

City of Appleton, Wisconsin



2018 EXECUTIVE BUDGET AND SERVICE PLAN

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**In the heart of the Fox Cities,
north of Lake Winnebago.**



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City of Appleton 2018 Budget Operational/Fund Structure Matrix

<u>Operational Responsibility</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Enterprise Funds</u>	<u>Internal Service Funds</u>	<u>Debt Service Funds</u>
Mayor	x					
Common Council	x					
Finance	x					
Unclassified	x					
Room Tax Administration		x				
Other Post Employment Benefits					x	
Debt Service						x
Information Technology	x					
Information Technology Capital Projects			x			
Legal Services	x					
Tuchscherer Disability		x				
City Center Capital Projects			x			
Human Resources	x					
Risk Management					x	
Community Development	x					
Housing & Community Development Grants		x				
Industrial Park Land			x			
Community Development Capital Projects			x			
Tax Increment District No. 3		x				
Tax Increment District No. 6			x			
Tax Increment District No. 7			x			
Tax Increment District No. 8			x			
Tax Increment District No. 9			x			
Tax Increment District No. 10			x			
Tax Increment District No. 11			x			
Tax Increment District No. 12			x			
Facilities Management					x	
Facilities Capital Projects			x			
Exhibition Center Capital Project			x			
Parks and Recreation	x					
Union Spring Park Trust		x				
Peabody Estate Trust		x				
Balliet Locomotive		x				
Lutz Park Recreational Trust		x				
Park Purpose Open Space		x				
Project City Park		x				
Universal Playground		x				
Miracle League Field		x				
Reid Municipal Golf Course				x		
Library	x					
Library Grants		x				
Valley Transit				x		
Public Works	x					
Sanitation and Recycling		x				
Wheel Tax		x				
Subdivision Development			x			
Public Works Equipment			x			
Parking Utility				x		
Central Equipment Agency (CEA)					x	
CEA Replacement			x			
Stormwater Utility				x		
Water Utility ¹				x		
Wastewater Utility ¹				x		
Health Services	x					
Health Services Grants		x				
Police	x					
Police Grants		x				
Public Safety Capital Projects ²			x			
Fire	x					
Hazardous Materials		x				
Water Utility ¹				x		
Wastewater Utility ¹				x		

1. Shared responsibility between Public Works and Utilities - The Public Works Director is responsible for water distribution and wastewater collection while the Utility Director is responsible for water filtration and wastewater treatment.

2. The Public Safety Capital Projects Fund is used to fund both Police and Fire capital projects.



"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

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October 4, 2017

Members of the Common Council and Community
City of Appleton
Appleton, Wisconsin

Dear Appletonians:

I present to you the 2018 Budget and Service Plan, including the five-year Capital Improvement Plan. As always, our goal in putting this budget together is to provide you a budget that continues to allow for high-quality, efficient service while preparing Appleton for long-term success through strategic investments in our community.

Over the past several years, we have undertaken a number of initiatives designed to provide the framework for the future of our downtown and our City. The Downtown Parking Study was completed in 2015 and the first phases of implementation have been completed. The Downtown Accessibility and Mobility Study was adopted in 2016 with the first phase of implementation completed this year. Earlier this year, we adopted the update to the City's Comprehensive Plan including the next chapter of our Downtown Development Plan. This 2018 budget contains the funds for the first steps in implementing some of the changes called for in that plan. This is in keeping with Appleton's track record of funding and implementing the initiatives contained in the plans we work so hard to complete that outline our vision for the future of our City.

Our commitment to investing in our quality-of-life here in Appleton, as well as our deliberate planning efforts and subsequent implementation, is starting to pay off. Appleton has many of the desirable elements people are looking for when choosing a place to live, work and invest in. We remain one of the safest cities not only in Wisconsin, but also in the country. We are a clean city with well-maintained infrastructure and parks. Appleton is easily navigated on foot with our sidewalks and developing trail system. We are becoming more bike friendly with the implementation of our bike plan, and have a good public transportation system in Valley Transit. We are also the center of many cultural activities: a world class performing arts center, which happens to be the home of a very successful Fox Valley Symphony Orchestra; one of the largest and most successful farmer's markets in the State; and special events like the Mile of Music and Octoberfest, as well as others throughout the year. The completion and opening of the Fox Cities Exhibition Center will add yet another attraction for people from far and wide to experience first-hand what Appleton and the Fox Cities has to offer! All of these

elements together make Appleton a special place and positions us to take advantage of the growing trend of renewed urban living occurring all across the country.

With the formation of TIF districts 11 and 12, Appleton continues to experience steady growth in the number of inquiries regarding both new and redevelopment projects, and are poised to benefit from our commitment to planning and subsequent implementation of those plans. With the State limiting the growth in our tax levy to the growth of our tax base related to net new construction, turning these inquiries into real projects is essential. Development of the 2018 budget was especially difficult given that the City's tax base grew due to net new construction in 2016 by only 1.46%. After many years of modest increases in employee medical claims, we experienced a large increase in 2016 resulting in an estimated 10% increase in the cost of medical claims for the 2018 budget. Along with these factors, we also needed to make sure that we budgeted sufficient resources to fund the City's pay-for-performance pay plan. Unlike years past when we budgeted cost-of-living increases for our non-represented employees and funded additional pay-for-performance through carryover after the audit, this budget has sufficient funds for modest increases in pay for non-represented employees based on their rated performance. With these factors in mind, departments were asked to look closely at their past operational spending and to keep their requests for 2018 to a minimum. I'm proud of the effort they made and confident that this budget will still accomplish the City's goals.

This 2018 Budget and Service Plan builds on our past efforts and provides funds for the further implementation of the plans we have set in place. In today's economy, private sector investment is competitive and measured, and public sector quality-of-life initiatives are playing an ever-increasing role in those private sector decisions. Therefore, as a City, we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

The 2018 Budget continues to place an emphasis on capital projects and their planning. As stated, the Downtown Parking Study was delivered and adopted in 2015, the Accessibility and Mobility Study was adopted in 2016, and earlier this year the update to the City's Comprehensive Plan and Downtown Plan were adopted. This budget includes funds for the continued implementation of the recommendations from the Parking Study and the Accessibility and Mobility Study, as well as the initial investments in TIF #11 and TIF #12 as we begin to implement the newest Downtown Plan. This budget also includes resources to continue the process of planning for the future of the Library.

Parking – Funds for the next phase of implementation of the parking recommendations are included for property acquisition and business relocation as well as construction of an alternate stairway for egress from City Center West in anticipation of the demolition of the Blue parking structure in 2019. Funds are also included to begin the process of site identification and design of a new parking structure.

Mobility – Funds are included for the conversion of Appleton Street to two-way traffic north of the Skyline Bridge. The engineering work will be completed this year. Funds included in this budget are for demolition of the existing north to eastbound leg of Appleton Street as well

as construction of a new bridge and infrastructure over Rocky Bleier Run. A portion of these funds are part of the City's investment in TIF #11.

Jones Park and Ellen Kort Peace Park– We've known for a long time that Jones Park is one of our best opportunities to strengthen the link of our downtown to the continued development of our riverfront. The construction of the Fox Cities Exhibition Center has given us the impetus to reconfigure Jones Park to solidify that link as well as provide a wonderful amenity for patrons using the new Fox Cities Exhibition Center. The final design of the Park was approved earlier this year and \$1,995,000 is included for this project. \$100,000 is budgeted for final design work for Ellen Kort Peace Park with construction and development slated for 2019 and 2020.

Telulah Park – The further development of Riverheath has prompted us to budget \$765,000 in 2018 and \$500,000 in 2019 for the development of amenities in lower Telulah Park. Projects in 2018 include trail construction, riverfront lighting and trailhead parking.

Library – I have included \$500,000 in the 2018 Budget and a total of \$30,500,000 overall for the Library project once a decision is made as to the preferred solution. I anticipate a collaborative decision making process involving both the Library Board and the Common Council to reach a consensus solution regarding the future of the Library.

DEBT SERVICE

General obligation debt service costs continue their upward trend in the 2018 Budget. Debt service payments on the City's investment in such projects as the Erb Park and pool renovation, the Fox Cities Exhibition Center project, Jones Park renovations and other infrastructure and facility improvements continue to expand the City's debt service needs. As a result of the investment in these projects as well as others, total debt service costs increased from \$7,014,437 in 2017 to a projected \$7,976,134 in the 2018 Budget. The property tax levy necessary to support this increase rose \$1,369,819 (35.4%) from \$3,871,561 in the 2017 Budget to \$5,241,380 for 2018 resulting in the debt service portion of the total tax levy increasing from 9.5% to 12.4%.

Total general obligation debt outstanding at December 31, 2017 is projected to be \$49,570,624 compared to \$47,050,000 outstanding at December 31, 2016, an increase of \$2,520,624. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$261,146,195 and the amount outstanding compares favorably with similar sized communities throughout the State.

For 2018, \$19,388,586 in general obligation notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$10,427,086), facility construction and improvements (\$4,075,000), equipment (\$1,216,500) and parks and trails (\$3,670,000). A complete list of anticipated debt-financed projects for 2018 can be found in the "Five Year Plan" section of this budget.

CONTINGENCY FUNDS

- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2017 to 2018. Estimated balances in the contingency funds available for carryover at the conclusion of 2017 include:
 - State Aid Contingency \$849,107
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$367,936

- The reserve established from the settlement with Time Warner Cable to provide the public with electronic access to City government proceedings was exhausted in 2017 thus no funds are available for carryover into 2018.

- Included in the Unclassified section of the 2018 Budget is \$410,825 for wage increases for employees not covered by collective bargaining agreements. The funding for this increase includes \$310,825 of 2018 Budget revenue along with \$100,000 of existing wage reserve anticipated to be carried over from prior years. The amount will be awarded to employees through the City's pay for performance evaluation system.

COMMUNITY AND ECONOMIC DEVELOPMENT

In support of the Economic Development Strategic Plan's primary goals and key strategies and the recently approved updated Comprehensive Plan 2010-2030, the Community and Economic Development Department's budget contains \$36,000 to support local and regional community and economic development activities. Furthermore, the budget also includes \$36,000 or \$.50 per capita to support the Fox Cities Regional Partnership. The investment of the \$36,000 into the Fox Cities Regional Partnership will be for services and programs that align with the City's Economic Development Strategic Plan and updated Comprehensive Plan such as Talent Upload, YP Week and other opportunities. This provides a total of \$72,000 to support local and regional economic development.

The 2018 budget provides funding for the sanitary area assessment for the portion of Tax Incremental Financing District #6 (TIF 6) within the Southpoint Commerce Park as well as for developer incentive payments. 2018 is the final year of the expenditure period for TIF 6 leaving the final five years of the District to recapture the costs of prior year investments. Funding in 2018 and beyond for maintenance of the Park will be provided by the Industrial Park Land Fund. The City will evaluate the need for additional infrastructure and platting of the land in the industrial park and will determine if a new TIF district will be created in the future.

In regards to new TIF Districts, TIF's #11 and 12 were formed in late 2017 and are included in the 2018 Budget. TIF #11, which is located at the east end of College Avenue in the downtown corridor, was formed to eliminate blight and encourage rehabilitation of properties,

retain existing establishments, attract new businesses, increase property values, and improve the overall appearance of the area. To help reach this goal, \$2,086,121 of street, sidewalk, parking, and utility infrastructure projects have been included in this budget. This investment is meant to spur development in the District by providing improved access to targeted development sites as well as providing the necessary utility and parking infrastructure to service them. TIF#12, located at the west end of College Avenue in the downtown district, is focused on rehabilitation and conservation of existing properties and businesses, as well as redevelopment of vacant or underutilized properties. In order to support these goals, \$21,000 has been included in the budget to provide property improvement grants to property owners within the District.

In terms of overall community and economic development, the Appleton Redevelopment Authority (ARA) is poised to provide redevelopment activities throughout the City in order to maintain and enhance viable residential, commercial and industrial development. In order to meet this goal, \$350,000 is included in this budget to fund ARA for site acquisition and project implementation.

FISCAL

- Tax Levy – General fund expenditures increased \$1,308,671 in the 2018 Budget, a 2.12% increase while general fund revenues increased \$1,281,244, or 2.08% over the 2017 Budget. The increase in revenues was primarily due to increased property tax revenue, increased revenue from the newly renovated Erb pool, interest received on general fund loans to the City’s TIF districts, and a transfer of excess fund balance from the Subdivision Fund. The general fund tax levy is expected to increase \$513,427 or 1.50%. At the same time, the tax levy in the debt service fund is expected to increase \$1,369,819, or 35.4%. Overall, the tax levy for the City is expected to increase \$1,683,246, or 4.13% in 2018. This increase is within State imposed levy limits.
- Tax Rates – The City’s equalized value increased 5.75% to \$5,222,923,900 in 2017 which, when reduced by the City’s overall assessment ratio of 94.52%, equates to an estimated increase of \$44,932,273, or .92% in assessed value. Applying the 2017 total estimated assessed value of \$4,757,705,610 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$8.92, an increase of 30 cents, or 3.47%
 - Calumet County – \$8.92, an increase of 26 cents, or 3.03%
 - Winnebago County – \$8.75, an increase of 26 cents, or 3.12%

However, on an equalized value basis, the tax rate is projected to be \$8.43, an actual **decrease** of 11 cents, or 1.32%.

- Debt and Fund Balances – The City’s established debt and fund balance policies are met by this budget providing confidence in the continuation of the City’s outstanding bond ratings and financial stability.

UTILITIES

- Water – The budget includes \$610,000 for various building needs at the Water Filtration Plant. Improvements planned for the Water Filtration Plant in 2018 include \$85,000 to replace and upgrade the uninterruptable power supply system, \$500,000 to continue to replace and upgrade chemical storage systems and \$25,000 for engineering for future HVAC replacements. Additionally, this budget includes \$100,000 to begin engineering work for a multi-year project to upgrade the lake intake and to construct a second raw water line between the lake station and the Filtration Plant. Water utility infrastructure improvements planned for 2018 include \$3,458,847 for the replacement of aging distribution and transmission mains. The budget also includes \$45,000 for the installation of a bulk water dispensing station. Significant maintenance expense in 2018 includes the repair of an expansion joint at the Filtration Plant. The treatment operation budget reflects a decrease in costs due to the full implementation of the ultraviolet treatment process. There are no planned water rate increases for 2018.
- Wastewater – The 2018 Budget includes \$2,235,551 of improvements to the wastewater collection system along with \$150,000 in upgrades to the Marshall Heights lift station. The budget also includes funds for the following projects at the treatment facility: \$920,000 for aeration blower replacement, \$1,470,750 to start the replacement of the electrical distribution system and \$823,500 for various projects to replace aging treatment equipment and facilities. The Wastewater Utility continues to work with the Wisconsin Department of Natural Resources on total maximum daily load (TMDL) limits for the nutrient phosphorus. The new limits are approximately five times more stringent than what was required in the facility’s 2016 discharge permit. The Wastewater Utility has completed an initial evaluation of treatment and compliance alternatives to meet these new reduced limits. In this effort, staff introduced in-stream phosphorus monitors in two process locations to capture, with accuracy, phosphorus levels in the plant. Plans for future projects will depend on the effectiveness of the current chemical treatment process. There are no planned wastewater rate increases for general customers for 2018. However, a rate increase of 3% was approved in July, 2017 for all hauled waste customers.
- Stormwater – Continuing the implementation of the City’s Stormwater Management Plan, this budget dedicates \$6,099,124 to ongoing infrastructure improvements including \$2,010,000 for the replacement of a 42” main on Ballard Road between Wisconsin Avenue and the Fox River and \$1,518,750 for new infrastructure to be installed in the northern section of the City. There are no planned stormwater rate increases for 2018.

PERSONNEL

Included in the 2018 Executive Budget is the following personnel change:

- Increase of the Clubhouse Manager position at Reid Municipal Golf Course to 10 months per year from 9.

Other changes approved by Council during the course of 2017 were:

- Reduction of the Valley Transit Marketing Coordinator position and one Road Supervisor position to .5 FTE each and the addition of a full time Transit Coordinator position and two additional part time drivers.
- Reduction of the full time grant-funded Pandemic Coordinator position to .75 FTE as the result of reduced grant funding for this purpose.
- Reorganization of the Appleton Fire Department, deleting one Battalion Chief position, adding a civilian Training and Resource Development Specialist, reducing the number of Captains by two, and increasing the number of Lieutenants by two.
- Transfer of the Diversity and Inclusion Coordinator position from the Community and Economic Development Department to the Mayor's Office.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2018 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$10.1 million in road and sidewalk improvement projects. \$1 million of these projects are included in the City's newly formed TIF #11 which will allow the project costs to be repaid with incremental property tax revenue generated by the district rather than the general tax levy. Additionally, as previously discussed in greater detail, approximately \$12.4 million is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- Proper maintenance of City facilities, parks, and properties continues to be a major point of emphasis for the City. To address this priority, among other projects, this budget includes investments in the following areas: \$375,000 to renovate the locker/restroom at the Municipal Services building; \$250,000 to upgrade roadways, parking lots, patio areas, and sidewalks at various parks; \$200,000 to replace all three elevators at the Red parking ramp, along with \$100,000 to replace all existing non-LED fixtures throughout the ramp; \$150,000 to replace the roof at Fire Station #5; and \$145,000 to replace the generator at the Valley Transit office/garage along with \$100,000 to replace the bus maintenance pit.
- Public safety investments include \$650,000 for a new pumper truck for the Fire Department, \$119,500 for a new records management system to replace the current obsolete system, and \$50,000 to purchase heavy rescue and confined space rescue tools to enhance firefighter rescue capabilities.
- Information Technology projects include \$243,000 to fund the third year of a multi-year project to replace the City's aging mainframe computer with an enterprise resource

planning (ERP) system. The third year of this project includes completing the installation of the financial, human resource, property tax and cash collection systems. Additionally, \$500,000 is included to upgrade the City's storage area network (SAN) to increase security, redundancy, and storage capability. Finally, \$65,000 is earmarked to upgrade the audio and video equipment in the council chambers to address shortcomings in that area. In order to increase efficiency during elections, as part of an agreement with Outagamie County to fund 50% of the cost of new election equipment, \$110,000 has been included in this budget. Additionally, \$30,000 has been included for electronic poll books. The poll books have been certified by the State and will reduce voter wait times, increase accuracy of the voter information, and improve the election-day experience for both voters and poll workers.

- This budget continues the Public Works Department's traffic camera program, investing \$32,500 in the installation of cameras at seven new locations in 2018. The program, which began in 2006, has proven to be an invaluable tool in monitoring traffic, reacting to accidents, monitoring road conditions, and effectively dealing with safety issues. Additionally, the Department is in the final year of a three year program to retrofit existing street lights with energy-efficient street lighting technologies. The investment of \$126,883 per year is expected to be paid back in electricity cost savings in 3 to 5 years. Finally, as recommended by the recently adopted "*Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections*" policy, \$57,132 has been included to provide enhanced pedestrian crossings at various locations throughout the City including College Avenue at Alton Street and Providence Avenue at the Apple Creek Trail.
- Quality of life improvements in the 2018 Budget focus on maintaining and improving our parks, expanding our trail system, and preserving City monuments. In order to achieve these goals, in addition to the projects discussed previously at Jones, Telulah, and Ellen Kort Peace Park, this budget promotes the expansion of our park system by including \$500,000 for the purchase of land for a new park on the City's southeast side. Additionally, this budget commits \$395,000 for improvements at Mead pool and the Scheig Center, and improvements to various parks throughout the City to conform with the Americans with Disabilities Act (ADA). Finally, this budget earmarks \$15,000 for preserving and restoring City monuments by committing internal resources, as well as partnering with local non-profit groups, to preserve and extend the life of statues and monuments throughout the city.

CONCLUSION

In 2018, we will continue to make strategic, calculated expenditures to leverage all the good things we have for an even better future for our citizens. But as we consider these decisions, it is important to remember that the one thing that doesn't change is the City's mission of meeting the needs of the community and enhancing the quality of life. Our citizens demand that we continue to meet that mission at the same time we strive to minimize the burden of doing so. This means that we must continue to find ways to be more efficient with the resources that our citizens entrust to us and to look for ways to permanently reduce our overhead while minimizing the impact on the services that our citizens have come to expect

from the City. This is a trend that I believe needs to continue into the future whether we are in good times or not so good times.

It is my great honor to say thank you to our department directors and all of our employees for their ongoing dedication and selfless service to our organization and our community. In particular, I would like to recognize Finance Director Tony Saucerman, Deputy Director Stephanie Rogers, John Hoft-March and Kelli Rindt for the many hours they have spent preparing this document, along with the incredible job they do each day to keep our City in excellent financial condition. They deserve a great deal of credit for the jobs they do on a daily basis on behalf of our community.

The City of Appleton continues to balance sound financial conditions while providing the basic essential needs of our city. Together we will continue our dedication to meet the needs of our community and enhance the quality of life. Appleton is a viable, strong community well positioned for a bright future.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy M. Hanna", written over a horizontal line.

TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2018 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Mayor	<i>Requested Budget</i>	\$ 504,247
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ 504,247</u>
City Council	<i>Requested Budget</i>	\$ 152,253
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ 152,253</u>
Finance	<i>Requested Budget</i>	\$ 891,652
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ 891,652</u>
Unclassified	<i>Requested Budget</i>	\$ 2,905,208
	Add non-represented staff wage increase amount	410,825
	Reduce Risk fund charges	(68,480)
	Net change	342,345
	<i>Executive Budget</i>	<u>\$ 3,247,553</u>
Information Technology	<i>Requested Budget</i>	\$ 1,881,013
	Reduce software maintenance for JDEdwards software	(17,195)
	Reduce equipment repair & maintenance for iSeries	(4,500)
	Reduce network supplies	(4,000)
	Delete unspecified network security expense	(10,000)
	Net change	(35,695)
<i>Executive Budget</i>	<u>\$ 1,845,318</u>	
Legal Services	<i>Requested Budget</i>	\$ 1,193,912
	Reduce equip repair & maint	(3,800)
	Net change	(3,800)
<i>Executive Budget</i>	<u>\$ 1,190,112</u>	
Human Resources	<i>Requested Budget</i>	\$ 756,738
	Transfer risk management personnel costs to Risk Fund	(50,335)
	Net change	(50,335)
	<i>Executive Budget</i>	<u>\$ 706,403</u>

CITY OF APPLETON 2018 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Risk Management	<i>Requested Budget</i>	\$ 1,556,390
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 1,556,390
Community Development	<i>Requested Budget</i>	\$ 1,778,676
	Reduce Assessor training	(500)
	Reduce training & conferences	(2,000)
	Net change	(2,500)
	<i>Executive Budget</i>	\$ 1,776,176
Facilities	<i>Requested Budget</i>	\$ 2,772,092
	Reduce clothing expense	(500)
	Reduce consulting	(3,500)
	Reduce engineering fees	(2,500)
	Net change	(6,500)
	<i>Executive Budget</i>	\$ 2,765,592
Park & Recreation	<i>Requested Budget</i>	\$ 3,805,431
	Reduce training & conferences	(1,000)
	Reduce increase in part time staff	(40,000)
	Reduce grounds repair for buckthorn removal	(10,000)
	Reduce hardscape improvements	(21,800)
	Net change	(72,800)
	<i>Executive Budget</i>	\$ 3,732,631
Reid Golf Course	<i>Requested Budget</i>	\$ 859,762
	Increase Clubhouse Mgr position to 10 months from 9	4,905
	Net change	4,905
	<i>Executive Budget</i>	\$ 864,667
Library	<i>Requested Budget</i>	\$ 4,628,812
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 4,628,812
Valley Transit	<i>Requested budget</i>	\$ 10,392,150
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 10,392,150

* Excluding administrative adjustments

CITY OF APPLETON 2018 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Public Works	<i>Requested Budget</i>	\$ 13,580,974
	Reduce patch program	(25,000)
	Reduce MSB utilities	(8,000)
	Reduce training	(5,000)
	Reduce landscape supplies	(5,000)
	Reduce sign expense	(5,000)
	Reduce office supplies	(500)
	Reduce call-time wages	(14,260)
	Reduce overtime wages	(26,340)
	Net change	(89,100)
	<i>Executive Budget</i>	\$ 13,491,874
Sanitation	<i>Requested Budget</i>	\$ 3,456,658
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 3,456,658
Parking	<i>Requested budget</i>	\$ 3,850,482
	Remove LED lighting for Yellow & Green Ramp	(250,000)
	Increase electric due to change in Yellow & Green Ramp	35,000
	Increase building maintenance for replacement lamps	5,000
	Net change	(210,000)
	<i>Executive Budget</i>	\$ 3,640,482
CEA	<i>Requested budget</i>	\$ 5,762,892
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 5,762,892
Health	<i>Requested Budget</i>	\$ 1,201,567
	Reduce training	(500)
	Reduce equipment repair & maintenance	(250)
	Reduce miscellaneous equipment	(500)
	Net change	(1,250)
	<i>Executive Budget</i>	\$ 1,200,317
Police	<i>Requested Budget</i>	\$ 17,541,191
	Reduce wages	(50,000)
	Net change	(50,000)
	<i>Executive Budget</i>	\$ 17,491,191

* Excluding administrative adjustments

CITY OF APPLETON 2018 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Fire	<i>Requested Budget</i>	\$ 12,109,055
	Reduce wages & fringe benefits	(46,652)
	Reduce training & conferences	(4,000)
	Reduce miscellaneous	(1,000)
	Net change	<u>(51,652)</u>
	<i>Executive Budget</i>	<u>\$ 12,057,403</u>
Water	<i>Requested budget</i>	\$ 23,343,533
	Reduce Treatment overtime	(14,345)
	Adjust timeline for raw water line project	(700,000)
	Reduce Risk Fund charges	(6,040)
	Net change	<u>(720,385)</u>
	<i>Executive Budget</i>	<u>\$ 22,623,148</u>
Wastewater	<i>Requested budget</i>	\$ 16,480,356
	Reduce Risk Fund charges	(4,480)
	Reduce roadway repair	(135,000)
	Net change	<u>(139,480)</u>
	<i>Executive Budget</i>	<u>\$ 16,340,876</u>
Stormwater	<i>Requested Budget</i>	\$ 13,887,477
	Reduce construction materials	(4,500)
	Reduce consulting services	(106,460)
	Reduce contractor fees	(56,000)
	Reduce software support	(10,000)
	Net change	<u>(176,960)</u>
	<i>Executive Budget</i>	<u>\$ 13,710,517</u>

**CITY OF APPLETON
2018 BUDGET
Listing of Expense and Revenue Increases
Not Included in Executive Budget**

<u>Department</u>	<u>Title</u>	<u>Amount</u>
<u>Expenses:</u>		
Legal Svcs	Tuition reimbursement - Clerk	\$ 6,600
HR	Talent management software license	25,000
CED	Increase RE Tech position to .75 FTE	19,535
IT	Secondary internet connection	12,000
IT	Upgrade phone system software	8,000
Parks	Grounds Coordinator - 1.0 FTE	71,957
Parks	Contracted cleaning - pavilions	15,000
Parks / Reid	Move golf course assets to general fund (future impact)	-
Police	Additional officer - 1.0 FTE	105,072
Police	Equipment storage units for SUVs	16,500
Police	Balistic helmet and plate carrier replacements	22,500
Fire	Pumper modification; front bumper configuration	23,250

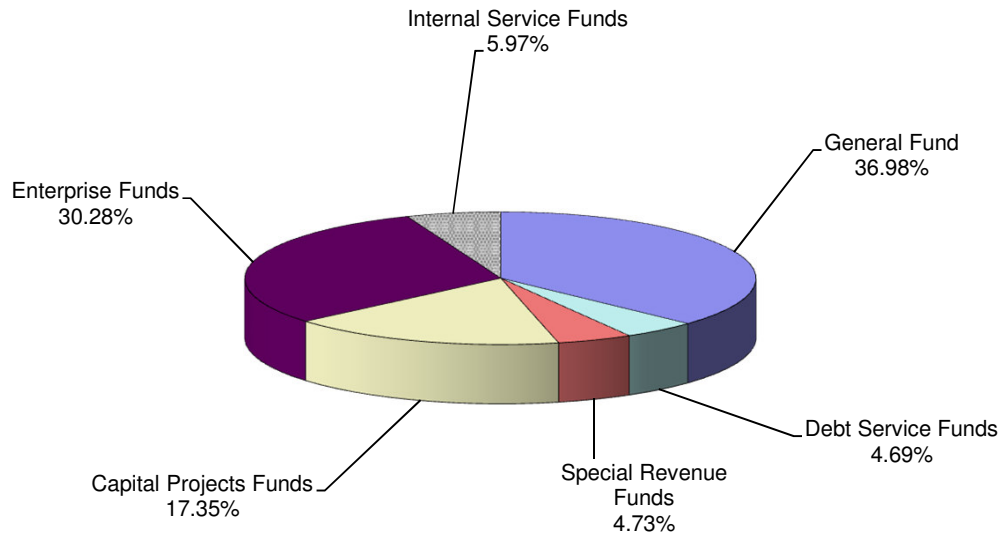
Revenues:

No additional or increased charges were proposed by Directors.

CITY OF APPLETON 2018 BUDGET

EXPENDITURE BY FUND GROUP

\$170,136,918



General Fund - The General fund is the general operating fund of the City. This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, State transportation aids and State shared revenues. Primary expenditures are for public safety, public works, education and recreation, community development and general government.

Debt Service Funds - Debt Service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, excluding that payable from proprietary funds.

Special Revenue Funds - Special Revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds - Capital Projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds and trust funds. Resources are derived from general obligation bond and note issues, certain federal grants and other specific receipts.

Enterprise Funds - Enterprise funds are used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds.

Internal Service funds - Internal Service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or other governments, on a cost reimbursement basis.

CITY OF APPLETON

MISSION STATEMENT

The City of Appleton is dedicated to meeting the needs of our community and enhancing the quality of life.

➤ **We believe in Appleton . . .**

as a vibrant, innovative and well planned community.

exemplifying a high quality of life and being a safe place to live, work and play.

having a government with the highest standards of ethics and integrity.

having a government that informs its citizens and encourages active and positive participation in support of the community.

having a government that provides quality, efficient, responsive service to our customers.

having a government that is fiscally responsible by providing necessary services in a cost effective manner.

having a Council that is competent, well informed and responsive to provide vision and act in the best interest of the entire City.

having a government workforce that is highly competent and productive.

having a government that has a high level of respect for its employees and provides an attractive, challenging and rewarding work environment.

CITY OF APPLETON BELIEF STATEMENTS

- ***We believe in Appleton as a vibrant, innovative and well planned community.***
 - We promote a wide range of opportunities.
 - We encourage innovative thinking for solutions to problems.
 - We recognize the dynamic and diverse nature of our community and plan accordingly.
 - The City is part of the regional community and its actions have impact beyond the corporate limits.
- ***We believe in Appleton exemplifying a high quality of life and being a safe place to live, work and play.***
 - We promote community-oriented activities.
 - We value our cultural and socio-economic diversity.
 - We promote community health and wellness.
 - We provide a clean, safe and healthy environmental infrastructure.
- ***We believe in Appleton having a government with the highest standards of ethics and integrity.***
 - We keep citizens informed.
 - We use the power of our positions reasonably in the public interest.
- ***We believe in Appleton having a government that informs its citizens and encourages active and positive participation in support of the community.***
 - The City informs citizens of the workings of City government.
 - The City defines priorities in response to input from citizens.
 - The City provides for citizen participation.
 - The City balances special interests against the needs of the broader community.
 - The City recognizes the media as a means to inform the public.
- ***We believe in Appleton having a government that provides efficient, responsive service to our customers.***
 - City services and information are easily accessible and understandable.
 - City employees are approachable, courteous and appropriately responsive.
 - We train our employees to provide quality service.
 - City management supports continuous improvement in the quality of service delivery.

CITY OF APPLETON BELIEF STATEMENTS

- ***We believe in Appleton having a government that is fiscally responsive by providing necessary services in a cost effective manner.***

We involve citizens in assessing the service needs of the community.

We continually evaluate our services to ensure the best delivery methods.

We provide a fair and equitable balance between fees and taxes in paying for services.

We invest in the future to provide a sound infrastructure.

- ***We believe in Appleton having a Council that is competent, well informed and responsive to provide vision and acts in the best interest of the entire City.***

Council members take the time to analyze issues, review various alternatives and make rational and studied decisions.

Council members respect and trust each other and support the decisions made by the body.

The Council understands and focuses upon its policy-making role in providing direction for the City.

Council members view their role as representing all citizens of Appleton and reject decisions catering to special interests which are not in the best interest of the City.

The Council sets policy to develop, support and implement the City's mission statement.

The Council interacts with staff respecting professional opinions, while working to accomplish mutual goals.

- ***We believe in Appleton having a government work force that is highly competent and productive.***

We provide necessary training to enhance employee development.

We insist on mutual respect among employees.

We hire and promote based upon qualifications and demonstrated performance.

We set meaningful and measurable goals and objectives.

We encourage innovation and risk taking.

CITY OF APPLETON BELIEF STATEMENTS

➤ ***We believe in Appleton having a government that respects its employees and provides an attractive, challenging and rewarding work environment.***

We listen with an open mind.

We are open to innovative ideas.

We provide an environment that fosters innovation and risk taking.

We encourage employees to grow and develop to their fullest potential.

We provide an environment that is safe and attractive and fosters a productive and enjoyable work place.

We compensate fairly with salaries, benefits and good working conditions.

Management coaches, mentors and nurtures employees.

We include employees at all levels in the decision-making process (Q.I.P.).

We provide equipment and resources to allow employees to achieve their goals.

