



Village of Twin Lakes, Wisconsin
Annual Budget
For Year Beginning January 1, 2018





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HOW TO READ THIS DOCUMENT:

Municipal budgets may appear daunting at first look. Use this table of contents to help you get acquainted with the budget document. The Budget Transmittal Letter is an annual letter written by the Village Administrator to the Village Board summarizing the budget document, budget development process and any other information pertaining to the budget year. The information section provides useful background about the Twin Lakes community, applicable state legislation and Village policies, and other information pertaining to municipal finance and budgeting. The Budget Summary provides a birds-eye view of the Village's financial plan for the next budget year. Revenues and Expenses for each of the Village's operational funds follow. Within each department or fund section, a footnote explanation may be given on any budget numbers the Administrator deems noteworthy. Finally, a glossary is provided to assist you with any language you may not be familiar with. This budget document was especially crafted with YOU in mind- so please do not hesitate to ask the Village Administrator any questions you have relating to the budget plan of the Village of Twin Lakes.

BUDGET LETTER





VILLAGE OF TWIN LAKES

108 East Main Street • P.O. Box 1024 • Twin Lakes, Wisconsin 53181

Phone (262) 877-2858 • Fax (262) 877-4019

November 22, 2017

To Honorable President Skinner, Village Trustees, and Village Residents:

I respectfully present the 2018 budget that was approved on November 20, 2017. This budget is designed to meet the existing and emerging needs of the Village. The budget reflects staff recommendations on how to best accomplish the Village's goals and current services. A rigorous effort was placed on creating a budget that focused on keeping taxes low, while safeguarding essential services that meet the needs of our residents.

The annual property tax bill issued each December includes taxes not only from the Village of Twin Lakes, but also from 6 overlying taxing jurisdictions. Beginning in 2018, State and County levies are now combined. Twin Lakes residents contribute to one of three local school districts. The chart below reports the breakdown of an estimated December 2017 property tax bill by jurisdiction.

Jurisdiction	Lakewood School District	Randall School District	Trevor/Wilmot School District
State of WI	0%	0%	0%
Kenosha County	20.42%	21.46%	19.47%
Village of Twin Lakes	19.68%	20.68%	18.76%
Gateway Tech College	3.34%	3.51%	3.19%
Wilmot UHS	23.62%	24.83%	22.53%
K8 School	31.25%	27.75%	34.45%
Community Library	1.31%	1.38%	1.25%
Twin Lakes Lake District	0.37%	0.39%	0.35%

Another way to see Twin Lakes' portion of the tax bill is to look at an average Twin Lakes property tax bill issued each year in December:

Average Assessed Value on Twin Lakes Homes: \$220,000.00

Estimated Total Property Tax Bill
on Average Home: \$5,520.00 (Randall School District example)

Twin Lakes Portion of Total Tax Bill (including Library Payment): \$1,131.99

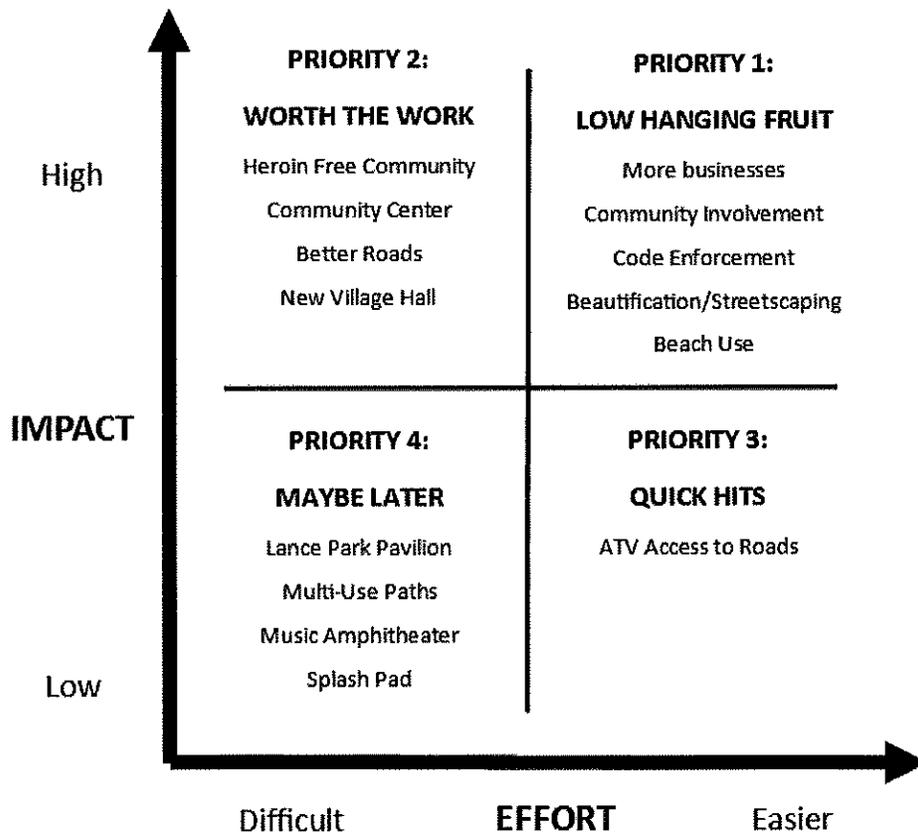
The chart below shows a tabular representation of what the average taxpayer pays to fund each service (in the General Fund) provided by the Village:

Twin Lakes Department	Average Taxpayer's Contribution	The Average "Monthly Bill"
Administration	\$126.03	\$10.50
Municipal Court	\$12.57	\$1.05
Elections	\$1.54	\$0.13
Building Inspection/Assessor	\$27.40	\$2.28
Legal/Engineering	\$6.84	\$0.57
Library	\$57.83	\$4.82
Public Works- Streets	\$235.58	\$19.63
Public Works- Parks	\$26.92	\$2.24
Public Works- Other	\$27.29	\$2.27
Police	\$405.54	\$33.80
Water Patrol	\$11.84	\$0.99
Dispatch	\$82.89	\$6.91
Fire	\$33.17	\$2.76
Rescue	\$9.45	\$0.78
Debt	\$61.81	\$5.15
Other	\$5.27	\$0.44

GENERAL BUDGET SUMMARY

Budget Timeline

The Village Board reviewed the budget timeline at the August 7, 2017 Committee of the Whole meeting. The timeline is created to keep staff on a set schedule to achieve a balanced, thorough budget proposal for approval at the November Regular Board meeting. The 2018 Budget Timeline was followed as established on the next page:



The Village Board established long term budgetary goals were threefold:

- 1) Maintain the current level of services
- 2) Build assigned reserves for street resurfacing to limit the need for borrowing
- 3) Maintain cash reserves (unclassified fund balance) and to maintain the desired 20% of operating budget

Long term goals are discussed between the Village Board, Village staff and the Village auditor on an annual basis and have been amended over the years as the Village continues to obtain stronger financial footing. The Board plans to revisit the goals established in the Strategic Planning session and to determine a timeframe of completion in the near future.

The short term goals discussed in the two budget workshops were as follows:

- 1) Do not increase the tax rate
- 2) Increase donations to community programs to keep up with rising costs
- 3) Implement succession plan for PW and Sewer retirement transitions
- 4) Continue saving for new park playground equipment and Village Hall remodel

Budget Considerations and Approach

The Village of Twin Lakes appears to be on the mend from the 2008 recession. The Village felt the true impact of the economic downturn in 2012 when the community-wide

revaluation resulted in a 19% drop in total assessed value. The Village has been conducting revaluations every 3 years to try and recapture any improvement in the local economy. Building permit revenue continues to be a major indicator of the health of the local economy. As shown in the table below, permit revenue resulting from home remodels, new homes and commercial development continue to exceed expectations.

	2013	2014	2015	2016	2017
Building Permit Revenue	\$64,763	\$116,474	\$120,257	\$118,709	\$128,056 YTD
New Homes	14	12	11	16	24

With two subdivisions in the works, Village staff expect continued improvement in building activity within the Village and have budgeted accordingly. Upon completion of the new homes, these properties will enhance our tax base.

Tax Mill Rate and Community Revaluation

The Village of Twin Lakes mill rate remains the same in 2018 with an increased levy of \$27,207. This is offset by a 0.75% increase in the community’s assessed value. The Village last conducted a market revaluation in 2015 and will perform another in 2018. The tax rate is \$5.1454 in 2018 which includes the tax payment for the Community Library.

Personnel and Wage Changes

The 2018 budget funds all positions funded in 2017. One additional Full Time Employee was approved for 6 months in 2018 to assist with a retirement transition. The budget reflects a 2% wage increase for all employees.

Department	2016	2017	2018
Administration	4 FT, 2 PT	4 FT, 2 PT	4 FT, 2 PT
Public Works	4 FT	4 FT	4.25 FT
Police	13 FT, 8 PT	13 FT, 8 PT	13 FT, 8 PT
Dispatch	5 FT, 4 PT	5 FT, 4 PT	5 FT, 4 PT
Sewer	3 FT	3 FT	3.75 FT
TOTAL	29 FT, 14 PT	29 FT, 14 PT	30 FT, 14 PT

Debt Issuance

There are no plans for issuing debt in 2018.

All general obligation debt is limited by state statute to 5% of equalized valuation. A Referendum will only be used on capital projects for bonding indebtedness if the state mandate debt limited will be exceeded for borrowing related to construction projects or asset purchases. The Village of Twin Lakes is currently at 16% of its available bonding

limit. With debt per capita at \$737, the Village's debt is considered to be at a healthy level.

THE BUDGET IN BRIEF

The following chart shows the major changes in the General Fund for 2018:

GENERAL FUND BUDGET ANALYSIS	
<u>REVENUE DECREASES:</u> -Water Patrol grant of \$5,000 -Law Enforcement Services (Salem Dispatching) of \$1,300	<u>REVENUE INCREASES:</u> -General Transportation Aids of \$14,771 -Building Permit fees of \$25,000 -Cable Television fees of \$18,000
<u>EXPENDITURE INCREASES:</u> -Donations of \$3,000 -Salt of \$52,000 -Library of \$10,385	<u>EXPENDITURE DECREASES:</u> -Legal of \$5,000 -Park programming of \$5,000

Major projects included in the 2018 budget are:

- 1) Begin engineering the remodeling of a Lift Station
- 2) Continue engineering, bid, and begin construction of 2018 Road Project
- 3) Go live with new dispatch software in 2018
- 4) Purchase new squad SUV to replace a squad car with high mileage

The 2018 Budget allows the Village to continue offering the same services at 2017. No personnel and no programs were cut. The Village expects to receive \$3.654M in property taxes in 2017/18, a \$27,207 increase from 2016/17. The Village has budgeted \$75,983 for contingency as required by the Financial Policy set by the Village Board. The 2018 budget requires a \$5/quarter increase in sewer bill charges. It also includes a \$9.10 increase in the annual refuse/recycling charge on the tax bill.

CLOSING

The 2018 budget represents a strong effort by Village Staff and the Village Board to focus on fiscally conservative policies in order to minimize the tax burden on property owners. I believe the 2018 budget provides a sound guide to the operations and spending activities of the Village of Twin Lakes.

Respectfully submitted,

Jennifer Frederick
 Village Administrator
 Village of Twin Lakes, Wisconsin

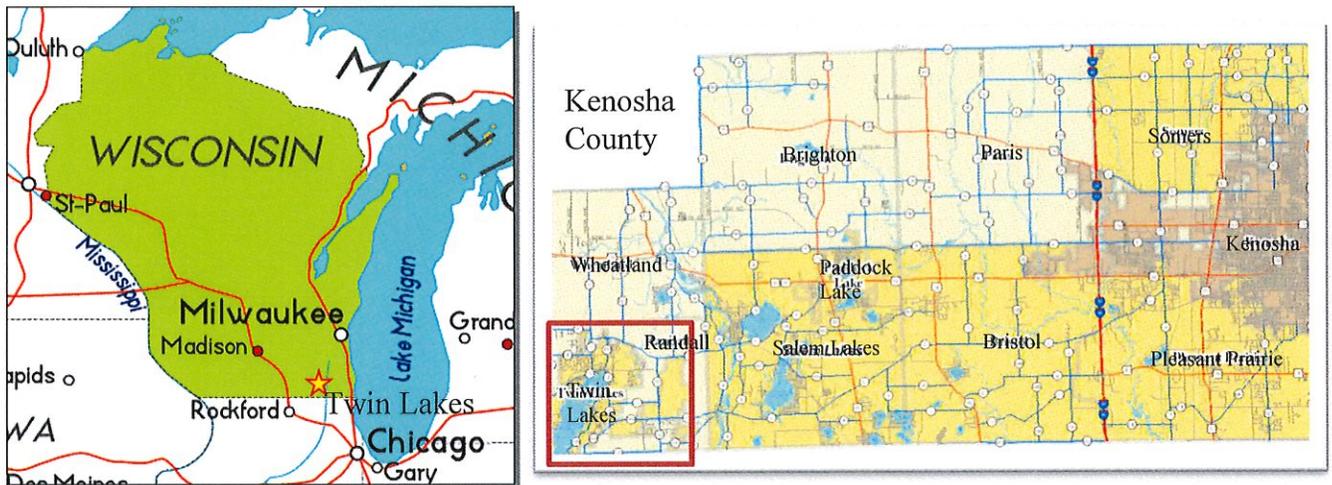
INFORMATION SECTION



INFORMATION ABOUT THE VILLAGE

The Village of Twin Lakes, Wisconsin is located on 5.4 square miles at the Illinois border east of US Highway 12 in western Kenosha County. Incorporated in 1937, Twin Lakes has enjoyed a long history as a prime home site for Native Americans as well as settlers who arrived later. With nearly 1,000 acres of water, the twin lakes of Mary and Elizabeth have drawn vacationers to numerous resorts as well as ice harvesters in the days of "ice box" refrigeration.

Today, while the ice harvesting has ended, many homes in Twin Lakes are used for recreation and the lakes remain a popular destination. Twin Lakes is home to about 6,080 permanent residents with about a third more spending only part of the year here.



Village Statistics

The 2015 median household income in Twin Lakes was \$59,671*. Of the permanent residents in Twin Lakes, 7% were under age 5, 18% were 5-18 years old, 64% were 18-64 years old and 11% were over age 65. This is important in targeting programming and funding to meet cultural, recreational and infrastructure needs of the community.

According to the Village Assessor, the median home value in 2016 was \$220,000 in Twin Lakes.

In 2015, unemployment was at 4.2%** in Twin Lakes, 0.5% higher than the state average.

The Village of Twin Lakes is primarily comprised of residential properties, with three central business corridors (North Lake, South Lake, and Main Street). Only one property is zoned manufacturing- Allied Plastics, a plastic thermo-forming company and one of the largest non-residential taxpayers in Twin Lakes.

**(Source: 2010 American Community Survey) ; **(Source: City-data.com)*

WISCONSIN PROPERTY VALUATIONS AND PROPERTY TAXES

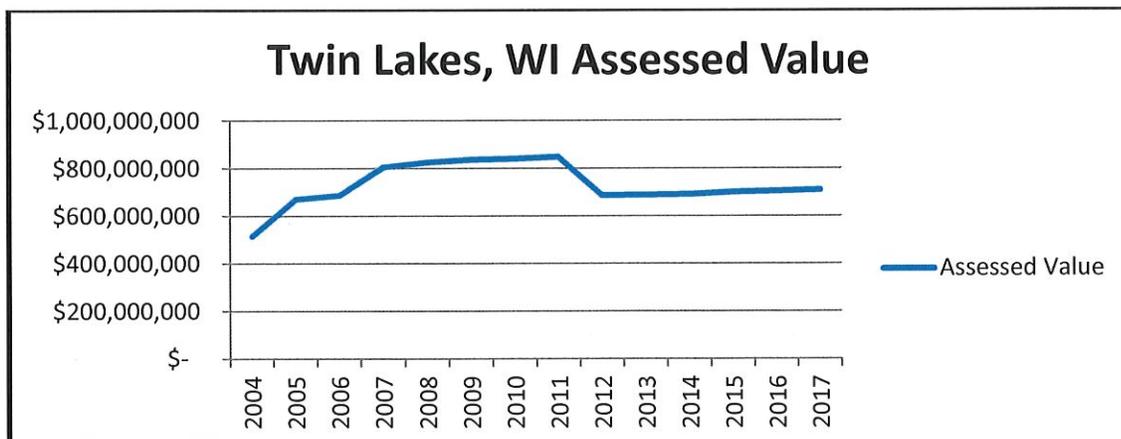
Equalized Value

Wisconsin Statutes, Section 70.57, requires the Department of Revenue to annually determine the equalized value (also referred to as full equalized value or aggregate full value) of all taxable property in each county and taxation district. The equalized value is an independent estimate of value used to equate individual local assessment policies so that property taxes are uniform throughout the various subdivisions (cities, villages, and towns) in the state. Equalized value is calculated based on the history of comparable sales and information about value changes or taxing status provided by the local assessor. A comparison of the state determined equalized value and the local assessed value, expressed as a percentage, is known as the assessment ratio or level of assessment.

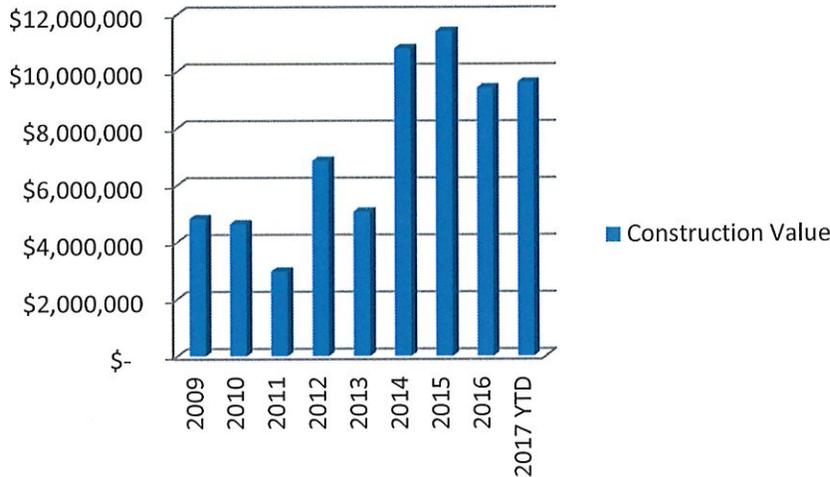
The Department of Revenue notifies each county and taxing jurisdiction of its equalized value on August 15; school districts are notified on October 15. The equalized value of each county is the sum of the valuations of all cities, villages and towns within its boundaries. Taxing jurisdictions lying in more than one municipality, such as counties, school districts, or special taxing districts, use the equalized value of the underlying units in calculating and distributing their respective levels. Equalized values are also used to apportion state aids and calculate municipal general obligation debt limits.

Assessed Value

The “assessed value” of taxable property in a municipality is determined by the local assessor, except for manufacturing properties which are valued by the State. Each city, village or town retains its own local assessor, who must be certified by the Wisconsin Department of Revenue. Assessed value is used by these municipalities to determine tax levy mill rates and to apportion levies among individual property owners. Beginning in 1986, the State required that the assessed values must be within 10% of State equalized values at least once every five years. The local assessor values property as of January 1 each year and is required to submit those values to each municipality by the second Monday in May. The assessor also reports any value changes taking place since the previous year, to the Department of Revenue, by this same date.



Building Permits- Construction Value



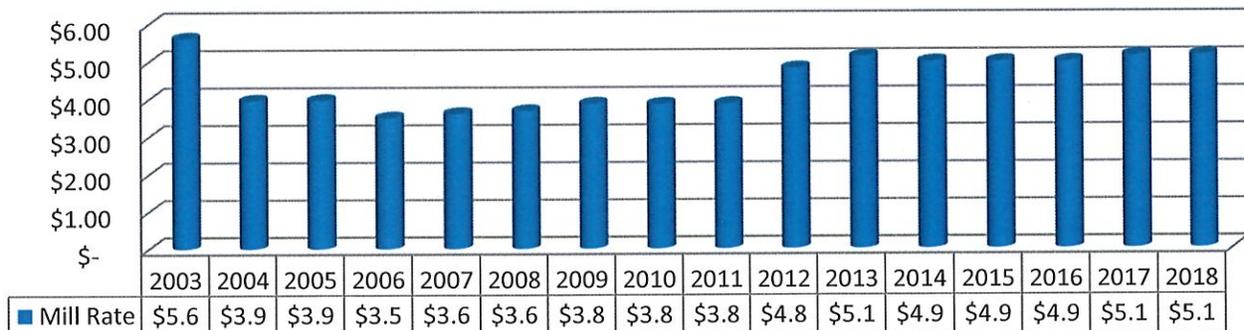
YEAR	PERMITS ISSUED
2009	268
2010	234
2011	209
2012	258
2013	260
2014	273
2015	302
2016	294
2017 YTD	280

Tax Rate and Mill Rate

The Village of Twin Lakes produces a tax rate based off its budget. The tax rate is calculated by simply dividing the amount of taxes needed by the total assessed value of all taxable property in the Village. Once the tax rate when multiplied by the assessed value of your property, equals what you owe in taxes- your tax bill. The tax rate is often expressed in terms of dollars per thousand, or as a “mill rate.”

$$\text{MILL RATE} = \text{LEVY} \div (\text{ASSESSED VALUE}/1000)$$

Twin Lakes Mill Rate History*



THE BUDGET PROCESS

The Village budget process is outlined in Chapter 3.04 of the Village of Twin Lakes’ Code of Ordinances. By ordinance, the budget process must begin prior to October 1 each year. It is

typically started in September with the Village Administrator proposing a budget timeline to the Village Board. Once the timeline is approved, it is distributed to department heads and all deadlines are followed to ensure a timely adoption of the budget. Residents wishing to receive a copy of the budget timeline may inquire at Village Hall.

