINEER	0	1,669	1,200	0
SUB TOTAL	0	1,669	1,200	0

TOWN OF MIDDLETON
BUDGET 2017/2018
TRANSPORTATION SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
ROADS & STREETS				
01-230-265-2002-SALARY	122,653	138,497	141,962	140,020
01-230-265-2003-WAGES	1,360	0	0	0
01-230-265-2004-FRINGE BENEFITS	55,446	63,830	76,070	76,556
01-230-265-2160-CHLORIDE	0	0	0	0
01-230-265-2161-SAND&GRAVEL	5,787	9,529	10,000	10,000
01-230-265-2162-PATCHING	69,866	61,870	61,869	61,869
01-230-265-2163-STORM SEWER MAINT.	4,670	4,923	5,000	6,500
01-230-265-2005-W C B	0	0	0	0
01-230-265-2030-SAFETY SUPPLIES	4,223	4,839	5,831	5,831
01-230-265-2025-TRAINING	4,403	8,971	7,810	12,060
01-230-265-2164-SUPPLY & EXPENSE	5,872	5,756	8,800	8,800
01-230-265-2029-RADIO REP./RENTAL	311	311	400	400
01-230-266-2002-SNOW-SALARY	28,353	32,098	33,436	37,942
01-230-266-2003-SNOW WAGES	5,018	0	0	0
01-230-266-2170-SNOW CHLORIDE&CART/	29,435	29,925	30,000	30,000
01-230-266-2171-SNOW EQUIP RENTAL	1,199	5,412	2,000	2,000
SUB TOTAL	338,596	365,960	383,178	391,978
STREET LIGHTING				
01-230-267-2009-ST LIGHTING NSPC	24,968	24,893	26,182	26,182
01-230-267-2180-ST LIGHTING MATERIAL	2,894	4,769	1,915	1,897
SUB TOTAL	27,862	29,663	28,097	28,079
TRAFFIC SERVICES				
01-230-268-2190-TRAFFIC SERV SIGN	1,400	3,542	4,000	5,000
01-230-268-2191-TRAFFIC SERV PAINT	13,323	15,695	14,500	14,500
SUB TOTAL	14,723	19,237	18,500	19,500
PARKING SERVICES				
01-230-269-2200-PARK LOT RENTALS	0	0	0	0
SUB TOTAL	0	0	0	0
PUBLIC TRANSIT				
01-230-270-2210-OTHER	21,000	21,000	21,000	21,000
	21,000	21,000	21,000	21,000
DEPARTMENT TOTAL	524,048	571,176	585,930	602,277

TOWN OF MIDDLETON
BUDGET 2017/2018
ENVIRONMENTAL HEALTH SERVICES

<u>DESCRIPTION</u>	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
ENVIRONMENTAL HEALTH SERV				
SEWAGE COLLECTION SYSTEM				
01-240-300-2002-COLL SALARY	2642	1444	3116	1707
01-240-300-2003-COLL WAGES	0	0	0	0
01-240-300-2220-COLL SUPP & EXP	2340	6851	6000	6000
01-240-300-2221-COLL CLEANING	10426	1343	5000	5000
SUB TOTAL	15408	9638	14116	12707
SEWAGE LIFT STATIONS				
01-240-301-2002-LIFT STN SALARY	7709	6816	9090	8057
01-240-301-2003-LIFT STN WAGES	520	0	0	0
01-240-301-2009-LIFT STN POWER	6761	5991	6900	6900
01-240-301-2230-LIFT STN SUPP & EXP	4321	2136	12392	12374
01-240-301-2231-LIFT STN EQUIP REPA	12117	7383	6000	6000
SUB TOTAL	31428	22327	34382	33331
SEWAGE TREATMENT & DISPOSAL				
01-240-302-2002-TREAT SALARY	43992	27877	51877	51877
01-240-302-2003-TREAT WAGES	39	0	0	0
01-240-302-2009-TREAT POWER	53550	46165	52000	52000
01-240-302-2240-TREAT UV	18787	0	2000	27000
01-240-302-2241-TREAT OTH CHEMICAL	0	0	0	0
01-240-302-2005-TREAT WCB	0	0	0	0
01-240-302-2242-TREAT SUPP & EXP	66421	59903	72385	72772
01-240-302-2015-TREAT TELEPHONE	1666	1637	1500	1500
01-240-302-2243-TREAT EQPT/MOTOR I	5060	18269	5000	5000
01-240-302-2028-TREAT VEHICLES (POI	8945	10131	8649	8667
01-240-302-2020-TREAT WATER	326	330	400	400
SUB TOTAL	198786	164312	193811	219216
GARBAGE & WASTE COLLECTION & DISPOSAL				
01-240-303-2002-WST COLL SALARY	0	0	0	0
01-240-303-2003-WST COLL WAGES	0	0	0	0
01-240-303-2251-OTH COLL EXP	8815	5603	8600	8600
01-240-303-2252-WST/RECYCL CONT	142555	132541	146074	145245
SUB TOTAL	151370	138144	154674	153845
OTHER				
01-240-304-2002-OTHER SALARY	0	0	0	0
01-240-304-2003-OTHER WAGES	0	0	0	0
01-240-304-2260-OTHER EXP-CONTRAC	13313	7491	8000	8000
SUB TOTAL	13313	7491	8000	8000
DEPARTMENT TOTAL	410305	341912	404983	427099