CITY OF APPLETON

KEY STRATEGIES

1. Prompt delivery of excellent services
2. Encourage active community participation and involvement
3. Recognize and grow everyone's talents
4. Continually assess trends affecting the community and proactively respond
5. Promote an environment that is respectful and inclusive
6. Create opportunities and learn from successes and failures
7. Communicate our success through stories and testimonials

CITY OF APPLETON

Directory of Officials

MAYOR

Timothy M. Hanna

PRESIDENT OF THE COUNCIL

Christopher W. Croatt

COUNCIL MEMBERS

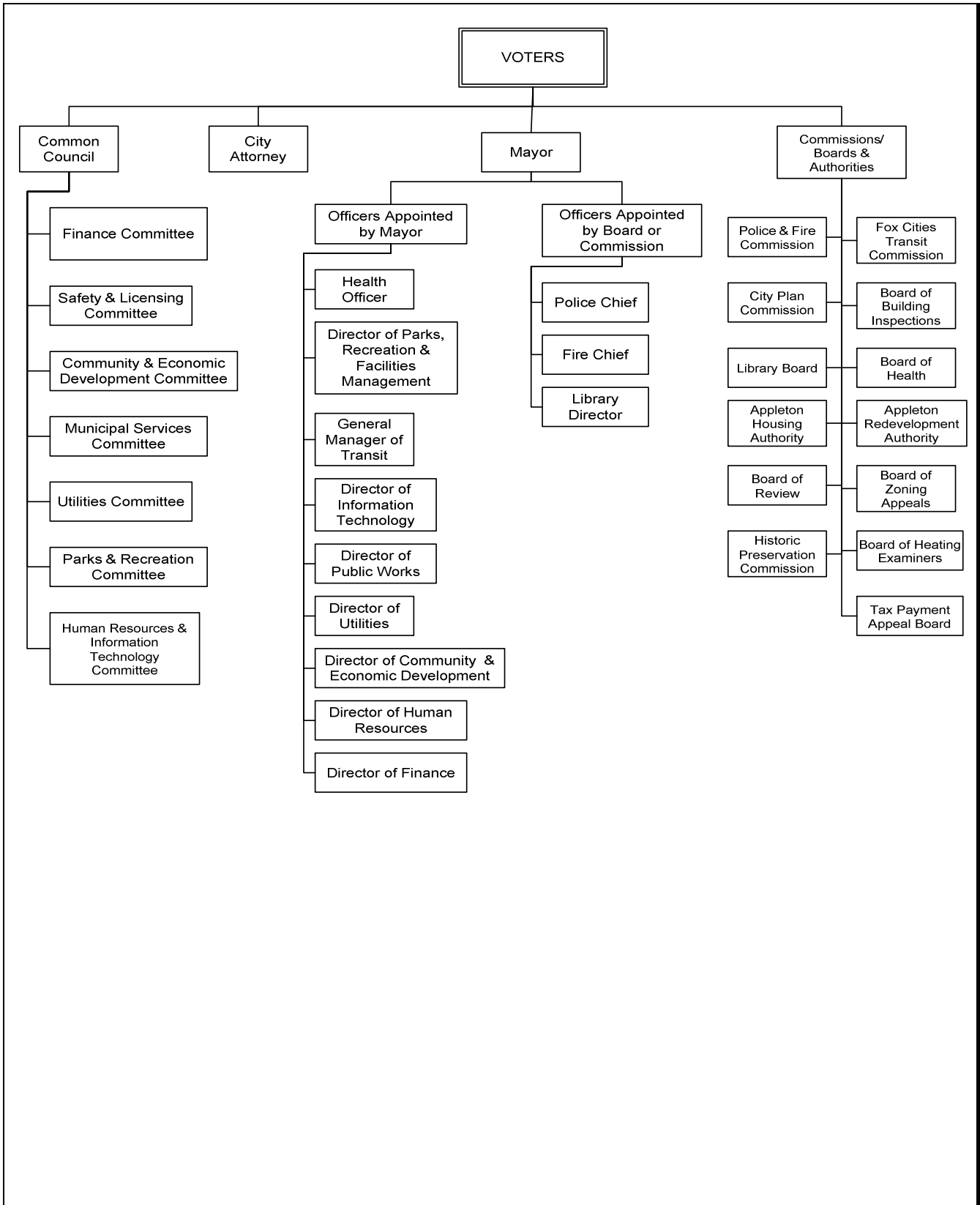
District 1:	William J. Siebers	District 9:	Robert J. Baker
District 2:	Vered Meltzer	District 10:	Christine Williams
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	Kyle J. Lobner
District 6:	Greg E. Dannecker	District 14:	Christopher W. Croatt
District 7:	Kathleen S. Plank	District 15:	Keir K. Dvorachek
District 8:	Matthew B. Reed		

DEPARTMENT HEADS

Director of Human Resources	Sandra A. Matz
City Attorney	James P. Walsh
Fire Chief	Len R. Vander Wyst
Director of Library	Colleen T. Rortvedt
Director of Community Development	Karen E. Harkness
Director of Parks, Recreation & Facilities Management	Dean R. Gazza
Valley Transit General Manager	Ron C. McDonald
Director of Utilities	Chris W. Shaw
Director of Information Technology	Dean J. Fox
Police Chief	Todd L. Thomas
Director of Public Works	Paula A. Vandehey
Health Officer	Kurt D. Eggebrecht
Director of Finance	Anthony D. Saucerman

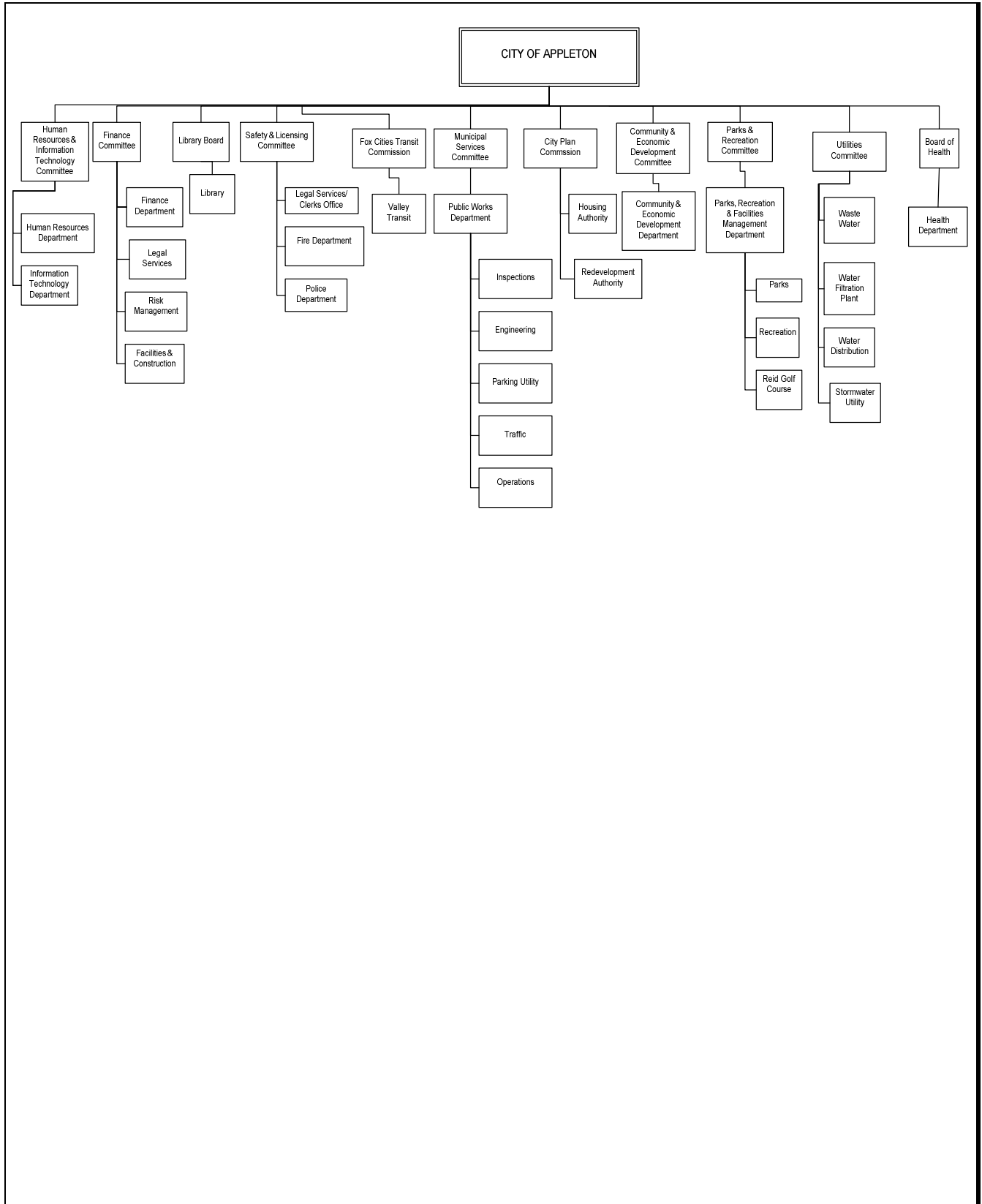
CITY OF APPLETON 2018 BUDGET

Structure by Voters



CITY OF APPLETON 2018 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2018 BUDGET
STANDING COMMITTEES**

FINANCE

Kathleen S. Plank (C)
Edward S. Baranowski
Christopher W. Croatt
Kyle J. Lobner
William J. Siebers

Meets MONDAY of the week following Council
at 5:30 P.M. in Committee Room "6A"

SAFETY AND LICENSING

Kyle J. Lobner (C)
Christopher W. Croatt
Curt J. Konetzke
Vered Meltzer
Christine Williams

Meets WEDNESDAY of the week following
Council at 5:30 P.M. in Committee Room "6A"

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Patti S. Coenen (C)
Robert J. Baker
Edward S. Baranowski
Matthew B. Reed
Christine Williams

Meets WEDNESDAY of the week following
Council at 4:30 P.M. in Committee Room "6A"

PARKS AND RECREATION

Joseph A. Martin (C)
Keir K. Dvorachek
Matthew B. Reed
William J. Siebers
Cathy M. Spears

Meets MONDAY of the week following Council
at 6:30 P.M. in Committee Room "6A"

UTILITIES

Greg E. Dannecker (C)
Edward S. Baranowski
Keir K. Dvorachek
Vered Meltzer
Matthew B. Reed

Meets TUESDAY of the week following Council
at 5:00 P.M. in Committee Room "6A"

MUNICIPAL SERVICES

Christopher W. Croatt (C)
Patti S. Coenen
Greg E. Dannecker
Curt J. Konetzke
Joseph A. Martin

Meets MONDAY of the week following Council
at 4:30 P.M. in Committee Room "6A"

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Curt J. Konetzke (C)
Robert J. Baker
Patti S. Coenen
Kathleen S. Plank
Cathy M. Spears

Meets WEDNESDAY of the week following
Council at 6:30 P.M. in Committee Room "6A"

**CITY OF APPLETON
2018 BUDGET
OTHER COMMITTEES AND BOARDS**

APPLETON HOUSING AUTHORITY

Thomas Phillips (C)
Val Dreier
Stephen Olk
Judith Lange
Sgt. Patrick DeWall

Meets the last MONDAY of each month at 12:30
P.M. at 925 W. Northland Avenue

**APPLETON REDEVELOPMENT
AUTHORITY**

Marissa Downs (C)
Vacant
Todd Brokl
Anne Higgins
James VanDyke
Gerald Fisher
Alderson William Siebers

Meets the 2nd WEDNESDAY of each month at
10:00 A.M. in Committee Room "6A"

BOARD OF BUILDING INSPECTION

Mayor Timothy Hanna (C)
Alderson Patti Coenen
City Attorney James Walsh
Director of Public Works Paula Vandehey
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst

Meets at the call of the Chair

LIBRARY BOARD

John Peterson (P)
Nancy Scheuerman
Terry Bergman
Pastor Willis Bloedow
Rebecca Kellner
Brian Looker
Suzanne Brault Pagel
Alderson Greg Dannecker
Don Hietpas, AASD Representative
Patricia Exarhos, Outagamie Co. Representative
Adriana Panella (non-voting)

Meets the TUESDAY before the 3rd Wednesday
of each month at 4:30 P.M. at the Appleton
Public Library, 225 N. Appleton St.

BOARD OF REVIEW

James Smith (C)
Linda Marx
Peter Stueck
Mayor Timothy Hanna
Alderson Kathleen Plank
Alderson Joseph Martin
Alderson Christine Williams
City Attorney James Walsh (non-voting)

Meets the 2nd Monday in May.

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)
Sally Mielke
Mayor Timothy Hanna
Lee Marie Vogel, M.D.
Vacant
Vacant
Alderson Vered Meltzer
Alderson Cathy Spears
Health Officer Kurt Eggebrecht

Meets the 2nd WEDNESDAY of each month at
7:00 A.M. in Committee Room "6A"

CITY OF APPLETON
2018 BUDGET
OTHER COMMITTEES AND BOARDS

TAX PAYMENT APPEAL BOARD

Director of Finance Anthony Saucerman
City Attorney James Walsh
Aldersperson Edward Baranowski

Meets at the call of the Chair

CEA COMMITTEE

Aldersperson Kyle Lobner (C)
Director of Finance Anthony Saucerman
Director of Public Works Paula Vandehey
Aldersperson Chris Croatt
Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ken Joosten
Scott Engstrom
Eleanor Maloney
Paul McCann
Kelly Sperl
James Smith
Vacant, 1st alternate
Inspection Supervisor Kurt Craanen

Meets the 3rd MONDAY of each month at 7:00
P.M. in Committee Room "6A"

**CITY OF APPLETON
2018 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Peter Peregrine (C)
Mary Duba
Aldersperson Robert Baker
Nancy Peterson
Thomas Werth
Vacant
Vacant
Mayor Timothy Hanna
Don Harp, CEDC Representative

Meets the TUESDAY before the 2nd Council meeting of the month at 3:00 P.M. in Committee Room "6A"

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)
Vacant
Tanya Rabec
Steve Uslabar
Vacant
Aldersperson Joe Martin
Director of Public Works Paula Vandehey

Meets the TUESDAY following Council at 4:00 P.M. in Committee Room "6A"

FOX CITIES TRANSIT COMMISSION

Vacant (C)
Vacant
Bob Buckingham
Vacant
George Dearborn
Rick Detienne
Vacant
Carol Kasimor
Vacant
Trish Nau
Sam Schroeder
Aldersperson Keir Dvorachek
Aldersperson Kyle Lobner

Meets the 2nd and 4th WEDNESDAY of the month at 3:00 P.M. in Committee Room "6A"

POLICE AND FIRE COMMISSION

Dale Schumaker (C)
Harvey Samson
Pamela Rae De Leest
Ronald Dunlap
Barbara Luedtke

Meets at the call of the Chair

**CITY OF APPLETON 2018 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2017 TAX, COLLECTIBLE IN 2018**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 36,523,440	\$ 5,334,866	\$ 566,792	\$ 42,425,098
Technical College - Fox Valley	-	-	-	-
School - Appleton	-	-	-	-
School - Menasha	-	-	-	-
Schools - Freedom	-	-	-	-
Schools - Hortonville	-	-	-	-
School - Kimberly	-	-	-	-
County	-	-	-	-
State	-	-	-	-
TIF's # 3 - 12	-	-	-	-
TOTAL TAX	<u>\$ 36,523,440</u>	<u>\$ 5,334,866</u>	<u>\$ 566,792</u>	<u>\$ 42,425,098</u>
Less State Credits	-	-	-	-
NET TAX LEVY	<u><u>\$ 36,523,440</u></u>	<u><u>\$ 5,334,866</u></u>	<u><u>\$ 566,792</u></u>	<u><u>\$ 42,425,098</u></u>
CITY DISTRIBUTION:	Equalized Value	Percent	City Tax	
	w/o TID			
Outagamie County	4,333,597,400	86.09%	36,523,440	
Calumet County	632,995,200	12.58%	5,334,866	
Winnebago County	67,251,300	1.34%	566,792	
TOTAL	<u><u>\$ 5,033,843,900</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 42,425,098</u></u>	

This chart shows the total property taxes levied on properties in the City of Appleton, broken down by levying authority and by county. The basis for the allocation of the levy between the various counties in which the City is located is the equalized value of property, not including Tax Incremental Financing Districts. Equalized value is an estimate by the State of the full value of property and is based on actual property sales and transfers.

**CITY OF APPLETON 2018 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6205	\$ 8.9200	\$ 0.2995	3.47%
Public Schools	9.1486	-	(9.1486)	-100.00%
Technical College	1.1253	-	(1.1253)	-100.00%
County	4.7123	-	(4.7123)	-100.00%
State	0.1713	-	(0.1713)	-100.00%
GROSS TAX RATE	23.7780	8.9200	(14.8580)	-62.49%
Less State Credits	1.6139	-	(1.6139)	-100.00%
NET TAX RATE	\$ 22.1641	\$ 8.9200	\$ (13.2441)	-59.75%

Outagamie County/ Menasha School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6205	\$ 8.9200	\$ 0.2995	3.47%
Public Schools	11.3793	-	(11.3793)	-100.00%
Technical College	1.1253	-	(1.1253)	-100.00%
County	4.7123	-	(4.7123)	-100.00%
State	0.1713	-	(0.1713)	-100.00%
GROSS TAX RATE	26.0087	8.9200	(17.0887)	-65.70%
State Credits	1.6139	-	(1.6139)	-100.00%
NET TAX RATE	\$ 24.3948	\$ 8.9200	\$ (15.4748)	-63.44%

Outagamie County/ Freedom School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6205	\$ 8.9200	\$ 0.2995	3.47%
Public Schools	8.5347	-	(8.5347)	-100.00%
Technical College	1.1253	-	(1.1253)	-100.00%
County	4.7123	-	(4.7123)	-100.00%
State	0.1713	-	(0.1713)	-100.00%
GROSS TAX RATE	23.1641	8.9200	(14.2441)	-61.49%
State Credits	1.6139	-	(1.6139)	-100.00%
NET TAX RATE	\$ 21.5502	\$ 8.9200	\$ (12.6302)	-58.61%

Outagamie County/ Hortonville School Dist	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6205	\$ 8.9200	\$ 0.2995	3.47%
Public Schools	9.2936	-	(9.2936)	-100.00%
Technical College	1.1253	-	(1.1253)	-100.00%
County	4.7123	-	(4.7123)	-100.00%
State	0.1713	-	(0.1713)	-100.00%
GROSS TAX RATE	23.9230	8.9200	(15.0030)	-62.71%
State Credits	1.6139	-	(1.6139)	-100.00%
NET TAX RATE	\$ 22.3091	\$ 8.9200	\$ (13.3891)	-60.02%

**CITY OF APPLETON 2018 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6540	\$ 8.9164	\$ 0.2624	3.03%
Public Schools	9.1842	-	(9.1842)	-100.00%
Technical College	1.1297	-	(1.1297)	-100.00%
County	4.6395	-	(4.6395)	-100.00%
State	0.1720	-	(0.1720)	-100.00%
GROSS TAX RATE	23.7794	8.9164	(14.8630)	-62.50%
State Credits	1.4250	-	(1.4250)	-100.00%
NET TAX RATE	\$ 22.3544	\$ 8.9164	\$ (13.4380)	-60.11%

Calumet County/ Kimberly School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.6540	\$ 8.9164	\$ 0.2624	3.03%
Public Schools	9.6173	-	(9.6173)	-100.00%
Technical College	1.1297	-	(1.1297)	-100.00%
County	4.6395	-	(4.6395)	-100.00%
State	0.1720	-	(0.1720)	-100.00%
GROSS TAX RATE	24.2125	8.9164	(15.2961)	-63.17%
State Credits	1.4250	-	(1.4250)	-100.00%
NET TAX RATE	\$ 22.7875	\$ 8.9164	\$ (13.8711)	-60.87%

**CITY OF APPLETON 2018 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4816	\$ 8.7459	\$ 0.2643	3.12%
Public Schools	9.0013	-	(9.0013)	-100.00%
Technical College	1.1072	-	(1.1072)	-100.00%
County	5.2042	-	(5.2042)	-100.00%
State	0.1685	-	(0.1685)	-100.00%
GROSS TAX RATE	23.9628	8.7459	(15.2169)	-63.50%
State Credits	1.5406	-	(1.5406)	-100.00%
NET TAX RATE	\$ 22.4222	\$ 8.7459	\$ (13.6763)	-60.99%

Winnebago County/ Menasha School Dist.	Assessed 2016 Tax Rate (2017 Budget)	Assessed 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4816	\$ 8.7459	\$ 0.2643	3.12%
Public Schools	11.1940	-	(11.1940)	-100.00%
Technical College	1.1072	-	(1.1072)	-100.00%
County	5.2042	-	(5.2042)	-100.00%
State	0.1685	-	(0.1685)	-100.00%
GROSS TAX RATE	26.1555	8.7459	(17.4096)	-66.56%
State Credits	1.5406	-	(1.5406)	-100.00%
NET TAX RATE	\$ 24.6149	\$ 8.7459	\$ (15.8690)	-64.47%

**CITY OF APPLETON 2018 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	9.0642	-	(9.0642)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.6688	-	(4.6688)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	23.5586	8.4280	(15.1307)	-64.23%
Less State Credits	1.5990	-	(1.5990)	-100.00%
NET TAX RATE	\$ 21.9596	\$ 8.4280	\$ (13.5317)	-61.62%

Outagamie County/ Menasha School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	11.2743	-	(11.2743)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.6688	-	(4.6688)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	25.7687	8.4280	(17.3408)	-67.29%
State Credits	1.5990	-	(1.5990)	-100.00%
NET TAX RATE	\$ 24.1697	\$ 8.4280	\$ (15.7418)	-65.13%

Outagamie County/ Freedom School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	8.4560	-	(8.4560)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.6688	-	(4.6688)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	22.9504	8.4280	(14.5225)	-63.28%
State Credits	1.5990	-	(1.5990)	-100.00%
NET TAX RATE	\$ 21.3514	\$ 8.4280	\$ (12.9235)	-60.53%

Outagamie County/ Hortonville School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	9.2079	-	(9.2079)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.6688	-	(4.6688)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	23.7023	8.4280	(15.2744)	-64.44%
State Credits	1.5990	-	(1.5990)	-100.00%
NET TAX RATE	\$ 22.1033	\$ 8.4280	\$ (13.6754)	-61.87%

**CITY OF APPLETON 2018 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	9.0642	-	(9.0642)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.5788	-	(4.5788)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	23.4686	8.4280	(15.0407)	-64.09%
State Credits	1.4064	-	(1.4064)	-100.00%
NET TAX RATE	\$ 22.0622	\$ 8.4280	\$ (13.6343)	-61.80%

Calumet County/ Kimberly School Dist.	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	9.4916	-	(9.4916)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	4.5788	-	(4.5788)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	23.8960	8.4280	(15.4681)	-64.73%
State Credits	1.4064	-	(1.4064)	-100.00%
NET TAX RATE	\$ 22.4896	\$ 8.4280	\$ (14.0617)	-62.53%

**CITY OF APPLETON 2018 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

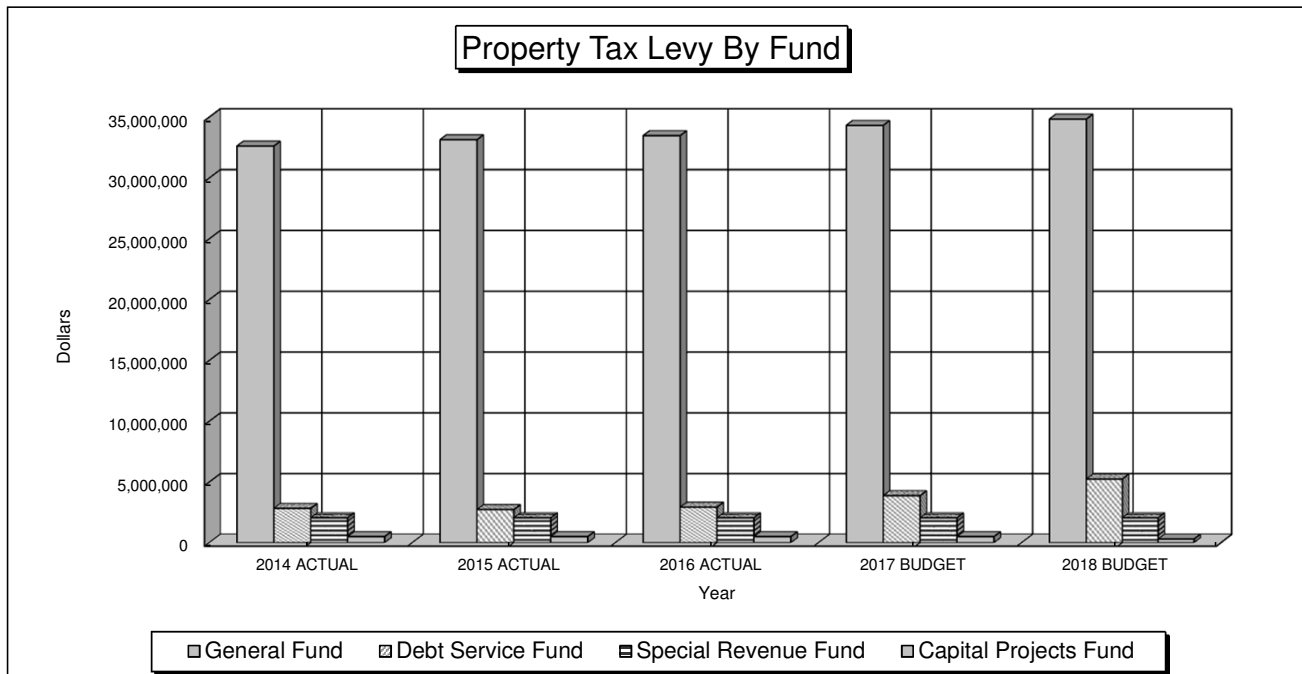
Winnebago County/ Appleton School District	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	9.0642	-	(9.0642)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	5.2406	-	(5.2406)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	24.1304	8.4280	(15.7025)	-65.07%
State Credits	1.5513	-	(1.5513)	-100.00%
NET TAX RATE	\$ 22.5791	\$ 8.4280	\$ (14.1512)	-62.67%

Winnebago County/ Menasha School District	Equalized 2016 Tax Rate (2017 Budget)	Equalized 2017 Tax Rate (2018 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.5409	\$ 8.4280	\$ (0.1130)	-1.32%
Public Schools	11.2743	-	(11.2743)	-100.00%
Technical College	1.1150	-	(1.1150)	-100.00%
County	5.2406	-	(5.2406)	-100.00%
State	0.1697	-	(0.1697)	-100.00%
GROSS TAX RATE	26.3405	8.4280	(17.9126)	-68.00%
State Credits	1.5513	-	(1.5513)	-100.00%
NET TAX RATE	\$ 24.7892	\$ 8.4280	\$ (16.3613)	-66.00%

CITY OF APPLETON 2018 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 BUDGET
General Fund	\$ 32,620,669	\$ 33,142,478	\$ 33,477,718	\$ 34,322,323	\$ 34,835,750
Debt Service Funds	2,825,388	2,724,872	2,928,106	3,871,561	5,241,380
Special Revenue Funds					
Sanitation & Recycling	2,045,913	2,044,968	2,044,968	2,044,968	2,044,968
Continuum of Care	5,000	3,000	-	-	-
Neighborhood Program	-	-	3,000	3,000	3,000
Total Special Revenue Funds	<u>2,050,913</u>	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,047,968</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>300,000</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 37,996,970</u>	<u>\$ 38,415,318</u>	<u>\$ 38,953,792</u>	<u>\$ 40,741,852</u>	<u>\$ 42,425,098</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2018 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 BUDGET
General Fund	\$ 59,722,632	\$ 59,830,380	\$ 61,534,698	\$ 61,672,411	\$ 62,815,942
Debt Service Funds	5,110,253	6,138,043	6,169,676	6,900,594	7,045,564
Special Revenue Funds					
Tax Increment District #3	2,202,142	2,365,073	2,238,000	2,217,945	2,316,230
Sanitation & Recycling	3,464,230	3,510,044	3,332,228	3,319,648	3,190,528
Hazardous Materials Level A	49,739	141,216	75,075	74,075	72,075
Police Grants	145,287	181,780	38,000	48,179	48,000
Health Services Grants	188,336	189,765	157,260	179,144	153,103
Housing & Community Development Grants	1,299,568	1,273,884	1,505,015	1,505,015	1,353,434
Room Tax Administration	476,360	1,024,403	933,275	933,275	1,002,660
Union Spring Park	14	10	20	30	20
Tuchscherer Disability Fund	234	166	500	400	500
Peabody Estate Trust	362	266	800	960	800
Balliet Locomotive	64	113	-	-	-
Lutz Park Trust	43,948	555	2,000	2,000	1,500
Park Open Space	2,353	6,693	3,180	4,000	3,340
City Park Project	33	24	75	75	75
Universal Playground	10	2	-	-	-
Library Grants	-	-	-	-	98,218
Miracle League Field	142	105	400	300	300
Wheel Tax	1,275,331	1,346,403	1,355,000	1,355,000	1,355,000
Total Special Revenue Funds	9,148,153	10,040,502	9,640,828	9,640,046	9,595,783
Capital Projects Funds					
Subdivision Development	2,029,866	1,318,149	1,113,318	1,082,795	645,340
Tax Increment District #5	190,926	-	-	-	-
Tax Increment District #6	2,278,729	2,443,228	2,405,500	2,534,525	2,531,681
Tax Increment District #7	366,200	357,859	502,600	515,348	597,100
Tax Increment District #8	263,772	317,877	742,198	1,600,305	951,947
Tax Increment District #9	99,556	103,086	113,000	141,852	136,510
Tax Increment District #10	36,389	16,939	42,000	41,774	5,700
Tax Increment District #11	-	-	-	-	-
Tax Increment District #12	-	-	-	-	-
City Center	-	-	-	-	-
Information Technology	702	(2,948)	-	-	-
Public Works	5,013	1,380,715	-	-	30,000
Industrial Park Land	405,034	143,709	33,123	46,000	48,648
Equipment Replacement	2,560,925	2,562,628	2,632,647	2,532,500	3,087,406
Community Development Projects	849,847	22,529	-	6,000	-
Exhibition Center Capital Project	-	1,153,564	24,442,000	30,803,352	-
Public Safety	239	(159)	-	-	-
Facilities	65,491	(54,388)	300,000	62,450	-
Total Capital Projects Fund	9,152,689	9,762,788	32,326,386	39,366,901	8,034,332
Enterprise Funds					
Water Utility	21,415,138	21,674,603	21,745,596	21,949,997	22,098,832
Wastewater Utility	11,383,542	11,770,598	11,615,353	12,112,353	11,378,256
Stormwater Utility	9,948,932	9,693,856	9,808,599	10,051,312	10,087,435
Parking Utility	2,470,964	2,372,433	2,608,101	2,620,000	2,614,951
Golf Course	853,841	875,842	848,975	861,975	866,864
Valley Transit	8,605,128	8,677,129	9,280,920	9,304,792	9,561,695
Total Enterprise Funds	54,677,545	55,064,461	55,907,544	56,900,429	56,608,033
Internal Service Funds					
Facilities & Construction Management	2,687,372	2,540,290	2,735,528	2,734,500	2,765,592
Central Equipment Agency	2,957,592	3,110,530	3,025,220	2,984,000	3,299,222
Risk Management	2,044,345	3,086,949	2,150,938	1,786,859	1,678,622
Total Internal Service Funds	7,689,309	8,737,769	7,911,686	7,505,359	7,743,436
TOTAL REVENUES:	\$ 145,500,581	\$ 149,573,943	\$ 173,490,818	\$ 181,985,740	\$ 151,843,090

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2018 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 BUDGET
General Fund	\$ 59,571,760	\$ 59,848,936	\$ 61,607,271	\$ 64,657,130	\$ 62,915,942
Debt Service Funds	5,201,008	5,081,968	7,014,437	11,983,977	7,976,134
Special Revenue Funds					
Tax Increment District #3	672,040	604,960	548,792	536,311	464,646
Sanitation & Recycling	3,214,270	3,301,330	3,346,822	3,350,475	3,456,658
Hazardous Materials Level A	79,982	128,773	75,075	151,181	72,075
Police Grants	157,561	179,685	38,000	38,000	48,000
Health Services Grants	195,210	181,482	179,619	173,706	153,103
Housing & Community Development Grants	1,269,444	1,239,102	1,509,784	1,510,615	1,386,417
Room Tax Administration	509,442	1,024,403	933,275	933,275	1,002,173
Union Spring Park	-	-	-	-	-
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Balliet Locomotive	-	11,500	-	-	-
Lutz Park Trust	53,150	-	-	-	-
Park Open Space	-	-	300,000	240,000	-
Universal Playground Trust	1,933	360	-	-	-
Library Grants	-	-	-	-	98,218
Miracle League Field	-	-	-	-	-
Wheel Tax	1,275,331	1,346,403	1,355,000	1,355,000	1,355,000
Total Special Revenue Funds	<u>7,434,754</u>	<u>8,024,389</u>	<u>8,292,758</u>	<u>8,294,954</u>	<u>8,042,681</u>
Capital Projects Funds					
Subdivision Development	1,987,515	1,210,382	850,680	851,174	1,659,801
Tax Increment District #5	773,578	-	-	-	-
Tax Increment District #6	2,506,022	3,838,629	5,248,768	4,420,888	2,082,237
Tax Increment District #7	308,596	307,923	408,050	401,648	437,500
Tax Increment District #8	285,966	411,955	817,626	1,101,645	969,828
Tax Increment District #9	8,325	81,104	35,750	33,465	35,650
Tax Increment District #10	1,659	1,784	1,750	1,750	1,650
Tax Increment District #11	-	-	-	1,025	2,109,388
Tax Increment District #12	-	-	-	1,025	23,267
City Center	-	-	-	-	140,000
Information Technology	340,734	551,309	452,000	675,000	808,000
Public Works	2,416,740	3,810,821	4,389,787	4,844,520	9,002,846
Industrial Park Land	48,558	926,710	257,728	216,500	303,042
Equipment Replacement	3,205,734	2,282,355	2,400,205	2,355,656	3,876,759
Community Development Projects	2,414,834	53,453	1,000,000	38,400	350,000
Exhibition Center Capital Project	-	2,830,632	25,000,000	29,851,284	-
Public Safety	210,365	182,022	822,831	391,866	169,500
Facilities	2,274,114	5,405,052	8,342,390	11,464,782	7,550,659
Total Capital Projects Fund	<u>16,782,740</u>	<u>21,894,131</u>	<u>50,027,565</u>	<u>56,650,628</u>	<u>29,520,127</u>
Enterprise Funds					
Water Utility	17,882,261	18,170,817	19,082,994	18,829,381	18,419,301
Wastewater Utility	11,228,143	10,522,515	11,218,809	11,197,789	10,741,075
Stormwater Utility	7,526,291	7,666,191	7,447,733	7,832,657	8,111,393
Parking Utility	3,171,517	3,251,021	3,259,014	3,328,582	3,340,482
Golf Course	788,696	813,478	835,764	836,547	864,667
Valley Transit	9,109,633	9,189,913	9,790,423	9,810,033	10,047,150
Total Enterprise Funds	<u>49,706,541</u>	<u>49,613,935</u>	<u>51,634,737</u>	<u>51,834,989</u>	<u>51,524,068</u>
Internal Service Funds					
Facilities & Construction Management	2,620,957	2,615,251	2,745,028	2,752,852	2,765,592
Central Equipment Agency	5,148,922	5,477,384	5,477,844	5,473,163	5,762,892
Risk Management	2,296,559	3,443,750	2,050,938	1,572,000	1,556,390
Other Post Employment Benefits	390,423	33,593	148,137	56,102	73,092
Total Internal Service Funds	<u>10,456,861</u>	<u>11,569,978</u>	<u>10,421,947</u>	<u>9,854,117</u>	<u>10,157,966</u>
TOTAL EXPENDITURES:	<u>\$ 149,153,664</u>	<u>\$ 156,033,337</u>	<u>\$ 188,998,715</u>	<u>\$ 203,275,795</u>	<u>\$ 170,136,918</u>

1. Expenditures/Expenses in excess of revenues are financed by existing fund balances or debt proceeds.
2. Expenditures/Expenses in Enterprise and Internal Service funds are shown net of capital expenditures.