Goal Setting

The Village Administrator meets with the Village Board after setting the budget timeline to discuss short and long term strategies and goals that will serve as the foundation of all Village programs and services in order to align funding with the needs and wants of the community.

Department Review

Department heads are given the current year's year-to-date spending reports to assist them in forecasting their needs for the subsequent year. The Village Administrator reviews department goals and priorities with each department head at the onset of the budget process. Department heads then determine their budgetary needs and submit a report to the Village Administrator for consideration. The Village Administrator reviews all department requests and drafts a balanced budget for Village Board consideration at their first Budget Workshop.

Village Board Review and Adoption

The Village Board reviews the Administrator's draft budget at a Budget Workshop typically held in mid-October. The Administrator reviews each fund and department with the Village Board and answers questions. A second Budget Workshop is held within the next week to continue review and for the Village Administrator to follow up on outstanding questions and research items. The preliminary budget is then published for public input and review. A public hearing and final approval of the budget is typically conducted at the November Regular Board meeting. After adoption, the Village Administrator is tasked with monitoring revenues and expenditures to stay within adopted limits.

Budget Amendments

Budget amendments can be approved throughout the year; however the Village Administrator typically does one Budget Amendment resolution in October of each year to re-appropriate funds as needed for purchases already made and purchases planned before year's end.

VILLAGE FINANCIAL STRUCTURE

Budgetary Fund Structure

The Village only produces a budget for its operational funds. Other non-major funds do exist for miscellaneous purposes which are included in the Village's audited financial statements. Government accounting uses Fund Accounting principles. The Village has several funds:

BUDGETARY FUND STRUCTURE

Fund Type:	GENERAL FUND	SPECIAL REVENUE FUND	ENTERPRISE FUND	CAPITAL PROJECTS FUND	DEBT SERVICE FUND
What does it do?	Services General Operations of the Village	Services specific programs and functions of the Village	Run like its own business, where revenues MUST cover expenses	Manages all Capital Equipment purchased using debt proceeds	Manages all debt proceed receipting and loan payment processing
How is it funded?	Funded through several revenue sources including the tax levy	User charges and fees are collected to offset the costs of providing the service, however tax levy is still needed	User charges and fees cover 100% of the costs of providing the service. NO tax dollars support this function	Debt proceeds and levy cover the costs of capital project purchases	Loan payments are paid for through designated user charges and tax levy
Which funds?	Fund 100 – General Government, Public Works, and Public Safety and Fund 400*- Lake Protection & Rehabilitation District	Fund 600- Sanitation and Fund 800- Launch/Marina	Fund 200- Sewer and Fund 900- CDBG	Fund 700- Capital Projects and Fund 150- TIF	Fund 500- Debt Service
Which departments and facilities?	Village Hall Roads, Parks, Building Maintenance, Police	Noxious weeds, yard waste recycling center, refuse/recycling	Wastewater Treatment Plant, lift stations and sewer lines	Capital projects for any department or facility	All departments and projects except sewer-related debt
Budgetary Basis**	Modified Accrual	Modified Accrual	Accrual	Modified Accrual	Modified Accrual

*The Lake District Fund (400) is operated as a separate General Fund for the Lake Protection & Rehabilitation District, as they are their own taxing jurisdiction.

****Budgetary Basis**

There are three basis of accounting that are used when projecting revenue and expenditures in a municipal budget. The three basis types are:

- **CASH BASIS:** indicates transactions are recognized only when cash is increased or decreased;
- **ACCURAL BASIS:** indicates revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not);
- **MODIFIED ACCRUAL BASIS:** is the method under which revenues and other financial resource increments are recognized when they become susceptible to accrual; that is, when they become both “measurable” and “available to finance expenditures of the current period.” “Available” means collectible in the current period or soon enough thereafter to be used to pay the liabilities of the current period.

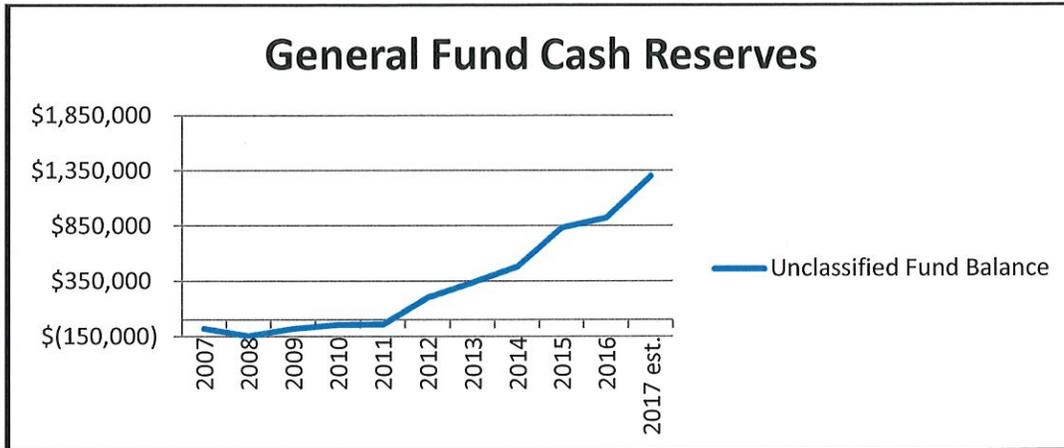
TWIN LAKES FINANCIAL POLICIES

As a means to maintain and foster good financial health for the Village of Twin Lakes, the Village Board of Trustees has adopted several Financial Policies to guide the financially related activities of the Village’s operations.

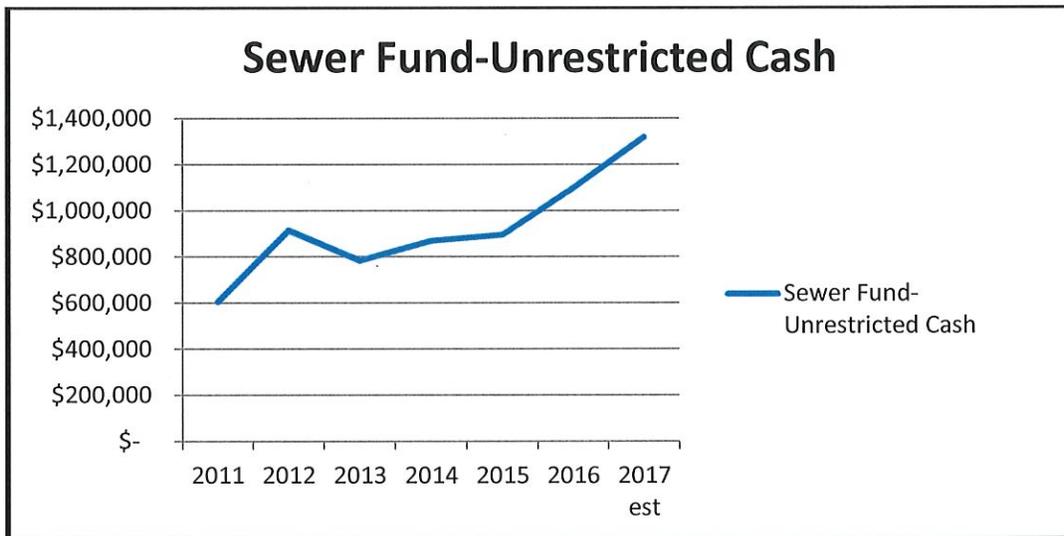
Cash Reserves

To maintain the liquid cash flow of the Village and to avoid short term borrowing or available cash deficiencies, the Village will seek 15% cash reserves by 2020 in the General Fund and continue 25% reserves in the Sewer Fund as well as any other operational fund created by the Village in the future. To determine cash reserves, the Village works to build an “Unclassified Fund Balance” as shown in the annual audit. Unclassified fund balance is cash on hand that is not assigned or designated for a specific purpose.

Prior to 2012, the Village Finance Policy required 25% reserves; however that requirement was never met. In 2012, the Village borrowed \$125,000 from the State Trust Fund to replenish the Unclassified Fund Balance in the General Fund. In 2017, special assessments were collected to pay back the loan. In 2012, the Village Board adopted a policy to build Unclassified Fund Balance reserves to 10% by 2020. The Village achieved this goal in 2014 and the policy was amended in 2015 to build to 15% reserves by 2020. That goal, too, was met at the end of the 2015 audit. In 2017, the Financial Policy was amended to require 15% reserves annually. The Cash Reserve policy also requires \$75,000 be budgeted annually for “contingency” and that a balanced budget be passed annually. A balanced budget requires operational revenues to meet or exceed expenditures for the budget year.



The Sewer Utility, as its own separate Enterprise Fund, also tracks unrestricted cash reserves through the annual audit process. The Financial Policy requires 25% reserves, and that requirement is currently being met.



Tax Levy Consistency

To minimize unwarranted fluctuations in the annual tax levy caused by the use of widely varying surplus funds remaining each year to offset the levy needs, the Village Board will discontinue this practice. Any surplus funds available at the end of each year will be maintained in the unobligated cash reserves of the Village pursuant to Village policy. Further, the Village Board may annually determine to use some or all of the previous year's surplus funds for specified capital or one time only purchases. The Village Board has authorized the Village Administrator to assign Fund Balance during the audit process to different projects' savings accounts in order to build funding for designated future projects.

Assets

For auditing and accounting purposes, only individual items with a purchase value of greater than or equal to \$5,000 and an estimated useful life of at least 3 years will be included in the total assets of the Village. This policy shall be applicable to acquisitions made during the 2006 fiscal year and all subsequent years.

Unplanned Revenues

When the Village receives or anticipates receiving significant funds that are either unplanned or are unknown only to be available for a short or mid-term amount of time, these revenues shall not be used to directly offset the amount levied by the Village for property taxes except as herein defined. At least fifty percent (50%) of the funds shall be used to provide assistance for specified programs operated by School Districts local to Twin Lakes. Funds may be used to offset increases in the Tax Levy when these increases are made to cover the operating expenses caused by the activity generating the funds and said expenses will be discontinued after the activity ceases. Additionally, short/mid-term or unanticipated funds may be used to offset operating expenses and tax levies as part of a planned expansion of resources to serve an area that will be redeveloped or reused in such a manner as to provide adequate tax base to offset the additional costs once the short/mid-term or unanticipated funds are discontinued.

Investments

- 1 Funds – Subject to the provisions of this policy, the Treasurer or his/her designee shall have control of and discretion in the investment of all Village funds that are not immediately needed and are available for investment. These funds are accounted for in the Financial Statements of the Annual Auditor's Report and include: General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, TIF Funds, and any new fund created by the legislative body unless specifically exempt. When permitted by law, cash from several different funds may be pooled for investment.
- 2 Intent- It is the intent of the Village Board that the Accountant/Treasurer utilize a wise and prudent cash management system within the level of his/her expertise in such a manner to ensure maximum investment earnings, while at the same time be able to respond promptly to authorized expenditures. The primary objectives, in priority order, of the Village's investment activities shall be:
 - A Safety- Safety of principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification and collateralization are two methods that may be used to attain this objective. The FDIC protects deposits up to \$100,000. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues under Statutes 20.144(1)(a) and 34.08(2) up to \$400,000 for any one public depositor in any individual public depository.
 - B Liquidity- The Village's investment portfolio will remain sufficiently liquid to enable the Village meet all operating requirements that might be reasonably anticipated.
 - C Return on Investment: The Village's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, taking into account the Village's investment risk constraints and the cash flow characteristics of the portfolio.
- 3 Scope- This policy is limited in its application to funds that are not immediately needed and are available for investment. Other funds, the investment of which is subject to special federal and/or state laws and regulations, shall be invested in accordance with such laws and regulations to the extent they may be inconsistent with the provision of this policy.

- 4 Responsibility- In exercising his/her investment responsibilities, the Accountant/Treasurer shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a similar capacity, with the same resources, and familiar activity, with a like purpose.
- 5 Diversification- the Village will attempt to diversify its investments according to type, maturity and institution. The portfolio, as much as possible, should contain both short-term and long-term investments. The Village shall attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields, however, no more than fifty percent (50%) of the Village's total investment portfolio shall be invested in a single security type or with a single financial institution.
- 6 Investments- The investment of the Village funds shall be in accordance with Sections 34.01 and 66.0603 Wis. Stats. As follows:
 - A Certificates of Deposit- Village funds may be invested in time deposits in any credit union, bank, savings bank, trust company, or savings and loan association, which is authorized to transact business in the State of Wisconsin. Preference may be given, within reason, to Twin Lakes area financial institutions. Subject to the exception set forth in paragraph G herein, a maximum of five hundred thousand dollars (\$500,000), the amount of State and FDIC insurance limits, may be invested in each such institution unless collateralized and approved by the Village Board.
 - B Government Bonds and Securities- Village funds may be invested in United States government bonds or securities which are direct obligations of or guaranteed as to principal and interest by the federal government; and bonds, or securities which are obligations of an agency, commission, board or other instrumentality of the federal government. The securities must be purchased through financial institutions authorized to conduct business in the State of Wisconsin and placed in safekeeping in a segregated account in the Village's name at any designated public depository or approved financial institution.
 - C Local Government Investment Pool- Village funds may be invested in the Wisconsin Local Government Investment Pool at the discretion of the Accountant/Treasurer. Investment limitations shall not apply.
 - D Savings Deposit- Village funds may be invested in interest bearing savings, demand deposit and Money Market accounts.
 - E Securities- In accordance with 1987 Wisconsin Act 399, Village funds may be invested in securities if the security has a rating which is the highest or second highest rating category assigned by Moody's Investor Service, Standard and Poor's Corporation or other similar nationally recognized agency.
- 7 Collateralization- Collateralization will be required on certificates of deposit that exceed the State and FDIC insurance limits. In order to anticipate changes and provide a level of security for all funds, the collateralization level will be one hundred two percent (102%) of the market value of principal and accrued interest. Collateral shall be limited to securities of the US Treasury and its agencies.

OFFICIALS AND CONSULTANTS

Elected Officials:

Village President	Howard Skinner
Village Trustee	Barb Andres
Village Trustee	Sharon Bower
Village Trustee	Tom Connolly
Village Trustee	Kevin Fitzgerald
Village Trustee	Aaron Karow
Village Trustee	Jeremy Knoll

Appointed Officials/Department Heads:

Village Administrator	Jennifer Frederick
Clerk	Laura Roesslein
Treasurer	Alexandra Dowden
Police Chief	Adam Grosz
Fire Chief	Stan Clause, Jr.
Sewer Plant Head Operator	Terry Trongeau
DPW Lead Foreman	Bill Kaskin

Contracted Officials:

Village Attorneys	Tim Pruitt, Pruitt, Ekes & Geary Robert Mulcahey, Michael Best & Friedrich LLP
Village Assessor	Jim Danielson, Accurate Appraisal
Village Engineer	Greg Droessler, Town & Country Engineering
Village Planner	Tanya Fonseca, Graef

Contracted Auditor:

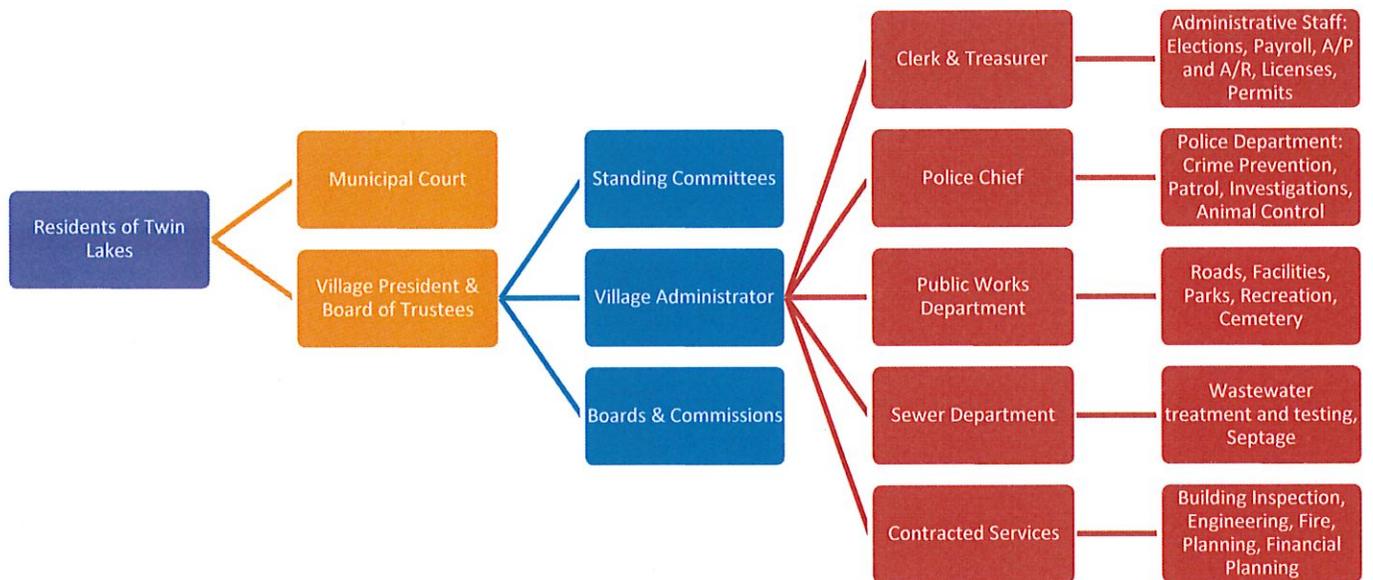
David Maccoux, Schenck S.C.

Financial Consultants

Dawn Gunderson, Ehler's Inc.

ORGANIZATIONAL CHART

Approved: October 24, 2012



- BOARDS & COMMISSIONS:**
- Board of Appeals
 - Board of Review
 - Cemetery Board
 - Community Growth Commission
 - Election Board
 - Ethics Board
 - Housing Committee
 - Lake Protection & Rehabilitation District Steering Committee
 - Library Board
 - Park Board of Commissioners
 - Plan Commission/ Design Review Board
 - Police Commission

- STANDING COMMITTEES:**
- Administration, Finance, Judiciary & Licensing
 - Building & Zoning, Plan Commission, Public Buildings
 - Cemetery, Sanitation, Recycling, Seniors
 - Police, Fire, Lake Control, Parks & Beaches
 - Sewer, Health and Environment, Youth, Library
 - Streets & Roads, Equipment, Streetlights, Weeds, Lake Planning & Protection

2018 ANNUAL BUDGET

OVERALL SUMMARY

	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed
OVERALL SUMMARY					
GENERAL EXPENSES					
GENERAL OPERATIONS					
GENERAL ADMINISTRATION	\$941,355	\$988,823	\$792,573	\$841,153	\$988,107
PUBLIC WORKS	\$682,568	\$762,681	\$497,432	\$582,400	\$1,233,131
PUBLIC SAFETY	\$2,186,718	\$2,144,679	\$1,837,190	\$2,036,972	\$2,230,167
TOTAL GENERAL OPERATIONS	\$3,810,641	\$3,896,183	\$3,127,195	\$3,460,525	\$4,451,405
OTHER OPERATIONS					
CAPITAL OUTLAY	\$42,174	\$183,078	\$167,074	\$194,664	\$92,495
CAPITAL PROJECTS PAID THROUGH BORROWING	\$276,022	\$166,000	\$233,848	\$233,848	\$0
TOTAL OTHER OPERATIONS	\$42,174	\$183,078	\$167,074	\$194,664	\$92,495
TOTAL GENERAL FUND	\$3,852,815	\$4,079,261	\$3,294,269	\$3,655,189	\$4,543,900
OTHER GENERAL ACTIVITY EXPENSES					
SANITATION FUND	\$462,920	\$501,019	\$437,991	\$501,602	\$526,152
LAUNCH MARINA FUND	\$8,970	\$14,769	\$5,939	\$5,842	\$9,869
CDBG HOUSING LOAN FUND	\$2,214	\$0	\$80	\$80	\$0
DEBT SERVICE FUND	\$298,520	\$247,460	\$247,460	\$247,460	\$263,020
TOTAL OTHER GENERAL ACTIVITY FUNDS	\$772,624	\$763,248	\$691,470	\$754,983	\$799,041
TOTAL GENERAL EXPENSES	\$4,625,439	\$4,842,509	\$3,985,739	\$4,410,172	\$5,342,941
GENERAL REVENUE					
ANTICIPATED RECEIPTS	\$1,056,689	\$808,385	\$903,217	\$1,055,961	\$844,239
CHARGES FOR SERVICE	\$471,946	\$480,519	\$478,240	\$478,240	\$505,152
DEBT PROCEEDS	\$199,115	\$775,000	\$775,000	\$775,000	\$0
GRANTS	\$15,659	\$15,000	\$17,361	\$17,361	\$15,000
APPL OF PRIOR YEAR APPROPRIATION	\$0	\$166,000	\$0	\$231,903	\$400,000
TO BE RAISED BY TAXATION					
FOR GENERAL OPERATIONS	\$3,163,249	\$3,346,476	\$3,347,220	\$3,347,220	\$3,362,661
FOR CAPITAL PROJECTS	\$0	\$2,868	\$2,868	\$2,868	\$0
FOR SANITATION	\$0	\$0	\$0	\$0	\$0
FOR LAUNCH/MARINA	\$35,039	\$29,971	\$29,971	\$29,971	\$28,301
FOR SEWER UTILITY	\$0	\$0	\$0	\$0	\$0
FOR DEBT SERVICE	\$298,520	\$247,460	\$247,460	\$247,460	\$263,020
TOTAL TO BE RAISED BY TAXATION (VILLAGE + LIBRARY)	\$3,496,808	\$3,626,775	\$3,627,519	\$3,627,519	\$3,653,982
TAX RATE		<i>\$5.1454</i>			<i>\$5.145400</i>
TOTAL ASSESSED VALUATION		\$704,858,200			\$710,145,400
TOTAL TO BE RAISED BY TAXATION (VILLAGE ONLY)		\$3,391,077			\$3,407,899
TOTAL TO BE RAISED BY TAXATION (LIBRARY ONLY)		\$235,698			\$246,083
SEWER UTILITY FUND					
TOTAL SEWER FUND REVENUES	\$1,544,446	\$1,577,526	\$984,268	\$1,151,594	\$1,612,074
TOTAL SEWER FUND EXPENSES	\$1,092,991	\$1,577,526	\$809,490	\$897,463	\$1,612,074
TAX INCREMENTAL FINANCING DISTRICT #1					
TOTAL TID REVENUES	\$139,185	\$181,321	\$179,333	\$180,025	\$160,597
TOTAL TID EXPENSES	\$153,879	\$162,245	\$74,569	\$175,584	\$160,086
TOTAL VILLAGE ANNUAL EXPENSES	\$5,872,309	\$6,582,280	\$4,869,798	\$5,483,219	\$7,115,101
TOTAL EXPENSES (NO TID)	\$5,718,430	\$6,420,035	\$4,795,229	\$5,307,635	\$6,955,015
TWIN LAKES PROTECTION AND REHABILITATION DISTRICT - SPECIAL FUNDS					
TOTAL PROTECTION AND REHAB REVENUES	\$85,825	\$71,580			\$121,681
TOTAL PROTECTION AND REHAB EXPENSES	\$53,865	\$71,580			\$121,681
TOTAL TO BE RAISED BY TAXATION- PROTECTION AND REHAB		\$68,080			\$68,660
		<i>\$0.096587</i>			<i>\$0.096530</i>

2017 values in italics reflect budget amendments.