TOWN OF MIDDLETON
BUDGET 2017/2018
PUBLIC HEALTH WELFARE SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
<u>DESCRIPTION</u>				
HEALTH & WELFARE SERVICES				
PUBLIC HEALTH				
01-250-320-2270-MENTAL HEALTH	0	0	0	0
01-250-302-2271-OTHERS	0	0	0	0
SUB TOTAL	0	0	0	0
OTHER HEALTH				
01-250-321-2280-NURSING(VON)	0	0	0	0
01-250-321-2281-OTHERS	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE ADMIN				
01-250-322-2290-ADMIN & PLACEMENT	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE SERVICES				
01-250-323-2300-MUNICIPAL HOMES	0	0	0	0
01-250-323-2301-PRIVATE HOMES	0	0	0	0
01-250-323-2302-CHILD WELFARE	0	0	0	0
SUB TOTAL	0	0	0	0
SOCIAL WELFARE				
01-250-323-2303-OTHER	500	0	0	0
SUB TOTAL	500	0	0	0
DEPARTMENT TOTAL	500	0	0	0

TOWN OF MIDDLETON
BUDGET 2017/2018
OTHER ENVIRONMENTAL DEVELOPMENT SERVICES

<u>DESCRIPTION</u>	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
OTHER ENV DEV SERVICES				
PLANNING & ZONING				
01-260-340-2002-ADMIN SALARIES	9,768	9,992	10,026	10,189
01-260-340-2003-ADMIN WAGES	23,355	0	0	0
01-260-340-2008-ADMIN CONTRACT	49,034	56,711	69,100	67,490
01-260-340-2004-FRinge COSTS	4,819	2,571	2,148	2,181
01-260-340-2005-WCB	0	0	0	0
01-260-340-2310-PROFESSIONAL FEES	52	0	1,500	1,500
01-260-340-2017-OFFICE EXPENSE	498	146	0	500
01-260-340-2016-PHOTOCOPY & POSTAGE	201	25	0	950
01-260-340-2015-TELEPHONE	724	0	0	0
01-260-340-2018-OFFICE EQUIPMENT	0	0	0	0
01-260-340-2311-OFFICE RENTAL	678	1,251	1,252	1,252
01-260-340-2024-TRAVEL & MEETINGS	1,935	61	0	2,500
01-260-340-2031-ADVERTISING COSTS	0	0	2,000	0
01-260-340-2025-TRAINING & CONFERENCES	225	0	0	1,500
01-260-340-2010INSURANCE EXPENSE	6,391	2,033	2,034	2,147
01-260-340-2014-AMORTIZATION EXPENSE	0	0	0	0
01-260-340-2312-OTHER	50	50	0	0
SUB TOTAL	97,731	72,841	88,060	90,209
COMMUNITY DEVELOPMENT				
01-260-341-2002-ADMINISTRATION	39,968	46,537	46,423	47,911
01-260-341-2004-FRinge COSTS	6,545	10,798	9,944	10,253
01-260-341-2005-WCB	0	0	0	0
01-260-341-2017-OFFICE EXPENSE	2,089	1,159	2,000	2,000
01-260-341-2016-PHOTOCOPYING & POSTAGE	400	444	450	450
01-260-341-2015-TELEPHONE	4,705	4,067	4,500	4,500
01-260-341-2018-EQUIP./PGMS& SERVICE	3,123	3,539	4,000	4,000
01-260-341-2320-OFFICE RENTAL	4,467	4,393	5,085	5,108
01-260-341-2024-TRAVEL & EDUCATION	0	0	0	0
01-260-341-2031-ADV & PROMOTION	4,134	3,034	4,000	4,000
01-260-341-2321-SPECIAL PROJECTS	7,141	8,007	9,300	10,100
01-260-341-2025-TRAIN & CONFERENCES	100	1,377	1,000	1,000
SUB TOTAL	72,670	83,356	86,702	89,322
OTHER DEV SERVICES				
01-260-342-2330-TOURIST BUREAU	12,249	11,758	11,758	14,793
01-260-342-2026-MEMBERSHIPS	0	800	500	500
01-260-342-2331-TOWN CRIER'S EXP	0	0	250	250
01-260-342-2332-OTHER TOURISM EXP	0	1,500	2,000	2,500
01-260-342-2333-XMAS LIGHTING EXP	2,137	2,275	2,500	2,500
01-260-342-2334-GRANTS OTH ORG	0	0	0	0
01-260-342-2335-OTHER EXP	73	328	726	718
01-260-342-2336-COMM IN BLOOM	0	0	0	0
SUB TOTAL	14,459	16,661	17,734	21,261
DEPARTMENT TOTAL	184,860	172,858	192,496	200,792