CITY OF APPLETON 2018 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2015 ACTUAL *	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	2018 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	\$ 31,448,933	\$ 31,599,805	\$ 31,581,249	\$ 31,581,249	\$ 28,596,530
Property Taxes	33,142,478	33,477,718	34,322,323	34,322,323	34,835,750
Other Revenue	26,580,154	26,352,662	27,212,375	27,350,088	27,980,192
Expenditures	59,571,760	59,848,936	61,607,271	64,657,130	62,915,942
FUND BALANCE - Ending (Dec. 31)	<u>\$ 31,599,805</u>	<u>\$ 31,581,249</u>	<u>\$ 31,508,676</u>	<u>\$ 28,596,530</u>	<u>\$ 28,496,530</u>
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 404,099	\$ 363,344	\$ 1,419,419	\$ 1,419,419	\$ 1,327,194
Property Taxes	2,724,872	2,928,106	3,871,561	3,871,741	5,241,380
Proceeds of Debt	50,000	-	60,000	4,991,158	60,000
Other Revenue	2,385,381	3,209,937	2,298,115	3,028,853	1,804,184
Expenditures	5,201,008	5,081,968	7,014,437	11,983,977	7,976,134
FUND BALANCE - Ending (Dec. 31)	<u>\$ 363,344</u>	<u>\$ 1,419,419</u>	<u>\$ 634,658</u>	<u>\$ 1,327,194</u>	<u>\$ 456,624</u>
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ (10,121,159)	\$ (8,407,760)	\$ (6,391,647)	\$ (6,391,647)	\$ (5,046,555)
Property Taxes	3,002,188	2,966,431	3,034,968	3,018,966	3,118,698
Other Revenue	6,145,965	7,074,071	6,605,860	6,621,080	6,477,085
Expenditures	7,434,754	8,024,389	8,292,758	8,294,954	8,042,681
FUND BALANCE - Ending (Dec. 31)	<u>\$ (8,407,760)</u>	<u>\$ (6,391,647)</u>	<u>\$ (5,043,577)</u>	<u>\$ (5,046,555)</u>	<u>\$ (3,493,453)</u>
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 4,300,867	\$ 2,450,717	\$ 9,239,374	\$ 9,239,374	\$ 1,192,934
Property Taxes	3,500,742	3,207,847	3,554,000	3,581,240	3,740,800
Contributed Capital	-	-	-	-	-
Proceeds of Debt	5,779,901	18,920,000	15,515,008	9,237,287	19,783,586
Other Revenue	5,651,947	6,554,941	28,772,386	35,785,661	4,293,532
Expenditures	16,782,740	21,894,131	50,027,565	56,650,628	29,520,127
FUND BALANCE - Ending (Dec. 31)	<u>\$ 2,450,717</u>	<u>\$ 9,239,374</u>	<u>\$ 7,053,203</u>	<u>\$ 1,192,934</u>	<u>\$ (509,275)</u>
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 250,163,067	\$ 256,754,436	\$ 263,268,483	\$ 263,268,483	\$ 270,622,911
Property Taxes	-	-	-	-	-
Other Revenue	54,677,545	55,064,461	55,907,544	56,900,429	56,608,033
Contributed Capital	1,620,365	1,063,521	1,228,016	2,288,988	906,855
Expenditures	49,706,541	49,613,935	51,634,737	51,834,989	51,524,068
FUND BALANCE - Ending (Dec. 31)	<u>\$ 256,754,436</u>	<u>\$ 263,268,483</u>	<u>\$ 268,769,306</u>	<u>\$ 270,622,911</u>	<u>\$ 276,613,731</u>
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 13,226,855	\$ 13,701,447	\$ 13,091,946	\$ 13,091,946	\$ 13,098,844
Property Taxes	-	-	-	-	-
Other Revenue	7,689,309	8,737,769	7,911,686	7,505,359	7,743,436
Contributed Capital	3,242,144	2,222,708	2,320,205	2,355,656	3,876,759
Expenditures	10,456,861	11,569,978	10,421,947	9,854,117	10,157,966
FUND BALANCE - Ending (Dec. 31)	<u>\$ 13,701,447</u>	<u>\$ 13,091,946</u>	<u>\$ 12,901,890</u>	<u>\$ 13,098,844</u>	<u>\$ 14,561,073</u>
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	\$ 289,422,662	\$ 296,461,989	\$ 312,208,824	\$ 312,208,824	\$ 309,791,858
Property Taxes	42,370,280	42,580,102	44,782,852	44,794,270	46,936,628
Proceeds of Debt	5,829,901	18,920,000	15,575,008	14,228,445	19,843,586
Contributed Capital	4,862,509	3,286,229	3,548,221	4,644,644	4,783,614
Other Revenue	103,130,301	106,993,841	128,707,966	137,191,470	104,906,462
Expenditures	149,153,664	156,033,337	188,998,715	203,275,795	170,136,918
FUND BALANCE - Ending (Dec. 31)	<u>\$ 296,461,989</u>	<u>\$ 312,208,824</u>	<u>\$ 315,824,156</u>	<u>\$ 309,791,858</u>	<u>\$ 316,125,230</u>

* Beginning fund balances for 1/1/15 were restated as a result of the implementation of new GASB statements relating to financial reporting for pensions.

CITY OF APPLETON 2018 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2017 BUDGET	2018 BUDGET
Property Tax	\$ 44,782,852	\$ 46,936,628
Other Tax	2,756,775	2,837,660
Intergovernmental	47,848,844	23,857,734
Licenses & Permits	1,150,291	1,188,700
Special Assessments	467,200	611,193
Charges for Service	56,206,258	56,435,514
Interest Income	4,049,422	3,847,631
Fines & Forfeitures	845,500	765,000
Other Revenues	7,307,734	7,156,353
Interfund Transfers	8,075,942	8,206,677
TOTAL REVENUES	\$ 173,490,818 *	\$ 151,843,090 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2017 BUDGET	2018 BUDGET
Personnel	\$ 58,845,951	\$ 61,042,073
Administrative ¹	44,716,309	45,155,264
Supplies & Materials	8,380,378	8,383,428
Purchased Services	13,349,960	11,880,192
Utilities	7,273,262	7,046,759
Repair & Maintenance	10,284,567	10,767,606
Capital Expense ²	46,148,288	25,861,596
TOTAL EXPENSE	\$ 188,998,715	\$ 170,136,918

¹ Includes debt service, interfund transfers, and depreciation expense.

² Net of capitalized fixed assets.

BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2018:

5/15/17	The Mayor requests a budget proposal from each department. The Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/12/17 - 9/4/17	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/4/17 - 10/4/17	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/28/17	The Council's Finance Committee reviews the Budget and Service Plan in a meeting with the Mayor and staff, and recommends a budget to the Common Council.
11/1/17	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/8/17	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES – 2018 BUDGET

FINANCIAL POLICIES

The City of Appleton's financial policies set forth the basic framework for the overall fiscal management of the City. Operating concurrently with changing circumstances and conditions, these policies assist the decision-making process of the Common Council. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices and follow generally accepted accounting principles which have guided the City in the past and have helped maintain financial stability over the last several decades.

OPERATING BUDGET POLICIES

- **Roles & Responsibilities:** The Mayor, in conjunction with the Department Directors of the City, shall present an Executive Budget and Service Plan proposal to the Common Council for its review, deliberation, amendment, and adoption. The Executive Budget shall include proposals for all operating and capital funds. Following the Common Council approval, the Adopted Budget and Service Plan shall become the official budget for the following year.
- **Fiscal Year:** The Executive Budget and Service Plan for the City follows a calendar year. Each year the budget shall be presented to the Appleton Common Council no later than the first Wednesday in October. Budget deliberation and adoption shall take place no later than the second Wednesday in November, as prescribed by State statute.
- **Budget Form:** The City of Appleton's operating and capital budget shall be developed on an annual basis and shall be presented in a program budget format that includes program missions, objectives and performance measurements. The purpose of this format is to clearly outline the major service areas and their associated expenditures. A line item detail by program and summarized by major category of expenditure for the department as a whole shall also be presented for informational purposes. All non-personnel line items that exceed \$15,000 are further delineated.

The budget shall also include a transmittal letter from the Mayor summarizing the major issues in the budget; a summary of personnel changes; a summary of overall staffing levels; a listing of all property tax rates; and a budget resolution stating the total amounts of taxes levied for various purposes, the total amount of general obligation borrowing, and the total amount of revenue bond debt.

The budget shall include a rolling five year Capital Improvement Plan (CIP) of which the first year's expenditures shall be appropriated, with years two through five included for planning purposes. Though expenditures for the first year of the CIP are appropriated, the City's Procurement Policy requires that any new contracts or agreements for services or equipment with an anticipated contract cost of \$25,000 or more be approved by the committee of jurisdiction and the Common Council prior to execution. Revisions and additions to, and deletions from, the CIP shall be made each year during budget development.

- **Performance Measures:** Where possible, the City shall integrate performance measurements in the City's budget document. Measurements will include measures of client benefits, strategic outcomes, and productivity. The presentation of the measures will cover the same time period as that for which operating expenditures are presented; typically two year's actual results of operations, the current year target, the projected value for the current year, and the target for the next year.
- **Balanced Budget:** Total anticipated revenues shall equal or exceed total budgeted expenditures for each fund unless the drawdown of an individual fund's balance is in compliance with the fund balance policy for that fund. Revenues may include but are not limited to property taxes, license and permit fees, fees for services, fines and forfeitures, transfers from other funds, donations and grants. If sufficient funds are not available (such as in a Tax Increment District), a plan for funding the shortfall shall be presented.
- **Budget Control:** The City shall maintain a budgetary control system to ensure adherence to the budget. Budget control is maintained:

CITY OF APPLETON POLICIES – 2018 BUDGET

- at the overall fund level for all funds,
- at the business unit (program) level for all business units and
- at the level of total personnel expense and total other operating expense within each program for operating budgets and at the project level for capital budgets.

A mid-year report to the Council shall address departmental outcomes and include two prior years of actual data, targets for the current year, and projected year-end measures. The reports shall also include a summary comparison of actual expenditures to budget by program and address any significant variances.

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.
- Budget Amendment:
 - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget:
 - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the Finance Committee as informational items:
 - New appropriations funded by grants, user fees, or other non-tax revenues of \$15,000 or less;
 - Transfers of \$15,000 or less between programs within a department;
 - Transfers of \$15,000 or less between departments within a fund.Authority granted under this section specifically excludes amendments to use money budgeted for personnel for any other purpose.
 - The following budget amendments shall be reported to the Finance Committee as action items and must be approved by two thirds of the Common Council:
 - New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
 - Any new appropriations funded by taxes or debt;
 - Transfers in excess of \$15,000 between programs within a department;
 - Transfers in excess of \$15,000 between departments within a fund;
 - All transfers between funds;
 - Transfers from the Reserve for Contingencies;
 - The use of money budgeted for capital projects for anything other than its designation in the budget document;
 - The use of excess budgeted personnel dollars due to vacancies to increase the supplies and services budget to fund temporary employment service assistance. Any other use of excess budgeted personnel dollars to increase the supplies and services budget for other purposes may be permitted in rare instances but is highly discouraged.
 - Transfers and new appropriations –Appleton Public Library operating budget:
 - Transfers of \$15,000 or less between budget lines and/or between budget programs require written approval by the Library Director or designee and shall be reported to the Library Board as informational items.
 - Transfers over \$15,000 between budget programs and all new library appropriations funded by grants, user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board.
 - All budget changes will be reported to the City Council's Finance Committee as informational items.
 - The Library Board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.
- Carryover of Prior Year Budgeted Expenditures – All Budgets:

CITY OF APPLETON POLICIES – 2018 BUDGET

- Carryover requests shall be no less than \$3,000, except for items allowed by the Finance Director that relate to year end cut off procedures.
- Carryover requests, plus actual prior year expenditures, shall not exceed the department's (or fund's) prior year amended budget less any overall shortfall in program revenues.
- Re-appropriation of unspent prior year authorizations for purposes other than their original designations shall be considered as special consideration items and require approval by two thirds of the Common Council. All other re-appropriations shall require approval by a simple majority vote.
- Re-appropriation of unspent funds of non-lapsing budgets and those items under contract or purchase order prior to year-end shall be reported as informational items and require no approval.

PROPERTY TAX COLLECTIONS

Property taxes are budgeted as revenues in the year in which services financed by the levy are being provided, i.e., in the year subsequent to the levy. Taxes are levied in December on the assessed value of property as of the prior January 1.

Property tax calendar – 2017 tax roll:

Lien date and levy date	December, 2017
Tax bills mailed	December, 2017
Payment in full or 1 st installment due	January 31, 2018
2 nd installment due	April 2, 2018
3 rd installment due	May 31, 2018
4 th installment due	July 31, 2018

CAPITAL BUDGET POLICIES

- Funding for utility projects should be obtained through borrowing from:
 - Revenue bonds
 - General obligation notes
 - Internal funds
- The City shall utilize available funding sources for capital improvements whenever practical and feasible:
 - Grant funds
 - Special assessments
 - Developer contributions
- The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues when possible.
- The City will try to ensure that industrial acreage is available for development within the City and served with necessary infrastructure.

REVENUE POLICIES

- The City will try to maintain a diversified and stable revenue system to minimize short-run fluctuations in any one revenue source.
- The City will attempt to maximize benefits from major revenue sources as a way of maintaining a stable tax rate.
- The City will follow an aggressive policy of collecting revenues.
- The City will establish all user charges and fees at a level related to the full cost (operating, direct, and indirect) of providing the service, whenever practical.
- The City will attempt to review license fees/charges annually to determine if the revenues support the cost of providing the service.
- Wastewater, Stormwater, and Water Utility funds will be self-supporting through user fees.

CITY OF APPLETON POLICIES – 2018 BUDGET

- The minimum utilities rates should be set at a rate which will yield net income which is 1.25 times the highest principal and interest payment due (1.10 for the Water Utility). This requirement is in conformance with the mortgage revenue bond requirements. Rate adjustments for the Water Utility are submitted to the Public Service Commission and Common Council for review and approval.
- Rate adjustments for the Stormwater and Wastewater Utilities will be submitted to the Common Council for review and approval.

RESERVE POLICIES

The following reserve policies describe restrictions on the balances of various funds. A fund balance is the difference between total assets and total liabilities and may be positive or negative. A fund balance in an enterprise fund is referred to as total net assets.

- Redemption funds will be established in the Water, Stormwater and Wastewater Utilities in accordance with revenue bond ordinance provisions.
- Funds will be reserved for equipment, major replacement and repairs in the Wastewater Utility, as required by EPA grant provisions.
- All general obligation debts will be paid through a general debt service fund, except for that incurred by an enterprise fund. Operating budgets will be prepared to meet the annual principal, interest and service charge costs for each fund. Net debt service requirements (debt service expenditures less debt service revenue) will be funded through the general tax levy.

Wastewater Utility

- Maintain a working capital reserve equivalent to three months of operation expenditures based on the audited expenditures of prior year in the Wastewater Utility Fund.
- Any projected favorable balance above working capital reserves in the Wastewater Utility Fund is to be used to pay costs for all possible approved capital expenditures.

General Fund

- All General Fund unreserved designations and related policy should be approved in advance of their creation/amendment by the Common Council.
- The amount to be retained in designated for health insurance cost stabilization unreserved fund balance be equal to the stop loss percentage.
- Interest income will not accrue in the designated for health insurance cost stabilization fund balance account.
- Total unreserved fund balances (excluding designated for debt service) will be 25% of the following year's budgeted appropriations with the designation for working capital reserve equal to 17% of the following year's budgeted appropriations.
- The City will maintain a designated fund balance for debt service of 25% of ensuing year's debt service requirements. Any excess funds over that amount will be used to pay existing long-term debt.
- At least 75% of General Fund balances in excess of the reserve policy (currently three months' operating expenditures) be used for the reduction of long-term liabilities. Utilization of the remaining funds is subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or General Fund expenditures with final Common Council approval.

New Subdivision Fund

- The unreserved designated new subdivision fund balance will be no less than three months' operating expenditures based on the prior year's audited expenditures and a maximum of 80% of the most recent five year average including current budgeted total expenditures. Reserved fund balance will be the result of the 100% carryover policy.
- Excess funds remaining in the new subdivision fund after applying the new subdivision fund balance policy will be transferred to the General Fund.

CITY OF APPLETON POLICIES – 2018 BUDGET

Industrial Park Fund

- The Industrial Park Fund shall first designate fund balance for debt service to the extent of total debt outstanding and if available shall designate up to \$50,000 for working capital.
- Excess funds remaining in the Industrial Park Fund after applying the above criteria will be transferred to the General Fund.

Parking Utility Fund

- The Parking Utility Fund shall maintain a working capital reserve equivalent to three months of audited operating expenditures of the prior year in the Parking Utility Fund.
- Any projected favorable balance above the working capital reserve in the Parking Utility Fund will be advanced to TIF District #3 to meet debt requirements related to parking facilities constructed by that district.

Risk Management Fund

- The Risk Management Fund shall first designate fund balance for debt service to the extent of total debt outstanding.
- The Risk Management Fund will maintain a working capital reserve equivalent to three months of operating expenditures based on the audited expenditures of prior year.
- Any projected favorable balance above these designations in the Risk Management Fund shall be used to reduce charges for services to all contributing departments in an amount not to exceed 20% of budgeted expenditures.

INVESTMENT POLICIES

This policy applies to all activities of the City with regard to investing the City's financial assets.

Except for cash required to be segregated in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation in the pool and in accordance with Generally Accepted Accounting Principles (GAAP).

Investment Objectives

The overall objective of the City's investment management is to maximize the total return of designated funds and preserve capital within the guidelines of this policy.

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backed by:
 - Limiting investments to the most secure available, including, for example, US Treasury obligations, US agency and instrumentality obligations, commercial paper rated by a nationally recognized rating agency, and debt securities rated as AA or higher.
 - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
 - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot

CITY OF APPLETON POLICIES – 2018 BUDGET

be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or the local government investment pool, which offer same-day liquidity for short-term funds.

- Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Any managed portion of the portfolio shall be designed with the objective of regularly meeting or exceeding the following benchmarks:
 - US Government Money Market average and Local Government Investment Pool (LGIP) rate – Short-Term portfolios
 - Lehman Brothers Intermediate Government Index – all other portfolios
 - The benchmark shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principle.
- A security swap would be allowed in order to improve the quality, yield or target duration in the portfolio.
- If liquidity needs of the portfolio require that the security be sold.

Communication and Reporting

- The Investment Manager shall issue a quarterly report to the City of Appleton reviewing the performance and investment strategy of the firm on behalf of the portfolios.
- The Investment Manager is expected to meet with designated employees of the City of Appleton to review the portfolios and to discuss investment results in the context of these guidelines and objectives upon request. At all times the Investment Manager and Finance Committee are encouraged to communicate on significant matters pertaining to investment policies and the management of the portfolios.

DEBT POLICIES

- The City will confine long-term borrowing to capital improvements.
- The City will attempt to limit use of short-term debt to bond anticipation purposes.
- The City will follow a policy of full disclosure on every financial report and bond prospectus.
- The City will use “pay as you go” financing to fund street reconstruction and equipment purchases.
- Section 67.03(1) of the Wisconsin Statutes provides that the amount of indebtedness of a municipality shall not exceed five percent of the equalized valuation of the taxable property in the municipality. Although State Statutes allow five percent of the equalized valuation, the City has set an internal debt goal, which seeks to remain below 40% of the maximum amount allowed by the State Statutes.
- The levy for debt service shall be no greater than 20% of the total levy, with an effort to maintain the levy at a proportionate, even level for tax rate stabilization.

SPECIAL ASSESSMENT POLICIES

GENERAL POLICY

Special assessments will be levied against abutting property owners in accordance with the City's currently adopted Policy for Special Assessments, effective 9/6/2017.

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

Bills of \$1,000 or less are due by January 31. For bills in excess of \$1,000, a five year payment plan is assumed. Deferred payments will bear an interest on the unpaid balance at the rate of prime plus 3% per annum on the unpaid balance.

CITY OF APPLETON POLICIES – 2018 BUDGET

Street Construction

The assessment rate for new construction is based on a percentage of assessable construction costs for widths up to 49' (back of curb to back of curb) and thicknesses up to 9" (concrete) or 6" (asphalt) dependent upon the zoning of the abutting property.

Sidewalks

The assessment rate for new construction is based on 100% of assessable construction costs, including engineering costs.

There is no assessment for sidewalk reconstruction that meets the "green dot" criteria. Assessments are levied at 125% of the assessable construction costs when sidewalks not meeting "green dot" criteria are replaced at the property owner's request.

Sanitary Sewers

The current assessment rate for new construction is the actual cost for mains. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is not assessed for mains and \$52.00 per foot for laterals.

Storm Sewers/Facilities

R-1 and R-2 Zoning: The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas annexed after January 1, 1999 will be fully assessable to the abutting property owners. The cost of constructing, reconstructing or relining storm sewers in all other existing streets will be borne by the Stormwater Utility.

All other zoning: The assessment rate for storm sewer construction, reconstruction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.

Regional stormwater facilities built prior to March 1, 2006 are assessed on an Equivalent Runoff Unit (ERU) basis to all properties being served by the improvements. The cost for regional stormwater facilities built after March 1, 2006 is borne by the Stormwater Utility.

Water Mains

The current assessment rate for new water main construction is based on actual bid cost, except that credit will be given for the remaining useful life calculated on current cost of construction. For this purpose, the useful life of water main will be 75 years.

In-kind water main reconstruction, including hydrants and leads, is not assessed.

SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED

Ornamental street lighting, snow removal, weed cutting, tree planting, Business Improvement District, and delinquent utility charges.

The assessment is based on the total cost of operating and maintaining the system and is assessed in full to benefited properties.

PURCHASING POLICIES

- Purchases for all City departments for the City of Appleton shall be in accordance with the City Procurement and Contract Management Policy.
- The methods of source selection are as follows:
 - Public Construction – Competitive sealed bidding must be used for purchases of \$25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:
 - Invitation for bids
 - Public notice
 - Bid opening
 - Bid acceptance and evaluation
 - Bid award - Common Council approval

CITY OF APPLETON POLICIES – 2018 BUDGET

- Purchases of \$7,500 or more (other than public construction) require that a minimum of three written quotations be solicited. Evaluation criteria that favorably and accurately assess the relevant cost or service advantages of local procurement are required. Any new contracts or agreements for services with an anticipated cost of \$25,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.
 - Purchases of \$2,000 but less than \$7,500 require the solicitation of two (2) or more quotes, which may be either written or verbal. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file. Purchases of less than \$2,000 may be made based upon the best judgment of the department making the purchase.
 - Sole Source Procurements – Purchases of goods and materials under \$25,000 may be made without competition when it is agreed between the department and the Purchasing Manager that there is only one acceptable source available. Sole source procurements with an anticipated cost of \$25,000 or more require the approval of the Committee of Jurisdiction and the Common Council. Reasons for sole source purchases must be documented and will expire on an annual basis. Emergency purchases, as defined in the Procurement and Contract Management Policy, may also be exempted from the competitive bidding process. Such emergency purchases must also be documented and approved by the Mayor.
 - Purchases made using a City-issued procurement card are subject to the rules and restrictions of the City Procurement Card Policy.
- Due to FTA funding requirements, Valley Transit follows City of Appleton procurement policies except where the federal policies are more restrictive.

PENSION FUNDING AND REPORTING POLICIES

- All current pension liabilities shall be funded on an annual basis.

Existing Plan Funding

- All permanent employees of the City are participants in the Wisconsin Retirement System (WRS), a State-wide, defined-benefit pension plan to which employer and employees both contribute. The rates of employer and employee contributions are set annually by WRS based on actuarial evaluations. The State's policy is to fund retirement contributions to meet current costs of the plan. The 2018 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.70%	6.70%	6.70%
City Contribution	<u>6.70%</u>	<u>11.16%</u>	<u>15.36%</u>
Total	13.40%	17.86%	22.06%

Prior Years' Unfunded Pensions

- The State of Wisconsin administers a plan for retired employees of the Appleton Police and Fire Departments. These individuals had been covered by a private pension plan prior to the City joining the WRS. No new employees are added to the plan. The City's policy is to fund retirement contributions to meet current benefit payments to retired employees.

The City has paid off all WRS prior year unfunded pension liability.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

- An independent audit will be performed annually for all City funds.
- The City will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

RISK MANAGEMENT POLICY

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 48 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage of \$200,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$800,000 per year. The mutual insurance is liable for any costs above these limits up to \$5 million per occurrence. In addition,

CITY OF APPLETON POLICIES – 2018 BUDGET

the City of Appleton has a \$5 million excess insurance policy as part of the CVMIC group purchase program, thus providing total coverage of \$10 million per occurrence.

Additionally, the insurance fund provides coverage for:

\$500,000 per worker's compensation claim for Police Officers and Firefighters, \$500,000 per claim for all other employees, with purchased coverage of statutory limits for workers' compensation and \$2 million for employer's liability,

\$100 - \$10,000 deductible per property damage claim, depending on the property, with purchased replacement cost coverage,

\$35,000 per employment practices liability claim, with purchased coverage to \$1 million per occurrence/ \$1 million aggregate per year, and

\$25,000 per environmental liability claim related to the Mackville Landfill Site, with purchased coverage to \$5 million per occurrence/\$5 million aggregate.

- The objective of this program is to protect the City, its assets and the public against accidental losses, destruction, or depletion.
- The City will self-insure all losses which occur with predictable frequency and those which will not have a significant impact on the City's financial position.
- The Human Resources Department and City Attorney's Office review and make determinations on all claims. Claims in excess of \$5,000 property damage and all bodily injury claims are also reviewed by CVMIC.

SPECIAL EVENTS POLICIES – INSURANCE REQUIREMENTS

Organizations that use City parks and/or City facilities for special events such as foot races, parades, festivals, etc., are required to obtain liability insurance (and other insurance as may be required for the event).

- \$1,000,000/occurrence - \$1,000,000 aggregate coverage is required for "large exposure events" such as parades, rock concerts, bike races, circuses, sidewalk sales, activities that draw 5,000 – 25,000 people, events with amusement devices, pony rides, bleachers used to seat more than 500 people or fireworks displays and other events with a high potential for liability. (For events in excess of 25,000 people, there is also a \$2,000,000 umbrella requirement.)
- \$500,000/occurrence - \$1,000,000 aggregate coverage is required for "medium exposure events" such as concerts (not rock), dances, parades (under 500 spectators), auto shows, animal shows or activities that draw 250 – 5,000 people or activities requiring "street occupancy permits".
- Certificates of insurance are not normally required for "small exposure events" such as block parties, concerts (under 500 spectators), most private gatherings in parks, plays, or activities that draw less than 250 people. However, the sponsoring organization is responsible for any losses which may occur as a result of their activity. Further, they are required to sign a "Hold Harmless Indemnification" and defense sheet and are to carry adequate insurance to protect themselves. Event sponsors have the option of purchasing liability insurance through www.insurevents.com.
- Coverage for "miscellaneous" jobs or activities such as asbestos abatement, pollution cleanup, oil recycling, hazardous waste removal, or any new contract or activities where it is not clear what level of insurance should be required will be set by the Human Resources Director/Risk Manager on a case by case basis.

Events not covered by the above-mentioned categories must be reviewed by the Human Resources Director/Risk Manager. All waivers of liability insurance must be approved by the Human Resources Director /Risk Manager.

CITY OF APPLETON

2018 BUDGET

BACKGROUND/GENERAL INFORMATION

Geography/Early History

Appleton is located in northeast Wisconsin, in Outagamie, Winnebago, and Calumet Counties. It lies 30 miles south of Green Bay, just north of Lake Winnebago, on the Fox River. In 1634, Jean Nicolet, commissioned by Samuel de Champlain to explore this region, navigated up the Fox River from Green Bay. From earliest times, Indian tribes occupied the area that is present-day Appleton. In the Treaty of 1831, the Menominee Indians ceded the lands to the United States. During the first years of its history, there were three villages where Appleton now stands: Lawesburgh on the east side, Grand Chute on the west end and Appleton in the middle. The three settlements were incorporated under the name of Appleton as a village in 1853, and later as a city in 1857.

Education

Education was, and continues to be, a priority in Appleton. With the financial backing of Amos Lawrence, the Lawrence Institute was chartered in 1847. Samuel Appleton donated \$10,000 to the newly founded college library and, in appreciation; his name was given to the community. Today, Lawrence University's 84 acre campus contains 60 instructional, residential, recreational and administrative facilities, has a student body of 1,500 students drawn from nearly every state and more than 50 countries, served by a full-time faculty of 165 men and women. It lies just east of the city's downtown and its students and faculty members supply the community with an endless array of music, drama and sports activities.

In 1850, Daniel Huntley taught in the first free public school. The St. Mary Catholic Church opened the first parochial school in the community in 1864. The first 4 year high school began operating in 1876 in the Hercules School and Kindergarten was initiated in 1898 in Lincoln School. With population growth came the need for additional facilities. Today there are 24 public, 13 parochial schools and 13 charter schools.

Appleton traditionally has had a commitment to vocational education. The Vocational School was established in 1912, and the first facility in the United States to be built exclusively for this purpose was erected here in 1917. When the State of Wisconsin was divided into vocational, technical and adult education districts in 1965, the local program was expanded and the Fox Valley Technical College was established.

Government

Appleton has a mayor/council form of government with 15 alderpersons elected for two-year terms and the mayor for a four-year term. It is also the Outagamie County seat, the largest city (population 74,598) in both Outagamie and Calumet Counties, and the designated Metropolitan Statistical Area "Center-City" of the Appleton-Oshkosh-Neenah urban area as defined by the Federal Office of Management and Budget, thus an "Entitlement City" under the federal block grant program.

The City is a "full-service" municipality providing: police and fire protection, public works-related services including refuse pickup, street construction, maintenance and cleaning, snow and ice control, planning, inspection, health, parks and recreation, library, mass transit, water and wastewater disposal services, among others.

Industry

Fur traders seeking to do business with Fox River Valley Indians were the first settlers in Appleton. Soon dams and canals along the Fox River made it possible to both navigate the river with larger vessels and generate water power for industry, allowing for the City's steady growth. The paper industry, beginning with the building of the first paper mill in the city in 1853, has been at the forefront of the City's development. Appleton now has a diversified industrial, commercial and service industry tax base, with major manufacturing, paper-related industries, national and regional insurance companies and financial institutions providing a sound, vigorous corporate economy. Some of the City's major corporate citizens include Thrivent, Guardian and Secura insurance companies, Appvion (paper manufacturing, formerly Appleton Papers), Miller Electric (welding equipment), ThedaCare (formerly Appleton Medical Center) and Affinity Health Systems, and the Boldt Company (non-residential construction).

CITY OF APPLETON

2018 BUDGET

DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	<u>State of Wisconsin</u>	<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>City of Appleton</u>
2016	N/A	N/A	N/A	N/A	N/A
2015	54,227	58,774	62,299	54,613	57,588
2014	52,050	56,480	60,060	52,400	55,550
2013	50,670	55,050	57,920	51,090	53,720
2012	49,900	52,920	59,140	51,220	51,600

Source: Wisconsin Department of Revenue, Division of Research and Analysis; 2014 report not yet published as of September 2015.

Unemployment Rate

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>
July, 2017	3.2	%	3.0	%	3.0	%	3.3
July, 2016	4.2		3.6		3.6		3.8
Average, 2016	4.1	%	3.6	%	3.6	%	3.8
Average, 2015	4.6		4.0		3.9		4.0
Average, 2014	5.4		4.8		4.6		4.8
Average, 2013	6.7		6.1		5.9		7.9
Average, 2012	7.0		6.4		6.2		8.3

Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

Building Permits - City of Appleton

<u>Year</u>	<u>Valuation</u>
2017	\$ 120,081,888 *
2016	80,795,300
2015	140,806,500
2014	68,559,800
2013	88,486,700

*As of August 31, 2017

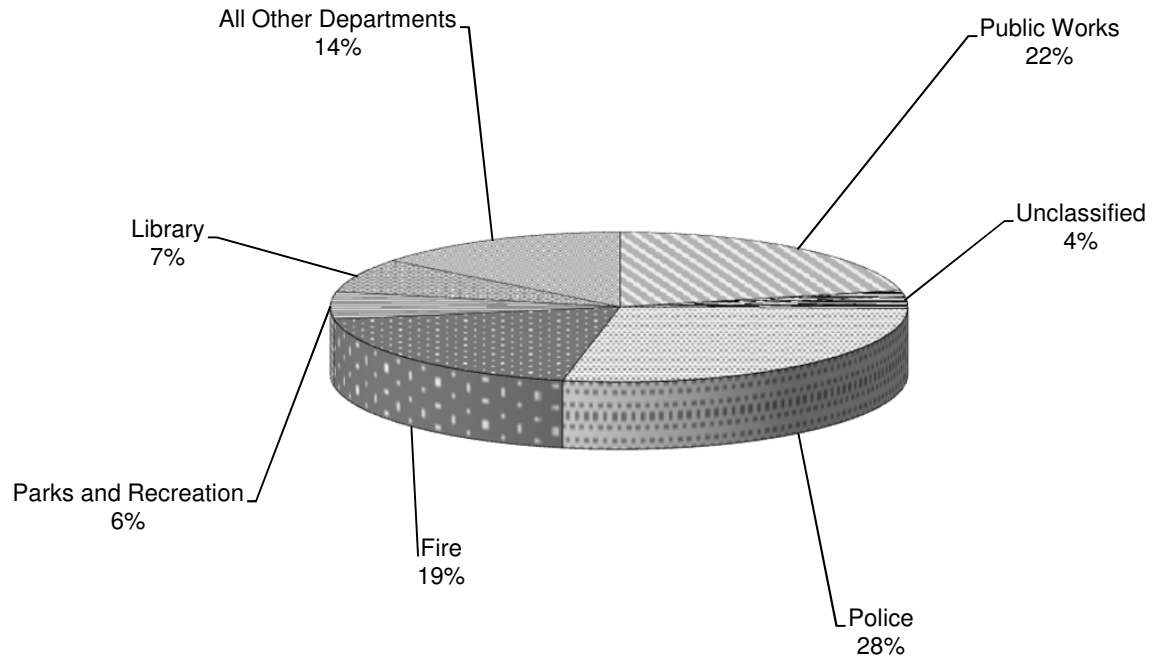
Source: City of Appleton Public Works Department

CITY OF APPLETON 2018 BUDGET GENERAL FUND

The General Fund is the general operating fund of the City. This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, State transportation aids, and State shared revenues. Primary expenditures are for police protection, fire protection, public works, and general administration.