GENERAL FUND



REVENUES



Revenues collected for the General Fund fall into six categories: anticipated receipts, charges for service, debt proceeds, grants, revenue from prior year's borrowing, and funds raised through taxation, known as the tax levy.

2018 DEPARTMENT GOALS AND OBJECTIVES: Continue monitoring user charge and fee rates for competitiveness. Continue conservative revenue forecasting as the economy improves and the Village builds its fund balance.

Budget	Tax Levy– General Fund	Budget	Total Revenues
2016	\$3,147,500	2016	\$3,965,473
2017	\$3,346,476	2017	\$4,066,706
2018	\$3,362,661	2018	\$4,543,900

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
ANTICIPATED REVENUES**

1. The total levy is divided into the General Fund (\$3,362,661), Debt Service Fund (\$263,020), Launch/Marina Fund (\$28,301), and the Capital Projects Fund (\$0) for a total levy of \$3,653,982. This is a 0.75% increase in the levy from 2017 to 2018.
2. State shared revenue for 2018 is estimated at approximately \$65,421 by the Department of Administration, which is a \$19 decrease from the previous year.
3. This line accounts for both the State (DNR) reimbursement for Water Patrol and the Lake District contributions for this activity. Based on discussions with Water Patrol Staff, we anticipate a reimbursement of about 70% of ongoing expenses from the State. Reimbursements occur in the year after the expense is made and, as such, the 2017 estimated amount reflects 2016 expenses and the 2018 budget reflects 2017 expenses.
4. In 2016, the Police Department was awarded a matching grant to help cover the cost of bulletproof vests for Police Officers. The expense and reimbursement of 3 vests will occur in 2018.
5. The amount of assistance anticipated for general transportation projects, which includes, primarily, road paving and other maintenance, to be received by the Village in 2018 is a \$14,771 increase from 2017. This funding is set by the State.
6. The State makes a payment to the Village to approximate property taxes on the State-owned portion of the Lake Elizabeth Boat Launch property.
7. The Local Road Improvement Program provides matching funds for specific municipal road projects. Twin Lakes is eligible to apply for these funds in every other State biennium (every four years) and won't be eligible to receive this support until in 2020.
8. This housing construction market and local economy is improving; however the budget continues to be conservative with forecasting effects of new construction.
9. This line anticipates one or two appeals to be filed with the Village with such revenues used to cover costs associated with these requests.
10. This amount accounts for the revenue received for Country Thunder police coverage. The Village sees no cost for the extra patrol needed during the festival.
11. This line reflects payments received for usage of Lance Park and Millennium Park. This includes payments by tenants that lease the Concession Stand at Lance Park's Scout House. Residents and Non-Residents can rent the amphitheater or Scout House at Lance Park or the park shelter at Millennium Park for a fee.
12. The Village receives revenue through leasing out boat slips at both Hickory Point Marina and Indian Point Marina. The lease rate increases 3% annually.

13. The Village receives revenue for the rental of ground space to the occupants of the cell tower at the Police Department.
14. This revenue line shows the payments made by various license applicants for the cost of required publications in the local paper related to their respective applications. This is a pass-through cost.
15. The Village anticipates selling a police squad in early 2018; the proceeds of the sale will go to this line.
16. This line accounts for the gross revenue received for outside sponsorships of various park programming efforts including Movies in the Park and Music in the Park.
17. This line accounts for the use of reserved fund balance from the prior year to pay for appropriations in 2018. The Village saves \$150,000 each year for a future road project. Every three years or so, a large project is performed. The Village anticipates spending \$400,000 of the savings for a the 2018 road project.

2018 ANNUAL BUDGET

FUND	100- General Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL FUND REVENUES							
100-50-41111-000	PROPERTY TAX SETTLEMENT	\$3,163,249	\$3,346,476	\$3,347,220	\$3,347,220	\$3,362,661	1
100-51-43410-000	SHARED REVENUE	\$65,494	\$65,440	\$9,076	\$65,474	\$65,421	2
100-51-43420-000	FIRE DEPT CREDITS	\$21,368	\$18,000	\$23,116	\$23,116	\$18,000	
100-51-43521-000	POLICE DEPT TRAINING REIMB	\$0	\$1,500	\$0	\$0	\$1,000	
100-51-43522-000	WATER PATROL	\$41,458	\$30,000	\$28,382	\$28,382	\$25,000	3
100-51-43524-000	OTHER PUBLIC SAFETY GRANTS	\$16,840	\$4,500	\$15,563	\$15,563	\$1,500	4
100-51-43531-000	GENERAL TRANSPORTATION AIDS	\$261,300	\$268,420	\$267,847	\$267,847	\$283,191	5
100-51-43660-000	PAYMENT IN LIEU OF TAXES	\$3,305	\$3,000	\$16,896	\$16,896	\$10,000	6
100-51-43692-000	INFRASTRUCTURE GRANT	\$19,331	\$0	\$0	\$0	\$0	7
100-51-48950-000	EXEMPT COMPUTER AID	\$1,454	\$420	\$421	\$421	\$427	
100-52-44100-000	OPERATOR LICENSES	\$4,229	\$2,500	\$2,473	\$2,500	\$2,500	
100-52-44101-000	CABLE TELEVISION	\$108,446	\$72,000	\$53,236	\$106,472	\$90,000	
100-52-44102-000	CLASS "A" LICENSES	\$1,800	\$1,300	\$1,800	\$1,800	\$1,300	
100-52-44103-000	CLASS "B" LICENSES	\$11,105	\$10,200	\$10,220	\$10,220	\$10,200	
100-52-44104-000	WEIGHTS & MEASURES LIC	\$1,616	\$1,600	\$1,600	\$1,600	\$1,600	
100-52-44106-000	MISC LICENSES	\$1,675	\$200	\$220	\$220	\$200	
100-52-44300-000	BUILDING SWR PERMIT FEES	\$118,709	\$75,000	\$121,251	\$141,864	\$100,000	8
100-52-44901-000	OCCUP PERMIT FEES	\$650	\$100	\$1,300	\$1,521	\$400	
100-52-46100-000	AMUSEMENT LICENSES	\$1,450	\$1,400	\$1,325	\$1,325	\$1,300	
100-52-46101-000	CABARET LICENSE	\$1,300	\$1,000	\$1,100	\$1,100	\$1,000	
100-52-46102-000	CIGARETTE LICENSES	\$600	\$500	\$600	\$600	\$500	
100-52-48901-000	DOG LICENSES	\$1,438	\$1,250	\$1,271	\$1,487	\$1,200	
100-53-45100-000	COST AND FINES	\$34,070	\$25,000	\$29,011	\$33,943	\$25,000	
100-53-45103-000	PARKING TICKETS	\$855	\$1,000	\$650	\$761	\$700	
100-53-45105-000	ALARM FINES	\$0	\$0	\$0	\$0	\$0	
100-54-44105-000	BOARD OF APPEALS FEES	\$1,800	\$1,000	\$3,000	\$3,000	\$1,000	9
100-54-44301-000	DESIGN REVIEW/PLAN COM FEES	\$1,075	\$500	\$1,575	\$1,575	\$500	
100-56-46210-000	COUNTRY THUNDER REIMBURSEMENT	\$12,522	\$7,100	\$15,528	\$15,528	\$7,100	10
100-54-46540-000	CEMETERY GRAVESITES	\$4,400	\$1,500	\$3,500	\$4,095	\$1,500	
100-54-46720-000	PARK RENTALS	\$1,050	\$2,500	\$2,100	\$2,100	\$2,500	11
100-54-46750-000	BOAT RAMP FEES	\$16,907	\$15,000	\$15,089	\$15,200	\$15,000	
100-54-46751-000	ASSOCIATION PIER SLIP RENTAL	\$8,870	\$8,350	\$9,136	\$9,136	\$8,800	12
100-55-47321-000	LAW ENFORCEMENT SERVICES- SALEM DISPATCHING	\$2,880	\$1,300	\$214	\$214	\$0	
100-55-47390-000	PROBATION/PAROLE	\$6,652	\$6,250	\$5,117	\$5,987	\$6,000	
100-55-49200-000	SANITATION ADMIN CHGS	\$5,000	\$5,000	\$5,914	\$5,914	\$5,000	
100-55-49201-000	LAUNCH/MARINA ADMIN CHGS	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
100-56-45104-000	TOWER RENTAL	\$54,363	\$50,000	\$52,389	\$54,000	\$55,000	13
100-56-46103-000	LICENSE PUBLICATIONS	\$237	\$200	\$146	\$171	\$200	14
100-56-48109-000	INTEREST EARNINGS	\$16,774	\$1,000	\$23,230	\$27,179	\$8,000	
100-56-48112-000	INTEREST ON TAXES CHARGED	\$913	\$200	\$52	\$61	\$200	
100-56-54830-000	SALE OF ASSETS	\$0	\$8,000	\$6,000	\$6,000	\$2,000	15
100-56-48500-000	DONATIONS/SPONSORSHIPS	\$5,800	\$3,000	\$2,425	\$2,425	\$3,000	16
100-56-48900-000	MISC INCOME	\$120,047	\$23,000	\$51,961	\$60,794	\$23,000	
100-56-48903-000	INS DIVIDENDS/PAYBACKS	\$7,800	\$30,655	\$48,478	\$48,478	\$0	
	ONGOING REVENUE TOTAL	\$4,150,832	\$4,097,361	\$4,182,432	\$4,334,188	\$4,143,900	
100-56-49101-000	APPL OF PRIOR YEAR APPROPRIATIONS	\$0	\$0	\$0	\$0	\$400,000	17
	TOTAL GENERAL FUND REVENUES	\$4,150,832	\$4,097,361	\$4,182,432	\$4,334,188	\$4,543,900	

EXPENSES

TOTAL EXPENSES	\$3,852,815	\$4,079,261	\$3,294,269	\$3,655,189	\$4,543,900
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EXPENDITURES INCLUDE GENERAL ADMINISTRATION, PUBLIC WORKS, AND PUBLIC SAFETY. EXPENDITURE ACCOUNTS ARE LISTED WITHIN EACH DEPARTMENT'S SECTION.

Balanced: \$ -

<ul style="list-style-type: none"> <li style="background-color: #d9e1f2; padding: 2px;">GENERAL PROPERTY TAX <li style="background-color: #d9ead3; padding: 2px;">INTERGOVERNMENTAL REVENUE <li style="background-color: #d9ead3; padding: 2px;">LICENSES & PERMITS <li style="background-color: #d9ead3; padding: 2px;">FINES, FORFEITS, & PENALTIES 	<ul style="list-style-type: none"> <li style="background-color: #d9ead3; padding: 2px;">PUBLIC CHARGES <li style="background-color: #d9ead3; padding: 2px;">INTERGOVERNMENTAL CHARGES <li style="background-color: #d9ead3; padding: 2px;">MISCELLANEOUS
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GENERAL ADMINISTRATION



General Administration consists of the following functions: clerk, treasurer, finance, human resources, legal, engineering, building inspection, municipal court, Community Library, and boards & commissions.

Village Hall is located at 108 East Main Street. Office hours are 9am to 5pm.

2018 DEPARTMENT GOALS AND OBJECTIVES:

Continue training and professional development for new Clerk. Research Village contracts and rebid for competitiveness. Continue focus on improving Building Inspection availability and retirement transition.

	Full Time	Part Time	Contracted	Budget	Expenditures
Administrator	1	0	0	2016	\$1,025,844
Clerk	2	1	0	2017	\$1,090,646
Treasurer	1	1	0	2018	\$988,107
Building Inspection	1	0	1		