TOWN OF MIDDLETON
BUDGET 2017/2018
RECREATION CULTURAL SERVICES

	<u>Prev Year</u> <u>Actual</u>	<u>Actual YTD</u> <u>Mar 31/17</u>	<u>Curr 16/17</u> <u>Budget</u>	<u>2017/18</u> <u>Budget</u>
DESCRIPTION				
REC & CULTURAL SERVICES				
ADMINISTRATION				
MANAGEMENT				
01-270-361-2002-ADMIN SALARY	73,002	78,145	80,093	82,128
01-270-361-2003-OFFICE WAGES(CASUAL)	0	0	0	0
01-270-361-2004-FRINGE BENEFITS	13,616	18,891	18,245	22,249
01-270-361-2024-TRAVEL & MEALS	482	379	1,000	500
01-270-361-2025-TRAINING & CONF	68	0	1,000	1,000
01-270-361-2026-MEMBERSHIP FEES	650	75	400	150
SUB TOTAL	87,817	97,490	100,738	106,027
OFFICE				
01-270-362-2017-OFFICE SUPPLIES	0	0	0	0
01-270-362-2016-PHOTOCOPY & POST	0	0	0	0
01-270-362-2015-TELEPHONE	0	0	0	0
01-270-362-2031-PRINTING & ADVER	1,424	253	1,000	1,000
01-270-362-2350-RESOURCE MATER	0	0	0	0
01-270-362-2018-OFFICE EQUIP & SERV	0	0	0	0
01-270-362-2351-OFFICE RENTAL	0	0	0	0
01-270-362-2005-WCB	0	0	0	0
SUB TOTAL	1,424	253	1,000	1,000
POOL				
01-270-363-2002-POOL SALARY	0	0	0	0
01-270-363-2003-POOL WAGES	0	0	0	0
01-270-363-2020-POOL WATER/SEWER	0	0	0	0
01-270-363-2009-POOL LIGHTS	100	100	100	100
01-270-363-2360-POOL MATERIALS	0	0	0	0
01-270-363-2361-POOL GRANTS	12,000	12,000	12,000	12,000
01-270-363-2362-POOL OTHER	157	368	368	357
SUB TOTAL	12,257	12,468	12,468	12,457

TOWN OF MIDDLETON
BUDGET 2017/2018
RECREATION CULTURAL SERVICES

DESCRIPTION	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
RINK				
01-270-364-2002-RINK SALARY	0	0	0	0
01-270-364-2003-RINK WAGES(CASUAL	0	0	0	0
01-270-364-2020-RINK WATER/SEWER	6,861	9,035	6,900	6,900
01-270-364-2370-RINK GRANTS	2,500	2,500	2,500	5,000
SUB TOTAL	9,361	11,535	9,400	11,900
REC FACILITIES				
01-270-365-2002-PARKS SALARY	37,232	38,279	36,865	37,418
01-270-366-2002-PARKS SALARY(PW)	4,172	3,212	4,919	3,796
01-270-365-2003-PARKS WAGES(CASUA	19,419	22,030	22,298	24,294
01-270-366-2003-PARKS WAGES(PW)	0	0	0	0
01-270-365-2004-FRINGE BENEFITS	9,803	11,196	8,707	8,996
01-270-365-2005-WCB	0	0	0	0
01-270-365-2025-PARKS TRAINING	1,106	2,234	3,370	690
01-270-365-2020-PARKS WATER/SEWER	11,202	16,482	12,000	16,500
01-270-365-2009-PARKS LIGHTS	2,644	2,377	2,500	2,500
01-270-365-2010-PARKS INSURANCE	651	1,979	2,040	2,108
01-270-365-2380-PARKS EQUIPMENT	5,903	8,790	8,819	7,618
01-270-365-2381-EQUIP.RENTAL(P.W.)	3,000	3,000	3,000	3,000
01-270-365-2382-PARKS STRUCTURES	26,037	21,058	23,250	20,250
01-270-365-2015-PARKS TELEPHONE	1,342	1,384	1,250	2,050
01-270-365-2383-PARKS GRNDS MGT	21,397	17,411	21,510	22,500
01-270-365-2384-PARKS SPEC PROJ	0	0	0	0
SUB TOTAL	143,907	149,431	150,528	151,720
CUL BLDGS & FACILITIES				
MUSEUMS				
01-270-367-2390-MCDNLD MUSEUM	2,500	2,500	2,500	0
SUB TOTAL	2,500	2,500	2,500	0