2018 GENERAL FUND

\$62,915,942



CITY OF APPLETON 2018 BUDGET

GENERAL FUND

	Actual		Budget			% Change *
	2015	2016	Adopted 2017	Projected 2017	2018	
REVENUES						
Taxes	\$ 33,561,615	\$ 33,909,483	\$ 34,750,823	\$ 34,767,097	\$ 35,275,750	1.51%
Intergovernmental	15,469,342	15,268,615	15,398,072	15,514,603	15,326,312	-0.47%
Licenses and Permits	1,147,980	1,145,641	1,112,791	1,140,000	1,146,500	3.03%
Special Assessments	470,806	337,210	287,200	280,000	301,193	4.87%
Charges for Services	1,311,008	1,311,178	1,323,200	1,525,000	1,662,374	25.63%
Interest Income	1,687,586	2,359,222	2,937,787	2,706,000	2,965,411	0.94%
Fines and Forfeitures	273,814	264,084	340,000	270,000	340,000	0.00%
All Other Revenue	2,065,768	1,784,677	1,544,875	1,629,761	1,324,452	-14.27%
TOTAL REVENUES	55,987,919	56,380,110	57,694,748	57,832,461	58,341,992	1.12%
EXPENDITURES						
Common Council	139,943	138,528	150,396	150,396	152,253	1.23%
Mayor	352,420	354,311	365,360	439,004	504,247	38.01%
Finance	808,920	842,775	871,225	878,005	891,652	2.34%
Information Technology	1,728,123	1,704,413	1,817,213	1,859,699	1,845,318	1.55%
Human Resources	707,181	726,837	735,135	739,577	706,403	-3.91%
Legal Services	1,028,635	1,179,078	1,129,808	1,170,857	1,190,112	5.34%
Unclassified	2,230,964	1,872,691	2,442,519	4,504,943	2,462,744	0.83%
Community Development	1,699,821	1,753,614	1,789,369	1,725,853	1,776,176	-0.74%
Library	4,411,769	4,615,927	4,641,001	4,842,572	4,628,812	-0.26%
Parks & Recreation	3,392,943	3,416,047	3,530,101	3,542,232	3,732,631	5.74%
Public Works	13,045,493	13,321,725	13,848,841	14,445,638	13,491,874	-2.58%
Health Services	1,149,186	1,175,667	1,172,966	1,179,230	1,200,317	2.33%
Police	16,186,951	16,628,904	16,938,058	16,992,994	17,491,191	3.27%
Fire	11,201,075	11,478,033	11,468,982	11,479,833	12,057,403	5.13%
TOTAL EXPENDITURES	58,083,424	59,208,550	60,900,974	63,950,833	62,131,133	2.02%
REVENUES OVER EXPENDITURES	(2,095,505)	(2,828,440)	(3,206,226)	(6,118,372)	(3,789,141)	18.18%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	21,139	2,708	7,000	7,000	2,000	-71.43%
Other Financing Sources	3,713,574	3,447,562	3,832,950	3,832,950	4,471,950	16.67%
Other Financing Uses	(1,488,336)	(640,386)	(706,297)	(706,297)	(784,809)	11.12%
TOTAL OTHER FINANCING	2,246,377	2,809,884	3,133,653	3,133,653	3,689,141	17.73%
NET CHANGE IN EQUITY	150,872	(18,556)	(72,573)	(2,984,719)	(100,000)	37.79%
FUND BALANCE - Beginning	31,448,933	31,599,805	31,581,249	31,581,249	28,596,530	-9.45%
FUND BALANCE - Ending	\$ 31,599,805	\$ 31,581,249	\$ 31,508,676	\$ 28,596,530	\$ 28,496,530	-9.56%

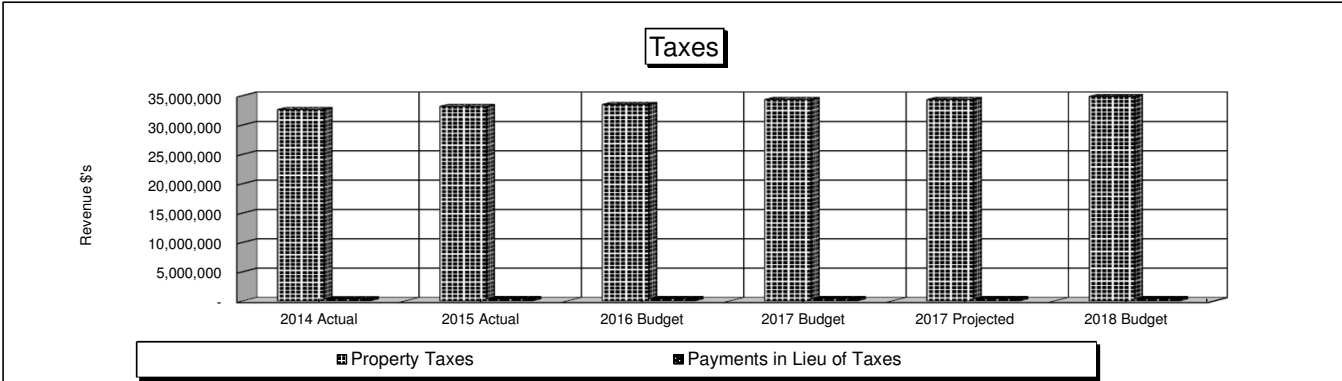
* % change from prior year adopted budget

**CITY OF APPLETON 2018 BUDGET
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/18	38	\$ 28,496,530
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(903,075)
Developer Loans		(813,737)
Advance to other Funds		(6,988,114)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,950,000)
Working Capital - 25% of budgeted expenditures (25% * \$62,915,942, includes transfers)	38	(15,728,986)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$7,976,134 Debt Service Obligation)	463	(1,994,034)
Projected General Fund Balance in excess of the reserve policy @ 12/31/18		\$ 118,584
75% required to be used for reduction of long-term liabilities		\$ 88,938
25% subject to Finance Committee recommendation		\$ 29,646

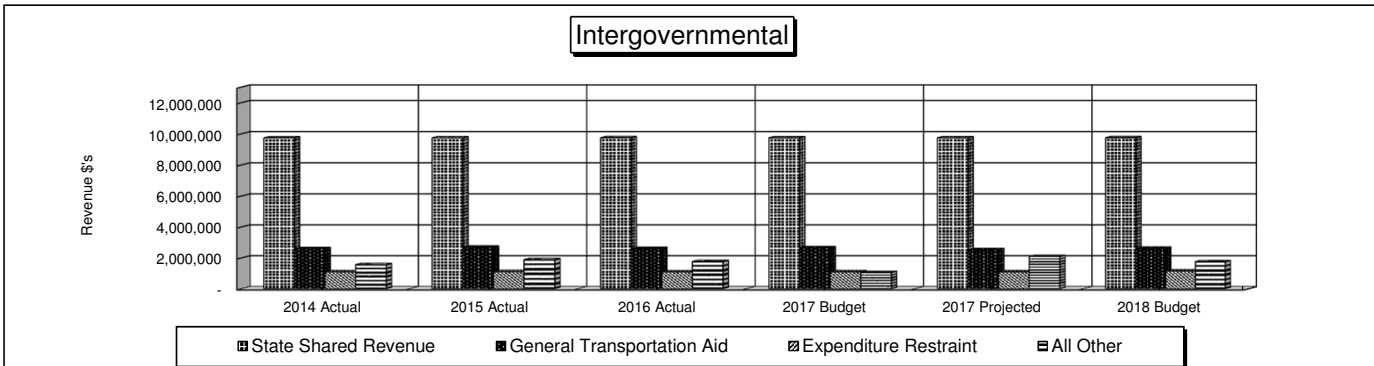
CITY OF APPLETON 2018 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
Property Taxes	\$ 32,620,669	\$ 33,142,478	\$ 33,477,718	\$ 34,322,323	\$ 34,322,323	\$ 34,835,750	1.50%
Payment in Lieu of Taxes	402,279	419,137	431,765	428,500	444,774	440,000	-1.07%
Total Taxes	\$ 33,022,948	\$ 33,561,615	\$ 33,909,483	\$ 34,750,823	\$ 34,767,097	\$ 35,275,750	1.46%



Taxes are derived from several sources. Property taxes now provide approximately 55% of our City general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 1.21% in 2014, 2.72% in 2015, 2.26% in 2016, and 5.53% in 2017. The City also collects "in lieu" payments from the water utility, which is shown in interfund transfers on page 44, as well as voluntary and contractual payments from other tax exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.46% for the City in 2017, resulting in a total City constraint of \$42,425,115 across all funds. The City levy meets that constraint.

<u>Intergovernmental Revenue</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
State Shared Revenue	\$ 9,745,511	\$ 9,749,092	\$ 9,757,539	\$ 9,751,877	\$ 9,751,877	\$ 9,760,445	0.09%
Expenditure Restraint	1,112,551	1,122,637	1,107,454	1,117,306	1,117,306	1,168,238	4.56%
General Transportation Aid	2,609,397	2,701,395	2,625,557	2,665,306	2,542,000	2,630,982	3.50%
Library Grants & Aids	902,006	1,101,454	1,103,329	1,065,839	1,066,420	1,062,447	-0.37%
Other	667,794	794,764	674,736	797,744	1,037,000	704,200	-32.09%
Total Intergovernmental	\$ 15,037,259	\$ 15,469,342	\$ 15,268,615	\$ 15,398,072	\$ 15,514,603	\$ 15,326,312	-1.21%



The City receives various payments from other governments, including the following:

State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. Prior to the nearly 13% reduction incorporated in the 2012 - 2013 State budget, this source of revenue for the City of Appleton had remained virtually unchanged since 2004. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. Though the graph and table above show a slight increase overall since 2014, it is important to note that this source of funding has declined by approximately \$1.6 million from 2011.

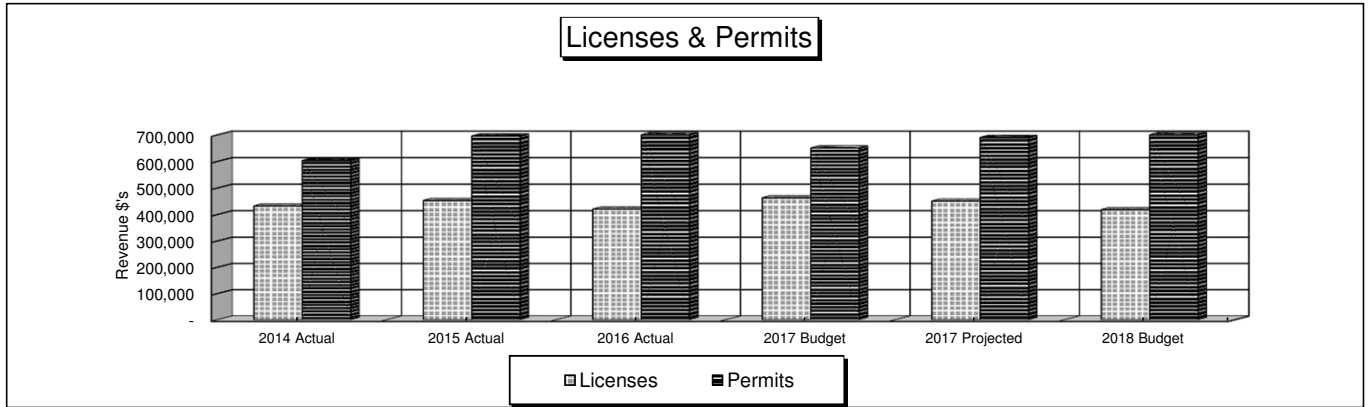
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge), based on a share of eligible transportation-related expenditures. The majority of the fluctuation stems from the State's Local Road Improvement Program (LRIP). Funds under the LRIP are awarded once during each State biennial budget but the timing can vary between years of the biennium.

Library Grants and Aids are payments from counties and are derived from a tax levied on areas of the county that do not have a municipality that provides library service. The county allocates this tax to libraries in the county through a formula based on use. Through 2014, Outagamie County was the sole source of this revenue while Calumet County provided support via periodic reimbursements and direct purchases of materials through the Outagamie-Waupaca Library System (OWLS). The increase in 2015 is the result of a change in the method of support provided by Calumet County whereby payments come directly to the library rather than indirectly through the OWLS.

Other intergovernmental revenues include fire inspection dues, federal innovative community policing grants, and various other items.

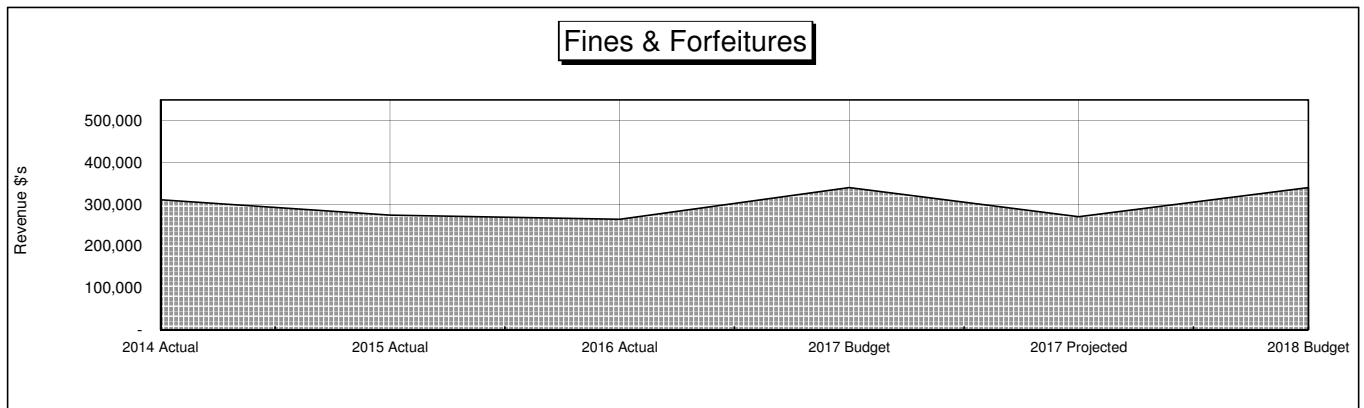
CITY OF APPLETON 2018 BUDGET GENERAL FUND REVENUES

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Licenses and Permits							
Licenses	\$ 431,920	\$ 452,482	\$ 419,999	\$ 462,791	\$ 450,000	\$ 418,100	-7.09%
Permits	603,360	695,498	725,642	650,000	690,000	728,400	5.57%
Total Licenses and Permits	\$1,035,280	\$1,147,980	\$1,145,641	\$1,112,791	\$1,140,000	\$1,146,500	0.57%



Licenses and permits are required for the privilege of carrying on a business or trade that is regulated by ordinance within the City and are renewed on an annual basis. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, in addition to all forfeitures or judgments resulting from conviction for violation of any City ordinance, is required prior to the granting of such license or permit. The volume of licenses and permits granted by the City has been relatively steady in recent years. The projected increase in permit revenue in 2017 reflects recent trends and anticipated volume of new commercial and residential projects and alterations along with a change in the pricing structure with some of the Inspection Department permits.

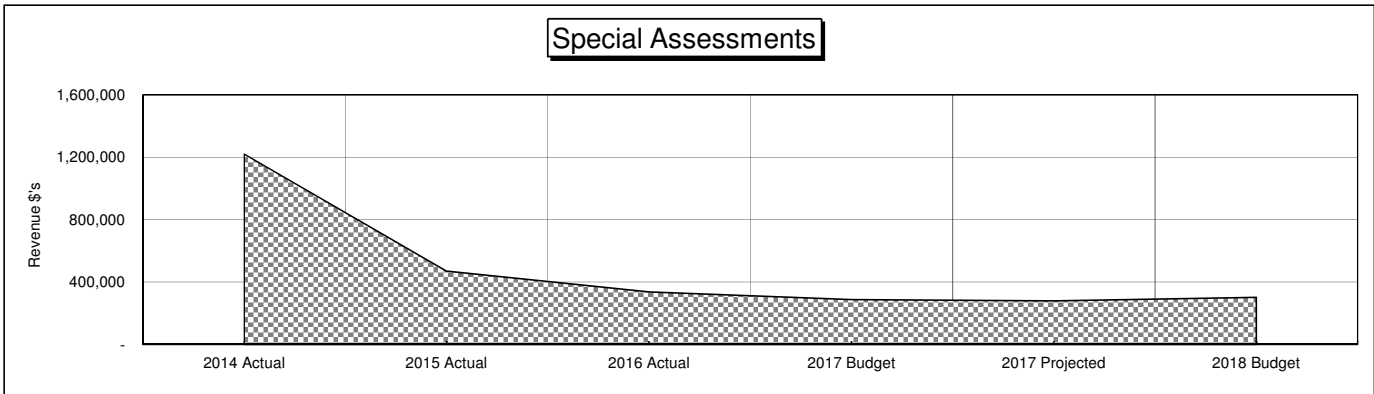
	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Fines and Forfeitures	\$ 310,674	\$ 273,814	\$ 264,084	\$ 340,000	\$ 270,000	\$ 340,000	25.93%



Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute.

CITY OF APPLETON 2018 BUDGET GENERAL FUND REVENUES

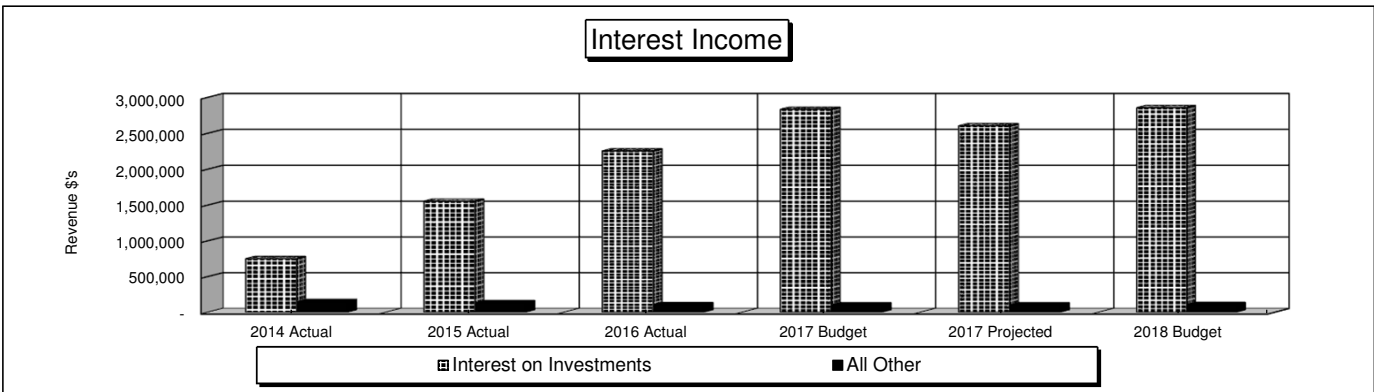
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
Special Assessments	\$ 1,220,878	\$ 470,806	\$ 337,210	\$ 287,200	\$ 280,000	\$ 301,193	7.57%



The City has levied special assessments on property benefited by the construction and installation of public improvements, with revenue varying based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year.

Effective January 1, 2015, the City no longer assessed property owners for street reconstruction projects. To make up for the lost revenue, the City adopted a \$20 "wheel tax". The wheel tax, a fee added onto vehicle registration fees for vehicles domiciled in the City, is collected by the State and remitted to the City on a monthly basis.

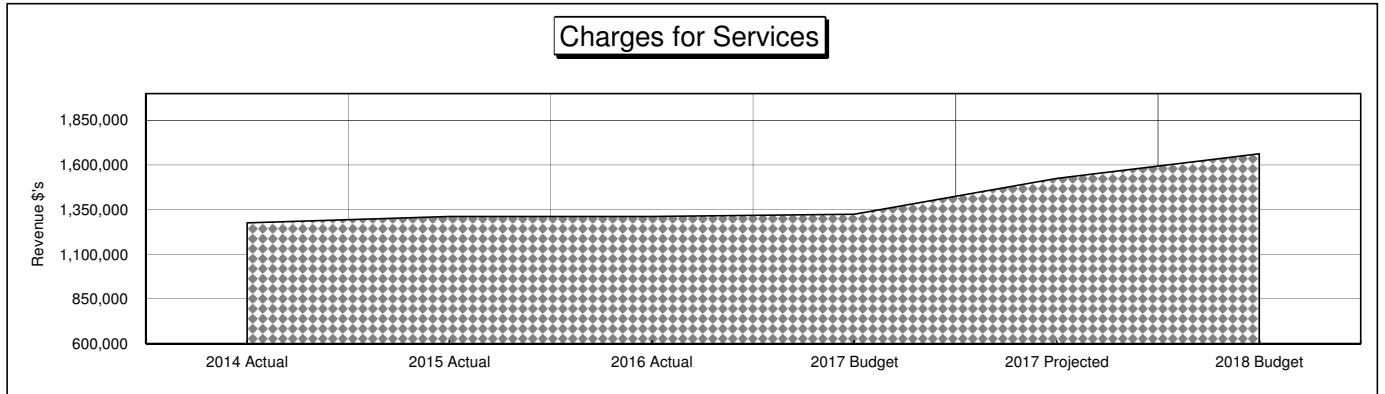
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	\$ 750,344	\$ 1,554,605	\$ 2,253,341	\$ 2,832,787	\$ 2,603,000	\$ 2,855,411	9.70%
Interest on Delinquent Tax	95,465	91,935	85,028	100,000	98,000	100,000	2.04%
Interest - Deferred Specials	55,170	41,046	20,853	5,000	5,000	10,000	100.00%
Total Interest Income	<u>\$ 900,979</u>	<u>\$ 1,687,586</u>	<u>\$ 2,359,222</u>	<u>\$ 2,937,787</u>	<u>\$ 2,706,000</u>	<u>\$ 2,965,411</u>	<u>9.59%</u>



Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds or entities. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we must value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation. The condominium association that owns the City Center building is expected to make interest payments of \$34,992 in 2018 on two major building projects for which the City provided financing, compared to \$38,223 in 2017. Since 2011, the City and the Appleton Area School District (AASD) have had a cooperative agreement by which the City makes short-term loans to AASD at a rate of 2% above the Federal Funds rate. This has been a beneficial program for both entities, taking advantage of the timing differences in cash needs for both, earning the City a better return than what could otherwise be earned for short-term investments, and costing AASD less than it would to borrow from financial institutions. For 2018, TIF # 3 is expected to pay \$1,437,121 in interest on advances made by the General Fund in the early years of the TIF, TIF # 6 is expected to pay \$423,311, and TIF # 8 \$20,795.

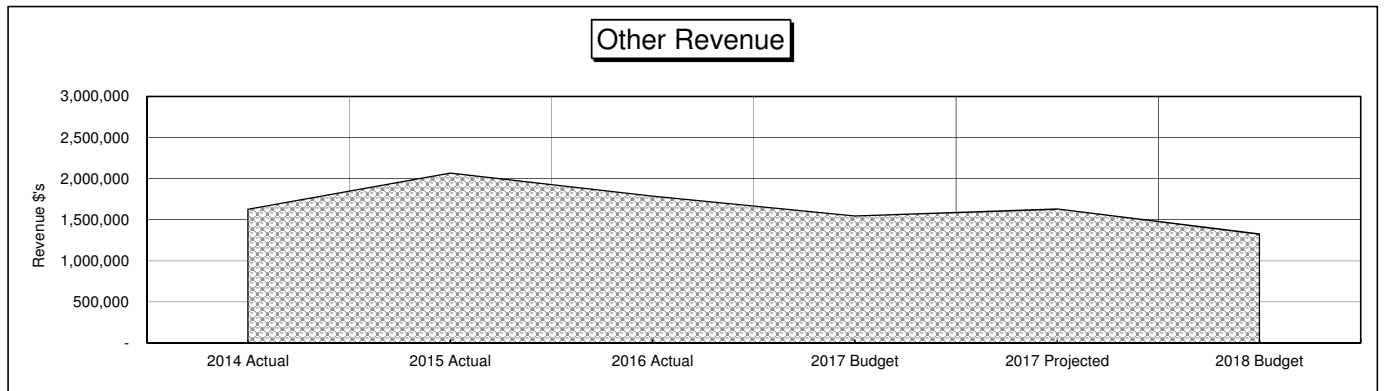
**CITY OF APPLETON 2018 BUDGET
GENERAL FUND REVENUES**

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
Charges for Services	\$ 1,275,765	\$ 1,311,008	\$ 1,311,178	\$ 1,323,200	\$ 1,525,000	\$ 1,662,374	9.01%



User charges are established where the service is being provided for the specific benefit of the person charged, rather than to the general public. User charges are paid by all users, including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, school district payments for police liaison officers, charges for street repairs following utility excavations, etc. The increase in 2018 relates primarily to an expected increase from concession and admittance fees at the newly renovated Erb pool.

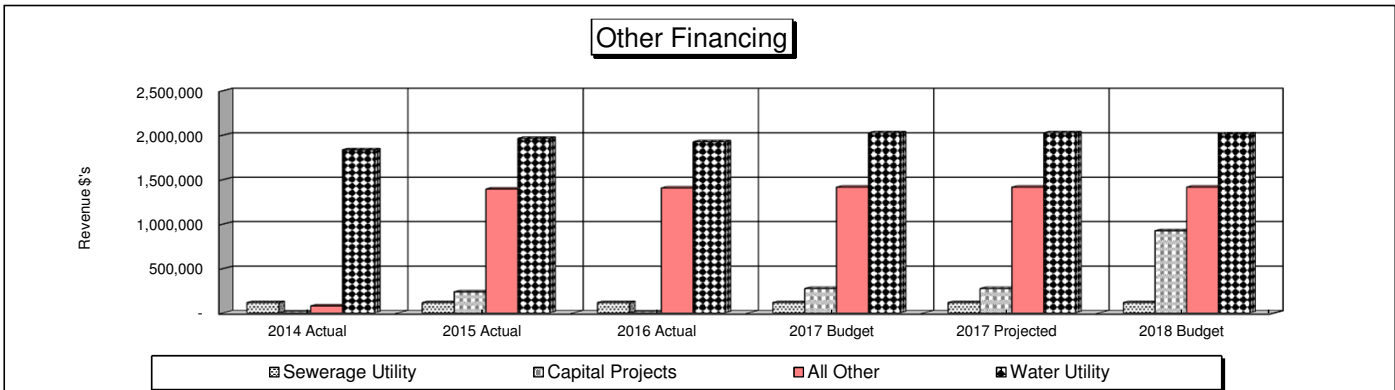
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	\$ 7,702	\$ 21,139	\$ 2,708	\$ 7,000	\$ 7,000	\$ 2,000	-71.43%
Other Revenue	1,625,472	2,065,768	1,784,677	1,544,875	1,629,761	1,324,452	-18.73%
	\$ 1,633,174	\$ 2,086,907	\$ 1,787,385	\$ 1,551,875	\$ 1,636,761	\$ 1,326,452	-18.96%



Other revenue includes fees, commissions, damage to City property and other reimbursements. The decline from the 2016 budget to 2017 is due to the discontinuation of an arrangement with the Appleton Housing Authority whereby the Health department provided the services of a public health nurse on-site at the Oneida Heights senior residence and was reimbursed by AHA. The decrease in the 2018 Budget relates mainly to the transfer of both revenues and expenses for the Library's "Reach Out and Read" program to a separate special revenue fund beginning in 2018.

CITY OF APPLETON 2018 BUDGET GENERAL FUND REVENUES

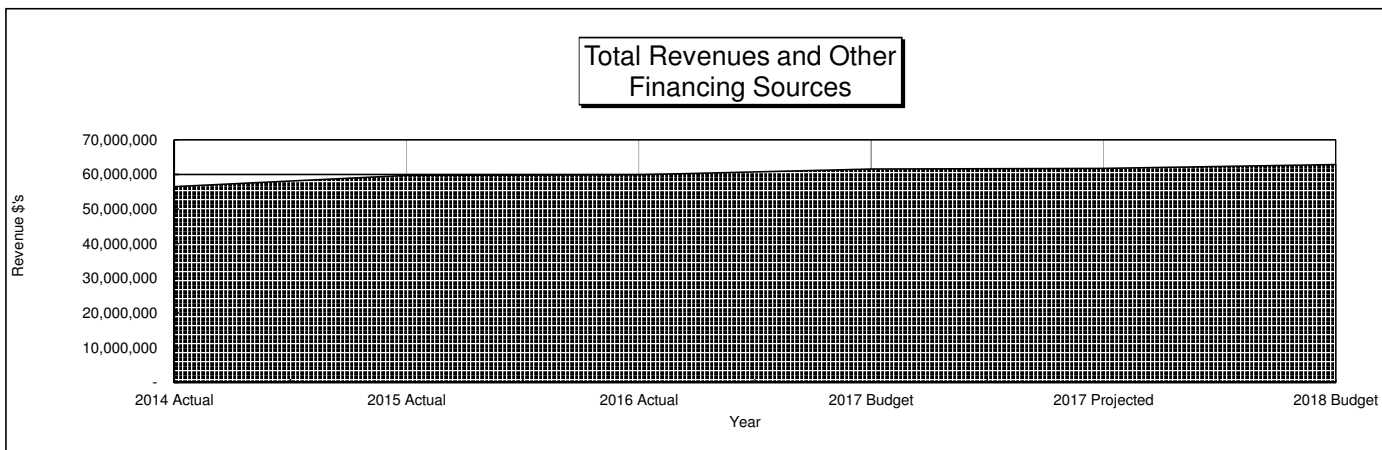
Other Financing Sources	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Water Utility	\$ 1,835,879	\$ 1,963,947	\$ 1,924,936	\$ 2,025,800	\$ 2,025,800	\$ 2,013,800	-0.59%
Golf Course Fund	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Sewerage Utility	117,450	117,450	117,450	117,450	117,450	117,450	0.00%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	40,000	1,354,554	1,365,476	1,375,000	1,375,000	1,376,000	0.07%
Capital Projects	-	237,923	-	275,000	275,000	925,000	236.36%
Total Other Financing Sources	\$ 2,033,029	\$ 3,713,574	\$ 3,447,562	\$ 3,832,950	\$ 3,832,950	\$ 4,471,950	16.67%



Charges for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) incurred by the City on behalf of all funds are recovered by the general fund through this charge. The large increase in transfers from special revenue funds since 2014 reflects the City Council's adoption of a wheel tax as a substitute for special assessments as a funding mechanism for street reconstruction projects (please see the Special Assessment section of this report for further details on the wheel tax). Since the wheel tax proceeds are restricted for a specific purpose, the revenue is recorded in a special revenue fund and then transferred to the general fund to pay for street projects.

The Water Utility makes an annual payment in lieu of taxes to the general fund. The payment calculation is based on the value of the assets of the utility. The increase in Capital Projects transfers is related to the transfer of excess fund balance accumulated in the City's Subdivision Development fund to the general fund. By City policy, amounts accumulated over a pre-determined ceiling must be transferred to the general fund.

Total Revenues and Other Financing Sources	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
	\$ 56,469,986	\$ 59,722,632	\$ 59,830,380	\$ 61,534,698	\$ 61,672,411	\$ 62,815,942	1.85%



CITY OF APPLETON 2018 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2018 BUDGET OFFICE OF THE MAYOR

MISSION STATEMENT

In order to maintain a safe, vibrant city with a high quality of life and so that the community thrives with a strong tax base of housing, neighborhoods, commercial, and industrial sectors, the Mayor's Office will provide vision, leadership, and coordination of City services as well as aggressively implement a comprehensive strategic economic plan for the benefit of all current and future citizens of Appleton.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

In 2017, the Mayor and City staff continued to collaborate to meet the City's mission of meeting community needs and enhancing the quality of life for our residents and visitors. The department directors continued to focus on fostering and maintaining opportunities for collaboration with external organizations, including regional government, school districts, non-profit organizations and other entities to maximize community resources. A major collaborative effort continues to focus on the development of the Fox Cities Exhibition Center and finalizing permanent financing for the project. Work on other development projects such as RiverHeath, Eagle Point and the bluff development continued throughout the year.

The Mayor's office and other departments continue to work on other major projects such as preparing for the transition to the new Enterprise Resource Planning system that will affect all City departments. We completed a communications strategic plan for the City and are working on its implementation. We also worked with local organizations to understand and proactively address the current and future need for recruiting and retaining talent in Appleton.

Internally, the department director team updated and continued to implement the City's Strategic Plan. Each department worked with HR on a city-wide talent management strategy, including discussions on organizational culture. In addition, the Mayor continued to work with Human Resources and the department directors to modify the compensation plan and pay-for-performance system.

In 2017, we hosted year two of the Appycademy (Appleton Citizens Academy) which saw a 50% increase in the number of participants with all participants rating the experience as positive.

We created an Unmanned Aerial Vehicle (UAV/Drone) program for the City. The program not only benefits our efforts in public communication and promotion, but also has applications for the work of APD, DPW and Community and Economic Development.

In 2017, the job description for the Diversity and Inclusion Coordinator was rewritten and the position was relocated to the Mayor's office. A new Diversity and Inclusion Coordinator was hired in July and is working on proactive initiatives both internally and externally.

CITY OF APPLETON 2018 BUDGET OFFICE OF THE MAYOR

MAJOR 2018 OBJECTIVES

Work with department heads to prepare the Executive Budget and implement the City's vision

Continue to work on improving the efficiency and effectiveness of City services in 2018

Provide quality, conscientious constituent services

Work with other local, county, state, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes

Foster an environment that is attractive to new and existing talent, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive

Collaborate with other private, non-profit and local governments to provide networking opportunities for diverse populations within the Fox Valley

Promote Appleton's interest through active participation on various boards, committees, and organizations

Continue to build relationships between City staff and Council members

Continue to pursue collaborative opportunities with regional partners in the areas of public safety, public transportation and technology

Work with department directors to implement long-term vision for the community and the City Strategic Plan

Improve internal communications among all City employees

Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts

Enhance citizen engagement through the use of the POLCO platform – a citizen survey tool – to foster open dialogue with our citizens on City issues

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 10,890	\$ 12,590	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
Program Expenses							
10510	Administration	95,749	100,998	97,345	97,986	102,684	5.48%
10520	Citizen Outreach	214,684	211,098	225,358	298,361	357,918	58.82%
10530	Intergovernmental	41,987	42,215	42,657	42,657	43,645	2.32%
TOTAL		\$ 352,420	\$ 354,311	\$ 365,360	\$ 439,004	\$ 504,247	38.01%
Expenses Comprised Of:							
	Personnel	270,464	282,543	280,572	354,216	408,933	45.75%
	Administrative Expense	32,220	34,130	35,758	35,758	40,438	13.09%
	Supplies & Materials	24,844	24,574	34,010	34,010	31,776	-6.57%
	Purchased Services	24,000	12,000	14,000	14,000	21,600	54.29%
	Utilities	892	1,064	1,020	1,020	1,500	47.06%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	3.00	3.00	3.00	4.00	4.00	

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM MISSION

The Mayor's Office will coordinate the day-to-day operation of the City and pursue initiatives to ensure accountable, affordable, and accessible government.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Prepare the 2018 Executive Budget and Capital Improvement Plan
- Promote interdepartmental communication and collaboration to maximize resources
- Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
- Communicate with the Common Council regarding City operations and issues brought before them
- Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations to committees early for information
- Bring emerging issues and updates to committees of jurisdiction
- Involve Council President in building Council relationships
- Research and implement tools to identify ways to become more efficient
- Foster an environment that is attractive to new and existing talent, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive
- Working with the City's Development Team, continue to implement the Community and Economic Development Department Strategic Plan as well as elements in the updated City Comprehensive Plan

Major changes in Revenue, Expenditures, or Programs:

Minor increases in some of the operating accounts are for the relocation of the Diversity and Inclusion Coordinator position to the Mayor's office.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	1.10%	1.40%	4.59%	4.59%	4.13%
Average % change in City mill rate	2.55%	0.59%	2.72%	2.72%	3.41%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	30.0%	28.3%	31.0%	28.4%	30.0%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	14	16	14	14	14

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 65,718	\$ 67,133	\$ 67,708	\$ 68,266	\$ 65,310
6105 Overtime	33	-	-	-	-
6150 Fringes	20,033	21,888	20,864	20,947	25,031
6201 Training/Conferences	6,221	6,563	4,450	4,450	6,450
6206 Parking Permits	1,107	1,195	1,200	1,200	1,620
6301 Office Supplies	271	1,497	450	450	700
6302 Subscriptions	308	499	348	348	348
6305 Awards & Recognition	-	-	105	105	525
6316 Miscellaneous Supplies	-	1,159	-	-	-
6320 Printing & Reproduction	1,166	1,064	1,200	1,200	1,200
6413 Utilities	892	-	1,020	1,020	1,500
Total Expense	<u>\$ 95,749</u>	<u>\$ 100,998</u>	<u>\$ 97,345</u>	<u>\$ 97,986</u>	<u>\$ 102,684</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM MISSION

In order to connect citizens with local government, we will respond to specific requests and disseminate accurate information about city services to all citizens.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Provide courteous service and timely, accurate information to citizens who contact the Mayor's Office
- Represent the City at community events including charity dinners, service organization meetings, school events, ground breakings, ribbon cuttings, and convention openings
- Continue the use of open hours and implement other initiatives to provide easier public access to City government
- Conduct educational sessions with students and youth organizations
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
- Enhance citizen engagement through the use of the POLCO platform – a citizen survey tool – to foster open dialogue with our citizens on City issues
- Effectively communicate accurate and timely information to the community
- Work cooperatively with local media to ensure timely access to information and staff for story coverage
- Work with other City social media staff on training and unified City messaging
- Continue to give in-depth look at City operations to residents through Appycademy (Citizens Academy)
- Maintain effective relations with members of culturally diverse communities
- Provide outreach to minority owned businesses
- Implement the Dignity and Respect initiative to foster respectful relationships within the organization as well as the broader community
- Follow up on internal cultural audit to improve City services and processes

Major changes in Revenue, Expenditures, or Programs:

The Diversity and Inclusion Coordinator position was moved to this budget from Community and Economic Development after adoption of the 2017 budget. Changes in line items reflect that relocation.