2018 ANNUAL BUDGET

FUND	100- General Fund
DEPARTMENT	N/A

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL ADMINISTRATION							
100-10-41111-238	CHARGEBACKS / ANNEXATIONS	\$0	\$0	\$0	\$0	\$0	
PLAN COMMISSION							
100-10-51100-230	POSTAGE	\$35	\$0	\$11	\$30	\$0	
100-10-51100-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL PLAN COMMISSION	\$35	\$0	\$11	\$30	\$0	
BOARD OF APPEALS							
100-10-51101-229	ADVERTISING/CLASSIFIEDS	\$146	\$0	\$378	\$400	\$200	
100-10-51101-230	POSTAGE	\$90	\$0	\$84	\$90	\$75	
100-10-51101-232	LEGAL	\$0	\$0	\$3,708	\$3,900	\$3,000	
100-10-51101-250	MISCELLANEOUS	\$20	\$0	\$0	\$0	\$0	
	TOTAL BOARD OF APPEALS	\$256	\$0	\$4,170	\$4,390	\$3,275	
100-10-51102-122	FICA RESERVE	\$0	\$100	\$0	\$0	\$0	
100-10-51112-120	RETIREMENT RESERVE	\$0	\$100	\$0	\$0	\$0	
100-10-51939-233	UNEMPLOYMENT PAYMENTS	\$0	\$500	\$0	\$0	\$0	
100-10-51103-220	VILLAGE MEMBERSHIP DUES	\$2,712	\$2,710	\$2,692	\$2,692	\$2,800	
VILLAGE ADMINISTRATOR							
100-10-51104-110	FULL TIME WAGES	\$59,896	\$67,352	\$54,659	\$63,951	\$68,700	1
100-10-51104-120	RETIREMENT	\$3,917	\$4,600	\$3,909	\$4,574	\$4,605	
100-10-51104-122	FICA	\$3,631	\$4,180	\$3,448	\$4,034	\$4,260	
100-10-51104-123	MEDICARE	\$849	\$980	\$806	\$943	\$1,000	
100-10-51104-128	EDUCATIONAL INCENTIVE	\$0	\$0	\$0	\$0	\$0	
100-10-51104-130	HEALTH INS	\$14,559	\$16,670	\$12,348	\$14,447	\$18,755	2
100-10-51104-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-10-51104-134	LIFE INS	\$49	\$60	\$45	\$53	\$62	
100-10-51104-136	DISABILITY INS	\$567	\$530	\$403	\$472	\$465	
100-10-51104-138	FLEX SPENDING PLAN	\$585	\$585	\$558	\$585	\$585	
100-10-51104-226	ANNUAL LOGO CLOTHING	\$87	\$100	\$0	\$100	\$100	
100-10-51104-283	CAR ALLOWANCE	\$948	\$948	\$790	\$948	\$948	
	TOTAL VILLAGE ADMINISTRATOR	\$85,088	\$96,005	\$76,966	\$90,106	\$99,480	
VILLAGE BOARD & PRESIDENT							
100-10-51105-111	PART TIME WAGES	\$34,128	\$34,128	\$28,440	\$34,128	\$34,128	3
100-10-51105-122	FICA	\$2,116	\$2,116	\$1,763	\$2,116	\$2,116	
100-10-51105-123	MEDICARE	\$495	\$495	\$413	\$495	\$495	
	TOTAL VILLAGE BOARD & PRESIDENT	\$36,739	\$36,739	\$30,616	\$36,739	\$36,739	
ADMIN TRAINING/TRAVEL							
100-10-51111-208	EDUCATION /TRAINING	\$5,696	\$7,000	\$6,108	\$6,900	\$7,250	
100-10-51111-220	PROFESSIONAL DEVELOPMENT DUES	\$1,351	\$1,300	\$1,417	\$1,417	\$1,400	
100-10-51111-250	MISCELLANEOUS	\$504	\$0	\$0	\$0	\$0	
	TOTAL ADMIN TRAINING/TRAVEL	\$7,551	\$8,300	\$7,525	\$8,317	\$8,650	
PROFESSIONAL SERVICES							
100-10-51300-232	LEGAL	\$13,944	\$25,000	\$8,035	\$9,401	\$20,000	
100-10-51400-239	ENGINEERING	\$4,167	\$4,000	\$6,266	\$6,500	\$6,000	4
100-10-51401-217	OTHER PROFESSIONAL SERVICES	\$1,088	\$1,500	\$727	\$851	\$1,500	5
100-10-51401-291	WEIGHTS & MEASURES PAYMENTS	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	
	TOTAL PROFESSIONAL SERVICES	\$20,799	\$32,100	\$16,628	\$18,352	\$29,100	
ADVERTISING/CLASSIFIEDS							
100-10-51404-220	SUBSCRIPTION /DUES	\$388	\$275	\$210	\$210	\$275	
100-10-51404-229	ADVERTISING/CLASSIFIEDS	\$598	\$600	\$172	\$215	\$600	6
100-10-51404-288	LICENSE PUBLICATIONS	\$219	\$275	\$146	\$183	\$275	
	TOTAL ADVERTISING & CLASSIFIEDS	\$1,205	\$1,150	\$528	\$608	\$1,150	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL ADMINISTRATION							
COUNTY EXPENSES- TAX BILL PREPARATION							
100-10-51410-216	OFFICE SUPPLIES	\$193	\$350	\$0	\$350	\$350	
100-10-51410-217	OTHER PROFESSIONAL SERVICES	\$336	\$150	\$0	\$150	\$350	
100-10-51410-230	POSTAGE	\$2,819	\$1,500	\$0	\$1,500	\$2,000	
100-10-51410-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL COUNTY EXPENSES	\$3,348	\$2,000	\$0	\$2,000	\$2,700	
VILLAGE HALL OFFICE EQUIPMENT							
100-10-51416-203	BLDG MAINTENANCE	\$4,232	\$20,000	\$4,395	\$5,142	\$20,000	
100-10-51416-206	BOTTLED WATER	\$237	\$225	\$159	\$186	\$225	
100-10-51416-207	UTILITIES	\$8,453	\$9,500	\$6,174	\$7,224	\$9,000	
100-10-51416-215	OFC EQUIP PURCH/RPR/LEASING	\$4,061	\$4,000	\$2,370	\$2,773	\$4,000	
100-10-51416-216	OFFICE SUPPLIES	\$5,389	\$3,500	\$1,784	\$2,087	\$3,500	
100-10-51416-225	INTERNET	\$1,081	\$1,000	\$901	\$1,054	\$1,000	
100-10-51416-230	POSTAGE	\$2,206	\$2,000	\$1,477	\$1,728	\$2,000	
100-10-51416-231	COMPUTERS	\$22,231	\$20,000	\$7,451	\$7,500	\$12,000	7
100-10-51416-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL VILLAGE HALL OFFICE EQUIPMENT	\$47,890	\$60,225	\$24,711	\$27,694	\$51,725	
ASSESSMENT OF PROPERTY							
100-10-51500-111	PART TIME WAGES- BOARD OF REVIEW	\$56	\$800	\$56	\$56	\$800	
100-10-51500-122	FICA	\$4	\$50	\$4	\$4	\$50	
100-10-51500-123	MEDICARE	\$1	\$12	\$1	\$1	\$12	
100-10-51500-208	EDUCATION/TRAINING	\$0	\$100	\$0	\$0	\$100	
100-10-51500-217	OTHER PROFESSIONAL SERVICES	\$248	\$750	\$210	\$210	\$750	
100-10-51500-230	POSTAGE	\$0	\$50	\$0	\$0	\$50	
100-10-51500-232	LEGAL	\$878	\$3,000	\$800	\$800	\$3,000	
100-10-51500-250	MISCELLANEOUS	\$7,092	\$150	\$258	\$258	\$150	
100-10-51500-265	ASSESS PREMIUM	\$49,848	\$49,500	\$49,848	\$49,848	\$49,500	8
	TOTAL ASSESSMENT OF PROPERTY	\$58,127	\$54,412	\$51,177	\$51,177	\$54,412	
TREASURER'S OFFICE							
100-10-51503-110	FULL TIME WAGES	\$50,355	\$42,700	\$40,866	\$47,813	\$43,630	9
100-10-51503-111	PART TIME WAGES	\$20,203	\$12,540	\$7,064	\$8,265	\$13,280	9
100-10-51503-112	TEMP EMPLOYMENT	\$1,676	\$0	\$0	\$0	\$0	
100-10-51503-114	OVERTIME 1.5	\$819	\$0	\$25	\$29	\$0	
100-10-51503-120	RETIREMENT	\$3,163	\$2,910	\$3,858	\$4,514	\$2,923	
100-10-51503-122	FICA	\$4,405	\$3,250	\$3,022	\$3,536	\$3,200	
100-10-51503-123	MEDICARE	\$1,030	\$760	\$707	\$827	\$750	
100-10-51503-124	LONGEVITY	\$0	\$0	\$0	\$0	\$0	
100-10-51503-130	HEALTH INS	\$7,932	\$6,510	\$4,803	\$5,620	\$7,189	
100-10-51503-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-10-51503-134	LIFE INS	\$26	\$40	\$25	\$29	\$33	
100-10-51503-136	DISABILITY INS	\$581	\$310	\$446	\$522	\$260	
100-10-51503-138	FLEX SPENDING PLAN	\$585	\$586	\$558	\$586	\$586	
100-10-51503-226	ANNUAL LOGO CLOTHING	\$102	\$150	\$73	\$120	\$150	
	TOTAL ADMINISTRATIVE OFFICE STAFF	\$90,877	\$69,756	\$61,447	\$71,861	\$72,001	
OUTSIDE ACCOUNTING							
100-10-51505-242	OUTSIDE ACCOUNTING/AUDIT	\$15,200	\$14,500	\$16,450	\$16,450	\$16,000	10
100-10-51505-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL OUTSIDE ACCOUNTING	\$15,200	\$14,500	\$16,450	\$16,450	\$16,000	
VILLAGE HALL- PW							
100-10-51600-110	FULL TIME WAGES	\$3,179	\$7,620	\$2,890	\$3,381	\$8,073	11
100-10-51600-111	PART TIME WAGES (INC. JANITORIAL)	\$819	\$3,600	\$2,082	\$2,436	\$3,600	
100-10-51600-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-10-51600-120	RETIREMENT	\$210	\$518	\$197	\$230	\$550	
100-10-51600-122	FICA	\$239	\$475	\$310	\$363	\$500	
100-10-51600-123	MEDICARE	\$56	\$115	\$73	\$85	\$120	
100-10-51600-130	HEALTH INS	\$2,802	\$2,640	\$1,455	\$1,702	\$2,660	
100-10-51600-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-10-51600-134	LIFE INS	\$23	\$24	\$20	\$23	\$33	
100-10-51600-136	DISABILITY INS	\$66	\$60	\$46	\$54	\$54	
	TOTAL VILLAGE HALL- PW	\$7,394	\$15,052	\$7,073	\$8,275	\$15,590	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL ADMINISTRATION							
CLERK'S OFFICE							
100-10-51601-110	FULL TIME WAGES	\$54,748	\$57,800	\$25,940	\$30,350	\$60,429	12
100-10-51601-111	PART TIME WAGES	\$3,107	\$11,510	\$9,186	\$10,748	\$11,740	12
100-10-51601-114	OVERTIME 1.5	\$0	\$0	\$0	\$0	\$0	
100-10-51601-120	RETIREMENT	\$4,687	\$4,725	\$2,583	\$3,022	\$4,835	
100-10-51601-122	FICA	\$3,660	\$4,300	\$2,144	\$2,508	\$4,474	
100-10-51601-123	MEDICARE	\$856	\$1,010	\$502	\$587	\$1,045	
100-10-51601-130	HEALTH INS	\$19,428	\$14,950	\$17,152	\$20,068	\$16,683	
100-10-51601-131	RETIREE HEALTH INS	\$6,273	\$8,230	\$6,884	\$8,054	\$9,100	
100-10-51601-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-10-51601-134	LIFE INS	\$136	\$156	\$141	\$165	\$200	
100-10-51601-136	DISABILITY INS	\$351	\$600	\$225	\$263	\$512	
100-10-51601-138	FLEX SPENDING PLAN	\$1,582	\$1,170	\$1,115	\$1,305	\$1,170	
100-10-51601-226	ANNUAL LOGO CLOTHING	\$204	\$250	\$165	\$193	\$250	
	TOTAL VILLAGE CLERK	\$95,032	\$104,701	\$66,037	\$77,263	\$110,438	
GEN ADMIN INSURANCE							
100-10-51940-501	INSURANCE	\$21,174	\$19,209	\$32,426	\$19,209	\$19,624	13
	TOTAL INSURANCE	\$21,174	\$19,209	\$32,426	\$19,209	\$19,624	
100-10-55303-235	DONATIONS	\$17,000	\$17,000	\$17,000	\$17,000	\$20,000	14
100-10-56900-292	PLANNER	\$0	\$0	\$0	\$0	\$0	
100-10-57000-250	MISCELLANEOUS	\$90,325	\$0	\$2,689	\$2,689	\$0	
COURT							
100-11-45102-251	COURT SURCHARGE/DISBURSEMENT	\$0	\$0	\$0	\$0	\$0	
MUNICIPAL JUDGE							
100-11-51200-111	PART TIME WAGES	\$8,406	\$8,400	\$7,005	\$8,196	\$8,400	
100-11-51200-120	RETIREMENT	\$0	\$0	\$0	\$0	\$0	
100-11-51200-122	FICA	\$521	\$525	\$434	\$508	\$525	
100-11-51200-123	MEDICARE	\$122	\$125	\$101	\$118	\$125	
100-11-51200-134	LIFE INS	\$0	\$0	\$0	\$0	\$0	
100-11-51200-208	EDUCATION /TRAINING	\$768	\$900	\$1,082	\$1,266	\$1,400	
100-11-51200-220	SUBSCRIPTION/DUES	\$150	\$250	\$100	\$117	\$200	
100-11-51200-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL MUNICIPAL JUDGE	\$9,967	\$10,200	\$8,722	\$10,205	\$10,650	
COURT STAFF							
100-11-51203-110	FULL TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-11-51203-111	PART TIME WAGES	\$21,472	\$23,300	\$18,485	\$21,627	\$24,586	
100-11-51203-114	OVERTIME 1.5	\$0	\$0	\$0	\$0	\$0	
100-11-51203-115	OVERTIME 2.0	\$0	\$0	\$0	\$0	\$0	
100-11-51203-120	RETIREMENT	\$0	\$0	\$0	\$0	\$0	
100-11-51203-122	FICA	\$1,322	\$1,450	\$1,176	\$1,376	\$1,530	
100-11-51203-123	MEDICARE	\$309	\$340	\$275	\$322	\$350	
100-11-51203-130	HEALTH INS	\$0	\$0	\$0	\$0	\$0	
100-11-51203-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-11-51203-134	LIFE INS	\$0	\$0	\$0	\$0	\$0	
100-11-51203-136	DISABILITY INS	\$0	\$0	\$0	\$0	\$0	
100-11-51203-138	FLEX SPENDING PLAN	\$0	\$0	\$0	\$0	\$0	
100-11-51203-207	UTILITIES	\$42	\$400	\$38	\$44	\$70	
100-11-51203-208	EDUCATION /TRAINING	\$827	\$800	\$325	\$380	\$800	
100-11-51203-212	JAIL COSTS	\$895	\$0	\$0	\$0	\$0	15
100-11-51203-215	OFFC EQUIP PURCH/RPR	\$0	\$200	\$0	\$0	\$200	
100-11-51203-216	OFFICE SUPPLIES	\$764	\$600	\$84	\$98	\$200	
100-11-51203-217	OTHER PROFESSIONAL SERVICES	\$40	\$250	\$78	\$91	\$200	
100-11-51203-230	POSTAGE	\$100	\$500	\$1	\$1	\$300	
100-11-51203-231	COMPUTERS	\$4,288	\$1,500	\$215	\$252	\$1,500	
100-11-51203-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL CLERK OF COURTS	\$30,059	\$29,340	\$20,677	\$24,192	\$29,736	
100-11-51301-232	LEGAL (VILLAGE PROSECUTOR)	\$8,155	\$11,000	\$4,750	\$5,558	\$10,000	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL ADMINISTRATION							
100-11-51301-296	COURT OFFICERS	\$1,052	\$0	\$0	\$0	\$0	
COMMUNITY SERVICE							
100-11-55190-110	FULL TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-11-55190-111	PART TIME WAGES	\$506	\$2,000	\$242	\$283	\$2,000	16
100-11-55190-120	RETIREMENT	\$0	\$0	\$0	\$0	\$0	
100-11-55190-122	FICA	\$32	\$125	\$15	\$18	\$125	
100-11-55190-123	MEDICARE	\$8	\$30	\$4	\$5	\$30	
100-11-55190-216	SUPPLIES	\$10	\$500	\$0	\$0	\$500	
100-11-55190-223	FUEL/OIL/PUMPS	\$87	\$300	\$72	\$84	\$300	
100-11-55190-224	VEHICLE/BOAT MAINT/RPR	\$0	\$150	\$40	\$47	\$150	
100-11-55190-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL COMMUNITY SERVICE	\$643	\$3,105	\$373	\$436	\$3,105	
ELECTIONS							
100-12-51408-110	FULL TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-12-51408-111	PART TIME WAGES	\$7,312	\$3,000	\$1,746	\$1,746	\$4,000	17
100-12-51408-114	OVERTIME 1.5	\$235	\$300	\$0	\$0	\$250	
100-12-51408-115	OVERTIME 2.0	\$0	\$0	\$0	\$0	\$0	
100-12-51408-122	FICA	\$468	\$200	\$108	\$108	\$220	
100-12-51408-123	MEDICARE	\$109	\$50	\$25	\$25	\$52	
100-12-51408-208	EDUCATION/TRAINING	\$345	\$50	\$0	\$0	\$150	
100-12-51408-216	OFFICE SUPPLIES	\$697	\$175	\$108	\$108	\$175	
100-12-51408-229	ADVERTISING/CLASSIFIEDS	\$280	\$250	\$236	\$236	\$550	
100-12-51408-230	POSTAGE	\$519	\$100	\$88	\$88	\$450	
100-12-51408-231	COMPUTERS	\$596	\$350	\$0	\$0	\$350	
100-12-51408-250	MISCELLANEOUS	\$1,736	\$250	\$167	\$167	\$375	
100-12-51408-258	CAPITAL OUTLAY- ELECTIONS	\$1,550	\$0	\$0	\$0	\$0	
	TOTAL ELECTIONS	\$13,847	\$4,725	\$2,478	\$2,478	\$6,572	
BUILDING INSPECTION							
100-13-52400-110	FULL TIME WAGES	\$15,213	\$18,300	\$15,427	\$18,050	\$19,055	18
100-13-52400-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-13-52400-120	RETIREMENT	\$1,004	\$1,250	\$1,049	\$1,227	\$1,280	
100-13-52400-122	FICA	\$935	\$1,150	\$931	\$1,089	\$1,185	
100-13-52400-123	MEDICARE	\$219	\$270	\$218	\$255	\$280	
100-13-52400-124	LONGEVITY	\$0	\$0	\$0	\$0	\$0	
100-13-52400-130	HEALTH INS	\$0	\$8,230	\$0	\$0	\$9,260	
100-13-52400-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-13-52400-134	LIFE INS	\$10	\$12	\$9	\$11	\$13	
100-13-52400-136	DISABILITY INS	\$0	\$0	\$0	\$0	\$0	
100-13-52400-207	UTILITIES	\$33	\$0	\$19	\$22	\$40	
100-13-52400-215	OFFC EQUIP PURCH/RPR	\$355	\$750	\$161	\$188	\$400	
100-13-52400-216	OFFICE SUPPLIES	\$193	\$1,000	\$1,401	\$1,639	\$1,200	
100-13-52400-217	OTHER PROFESSIONAL SERVICES	\$16,684	\$28,200	\$15,167	\$17,745	\$28,200	19
100-13-52400-230	POSTAGE	\$295	\$150	\$60	\$70	\$150	
100-13-52400-231	COMPUTERS	\$686	\$1,100	\$880	\$1,030	\$1,000	
100-13-52400-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
100-13-52400-266	RECORDING FEES	\$0	\$50	\$0	\$0	\$50	
100-13-52400-283	CAR ALLOWANCE	\$0	\$50	\$0	\$0	\$50	
	TOTAL BUILDING INSPECTION	\$35,627	\$60,512	\$35,322	\$41,327	\$62,163	
100-14-58100-237	DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	
100-14-58100-253	CONTINGENCY	\$6,356	\$33,277	\$0	\$0	\$76,114	20
	DUE TO TIF FUND		\$66,407	\$66,407	\$66,407	\$0	
100-15-55110-234	LIBRARY	\$236,447	\$235,698	\$235,698	\$235,698	\$246,083	21
	TOTAL GENERAL ADMINISTRATION	\$942,905	\$988,823	\$792,573	\$841,153	\$988,107	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
ADMINISTRATION - GENERAL GOVERNMENT**

1. In general, wages for all employees are budgeted with a 2% increase on January 1, 2018. Also, as usual, all wages and benefit costs for administrative office staff and for the Village Board are split with the Sewer Fund. Twenty-one percent (21%) of these expenses are in the Sewer Fund.
2. The premiums for health and dental insurance are based on continuing participation with Central States Health and Benefit Plans. Dental insurance is provided by the same insurance carrier and in the same premium as the health insurance which is reflected in having no separate budget for dental insurance costs.
3. This line accounts for the General Fund's portion of the wage paid to the Village President and the Village Trustees. The President receives \$7,200 annually and each of the Trustees receives \$6,000, of which 21% is paid from the Sewer Fund to account for the work performed by the Board members on behalf of that Fund.
4. This figure represents general work to be performed by the Village Engineer on behalf of the Village that is not directly related to any capital project or private development for which the Village is reimbursed. The cost of Village Engineer assistance and other activities related to meeting the State requirements for the Storm Water Discharge and Pollution Elimination Permit the Village holds is now paid out of the Lake Protection and Rehabilitation District budget.
5. This line provides funds for unanticipated professional service needs.
6. The Village publishes summaries of meetings and the full text of any ordinances that impose a penalty or fee.
7. This line provides for computer program maintenance fees and the ongoing replacement of office computers and rotation of the old computers to a new location. Computers are generally used in the Village Hall for six to eight years. Computers are in main service in the Administrative offices for three to four years and then are relocated to a secondary use in the Village Hall for an additional three or four years.
8. This line provides funds for the Village assessing service which is provided through Accurate Appraisal. The Village renewed another three-year contract with Accurate beginning January 1, 2017 and ending December 31, 2019. A revaluation is scheduled for 2018.
9. The Treasurer's Office includes the General Fund's portion of the current expected salaries for one full time Accountant/Treasurer and one part-time Account Clerk. This line reflects a 2% wage increase for 2018.

10. This line provides funds for the annual Comprehensive Financial Statements and Audit of the Village's finances.
11. This line reflects the time spent by the Department of Public Works maintaining the Village Hall property.
12. Salaries covered in this section are the full time Clerk, full time Deputy Clerk, and part time Receptionist. As noted earlier, the wage increase is set at 2% for the year.
13. The Village changed insurance carriers in 2016. R&R Insurance is the Village's agent regarding several new insurance policies with the League of Wisconsin Municipalities Mutual Insurance program and other third party insurance companies. Property insurance was paid out through a separate line item, but is now wrapped in with the Village's remaining insurance portfolio and will therefore be paid out of one account moving forward.
14. The contributions in the line assist certain entities to provide public services or promote the Village. The contributions are budgeted to be made to the following organizations:
 - a. Twin Lakes Area Senior Citizens subsidize activities to improve availability to all seniors. (\$3,500)
 - b. Twin Lakes American Legion Post subsidizes programs for our veterans and community. (\$3,500)
 - c. Twin Lakes Area Chamber and Business Association subsidize and underwrite expenses related to promoting local events and the Village. The Village's contribution goes towards Libertyfest fireworks. (\$6,500)
 - d. Twin Lakes/Randall Recreation subsidizes the annual program to provide recreational opportunities to area youth. (\$2,500)
 - e. The Sharing Center subsidizes expenses relating to providing emergency support to families in need. (\$2,000)
 - f. The Twin Lakes Food Pantry subsidizes expenses relating to providing emergency support to Twin Lakes families in need. (\$2,000)
15. This line funds the cost of holding persons convicted of violating Village Code at the County Jail to serve their penalty when they do not pay. The amount of days Twin Lakes offenders spend in County Jail is offset through an adult community service program implemented in 2011 whereby offenders that cannot pay provide no-cost labor to the Village for various projects. In 2018, the Sheriff anticipates billing \$46.16 per day an offender is housed at the County Jail to serve time for a Twin Lakes offense.
16. As noted above, this line provides funds for the oversight of the adult and juvenile community service programs.

17. This line reflects the staffing and costs of the 2018 scheduled elections. At this time, four elections are scheduled for 2018. Election Officials are paid an hourly rate for their shifts. This line also includes funding for the required training of the Election Officials.
18. This line continues to show the cost of providing staff assistance to the Building Inspection and Code enforcement function. The Deputy Clerk's time spent in the Building Inspection Department is charged to this line.
19. This line shows the full cost of providing Building Inspection Services in Twin Lakes. In 2014 the Village contracted with the Town of Salem for building inspection services at a flat monthly rate.
20. In 2015 the Village amended its Financial Policy to maintain a General Fund minimum of 15% cash reserves. The reserves shall be 15% of the Village's operating costs. The Village is making progress in meeting its goal however contingency funds must be set aside each year to ensure the Village builds adequate reserves for future unexpected expenses and cost increases. The Financial Policy requires that \$75,000 be budgeted each year in contingency to help offset unforeseen expenses of the current budget year and help build cash reserves.
21. This line accounts for the Village's contribution to the Community Library system for the provision of library services in Twin Lakes. The Village's contribution to the Community Library system is established by the amount of the levy for the Kenosha County Library system pursuant to State Law. A resolution adopted annually by the Village removes the library tax from the County levy in Twin Lakes and moves it to the Village's levy.

PUBLIC WORKS



The Department of Public Works handles street repairs, snow plowing, building maintenance and park maintenance.

The Public Works facility is located at 800 Burlington Ave.

2018 DEPARTMENT GOALS AND OBJECTIVES:

Discontinue mosquito spraying but look into chemical options for treating stagnant water (i.e. catch basins). Hire summer seasonal position for park maintenance only. Transition Sewer employee into Public Works function.