TOWN OF MIDDLETON
BUDGET 2017/2018
RECREATION CULTURAL SERVICES

	Prev Year <u>Actual</u>	Actual YTD <u>Mar 31/17</u>	Curr 16/17 <u>Budget</u>	2017/18 <u>Budget</u>
LIBRARY				
01-270-368-2015-LIBRARY TELEPHONE	416	363	500	500
01-270-368-2020-LIBRARY WATER	444	552	600	600
01-270-368-2009-LIBRARY LIGHTS	4,323	4,326	4,500	4,500
01-270-368-2027-LIBRARY REPAIRS	821	44	1,000	1,000
01-270-368-2010-LIBRARY INSURANCE	434	310	310	560
01-270-368-2013-LIBRARY BLDG SUPPLIES	502	678	775	775
01-270-368-2012-LIBRARY JANITORIAL	5,157	5,698	5,872	5,872
SUB TOTAL	12,097	11,971	13,557	13,807

DESCRIPTION

PROGRAM DEVELOP

01-270-369-2002-SUMMER SALARY	0	0	0	0
01-270-369-2003-WAGES(CASUAL)	39,987	39,953	46,760	45,689
01-270-369-2025-TRAVEL & TRAINING	1,955	2,212	2,100	2,100
01-270-369-2400-SPORTS PROGRAM	0	122	1,000	1,000
01-270-369-2403-SPECIAL PROG	385	369	500	500
01-270-369-2404-CREATIVE ARTS	0	208	250	250
01-270-369-2405-GENERAL PROG	29,581	32,944	28,500	29,000
01-270-369-2406-MUN PHYS ACTIVITY LEA	10,659	10,992	8,500	9,000
SUB TOTAL	82,568	86,800	87,610	87,539

LEADERSHIP DEVEL

01-270-370-2410-WORKSPS & CLINIC	0	0	500	500
SUB TOTAL	0	0	500	500

REC GRANT PROG

01-270-370-2420-COMM ORG GRANTS	0	0	0	0
01-270-371-2421-CULTURAL GRANTS	0	0	500	1,000
SUB TOTAL	0	0	500	1,000

SP EVENTS/FESTIVALS

01-270-373-2440-HEART OF THE VALLEY	7,500	7,500	7,500	7,500
01-270-373-2441-APPLE BLOSS FEST	686	271	750	750
01-270-373-2442-EVENTS-OTHER	29,154	29,530	29,000	30,000
01-270-373-2443-EVENTS-CONCESS	0	0	0	0
SUB TOTAL	37,340	37,301	37,250	38,250

DEPARTMENT TOTAL

389,271	409,748	416,051	424,200
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TOWN OF MIDDLETON
BUDGET 2017/2018
FISCAL SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
<u>DESCRIPTION</u>				
FISCAL SERVICES				
DEBT CHARGES				
INT SHORT-TERM BORROW				
01-280-400-2450-OPERATING BORROW	675	146	700	500
01-280-400-2451-TEMP CAPITAL BORROW	0	0	0	0
SUB TOTAL	675	146	700	500
INT/LONG-TERM DEBIT				
01-280-400-2460-DEBENTURE INTEREST	72,983	68,910	70,295	65,854
01-280-400-2461-TERM LOAN INTEREST	1,242	2,546	2,576	2,670
SUB TOTAL	74,225	71,456	72,871	68,524
PRIN-LONG TERM DEBIT				
01-280-400-2470-DEBENTURE PRINC	272,603	232,408	232,408	231,044
01-280-400-2471-TERM LOAN PRINC	15,165	39,250	39,250	49,206
01-280-400-2472-SINKING FUND REQ	0	0	0	0
SUB TOTAL	287,768	271,658	271,658	280,250
OTH DEBT CHARGES				
01-280-400-2480-BANK SERV CHARGE	4,192	3,907	4,000	4,000
01-280-400-2481-DISC ON DEBENTURE	806	639	650	0
01-280-400-2482-CASH OVER/SHORT	0	50	0	0
SUB TOTAL	4,998	4,596	4,650	4,000
TR. TO OWN RES/FUNDS				
01-280-401-2490-UNCOLLECTIBLE TAX	31,334	0	0	0
01-280-401-2491-OTHER DOUBTFUL REC	0	0	0	0
01-280-401-2492-UNRESOLVED ASS APPE	0	0	0	0
01-280-401-2493-DEFICIT PREV YR	0	0	0	0
SUB TOTAL	31,334	0	0	0