Other contracts include \$3,600 for the POLCO platform.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	87%	90%	95%	95%	95%
% of letters replied to within seven working days	95%	99%	92%	92%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,464,039	1,118,003	1,250,000	1,250,000	1,250,000
Reach 5,000 followers on Twitter	3,658	4,844	6,000	6,000	7,000
Reach 1 million tweet impressions on Twitter	474,000	* 750,000	1,000,000	1,000,000	1,500,000
Reach 4,000 page likes on Facebook	1,212	2,973	4,000	4,000	7,500
Reach 1 million post impressions on Facebook	621,500	* 750,000	1,000,000	1,000,000	2,000,000
Work Process Outputs					
Publish City Guide	2	2	2	2	2
# of formal open hours	12	12	12	12	12
# of meetings per month with community or educational groups (average)	17	13	12	12	12
* Projected					

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4877 Advertising/Promotion	\$ 10,890	\$ 12,590	\$ 12,500	\$ 12,500	\$ 12,500
Total Revenues	<u>\$ 10,890</u>	<u>\$ 12,590</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Expenses					
6101 Regular Salaries	\$ 114,894	\$ 119,445	\$ 119,276	\$ 168,388	\$ 205,909
6105 Overtime	34	11	-	-	-
6150 Fringes	40,716	44,770	43,592	67,483	82,903
6201 Training/Conferences	-	-	3,125	3,125	3,125
6303 Memberships & Licenses	-	-	555	555	1,805
6304 Postage/Freight	11,362	11,457	12,000	12,000	12,000
6316 Miscellaneous Supplies	520	520	550	550	550
6320 Printing & Reproduction	23,158	22,895	28,000	28,000	28,000
6327 Miscellaneous Equipment	-	-	4,260	4,260	2,026
6412 Advertising/Publication	-	-	2,000	2,000	6,000
6599 Other Contracts/Obligations	24,000	12,000	12,000	12,000	15,600
Total Expense	<u>\$ 214,684</u>	<u>\$ 211,098</u>	<u>\$ 225,358</u>	<u>\$ 298,361</u>	<u>\$ 357,918</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Semi-annual publication of
City Guide / Park & Recreation
Activity Guide

\$ 28,000
\$ 28,000

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM MISSION

To maintain and further develop constructive (positive) relationships with other public and private entities in an effort to ensure that the best interests of the citizens of the City of Appleton are represented.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 5: "Promote an environment that is respectful and inclusive", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Monitor and influence State and Federal legislative and regulatory processes that could affect the City

Actively participate in the Urban Alliance, League of Wisconsin Municipalities, Board of Local Government Institute, East Central Wisconsin Regional Planning Commission and other organizations

Maintain lines of communication with State and Federal representatives to discuss any pending State or Federal legislation that could impact Appleton along with seeking any assistance from them that may help the City achieve its goals

Continue to work with regional transit groups to address long-term public transit funding issues

Work with partner communities for the successful promotion and operation of the Fox Cities Exhibition Center

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	185	197	180	180	200
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	33	27	60	60	30
School districts	17	17	20	20	20
Non-profit organizations	53	56	55	55	55
Other	63	61	35	35	40
# of implemented collaborative and cooperative agreements maintained:					
Other governments	230	241	190	190	240
School districts	66	73	50	50	70
Non-profit organizations	167	184	95	95	180
Other	113	150	75	75	140
Work Process Outputs					
# of meetings with other units of government	8/mo.	6/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2018 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 22,305	\$ 21,943	\$ 22,162	\$ 22,162	\$ 22,006
6105 Overtime	3	1	-	-	-
6150 Fringes	6,728	7,352	6,970	6,970	7,774
6201 Training/Conferences	-	-	450	450	450
6303 Memberships & Licenses	12,951	12,919	13,075	13,075	13,415
Total Expense	<u>\$ 41,987</u>	<u>\$ 42,215</u>	<u>\$ 42,657</u>	<u>\$ 42,657</u>	<u>\$ 43,645</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	10,890	12,590	12,776	12,500	12,500	12,500	12,500
TOTAL REVENUES	10,890	12,590	12,776	12,500	12,500	12,500	12,500
EXPENSES BY LINE ITEM							
Regular Salaries	193,058	196,475	156,786	209,146	258,816	293,225	293,225
Overtime	70	0	0	0	0	0	0
Sick Pay	178	171	0	0	0	0	0
Vacation Pay	9,681	11,887	4,806	0	0	0	0
Fringes	67,477	74,010	51,862	71,426	95,400	115,708	115,708
Salaries & Fringe Benefits	270,464	282,543	213,454	280,572	354,216	408,933	408,933
Training & Conferences	6,221	6,563	7,731	8,025	8,025	8,025	10,025
Parking Permits	1,107	1,195	1,200	1,200	1,200	1,620	1,620
Office Supplies	271	1,497	721	450	450	450	700
Subscriptions	308	499	421	348	348	348	348
Memberships & Licenses	12,951	12,919	13,737	13,630	13,630	13,630	15,220
Postage & Freight	11,362	11,457	11,261	12,000	12,000	12,000	12,000
Awards & Recognition	0	0	0	105	105	105	525
Administrative Expense	32,220	34,130	35,071	35,758	35,758	36,178	40,438
Miscellaneous Supplies	520	520	520	550	550	550	550
Printing & Reproduction	24,324	24,054	25,684	29,200	29,200	29,200	29,200
Miscellaneous Equipment	0	0	2,453	4,260	4,260	0	2,026
Supplies & Materials	24,844	24,574	28,657	34,010	34,010	29,750	31,776
Consulting Services	0	0	286	0	0	0	0
Advertising	0	0	1,256	2,000	2,000	2,000	6,000
Other Contracts/Obligations	24,000	12,000	0	12,000	12,000	12,000	15,600
Purchased Services	24,000	12,000	1,542	14,000	14,000	14,000	21,600
Telephone	221	223	234	240	240	240	240
Cellular Telephone	671	841	526	780	780	1,260	1,260
Utilities	892	1,064	760	1,020	1,020	1,500	1,500
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	352,420	354,311	279,484	365,360	439,004	490,361	504,247

CITY OF APPLETON 2018 BUDGET

COMMON COUNCIL

Council President: Christopher W. Croatt

Council Vice President: Curt J. Konetzke

CITY OF APPLETON 2018 BUDGET COMMON COUNCIL

MISSION STATEMENT

Appleton City government exists to provide quality services responsive to the needs of the community.

MAJOR 2018 OBJECTIVES

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

The legislative powers of the City are vested in the Council with the responsibility of establishing policy, adopting an annual budget and service plan, and carrying out the duties defined by State statutes and City ordinances

Communicate thoughts, ideas, and information needs concerning City plans and procedures to the Mayor and staff

Provide constituent services and communicate via televised Council proceedings

Participate and engage in exercises and informational opportunities offered for the benefit of gaining knowledge of City and community issues

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	86%	100%	100%	88%	100%
Overall average attendance	91%	92%	95%	90%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2015	2016	Adopted 2017	Amended 2017	2018	
Unit	Title						
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses						
10000	Common Council	139,943	138,528	150,396	150,396	152,253	1.23%
	TOTAL	\$ 139,943	\$ 138,528	\$ 150,396	\$ 150,396	\$ 152,253	1.23%
	Expenses Comprised Of:						
	Personnel	93,699	93,222	97,346	97,346	99,403	2.11%
	Administrative Expense	3,826	4,717	10,450	10,450	10,450	0.00%
	Supplies & Materials	207	218	400	400	400	0.00%
	Purchased Services	42,211	40,371	42,200	42,200	42,000	-0.47%
	Council Members:						
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

* % change from prior year adopted budget
Council.xls

**CITY OF APPLETON 2018 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 87,024	\$ 86,954	\$ 90,428	\$ 90,428	\$ 92,339
6150 Fringes	6,674	6,268	6,918	6,918	7,064
6201 Training\Conferences	-	370	3,800	3,800	3,800
6206 Parking Permits	3,564	4,080	6,300	6,300	6,300
6301 Office Supplies	-	85	-	-	-
6305 Awards & Recognition	-	-	100	100	100
6307 Food & Provisions	262	182	250	250	250
6316 Miscellaneous Supplies	125	218	200	200	200
6320 Printing & Reproduction	83	-	200	200	200
6599 Other Contracts/Obligations	42,211	40,371	42,200	42,200	42,000
Total Expense	<u>\$ 139,943</u>	<u>\$ 138,528</u>	<u>\$ 150,396</u>	<u>\$ 150,396</u>	<u>\$ 152,253</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	\$ 5,000
Council/committee meeting recording system maintenance	<u>37,000</u>
	<u>\$ 42,000</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	87,024	86,954	63,571	90,428	90,428	92,339	92,339
Fringes	6,674	6,268	2,625	6,918	6,918	7,064	7,064
Salaries & Fringe Benefits	93,698	93,222	66,196	97,346	97,346	99,403	99,403
Training & Conferences	0	370	15	3,800	3,800	3,800	3,800
Parking Permits	3,564	4,080	4,935	6,300	6,300	6,300	6,300
Office Supplies	0	85	157	0	0	0	0
Awards & Recognition	0	0	0	100	100	100	100
Food & Provisions	262	182	0	250	250	250	250
Administrative Expense	3,826	4,717	5,107	10,450	10,450	10,450	10,450
Miscellaneous Supplies	125	218	0	200	200	200	200
Printing & Reproduction	83	0	222	200	200	200	200
Supplies & Materials	208	218	222	400	400	400	400
Other Contracts/Obligations	42,211	40,371	29,442	42,200	42,200	41,000	42,000
Purchased Services	42,211	40,371	29,442	42,200	42,200	41,000	42,000
Utilities	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	139,943	138,528	100,967	150,396	150,396	151,253	152,253

CITY OF APPLETON 2018 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Stephanie R. Rogers, CPA

CITY OF APPLETON 2018 BUDGET FINANCE DEPARTMENT

MISSION STATEMENT

For the benefit of all City departments, the Common Council, and the Mayor, in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City, we will provide financial management, billing, and collection services.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Completed the 2016 audit with no audit findings

Completed State Report form B for the 2016 audit

Completed the new annual TIF reports required by Wisconsin Act 257

Completed the new room tax reports required by Wisconsin Act 255

Began the 2018 budget process

Hired new Account Clerk I and seasonal customer service staff

Worked with Calumet County on allowing them access to City tax payment information for their new software, including creating a lottery credit file

Implemented new collection procedures and contracted with the State collection agency to collect delinquent City accounts

Assisted with the transfer of the City's deferred compensation provider to Voya

Assisted the Parks and Recreation Department in setting up internal controls for pool concession stands

Assisted with an RFP process for parking meter credit cards, worked with our current credit card processor to accept American Express at parking ramps, and set up acceptance of credit cards at Reid golf course for the beverage cart

Implemented GASB 72 regarding the fair value of assets

Opened a PSC docket to modify tariff for billing in gallons and to include City policy on water leaks

Achieved a record rebate on purchasing card usage of \$69,844, a 50% increase over 2016

Assisted the Community and Economic Development Department in completing the project plans for TIFs 11 and 12

Primary Concentration for Remainder of Year:

Complete 2018 budget

Complete the issuance of G.O. note and Stormwater bond issues

Convert the City's general ledger, accounts receivable and accounts payable packages from JD Edwards to Tyler Munis

Assist the Community and Economic Development department in gaining approval of TIFs 11 and 12

CITY OF APPLETON 2018 BUDGET

FINANCE DEPARTMENT

MAJOR 2018 OBJECTIVES

- Maintain a sound credit rating in the financial community assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition

- Accurately record financial transactions and provide centralized accounting services to City departments in order to verify their public purpose and compliance with the various sections of the ordinances and budget

- Provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns. Continue to coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus

- Continue development of electronic payment options for City services in conjunction with new ERP system

- Continue performance based budgeting incorporating continuous improvements and provide education and support for departments

- Train staff and continue to focus on technology improvements that will allow the department to meet the demands of a growing City as efficiently as possible

- Promote a department working environment conducive to employee productivity, growth and retention

- Provide opportunities for staff to cross-train in various positions in the department

- Improve communication of budget procedures, monitoring of budget to actual results for the current year and education of future implications for the City

- Continue to work with the Community Development Specialist to ensure compliance with grant covenants and single audit requirements

- Develop a plan to address long-term funding issues in the CEA Replacement Fund as well as other long-term capital planning

- Complete transition to new ERP system and begin implementation of payroll and other modules

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 3,761	\$ 3,843	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	155,825	166,230	154,166	154,166	157,663	2.27%
11520	Billing & Collection Svc	71,542	89,001	103,293	104,800	106,185	2.80%
11530	Support Services	581,553	587,544	613,766	619,039	627,804	2.29%
TOTAL		\$ 808,920	\$ 842,775	\$ 871,225	\$ 878,005	\$ 891,652	2.34%
Expenses Comprised Of:							
	Personnel	688,166	730,709	737,320	744,100	765,857	3.87%
	Administrative Expense	28,222	29,740	36,875	36,875	35,805	-2.90%
	Supplies & Materials	7,575	6,429	9,870	9,870	9,185	-6.94%
	Purchased Services	81,458	72,324	83,500	83,500	77,145	-7.61%
	Utilities	1,226	1,237	1,260	1,260	1,260	0.00%
	Repair & Maintenance	2,273	2,336	2,400	2,400	2,400	0.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.85	8.20	8.20	8.20	8.20	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

We will provide training and supervision to the Finance Department in order to provide for the overall direction, coordination and support of the activities of Finance staff.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 3: "Recognize and grow everyone's talents" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide cost-effective administrative management to support the activities of the Finance Department
- Provide education and training opportunities for our employees to promote personal and professional growth and development
- Initiate systematic changes by examining existing procedures and technological needs
- Provide support to department staff and ensure staff performance is evaluated accurately and fairly

Major changes in Revenue, Expenditures, or Programs:

The 2018 budget continues tuition reimbursement per City policy for several staff members in pursuit of accounting degrees.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	89%	88%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	4	4	10	5	5
Work Process Outputs					
Training conducted					
Hours of training per employee	14	28	20	25	20
Procedures manuals updated					
% of manuals rated current	74%	85%	85%	90%	95%

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ 4,340	\$ 3,807	\$ 4,000	\$ 4,000	\$ 4,000
5010 Misc Revenue - Nontax	15	-	-	-	-
5085 Cash Short or Over	(594)	36	-	-	-
Total Revenue	\$ 3,761	\$ 3,843	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
6101 Regular Salaries	\$ 110,781	\$ 116,225	\$ 101,016	\$ 101,016	\$ 103,593
6150 Fringes	30,820	34,395	31,185	31,185	32,940
6201 Training\Conferences	6,134	4,850	6,500	6,500	6,500
6204 Tuition Fees	-	3,088	7,200	7,200	6,325
6206 Parking Permits	414	577	500	500	500
6301 Office Supplies	1,740	1,241	2,000	2,000	2,000
6303 Memberships & Licenses	2,616	2,190	2,700	2,700	2,000
6304 Postage\Freight	220	228	225	225	230
6305 Awards & Recognition	144	170	210	210	210
6307 Food & Provisions	-	38	-	-	-
6320 Printing & Reproduction	1,168	1,429	1,370	1,370	1,540
6412 Advertising	562	562	-	-	565
6413 Utilities	1,226	1,237	1,260	1,260	1,260
Total Expense	\$ 155,825	\$ 166,230	\$ 154,166	\$ 154,166	\$ 157,663

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM MISSION

For the benefit of all City departments and various other government entities, in order to collect all revenues authorized by policy in support of program delivery objectives, we will provide centralized billing, collection, and information services.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Provide an efficient, centralized collection location for convenient payment of all City-generated billings via mail, drive through, night deposit, or walk-ins by:

- Improving cash receipting speed and accuracy with formalized procedures and improved systems
- Investigating debit, credit card and internet payment options when financially feasible

Provide a favorable impression of the City since we are a primary contact for the general public by:

- Maintaining a working knowledge of all City departments
- Updating the internal general information guide used to direct and inform customers

Provide professional and courteous service

Maintain parking ticket records and issue reminder and state suspension notices to ensure the proper amount is collected

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	760	923	900	890	900
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	62%	65%	60%	64%	65%
Service turnoffs	58	124	40	50	50
Work Process Outputs					
Financial transaction processing					
Receipts posted	207,133	197,346	210,000	205,000	210,000
Automated receipts, % of total	19.0%	20.0%	20.0%	20.0%	20.0%
Information response					
% staff trained in customer svc.	99%	100%	100%	100%	100%

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenditures					
6101 Regular Salaries	\$ 33,035	\$ 44,090	\$ 58,102	\$ 59,414	\$ 59,714
6105 Overtime	221	157	1,000	1,000	500
6150 Fringes	18,482	24,542	23,601	23,796	25,131
6206 Parking Permits	1,240	1,476	1,440	1,440	1,440
6304 Postage\Freight	13,061	13,252	12,800	12,800	13,300
6320 Printing & Reproduction	4,389	4,428	5,000	5,000	4,800
6411 Temporary Help	933	875	1,000	1,000	1,000
6418 Equip Repairs & Maint	181	181	300	300	300
6431 Interpreter Services	-	-	50	50	-
Total Expense	<u>\$ 71,542</u>	<u>\$ 89,001</u>	<u>\$ 103,293</u>	<u>\$ 104,800</u>	<u>\$ 106,185</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM MISSION

We will provide financial services and support to all City departments in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 1: "Responsibly deliver excellent services" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Serve as the collection point for all payroll data and process the City's payroll and complete related reports to ensure compliance with the City personnel policy and government regulations
- Produce timely payments to employees and vendors to maintain a high level of credibility
- Continue to expand the use of credit card payments to suppliers in order to maximize annual rebates and streamline the vendor payment process
- Account for real and personal property taxes in a timely and efficient manner
- Provide administration of the City's accounts receivable and collection functions (NSF, collection agency, special assessments)
- Provide accurate service invoices for the City and produce reminder notices for delinquent accounts
- Provide financial reporting and coordinate the annual City audit
- Actively identify and pursue local and regional cooperative purchasing opportunities
- Provide departmental assistance in evaluating the financial implications of projects

Major changes in Revenue, Expenditures, or Programs:

The reduction in accounting fees reflects the award of the annual audit contract to a lower cost provider, and not needing to fund the cost of an actuarial study for the post employment benefits fund. The actuarial study is only required every other year. The next study will be performed in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	50%	75%	92%	83%	92%
# of items received after cutoff	63	27	10	25	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	289	278	300	275	300
Avg. # of A/P checks issued monthly	623	566	600	600	600

**CITY OF APPLETON 2018 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenditures					
6101 Regular Salaries	\$ 365,546	\$ 363,179	\$ 370,959	\$ 375,550	\$ 381,253
6105 Overtime	5,657	2,436	1,500	1,500	3,000
6150 Fringes	123,625	145,685	149,957	150,639	159,726
6201 Training\Conferences	-	-	-	-	-
6206 Parking Permits	2,652	2,730	3,300	3,300	3,300
6316 Miscellaneous Supplies	132	107	500	500	500
6320 Printing & Reproduction	1,888	365	3,000	3,000	2,345
6401 Accounting/Audit	21,836	14,733	24,000	24,000	17,280
6403 Bank Services	56,888	54,053	57,000	57,000	57,000
6412 Advertising	687	1,646	700	700	700
6418 Equip Repairs & Maint	2,092	2,155	2,100	2,100	2,100
6599 Other Contracts/Obligations	550	455	750	750	600
Total Expense	<u>\$ 581,553</u>	<u>\$ 587,544</u>	<u>\$ 613,766</u>	<u>\$ 619,039</u>	<u>\$ 627,804</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 17,280
	<u>\$ 17,280</u>

Bank Services

Banking fees	\$ 31,000
Investment fees	26,000
	<u>\$ 57,000</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	4,340	3,807	1,200	4,000	4,000	0	4,000
Other Revenues	579-	36	119-	0	0	0	0
TOTAL REVENUES	3,761	3,843	1,081	4,000	4,000	0	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	447,709	465,048	359,810	530,077	535,980	0	544,560
Overtime	5,878	2,594	3,365	2,500	2,500	0	3,500
Sick Pay	2,112	317	0	0	0	0	0
Vacation Pay	59,541	58,129	41,612	0	0	0	0
Fringes	172,927	204,621	154,967	204,743	205,620	0	217,797
Salaries & Fringe Benefits	688,167	730,709	559,754	737,320	744,100	0	765,857
Training & Conferences	6,134	4,850	4,886	6,500	6,500	0	6,500
Tuition Fees	0	3,088	2,936	7,200	7,200	0	6,325
Parking Permits	4,306	4,783	5,605	5,240	5,240	0	5,240
Office Supplies	2,019	1,241	332	2,000	2,000	0	2,000
Memberships & Licenses	2,616	2,190	2,857	2,700	2,700	0	2,000
Postage & Freight	13,002	13,381	932	13,025	13,025	0	13,530
Awards & Recognition	144	169	0	210	210	0	210
Food & Provisions	0	38	0	0	0	0	0
Administrative Expense	28,221	29,740	17,548	36,875	36,875	0	35,805
Miscellaneous Supplies	132	206	0	500	500	0	500
Printing & Reproduction	7,443	6,223	5,686	9,370	9,370	0	8,685
Supplies & Materials	7,575	6,429	5,686	9,870	9,870	0	9,185
Accounting/Audit	21,836	14,733	76,100	24,000	24,000	0	17,280
Bank Services	56,890	54,053	33,428	57,000	57,000	0	57,000
Temporary Help	933	875	1,244	1,000	1,000	0	1,000
Advertising	1,249	2,208	456	700	700	0	1,265
Interpreter Services	0	0	0	50	50	0	0
Other Contracts/Obligations	550	455	353	750	750	0	600
Purchased Services	81,458	72,324	111,581	83,500	83,500	0	77,145
Telephone	1,226	1,237	1,419	1,260	1,260	0	1,260
Utilities	1,226	1,237	1,419	1,260	1,260	0	1,260
Equipment Repair & Maintenan	2,273	2,336	2,219	2,400	2,400	0	2,400
Repair & Maintenance	2,273	2,336	2,219	2,400	2,400	0	2,400
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	808,920	842,775	698,207	871,225	878,005	0	891,652

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

PROGRAM NARRATIVE

These programs are comprised of a variety of activities not specifically under the jurisdiction of a single department. The Finance Department is responsible for the oversight of this budget.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 19,411,054	\$ 19,691,179	\$ 20,699,526	\$ 20,699,526	\$ 21,446,026	3.61%
Program Expenses							
12020	Reserves & Conting.	-	-	400,000	2,333,363	410,825	2.71%
12050	Miscellaneous	2,230,964	1,872,691	2,042,519	2,171,580	2,051,919	0.46%
12060	Transfers Out	1,488,336	640,386	706,297	706,297	784,809	11.12%
TOTAL		\$ 3,719,300	\$ 2,513,077	\$ 3,148,816	\$ 5,211,240	\$ 3,247,553	3.14%
Expenses Comprised Of:							
Personnel		572,171	441,138	432,205	432,205	457,739	5.91%
Administrative Expense		2,522,587	1,486,979	2,102,542	4,164,966	2,130,009	1.31%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		16,082	16,206	15,500	15,500	15,650	0.97%
Utilities		178	189	200	200	200	0.00%
Repair & Maintenance		589,044	566,896	598,369	598,369	613,302	2.50%
Capital Expenditures		19,238	1,669	-	-	30,653	N/A

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM MISSION

For the benefit of General Fund departments, to provide operational flexibility and to ensure accurate budgeting, this program provides funding for emergencies, other unforeseen expenditures, and settlement of labor contracts and non-represented compensation plan increases.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends effecting the community and proactively respond".

Objectives:

This program includes two types of reserves; a reserve for contingencies and a wage reserve.

The reserve for contingencies is a reserve for unforeseen emergencies or opportunities that occur throughout the year. The reserve for contingencies is made up of the following sub-contingency categories:

Public Education and Government (PEG) access: Funds from a franchise fee agreement with Time Warner Cable (TWC) to be used to support PEG access

State Aid: Unexpended funds from prior periods retained to offset reductions in various state aids to local governments

Fuel: Unexpended funds from prior periods retained to offset unexpected increases in fuel prices

Operating: Unexpended funds from prior periods augmented by current budget as necessary to retain a working reserve of a maximum of 1% of the current year's General Fund operating budget, as established by City policy

The wage reserve is a reserve for non-represented compensation plan increases, labor contract settlements, changes in pay grades that may occur during the year, changes in marital status that affect costs related to health and dental benefits, plus any additional unexpected labor costs. It is distributed to the various general fund departments at the end of the year by the lesser of calculated need or budget shortfall. It is anticipated that vacancies within departments during the year will help to fund these costs.

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2017 and 2018

Reserve for Contingencies

	Balance 1/1/17	2017 Budget Additions	2017 Projected Uses	Projected Balance 1/1/18	2018 Budget Additions	2018 Budget Uses	Projected Balance 12/31/18
TWC (PEG)	\$ 16,707	\$ -	\$ (16,707)	\$ -	\$ -	\$ -	\$ -
State Aid	849,107	-	-	849,107	-	-	849,107
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	<u>\$ 1,405,427</u>	<u>\$ -</u>	<u>\$ (16,707)</u>	<u>\$ 1,388,720</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,388,720</u>
Wage Reserve*	<u>\$ 527,936</u>	<u>\$ 400,000</u>	<u>\$ (560,000)</u>	<u>\$ 367,936</u>	<u>\$ 310,825</u>	<u>\$ (410,825)</u>	<u>\$ 267,936</u>

*Expense amount included in the 2018 Budget is \$410,825 which is funded by \$310,825 of 2018 Budget revenue and \$100,000 of wage reserve.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded		1	1	2	1
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 1,922,522	\$ 1,968,066	\$ 2,156,366	\$ 1,933,363	\$ 2,067,481
Contingency funds expended	\$ 36,996	\$ 36,996	\$ 734,707	\$ 576,707	\$ 410,825

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,405,427	\$ -
6641 Wage Reserve	-	-	400,000	927,936	410,825
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 2,333,363</u>	<u>\$ 410,825</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Wage Reserve</u>	
Wage increase - non-rep staff	\$ 410,825
	<u>\$ 410,825</u>

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM MISSION

For the benefit of current and former staff of General Fund departments, this program provides for a variety of miscellaneous expenses.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends effecting the community and proactively respond".

Objectives:

The following expenditures are provided for by this program:

	2017		2018
Special Assessments for General Fund Properties	\$ -	\$	30,653
Tax Adjustments	15,000		15,000
Retirees	420,000		448,000
Fire and Police Pension (old plan)	12,205		9,739
City hall facilities/utilities charges	598,569		613,502
Insurance	981,245		919,375
Misc. licenses & fees	3,000		3,150
Property Annexation Agreement Payments	12,500		12,500
Total	\$ 2,042,519	\$	\$ 2,051,919

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	\$ 34,992
Interest received on TIF advances	1,881,227
Interest received on short-term loans with AASD	22,200
Penalty on delinquent invoices rolled to tax roll	106,992
Interest on delinquent invoices	10,000
Total	\$ 2,055,411

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	2	2	2	1	1
# of retirees	17	17	14	19	17
Average distribution*	\$ 32,670	\$ 25,226	\$ 30,000	\$ 25,700	\$ 26,350

* Includes related FICA tax and retirees' contribution to the PEHP plan

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 33,142,478	\$ 33,477,718	\$ 34,322,323	\$ 34,322,323	\$ 34,835,750
4130 Pmt in Lieu of Taxes	419,137	431,765	428,500	428,500	440,000
4220 State Shared Revenues	9,749,092	9,757,539	9,751,877	9,751,877	9,760,445
4221 State Tax Disparity Act	1,122,637	1,107,455	1,117,306	1,117,306	1,168,238
4222 Highway Aids - Con. Streets	225,716	225,060	225,000	225,000	225,000
4223 State Aid - Local Streets	2,475,679	2,400,497	2,440,306	2,440,306	2,405,982
4224 Miscellaneous State Aid	7,392	7,296	7,500	7,500	6,600
4227 State Aid - Computers	300,396	350,938	350,000	350,000	400,000
4405 Trailer Parking	7,957	10,731	9,000	9,000	9,000
4614 Miscellaneous Specials	1,898	1,134	1,000	1,000	1,000
4705 General Interest	1,185,276	1,894,650	1,982,787	1,982,787	2,055,411
4710 Interest on Investments	369,329	358,692	850,000	850,000	800,000
4720 Interest on Delinquent Taxes	91,935	85,027	100,000	100,000	100,000
4730 Interest - Deferred Specials	41,046	20,853	5,000	5,000	10,000
5001 Fees & Commissions	834,576	799,554	830,000	830,000	800,000
5003 Property Inquiry Fees	73,620	78,221	71,800	71,800	78,000
5004 Sale of City Property	21,139	2,709	7,000	7,000	2,000
5007 Exempt Property Fee	-	1,000	-	-	1,000
5010 Misc Revenue	4,268	6,623	5,000	5,000	5,000
5015 Rental of City Property	11,096	11,429	11,400	11,400	11,400
5035 Other Reimbursements	30,622	38,847	28,100	28,100	50,000
5922 Trans In - Special Revenue	79,223	19,073	20,000	20,000	21,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,963,947	1,924,936	2,025,800	2,025,800	2,013,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
Total Revenue	\$ 52,315,609	\$ 53,168,897	\$ 54,746,849	\$ 54,746,849	\$ 55,356,776
Expenses					
6111 Severance Pay for Retirees	\$ 539,637	\$ 416,439	\$ 400,000	\$ 400,000	\$ 438,000
6150 Fringes	15,754	14,402	20,000	20,000	10,000
6152 Retirement	16,780	10,297	12,205	12,205	9,739
6413 Utilities	178	189	200	200	200
6420 Facilities Charges	589,044	566,896	598,369	598,369	613,302
6501 Insurance	799,681	831,048	981,245	981,245	919,375
6599 Other Contracts/Obligations	16,082	16,206	15,500	15,500	15,650
6602 Tax Refunds	247,267	-	15,000	15,000	15,000
6603 Per Prop. Chargebacks	(6,700)	(3,119)	-	-	-
6604 Miscellaneous Expense	40	80	-	-	-
6609 Tax Adjustments	(16,945)	(3,470)	-	129,061	-
6623 Uncollectible Accounts	10,908	22,054	-	-	-
6809 Infrastructure Construction	19,238	1,669	-	-	30,653
Total Expense	\$ 2,230,964	\$ 1,872,691	\$ 2,042,519	\$ 2,171,580	\$ 2,051,919

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Annexation payments:

Freedom - year 12 of 20 (thru 2023)	\$ 12,500
On-line auction fees	500
Music licenses	2,650
Total	\$ 15,650

Infrastructure Construction:

Celtic Crossing

Concrete paving	\$ 23,841
Sidewalk construction	6,812
Total	\$ 30,653

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM MISSION

For the benefit of people with limited transportation options so that they can contribute to the community and improve their quality of life, this program provides for the City's local share of Valley Transit expenses.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

Provide for the City's local share of Valley Transit as well as other transfers to or from the general fund .

Major changes in Revenue, Expenditures, or Programs:

The \$925,000 transfer in from the capital projects fund represents the transfer of excess fund balance from the Subdivision fund to the general fund to keep the Subdivision Fund within its fund balance policy.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 534,426	\$ 585,506	\$ 600,573	\$ 600,573	\$ 660,829
Safe, reliable, convenient service					
% on-time performance	87%	83%	95%	95%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 5.42	\$ 5.41	\$ 5.29	\$ 5.29	\$ 5.82
Work Process Outputs					
Service Provided					
Trips taken	1,081,882	1,055,544	1,100,000	1,100,000	1,050,000

**CITY OF APPLETON 2018 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5922 Trans In - Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
5924 Trans In - Capital Projects	237,923	-	275,000	275,000	925,000
Total Revenue	<u>\$ 237,923</u>	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ 275,000</u>	<u>\$ 925,000</u>
Expenses					
7912 Trans Out - Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7914 Trans Out - Capital Projects	902,830	8,700	33,000	33,000	123,980
7920 Trans Out - Valley Transit	585,506	631,686	673,297	673,297	660,829
Total Expense	<u>\$ 1,488,336</u>	<u>\$ 640,386</u>	<u>\$ 706,297</u>	<u>\$ 706,297</u>	<u>\$ 784,809</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Transfers out - Capital Projects

Contributions to CEA vehicle upgrades:

Parks & Recreation upgrade pickup to extended cab 4 x 4	\$ 3,000
Parks & Recreation box scraper	8,200
Police upgrade squad car replacements to SUV (13 vehicles)	52,780
DPW F550 pickup with additions to replace sign shop F150	60,000
	<u>\$ 123,980</u>

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget

	\$ 660,829
	<u>\$ 660,829</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Non-Property Taxes	419,137	431,765	444,773	428,500	428,500	0	440,000
Intergovernmental Revenues	13,880,912	13,848,785	4,898,956	13,891,989	13,891,989	13,689,500	13,966,265
Permits	7,957	10,731	4,358	9,000	9,000	8,000	9,000
Special Assessments	1,898	1,134	1,536	1,000	1,000	1,000	1,000
Interest Income	1,687,586	2,359,222	2,345,788	2,937,787	2,937,787	2,883,115	2,965,411
Other Revenues	3,413,564	3,039,542	2,052,116	3,431,250	3,431,250	4,055,160	4,064,350
TOTAL REVENUES	19,411,054	19,691,179	9,747,527	20,699,526	20,699,526	20,636,775	21,446,026
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	539,637	414,439	438,256	400,000	400,000	438,000	438,000
Fringes	15,754	14,402	9,707	20,000	20,000	10,000	10,000
Retirement	16,780	10,297	6,287	12,205	12,205	12,205	9,739
Salaries & Fringe Benefits	572,171	439,138	454,250	432,205	432,205	460,205	457,739
Insurance	799,681	831,048	735,932	981,245	981,245	987,855	919,375
Tax Refunds	247,267	0	211	15,000	15,000	15,000	15,000
Per Prop. Chargebacks	6,700-	3,119-	6,526-	0	0	0	0
Miscellaneous Expense	40	80	40-	0	0	0	0
Tax Adjustments	16,945-	3,470-	345,519	0	129,061	0	0
Uncollectible Accounts	10,908	22,054	8,460-	0	0	0	0
Reserve for Contingencies	0	0	0	0	1,405,427	0	0
Wage Reserve	0	0	0	400,000	927,936	0	410,825
Trans Out - Capital Projects	902,830	8,700	0	33,000	33,000	131,878	123,980
Trans Out - Valley Transit	585,506	631,686	1,432,484	673,297	673,297	667,138	660,829
Administrative Expense	2,522,587	1,486,979	2,499,120	2,102,542	4,164,966	1,801,871	2,130,009
Supplies & Materials	0	0	0	0	0	0	0
Other Contracts/Obligations	16,082	16,206	15,231	15,500	15,500	15,650	15,650
Purchased Services	16,082	16,206	15,231	15,500	15,500	15,650	15,650
Telephone	178	189	146	200	200	200	200
Utilities	178	189	146	200	200	200	200
Facilities Charges	589,044	566,896	335,859	598,369	598,369	613,302	613,302
Repair & Maintenance	589,044	566,896	335,859	598,369	598,369	613,302	613,302
Infrastructure Construction	19,238	1,669	0	0	0	0	30,653
Capital Expenditures	19,238	1,669	0	0	0	0	30,653
TOTAL EXPENSES	3,719,300	2,511,077	3,304,606	3,148,816	5,211,240	2,891,228	3,247,553

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM MISSION

For the benefit of the municipalities participating in the collection of hotel/motel room taxes, and in support of the operations of the Fox Cities Convention and Visitors Bureau (FCCVB) and construction of tourism facilities within the Fox Valley, we will properly collect and remit the proceeds of the room tax.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The purpose of this fund is to account for the receipt of a 10% room tax and the corresponding transfers to the FCCVB, Associated Trust Company, and the City's general fund. The tax is allocated as follows:

- 3%* to FCCVB to support tourism in the Fox Cities region
- 3% to FCCVB for Exhibition Center construction funding
- 1% to FCCVB for a future amateur sports facility construction funding
- 2% to Associated Trust to fund payment of the PAC bonds (expected to be reallocated to the sports facility funding in 2018)
- 1% to Associated Trust to support the operations of the PAC

* 5% of this amount is retained by the City to pay for administrative expenses

Major changes in Revenue, Expenditures, or Programs:

The remaining outstanding PAC bonds are expected to be paid off in March, 2018. Beginning the first day of the following quarter (4/1/18), the 2% room tax currently being collected for payment of those bonds will be reallocated toward funding the cost of a future amateur sports facility within the Fox Cities Tourism zone.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	3	3	4	3	4
Strategic Outcomes					
Support \$ provided by room tax					
FCCVB	\$ 430,218	\$ 419,986	\$ 400,000	\$ 400,075	\$ 408,253
Exhibition Center	n/a	\$ 439,059	New measure	\$ 421,314	\$ 429,740
Amateur sports facility	n/a	\$ 146,285	New measure	\$ 140,372	\$ 358,050
PAC debt retirement	\$ 286,783	\$ 292,774	\$ 266,667	\$ 280,760	\$ 71,624
PAC Operating Fund	\$ 143,435	\$ 146,285	\$ 133,333	\$ 140,372	\$ 143,180
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 476,360	\$ 1,024,403	\$ 933,275	\$ 933,275	\$ 1,002,660	7.43%
Program Expenses		\$ 509,441	\$ 1,024,403	\$ 933,275	\$ 933,275	\$ 1,002,173	7.38%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	509,441	1,024,403	933,275	933,275	1,002,173	7.38%
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4140 Room Taxes	\$ 476,360	\$ 1,024,403	\$ 933,275	\$ 933,275	\$ 1,002,660
Total Revenue	<u>\$ 476,360</u>	<u>\$ 1,024,403</u>	<u>\$ 933,275</u>	<u>\$ 933,275</u>	<u>\$ 1,002,660</u>
Expenses					
6606 Room Tax	\$ 430,218	\$ 1,005,330	\$ 913,275	\$ 913,275	\$ 981,173
7911 Trans Out - General Fund	79,223	19,073	20,000	20,000	21,000
Total Expense	<u>\$ 509,441</u>	<u>\$ 1,024,403</u>	<u>\$ 933,275</u>	<u>\$ 933,275</u>	<u>\$ 1,002,173</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2018 BUDGET
ROOM TAX ADMINISTRATION FUND**

Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Other	\$ 476,359	\$ 1,024,403	\$ 933,275	\$ 933,275	\$ 1,002,660
Total Revenues	<u>476,359</u>	<u>1,024,403</u>	<u>933,275</u>	<u>933,275</u>	<u>1,002,660</u>
Expenses					
Program Costs	430,218	1,005,330	913,275	913,275	981,173
Total Expenses	<u>430,218</u>	<u>1,005,330</u>	<u>913,275</u>	<u>913,275</u>	<u>981,173</u>
Revenues over (under) Expenses	46,141	19,073	20,000	20,000	21,487
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(79,223)	(19,073)	(20,000)	(20,000)	(21,000)
Total Other Financing Sources (Uses)	<u>(79,223)</u>	<u>(19,073)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(21,000)</u>
Net Change in Equity	(33,082)	-	-	-	487
Fund Balance - Beginning	<u>33,082</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 487</u>

**CITY OF APPLETON 2018 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM MISSION

This fund accounts for the actuarially determined liability associated with other post employment benefits (OPEB) in accordance with Government Accounting Standards Board (GASB) Statements No. 43 and 45.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services."