	Full Time	Part Time	Contracted	Budget	Expenditures
Foreman	1	0	0	2016	\$757,421
Laborer	3	2 PTE	0	2017	\$762,681
				2018	\$1,233,131

2018 ANNUAL BUDGET

FUND	100- General Fund
DEPARTMENT	N/A

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC WORKS							
STREETS & ROADS							
100-20-53311-110	FULL TIME WAGES	\$149,248	\$136,610	\$128,122	\$149,903	\$172,710	
100-20-53311-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-20-53311-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-20-53311-114	OVERTIME 1.5	\$3,543	\$9,000	\$287	\$336	\$8,000	
100-20-53311-115	OVERTIME 2.0	\$1,743	\$1,500	\$0	\$0	\$1,500	
100-20-53311-120	RETIREMENT	\$11,033	\$9,290	\$9,978	\$11,674	\$11,575	
100-20-53311-122	FICA	\$9,504	\$8,500	\$8,363	\$9,785	\$10,710	
100-20-53311-123	MEDICARE	\$2,222	\$2,000	\$1,955	\$2,287	\$2,505	
100-20-53311-124	LONGEVITY	\$1,820	\$1,940	\$0	\$0	\$2,140	
100-20-53311-128	CERTIFICATION INCENTIVE	\$1,500	\$1,500	\$0	\$0	\$1,500	
100-20-53311-130	HEALTH INS	\$37,514	\$47,210	\$68,678	\$80,353	\$56,870	
100-20-53311-131	RETIREE HEALTH INS	\$0	\$0	\$0	\$0	\$1,500	
100-20-53311-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-20-53311-134	LIFE INS	\$439	\$444	\$407	\$476	\$600	
100-20-53311-136	DISABILITY INS	\$1,179	\$1,105	\$819	\$958	\$945	
100-20-53311-138	FLEX SPENDING PLAN	\$2,430	\$2,340	\$1,730	\$2,340	\$2,340	
100-20-53311-208	EDUCATION/TRAINING	\$0	\$200	\$0	\$0	\$200	
100-20-53311-217	OTHER PROFESSIONAL SERVICES	\$74,885	\$1,000	\$30	\$35	\$1,000	
100-20-53311-221	RADIO EQUIP/PAGERS	\$332	\$400	\$304	\$356	\$400	
100-20-53311-222	VEHICLE EQUIP	\$691	\$500	\$155	\$181	\$500	
100-20-53311-223	FUEL/OIL/PUMPS	\$10,884	\$20,000	\$10,127	\$11,849	\$18,000	
100-20-53311-224	VEHICLE/BOAT MAINT/RPR	\$8,585	\$15,000	\$6,884	\$8,054	\$15,000	
100-20-53311-231	COMPUTERS	\$545	\$1,000	\$463	\$542	\$1,000	
100-20-53311-243	SMALL EQUIPMENT/PARTS	\$1,493	\$600	\$763	\$893	\$750	
100-20-53311-244	ROAD MAINT	\$46,842	\$200,000	\$37,426	\$39,000	\$575,000	1
100-20-53311-245	STREET SIGNS	\$693	\$1,000	\$830	\$971	\$1,000	
100-20-53311-246	PLOW DAMAGE	\$236	\$250	\$100	\$117	\$250	
100-20-53311-247	FEES/BONDING FEES	\$500	\$500	\$500	\$585	\$500	2
100-20-53311-250	MISCELLANEOUS	\$399	\$0	\$126	\$147	\$0	
100-20-53311-261	SIDEWALK REPAIR	\$1,297	\$2,000	\$25	\$29	\$2,000	3
100-20-53311-267	CHEMICALS	\$1,916	\$1,000	\$313	\$366	\$1,000	4
100-20-53311-501	INSURANCE	\$62,215	\$48,113	\$64,983	\$76,030	\$35,853	
	TOTAL STREETS AND ROADS	\$433,688	\$513,002	\$343,368	\$397,268	\$925,348	
SALT DOME							
100-20-53312-203	BLDG MAINT/COSTS	\$1,586	\$100	\$0	\$0	\$100	
100-20-53312-248	SALT EXPENSES	\$74,393	\$25,000	\$12,547	\$20,000	\$77,000	5
	TOTAL SALT DOME	\$75,979	\$25,100	\$12,547	\$20,000	\$77,100	
100-20-53313-258	CAPITAL OUTLAY	\$12,085	\$0	\$0	\$0	\$0	
MAINTENANCE BUILDING							
100-20-53317-203	BLDG MAINT/COSTS	\$1,876	\$1,800	\$702	\$821	\$1,800	
100-20-53317-206	BOTTLED WATER	\$144	\$250	\$118	\$138	\$250	
100-20-53317-207	UTILITIES	\$8,081	\$8,500	\$5,567	\$6,513	\$8,500	
100-20-53317-215	OFFC EQUIP PURCH/RPR	\$5	\$100	\$8	\$9	\$100	
100-20-53317-216	OFFICE SUPPLIES	\$979	\$1,000	\$309	\$362	\$1,000	
100-20-53317-217	OTHER PROFESSIONAL SERVICES	\$352	\$200	\$82	\$96	\$200	
100-20-53317-225	INTERNET	\$980	\$720	\$851	\$996	\$800	
100-20-53317-226	UNIFORM EXPENSE	\$414	\$1,200	\$563	\$659	\$1,200	
100-20-53317-230	POSTAGE	\$80	\$150	\$17	\$20	\$150	
100-20-53317-243	SMALL EQUIPMENT/PARTS	\$5,051	\$500	\$2,294	\$2,684	\$1,500	
100-20-53317-250	MISCELLANEOUS	\$412	\$0	\$529	\$619	\$0	
100-20-53317-267	CHEMICALS	\$3,228	\$800	\$303	\$355	\$800	
	TOTAL MAINTENANCE BUILDING	\$21,602	\$15,220	\$11,343	\$13,271	\$16,300	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC WORKS							
100-21-53420-249	STREETLIGHTS	\$59,015	\$59,000	\$42,111	\$49,270	\$59,000	
NOXIOUS WEEDS							
100-23-53642-217	OTHER PROFESSIONAL SERVICES	\$1,000	\$2,000	\$400	\$468	\$1,500	6
100-23-53642-230	POSTAGE	\$0	\$50	\$0	\$0	\$50	
100-23-53642-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL NOXIOUS WEEDS	\$1,000	\$2,050	\$400	\$468	\$1,550	
CEMETERY							
100-24-54910-110	FULL TIME WAGES	\$5,245	\$6,600	\$5,344	\$6,252	\$8,650	
100-24-54910-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-24-54910-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-24-54910-120	RETIREMENT	\$347	\$449	\$364	\$426	\$580	
100-24-54910-122	FICA	\$321	\$410	\$327	\$383	\$540	
100-24-54910-123	MEDICARE	\$75	\$100	\$77	\$90	\$130	
100-24-54910-130	HEALTH INS	\$1,996	\$2,300	\$1,688	\$1,975	\$2,850	
100-24-54910-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-24-54910-134	LIFE INS	\$21	\$24	\$20	\$23	\$30	
100-24-54910-136	DISABILITY INS	\$57	\$60	\$40	\$47	\$46	
100-24-54910-203	BLDG MAINT/COSTS	\$9	\$300	\$15	\$18	\$300	
100-24-54910-223	FUEL/OIL/PUMPS	\$147	\$500	\$183	\$214	\$500	
100-24-54910-243	SMALL EQUIPMENT/PARTS	\$681	\$500	\$350	\$410	\$500	
100-24-54910-250	MISCELLANEOUS	\$1,829	\$50	\$325	\$380	\$50	
	TOTAL CEMETERY	\$10,728	\$11,293	\$8,733	\$10,218	\$14,176	
PARKS							
100-25-55200-110	FULL TIME WAGES	\$29,794	\$44,680	\$29,490	\$34,503	\$49,310	
100-25-55200-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-25-55200-112	TEMP EMPLOYMENT	\$1,273	\$3,000	\$820	\$959	\$3,000	
100-25-55200-120	RETIREMENT	\$1,967	\$3,040	\$2,005	\$2,346	\$3,310	
100-25-55200-122	FICA	\$1,894	\$2,800	\$1,852	\$2,167	\$3,060	
100-25-55200-123	MEDICARE	\$443	\$650	\$433	\$507	\$720	
100-25-55200-130	HEALTH INS	\$13,527	\$15,450	\$11,442	\$13,387	\$16,235	
100-25-55200-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-25-55200-134	LIFE INS	\$143	\$144	\$133	\$156	\$194	
100-25-55200-136	DISABILITY INS	\$386	\$360	\$268	\$314	\$308	
100-25-55200-203	BLDG MAINT/COSTS	\$858	\$1,200	\$530	\$620	\$1,200	
100-25-55200-207	UTILITIES	\$5,996	\$7,000	\$4,604	\$5,387	\$7,000	
100-25-55200-214	PARK EQUIP/MAINTENANCE	\$2,610	\$1,500	\$733	\$858	\$1,500	7
100-25-55200-217	OTHER PROFESSIONAL SERVICES	\$486	\$500	\$7,011	\$8,203	\$4,000	
100-25-55200-223	FUEL/OIL/PUMPS	\$1,150	\$2,000	\$1,271	\$1,487	\$2,000	
100-25-55200-225	INTERNET	\$0	\$0	\$0	\$0	\$0	
100-25-55200-230	POSTAGE	\$0	\$25	\$21	\$25	\$25	
100-25-55200-243	SMALL EQUIPMENT/PARTS	\$1,053	\$900	\$728	\$852	\$900	
100-25-55200-250	MISCELLANEOUS	\$10	\$0	\$0	\$0	\$0	
100-25-55200-252	LAUNCH SUPPLIES	\$0	\$500	\$0	\$0	\$500	
100-25-55200-258	CAPITAL OUTLAY	\$14,000	\$0	\$0	\$0	\$0	
100-25-55200-267	CHEMICALS	\$797	\$600	\$375	\$439	\$600	
100-25-55200-281	PIERS MAINT/REPAIR	\$13	\$700	\$0	\$0	\$700	
100-25-55200-285	PARK MAINT/REPAIR	\$1,024	\$15,000	\$1,207	\$1,412	\$15,000	8
100-25-55200-294	PARK PROGRAMMING	\$5,126	\$10,000	\$3,964	\$4,638	\$5,000	9
	TOTAL PARKS	\$82,550	\$110,049	\$66,887	\$78,258	\$114,562	
PARK COMMISSION							
100-25-55201-111	PART TIME WAGES	\$72	\$0	\$56	\$56	\$0	
100-25-55201-122	FICA	\$5	\$0	\$4	\$4	\$0	
100-25-55201-123	MEDICARE	\$1	\$0	\$1	\$1	\$0	
100-25-55201-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL PARK COMMISSION	\$78	\$0	\$61	\$61	\$0	
RECREATION							
100-26-55302-110	FULL TIME WAGES	\$3,893	\$15,950	\$4,507	\$5,273	\$15,860	
100-26-55302-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-26-55302-120	RETIREMENT	\$257	\$1,085	\$363	\$425	\$1,075	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC WORKS							
100-26-55302-122	FICA	\$237	\$990	\$276	\$323	\$990	
100-26-55302-123	MEDICARE	\$55	\$240	\$65	\$76	\$240	
100-26-55302-130	HEALTH INS	\$4,827	\$5,510	\$4,083	\$4,777	\$4,750	
100-26-55302-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-26-55302-134	LIFE INS	\$51	\$60	\$48	\$56	\$70	
100-26-55302-136	DISABILITY INS	\$138	\$132	\$96	\$112	\$110	
100-26-55302-225	INTERNET	\$0	\$0	\$0	\$0	\$0	
100-26-55302-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
100-26-55302-254	FLAGS/BANNER/DECOR	\$2,470	\$3,000	\$2,544	\$2,544	\$2,000	
	TOTAL RECREATION	\$11,928	\$26,967	\$11,982	\$13,586	\$25,095	
	TOTAL PUBLIC WORKS	\$708,653	\$762,681	\$497,432	\$582,400	\$1,233,131	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
DEPARTMENT OF PUBLIC WORKS**

1. This line reflects street resurfacing, associated engineering costs and funding for crack sealing and other maintenance. \$200,000 per year is needed to resurface all 33 miles of Village roads with a 40-year cycle. The Village is currently underfunding the program, but sets aside \$150,000 annually and anticipates using the funding every 3 years on a larger sized project. A \$500,000 road project is expected in 2018, with additional funding available to set aside for the next road project.
2. This line accounts for the annual permit the Village must receive from the State for the discharge of Storm Water and other annual permits related to the Public Works Department.
3. This line provides funds for annual repair or maintenance of a small number of sidewalk squares throughout the system.
4. The Village decided to suspend funding the mosquito spraying program in 2017.
5. Annually, the Village uses approximately 1,200 tons of salt. The 2018 amount reflects the anticipated purchase of the full amount of the Village's allotment during the 2018 season to take advantage of the current year pricing. The 2017/18 winter started with a 2/3 full salt dome so less salt costs were anticipated.
6. This line shows costs relating to the cutting of private property that has been cited for non-compliance with the Village's weed regulations.
7. The Village plans to continue the Main Street Flowers project. Funding for plants, soil and additional planters is available with this line item.
8. In an effort to improve facilities at Village parks, \$15,000 is budgeted. \$5,000 is to cover current year purchases. \$10,000 is budgeted to establish a fund to replace playground equipment every few years as funding allows.
9. This line shows the expenses related to Parks programming in 2018. The Village anticipates continuing the Movies in the Park series. Business sponsorships and donations are sought to supplement this budget to allow for more programming.

PUBLIC SAFETY



The Police Department seeks to protect the health, safety and general welfare of the Twin Lakes Community through patrol and crime prevention. The Police Department is located at 920 Lance Drive.

Fire and rescue services are contracted through Twin Lakes Volunteer Fire Department. The Village owns and maintains all equipment but does not own the facility. The Fire Station is located at 236 East Main Street.

2018 DEPARTMENT GOALS AND OBJECTIVES:

Go live with new dispatch software program. Continue training part time dispatchers and officers with maximum availability. Review employee structure and consider supervisory roles to minimize overtime budget.

	Full Time	Part Time	Contracted	Budget	Expenditures
Chief	1	0	0	2016	\$2,081,208
Capt/Lieutenant	2	0	0		
Detective	1	0	0	2017	\$2,213,379
Officers	9	8	0	2018	\$2,322,662
Dispatchers	5	5	0		

2018 ANNUAL BUDGET

FUND 100- General Fund
 DEPARTMENT N/A

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC SAFETY							
POLICE DEPARTMENT							
100-31-52111-110	FULL TIME WAGES	\$606,315	\$575,500	\$512,398	\$599,506	\$610,980	1
100-31-52111-111	PART TIME WAGES	\$72,934	\$59,600	\$52,014	\$60,856	\$59,600	1
100-31-52111-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-31-52111-114	OVERTIME 1.5	\$91,338	\$52,000	\$54,720	\$64,022	\$52,000	
100-31-52111-120	RETIREMENT	\$92,526	\$75,640	\$3,528	\$4,128	\$75,070	
100-31-52111-122	FICA	\$49,126	\$42,692	\$85,413	\$99,933	\$43,300	
100-31-52111-123	MEDICARE	\$11,489	\$10,000	\$41,290	\$48,309	\$10,130	
100-31-52111-124	LONGEVITY	\$1,605	\$1,935	\$9,656	\$11,298	\$2,170	
100-31-52111-128	EDUCATION/CERT INCENTIVE	\$9,750	\$9,750	\$0	\$0	\$8,250	
100-31-52111-130	HEALTH INS	\$134,756	\$159,460	\$119,162	\$139,420	\$178,810	
100-31-52111-131	RETIREE HEALTH INS	\$10,284	\$8,230	\$6,170	\$7,219	\$14,410	
100-31-52111-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-31-52111-134	LIFE INS	\$759	\$888	\$739	\$865	\$918	
100-31-52111-136	DISABILITY INS	\$5,018	\$4,500	\$3,599	\$4,211	\$4,440	
100-31-52111-138	FLEX SPENDING PLAN	\$6,913	\$7,075	\$5,289	\$6,188	\$7,075	
100-31-52111-140	UNIFORM ALLOWANCE	\$9,818	\$11,400	\$8,131	\$9,513	\$11,600	
100-31-52111-201	ANIMAL FUND	\$1,708	\$1,000	\$1,020	\$1,193	\$1,000	
100-31-52111-203	BLDG MAINT/COSTS	\$13,406	\$25,000	\$13,919	\$16,285	\$25,000	
100-31-52111-205	CRIME STOPPERS	\$0	\$200	\$0	\$0	\$200	
100-31-52111-206	BOTTLED WATER	\$1,335	\$850	\$1,018	\$1,191	\$850	
100-31-52111-207	UTILITIES	\$28,900	\$24,000	\$22,406	\$26,215	\$24,000	
100-31-52111-208	EDUCATION/TRAINING	\$3,190	\$6,000	\$4,015	\$4,698	\$6,000	
100-31-52111-209	FILM/CAMERA EXP	\$0	\$100	\$0	\$0	\$100	
100-31-52111-210	FIREARMS/SUPPLIES	\$2,428	\$3,500	\$2,371	\$2,774	\$3,500	
100-31-52111-212	JAIL COSTS	\$0	\$1,500	\$363	\$425	\$1,500	
100-31-52111-213	MEDICAL/HOSPITAL	\$465	\$500	\$193	\$226	\$500	
100-31-52111-215	OFFC EQUIP PURCH/RPR	\$3,212	\$6,000	\$2,655	\$3,106	\$6,000	
100-31-52111-216	OFFICE SUPPLIES	\$4,208	\$4,000	\$3,834	\$4,486	\$4,000	
100-31-52111-217	OTHER PROFESSIONAL SERVICES	\$20,120	\$16,000	\$19,676	\$23,021	\$19,000	
100-31-52111-219	PROFILE EVALUATION	\$20	\$1,000	\$835	\$977	\$1,000	
100-31-52111-220	SUBSCRIPTION/DUES	\$0	\$0	\$0	\$0	\$0	
100-31-52111-221	RADIO EQUIP/PAGERS	\$2,936	\$2,500	\$1,522	\$1,781	\$2,500	
100-31-52111-222	VEHICLE EQUIP	\$1,036	\$1,500	\$1,063	\$1,244	\$1,500	
100-31-52111-223	FUEL/OIL/PUMPS	\$17,770	\$23,000	\$15,045	\$17,603	\$23,000	
100-31-52111-224	VEHICLE/BOAT MAINT/RPR	\$8,464	\$8,000	\$9,604	\$11,237	\$8,000	
100-31-52111-225	INTERNET	\$1,760	\$2,000	\$1,040	\$1,217	\$2,000	
100-31-52111-226	UNIFORM INITIAL ISSUE EXPENSE	\$1,244	\$1,200	\$0	\$0	\$1,200	
100-31-52111-227	VEHICLE SEIZURES	\$380	\$250	\$525	\$614	\$250	
100-31-52111-229	ADVERTISING/CLASSIFIEDS	\$0	\$250	\$0	\$0	\$250	
100-31-52111-230	POSTAGE	\$678	\$1,000	\$715	\$837	\$1,000	
100-31-52111-231	COMPUTERS	\$26,819	\$25,000	\$28,314	\$33,127	\$19,100	
100-31-52111-232	LEGAL	\$6,151	\$3,000	\$1,256	\$1,470	\$3,000	
100-31-52111-240	COUNTRY THUNDER OVER TIME WAGES	\$12,522	\$7,100	\$14,753	\$14,753	\$7,100	2
100-31-52111-243	SMALL EQUIP/PARTS	\$154	\$500	\$104	\$122	\$500	
100-31-52111-250	MISCELLANEOUS	\$156	\$150	\$133	\$156	\$150	
100-31-52111-298	GRANT FUNDED EQUIPMENT	\$17,247	\$7,000	\$11,895	\$13,917	\$3,000	3
100-31-52111-501	INSURANCE	\$86,921	\$63,660	\$112,306	\$63,660	\$69,865	
100-31-52114-258	CAPITAL OUTLAY	\$14,539	\$118,868	\$130,454	\$130,454	\$66,044	4
	TOTAL POLICE DEPARTMENT	\$1,380,400	\$1,373,298	\$1,303,143	\$1,432,254	\$1,379,862	
POLICE DEPARTMENT- PW							
100-31-52113-110	FULL TIME WAGES	\$3,639	\$2,275	\$2,220	\$2,597	\$6,055	
100-31-52113-111	PART TIME WAGES	\$3,522	\$3,600	\$2,162	\$2,530	\$3,600	
100-31-52113-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-31-52113-120	RETIREMENT	\$241	\$155	\$151	\$177	\$410	
100-31-52113-122	FICA	\$440	\$140	\$269	\$315	\$380	
100-31-52113-123	MEDICARE	\$103	\$35	\$63	\$74	\$90	
100-31-52113-130	HEALTH INS	\$638	\$785	\$590	\$690	\$1,995	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC SAFETY							
100-31-52113-134	LIFE INS	\$8	\$12	\$7	\$8	\$10	
100-31-52113-136	DISABILITY INS	\$5	\$24	\$4	\$5	\$16	
	TOTAL PD - PUBLIC WORKS	\$8,596	\$7,026	\$5,466	\$6,395	\$12,556	
DISPATCH							
100-31-52115-110	FULL TIME WAGES	\$206,659	\$205,800	\$159,380	\$186,475	\$211,935	5
100-31-52115-111	PART TIME WAGES	\$25,479	\$15,000	\$15,684	\$18,350	\$15,000	
100-31-52115-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
100-31-52115-114	OVERTIME 1.5	\$10,750	\$9,000	\$11,233	\$13,143	\$9,000	
100-31-52115-120	RETIREMENT	\$14,029	\$15,215	\$13,123	\$15,354	\$15,405	
100-31-52115-122	FICA	\$14,329	\$14,000	\$12,094	\$14,150	\$14,260	
100-31-52115-123	MEDICARE	\$3,351	\$3,400	\$2,828	\$3,309	\$3,400	
100-31-52115-124	LONGEVITY	\$685	\$920	\$0	\$0	\$920	
100-31-52115-128	EDUCATION/CERT INCENTIVE	\$0	\$0	\$0	\$0	\$0	
100-31-52115-130	HEALTH INS	\$47,880	\$66,870	\$43,518	\$50,916	\$74,770	
100-31-52115-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
100-31-52115-134	LIFE INS	\$525	\$552	\$510	\$597	\$750	
100-31-52115-136	DISABILITY INS	\$1,731	\$1,680	\$1,266	\$1,481	\$1,454	
100-31-52115-138	FLEX SPENDING PLAN	\$2,821	\$2,910	\$2,788	\$2,910	\$2,910	
100-31-52115-140	UNIFORM ALLOWANCE	\$419	\$700	\$0	\$0	\$700	
100-31-52115-208	TRAINING	\$0	\$750	\$124	\$145	\$750	
100-31-52115-213	MEDICAL/HOSPITAL	\$0	\$350	\$0	\$0	\$350	
100-31-52115-217	OTHER PROFESSIONAL SERVICES	\$0	\$100	\$0	\$0	\$100	
100-31-52115-221	RADIO EQUIPMENT/REPAIR	\$2,025	\$500	\$0	\$0	\$500	
100-31-52115-222	DISPATCH EQUIPMENT	\$0	\$250	\$380	\$445	\$250	
100-31-52115-226	UNIFORM INITIAL ISSUE EXPENSE	\$203	\$250	\$0	\$0	\$250	
	TOTAL DISPATCH	\$330,886	\$338,247	\$262,928	\$307,274	\$352,704	
POLICE SUPERVISORS							
100-31-52116-110	FULL TIME WAGES	\$199,754	\$216,400	\$136,222	\$159,380	\$219,940	6
100-31-52116-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-31-52116-120	RETIREMENT	\$25,098	\$26,060	\$18,145	\$21,230	\$26,345	
100-31-52116-122	FICA	\$12,310	\$13,420	\$8,347	\$9,766	\$13,640	
100-31-52116-123	MEDICARE	\$2,879	\$3,140	\$1,953	\$2,285	\$3,200	
100-31-52116-124	LONGEVITY	\$0	\$0	\$0	\$0	\$0	
100-31-52116-128	EDUCATION/CERT INCENTIVE	\$3,000	\$3,000	\$0	\$0	\$3,000	
100-31-52116-130	HEALTH INSURANCE	\$56,794	\$62,370	\$43,263	\$50,618	\$71,205	
100-31-52116-132	DENTAL INSURANCE	\$0	\$0	\$0	\$0	\$0	
100-31-52116-134	LIFE INSURANCE	\$191	\$276	\$217	\$254	\$325	
100-31-52116-136	DISABILITY INSURANCE	\$1,919	\$1,790	\$1,228	\$1,437	\$1,052	
100-31-52116-138	FLEX SPENDING PLAN	\$1,193	\$1,670	\$1,655	\$1,936	\$1,670	
100-31-52116-140	UNIFORM ALLOWANCE	\$1,495	\$2,400	\$1,629	\$1,906	\$2,400	
100-31-52116-208	EDUCATION/TRAINING	\$1,992	\$2,000	\$410	\$480	\$2,000	
100-31-52116-220	SUBSCRIPTION/DUES	\$299	\$500	\$749	\$876	\$500	
100-31-52116-226	UNIFORM INITIAL ISSUE EXPENSE	\$323	\$500	\$0	\$0	\$500	
	TOTAL POLICE SUPERVISORS	\$307,247	\$333,526	\$213,818	\$250,167	\$345,777	
WATER PATROL							
100-32-55304-110	FULL TIME WAGES	\$0	\$2,000	\$0	\$0	\$0	
100-32-55304-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
100-32-55304-112	TEMP EMPLOYMENT	\$26,288	\$36,245	\$25,146	\$25,146	\$36,245	
100-32-55304-114	OVERTIME 1.5	\$0	\$1,500	\$1,026	\$1,026	\$1,500	
100-32-55304-120	RETIREMENT	\$39	\$400	\$67	\$67	\$400	
100-32-55304-122	FICA	\$1,678	\$2,100	\$1,676	\$1,676	\$2,100	
100-32-55304-123	MEDICARE	\$393	\$500	\$392	\$392	\$500	
100-32-55304-208	EDUCATION/TRAINING	\$401	\$500	\$0	\$0	\$500	
100-32-55304-213	MEDICAL/HOSPITAL	\$0	\$800	\$0	\$0	\$500	
100-32-55304-217	OTHER PROFESSIONAL SERVICES	\$1,285	\$1,000	\$717	\$717	\$1,000	
100-32-55304-221	RADIO EQUIP/PAGERS	\$95	\$300	\$263	\$263	\$300	
100-32-55304-222	VEHICLE EQUIPMENT	\$4	\$1,500	\$1,215	\$1,422	\$1,500	
100-32-55304-223	FUEL/OIL/PUMPS	\$434	\$1,500	\$974	\$1,000	\$800	
100-32-55304-224	VEHICLE/BOAT MAINT/RPR	\$1,474	\$4,500	\$2,664	\$2,900	\$4,500	
100-32-55304-226	UNIFORM ALLOWANCE	\$213	\$500	\$0	\$0	\$500	
100-32-55304-229	ADVERTISING/CLASSIFIEDS	\$0	\$50	\$0	\$0	\$50	
100-32-55304-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	TOTAL WATER PATROL	\$32,304	\$53,395	\$34,140	\$34,609	\$50,395	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
PUBLIC SAFETY							
FIRE DEPARTMENT							
100-33-52200-111	PART TIME WAGES	\$3,052	\$3,200	\$1,176	\$1,376	\$3,200	7
100-33-52200-122	FICA	\$189	\$220	\$73	\$85	\$220	
100-33-52200-123	MEDICARE	\$45	\$50	\$17	\$20	\$50	
100-33-52200-204	CITIZEN PROGRAMS	\$875	\$1,000	\$0	\$0	\$1,000	
100-33-52200-207	UTILITIES	\$13,867	\$12,000	\$8,788	\$10,282	\$12,000	
100-33-52200-208	EDUCATION/TRAINING	\$362	\$1,000	\$1,766	\$2,066	\$1,000	
100-33-52200-213	MEDICAL/HOSPITAL	\$1,600	\$1,000	\$472	\$552	\$1,000	
100-33-52200-217	OTHER PROFESSIONAL SERVICES	\$196	\$500	\$479	\$560	\$500	
100-33-52200-218	FD- NEW EQUIPMENT	\$2,005	\$5,000	\$9,378	\$10,972	\$5,000	
100-33-52200-220	SUBSCRIPTIONS/DUES	\$0	\$0	\$0	\$0	\$0	
100-33-52200-221	RADIO EQUIP/PAGERS	\$5,781	\$4,000	\$1,646	\$1,926	\$4,000	
100-33-52200-223	FUEL/OIL/PUMPS	\$1,893	\$5,000	\$2,016	\$2,359	\$5,000	
100-33-52200-224	VEHICLE/BOAT MAINT/RPR	\$8,983	\$12,000	\$10,607	\$12,410	\$12,000	
100-33-52200-225	INTERNET	\$1,931	\$1,300	\$1,580	\$1,849	\$1,300	
100-33-52200-243	SMALL EQUIP/PARTS	\$3,757	\$5,000	\$6,740	\$7,886	\$5,000	
100-33-52200-250	MISCELLANEOUS	\$0	\$300	\$0	\$0	\$300	
100-33-52200-259	SALARY COMPENSATION	\$30,215	\$37,000	\$18,500	\$21,645	\$37,000	
100-33-52200-284	LENGTH OF SVC PROG	\$0	\$4,000	\$0	\$0	\$0	8
100-33-52200-501	INSURANCE	\$29,984	\$25,736	\$43,298	\$25,736	\$26,140	
100-33-52202-258	CAPITAL OUTLAY	\$0	\$64,210	\$36,620	\$64,210	\$26,451	
	TOTAL FIRE DEPARTMENT	\$104,735	\$182,516	\$143,156	\$163,934	\$141,161	
RESCUE SQUAD							
100-34-52300-223	FUEL/OIL /PUMPS	\$4,956	\$7,500	\$4,063	\$4,754	\$7,500	
100-34-52300-235	RETAINER FEES	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	9
100-34-52300-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
100-34-52300-501	INSURANCE	\$7,133	\$7,249	\$12,550	\$7,249	\$7,707	
	TOTAL RESCUE SQUAD	\$37,089	\$39,749	\$41,613	\$37,003	\$40,207	
	TOTAL PUBLIC SAFETY	\$2,201,257	\$2,327,757	\$2,004,264	\$2,231,636	\$2,322,662	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
DEPARTMENT OF PUBLIC SAFETY**