TOWN OF MIDDLETON
BUDGET 2017/2018
FISCAL SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
OTHER FUNDS				
01-280-401-2500-SRF CAPITAL	0	0	0	
01-280-401-2501-SRF EQUIPMENT	0	0	0	
01-280-401-2502-SRF GEN OPERATIONS	0	0	0	
01-280-401-2503-SRF OPER RECREATION	0	0	0	
01-290-420-2002-COR SEWER SALARY	840	0	0	
01-290-420-2003-COR SEWER WAGES	0	0	0	
01-290-420-2540-COR SEWER MATERIAL	0	0	0	15,000
01-290-421-2002-COR STS SALARY	0	0	0	
01-290-421-2003-COR STS WAGES	0	0	0	
01-290-421-2550-COR STS MATERIAL	0	7,710	28,000	28,000
01-290-422-2002-COR LAND/BLDG-SAL.	307	4,630	0	
01-290-422-2003-COR LAND/BLDG-WAGES	0	0	0	
01-290-422-2560-COR LAND/BLDG MATERIAL	2,897	36,143	38,000	9,700
01-290-423-2570-COR EQUIP TOWN	0	0	0	
01-290-423-2571-COR EQUIP POLICE	0	0	0	
01-290-423-2573-COR EQUIP PW	0	5,134	5,600	
01-290-423-2573-COR EQUIP FIRE	0	0	0	
01-290-423-2574-COR EQUIP REC	6,017	0	0	
01-290-423-2575-COR EQUIP ECO DEV	0	0	0	
01-290-423-2576-COR EQUIP ENV PLAN	0	0	0	
01-290-424-2002-COR SIDEWALKS SAL	0	0	0	
01-290-424-2003-COR SIDEWALKS WAG	0	0	0	
01-290-424-2580-COR SWALKS MATER	8,134	0	0	
01-290-425-2002-COR SEWER LIFT SAL	2,825	1,940	0	
01-290-425-2003-COR SEWER LIFT WAG	0	0	0	
01-290-425-2590-COR SEWER LIFT MAT	2,088	0	0	
SUB TOTAL	23,108	55,558	71,600	52,700

TFRS TO OTH GOVT AGEN

UNCONDITIONAL

01-280-402-2510-JOINT EX BOARD	0	0	0	
01-280-402-2551-OTH LOCAL GOVT	0	0	0	
01-280-402-2512-VALLEY WASTE AUTH	0	0	0	
SUB TOTAL	0	0	0	0

TOWN OF MIDDLETON
BUDGET 2017/2018
FISCAL SERVICES

	<u>Prev Year Actual</u>	<u>Actual YTD Mar 31/17</u>	<u>Curr 16/17 Budget</u>	<u>2017/18 Budget</u>
CONDITIONAL				
01-280-403-2520-ASSESSMENT	23,942	23,705	23,705	23,678
01-280-403-2521-CORRECTIONS	24,829	24,583	24,583	24,418
01-280-403-2522-DEFICIT HOUSING AUTH.	46,146	48,214	40,000	40,000
01-280-403-2523-PLANNING (DPC)	0	0	0	0
01-280-403-2524-REGIONAL DEV.AUTHORITY	5,369	12,144	12,144	12,144
01-280-403-2525-REG LIBRARY	11,528	11,528	11,528	11,528
01-280-403-2526-EDUCATION (ADSB)	354,660	349,512	350,937	347,484
SUB TOTAL	466,474	469,686	462,897	459,252
OTHER FISCAL SERV				
EXTRAORDINARY EXPENDITURES				
01-280-404-2160-EXTRAORDINARY EXP				
SUB TOTAL	0	0	0	0
DEPARTMENTAL TOTAL	888,582	873,100	884,376	865,226
TOTAL EXPENDITURES	3,752,639	3,677,412	3,863,377	3,921,313
SURPLUS (DEFICIT)	148,099	190,802	0	0