Objectives:

The GASB considers other post employment benefits (OPEB), such as the ability of retirees to purchase City health insurance, as part of the compensation employees earn each year, even though these benefits are not received until after employment ends.

Retired City employees can continue to purchase health insurance from the City until they become eligible for Medicare, for which they self-pay 100% of the required premium equivalent amount. In a standard OPEB valuation, the GASB's guidelines require that the OPEB benefit be based on the value of the health care benefit. An implicit subsidy exists when retirees and current employees are covered together as a group, wherein the premium equivalent rate paid by the retirees may be lower than it would be if the retirees were rated separately. The final GASB statements declare that, even if the retirees pay 100% of the premium equivalent, without a contribution from the employer, the employer is required to treat the implicit rate subsidy as an OPEB.

The City is required to have an actuarial study every two years to update the OPEB calculation. City staff update the information in the off year. The last study was completed in 2017 for the year ended December 31, 2016.

Major program changes:

City staff will update the actuarial study in 2018 for the year ending December 31, 2017.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for the actuarially determined liability associated with other post employment benefits, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 390,423	\$ 33,593	\$ 148,137	\$ 148,137	\$ 73,092	-50.66%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		390,423	33,593	148,137	148,137	73,092	-50.66%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2018 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6153 Health Insurance	\$ 390,423	\$ 33,593	\$ 148,137	\$ 148,137	\$ 73,092
6401 Accounting/Audit	-	-	-	-	-
Total Expense	<u>\$ 390,423</u>	<u>\$ 33,593</u>	<u>\$ 148,137</u>	<u>\$ 148,137</u>	<u>\$ 73,092</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	390,423	33,593	148,137	56,102	73,092
Total Expenses	<u>390,423</u>	<u>33,593</u>	<u>148,137</u>	<u>56,102</u>	<u>73,092</u>
Revenues over (under) Expenses	(390,423)	(33,593)	(148,137)	(56,102)	(73,092)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(390,423)	(33,593)	(148,137)	(56,102)	(73,092)
Fund Balance (Deficit) - Beginning	<u>882,533</u>	<u>492,110</u>	<u>458,517</u>	<u>458,517</u>	<u>402,415</u>
Fund Balance (Deficit) - Ending	<u>\$ 492,110</u>	<u>\$ 458,517</u>	<u>\$ 310,380</u>	<u>\$ 402,415</u>	<u>\$ 329,323</u>

CITY OF APPLETON 2018 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Dean J. Fox

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

MISSION STATEMENT

The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation of technology related hardware and services that are both cost effective and responsive to departmental needs.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

As the City's Information Technology (IT) Department remains ever vigilant of the technology needs of our departments, our increasing dependence on technology and the ability to manage it continues to be a priority. Essential functions of the IT Department are; providing services such as monitoring network and operating systems, ensuring the performance of backups, maintaining security procedures and protocols, and providing hardware and software technical support for all technology infrastructure components to ensure that technology resources are accessible to City staff. Plans and strategies to improve technology systems as we move forward will continue to be evaluated. Our goal is, and always has been, to be as close to 100% uptime as possible. As the department continues to evolve with technology, we will focus on understanding how the IT role is changing, look at IT as a complete part of making the City departments technically successful, driving new business initiatives and becoming a strategic partner with each department for the benefit of the City. Our goal is for the IT Department to be a seamless partner with other City Departments allowing the technology to work for them behind the scenes.

The following summarizes significant events in 2017:

Took our first step into operating in the cloud by moving our Microsoft Exchange email server to an Office 365 cloud environment

Began the migration of our workstations to Microsoft Windows 10 from Windows 7

Continued to add additional components to our security assessment, continuing offsite monitoring and intrusion detection; increased end point protection with additional malware software

Continued work on the City's website, went into partnership with Site-Improve for website monitoring as well as continue to self-monitor and keep the site fresh and the information set up in an easy to use format

Installed new Meraki wireless system in most City buildings and Houdini Plaza, implementing the latest security best practices along with it

Implemented a new document management system for the Legal Department

Continued to replace and upgrade PCs and laptops to stay as close to a 4 year replacement cycle as financially feasible

Continued with the project of replacing the iSeries mainframe and related software with a networked Enterprise Resource Planning (ERP) System and asset management, inventory and Computer Assisted Mass Appraisal (CAMA) systems. The CAMA system went live in the summer of 2017 and the Finance modules are scheduled to go live in November of 2017. The next steps for 2018 will be implementation of the HR and Payroll modules.

Significant programming work continues in preparing the data on the iSeries to convert to the ERP program along with SQL programming to transition both the CAMA and ERP projects

Work continues on the redundancy needed for our AAMFON fiber to anticipate as many disaster scenarios as possible

Programming changes as needed to enhance the intranet applications used by various departments

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

MAJOR 2018 OBJECTIVES

Proactively find opportunities to streamline processes and improve communications. Collaborative efforts with the Appleton School District along with Fox Valley Technical College and Outagamie County on potential shared costs will always be explored when feasible. Included in the collaborative efforts will be working with other agencies in the growth of the Appleton Area Metropolitan Fiber Optic Network (AAMFON) and continued updating and increasing of its utilization and bandwidth. This will become even more important since the need for additional stable bandwidth is ever-increasing.

Move toward completion of the ERP system and further implementation of the selected modules

Continue to upgrade the necessary PC's, laptops, MDC's and tablets to maximize efficiency and minimize the cost of maintaining older equipment

Review and analyze existing technical and system operations to improve effectiveness and keep pace with the technological landscape; with continuous improvement and enhancement, our goal is to achieve 99.999% uptime of our systems

Enhance the build-out of a disaster recovery system from the original 2015 project, ensuring the most effective way of protecting the City's data using the latest offsite backup technology; continue a business continuity plan for the IT Department, giving us procedures to follow in case of an emergency

Replace the Storage Area Network (SAN) with new updated hardware and the latest software to ensure confidentiality, integrity and availability of all City data

Work with individual departments to become a closer business partner and help identify departmental technology needs and advancements

Utilize cloud services whenever financially and technically feasible

Develop and establish information technology-related goals and objectives

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	217,978	221,727	257,701	258,910	264,099	2.48%
13020	Mainframe	396,867	365,378	402,217	403,111	343,064	-14.71%
13030	Network	1,113,278	1,117,308	1,157,295	1,197,678	1,238,155	6.99%
TOTAL		\$ 1,728,123	\$ 1,704,413	\$ 1,817,213	\$ 1,859,699	\$ 1,845,318	1.55%
Expenses Comprised Of:							
Personnel		952,829	966,923	1,021,735	1,026,387	1,020,185	-0.15%
Administrative Expense		65,540	57,849	62,714	62,714	58,714	-6.38%
Supplies & Materials		146,267	177,967	177,000	177,000	176,500	-0.28%
Purchased Services		(6,190)	17,784	17,000	43,094	36,600	115.29%
Utilities		5,102	6,863	5,550	5,550	7,350	32.43%
Repair & Maintenance		564,575	477,027	533,214	544,954	545,969	2.39%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		11.00	11.00	11.00	11.00	11.00	

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

Administration

Business Unit 13010

PROGRAM MISSION

To ensure that staff within the Information Technology Department can perform their duties in an effective manner while working in a pleasing and comfortable atmosphere, we will provide necessary tools, equipment, training and support to promote a healthy work environment that encourages customer support and personal development.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continuously assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials".

Objectives:

Provide training resources to maintain, enhance and develop skills for efficient job performance and personal development of staff

Provide workspace, parking and supplies to create a comfortable working environment that meets safety and environmental needs

Provide resources including telephone and voicemail to enhance communication opportunities for staff

Provide for opportunities to network with industry professionals through memberships and subscriptions to trade publications

Major changes in Revenue, Expenditures, or Programs:

The increase in utilities expense in this budget is the result of greater use of mobile devices, particularly laptops and tablets using air cards for remote access to the City network.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Strategic Outcomes					
Reduce hardware to become "green" department					
% of virtual vs physical servers	95%	95%	95%	99%	99%
Safeguarding data					
# of audit records requiring security attention	4	0	4	0	0
Work Process Outputs					
IT Expense per FTE employee; (national average approx. \$11,770)	\$ 2,903	\$ 2,768	\$ 2,841	\$ 2,841	\$ 3,065
IT staff training (hours)	440	520	880	880	880
Telephone numbers supported	770	770	770	770	770

**CITY OF APPLETON 2018 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 125,037	\$ 124,476	\$ 148,251	\$ 149,304	\$ 151,371
6150 Fringes	38,240	40,111	51,936	52,092	53,914
6201 Training\Conferences	39,424	33,269	33,000	33,000	33,000
6206 Parking Permits	4,269	4,057	4,464	4,464	4,464
6301 Office Supplies	761	830	1,000	1,000	1,000
6303 Memberships & Licenses	50	50	50	50	50
6305 Awards & Recognition	192	284	200	200	200
6320 Printing & Reproduction	1,406	1,252	2,000	2,000	1,500
6327 Miscellaneous Equipment	1,729	75	2,000	2,000	2,000
6413 Utilities	3,360	5,112	3,800	3,800	5,600
6599 Other Contracts/Obligations	3,510	12,211	11,000	11,000	11,000
Total Expense	<u>\$ 217,978</u>	<u>\$ 221,727</u>	<u>\$ 257,701</u>	<u>\$ 258,910</u>	<u>\$ 264,099</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Training

Average 2 week training per year per staff member

\$	33,000
<u>\$</u>	<u>33,000</u>

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

Mainframe

Business Unit 13020

PROGRAM MISSION

To ensure that all mainframe users can collect, process and manage needed information and communicate more effectively, we will assist with the analysis, development, testing and implementation of new and upgraded automated systems, as well as maintain the availability and reliability of the mainframe computer.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

- Communicate on a regular basis with department liaisons to ascertain information needs
- Complete ongoing prioritization of all new and existing mainframe system development tasks
- Coordinate, prioritize and complete department projects in line with available resources, and ensure all departments are regularly kept informed of progress
- Enhance knowledge of newly implemented technology including hardware, software and specialized systems through effective training programs
- Maintain availability of reliable computer hardware and software through a cost effective upgrade schedule
- Continue work on replacement of the iSeries with the Enterprise Resource Planning (ERP) package

Major changes in Revenue, Expenditures, or Programs:

A reduction in modules used on the iSeries as use of programs that are part of the ERP system project continues to ramp up has reduced IT's need for in-house programmers. One programmer position previously budgeted as full time is vacant following a retirement but remains on the table of organization pending further review of IT's staffing needs as the transition away from the iSeries proceeds. For 2018, this position is budgeted as half time and unbenefited.

The reduction in software support expense reflects the planned termination of the maintenance agreement for the JDEdwards software. With the transition to the Tyler Munis software it will no longer be needed and is planned to be dropped after the first quarter.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	8	6	1	6	6
# of project requests outstanding	8	16	5	10	6
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to new application development (estimate)	50%	50%	25%	25%	20%
(Goal is for the % to decline as we move closer to a replacement technology)					
Work Process Outputs					
# of new requests received	226	157	100	85	75
# of user accounts supported	520	520	520	520	520

**CITY OF APPLETON 2018 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 246,902	\$ 224,606	\$ 254,760	\$ 255,538	\$ 231,539
6104 Call Time	1,961	1,533	2,233	2,233	2,841
6150 Fringes	83,849	79,415	85,024	85,140	70,179
6327 Miscellaneous Equipment	3,858	246	1,000	1,000	1,000
6418 Equip Repairs & Maint	19,057	1,856	24,500	24,500	20,000
6424 Software Support	41,240	57,722	34,700	34,700	17,505
Total Expense	<u>\$ 396,867</u>	<u>\$ 365,378</u>	<u>\$ 402,217</u>	<u>\$ 403,111</u>	<u>\$ 343,064</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Equipment Repairs & Maint

IBM iSeries maintenance	\$ 20,000
	<u>\$ 20,000</u>

Software Support

Elite forms	\$ 1,400
ABSTRACT	1,400
JDEdwards	5,805
SEQUEL	8,000
Misc. software	900
	<u>\$ 17,505</u>

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

Network

Business Unit 13030

PROGRAM MISSION

To ensure that users of City network data and communication systems can continue to perform automated functions in an effective manner, we will maintain the availability and reliability of such systems and correct any operational problems, as well as provide appropriate upgrades and development of new systems as needed.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Minimize downtime of computer systems, applications, phone, voice mail and copier services through timely and skilled maintenance and problem solving

Maintain availability of reliable hardware and software through a cost effective maintenance and upgrade schedule

Enhance effective information availability through the internal intranet as well as the external internet site

Continue work toward full utilization of the fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information

Major changes in Revenue, Expenditures, or Programs:

Equipment repairs and maintenance expenses have increased due to the maintenance cost of the recently upgraded and expanded wireless access and the video conferencing unit used for remote access to Council meetings.

The increases in software support include Microsoft licensing, reflecting both the number of machines covered and the move to Office 365 software, malware protection, the backup system, IT trouble ticket management software, increased use of Adobe Cloud Suite software, website support and the new software for the Legal Department's document management software (\$22,050).

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	4	5	4	5	5
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of IT Staff to Users; (national average 1:50)	1:56	1:59	1:59	1:59	1:59
Work Process Outputs					
New systems implemented					
# of network accounts supported	620	620	620	620	620
# of computers maintained	475	500	520	520	520
# PC's replaced/upgraded	77	75	108	90	85
Help Desk problems resolved					
# of calls / email handled by help desk	17,000	12,000	12,000	15,000	15,000
# personnel trained	11	11	11	10.5	10.5
# of hours of training	New measure	→	880	770	880

CITY OF APPLETON 2018 BUDGET INFORMATION TECHNOLOGY

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 326,002	\$ 347,629	\$ 341,191	\$ 343,410	\$ 350,635
6104 Call Time	1,444	1,057	2,701	2,701	3,457
6105 Overtime	2,559	3,082	2,034	2,034	2,082
6150 Fringes	126,834	145,014	133,605	133,935	154,167
6301 Office Supplies	20,845	19,360	24,000	24,000	20,000
6327 Miscellaneous Equipment	139,275	176,394	172,000	172,000	172,000
6404 Consulting Services	(9,701)	5,572	6,000	32,094	25,600
6413 Utilities	1,743	1,751	1,750	1,750	1,750
6418 Equip. Repairs & Maint	48,642	51,211	48,100	48,100	57,300
6419 Communication Eq. Repairs	27,221	26,794	23,000	23,000	25,000
6424 Software Support	428,414	339,444	402,914	414,654	426,164
Total Expense	<u>\$ 1,113,278</u>	<u>\$ 1,117,308</u>	<u>\$ 1,157,295</u>	<u>\$ 1,197,678</u>	<u>\$ 1,238,155</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 20,000	Microsoft agreement	\$ 150,000
	<u>\$ 20,000</u>	Mitel VoIP support	42,500
		GIS - DLT solutions	19,200
<u>Miscellaneous Equipment</u>		Doc management support	15,000
Upgrade PC's and laptops	\$ 83,000	Anti-Virus subscription	5,500
Upgrade MDC's (20)	56,000	Spam filtering	5,000
Misc. network hardware	20,000	Sgt. labs support	3,300
Application and network management	13,000	Unitrends Software Support	20,000
	<u>\$ 172,000</u>	NEOGOV	13,000
		Track-IT support	4,000
<u>Consulting</u>		Miscellaneous software	12,000
Network firewall security monitoring	\$ 16,440	Shopkey (MSB/Transit)	1,800
Other network support	9,160	SignCAD/SignCAM (MSB)	1,600
	<u>\$ 25,600</u>	RecTrac support (Parks)	5,600
		Forensic software (PD)	1,600
<u>Equip. Repairs & Maint.</u>		ID networks (PD)	4,200
NovaTime(Parks/Transit)	\$ 1,300	Adobe Creative Suite	7,000
SAN hardware support	12,500	Vision Internet	9,000
Porter Lee (Police Evidence System)	1,700	Cycom document mgmt.	1,200
Core switch support	18,000	Win-Wam (Health W&M)	1,800
Firewall support	14,600	ArcGIS ELS (CD - GIS)	56,070
HighFive (Council meetings)	2,700	CAD (AFD APD)	20,794
Wireless equipment	6,500	NetMotion	5,500
	<u>\$ 57,300</u>	CAMA Support (Assessor)	20,500
			<u>\$ 426,164</u>
<u>Communication Equip. Repair</u>			
Pro-rata share of fiber network costs	\$ 25,000		
	<u>\$ 25,000</u>		

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	617,006	615,827	461,199	744,202	748,252	0	733,545
Call Time	3,405	2,590	3,028	4,934	4,934	0	6,298
Overtime	2,559	3,082	482	2,034	2,034	0	2,082
Sick Pay	5,224	1,350	1,725	0	0	0	0
Vacation Pay	75,713	79,534	55,416	0	0	0	0
Fringes	248,922	264,541	185,386	270,565	271,167	0	278,260
Salaries & Fringe Benefits	952,829	966,924	707,236	1,021,735	1,026,387	0	1,020,185
Training & Conferences	39,424	33,269	29,175	33,000	33,000	33,000	33,000
Parking Permits	4,269	4,057	4,089	4,464	4,464	4,464	4,464
Office Supplies	21,605	20,190	10,990	25,000	25,000	25,000	21,000
Memberships & Licenses	50	50	50	50	50	50	50
Awards & Recognition	192	284	0	200	200	200	200
Administrative Expense	65,540	57,850	44,304	62,714	62,714	62,714	58,714
Printing & Reproduction	1,406	1,252	955	2,000	2,000	2,000	1,500
Miscellaneous Equipment	144,862	176,714	90,043	175,000	175,000	175,000	175,000
Supplies & Materials	146,268	177,966	90,998	177,000	177,000	177,000	176,500
Consulting Services	9,701	5,572	14,798	6,000	32,094	25,600	25,600
Other Contracts/Obligations	3,510	12,211	3,600	11,000	11,000	11,000	11,000
Purchased Services	6,191	17,783	18,398	17,000	43,094	36,600	36,600
Electric	0	0	0	0	0	1,750	1,750
Telephone	2,815	2,692	2,334	2,950	2,950	0	0
Cellular Telephone	2,287	4,171	3,550	2,600	2,600	5,600	5,600
Utilities	5,102	6,863	5,884	5,550	5,550	7,350	7,350
Equipment Repair & Maintenan	67,699	53,067	48,311	72,600	72,600	93,000	77,300
Communications Equip. Repairs	27,221	26,794	98	23,000	23,000	25,000	25,000
Software Support	469,655	397,166	392,031	437,614	449,354	459,664	443,669
Repair & Maintenance	564,575	477,027	440,440	533,214	544,954	577,664	545,969
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,728,123	1,704,413	1,307,260	1,817,213	1,859,699	861,328	1,845,318

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM MISSION

This program accounts for funding sources and expenditures for various data processing, communications, and technology related needs.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 6: "... improve the efficiency and effectiveness of City services..."

Objectives:

Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

<u>Project</u>	<u>Subledger</u>	<u>Amount</u>	<u>Page</u>
ERP system (I-series replacement)	2407	\$ 243,000	Projects, Pg. 629
Storage Area Network (SAN) replacement	2403	500,000	Projects, Pg. 630
Council Chambers audio / video upgrade	2416	65,000	Projects, Pg. 630
		<u>\$ 808,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various technology capital investments, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 702	\$ (2,948)	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 340,734	\$ 551,309	\$ 452,000	\$ 1,093,102	\$ 808,000	78.76%
Expenses Comprised Of:							
	Personnel	-	4,419	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	340,734	546,890	452,000	1,093,102	808,000	78.76%

* % change from prior year adopted budget
IS Cap Proj Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 702	\$ (2,948)	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	261,000	980,248	452,000	452,000	522,060
5921 Trans In - General Fund	-	-	-	-	-
5925 Trans In - Wastewater	-	-	-	-	-
5926 Trans In - Water	-	-	-	-	-
5933 Trans In - Stormwater	-	-	-	-	-
Total Revenue	<u>\$ 261,702</u>	<u>\$ 977,300</u>	<u>\$ 452,000</u>	<u>\$ 452,000</u>	<u>\$ 522,060</u>
Expenses					
6108 Overtime	\$ -	\$ 4,419	\$ -	\$ -	\$ -
6404 Consulting	-	-	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	-
6804 Equipment	340,734	546,890	75,000	716,102	565,000
6815 Software Acquisition	-	-	377,000	377,000	243,000
Total Expense	<u>\$ 340,734</u>	<u>\$ 551,309</u>	<u>\$ 452,000</u>	<u>\$ 1,093,102</u>	<u>\$ 808,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Equipment

Storage Area Network (SAN) replacement	\$ 500,000
Council Chambers audio/video	65,000
ERP system	243,000
	<u>\$ 808,000</u>

CITY OF APPLETON 2018 BUDGET
INFORMATION TECHNOLOGY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 702	\$ (2,948)	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>702</u>	<u>(2,948)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	340,734	551,309	452,000	675,000	808,000
Total Expenses	<u>340,734</u>	<u>551,309</u>	<u>452,000</u>	<u>675,000</u>	<u>808,000</u>
Revenues over (under) Expenses	(340,032)	(554,257)	(452,000)	(675,000)	(808,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	261,000	980,248	452,000	427,000	522,060
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>261,000</u>	<u>980,248</u>	<u>452,000</u>	<u>427,000</u>	<u>522,060</u>
Net Change in Equity	(79,032)	425,991	-	(248,000)	(285,940)
Fund Balance - Beginning	<u>186,981</u>	<u>107,949</u>	<u>533,940</u>	<u>533,940</u>	<u>285,940</u>
Fund Balance - Ending	<u>\$ 107,949</u>	<u>\$ 533,940</u>	<u>\$ 533,940</u>	<u>\$ 285,940</u>	<u>\$ -</u>

CITY OF APPLETON 2018 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2018 BUDGET LEGAL SERVICES

MISSION STATEMENT

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice and guidance to internal customers.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

City Attorney's Office:

- * The Fox River clean up litigation was completed. We have worked with outside counsel to finalize the payment of costs.
- * Worked with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. We worked to complete the process and get the final agreement signed.
- * Represented the City in traffic and ordinance related matters in 2016 including 6,798 scheduled initial court appearances, 107 scheduled jury and court trials and 3,336 scheduled pre-trials/jury trial conferences or motion hearings. Through June 3, 2017, staff has represented the City in 3,455 scheduled initial court appearances, 68 scheduled jury and court trials and 1,491 scheduled pre-trials/jury trial conferences or motion hearings.
- * Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- * Actively engaged in other litigation including the defense in a variety of lawsuits. Staff resolved a number of matters through mediation or dispositive motions.
- * Continued to work with outside counsel on a worker's compensation and duty disability claim.
- * Assisted the Parks, Recreation and Facilities Management Department with a resolution of a performance bond claim.
- * Continued to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- * Continued to work with the Finance and Utilities Departments on customer issues such as theft of water and collection as well as assisting with the development of an excessive water usage monitoring policy and modifications to the Water Leak Policy.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPPA issues.
- * Worked with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Oneida Street reconstruction.
- * Filed suit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement.
- * Worked with the Department of Public Works to amend the RoW ordinance and address relocation invoices submitted by utilities.
- * Began integration of an electronic file management system.

City Clerk's Office:

- * Successfully conducted two elections.
- * Found significant cost savings in ballot printing through the use of another State certified vendor.
- * Continued training on the State WisVote voter/election administration system.
- * Worked to find two new polling locations for 2018.
- * Worked with Outagamie County on election procurement for new voting machines.
- * Provided education and training to election workers on new voting equipment.
- * At the time of liquor license renewals, 211 beer/liquor licenses were issued.
- * Revised the Liquor License Policy to include statutory changes and clarify portions of the policy.
- * Attended various training including Municipal Clerk's Institute, liquor licensing updates, WisVote webinars and classes at the Wisconsin Municipal Clerk's Association Annual Conference.
- * Worked with the special events staff committee and applicants in administration of the new Special Events Policy.
- * Attended Department of Revenue approved Board of Review Training.
- * The Board of Review proceedings were completed on June 1st.

CITY OF APPLETON 2018 BUDGET LEGAL SERVICES

MAJOR 2018 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for the Oneida Street construction project are completed.
- * Work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * Continue working with insurance counsel to make sure any remaining invoices for the Fox River litigation are appropriately reimbursed.
- * Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion.
- * Continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and items such as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Continue to work with the court and school district on truancy court matters, spending an average of fifteen days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Work with PRFMD on additional trail acquisitions.
- * Effectively conduct four regularly scheduled elections including the November general election for Governor.
- * Learn the State's new online voter registration system and work to make voters aware of the new online registration option.
- * Continue to examine how to advance election processes through new devices and software.
- * Continue to evaluate and improve the administration of licenses and permits.
- * Work with Department of Public Works for the development of the Leona Street stormwater pond.
- * Work with other City departments for a successful exhibition center construction process.
- * Work with Finance to learn and utilize new system for cash receipting/accounting.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 252,152	\$ 281,896	\$ 259,200	\$ 259,200	\$ 246,100	-5.05%
Program Expenses							
14510	Administration	256,959	280,133	326,318	328,119	335,580	2.84%
14521	Litigation	329,166	260,956	257,860	290,999	208,559	-19.12%
11020	Recordkeeping	73,904	90,707	104,924	105,765	110,136	4.97%
11030	Licensing	73,731	77,047	66,471	66,948	68,880	3.62%
11040	Elections	134,496	296,926	194,520	194,520	286,008	47.03%
11050	Mail / Copy Center	160,379	173,309	179,715	184,506	180,949	0.69%
TOTAL		\$ 1,028,635	\$ 1,179,078	\$ 1,129,808	\$ 1,170,857	\$ 1,190,112	5.34%
Expenses Comprised Of:							
Personnel		705,772	862,938	798,902	805,951	868,312	8.69%
Administrative Expense		126,987	143,073	141,391	141,391	140,740	-0.46%
Supplies & Materials		35,471	103,609	48,900	52,900	82,900	69.53%
Purchased Services		145,837	57,736	125,315	155,315	82,860	-33.88%
Utilities		756	761	900	900	900	0.00%
Repair & Maintenance		13,812	10,961	14,400	14,400	14,400	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM MISSION

We will provide legal services to City staff and Alderpersons in an efficient manner to assist them in making fully informed decisions. We will provide guidance, training and development of our department's employees keeping them well informed while increasing their potential and job satisfaction.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: " Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials."

Objectives:

- * Prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials.
- * Attend all meetings of the Common Council's committees, boards and commissions and provide legal advice, including parliamentary procedure guidance, as requested by members and respond to requests for information.
- * Administer cost effective management of department activities.
- * Encourage employees to attend training in personal and professional development.
- * Continue to review all department functions and strive for maximum efficiency utilizing current technologies.
- * Review all existing policies and processes, develop and implement new procedures when deemed necessary.
- * Administer the Board of Review.
- * Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk.
- * Provide customer service to both internal and external customers at a level of acceptable or higher.
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	26	42	26	42	30
Work Process Outputs					
Written opinions issued	3	7	3	3	5
Ordinances reviewed	106	104	106	106	100
Staff training - hours of training	56	74	56	56	70
# of real estate transactions	21	91	21	21	20

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 50	\$ -	\$ 100	\$ 100	\$ 100
4802 Charges for Serv. - Tax	177	78	200	200	200
5035 Other Reimbursements	-	31	-	-	-
5085 Cash Short or Over	(7)	-	-	-	-
Total Revenue	\$ 220	\$ 109	\$ 300	\$ 300	\$ 300
Expenses					
6101 Regular Salaries	\$ 175,754	\$ 198,202	\$ 232,117	\$ 233,685	\$ 238,275
6105 Overtime	883	(10)	-	-	-
6150 Fringes	52,371	55,520	63,643	63,876	66,955
6201 Training\Conferences	10,844	9,468	11,000	11,000	12,000
6206 Parking Permits	2,667	2,754	3,158	3,158	3,250
6301 Office Supplies	1,723	1,199	800	800	800
6302 Subscriptions	7,101	7,158	9,000	9,000	7,500
6303 Memberships & Licenses	3,363	3,496	4,000	4,000	4,200
6320 Printing & Reproduction	1,341	1,300	1,500	1,500	1,500
6404 Consulting	-	50	-	-	-
6413 Utilities	756	761	900	900	900
6418 Equip Repairs & Maint	156	235	200	200	200
Total Expense	\$ 256,959	\$ 280,133	\$ 326,318	\$ 328,119	\$ 335,580

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to represent the City of Appleton and its employees in pending litigation and advise the departments concerning such matters in an effort to minimize claims against the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunity and learn from successes and failures."

Objectives:

The City of Appleton, by its very nature, is involved in a multitude of circumstances which could result in litigation. We are engaged in the continuous process of employment activity and such things as law enforcement, real estate acquisitions and numerous other activities. The City has potential exposure in all of these areas if a step is missed or an inappropriate action is taken. This office has maintained an active and aggressive stance in representing the interests of the City. We will continue this procedure in an attempt to minimize legal exposure for the citizens and employees of the City of Appleton.

Major Changes in Revenue, Expenditures or Programs:

With the conclusion of the most recent excessive assessment litigation in 2017, legal fee expenses have been reduced \$50,000 for 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	66	63	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$19,644	\$56,160	<\$50,000	<\$50,000	<\$50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0	0	0	1	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	78%	100%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	12	5	0	4	0

* This measure does not include legal cases in the Risk Management Fund (PCBs) or any other cases specific to an Enterprise Fund (General Fund only).

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 169,409	\$ 175,651	\$ 141,585	\$ 144,318	\$ 131,136
6150 Fringes	45,536	49,887	38,385	38,791	49,533
6402 Legal Fees	96,890	14,197	60,000	90,000	10,000
6404 Consulting Services	9,441	13,331	10,000	10,000	10,000
6625 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 329,166</u>	<u>\$ 260,956</u>	<u>\$ 257,860</u>	<u>\$ 290,999</u>	<u>\$ 208,559</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM MISSION

In order to meet legal requirements and to provide a history of the City to the Common Council, City departments and the public, we will provide timely filing, maintenance and retrieval of all official City documents and provide support services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials."

Objectives:

- * Effectively respond to all document requests and public inquiries.
- * Timely organize City meeting information for City officials, staff and public.
- * Appropriately organize and retain City records as required by State law.
- * Continue and improve coordination of electronic records through new electronic records management software.
- * Organize vault files in a logical and accessible manner.
- * Monitor Granicus system for potential improvements and training opportunities for City staff.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	95%	93%	95%	95%	95%
1 week retrieval for detailed requests	5%	7%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	480	960	1,200	1,200	950
# of requests for information	78	133	200	175	150
# of publication notices	498	225	500	250	265
# of ordinances adopted/amended	106	104	165	100	100

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 25,228	\$ 42,571	\$ 47,840	\$ 48,572	\$ 49,462
6105 Overtime	336	2,515	600	600	1,800
6150 Fringes	11,538	13,529	14,359	14,468	25,674
6201 Training\Conferences	-	515	-	-	-
6301 Office Supplies	434	1,349	850	850	800
6303 Memberships & Licenses	-	65	-	-	-
6316 Miscellaneous Supplies	-	149	-	-	100
6320 Printing & Reproduction	-	2,287	2,500	2,500	2,000
6402 Legal Fees	150	30	400	400	100
6408 Contractor Fees	150	125	375	375	200
6412 Advertising	36,068	27,572	38,000	38,000	30,000
Total Expense	<u>\$ 73,904</u>	<u>\$ 90,707</u>	<u>\$ 104,924</u>	<u>\$ 105,765</u>	<u>\$ 110,136</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Advertising</u>	
Required legal publications	<u>\$ 30,000</u>

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, we will process all applications and issue all approved licenses and permits in a timely manner to individuals and organizations.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 4: "Continually assess trends affecting the community and proactively respond" and # 6: "Create opportunities and learn from successes and failures".

Objectives:

- * Efficiently service license inquiries, issues and applicants.
- * Continue to provide prompt turnaround time from initial application.
- * Accurately maintain data files.
- * Work with other departments to ensure timely processing of licenses.
- * Assist applicants/organizations for special events through the permitting process.
- * Attend training and monitor procedures to keep current with State licensing requirements.