1. This line reflects wages for all police union members including one Detective, nine Police Officers, and a number of Part Time officers. All staff members are subject to wage step increases as appropriate with a 2% COLA increase on January 1, 2017.
2. This line reflects the costs of providing additional police services during the Country Thunder music festival in July each year. These expenses are tracked separately and are reimbursed fully by the Country Thunder organization.
3. This line shows the cost of equipment that is purchased through grant revenues. Public safety grants are usually a partial reimbursement for equipment purchased. The 2018 amount is based on a grant received for three bulletproof vests.
4. This line reflects the purchase of Computer Aided Dispatch software, squad cameras, and a new squad SUV. This is the third and final payment for the dispatch software.
5. This line reflects wages for five full-time and four-part time Dispatchers at TLPD. All staff members are subject to a 2% increase on January 1.
6. This line reflects wages for all non-union, full time police department supervisors. This includes the Police Chief, Captain and Lieutenant. Supervisor pay shall maintain the 5-10% difference between Lieutenant pay and the pay of the highest paid officer classification, 12-15% difference between Captain pay and the pay of the highest paid officer classification, and 5-10% difference between Captain and Chief pay. All staff members are subject to pay step increases as appropriate and a 2% raise on January 1.
7. This line reflects the wages for two part-time Fire Inspectors.
8. This is a program established by the Twin Lakes Volunteer Fire Department, offering a stipend benefit to the families of deceased firefighters that meet service year requirements.
9. This line reflects the retainer fee payable to Twin Lakes Rescue for rescue services.

TIF DISTRICT FUND



The Tax Incremental Financing (TIF) District was formed in 2007 to encourage economic development in the downtown while improving aesthetic appeal. In 2015, the Joint Review Board approved resetting the base value to the January 1, 2014 values as allowed by State Statute. This value is reflected in the 2017 budget and all years moving forward.

2018 DEPARTMENT GOALS AND OBJECTIVES: Continue seeking out economic development opportunities in order to improve tax base within the TIF district.

	Increment	Budget	Expenditures
2016	\$0	2016	\$140,653
2017	\$85,476	2017	\$162,245
2018	\$153,846	2018	\$160,086

2018 ANNUAL BUDGET

FUND	120- TIF Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
120-00-41120-000	TAXES ON INCREMENT	\$0	\$85,476	\$85,476	\$85,476	\$153,846	1
120-00-48109-000	INTEREST EARNINGS	\$0	\$0	\$0	\$0	\$0	
120-00-48900-000	MISC REVENUE	\$3,692	\$3,500	\$2,769	\$3,461	\$3,461	
120-00-48950-000	EXEMPT COMPUTER AID	\$4,840	\$4,500	\$3,243	\$3,243	\$3,290	
	TRANSFER IN FROM GENERAL FUND	\$115,655	\$66,407	\$66,407	\$66,407	\$0	2
	TRANSFER IN FROM SEWER FUND	\$14,998	\$21,438	\$21,438	\$21,438	\$0	2
	TOTAL TID REVENUES	\$139,185	\$181,321	\$179,333	\$180,025	\$160,597	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
120-00-51300-232	LEGAL	\$0	\$500	\$0	\$0	\$500	
120-00-51400-239	ENGINEER	\$0	\$500	\$0	\$0	\$500	
120-00-51401-217	OTHER PROFESSIONAL SERVICES	\$150	\$150	\$150	\$150	\$150	
120-00-51416-215	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	
120-00-51416-230	POSTAGE	\$0	\$0	\$0	\$0	\$0	
120-00-51503-106	TIF OFFICE WAGE	\$0	\$0	\$0	\$0	\$0	
120-00-51505-242	AUDIT	\$4,250	\$4,300	\$4,300	\$4,300	\$4,300	
120-00-53311-110	PW FULL TIME WAGES	\$0	\$0	\$0	\$0	\$0	
120-00-56900-292	PLANNER	\$0	\$50	\$0	\$0	\$50	
120-00-57721-258	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
120-00-57721-295	DEVELOPMENT ASSISTANCE	\$14,327	\$0	\$14,389	\$14,389	\$0	3
	Due to Debt Service Fund	\$135,152	\$156,745	\$55,730	\$156,745	\$154,586	
	TOTAL TID EXPENDITURES	\$153,879	\$162,245	\$74,569	\$175,584	\$160,086	
	FUND SURPLUS (DEFICIT)	(\$14,694)	\$19,076	\$104,764	\$4,441	\$511	

Village of Twin Lakes
2018 Annual Budget
Administrative Notes
TAX INCREMENT FINANCING (TIF) FUND

This Village opened a tax increment district (TID) in 2007 for the purposes of stimulating economic development in the community. The TID was amended in 2008 to add additional coverage area, and amended again in 2015 to reset the base value of the TID due to stagnant activity and falling valuation (>10% over a 2-year period).

1. Tax increment is the levy received from properties within the TID whose value increased over the redetermined base value (equal to the 2015 valuation) of the TID.
2. Due to recent growth in value in the TID, there is now enough tax increment being collected to offset the costs of the debt service affiliated with the fund. The General Fund (85.5%) and Sewer Fund (14.5%) in the past were providing an internal loan to the TIF Fund to help make debt payments due to minimal increment.
3. Per the requirements of an active development agreement, the Village is to reimburse Dollar General 85% of its tax payment (on the new increment portion only) each year until \$100,000 has been refunded to fulfill development incentive obligations.

SEWER FUND



The Village offers sewer services to residents. The Village maintains a wastewater treatment plant and twelve lift stations as part of the sewer system.

The wastewater treatment plant is located at 901 Gatewood Drive.

2018 DEPARTMENT GOALS AND OBJECTIVES:

Continue working on chloride variance and improving test results. Review WPDES permit when issued in 2018 and comply accordingly. Begin retirement transition/succession plan in 2018.

	Full Time	Part Time	Contracted	Budget	Expenditures
Head Sewer Operator	1	0	0	2016	\$2,379,741
				2017	\$1,577,526
Sewer Operator	2	1 PTE	0	2018	\$1,612,074

2018 ANNUAL BUDGET

FUND	200- Sewer Fund
DEPARTMENT	Sewer

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
200-00-13000-000	CURRENT SEWER CHARGES	\$0	\$0	\$391,265	\$457,780	\$1,493,074	1
200-60-46410-001	OVERPAYMENTS	\$1,388,164	\$1,458,526	\$449,549	\$525,972	\$0	2
200-60-46410-003	CURRENT & PRIOR SEWER PENALTIES	\$36,987	\$19,000	\$32,410	\$37,920	\$19,000	3
200-60-46410-018	SEPTAGE/HAULED WASTE	\$118,939	\$100,000	\$111,044	\$129,921	\$100,000	4
200-00-12504-000	PRIOR YEAR SEWER CHARGES	\$0	\$0	\$0	\$0	\$0	5
200-60-46410-025	MISCELLANEOUS INCOME	\$356	\$0	\$0	\$0	\$0	
200-60-48109-150	INTEREST	\$0	\$0	\$0	\$0	\$0	
	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	
	APPLICATION OF PRIOR YEAR APPROPRIATION	\$0	\$0	\$0	\$0	\$0	
	TOTAL SEWER FUND REVENUES	\$1,544,446	\$1,577,526	\$984,268	\$1,151,594	\$1,612,074	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
200-60-53610-027	SWR REPLACEMENT	\$74,000	\$84,000	\$84,000	\$84,000	\$84,000	6
200-60-53610-110	FULL TIME WAGES	\$189,156	\$192,800	\$159,226	\$186,294	\$210,950	7
200-60-53610-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
200-60-53610-112	TEMPORARY EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
200-60-53610-114	OVERTIME 1.5	\$8,669	\$8,000	\$9,271	\$10,847	\$8,000	
200-60-53610-115	OVERTIME 2.0	\$11,549	\$11,000	\$10,308	\$12,060	\$11,000	
200-60-53610-120	RETIREMENT	\$32,722	\$14,115	\$12,618	\$14,763	\$15,410	
200-60-53610-122	FICA	\$12,566	\$13,200	\$11,100	\$12,987	\$14,260	
200-60-53610-123	MEDICARE	\$2,936	\$3,100	\$2,597	\$3,038	\$3,335	
200-60-53610-124	LONGEVITY	\$920	\$920	\$0	\$920	\$920	
200-60-53610-126	ALT INS INCENTIVE	\$0	\$0	\$0	\$0	\$0	
200-60-53610-128	EDUCATION INCENTIVE	\$0	\$0	\$0	\$0	\$0	
200-60-53610-130	HEALTH INS	\$44,308	\$50,410	\$37,356	\$43,707	\$56,570	
200-60-53610-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
200-60-53610-134	LIFE INS	\$817	\$900	\$750	\$878	\$1,000	
200-60-53610-136	DISABILITY INS	\$1,737	\$1,585	\$1,183	\$1,384	\$1,360	
200-60-53610-138	FLEX SPENDING PLAN	\$1,755	\$1,760	\$1,673	\$1,957	\$1,760	
200-60-53610-206	BOTTLED WATER	\$99	\$100	\$55	\$64	\$100	
200-60-53610-207	UTILITIES	\$94,801	\$100,000	\$75,593	\$88,444	\$100,000	
200-60-53610-208	EDUCATION/TRAINING	\$768	\$4,000	\$1,107	\$1,295	\$3,500	
200-60-53610-215	OFFC EQUIP PURCH/RPR	\$0	\$500	\$0	\$0	\$250	
200-60-53610-216	OFFICE SUPPLIES	\$0	\$100	\$22	\$26	\$50	
200-60-53610-217	OTHER PROFESSIONAL SERVICES	\$21,116	\$22,000	\$11,277	\$13,194	\$20,000	
200-60-53610-221	RADIO EQUIP/PGRS	\$354	\$400	\$289	\$338	\$400	
200-60-53610-222	VEHICLE EQUIP	\$909	\$500	\$65	\$76	\$500	
200-60-53610-223	FUEL/OIL/PUMPS	\$3,544	\$6,500	\$3,471	\$4,061	\$6,000	
200-60-53610-224	VEHICLE/BOAT MAINT/RPR	\$667	\$2,000	\$3,631	\$4,248	\$2,500	
200-60-53610-225	INTERNET	\$1,978	\$2,000	\$400	\$468	\$1,800	
200-60-53610-226	UNIFORM EXPENSE	\$684	\$900	\$406	\$475	\$1,200	
200-60-53610-229	ADVERTISING/CLASSIFIEDS	\$79	\$0	\$0	\$0	\$0	
200-60-53610-230	POSTAGE	\$1,985	\$2,000	\$1,352	\$1,582	\$2,000	
200-60-53610-231	COMPUTERS	\$4,332	\$3,400	\$2,326	\$2,721	\$3,400	
200-60-53610-232	LEGAL	\$2,364	\$3,000	\$1,559	\$1,824	\$3,000	
200-60-53610-239	ENGINEERING	\$28,324	\$50,000	\$12,034	\$14,080	\$50,000	
200-60-53610-242	OUTSIDE ACCOUNTING/AUDIT	\$5,410	\$6,000	\$5,500	\$6,435	\$5,600	
200-60-53610-243	SMALL EQUIPMENT/PARTS	\$1,381	\$1,500	\$1,910	\$2,235	\$1,800	
200-60-53610-247	FEES/BONDING FEES	\$16,032	\$6,200	\$5,082	\$5,946	\$6,200	8
200-60-53610-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
200-60-53610-256	SWR BILLING SUPPLIES	\$2,008	\$1,500	\$401	\$469	\$2,000	
200-60-53610-260	LOCATING EXPENSES	\$1,085	\$1,900	\$1,238	\$1,448	\$1,900	
200-60-53610-266	PLANT NUTRIENTS	\$0	\$0	\$0	\$0	\$3,000	9
200-60-53610-267	CHEMICALS	\$15,777	\$12,000	\$4,745	\$5,552	\$12,000	
200-60-53610-268	LAB SUPPLIES	\$5,972	\$7,000	\$3,454	\$4,041	\$7,000	
200-60-53610-269	PLANT SUPPLIES	\$9,346	\$4,500	\$10,527	\$12,317	\$6,000	
200-60-53610-270	REPAIRS TO LINES/LIFTS	\$6,024	\$20,000	\$18,524	\$21,673	\$20,000	10
200-60-53610-271	REPAIRS TO PLANT	\$24,806	\$15,000	\$15,409	\$18,029	\$15,000	10
200-60-53610-272	SLUDGE COSTS	\$103,685	\$130,000	\$91,625	\$107,201	\$130,000	11
200-60-53610-273	PLANT EQUIPMENT	\$6,568	\$10,000	\$872	\$1,020	\$10,000	
200-60-53610-274	LINE TELEVISION	\$33,527	\$45,000	\$0	\$0	\$45,000	12
200-60-53610-276	DEBT SERVICE	\$102,070	\$601,831	\$45,762	\$53,542	\$611,387	13
200-60-53610-501	INSURANCE	\$33,165	\$15,016	\$37,164	\$15,016	\$26,152	
200-60-53611-258	CAPITAL OUTLAY	\$0	\$12,000	\$0	\$0	\$15,000	14
200-60-53611-299	CAPITAL OUTLAY- BORROWED FUNDS	\$79,385	\$0	\$24,566	\$24,566	\$0	15