TOWN OF MIDDLETON
BUDGET 2017/18
WATER UTILITY
REVENUE

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	YTD <u>Mar 31/17</u>	BUDGET <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>	PROJECTED <u>2019/20</u>
R-E-V-E-N-U-E						
OPERATING REVENUE(6000)						
METERED SALES(6010)						
6011-RESIDENTIAL(11200)	299215	318307	322137	336027	336027	336027
6012-COMM/INSTIT(11200)	120178	130282	129356	134934	134934	134934
6013-INDUSTRIAL(11200)	11577	6549	12481	13019	13019	13019
SUB TOTAL	430970	455139	463974	483980	483980	483980
FLAT RATE SALES(6020)						
6021-RESIDENTIAL(12000)	0	0	0	0	0	0
6022-COM/INSTIT(12000)	463	411	200	200	200	200
6023-INDUSTRIAL(12000)	488	483	500	500	500	500
SUB TOTAL	951	894	700	700	700	700
FIRE PROTECTION(6030)						
6031-PUBLIC FIRE PRO(13100)	119744	129428	129428	136809	136809	136809
6032-PRIVATE-OTH MUN(13200)	8553	9245	9245	9772	9772	9772
6033-PRIVATE-OTHER(13300)	1070	1070	0	0	0	0
SUB TOTAL	129367	139743	138673	146581	146581	146581
OTH OPERATING REV(6040)						
6041-SPRINKLER SERV(14000)	3600	3350	3050	3050	3050	3050
6042-SALES OTH UTIL(15000)	0	0	0	0	0	0
6043-FORFEITED DISC(17100)	2783	2463	4500	4500	4500	4500
6044-SPEC SERVICES CON/DISC(17100)	1800	1150	1250	1250	1250	1250
6045-RENTS(17200)						
SUB TOTAL	8183	6963	8800	8800	8800	8800
TOTAL OPERATING REVENUE	569471	602739	612147	640061	640061	640061
NON-OPERATING REVENUE(5100)						
6111-JOBB & CONTRACT(18100)	90	145	200	200	200	200
6112-INTEREST(18200)	1	137	200	200	200	200
6113-GRANTS(18300)	0	0	0	0	0	0
6114-APPROPRIATIONS FROM OTHER FUNDS (18400)	0	0	0	0	0	0
6115-AMORTIZATION OF DEFERRED ASSIST(18500)	0	0	0	0	0	0
6116-TRANSFER FROM DEPRECIATION FUND(18600)	0	0	0	0	0	0
6117-OTHER(18900)	530	530	530	530	530	530
SUB TOTAL	621	812	930	930	930	930
TOTAL NON-OPERATING REVENUE	621	812	930	930	930	930
TOTAL REVENUE	570092	603551	613077	640991	640991	640991

TOWN OF MIDDLETON
BUDGET 2017/18
WATER UTILITY
EXPENDITURES

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/17</u>	BUDGET <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>	PROJECTED <u>2019/20</u>
E-X-P-E-N-D-I-T-U-R-E-S						
SOURCE OF SUPPLY(7000)						
7001-SOS SUPER SAL(21100)	0	0	0	0	0	0
7002-ENGINEERING(21100)	0	0	0	0	0	0
7003-OPERATION SAL(21200)	4474	1797	4632	4771	4914	5012
7004-OPERATION WAGE(21200)	0	0	0	0	0	0
7005-OPER SUPP & EXP(21300)	680	3422	2060	2122	2186	2186
7006-MAINT PLANT&LAKES(21410)	0	0	0	0	0	0
7007-INTAKES(21420)	0	0	0	0	0	0
7008-WELLS&SPRINGS(21430)	456	0	618	637	656	656
7009-OTHER(21440)	289	108	302	311	320	320
7011-WATER PURCHASED(21500)	0	0	0	0	0	0
7021-RENTS(21600)	0	0	0	0	0	0
7031-OTHER TAXES(27000)	4608	4608	4766	4909	5056	5056
SUB TOTAL	10507	9936	12378	12750	13132	13230
PUMPING(7100)						
7101-SUPER SAL(22100)	0	0	0	0	0	0
7102-ENGINEERING(22100)	0	0	0	0	0	0
7103-OPERATION SAL(22200)	4341	4581	447	460	474	483
7104-OPER WAGE(22200)	0	0	0	0	0	0
7111-FUEL(22300)	0	0	0	0	0	0
7112-POWER PURCH(22400)	32085	32588	42436	43709	45020	45920
7113-WELL MONITOR LINE CHG(22510)	0	0	0	0	0	0
7121-PUMP MAINT SAL(22510)	529	1656	755	778	801	817
7122-PUMP MAINT WAGE(22510)	0	0	0	0	0	0
7123-MAINT PLANT MAT(22510)	325	4169	7426	7649	7878	7878
7124-PUMP EQUIP SAL(22520)	0	904	710	731	753	768
7125-PUMP EQUIP WAGE(22520)	0	0	0	0	0	0
7126-PUMP EQUIP MAT(22520)	0	1450	5150	5305	5464	5464
7131-RENTS(22600)	0	0	0	0	0	0
7141-OTHER(22900)	0	0	0	0	0	0
SUB TOTAL	37280	45348	56924	58632	60389	61331
WATER TREATMENT(7200)						
7201-TREAT SUPER SAL(23100)	0	0	0	0	0	0
7202-ENGINEERING(23100)	0	0	0	0	0	0
7203-TREAT OPER SAL(23200)	4646	2956	9487	9772	10065	10266
7204-TREAT OPER WAGE(23200)	0	0	0	0	0	0
7211-CHEM & ADDITIVES(23310)	6732	7078	7426	7649	7878	7878
7212-OTH-ELECTRICITY(23390)	1549	1581	1858	1913	1970	2009
7221-TREAT MAINT SAL(23410)	361	157	444	458	472	481
7222-PL MAINT WAGE(23410)	0	0	0	0	0	0
7223-PL MAINT MAT(23410)	0	367	0	0	0	0
7224-PL MAINT-BLDG/INS(23410)	236	185	245	252	260	265
7231-RENT-(23600)	0	0	0	0	0	0
7241-OTHER(23900)	12693	14343	10300	14109	10927	10927
SUB TOTAL	26217	26667	29760	34153	31572	31827