Major Changes in Revenue, Expenditures or Programs:

The decrease in Operators licensing relates to the timing of issuing two-year licenses. Even years, such as 2018, have about half the renewals as odd years.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	90%	100%	95%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	222	211	205	212	213
# of operator licenses issued	1,159	782	1,200	1,200	600
# of general licenses issued	556	470	600	500	500

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4301 Amusements	\$ 8,080	\$ 7,650	\$ 7,500	\$ 7,500	\$ 7,800
4303 Cigarette	5,700	5,575	5,700	5,700	5,200
4306 Liquor	83,942	92,045	92,000	92,000	85,000
4307 Operators	85,374	55,794	80,000	80,000	45,000
4309 Miscellaneous	5,322	5,281	4,800	4,800	4,500
4313 Special Events	21,464	24,025	20,000	20,000	25,000
4316 Second Hand/Pawnbroker	2,280	2,384	1,200	1,200	1,000
4317 Commercial Solicitation	4,955	4,225	4,200	4,200	4,000
4318 Christmas Tree	405	450	400	400	400
4319 Street & Sidewalk Cement	-	90	-	-	-
4320 Taxi Cab/Limousine	1,690	1,710	1,000	1,000	1,500
4321 Taxi Driver	4,000	2,950	2,000	2,000	1,800
4322 Special "B" Beer License	865	723	600	600	600
4411 Alarm Permits	2,095	1,740	1,500	1,500	1,000
5010 Misc. Revenue - Nontax	6,027	4,540	6,000	6,000	5,000
Total Revenue	<u>\$ 232,199</u>	<u>\$ 209,182</u>	<u>\$ 226,900</u>	<u>\$ 226,900</u>	<u>\$ 187,800</u>
Expenses					
6101 Regular Salaries	\$ 39,379	\$ 40,484	\$ 40,664	\$ 41,079	\$ 41,891
6105 Overtime	295	1,705	375	375	600
6150 Fringes	21,254	23,487	22,692	22,754	24,379
6201 Training\Conferences	-	20	-	-	-
6301 Office Supplies	2,011	926	2,800	2,800	1,700
6316 Miscellaneous Supplies	-	378	-	-	-
6320 Printing & Reproduction	-	117	-	-	250
6429 Interfund Allocation	(430)	(70)	(60)	(60)	60
6599 Other Contracts / Obligations	11,222	10,000	-	-	-
Total Expense	<u>\$ 73,731</u>	<u>\$ 77,047</u>	<u>\$ 66,471</u>	<u>\$ 66,948</u>	<u>\$ 68,880</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM MISSION

For the benefit of the community, in order to ensure effective democratic decision-making, to maintain all election data and to respond to information requests, we will administer elections as required.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2, "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials."

Objectives:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website.
- * Utilize the City's website for voter outreach and education.
- * Provide effective training for all election inspectors.
- * Streamline polling place procedures and materials.
- * Effectively assist local candidates and maintain campaign finance reports.
- * Learn and implement new election equipment and related software.

Major Changes in Revenue, Expenditures or Programs:

The City of Appleton will be purchasing new election equipment in 2018 from Outagamie County who will provide for a cost-share of the equipment. The equipment will allow for the transmission of election night results electronically to the County.

There are four anticipated elections in 2018 versus 2 elections in 2017 including a general election for the office of Governor in the fall which will draw significant turnout. The additional elections adds costs in the areas of salaries, printing and equipment.

The performance indicator number of voter status changes below has replaced # of add, deletes, changes to better reflect updates to the election database and separate this number from voter registrations.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	2,775	13,637	2,250	2,250	2,600
# of voter registrations processed	378	11,740	400	400	4,000
# of absentee ballots issued	945	20,550	1,050	1,438	12,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	8,620	77,438	9,680	9,680	56,000
Avg. # of registered voters per election	41,900	45,100	43,000	43,000	42,000
# of elections administered	2	4 + recount	2	2	4
% of staff trained at each election	98%	95%	100%	98%	100%

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4908 Misc. Intergov. Charges	\$ 19,733	\$ 72,605	\$ 32,000	\$ 32,000	\$ 58,000
Total Revenue	\$ 19,733	\$ 72,605	\$ 32,000	\$ 32,000	\$ 58,000
Expenses					
6101 Regular Salaries	\$ 73,514	\$ 157,608	\$ 100,423	\$ 100,423	\$ 149,694
6105 Overtime	778	1,895	1,976	1,976	973
6150 Fringes	23,791	28,900	25,471	25,471	15,541
6201 Training\Conferences	-	646	400	400	-
6202 Local Auto Expense	211	419	400	400	400
6206 Parking Permits	57	1,336	100	100	600
6301 Office Supplies	422	2,522	650	650	3,000
6316 Miscellaneous Supplies	621	1,197	500	500	1,000
6320 Printing & Reproduction	21,837	85,816	35,000	35,000	67,500
6412 Advertising	1,454	2,501	1,600	1,600	2,500
6418 Equip Repairs & Maint	10,861	10,726	11,200	11,200	11,200
6503 Rent	900	3,360	1,800	1,800	3,600
6599 Other Contracts/Obligations	50	-	15,000	15,000	30,000
Total Expense	\$ 134,496	\$ 296,926	\$ 194,520	\$ 194,520	\$ 286,008

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Printing & Reproduction</u>	
Election material	\$ 7,000
Election ballots	58,000
Other supplies	2,500
	\$ 67,500
<u>Other Contracts/Obligations</u>	
Ballot layout	\$ 10,000
Ballot coding memory cards for tabulators	20,000
	\$ 30,000

CITY OF APPLETON 2018 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to insure mail, photocopy and package handling services to all City departments in the most timely and cost effective manner, we will provide prompt service and education to all users of our services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials."

Objectives:

- * Timely processing of photocopy requests, processing and sorting of mail.
- * Continue to collaborate with other departments to reduce mailing costs.
- * Maintain log of postage and UPS items.
- * Educate City departments on mail/copy service procedures.

Major Changes in Revenue, Expenditures or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	682,072	790,073	925,000	925,000	800,000
Work Process Outputs					
# of pieces of outgoing mail	144,429	133,031	135,000	135,000	140,000
# of packages handled	298	220	375	375	265

**CITY OF APPLETON 2018 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 43,737	\$ 44,970	\$ 45,053	\$ 45,742	\$ 46,634
6105 Overtime	205	1,753	375	375	675
6150 Fringes	21,764	24,270	23,344	23,446	25,090
6301 Office Supplies	4,655	2,553	6,000	6,000	2,800
6304 Postage\Freight	71,273	78,061	79,000	79,000	76,000
6316 Miscellaneous Supplies	5,291	8,182	5,600	5,600	8,000
6320 Printing & Reproduction	6,381	1,343	3,800	3,800	2,000
6327 Miscellaneous Equipment	-	2,839	-	4,000	550
6418 Equip Repairs & Maint	2,796	-	3,000	3,000	3,000
6503 Rent	4,277	9,338	13,543	13,543	16,200
Total Expense	<u>\$ 160,379</u>	<u>\$ 173,309</u>	<u>\$ 179,715</u>	<u>\$ 184,506</u>	<u>\$ 180,949</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 11,000
UPS	3,000
US Postal Service	62,000
	<u>\$ 76,000</u>

Rent

Color copier rental	\$ 4,975
Back copier rental	9,700
Front copier rental	2,225
Additional copies	2,000
Charges to departments	(2,700)
	<u>\$ 16,200</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	320	0	0	0	0
Licenses	224,077	202,902	200,285	219,400	219,400	181,800	181,800
Permits	2,095	1,740	265	1,500	1,500	1,000	1,000
Charges for Services	242	78	140	300	300	300	300
Intergov. Charges for Service	19,718	72,605	23,634	32,000	32,000	58,000	58,000
Other Revenues	6,020	4,571	4,964	6,000	6,000	5,000	5,000
TOTAL REVENUES	252,152	281,896	229,608	259,200	259,200	246,100	246,100
EXPENSES BY LINE ITEM							
Regular Salaries	464,350	500,177	346,527	560,870	567,007	0	557,799
Overtime	2,497	7,859	1,601	3,326	3,326	4,275	4,048
Other Compensation	22,204	104,004	43,648	46,812	46,812	0	99,293
Shift Differential	6	30	12	0	0	0	0
Sick Pay	189	11,634	146	0	0	0	0
Vacation Pay	40,271	43,642	33,164	0	0	0	0
Fringes	176,255	195,592	129,400	187,894	188,806	0	207,172
Salaries & Fringe Benefits	705,772	862,938	554,498	798,902	805,951	4,275	868,312
Training & Conferences	10,844	10,649	9,733	11,400	11,400	12,000	12,000
Local Auto Expense	211	419	0	400	400	400	400
Parking Permits	2,724	4,090	3,205	3,258	3,258	3,850	3,850
Office Supplies	9,245	8,547	1,830	11,100	11,100	9,100	9,100
Subscriptions	7,101	7,158	5,308	9,000	9,000	9,100	7,500
Memberships & Licenses	3,363	3,561	2,315	4,000	4,000	4,200	4,200
Postage & Freight	71,273	78,061	26,268	79,000	79,000	76,000	76,000
Rent	14,336	12,698	12,980	15,343	15,343	19,800	19,800
Disability Payments	7,890	7,890	7,890	7,890	7,890	7,890	7,890
Block Grant Payments	0	10,000	0	0	0	0	0
Administrative Expense	126,987	143,073	69,529	141,391	141,391	142,340	140,740
Miscellaneous Supplies	5,912	9,906	5,969	6,100	6,100	9,100	9,100
Printing & Reproduction	29,559	90,864	31,148	42,800	42,800	73,250	73,250
Miscellaneous Equipment	0	2,839	2,000	0	4,000	550	550
Supplies & Materials	35,471	103,609	39,117	48,900	52,900	82,900	82,900
Legal Fees	97,040	14,227	5,133	60,400	90,400	10,100	10,100
Consulting Services	9,441	13,381	3,591	10,000	10,000	10,000	10,000
Contractor Fees	150	125	165	375	375	200	200
Advertising	37,523	30,073	24,136	39,600	39,600	32,500	32,500
Interfund Allocations	9,589	70	3,408	60	60	60	60
Other Contracts/Obligations	11,272	0	50	15,000	15,000	30,000	30,000
Purchased Services	145,837	57,736	29,667	125,315	155,315	82,860	82,860
Telephone	756	761	873	900	900	900	900
Utilities	756	761	873	900	900	900	900
Equipment Repair & Maintenance	13,812	10,961	1,267	14,400	14,400	18,200	14,400
Repair & Maintenance	13,812	10,961	1,267	14,400	14,400	18,200	14,400
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,028,635	1,179,078	694,951	1,129,808	1,170,857	331,475	1,190,112

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Tuchscherer Disability

Business Unit 7120

PROGRAM MISSION

To account for moneys received by the City in an employee disability settlement, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

The City's obligation under this trust is partially offset by the investment income. It is expected that this fund possesses the resources to meet future required payments.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 234	\$ 166	\$ 500	\$ 400	\$ 500
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(6,157)	(6,225)	(5,891)	(5,991)	(5,891)
Fund Balance - Beginning	42,763	36,606	30,381	30,381	24,390
Fund Balance - Ending	\$ 36,606	\$ 30,381	\$ 24,490	\$ 24,390	\$ 18,499

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM MISSION

This fund provides for capital equipment purchases located in the City Center facility

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services"

Objectives:

Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Electronic Poll Books	\$ 30,000	Projects, Pg. 632
Elections Equipment	110,000	Projects, Pg. 631
	<u>\$ 140,000</u>	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments at City Center and related equipment needs, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 140,000	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 140,000	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	140,000	N/A

* % change from prior year adopted budget
City Center Cap Proj Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Misc. State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	-	-	-	-	-
5910 Proceeds of Long-term Debt	-	-	-	-	140,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140,000</u>
Expenses					
6804 Equipment	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$10,000

<u>Equipment</u>	
Electronic poll books	\$ 30,000
Elections equipment	110,000
	<u>\$ 140,000</u>

CITY OF APPLETON 2018 BUDGET

CITY CENTER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	-	-	140,000
Total Expenses	-	-	-	-	140,000
Revenues over (under)					
Expenses	-	-	-	-	(140,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	140,000
Total Other Financing Sources (Uses)	-	-	-	-	140,000
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Debra M. Van den Bogart

CITY OF APPLETON 2018 BUDGET HUMAN RESOURCES

MISSION STATEMENT

To establish and maintain a high quality, competent and loyal workforce and to provide on-going support, training, and prompt and courteous service to all City departments, staff and the public.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

In terms of general administrative functions, we continued to plan and make changes to our medical insurance program to remain in compliance with the Health Care Reform Act as well as being prepared for any new changes made at the federal level. We successfully converted our 457(b) deferred compensation plan from Nationwide to Voya. We will continue to work with our advisor to serve as fiduciary for the plan, oversee investment decisions, and work with Voya to educate employees on this benefit. We continue to work with Appleton Area School District on the shared employee medical clinic. Due to overwhelming success of the clinic, we hired two more staff in May to handle the demand for services. The Health Smart team ran the annual health screening program for employees and spouses and continued to promote healthy living programs. An RFP process was also conducted for health screening services and a new provider was selected to conduct those services this Fall. The annual glance chart (tables of organization, department staffing information and salary charts) was also updated and distributed. We continue to electronically scan and index personnel files into the Metafile imaging system.

In the area of employee/labor relations, the department began union/management meetings with Valley Transit for the Teamster contract expiring December 31, 2017. Staff also met with a number of employees regarding FMLA, worker's compensation, career development and a variety of employment-related questions and concerns.

Since the new compensation study was finalized, we processed another year of pay-for-performance adjustments based on all non-union employee ratings in the performance evaluation system. The compensation team continues to meet to review the administration and performance of the evaluation system.

Recruitment activities continued to be heavy due to retirements and terminations. In particular, recruitment processes were completed for police officers, fire fighters, several positions at the Library, Public Works, Valley Transit and City Hall as well as several internal promotions/transfers City-wide. We continued to use Biddle testing which is integrated with our NEO.gov application system. We also worked with social media outlets to find new ways to reach potential candidates. With 60% of staff eligible to retire within the next 5-10 years, recruitment will continue to be a focus for our department.

In the area of staff development and training, the department completed training for all general employees and supervisors during 20 classes held throughout the year and provided required training to all seasonal employees during four seasonal classes. The staff also conducted three new employee orientation programs, along with two new supervisor orientations. Staff also implemented new e-learning courses using CVMIC's Kwik Course tool and continue to expand the use of online onboarding for new employees. In addition, the staff also facilitated two successful administrative professionals' recognition programs in April. One of the primary areas of focus in 2017 was the implementation of the City's talent management strategy, including City-wide and departmental workforce analysis, succession plans, individual stay interviews, group stay interviews, culture discussions and new City-wide leadership development program. We also began an executive development program for our director staff.

CITY OF APPLETON 2018 BUDGET HUMAN RESOURCES

MAJOR 2018 OBJECTIVES

To provide departmental support meeting the City's organizational needs in the areas of:

Administration:

Continue work on the health insurance program to stay in compliance with the Health Care Act and industry trends for all employee benefits
 Administer the annual employee/spouse/retiree health screenings along with various wellness programs to educate employees
 Maintain the City's non-represented compensation plan
 Promote the new medical clinic to all employees and dependents
 Promote programs to increase employee financial wellness and retirement readiness
 Negotiate labor agreements and provide assistance to departments on labor issues
 Continue work on deferred compensation and plan services

Recruitment and Retention:

Fill vacant employee positions throughout the year
 Continue to evaluate the use of testing and employment related assessments to best meet our needs
 Continue to investigate new social media tools to promote City positions

Staff Training and Development:

Continue to implement City-wide talent management strategy, including updates and implementation of succession plans, individual development plans and city-wide leadership development programs
 Continue to create and facilitate required general employee and supervisory training sessions
 Continue development and implementation of e-learning programs
 Conduct new employee orientation sessions
 Conduct seasonal employee training
 Coordinate team and individual development opportunities for City employees
 Manage and expand use of online onboarding system

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ -	\$ 111	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	Administration	372,574	392,742	387,223	390,314	347,944	-10.14%
14020	Recruitment	186,852	188,072	193,110	193,966	200,867	4.02%
14040	Staff Development	147,755	146,023	154,802	155,297	157,592	1.80%
TOTAL		\$ 707,181	\$ 726,837	\$ 735,135	\$ 739,577	\$ 706,403	-3.91%
Expenses Comprised Of:							
Personnel		623,473	640,044	641,640	646,082	607,088	-5.38%
Administrative Expense		47,926	49,423	55,535	55,535	58,905	6.07%
Supplies & Materials		4,564	5,349	4,550	4,550	5,000	9.89%
Purchased Services		30,560	31,358	32,610	32,610	34,610	6.13%
Utilities		658	663	800	800	800	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

* % change from prior year adopted budget
 Human Resources.xls

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM MISSION

For the benefit of managers and employees, so that the City may attract and retain talented and dedicated staff who will be fairly and equitably compensated and supervised, we will develop and administer policies and procedures, maintain compensation schedules reflective of the market, conduct labor contract negotiations, resolve grievances, and assist with employee-related issues.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", and #5: "Promote an environment that is respectful and inclusive."

Objectives:

- Develop, implement, maintain and distribute policies and procedures applicable to City employees
- Review policies and procedures
- Serve as a resource for other agencies seeking employment and statistical data
- Administer various policies and programs to comply with state and federal legislation
- Administer fringe benefit programs and voluntary fringe benefit programs
- Counsel employees on benefit related issues and conduct organizational benefit reviews
- Coordinate and administer the employee compensation and classification system
- Administer the performance and goal evaluation system
- Educate employees on health insurance costs and issues
- Maintain employment records
- Negotiate labor union contracts, address employee issues and handle grievances as they occur
- Investigate complaints and follow through to resolution
- Provide intervention and conflict resolution services
- Assist and advise employees on employment related issues
- Provide contract interpretation and training
- Coordinate and participate in grievance and interest arbitrations

Major Changes in Revenue, Expenditures or Programs:

Decrease in salary and fringe benefits due to costs being transferred to the Risk Management Fund for staff time spent performing risk management duties during an anticipated vacancy in the Risk Manager position in 2018. The six month period will allow the H/R Department to evaluate potential long-term options for this position.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	46	41	50	40	50
Regular employees on staff 1-5 years	117	156	150	160	175
Regular employees on staff 6-10 years	101	99	100	100	100
Regular employees on staff 10+ years	339	330	334	330	305
Long-term management of Benefit Programs					
% of increase to medical premiums	3%	3.5%	5%	5%	10%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
Average leave hours used per employee					
Sick	9.8	9.6	9.0	9.0	9.0
FMLA	6.3	10.2	7.0	10.0	8.0
PTO (sick)	4.4	3.4	4.5	4.5	4.0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	1	0	0	0	0
Updated	12	5	10	10	10
Fringe Benefits					
# of contracts under negotiation	0	3	0	1	1
# of new fringe benefits	2	3	0	0	0
# of modified fringe benefits	2	2	2	2	2

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ -	\$ 111	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 111	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 272,903	\$ 280,725	\$ 276,987	\$ 279,678	\$ 242,997
6105 Overtime	403	(153)	-	-	-
6150 Fringes	86,986	93,758	92,576	92,976	86,837
6201 Training\Conferences	-	251	-	-	-
6206 Parking Permits	1,974	2,090	2,280	2,280	2,280
6301 Office Supplies	713	969	1,000	1,000	1,000
6302 Subscriptions	974	1,524	565	565	565
6303 Memberships & Licenses	780	195	390	390	390
6305 Awards & Recognition	104	-	92	92	92
6307 Food & Provisions	262	374	123	123	123
6320 Printing & Reproduction	4,564	5,168	4,050	4,050	4,500
6327 Miscellaneous Equipment	-	181	500	500	500
6404 Consulting Services	2,301	7,084	8,000	8,000	8,000
6413 Utilities	476	479	550	550	550
6599 Other Contracts/Obligations	134	97	110	110	110
Total Expense	\$ 372,574	\$ 392,742	\$ 387,223	\$ 390,314	\$ 347,944

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM MISSION

For the benefit of the program managers, so that the City will have a qualified, diverse staff, we will research, recruit and recommend appropriate candidates.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents" and #5: "Promote an environment that is respectful and inclusive."

Objectives:

- Review and make recommendations on the filling of vacancies, reorganizations and other staffing changes
- Review and update job descriptions, post or advertise vacant positions
- Receive, enter Equal Employment Opportunity (EEO) information and screen applications
- Administer selection process including: corresponding with applicants, maintaining recruitment data, testing, interviewing, performing background and reference checks, coordinating travel arrangements, medical, psychological and physical agility tests and documenting employment offers
- Maintain statistical data on applicant files
- Process all recruitment for seasonal employees
- Outline and document all hiring processes and continue to explore online job posting opportunities
- Evaluate the use of testing and employment related assessments
- Use NEO.gov system for all volunteer processes to streamline and ensure all backgrounds are completed

Major Changes in Revenue, Expenditures or Programs:

- Decrease in memberships due to SHRM national membership being paid every other year.
- Increase on food/provisions due to high current and anticipated recruitment processes and expenses relating to 60 percent of the City's workforce retiring within the next five to ten years.
- Increase to consulting services due to expected increase in vendor charges in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely, effective assistance to departments in filling vacancies					
% of Program Managers who reported being satisfied or very satisfied				100%	100%
	New Measure		→		
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	71	78	75	75	75
# staff turnover	59	86	60	60	75
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	16	21	20	20	20
# of positions advertised externally	57	49	60	60	55
# of telephone interviews	12	34	25	25	25
# of face to face interviews	434	537	435	435	475
# of candidates tested	271	140	250	250	200

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 105,522	\$ 108,411	\$ 108,301	\$ 109,046	\$ 111,223
6105 Overtime	9	52	-	-	-
6150 Fringes	41,925	45,461	45,124	45,235	47,689
6201 Training\Conferences	-	473	-	-	-
6205 Employee Recruitment	10,086	9,668	13,500	13,500	13,500
6303 Memberships & Licenses	55	55	535	535	205
6307 Food & Provisions	1,197	(409)	900	900	1,500
6404 Consulting Services	20,763	18,188	16,500	16,500	18,500
6412 Advertising	7,112	5,989	8,000	8,000	8,000
6413 Utilities	183	184	250	250	250
Total Expense	<u>\$ 186,852</u>	<u>\$ 188,072</u>	<u>\$ 193,110</u>	<u>\$ 193,966</u>	<u>\$ 200,867</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment physicals	\$ 9,500
Pre-employment psychologicals	9,000
	<u>\$ 18,500</u>

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM MISSION

For the benefit of City staff and the community, we will provide training to meet strategic goals and educational opportunities for staff to enhance employees' skills, to fulfill legally mandated training requirements, and to increase employee engagement and productivity.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents" and #6: "Create opportunities and learn from successes and failures".

Objectives:

- Coordinate and conduct required general employee training for all employees
- Coordinate and conduct supervisory training
- Maintain City-wide training/tracking database
- Coordinate online training registration
- Facilitate staff and team development
- Deliver organizational development training
- Conduct new employee orientation
- Conduct new supervisor orientation
- Coordinate and conduct seasonal training
- Facilitate City-wide talent management strategy, including workforce analysis and planning
- Coordinate and facilitate leadership and individual development plans and programs
- Continue to implement online NEO.gov performance evaluation system and online onboarding system

Major Changes in Revenue, Expenditures or Programs:

The increase in the overall training budget is because of the continued focus on talent development and engagement because our workforce continues to age, with 60% of our employees being retirement-eligible within the next 10 years. The additional money for City-wide training will be used to continue the implementation of the City's leadership development program, along with support for individual and team development plans.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	71%	72%	70%	70%	70%
% employees reported satisfied	29%	28%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of employees trained on required topics	99%	99%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	24	27	25	25	25
Avg. number participants per session	26	25	25	25	25

**CITY OF APPLETON 2018 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 83,870	\$ 81,243	\$ 84,578	\$ 85,009	\$ 86,659
6105 Overtime	30	209	-	-	-
6150 Fringes	31,825	30,337	34,074	34,138	31,683
6201 Training\Conferences	31,397	33,260	35,400	35,400	38,500
6303 Memberships & Licenses	229	254	250	250	250
6307 Food & Provisions	154	720	500	500	500
6404 Consulting Services	250	-	-	-	-
Total Expense	<u>\$ 147,755</u>	<u>\$ 146,023</u>	<u>\$ 154,802</u>	<u>\$ 155,297</u>	<u>\$ 157,592</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Training and Conferences

HR professional/technical training	\$ 27,500
City-wide training	11,000
	<u>\$ 38,500</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	0	111	7	0	0	0	0
TOTAL REVENUES	0	111	7	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	404,801	404,221	291,379	469,866	473,733	481,372	440,879
Overtime	442	108	180	0	0	0	0
Sick Pay	1,783	3,789	2,722	0	0	0	0
Vacation Pay	55,712	62,370	49,206	0	0	0	0
Fringes	160,735	169,556	117,878	171,774	172,349	176,821	166,209
Salaries & Fringe Benefits	623,473	640,044	461,365	641,640	646,082	658,193	607,088
Training & Conferences	31,397	33,984	32,656	35,400	35,400	38,500	38,500
Employee Recruitment	10,086	9,668	5,956	13,500	13,500	13,500	13,500
Parking Permits	1,974	2,090	2,155	2,280	2,280	2,280	2,280
Office Supplies	713	969	587	1,000	1,000	1,000	1,000
Subscriptions	974	1,524	537	565	565	565	565
Memberships & Licenses	1,064	504	733	1,175	1,175	845	845
Awards & Recognition	104	0	0	92	92	92	92
Food & Provisions	1,614	684	1,464	1,523	1,523	2,123	2,123
Administrative Expense	47,926	49,423	44,088	55,535	55,535	58,905	58,905
Printing & Reproduction	4,564	5,168	2,706	4,050	4,050	4,500	4,500
Miscellaneous Equipment	0	181	594	500	500	500	500
Supplies & Materials	4,564	5,349	3,300	4,550	4,550	5,000	5,000
Consulting Services	23,314	25,272	17,148	24,500	24,500	26,500	26,500
Advertising	7,112	5,989	4,138	8,000	8,000	8,000	8,000
Other Contracts/Obligations	134	97	134	110	110	110	110
Purchased Services	30,560	31,358	21,420	32,610	32,610	34,610	34,610
Telephone	658	663	895	800	800	800	800
Utilities	658	663	895	800	800	800	800
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	707,181	726,837	531,068	735,135	739,577	757,508	706,403

CITY OF APPLETON 2018 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Debra M. Van Den Bogart

CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

MISSION STATEMENT

To establish and maintain a successful risk management program and to provide on-going support and training to all City Departments and staff as well as prompt and fair service to the public.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. The Risk Management staff continues to analyze our current coverages and completed our annual insurance renewals for the 2018 policy year. The staff reviewed all insurance policies to keep premiums at the lowest cost and maintain proper levels of coverage for the City's liability needs. We reviewed risk and provided adequate insurance coverage for 68 special events. Multiple reviews were completed on the Exhibition Center contract and the Erb Pool project to make sure builders risk coverages continued to be adequate. We completed the 2017 risk actuarial assessment to verify the City's reserves were adequate for potential loss. We updated the certificates of insurance requirements to be more consistent and provide better clarification for our customers. We worked with the Attorney's Office to update City ordinances related to insurance requirements for applicable customers. We also worked with them to update the Special Events Policy to ensure insurance requirements in the policy match the changes made to each certificate level.

We continued to manage the Central Safety Committee and worked with department safety committees to review current safety practices and make improvements as needed.

We also continued to proactively promote safe work practices by conducting required training for all supervisors, employees and volunteers on risk management topics. To help generate interest and keep our employees engaged in safety training, we created a Plinko game to reinforce safety topics for seasonal participants. We continue to work with CVMIC to offer confined space entry training for appropriate staff.

We worked to complete the Safety Data Sheets (SDS) audit and applicable updates, and continued to educate appropriate staff on the online SDS information.

The staff continues to analyze worker's compensation statistics to find ways to proactively mitigate injuries in the future. Based on the analysis, we followed up with departments to provide suggestions for ways to improve safety for employees.

Staff completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed in the fall to ensure compliance with the hearing conservation program.

The Fox River clean-up has been a long-running source of potential liability for the City. In 2014, the City submitted a consent decree, previously agreed to among several of the parties, to the US District Court. The consent decree capped the City's liability for cleanup at \$5.2 million, removed the City from further litigation, and was approved by the court. The \$5.2 million settlement amount was deposited with the court and reimbursed by the insurance companies that provided coverage to the City. Following approval of the consent decree, another of the litigants in the case brought suit for reimbursement of expenses related to the cleanup. That suit has been dismissed by the court and the Fox River cleanup litigation is now considered closed.

CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

MAJOR 2018 OBJECTIVES

Our key objective is to ensure that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City. Therefore, our focus will be on the development of new policies and revisions of existing policies consistent with this objective. In terms of insurance coverage and claims handling, we will:

Investigate and resolve all claims filed against the City

Work with the Attorney's Office on workers' compensation claims and other unresolved claims

Review all property, liability and workers' compensation insurance coverages

Evaluate funding source adequacy, including charges for service for workers' compensation

Conduct an audit of our insurance fund to make sure adequate funding is available for potential litigation claims

Continue to review certificate of insurance requirements to make sure risk of liability is reduced in case of any claims against the City

Work with vendor annually to assess city buildings to make sure the value of our property is adequately covered for insurance purposes

Continue to provide all applicable staff training in the safety/loss prevention areas

Monitor OSHA 300 log entries (listing of work related injuries and illnesses) and send mandatory reports to the State

Analyze workers' compensation statistics and work with departments to develop appropriate courses of action

Work with vendors such as CVMIC to make sure all safety related education is available to our employees

Continue to monitor the financial status of the Risk Management Fund. Due to unusually high workers' compensation claims in 2015 and 2016, expenses in this fund significantly exceeded revenues in those years, resulting in a negative fund balance. As a result, a supplemental departmental charge was added in 2017. The fund balance will continue to be closely monitored in 2018 to determine if more corrective action needs to be taken..

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 2,044,345	\$ 3,086,949	\$ 2,150,938	\$ 2,150,938	\$ 1,678,622	-21.96%
Program Expenses							
6210	Property & Liability Mgt.	2,148,591	3,294,080	1,895,139	1,895,139	1,399,052	-26.18%
6220	Loss Control	147,968	149,670	155,799	156,674	157,338	0.99%
Total Program Expenses		\$ 2,296,559	\$ 3,443,750	\$ 2,050,938	\$ 2,051,813	\$ 1,556,390	-24.11%
Expenses Comprised Of:							
Personnel		324,753	353,590	342,071	342,946	338,094	-1.16%
Administrative Expense		1,938,530	2,235,974	1,675,482	1,675,482	1,193,321	-28.78%
Supplies & Materials		2,237	2,797	2,200	2,200	2,600	18.18%
Purchased Services		30,936	851,285	30,985	30,985	22,250	-28.19%
Utilities		103	104	200	200	125	-37.50%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM MISSION

For the financial benefit of our citizens, we will proactively administer and manage a fiscally responsible risk management program.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", and #4: "Continually assess trends affecting the community and proactively respond."

Objectives:

- Review all lines of insurance coverage for alternatives and cost reduction
- Analyze statistical data and develop programs to reduce exposures
- Proactively train and educate employees regarding risk management
- Review discounting opportunities for workers' compensation claims

Major changes in Revenue, Expenditures, or Programs:

With the addition of the Exhibition Center and Erb Pool, the value of the City's property dramatically increased. This in turn caused an increase to our insurance premiums for 2018. The Exhibition Center premiums will be charged back to the general fund after being paid through this fund.

The Uninsured Losses - WC is an estimate based on a three year history of workers' compensation claims paid. We continue to work with departments on safety training and equipment usage in an effort to reduce the number and severity of claims but many of the current claims are the result of unforeseeable accidents.

With the conclusion of the Fox River clean-up litigation, no legal fees or corresponding insurance reimbursements are projected for 2018. These decreases are reflected in the insurance proceeds and uninsured loss accounts.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 8,196	\$ 6,539	\$ 9,000	\$ 9,000	\$ 8,000
Avg cost per general liability claim*	\$ 111	\$ 467	\$ 400	\$ 50	\$ 400
Avg cost per auto liability claim*	\$ 387	\$ 3,090	\$ 500	\$ 150	\$ 500
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 482,334	\$ 404,798	\$ 500,000	\$ 240,000	\$ 450,000
\$ value of subrogation recovery*	\$ 43,300	\$ 31,804	\$ 15,000	\$ 20,000	\$ 35,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	2	2	1	0	2
Number of claims filed					
General liability	39	34	40	48	40
Auto liability	28	24	30	24	30
Workers' comp - lost time	8	7	10	2	10
Workers' comp - medical only	49	46	50	50	48

* Initial claims in year presented only

CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest Income	\$ 82	\$ 21	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,287,059	1,366,467	1,711,040	1,711,040	1,622,222
5004 Sales of City Property	-	-	-	-	-
5035 Other Reimbursements	66,663	63,848	59,898	59,898	56,400
5082 Insurance Proceeds	690,541	1,656,613	380,000	380,000	-
Total Revenue	\$ 2,044,345	\$ 3,086,949	\$ 2,150,938	\$ 2,150,938	\$ 1,678,622
Expenses					
6101 Regular Salaries	\$ 153,637	\$ 157,676	\$ 160,364	\$ 160,364	\$ 162,027
6105 Overtime	50	151	-	-	-
6150 Fringes	47,615	69,242	52,586	52,586	45,957
6206 Parking Permits	1,188	1,224	1,260	1,260	1,260
6301 Office Supplies	772	786	1,200	1,200	1,200
6327 Miscellaneous Equipment	-	-	300	300	300
6401 Accounting/Audit	1,886	2,228	2,000	2,000	1,600
6403 Bank Services	1	-	-	-	-
6404 Consulting Services	13,183	4,000	12,500	12,500	5,000
6501 Insurance	462,709	472,664	471,429	471,429	513,708
6599 Other Contracts / Obligations	134	832,805	-	-	-
6626 Uninsured Losses	874,295	1,013,695	593,500	593,500	113,000
6627 Uninsured Losses - WC	593,121	739,609	600,000	600,000	555,000
Total Expense	\$ 2,148,591	\$ 3,294,080	\$ 1,895,139	\$ 1,895,139	\$ 1,399,052

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 104,096
Excess liability	9,500
Employment practice	35,000
Automobile	18,500
Package property	260,100
Excess workers' compensation	86,512
	<u>\$ 513,708</u>

Uninsured Losses

General liability	\$ 50,000
Automobile	63,000
	<u>\$ 113,000</u>

Uninsured Losses - WC

Medical payments	\$ 454,500
Comp-lost time	90,000
Other administrative expenses	10,500
	<u>\$ 555,000</u>

CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM MISSION

For the benefit of City employees, we will identify, educate and promote loss prevention programs in order to provide a safe and healthy work environment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents."