SEWER- ADMIN/BOARD WAGES

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
200-60-53612-110	FULL TIME WAGES	\$53,340	\$49,500	\$47,369	\$55,422	\$50,990	16
200-60-53612-111	PART TIME WAGES	\$14,339	\$15,500	\$11,880	\$13,900	\$15,000	
200-60-53612-120	RETIREMENT	\$3,485	\$3,600	\$3,516	\$4,114	\$3,625	
200-60-53612-122	FICA	\$4,105	\$4,000	\$3,651	\$4,272	\$4,050	
200-60-53612-123	MEDICARE	\$960	\$910	\$854	\$999	\$920	
200-60-53612-130	HEALTH INS	\$11,018	\$12,315	\$9,118	\$10,668	\$13,800	
200-60-53612-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
200-60-53612-134	LIFE INS	\$60	\$72	\$58	\$68	\$80	
200-60-53612-136	DISABILITY	\$367	\$400	\$286	\$335	\$328	
200-60-53612-283	CAR ALLOWANCE (Administrator)	\$252	\$252	\$210	\$252	\$252	
SEWER- PW WAGES							
200-60-53613-110	FULL TIME WAGES	\$440	\$590	\$456	\$534	\$1,160	17
200-60-53613-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
200-60-53613-114	OVERTIME 1.5	\$0	\$0	\$0	\$0	\$0	
200-60-53613-115	OVERTIME 2.0	\$0	\$0	\$0	\$0	\$0	
200-60-53613-120	RETIREMENT	\$29	\$40	\$31	\$36	\$80	
200-60-53613-122	FICA	\$27	\$40	\$28	\$33	\$75	
200-60-53613-123	MEDICARE	\$7	\$10	\$7	\$8	\$20	
200-60-53613-130	HEALTH INS	\$177	\$205	\$135	\$158	\$380	
200-60-53613-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
200-60-53613-134	LIFE INS	\$2	\$12	\$2	\$2	\$5	
200-60-53613-136	DISABILITY	\$5	\$5	\$3	\$4	\$5	
DUE TO TIF FUND		\$14,998	\$21,438	\$21,438	\$21,438	\$0	18
TOTAL SEWER FUND EXPENSES		\$1,092,991	\$1,577,526	\$809,490	\$897,463	\$1,612,074	
FUND SURPLUS(DEFICIT)		\$451,455	\$0	\$174,778	\$254,131	\$0	

2018 SUMMARY SCHEDULE OF CURRENT YEAR PAYMENTS

FUND	LOAN TITLE	ORIGINAL LOAN	ACTUAL DUE	PRINCIPAL	INTEREST	AMOUNT BUDGETED
SF	Sewer Expansion	\$5,941,180	\$815,175	\$401,143	\$19,747	\$420,890
SF	Clean Water Fund 2005	\$540,039	\$269,143	\$27,065	\$6,327	\$33,392
SF	Clean Water Fund 2011	\$1,661,830	\$1,254,942	\$76,236	\$29,789	\$106,025
SF	Clean Water Fund 2016	\$623,104	\$596,627	\$27,618	\$12,240	\$39,858
SF	Sewer portion of 2016 STF Loan- plant repaving	\$11,222	\$11,222	\$11,222	\$0	\$11,222
TOTAL DEBT		\$8,777,375	\$2,947,109	\$543,284	\$68,103	\$611,387

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
SEWER UTILITY**

1. This line accounts for the quarterly charges assessed to sewer system users to support treatment and maintenance operations. For 2017, each single family residence is charged \$105 per quarter (\$420 annually), which includes a \$12 administrative fee and a \$93 unit charge. Businesses and multi family buildings are charged the administrative fee plus multiple unit charges based on the number of residential units or other factors related to wastewater generation. The annual unit cost is reduced by \$24 for customers who chose to pay their entire annual bill when the first quarterly payment is due.
2. This line accounts for sewer bill accounts that are overpaid. The Village does not issue refunds on overpayments, but rather credits the resident's account. Any amount paid over and beyond the Accounts Receivable balance for a sewer account is put into this separate line item.
3. Any late fees assessed to delinquent sewer charges are collected in this account.
4. The Village accepts and treats wastewater collected by private contractors from septic tanks and holding tanks. The Village charges \$42.70 per 1,000 gallons of septic tank material and \$7.00 per 1,000 gallons of holding tank material.
5. A number of the Village's customers fail to pay their sewer bills on a timely basis. These charges are then placed on the subsequent year's property tax bill for the property. As such, this line accounts for charges collected through the property tax bill either by the Village or the County.
6. The Village's various Clean Water Fund loans require annual contributions into a Sewer Replacement Fund in order to maintain equipment after the loans are paid off.
7. This line accounts for wages of Sewer employees. To assist in a retirement transition/succession plan, the Village will hire a full-time sewer employee mid-year in 2018. At that time, one of the current full-time sewer employees will split their time with Public Works. The sewer fund will therefore support 3.75 employees in 2018.
8. This line covers charges from the DNR relating to sewer system and lab result reporting.
9. From time to time, there are not enough "bugs" in the sewer plant to keep up with the "food" available from sewage waste. Nutrients are available to help maintain a healthy amount of bugs in the sewer system to maximize biological phosphorus removal.
10. These lines provide funds for repairs to the collection system and to the plant. The system is aging and sometimes aggressive repairs are needed to bring equipment up to date. This is somewhat offset by recent major upgrades at five of the Village's lift stations.

11. In order to maintain the operations of the plant at the most efficient level, the Village continues to remove significant amounts of sludge material from the plant on an annual basis.
12. This line anticipates continuation of a program of cleaning the entire sewer collection system every five (5) years. In each of the years, approximately 1/5 of the over 200,000 linear foot system will be cleaned and televised. In addition, funds are available for more regular cleaning of known problem areas.
13. This line reflects the anticipated debt service cost for the Sewer Fund including Clean Water Fund (DNR) loans.
14. This line accounts for additional capital equipment needed to support the sewer plant and sewer operations. This funding will go towards equipment to maintain the most efficient level of chemical added to the system in order to maintain low levels of phosphorus to remain in compliance with DNR-set standards.
15. This line covers capital equipment purchases that are funded through Clean Water Fund loans and other debt.
16. This line accounts for 21% of the wage expense for the Village Office Staff and the Village Board. As a matter of policy, the Sewer Fund pays a portion of these expenses to account for the work undertaken on behalf of the fund by these positions.
17. Public Works staff time spent assisting with sewer operations is recorded here.

LAKE DISTRICT FUND



This budget reflects the operations of the Twin Lakes Protection and Rehabilitation District. The district handles shoreline projects, fish stocking, storm water management and lake weed treatment.

Revenues for the Lake District are levied separately from the Village.

2018 DEPARTMENT GOALS AND OBJECTIVES: Continue seeking out storm water quality improvement projects. Continue water patrol coverage. Work on lake level analysis and shoreline protection options with Southeast WI Regional Planning Commission and Village Engineer.

	Full Time	Part Time	Contracted	Budget	Expenditures
No direct personnel	0	0	0	2016	\$166,380
				2017	\$71,580
				2018	\$121,681

2018 ANNUAL BUDGET

FUND	400- Lake Protection & Rehabilitation District
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
400-70-41111-023	PROPERTY TAX SETTLEMENT	\$82,458	\$68,080	\$68,080	\$68,080	\$68,550	
400-70-43690-022	STATE GRANTS RECEIVED	\$2,102	\$3,000	\$844	\$2,000	\$2,000	
400-70-48109-150	INTEREST	\$0	\$500	\$0	\$0	\$0	
400-70-48900-250	MISCELLANEOUS INCOME	\$1,265	\$0	\$4,575	\$4,575	\$0	
	LOAN PROCEEDS	\$0	\$0	\$0	\$0	\$0	
	USE OF CASH	\$0	\$0	\$0	\$0	\$51,131	1
	USE OF SURPLUS	\$0	\$0	\$0	\$0	\$0	2
	TOTAL LAKE REHAB REVENUES	\$85,825	\$71,580	\$73,499	\$74,655	\$121,681	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
GENERAL GOVERNMENT							
400-70-53641-096	ADMIN EXPENSES	\$623	\$1,000	\$3,583	\$3,583	\$1,000	
400-70-53641-232	LEGAL	\$4,367	\$1,000	\$10,923	\$10,923	\$5,000	
400-70-53641-239	ENGINEERING	\$144	\$10,000	\$9,893	\$10,000	\$5,000	1
400-70-53641-052	ANNUAL MEETING COSTS	\$2,661	\$4,000	\$3,316	\$3,316	\$4,000	2
PUBLIC SAFETY							
400-70-53641-091	NEW BUOY/EQUIP MAINT	\$2,018	\$200	\$3,643	\$3,643	\$1,000	
400-70-53641-062	BOAT REPLACEMENT	\$0	\$0	\$0	\$0	\$0	
400-70-53641-089	MAINT/STRGE BUOY TENDER	\$3,895	\$3,600	\$377	\$377	\$3,600	
400-70-53641-088	SALARY BUOY INSTALLATION	\$3,473	\$3,000	\$1,500	\$3,000	\$3,000	
400-70-53641-055	BOAT SAFETY CLASSES	\$0	\$0	\$0	\$0	\$0	
400-70-53641-093	SIGNS	\$0	\$1,200	\$615	\$1,000	\$1,200	3
400-70-53641-054	WATER PATROL	\$9,100	\$9,100	\$9,100	\$9,100	\$11,000	
LAKE MAINTENANCE							
400-70-53641-063	PLANT SURVEY	\$1,850	\$2,000	\$0	\$4,340	\$0	4
400-70-53641-086	AQUATIC PLANT MGMNT	\$14,869	\$15,000	\$11,334	\$11,334	\$12,000	5
400-70-53641-111	LAUNCH MONITORING- SEASONAL WAGES	\$4,593	\$5,000	\$1,763	\$3,000	\$2,500	6
400-70-53641-122	LAUNCH MONITORING- FICA	\$285	\$350	\$110	\$150	\$160	
400-70-53641-123	LAUNCH MONITORING- MEDICARE	\$67	\$80	\$26	\$50	\$40	
400-70-53641-297	LAUNCH MONITORING PROGRAM EXPENSES	\$20	\$50	\$63	\$63	\$50	
400-70-53641-083	FISH STOCKING	\$0	\$5,000	\$0	\$5,000	\$5,000	7
400-70-53641-094	WEED COLLECTION	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
INFORMATION & EDUCATION							
400-70-53641-097	NEWSLETTERS/BROCHURES	\$0	\$500	\$0	\$0	\$500	
400-70-53641-236	WEBSITE	\$0	\$0	\$0	\$0	\$0	
400-70-53641-098	MEETINGS/WORKSHOPS	\$0	\$500	\$0	\$0	\$500	
400-70-53641-087	YOUTH FUND	\$0	\$0	\$0	\$0	\$0	
CAPITAL IMPROVEMENT							
400-70-53641-064	STORM WATER MGMNT	\$900	\$5,000	\$3,659	\$5,000	\$5,000	8
400-70-53641-065	LANCE PARK IMPROVEMENT	\$0	\$0	\$0	\$0	\$0	
400-70-53641-084	WETLAND MGMNT	\$0	\$0	\$0	\$0	\$0	
400-70-53641-053	WETLAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	
400-70-53641-082	FISHING PIER	\$0	\$0	\$0	\$0	\$0	
400-70-53641-090	SMALL PROJECTS	\$0	\$0	\$0	\$0	\$0	9
400-70-53641-066	DAM MODIFICATION	\$0	\$0	\$0	\$0	\$51,131	10
400-70-53641-068	SHORELINE PROJECTS	\$0	\$0	\$0	\$0	\$5,000	11
GRANT APPLICATIONS							
400-70-53641-071	GRANT WRITER	\$0	\$0	\$0	\$0	\$0	
400-70-53641-095	STORMWATER GRANT	\$0	\$0	\$0	\$0	\$0	
	TOTAL LAKE REHAB EXPENSES	\$53,865	\$71,580	\$64,905	\$78,879	\$121,681	

DEBT SERVICE FUND



The Village incurs all General Obligation Debt through its Debt Service Fund. Over \$3.8M in loans were refinanced in 2012. The Village has no plans to issue additional debt in 2018. Sewer debt service is not handled in the Debt Service Fund but is managed in the Sewer Fund.

2018 DEPARTMENT GOALS AND OBJECTIVES: Continue monitoring debt service schedules and levels to comply with state statute. Continue building road improvement fund to cover street resurfacing without the need for borrowing.

	2016	2017	2018	Budget	Expenditures
Average Debt Payment by Taxpayer	\$85.07	\$210.32 (paying off Note Anticipation Note in 2017)		2016	\$514,682
				2017	\$1,272,423
				2018	\$525,642

2018 ANNUAL BUDGET

FUND	500- Debt Service Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
500-50-41110-000	PROPERTY TAX SETTLEMENT	\$298,520	\$247,460	\$247,460	\$247,460	\$263,020	
500-56-49100-000	DEBT PROCEEDS	\$0	\$775,000	\$775,000	\$775,000	\$0	
	TRANSFER IN FROM TIF FUND	\$135,153	\$156,745	\$55,719	\$156,745	\$154,586	
	TRANSFER IN FROM LAUNCH/MARINA FUND	\$65,935	\$67,316	\$9,507	\$67,316	\$65,003	
	TRANSFER IN FROM CAPITAL PROJECTS FUND	\$15,074	\$25,902	\$25,902	\$25,902	\$23,033	
	USE OF FUND BALANCE	\$0	\$0	\$0	\$16,715	\$20,000	
	TOTAL DEBT SERVICE FUND REVENUES	\$514,682	\$1,272,423	\$1,113,588	\$1,289,138	\$525,642	

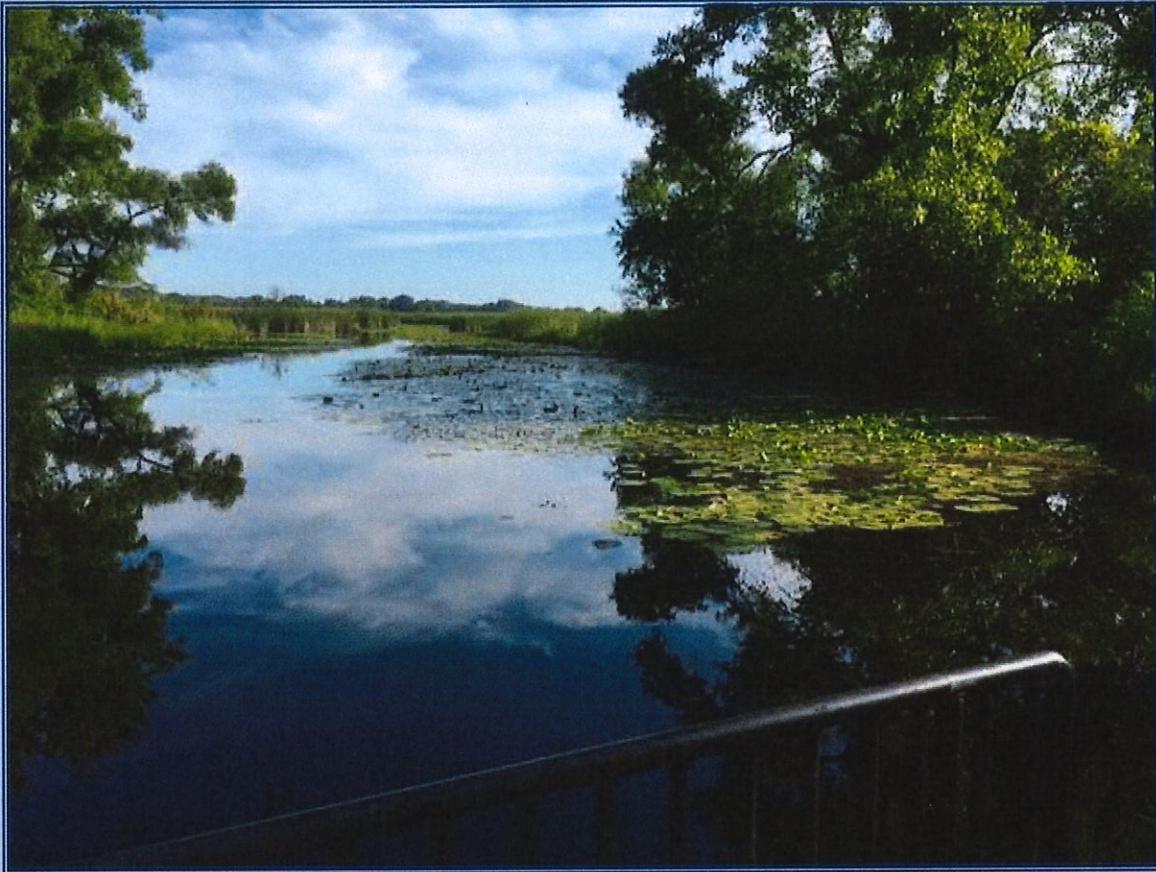
EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
500-14-58100-237	PRINCIPAL	\$369,135	\$1,156,447	\$1,014,137	\$1,156,447	\$389,799	
500-14-58200-237	INTEREST	\$137,983	\$115,976	\$79,512	\$115,976	\$135,843	
500-14-58300-247	FEES	\$0	\$0	\$0	\$0	\$0	
	DUE TO SEWER HOOK UP FUND (INTERNAL LOAN)	\$0	\$16,715	\$0	\$16,715	\$0	
	TOTAL DEBT SERVICE FUND EXPENSES	\$507,118	\$1,289,138	\$1,093,649	\$1,289,138	\$525,642	
	DEBT SERVICE FUND SURPLUS(DEFICIT)	\$7,564	(\$16,715)	\$19,939	\$0	\$0	

2018 SUMMARY SCHEDULE OF CURRENT YEAR PAYMENTS

FUND	LOAN TITLE	ORIGINAL LOAN	ACTUAL DUE	PRINCIPAL	INTEREST	AMOUNT BUDGETED
GF	Police Department Land Purchase	\$295,000	\$85,000	\$10,000	\$0	\$10,000
GF	Fire Truck and Park Projects	\$720,000	\$235,000	\$115,000	\$9,700	\$124,700
TIF	Finance TIF District	\$27,000	\$12,864	\$3,075	\$386	\$3,461
TIF	TID #1 Developer Incentive	\$300,000	\$232,038	\$19,555	\$8,701	\$28,256
77% TIF / 23% LEM	2012 Refunding Bonds	\$2,240,000	\$2,070,000	\$100,000	\$59,570	\$159,570
78% GF / 22% LEM	2012 Promissory Notes	\$1,590,000	\$895,000	\$110,000	\$18,643	\$128,643
CPF	TL Rescue Ambulance	\$199,115	\$179,322	\$17,653	\$5,380	\$23,033
GF/SF	NAN Refinancing- \$763778.19 GF, \$11,221.81 SF	\$775,000	\$775,000	\$14,516	\$33,463	\$47,979
	TOTAL DEBT	\$6,146,115	\$4,484,224	\$389,799	\$135,843	\$525,642
	Current Debt Limit (5% of equalized value)		\$38,525,185	16% of debt limit used		

SANITATION FUND



The Village contracts out sanitation services. The current vendor offering garbage and recycling is Advanced Disposal. The sanitation fund also pays for the recycling center as well as lake weed removal. The Yard Waste Recycling Center is on the northeast corner of Burlington and Industrial Drive.

2018 DEPARTMENT GOALS AND OBJECTIVES: Continue providing lake weed pick up. Chip yard waste at collection center. Work with hauler on improving E-waste recycling efforts.

	Full Time	Part Time	Contracted	Budget	Expenditures
Refuse/Recycling	0	2	1	2016	\$476,130
				2017	\$501,019
				2018	\$526,152

2018 ANNUAL BUDGET

FUND	600- Sanitation Fund
DEPARTMENT	N/A

REVENUES							
Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
600-40-43545-000	RECYCLING GRANT	\$15,659	\$15,000	\$17,361	\$17,361	\$15,000	
600-40-46420-000	REFUSE/RECYCLING CHARGES	\$471,946	\$480,519	\$478,240	\$478,240	\$505,152	1
600-40-48112-000	INTEREST ON TAXES CHARGED	\$1,439	\$500	\$1,192	\$1,395	\$1,000	
600-40-46440-000	LAKE WEEDS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	2
	TOTAL SANITATION FUND REVENUES	\$494,044	\$501,019	\$501,793	\$501,996	\$526,152	

EXPENDITURES							
Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
600-40-53620-255	GARBAGE PAYMENT	\$301,062	\$326,500	\$267,605	\$326,500	\$337,263	3
600-40-53635-110	FULL TIME WAGES	\$24,045	\$24,950	\$18,625	\$21,791	\$25,950	
600-40-53635-111	PART TIME WAGES	\$5,280	\$5,100	\$3,363	\$3,935	\$5,100	4
600-40-53635-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
600-40-53635-120	RETIREMENT	\$1,588	\$1,700	\$1,267	\$1,482	\$1,740	
600-40-53635-122	FICA	\$1,790	\$1,865	\$1,348	\$1,577	\$1,880	
600-40-53635-123	MEDICARE	\$419	\$440	\$316	\$370	\$440	
600-40-53635-130	HEALTH INS	\$11,583	\$8,650	\$2,482	\$2,904	\$8,550	
600-40-53635-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
600-40-53635-134	LIFE INS	\$80	\$84	\$74	\$87	\$110	
600-40-53635-136	DISABILITY INS	\$215	\$205	\$150	\$176	\$172	
600-40-53635-207	UTILITIES	\$406	\$275	\$331	\$387	\$400	
600-40-53635-217	OTHER PROFESSIONAL SERVICES	\$8,000	\$1,000	\$917	\$1,073	\$8,000	
600-40-53635-223	FUEL/OIL/PUMPS	\$3,274	\$2,500	\$2,663	\$3,116	\$2,500	
600-40-53635-224	VEHICLE/BOAT MAINT/RPR	\$9,658	\$2,500	\$10,843	\$12,686	\$7,000	
600-40-53635-230	POSTAGE	\$45	\$50	\$6	\$7	\$50	
600-40-53635-243	SMALL EQUIP/PARTS	\$116	\$500	\$72	\$84	\$500	
600-40-53635-250	MISCELLANEOUS	\$28	\$0	\$1,603	\$1,876	\$0	
600-40-53635-255	RECYCLING PAYMENT	\$90,331	\$119,700	\$101,326	\$118,551	\$121,497	
600-40-53635-293	ADMIN PYMNT TO GEN FUND	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
	TOTAL SANITATION FUND EXPENSES	\$462,920	\$501,019	\$437,991	\$501,602	\$526,152	
	SANITATION FUND SURPLUS(DEFICIT)	\$31,124	\$0	\$63,802	\$394	\$0	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
DEPARTMENT OF SANITATION**

1. This line accounts for the service charges placed on the annual tax bill for each of the Village's refuse and recycling customers. It is a separate fee and is not included in the Property Tax Levy.