TOWN OF MIDDLETON
BUDGET 2017/18
WATER UTILITY
EXPENDITURES

	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/17</u>	BUDGET <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>	PROJECTED <u>2019/20</u>
TRANSMISSION & DISTRIBUTION (7300)						
7301-T & D SUPER SAL(24100)	0	0	0	0	0	0
7302-ENGINEERING(24100)	0	0	0	0	0	0
7303-MAPS & RECORDS(24200)	0	0	0	0	0	0
7311-OPER MAINS SAL(24310)	41834	40594	65922	67900	69937	71336
7312-OPER MAINS WAGE(24310)	376	0	0	0	0	0
7313-OPER RESERV SAL(24310)	5165	6419	1768	1822	1877	1915
7314-OPER RESERV WAG (24310)	0	0	0	0	0	0
7315-OPER HYDR SAL(24310)	2141	3386	6561	6757	6960	7099
7316-OPER HYDR WAGE(24310)	104	0	0	0	0	0
7317-OPER SERV SAL(24310)	6014	4013	4016	4136	4260	4345
7318-OPER SERV WAGE(24310)	0	0	0	0	0	0
7319-OPER METER SAL(24320)	2503	3946	1534	1580	1627	1660
7321-OPER METER WAGE(24320)	0	0	0	0	0	0
7331-MAT EXP RESERV(24410)	2273	1003	2060	2122	2186	2186
7332-MAT EXP MAINS(24430)	13523	24080	23182	23878	22594	22594
7333-MAT EXP HYDRA(24443)	0	2582	1126	1160	3195	1195
7334-MAT EXP SERV(24441)	4599	4860	5305	5464	5628	5628
7335-MAT EXP METER(24442)	60	780	2000	2060	2122	2122
7341-RENTS(24500)	0	0	0	0	0	0
7351-STORE EXP(24600)	0	0	0	0	0	0
7361-TRANSPORTATION(24700)	21469	28132	22463	23137	23831	23831
7371-SHOP/training/Safety Equip. (24800)	3855	6171	10569	10886	11213	11213
7372-T & D INSURANCE (24800)	360	196	376	387	399	407
7381-OTHER TAXES(27000)	38837	38928	40976	42205	43471	43471
SUB TOTAL	143112	165088	187858	193494	199300	199001
ADMIN & GENERAL(7400)						
7411-SUPERVISION SAL(25110)	0	0	0	0	0	0
7412-METER READ SAL(25120)	3676	1509	2198	2264	2332	2379
7413-METER READ WAGE(25120)	0	0	0	0	0	0
7414-BILL/ACCT SUPP(25130)	2502	2513	1910	1967	2026	2026
7415-COLLECT COSTS(25140)	202	23	53	55	57	57
7416-UNCOLLECTIBLE						
ACCOUNTS EXP(25150)	2540	3862	2122	2185	2251	2251
7417-OTH-OFF EQUIP(25160)	32090	36614	38024	39164	40339	37609
7421-SAL EXEC OFF(25210)	21750	20400	26236	27023	27834	27834
7422-SAL OFF STAFF(25220)	77617	79184	78571	80928	83356	85023
7423-SALARIES OTH(25290)	52214	56688	59078	60851	62677	62677
7431-G O EXP RENT(25330)	3874	3810	4068	4190	4316	4316
7441-PRO FEES AUDIT(25410)	4797	4797	4880	5027	5178	5178
7442-PRO FEES LEGAL(25420)	0	0	0	0	0	0
7443-PRO FEES SPECIAL SERVICES(25430)	0	0	0	0	0	0
7451-REGULATORY EXP(25500)	1590	1590	1698	1748	1800	1800
7461-LIAB & WCB INS(25600)	7490	5392	6968	7177	7392	7540
7471-RENTS GEN PROP(25700)	8264	8515	7312	7532	7758	7758
7481-MAINT GEN PROP(25800)	0	0	0	0	0	0
7491-OTH DEPREC(26000)	67654	66445	74947	76861	79408	79408
SUB TOTAL	286259	291342	308065	316972	326724	325856
TOTAL OPERATING EXPENSE	503376	538380	594985	616001	631117	631245