Annual rates for Refuse and Recycling are as follows:

95 gallon container - \$172.90

Additional refuse container - \$60.00

Additional recycle container- no charge

Commercial Service - \$360.00

2. This line accounts for the contribution made by the Lake Protection and Rehabilitation District for collection of lake weeds at the curb by Twin Lakes Public Works.
3. The curbside collection refuse and recycling is handled by a private contractor. The Village is under contract with Groot Industries. The annual charge for 95 gallon toter service collection made by the hauler is \$156.36.
4. This line represents the wages for the part time staff working at the Recycling Center. Beginning in 2017, the Recycling Center is now located at the Public Works facility. The Recycling Center is open to residents 15 hours per week to deposit brush material.

GENERAL CAPITAL PROJECTS FUND



From time to time, the Village must issue General Obligation debt to pay for capital projects and equipment. Purchases using bond proceeds are kept in the General Capital Projects Fund to account for proceeds which are spent over multiple budget years. No purchases of this kind are anticipated in 2018.

2018 DEPARTMENT GOALS AND OBJECTIVES: Search for grants to cover capital equipment purchases when possible. Manage Rescue loan payments.

	Budget	Expenditures
	2016	\$107,808
	2017	\$191,902
	2018	\$23,033

2018 ANNUAL BUDGET

FUND	700- General Capital Projects Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
700-00-41111-000	PROP TAX SETTLEMENT	\$0	\$2,868	\$2,868	\$2,868	\$0	
700-00-49100-000	BOND PROCEEDS	\$199,115	\$0	\$0	\$0	\$0	1
700-00-48300-000	SALE OF CAPITAL ASSETS	\$0	\$0	\$0	\$0	\$0	
700-00-48500-000	RESCUE LOAN PAYMENTS	\$0	\$25,000	\$23,033	\$23,033	\$23,033	2
700-00-49101-000	APPL OF PRIOR YEAR APPROPRIATION	\$0	\$166,000	\$0	\$231,903	\$0	3
TOTAL GENERAL CAPITAL PROJECTS FUND REVENUES		\$199,115	\$193,868	\$25,901	\$257,804	\$23,033	

EXPENDITURES

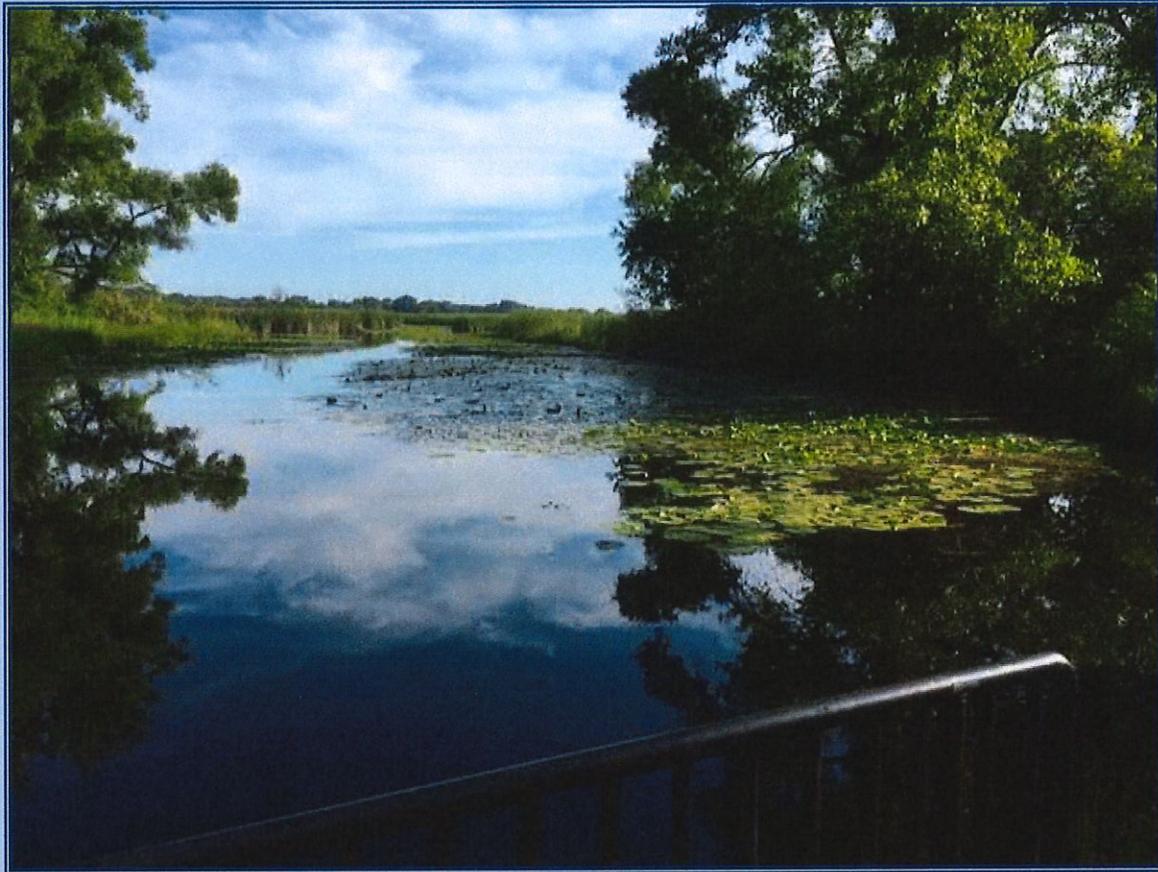
Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
700-92-51416-215	GENERAL ADMINISTRATION- OFFICE	\$0	\$0	\$0	\$0	\$0	
700-92-53311-215	PUBLIC WORKS- OFFICE	\$0	\$0	\$0	\$0	\$0	
700-92-53311-222	PUBLIC WORKS- EQUIPMENT	\$0	\$0	\$0	\$0	\$0	
700-92-53311-224	PUBLIC WORKS- VEHICLES	\$0	\$166,000	\$163,397	\$163,397	\$0	
700-92-53311-244	PUBLIC WORKS- STREET RESURFACING	\$76,907	\$0	\$4,548	\$4,548	\$0	
700-92-52111-215	POLICE- OFFICE	\$0	\$0	\$0	\$0	\$0	
700-92-52111-222	POLICE- EQUIPMENT	\$0	\$0	\$65,903	\$65,903	\$0	
700-92-52111-224	POLICE- VEHICLES/BOATS	\$0	\$0	\$0	\$0	\$0	
700-92-52200-218	FIRE- EQUIPMENT	\$0	\$0	\$0	\$0	\$0	
700-92-52200-224	FIRE- VEHICLES	\$199,115	\$0	\$0	\$0	\$0	
	DUE TO DEBT SERVICE FUND	\$15,074	\$25,902	\$25,902	\$25,902	\$23,033	
TOTAL GENERAL CAPITAL PROJECTS FUND EXPENSES		\$291,096	\$191,902	\$259,750	\$259,750	\$23,033	
GENERAL CAPITAL PROJECTS FUND SURPLUS(DEFICIT)		(\$91,981)	\$1,966	(\$233,849)	(\$1,946)	\$0	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
CAPITAL PROJECTS FUND**

This fund is for the purchase and sale of capital assets that are funded through bond proceeds. This fund was created in 2014 to begin tracking 2015 and subsequent borrowings and purchases relating to capital projects.

1. No new borrowing is anticipated for 2018.
2. Twin Lakes Fire & Rescue committed to paying the annual principal/interest payment on an ambulance loan the Village issued on their behalf. It is anticipated that this loan will be paid off in 10 years. The revenue is transferred to the debt service fund to cover the annual principal and interest costs of the loan. There is no cost to the Village in this transaction.
3. No former debt proceeds are still available for capital equipment or project purchases.

LAUNCH/MARINA FUND



This fund is for the maintenance and operation of the Lake Elizabeth Marina and Boat Launch, which is jointly owned by the Village and Wisconsin Department of Natural Resources but is managed by the Village.

2018 DEPARTMENT GOALS AND OBJECTIVES: Begin negotiations with DNR to continue operating a safe and profitable boat launch facility as well as a rental space at the launch site. Continue covering land purchase debt service through user fees and not through the tax levy.

	Full Time	Part Time	Contracted	Budget	Expenditures
No direct personnel	0	0	0	2016	\$81,449
				2017	\$82,085
				2018	\$74,872

2018 ANNUAL BUDGET

FUND	800- Launch/Marina Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
800-85-41111-000	PROP TAX SETTLEMENT	\$35,039	\$29,971	\$29,971	\$29,971	\$28,301	1
800-85-43522-000	DNR GRANT PROCEEDS	\$0	\$0	\$0	\$0	\$0	
800-85-46750-000	BOAT RAMP FEES	\$22,849	\$15,000	\$19,215	\$20,000	\$15,000	2
800-85-46751-000	MARINA FEES- SLIP RENTAL	\$30,818	\$32,000	\$33,598	\$33,598	\$35,000	3
800-85-48109-000	INTEREST LGIP	\$0	\$0	\$0	\$0	\$0	
800-85-48200-000	LEASE PAYMENTS	\$14,000	\$10,000	\$14,000	\$14,000	\$12,000	4
800-85-48900-000	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
800-85-49101-000	APPL OF PRIOR YEAR APPROPRIATION	\$0	\$0	\$0	\$0	\$0	5
	TOTAL LAUNCH/MARINA FUND REVENUES	\$102,706	\$86,971	\$96,784	\$97,569	\$90,301	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
800-85-55400-110	FULL TIME WAGES	\$1,060	\$4,890	\$958	\$1,121	\$580	6
800-85-55400-111	PART TIME WAGES	\$0	\$0	\$0	\$0	\$0	
800-85-55400-112	TEMP EMPLOYMENT	\$0	\$0	\$0	\$0	\$0	
800-85-55400-120	RETIREMENT	\$70	\$335	\$65	\$76	\$40	
800-85-55400-122	FICA	\$65	\$305	\$58	\$68	\$40	
800-85-55400-123	MEDICARE	\$15	\$75	\$14	\$16	\$10	
800-85-55400-130	HEALTH INS	\$1,478	\$1,690	\$1,251	\$1,464	\$190	
800-85-55400-132	DENTAL INS	\$0	\$0	\$0	\$0	\$0	
800-85-55400-134	LIFE INS	\$16	\$24	\$15	\$18	\$22	
800-85-55400-136	DISABILITY INS	\$42	\$48	\$30	\$35	\$34	
800-85-55400-203	BLDG MAINT COST	\$0	\$500	\$0	\$0	\$0	
800-85-55400-207	UTILITIES	\$376	\$800	\$0	\$0	\$400	
800-85-55400-216	OFFICE SUPPLIES	\$1,989	\$500	\$66	\$77	\$500	
800-85-55400-217	OTHER PROFESSIONAL SERVICES	\$54	\$1,000	\$54	\$63	\$1,000	
800-85-55400-223	FUEL/OIL/PUMPS	\$0	\$100	\$0	\$0	\$100	
800-85-55400-224	VEHICLE/BOAT MAINT/RPR	\$0	\$0	\$0	\$0	\$0	
800-85-55400-232	LEGAL	\$0	\$500	\$0	\$0	\$2,500	
800-85-55400-239	ENGINEERING	\$0	\$200	\$0	\$0	\$200	
800-85-55400-243	SMALL EQUIPMENT/PARTS	\$292	\$500	\$0	\$0	\$500	
800-85-55400-245	SIGNS	\$0	\$50	\$0	\$0	\$50	
800-85-55400-258	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
800-85-55400-281	PIER MAINTENANCE/REPAIR	\$950	\$1,000	\$557	\$652	\$1,000	
800-85-55400-293	ADMIN PAYMENT TO GEN FUND	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
800-85-55400-501	INSURANCE	\$563	\$252	\$871	\$252	\$703	
800-85-99999-250	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	
	DUE TO DEBT SERVICE FUND	\$65,935	\$67,316	\$9,508	\$67,316	\$65,003	
	TOTAL LAUNCH/MARINA FUND EXPENSES	\$74,905	\$82,085	\$15,447	\$73,158	\$74,872	
	TOTAL FUND SURPLUS(DEFICIT)	\$27,801	\$4,886	\$81,337	\$24,411	\$15,429	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
LAUNCH/MARINA FUND**

This fund is for the maintenance and operation of the Lake Elizabeth Marina and Boat Launch, which is jointly owned by the Village and the Wisconsin Department of Natural Resources but is managed by the Village.

1. This line reflects property taxes levied for a general obligation loan taken out to fund the improvements made to the parking lot and the marina at this facility. No levy is made for the debt service related to the purchase of the property.
2. These amounts reflect payments made by users of the facility to launch boats and to moor at the marina pier. The amounts listed here are net of the State Sales Taxes that are collected on these fees and remitted to the State on behalf of the person paying the fee.
3. This line refers to 38 boat slips available for lease at the Lake Elizabeth Marina. Slips are leased on an annual basis.
4. This line reflects a lease payment paid to the Village by the current tenant to rent the building at Lake Elizabeth Marina. The current use of this building is a restaurant.
5. This line refers to any use of fund balance needed for funding the 2018 fiscal year's activities.
6. This line reflects staff time by Public Works to maintain the marina.

CDBG HOUSING LOAN FUND



This fund was created through a Community Development Block Grant received by the Village. The funds are used for the Village’s housing loan program, a revolving loan fund. As homeowners pay back their loans, additional funding is available for new homeowners to take on no-interest loans. This program is limited to low/moderate income households.

2018 DEPARTMENT GOALS AND OBJECTIVES: Maintain accurate records and continue required reporting to the state on outstanding loans. As funding is available, continue issuing loans to qualified applicants.

	Full Time	Part Time	Contracted	Budget	Fund Balance
No direct personnel	0	0	0	2016	\$33,593
				2017	\$33,593
				2018	\$13,379

2018 ANNUAL BUDGET

FUND	900- CDBG Fund
DEPARTMENT	N/A

REVENUES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
900-91-43581-000	HOUSING GRANT	\$0	\$0	\$0	\$0	\$0	1
900-91-48109-150	INTEREST	\$0	\$0	\$0	\$0	\$0	
900-91-48900-000	LOAN REPAYMENTS	\$15,593	\$0	\$0	\$0	\$0	2
	TOTAL CDBG REVENUES	\$15,593	\$0	\$0	\$0	\$0	

EXPENDITURES

Acct Number	Acct Description	2016 Actual	2017 Budget	2017 YTD	2017 Estimate	2018 Proposed	FN
900-91-57710-201	HOUSING LOANS	\$0	\$0	\$0	\$0	\$0	
900-91-57710-247	ADMINISTRATIVE	\$2,214	\$0	\$80	\$80	\$0	3
	TOTAL CDBG EXPENSES	\$2,214	\$0	\$80	\$80	\$0	
	FUND SURPLUS(DEFICIT)	\$13,379	\$0	(\$80)	(\$80)	\$0	

**Village of Twin Lakes
2018 Annual Budget
Administrative Notes
CDBG HOUSING FUND**

This Village was awarded a Community Development Block Grant (CDBG) in 2004. A revolving loan fund was established to provide loans to eligible low-income residents for purposes of health and safety measures in their home such as a new roof, well or furnace.

1. In 2018, no additional state CDBG grants are expected to be awarded to the Village.
2. No loans are expected to be repaid in 2018 by residents.
3. Administrative costs are assessed on each loan to cover documentation and staff time costs affiliated with the loan paperwork and process.

GLOSSARY



**Village of Twin Lakes
2018 Annual Budget
Glossary**

ACCOUNT: A classification established for the purpose of recording financial transactions.

ADOPTED BUDGET: Refers to the budget amounts as originally approved by the Village Board at the beginning of the year along with any amendments that have been approved throughout the year.

ASSESSED VALUATION: A valuation set upon real estate and certain personal property by the Village Assessor as a basis for levying property taxes.

ASSETS: Property owned by a government which has a monetary value.

ASSIGNED FUND BALANCE: Fund balance amounts that are constrained by the Village's intent to be used for specific purposes.

AUDIT: A comprehensive examination of the manner in which the Village's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the Village Board's appropriations.

BASIS OF ACCOUNTING: A term used to refer to when revenues, expenditure, expenses and transfers, and the related assets and liabilities are recognized in the account and reported in the financial statements (i.e. accrual, modified accrual, cash)

BALANCED BUDGET: A plan of financial operation where total revenues match total expenditures. Village Financial Policy requires the Village Board approve a balanced budget annually.

BOND: A debt instrument—A written promise to pay a specified sum of money (called the principal amount or face value) by a specified date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (called the interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures. The difference between a note and a bond is that the latter is issued for a longer period (over 10 years) and requires greater legal formality.

BUDGET: A financial plan for a specified period of time (year) that matches with all planned revenues and expenditures with various Village services.

CAPITAL ASSET: Assets with an initial cost exceeding \$5,000 for capital assets whose useful life is in excess of one year (i.e. vehicles, building improvements, roads).

CAPITAL EXPENDITURE: Capital assets purchased with borrowed funds. These expenditures are located in the Capital Projects Fund where the Debt Service associated with these purchases are tracked.

CHARGE FOR SERVICE: User charge for services provided by the Village.

CLEAN WATER FUND (CWF) LOAN: A loan program offered by the Department of Natural Resources relating to water and sewer capital projects.

CONTINGENCY ACCOUNT: A budgetary reserve set aside for emergencies and unforeseen expenditures not otherwise budgeted for.

DEBT: A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

DEBT SERVICE: Amount necessary for the payment of principal, interest and related costs of the general long-term debt of the Village.

DEFICIT: The excess of an entity's liabilities over its assets (see Fund Balance). The excess of expenditures over revenues during a single accounting period.

DPW: Department of Public Works

DNR: Wisconsin Department of Natural Resources

ENTERPRISE FUND: Account for activity for which a fee is charged to users for goods and services.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts, and municipalities among tax districts.

EXPENDITURE: Use of financial resource for current operating expenses, debt service, capital outlay and intergovernmental transfers.

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

FULL TIME EQUIVALENT (FTE): A term used to compare the hours budgeted for regular full-time and part-time, and temporary part-time employee hours. One full time equivalent is based on 2,080 hours for all departments, excluding certain public safety positions for which 2004.1 or 2084 hours are considered to equal one full time equivalent.

FUND: An accounting entity with a self-balancing set of accounts containing its own assets, liabilities and fund balance. A fund is established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The difference between revenues and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

GENERAL FUND: The General Fund is the general accounting fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS/NOTES: Bonds/Notes that finance public projects such as streets, sewers, buildings and improvements. The repayment of these bonds are backed by “full faith and credit” of the issuing government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP): Criteria used by auditors to determine if financial statements are fairly presented.

INFRASTRUCTURE: Public domain capital assets including roads, curbs, gutters, sidewalks, drainage ways and lighting systems.

LIABILITY: Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

LINE ITEM: A basis for distinguishing types of revenues and expenditures.

MILL RATE: Property tax rate expressed as the rate per \$1,000 of assessed property value.

MISCELLANEOUS REVENUES/EXPENSES: Revenues and expenses which are not required to be accounted for elsewhere.

OPEB: Other Post-Employment Benefits (i.e. health insurance benefit for retirees).

PAYMENT IN LIEU OF TAXES (PILOT or PILT): A contribution by benefactors of Village services who are tax exempt (i.e. utilities and non-profit organizations) who chose or must pay a “tax equivalent amount.”

REVENUE: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes specified in the Village Board Adopted Budget.

TAX RATE: The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the Village. The assessed value tax rate is calculated using assessed value.

TLPD: Twin Lakes Police Department

TRANSMITTAL LETTER: The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Village Administrator.

UNRESERVED FUND BALANCE: In a governmental or expendable trust fund, the balance of net financial resources that is spendable or available for appropriation. In a nonexpendable or pension trust fund, the portion of the fund balance that is not legally restricted.

USER CHARGE/FEE: The payment for direct receipt of a public service by the party benefitting from the service.

For questions on terms not listed above, please contact Jennifer Frederick, Village Administrator, at 262-877-2858 for more information.