TOWN OF MIDDLETON
BUDGET 2017/18
WATER UTILITY
EXPENDITURES

DESCRIPTION	PREV YEAR <u>ACTUAL</u>	ACTUAL YTD <u>Mar 31/17</u>	BUDGET <u>2016/17</u>	PROJECTED <u>2017/18</u>	PROJECTED <u>2018/19</u>	PROJECTED <u>2019/20</u>
NON-OPER EXPENSE(7500)						
7501-LONG TERM DEBT						
PRINCIPAL(29110)	4300	4300	4300	4300	4300	4300
7502-LONG TERM DEBT						
INTEREST(29200)	848	750	792	690	574	446
7503-OTH INT BANK(29310)	0	0	0	0	0	0
7504-OTH INT S T BOR(29320)	0	0	0	0	0	0
7505-OTHER INTEREST						
INTERFUND BOR(29330)	156	46	0	0	0	0
SUB TOTAL	5304	5096	5092	4990	4874	4746
CAPITAL OUT OF REVENUE(7600)						
7601-SERV SALARY(29400)	0	0	0	0	0	0
7602-SERV WAGES(29400)	0	0	0	0	0	0
7603-SERV MATERIAL(29400)	0	0	0	0	0	0
7611-HYDR SALARY(29400)	836	3290	0	0	0	0
7612-HYDR WAGES(29400)	0	0	0	0	0	0
7613-HYDR MATERIAL(29400)	266	0	0	0	0	0
7614-HYDR PURCHASED(29400)	0	0	0	0	0	0
7621-METERS SALARY(29400)	0	0	0	0	0	0
7622-METERS WAGES(29400)	0	0	0	0	0	0
7623-METERS MATERIAL(29400)	0	0	0	0	0	0
7624-METERS PURCHAS(29400)	0	0	0	0	0	0
7631-TRANS SALARY(29400)	0	0	0	0	0	0
7632-TRANS WAGES(29400)	0	0	0	0	0	0
7633-TRANS MATERIA(29400)	0	0	0	0	0	0
7634-TRANS ENG & LEGAL(29400)	0	0	0	0	0	0
7641-DIST SALARY(29400)	659	0	0	0	0	0
7642-DIST WAGES(29400)	0	0	0	0	0	0
7643-DIST MATERIA(29400)	0	0	0	0	0	0
7644-DIST ENG&LEGAL(29400)	0	0	0	0	0	0
7651-OTH CAP SAL(29400)	85	0	0	0	0	0
7652-OTH CAP WAGE(29400)	0	0	0	0	0	0
7653-OTH CAP MATER(29400)	0	5008	5000	5000	5000	5000
7654-OTH CAP ENG&LEG(29400)	0	0	0	0	0	0
7665-TRANS TO RESERV(29900)	0	0	0	0	0	0
SUB TOTAL	1848	8298	5000	5000	5000	5000
TOTAL NON-OPERATING EXPENSES	7152	13394	10092	9990	9874	9746
TOTAL EXPENDITURES	510527	551774	605077	625991	640991	640991
PROJECTED SURPLUS (DEFICIT)	59565	51777	8000	15000	0	0

		MIDDLETON TOURIST BUREAU BUDGET			
			2017/18		
		Prev Year	2016/17	2016/17	2017/18
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
DESCRIPTION			Mar 31/17		
REVENUE					
R-110 GRANTS		20,093	15,758	16,956	19,793
R-120 RENTAL INCOME		0	0	0	0
R-130 INT & MISC		2	0	0	0
R-140 SALES		0	0	0	0
R-150 TFRS FR SURPLUS		0	0	3,000	0
TOTAL REVENUE		20,095	15,758	19,956	19,793
EXPENDITURES					
E-205 SALARIES		16,654	14,679	14,352	14,153
E-210 CPP EXPENSE		711	620	710	701
E-215 EI EXPENSE		438	386	378	323
E-217 WCB EXPENSE		480	502	491	481
E-220 TELEPHONE		646	428	650	650
E-225 TRAVEL & MEALS		0	0	200	200
E-230 OFFICE SUPPLIES		0	322	100	250
E-235 PROMOTION EXPENSE		0	0	100	100
E-240 PROFESSIONAL FEES		782	782	785	785
E-245 BANK CHGS & INT		0	10	50	10
E-250 HEAT & ELECTRICITY		258	207	300	300
E-255 REP & MAINT		38	217	1,000	1,000
E-260 WATER & SEWER		126	188	200	200
E-265 PURCHASE/RESALE		0	0	0	0
E-270 POSTAGE		0	0	20	20
E-275 TAXES		439	423	475	475
E-280 ADVERTISING		0	0	0	0
E-285 INSURANCE		33	183	145	145
E-290 MISC EXPENSE		0	0	0	0
PRIOR YEAR'S DEFICIT		0	0	0	0
TOTAL EXPENDITURES		20,605	18,947	19,956	19,793
SURPLUS (DEFICIT)		-510	-3,189	0	0
SURPLUS ON HAND START OF YEAR		4,087	3,577	3,577	388
LESS AMOUNT TRANS. TO CURRENT YEAR		0	0	3,000	0
		4,087	3,577	577	388
LESS DEFICIT AT YEAR END					
PLUS SURPLUS AT YEAR END		-510	-3,189		
ACCUM. SURPLUS YEAR END		3,577	388	577	388