Objectives:

- Continue training employees on usage of the automated external defibrillators (AED), CPR and first aid
- Facilitate new employee orientation and new supervisor orientation classes
- Conduct training with volunteers, seasonal and part-time employees in the areas of harassment and discrimination, right to know, workplace violence, blood borne pathogens, and drug-free workplace policies
- Continue to offer required training to all general employees and supervisors
- Continue with safety day presentations to cover required safety policies and updates
- Conduct blood borne pathogen training for supervisors and new employees
- Attend departmental safety committee meetings
- Respond to and document ergonomic concerns and implement solutions
- Conduct annual hearing tests on required personnel
- Review and develop programs to promote safety, reduce injuries and reduce claims
- Conduct annual lead testing
- Conduct respirator fit testing and obtain proper medical clearance for respirator usage
- Conduct confined space entry training
- Conduct trenching and excavation training
- Provide training on the use of the Safety Data Sheets (SDS) labeling system

Major changes in Revenue, Expenditures, or Programs:

- The increase in training/conferences is due to an anticipated retirement in 2018.
- The increase in food and provisions is based on prior year actual expenses.
- The increase in printing & reproduction is based on prior year actual expenses.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	188	156	190	174	175
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	132	131	130	120	130
# of safety problems	139	194	150	175	150
# of safety corrections	124	188	150	150	150
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	16	16	15	21	15
Avg employees per session	26	26	26	28	26

**CITY OF APPLETON 2018 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 91,146	\$ 92,629	\$ 94,377	\$ 95,139	\$ 95,932
6105 Overtime	10	70	-	-	-
6150 Fringes	32,294	33,821	34,744	34,857	34,178
6201 Training\Conferences	4,963	6,158	6,500	6,500	7,400
6303 Memberships & Licenses	150	110	200	200	210
6305 Awards & Recognition	234	-	140	140	140
6307 Food & Provisions	1,098	1,728	1,253	1,253	1,403
6315 Books & Library Materials	154	112	150	150	150
6320 Printing & Reproduction	1,683	1,835	1,400	1,400	1,800
6323 Safety Supplies	400	851	100	100	100
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	14,133	10,652	14,835	14,835	14,000
6413 Utilities	103	104	200	200	125
6599 Other Contracts / Obligations	1,600	1,600	1,650	1,650	1,650
Total Expense	<u>\$ 147,968</u>	<u>\$ 149,670</u>	<u>\$ 155,799</u>	<u>\$ 156,674</u>	<u>\$ 157,338</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	82	21	25-	0	0	0	0
Charges for Services	1,287,059	1,366,467	1,294,098	1,711,040	1,711,040	0	1,622,222
Other Revenues	757,204	1,720,461	67,667	439,898	439,898	0	56,400
TOTAL REVENUES	2,044,345	3,086,949	1,361,740	2,150,938	2,150,938	0	1,678,622
EXPENSES BY LINE ITEM							
Regular Salaries	213,763	218,252	155,718	254,741	255,503	257,959	257,959
Overtime	60	221	43	0	0	0	0
Sick Pay	2,130	2,206	1,051	0	0	0	0
Vacation Pay	28,890	29,848	24,677	0	0	0	0
Fringes	81,504	87,431	54,835	87,330	87,443	80,765	80,135
Rension Expense / Revenue	1,594-	15,632	0	0	0	0	0
Salaries & Fringe Benefits	324,753	353,590	236,324	342,071	342,946	338,724	338,094
Training & Conferences	4,963	6,158	1,824	6,500	6,500	7,400	7,400
Parking Permits	1,188	1,224	1,260	1,260	1,260	1,260	1,260
Office Supplies	772	786	405	1,200	1,200	1,200	1,200
Memberships & Licenses	150	110	100	200	200	210	210
Awards & Recognition	234	0	0	140	140	140	140
Food & Provisions	1,098	1,728	1,203	1,253	1,253	1,403	1,403
Insurance	462,709	472,664	477,260	471,429	471,429	513,708	513,708
Uninsured Losses	874,295	1,013,695	123,725	593,500	593,500	113,000	113,000
Uninsured Losses - WC	593,121	739,609	274,925	600,000	600,000	555,000	555,000
Administrative Expense	1,938,530	2,235,974	880,702	1,675,482	1,675,482	1,193,321	1,193,321
Books & Library Materials	154	112	0	150	150	150	150
Printing & Reproduction	1,683	1,834	1,516	1,400	1,400	1,800	1,800
Safety Supplies	400	851	8-	100	100	100	100
Miscellaneous Equipment	0	0	0	550	550	550	550
Supplies & Materials	2,237	2,797	1,508	2,200	2,200	2,600	2,600
Accounting/Audit	1,886	2,228	0	2,000	2,000	2,000	1,600
Bank Services	1	0	0	0	0	0	0
Consulting Services	27,315	14,652	17,103	27,335	27,335	19,000	19,000
Other Contracts/Obligations	1,734	834,405	1,800	1,650	1,650	1,650	1,650
Purchased Services	30,936	851,285	18,903	30,985	30,985	22,650	22,250
Telephone	103	104	132	200	200	125	125
Utilities	103	104	132	200	200	125	125
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,296,559	3,443,750	1,137,569	2,050,938	2,051,813	1,557,420	1,556,390

CITY OF APPLETON 2018 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 1,287,059	\$ 1,366,467	\$ 1,711,040	\$ 1,721,859	\$ 1,622,222
Other	66,663	63,848	59,898	60,000	56,400
Total Revenues	<u>1,353,722</u>	<u>1,430,315</u>	<u>1,770,938</u>	<u>1,781,859</u>	<u>1,678,622</u>
Expenses					
Litigation Fees	671,545	830,596	400,000	45,000	-
Fox River Settlement	-	832,708	-	-	-
Other Operating Expenses	1,625,014	1,780,446	1,650,938	1,527,000	1,556,390
Total Expenses	<u>2,296,559</u>	<u>3,443,750</u>	<u>2,050,938</u>	<u>1,572,000</u>	<u>1,556,390</u>
Operating Income (Loss)	(942,837)	(2,013,435)	(280,000)	209,859	122,232
Non-Operating Revenues (Expenses)					
Investment Income	82	21	-	-	-
Other Non-Operating Income	66,605	-	-	-	-
Insurance Proceeds - Fox River	623,936	1,656,613	380,000	5,000	-
Total Non-Operating	<u>690,623</u>	<u>1,656,634</u>	<u>380,000</u>	<u>5,000</u>	<u>-</u>
Change in Net Assets	(252,214)	(356,801)	100,000	214,859	122,232
Fund Balance - Beginning	<u>330,299</u> *	<u>78,085</u>	<u>(278,716)</u>	<u>(278,716)</u>	<u>(63,857)</u>
Fund Balance - Ending	<u>\$ 78,085</u>	<u>\$ (278,716)</u>	<u>\$ (178,716)</u>	<u>\$ (63,857)</u>	<u>\$ 58,375</u>

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (434,314)	\$ (219,455)
+ Change in Net Assets	<u>214,859</u>	<u>122,232</u>
Working Cash - End of Year	<u>\$ (219,455)</u>	<u>\$ (97,223)</u>

CITY OF APPLETON 2018 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

The Community and Economic Development Department proactively fosters a healthy economy and a strong, welcoming community.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

In 2017, the Community and Economic Development Department continued to deliver services to the public with a focus on meeting the community needs and enhancing the quality of life.

- * Industrial development saw a continued increase in 2017 with the sale of two lots in the Southpoint Commerce Park. Land sales totaling 6.64 acres resulted in a total sale price of \$282,300. Custom Offsets intends to start construction on a 17,000 square foot facility by the end of summer.
- * The Appleton Redevelopment Authority sold the Former Foremost parcel, a redevelopment site comprised of approximately 8.1 acres, in 2017 to Alexander Company and Tukka, the developers of Eagle Point. The groundbreaking was held on May 4, 2017 for a \$21 million, 99 unit senior living facility which is the first phase of this project.
- * RiverHeath completed construction of the 90 room Courtyard by Marriot that is slated to open in October, 2017. The Woolen Mills Loft, a \$10 million, 60 unit apartment complex constructed in the Flats will open in December. This project used WHEDA tax credits and historic tax credits.
- * Continued efforts to construct and finance the Exhibition Center with a focus on communication with nine other municipalities, the ARA, the Exhibition Center Advisory Committee and the Hotel Room Tax Commission. The construction of the Exhibition Center is anticipated to be complete in fall of 2017.
- * The department continues to work and communicate with the business community in Appleton and throughout the region with efforts including social media, regular business retention visits and partnerships with community organizations that help build relationships that benefit the City.
- * The council approved the updates to the Comprehensive Plan on March 15, 2017, marking the culmination of an 18 month process that included intensive public engagement with approximately 1,100 respondents to a survey, 4 public envisioning sessions, an interactive map, and several public presentations.
- * A new Assessor software system has replaced the aging I-series Assessor system. This year-long data conversion project of all 26,000 properties and 2,000 business accounts in the City was successfully completed this summer by the IT and assessor staff. The new system integrates the City's GIS system to facilitate assessor data analysis, provides user friendly querying of property data, automates state reporting, and provides for batch calculating along with other enhancements.
- * The City's equalized value increased greatly by 6% in 2017 from \$4,938,725,300 to \$5,222,923,900 exceeding the statewide gain of 4%. Two new proposed TIDs were created in 2017 with TIF #11 on East College Avenue created as a blighted TIF and TIF #12 on West College created as a rehabilitation/ conservation TIF. Both were approved in September, 2017.
- * During the first half of 2017, the site plan review team has approved 8 multi-family dwelling units, approximately 100,000 square feet of office space, and 3,180 square feet of commercial space.
- * Per the annual growth report, the City had approximately 210 single family residential lots platted and available for sale starting in 2017. Final plat approval resulted in the creation of an additional 26 residential lots. The City still has several acres of planned unplatted land available for single family development.
- * Appleton's GIS team performed a major system upgrade during the first half of 2017. All of the GIS servers were migrated from a Windows Server 2008 environment to a Windows Server 2012 environment to fit into the IT Department's server management program. Additionally, the GIS data server's SQL Server version was upgraded from 2008 to 2014. Upgrades were done on the water maintenance and tree inventory iPad applications to enhance user options and to allow for more data collection by field staff.
- * A GIS team member was trained and received their pilot's license to fly a drone. The training course covered topics such as: federal statutes, safety procedures, emergency protocol, aviation weather decryption, chart comprehension, aeronautical terms and airports operation, and how to deal with contentious situations where public opinions oppose the use of drones. It is anticipated the drone will be used to highlight TIF Districts, development sites, events, etc.
- * Staff organized and delivered two neighborhood sessions in 2017, one in the spring and one in the fall, providing an informal, "roundtable" discussion for neighborhood leaders to share information about the neighborhood program, grants, and to provide a forum for peer sharing.
- * A Neighborhood Grant for \$60,000 was approved for the St. Bernadette Parish/Thompson Center in the Lourdes Drive neighborhood, along with one smaller grant from the general fund for the Erb Park neighborhood.

CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2018 OBJECTIVES

- * Implement the newly updated City's 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning code changes (when necessary and in compliance with state statutes) as identified in the Plan. Continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in the development within targeted districts of the City and enhance the business climate and vibrancy of the community.
- * Contact at least forty businesses in the City with information on business assistance programs and City support.
- * Attract development to the City that will result in substantial tax base enhancement; target remains 2.6% of new equalized value.
- * Sell four acres of business park land.
- * Continue multi-year process of a comprehensive re-write of the zoning ordinance and amendments to the official zoning map.
- * Coordinate and increase communication and shared vision between the technical review group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, registered neighborhoods, Appleton Redevelopment Authority, Common Council and community.
- * Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals that aligns with City plans, ordinances and policies, as well as recognized industry practices.
- * Continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS online as well as creating access for smartphones and tablets. Utilize upgraded server structure to better organize our external web applications and allow for more "real-time" updates to GIS data.
- * The Assessor's division will perform a City-wide revaluation of all commercial property including apartments in 2018. Revaluations are completed at least once every five years to maintain 100% fair market value assessments. Revaluing these 1,700 properties will require: inspecting properties, researching current listing and sale prices, analyzing assessment/sale price ratios, collecting and analyzing rental income data and income multipliers, applying appropriate replacement values and depreciation, defending the assessments, etc. It will be performed in-house using existing staff and resources.
- * Begin a Citywide revaluation of all 23,500 residential properties for 2019. By year-end 2018, we will have entered new land values, analyzed sales, completed the neighborhood ratio analysis, collected and analyzed rents, and set about 20% of the new improvement values. This large project was last performed in 2014 and will be completed in-house with no outside help or additional staff needed.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 22,688	\$ 17,310	\$ 20,800	\$ 20,800	\$ 18,800	-9.62%
Program Expenses							
10550	Administration	507,898	527,332	534,275	538,802	554,582	3.80%
10551	Marketing	224,567	216,086	245,793	173,797	174,664	-28.94%
10553	New & Redevelopment	183,650	195,468	200,544	200,544	208,114	3.77%
15020	Planning	258,018	271,934	269,731	271,504	280,414	3.96%
13520	Assessing	525,688	542,794	539,026	541,206	558,402	3.59%
TOTAL		\$ 1,699,821	\$ 1,753,614	\$ 1,789,369	\$ 1,725,853	1,776,176	-0.74%
Expenses Comprised Of:							
	Personnel	1,564,834	1,601,832	1,619,909	1,556,393	1,613,599	-0.39%
	Administrative Expense	20,553	22,390	29,530	29,530	25,330	-14.22%
	Supplies & Materials	13,803	11,255	14,075	14,075	13,475	-4.26%
	Purchased Services	89,844	109,108	116,400	116,400	115,000	-1.20%
	Utilities	3,834	4,012	4,212	4,212	4,212	0.00%
	Repair & Maintenance	6,953	5,017	5,243	5,243	4,560	-13.03%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	18.13	18.13	17.81	16.81	16.87	

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM MISSION

For the benefit of staff so that productivity, efficiency, product quality, delivery of service and job satisfaction are optimized, we will provide a healthy work environment including proper supervision, training, evaluation, coaching and support services to better the quality of life in Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents," # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures."

Objectives:

Administrative processing, procedures and reporting for the department.

Continue to develop a standardized, coordinate-based and positionally accurate geographic information system (GIS) that meet the needs of all users.

Provide access to geographic and demographic information to City staff and, as appropriate, to the public.

Major changes in Revenue, Expenditures, or Programs:

The Community Development Specialist's salary and fringe benefit costs are recorded in both this budget and in the Housing and Community Development Grants budget. The portion of the Specialist's salary and fringes reimbursable through the grant is charged to the grant budget while the remainder is charged here. Due to a reduction in State grant funding, more of the position's salary and fringe benefit costs are reflected in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	5%	5%	0%	5%	0%
Accurate and useful information					
# of layers edited (GIS)	1,380	1,403	700	1,250	700
Improve business and work flow					
# of users supported on GIS software	136	137	130	135	130
Strategic Outcomes					
Quality training to support staff performance					
% of training courses completed	100%	100%	100%	100%	100%
% of depts. using GIS	50%	50%	50%	50%	50%
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of GIS projects	358	379	250	290	250

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 831	\$ 880	\$ 800	\$ 800	\$ 800
5020 Donations & Memorials	1,502	-	-	-	-
Total Revenue	<u>\$ 2,333</u>	<u>\$ 880</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>
Expenses					
6101 Regular Salaries	\$ 358,905	\$ 350,643	\$ 353,499	\$ 357,440	\$ 365,273
6105 Overtime	-	409	-	-	-
6150 Fringes	114,139	143,777	140,424	141,010	151,332
6201 Training/Conferences	5,866	6,753	10,000	10,000	8,000
6206 Parking Permits	7,182	7,412	7,620	7,620	7,260
6301 Office Supplies	2,303	1,608	2,200	2,200	2,200
6302 Subscriptions	363	348	500	500	500
6303 Memberships & Licenses	1,974	2,180	3,200	3,200	3,200
6305 Awards & Recognition	270	270	285	285	270
6307 Food & Provisions	365	527	400	400	400
6315 Books & Library Materials	137	-	75	75	75
6320 Printing & Reproduction	12,356	9,903	11,800	11,800	11,800
6327 Miscellaneous Equipment	-	-	200	200	200
6412 Advertising	1,645	930	1,300	1,300	1,300
6413 Utilities	2,393	2,572	2,772	2,772	2,772
Total Expense	<u>\$ 507,898</u>	<u>\$ 527,332</u>	<u>\$ 534,275</u>	<u>\$ 538,802</u>	<u>\$ 554,582</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM MISSION

For the benefit of Appleton's current and prospective businesses and developers, so that business assistance services are identified and conveyed, and Appleton is selected as the prime location for investment, we will provide information and expertise to address business issues and promote the community. We are committed to fostering diversity through policies, processes, programs and educational opportunities that promote understanding and acceptance for all people while creating and supporting a culture of inclusion that celebrates and values our similarities and differences.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond," # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials."

Objectives:

- Continue to enhance the environment in Appleton to promote business and industry and attract investment.
- Continue to examine ways in which City government can be improved to be more responsive, supportive and proactive to business needs.
- Promote Appleton to the broader public, especially business and industry.
- Conduct business retention visits.
- Provide technical assistance for start-up and growing companies.
- Assist and be responsive to prospective and established businesses and developers.
- Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations.
- Continue implementation of the Comprehensive Plan 2010-2030 and Economic Development Strategic Plan.

Major changes in Revenue, Expenditures, or Programs:

Salaries, fringe benefits and associated administration costs have decreased with the transfer of the Diversity Coordinator position to the Mayor's office.

The \$36,000 for the Fox Cities Regional Partnership in this budget is for economic development projects such as site selector familiarization tours, YP Week, Talent Upload, The Artery, and the Bazar After Dark Night Market.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	23	35	40	53	40
# Start-up businesses assisted	15	11	35	20	35
Information specific to development in Appleton					
# of prospects information deliveries	34	31	70	100	70
Strategic Outcomes					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	2.60%	2.06%	2.60%	6.00%	2.60%
Work Process Outputs					
Retention visit clients served					
# Business retention visits/follow-ups	30	38	40	40	40

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 120,351	\$ 102,310	\$ 122,859	\$ 74,624	\$ 76,691
6150 Fringes	44,758	39,216	48,209	24,448	25,973
6303 Membership & Licenses	135	701	725	725	-
6305 Awards & Recognition	-	-	500	500	-
6412 Advertising	288	-	1,000	1,000	-
6431 Interpreter Services	-	508	500	500	-
6599 Other Contracts/Obligations	59,035	73,351	72,000	72,000	72,000
Total Expense	<u>\$ 224,567</u>	<u>\$ 216,086</u>	<u>\$ 245,793</u>	<u>\$ 173,797</u>	<u>\$ 174,664</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Fox Cities Regional Partnership	\$ 36,000
Economic development projects and initiatives	36,000
	<u>\$ 72,000</u>

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM MISSION

For the benefit of targeted businesses and/or developers so that desired development occurs, we will prospect, encourage, direct, negotiate, coordinate and secure development projects.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures."

Objectives:

Provide quality information and direction, as well as financial and technical assistance to businesses seeking to expand or locate within the City.

Act as ombudsman for developers pursuing investments in the City.

Increase the commercial and industrial components' respective shares of the City's tax base, giving highest priority to redevelopment areas and tax incremental financing districts.

Create developable parcels throughout the City, especially within the City's industrial and business parks, redevelopment districts, tax incremental financing districts and registered neighborhoods.

Identify Brownfield sites within Appleton and when feasible and appropriate, mitigate those sites to bring them back to community use.

Plan and manage projects conducted to acquire land for industrial and business park expansion, provide necessary infrastructure to facilitate developments of raw land and secure the appropriate public approvals to allow development to occur.

Major changes in Revenue, Expenditures, or Programs:

No major program changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	16	16	18	21	20
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	1	1	5	4	5
# of improved business park acres	100	100	100	100	100
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 17,489,346	\$ 25,082,437	\$ 8,000,000	\$ 13,800,000	\$ 14,000,000
\$ increase in target districts	\$ 40,221,393	\$ 20,377,086	\$ 4,000,000	\$ 4,400,000	\$ 4,000,000
\$ business park permits	\$ 36,803,195	\$ 18,606,737	\$ 2,000,000	\$ 3,322,100	\$ 2,000,000
Work Process Outputs					
# of development agreements completed	0	0	1	3	3
# of acres sold in business park	7	8.65	3	6.64	4

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 125,082	\$ 128,442	\$ 126,811	\$ 126,811	\$ 131,423
6150 Fringes	40,649	44,326	43,733	43,733	46,691
6404 Consulting Services	17,919	22,700	30,000	30,000	30,000
Total Expense	<u>\$ 183,650</u>	<u>\$ 195,468</u>	<u>\$ 200,544</u>	<u>\$ 200,544</u>	<u>\$ 208,114</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Environmental assessments,
site analysis, development
due diligence, etc.

\$	<u>30,000</u>
\$	<u>30,000</u>

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM MISSION

For the benefit of the entire community so that Appleton provides a balance between the community's growth needs and desires, thus ensuring an aesthetic and quality urban environment including those areas of historic value, we will provide planning, analysis, technical services and program/process coordination to assure citizen knowledge and interaction by complying with relevant codes, ordinances and regulations.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond," # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials."

Objectives:

- * Provide timely services to the public, development community and other agencies. Provide technical and administrative support to the Common Council, the Plan Commission, Community and Economic Development Committee and the Historic Preservation Commission in matters relating to the comprehensive plan, neighborhood program, zoning and subdivision ordinances, annexations, rezoning, special use permits, historic building and site designations, historic certificate awards, zoning text amendments, future streets, subdivisions, site plan appeals, business licenses and public land dedications and discontinuances.
- * Encourage the continued economic development of the City by working with developers, their representatives and the general public to facilitate and expedite their requests for development approval or general planning assistance.
- * Improve and protect the health, safety and welfare of Appleton citizens consistent with the Appleton subdivision ordinance, zoning ordinance, comprehensive plan and policies adopted by the Common Council with good land use planning and zoning practices.
- * Continue to maintain effective and efficient procedures for meeting legal requirements that set forth the maximum time periods in which planning and historic preservation applications must be accomplished.
- * Continue to coordinate the technical review group process.
- * Continue to monitor and maintain all elements of the comprehensive plan and all sections of the zoning ordinance and subdivision ordinance and process all suggested and required amendments to the comprehensive plan, zoning ordinance, subdivision ordinance and land use plan map, zoning map and official street map.
- * Continue to implement the goals, objectives and policies of the nine statutory elements of the comprehensive plan.
- * Provide the expertise and technical assistance in administering the City's neighborhood program including assisting residents in registering their neighborhood, marketing the program to City residents and working with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

Major changes in Revenue, Expenditures, or Programs:

No major program changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely, accurate processing of applications					
% of admin apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of commission apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of customers inquiries served within the timeframe per department policy	100%	100%	100%	100%	100%
% of complaints received on admin apps	0%	0%	2%	1%	0%
% of complaints received on commission applications	0%	0%	2%	1%	0%
Strategic Outcomes					
High-quality development that aligns with City plans, ordinances, and policies, as well as recognized industry best practices					
# of development projects guided through the review process, resulting in approval		15	20	22	20
# of comp plan goals and objectives implemented	9	6	10	12	10
Work Process Outputs					
Services performed					
# of admin applications approved	449	429	425	430	425
# of commission applications approved	53	34	25	30	25
# of customers inquiries served	1,374	1,043	900	975	900
# of comp plan and ordinance amendments adopted	6	3	2	4	2
# of historic sites, buildings, districts recognized/researched	2	5	2	3	2

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5002 Zoning & Subdivision Fees	\$ 20,355	\$ 16,430	\$ 20,000	\$ 20,000	\$ 18,000
Total Revenue	<u>\$ 20,355</u>	<u>\$ 16,430</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 18,000</u>
Expenses					
6101 Regular Salaries	\$ 185,293	\$ 192,081	\$ 191,235	\$ 192,779	\$ 196,581
6150 Fringes	72,725	79,853	78,196	78,425	83,533
6305 Awards & Recognition	-	-	300	300	300
Total Expense	<u>\$ 258,018</u>	<u>\$ 271,934</u>	<u>\$ 269,731</u>	<u>\$ 271,504</u>	<u>\$ 280,414</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM MISSION

The Appleton Assessor's Office, as a professional team, exists to maintain equitable market value assessments and serve as an informational resource to the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continuously assess trends affecting the community and proactively respond" and # 6: "Create opportunities and learn from successes and failures."

Objectives:

We will perform a City-wide revaluation of all commercial property in 2018. Revaluations are completed at least once every five years to maintain 100% fair market value assessments. Revaluating the 1,700 commercial properties including apartments will require: inspecting properties, researching current listing and sale prices, analyzing assessment/sale price ratios, collecting and analyzing rental income data and income multipliers, applying appropriate replacement values and depreciation, defending the assessments, etc. This revaluation will be performed in-house with limited overtime.

Begin a City-wide revaluation of all 23,500 residential properties for 2019. By year-end 2018 enter new land values, analyze sales, complete the neighborhood ratio analysis, collect and analyze rents, and set about 20% of the new improvement values. This large project was last performed in 2014 and will be completed in-house with no outside help or additional staff needed.

Major changes in Revenue, Expenditures, or Programs:

Estimated overtime cost for the timely completion of the 2018 City-wide commercial revaluation project is \$3,500. (Actual overtime cost for the 2013 City-wide commercial reval was \$3,340).

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	95%	98%	98%	96%	94%
Coefficient of dispersion of assessment/sale ratios	8%	9%	9%	11%	12%
# assessment errors resulting in inaccurate taxes	3	1	0	2	0
Strategic Outcomes					
Assessments accurately reflect market values:					
Residential class level of assessment	100%	98%	100%	95%	100%
Commercial class level of assessment	99%	101%	100%	97%	100%
Overall level of assessment	100%	99%	100%	95%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	95%	95%	95%	95%
Recent sales	48%	51%	50%	43%	40%
Total # of interior inspections	2,667	1,601	800	800	800
Property record maintenance:					
Deeds processed (ownership changes)	2,439	2,568	2,300	2,500	2,600
Lot splits, CSM's, & new platted parcels	97	134	175	140	100
Annexed parcel(s)	1	2	2	2	2
Assessments updated	700	895	800	1,019	1,600

**CITY OF APPLETON 2018 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 371,273	\$ 377,193	\$ 374,767	\$ 376,665	\$ 383,918
6105 Overtime	280	-	507	507	3,500
6150 Fringes	131,378	143,581	139,669	139,951	148,684
6201 Training\Conferences	1,505	1,898	2,200	2,200	1,700
6302 Subscriptions	260	343	1,100	1,100	1,100
6303 Memberships & Licenses	330	350	500	500	400
6327 Miscellaneous Equipment	1,310	1,352	2,000	2,000	1,400
6413 Utilities	1,441	1,440	1,440	1,440	1,440
6425 CEA Equip. Rental	6,953	5,017	5,243	5,243	4,560
6599 Other Contracts/Obligations	10,958	11,620	11,600	11,600	11,700
Total Expense	<u>\$ 525,688</u>	<u>\$ 542,794</u>	<u>\$ 539,026</u>	<u>\$ 541,206</u>	<u>\$ 558,402</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	831	880	3,261	800	800	800-	800
Other Revenues	21,857	16,430	15,215	20,000	20,000	18,000-	18,000
TOTAL REVENUES	22,688	17,310	18,476	20,800	20,800	18,800-	18,800
EXPENSES BY LINE ITEM							
Regular Salaries	1,015,996	1,016,190	689,774	1,168,671	1,127,819	1,153,886	1,153,886
Labor Pool Allocations	17,359	18,407	13,053	0	0	0	0
Overtime	280	235	1,805	507	507	3,500	3,500
Other Compensation	600	375	500	500	500	0	0
Sick Pay	3,190	227	0	0	0	0	0
Vacation Pay	123,761	115,645	89,306	0	0	0	0
Fringes	403,648	450,753	289,679	450,231	427,567	456,213	456,213
Salaries & Fringe Benefits	1,564,834	1,601,832	1,084,117	1,619,909	1,556,393	1,613,599	1,613,599
Training & Conferences	7,371	8,651	11,200	12,200	12,200	12,200	9,700
Parking Permits	7,182	7,412	7,350	7,620	7,620	7,260	7,260
Office Supplies	2,303	1,608	1,393	2,200	2,200	2,200	2,200
Subscriptions	623	691	400	1,600	1,600	1,600	1,600
Memberships & Licenses	2,439	3,231	1,395	4,425	4,425	3,600	3,600
Awards & Recognition	270	270	0	1,085	1,085	570	570
Food & Provisions	365	527	389	400	400	400	400
Administrative Expense	20,553	22,390	22,127	29,530	29,530	27,830	25,330
Books & Library Materials	137	0	0	75	75	75	75
Printing & Reproduction	12,356	9,903	8,430	11,800	11,800	11,800	11,800
Miscellaneous Equipment	1,310	1,352	2,133	2,200	2,200	1,600	1,600
Supplies & Materials	13,803	11,255	10,563	14,075	14,075	13,475	13,475
Consulting Services	17,919	22,700	209	30,000	30,000	30,000	30,000
Advertising	1,933	930	2,227	2,300	2,300	1,300	1,300
Interpreter Services	0	508	75	500	500	0	0
Other Contracts/Obligations	69,992	84,970	76,511	83,600	83,600	83,700	83,700
Purchased Services	89,844	109,108	79,022	116,400	116,400	115,000	115,000
Telephone	1,046	1,051	1,418	1,332	1,332	1,332	1,332
Cellular Telephone	2,788	2,961	1,985	2,880	2,880	2,880	2,880
Utilities	3,834	4,012	3,403	4,212	4,212	4,212	4,212
CEA Equipment Rental	6,953	5,017	2,359	5,243	5,243	4,560	4,560
Repair & Maintenance	6,953	5,017	2,359	5,243	5,243	4,560	4,560
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,699,821	1,753,614	1,201,591	1,789,369	1,725,853	1,778,676	1,776,176

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the creation of a thriving urban community and improved quality of life in neighborhoods through provision of assistance to low-income households in the forms of affordable homeowner and rental housing opportunities, neighborhood education and revitalization projects.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Homeowner Rehabilitation Loan Program

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2017, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

Homeowner Rehabilitation Loan Program Funding Sources:

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (HUD) (Business Unit 2170)
- Program Income from the repayment of CDBG loans (Business Unit 2170)
- Program Income from the repayment of Lead Hazard Control Grant loans (Business Unit 2190)
- Program Income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2160)

Neighborhood Program (NP)

Mayor Hanna and the Common Council have encouraged strengthening Appleton's neighborhoods by building strong bonds, engaging social capital, encouraging investment, and leveraging local resources. The department implemented a new Neighborhood Program (NP) in 2013, that is founded in building strong partnerships and supporting the priorities of the neighborhood as defined by the residents, and collaborating with strong community partners. Sixteen neighborhoods have registered thus far.

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The Huntley Houses Neighborhood's community fitness playground project, which received funding through TNGP, was completed in late 2016. Also, the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood's request for TNGP funding was approved by Common Council in June 2017. In May, 2017, staff organized and delivered the Neighborhood Program spring meeting, an informal, "roundtable" discussion for neighborhood leaders. In total, there were 12 participants representing 5 different neighborhoods. It is anticipated that a similar meeting will be coordinated in the fall.

Community Development Block Grant (CDBG)

For the 2017-2018 award of \$550,037, \$412,451 was allocated as detailed below for City programs. \$137,586 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$81,222
- Appleton Housing Authority \$60,000
- Fair Housing Services \$25,000
- CDBG Administration \$46,229
- Community Development Affordable Housing Project \$200,000

The 2016 CAPER was submitted as the third program year for the 2015-2019 Consolidated Plan.

The resident participation plan policy was updated according to the new Affirmatively Furthering Fair Housing Rule to ensure that resident participation procedures are administered uniformly according to the requirements set forth by HUD and other various regulations in an efficient and effective manner.

In May, staff took the initial steps in drafting the 2020-2025 assessment of fair housing by establishing a regional consortium with other entitlement communities and public housing authorities.

Continuum of Care/Supportive Housing Program (COC/SHP) #1 (THP) & #2 (PSH)

In 2016, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, was successful in renewing both a Transitional Housing Program (THP) and a Permanent Supportive Housing (PSH) grant for another program year (October, 2016 - September, 2017 for THP and January 1, 2017 - December 31, 2017 for PSH, \$181,152 for THP and \$55,532 for PSH). Additionally, the City was awarded funds for the 2017-2018 program year (October 2017 - September 2018), which included \$181,152 for THP and for the 2018 program year (January - December, 2018), which included \$55,532 for PSH.

Emergency Solutions Grant/Transitional Housing Program (ESG/THP)

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection and Fox Valley Warming Shelter was successful in its application for ESG funds for the 2016 program year (July, 2016 - June, 2017). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$259,563 for ESG and \$25,310 for THP.

Additionally, the City was awarded funds for the 2017 program year (July, 2017 - June, 2018) which included \$138,551 (est.) for ESG and \$28,750 for THP.

During 2017, we had on-site subrecipient monitoring visits from the DOR Division of Energy, Housing and Community Resources (DEHCR) and the Wisconsin Balance of State Continuum of Care (WIBOSCOC). The City also underwent desk monitorings of our records. The City is coordinating with the subrecipients to implement policies and procedures to address the identified issues.

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2018 OBJECTIVES

The following grant funded programs are intended to both benefit low and moderate income (LMI) households and eliminate slum and blight conditions in the City. Below are the specific objectives of each of these programs:

Homeowner Rehabilitation Loan Program (HRLP)

(Program Year: April 1 to March 31)

Improve Appleton's affordable single-family homes by rehabilitating 24 homes for LMI homeowners.

Neighborhood Program (NP)

(Program Year: April 1 to March 31)

Award grants to the participating registered neighborhoods from CDBG and general funds based on the application criteria.

Community Development Block Grant (CDBG)

(Program Year: April 1 to March 31)

Create and maintain decent and affordable housing opportunities for low-income residents.
 Strengthen community services by offering new and improved access for low-income residents.
 Expand economic opportunity through financial counseling and business revitalization activities.
 Improve various public facilities throughout Appleton to create better availability/accessibility.

Continuum of Care/Supportive Housing Program (COC/SHP) #1 and #2

(Program Year: October 1 to September 30)

Continuum of Care/Permanent Supportive Housing (PSH)

(Program Year: January 1 to December 31)

Provide for adequate and successful operation of transitional and permanent supportive housing programs.
 Provide for utilization of Housing First Model.

Emergency Solutions Grant/Transitional Housing Program (ESG/THP)

(Program Year: July 1 to June 30)

Prevent homelessness among City of Appleton residents through housing counseling and financial assistance.
 Provide essential services and adequate facilities for transitional housing and rapid rehousing program participants utilizing the Housing First Model.
 Provide emergency shelter and associated services to persons experiencing homelessness.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 1,296,568	\$ 1,270,884	\$ 1,502,015	\$ 1,502,015	\$ 1,350,434	-10.09%
Program Expenses							
2100	CDBG	375,645	353,866	446,778	446,778	380,000	-14.95%
2140	Emergency Shelter	269,963	210,424	284,873	284,873	245,420	-13.85%
2150	Continuum of Care	254,587	227,937	235,489	235,489	236,684	0.51%
2170	Homeowner Rehab Loan	367,107	375,789	446,222	447,053	448,330	0.47%
2180	Neighborhood Program	2,142	71,086	96,422	96,422	75,983	-21.20%
TOTAL		\$ 1,269,444	\$ 1,239,102	\$ 1,509,784	\$ 1,510,615	\$ 1,386,417	-8.17%
Expenses Comprised Of:							
	Personnel	89,905	97,490	123,973	124,804	122,399	-1.27%
	Administrative Expense	1,129,601	1,116,342	1,373,591	1,373,591	1,227,500	-10.64%
	Supplies & Materials	505	25,146	500	500	500	0.00%
	Purchased Services	49,325	124	11,460	11,460	35,758	212.02%
	Utilities	108	-	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.08	1.08	1.40	1.40	1.34	

* % change from prior year adopted budget
 Block Grants.xls

**CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM MISSION

In order to provide decent housing, create suitable living environments and expand economic opportunities for low-income persons, the City will administer the receipt and expenditure of Federal Community Development Block Grant (CDBG) proceeds for affordable housing rehabilitation, public facilities improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The creation of a thriving urban community through provision of assistance to low and moderate income (LMI) households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial and social stability.

Major changes in Revenue, Expenditures, or Programs:

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and City Council approval of CDBG subrecipient awards. For the overall CDBG timeliness ratio, a grantee is considered to be timely if, 60 days prior to the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements, including program income, but undisbursed by the U.S. Treasury is less than or equal to 1.5 times the annual entitlement grant amount for its current program year. As indicated below, the timeliness ratio has been met.

Due to changes in Federal guidance in regard to administrative requirements, cost principles, and audit requirements, a small portion of the Housing Coordinator's salary will be drawn from the CDBG general administration funds, along with a small amount of Finance Department staff time and audit fee expense. The Housing Coordinator's time allocated to CDBG increased in 2017 to better reflect the actual amount of time the position is spending on these activities.

The new Assessment of Fair Housing report under the new Affirmatively Furthering Fair Housing Rule is a new federal requirement that is expected to be submitted in collaboration with the Five-Year Consolidated Plan. It is replacing the previously applied Analysis of Impediments, and is designed to improve the process by providing data and greater clarity of the steps that must be undertaken to assess fair housing issues and factors, establish priorities and goals addressing the identified issues and factors, and then take meaningful action to eliminate them. HUD is encouraging regional collaboration with this new report, and as such, the City of Appleton is involved in a regional consortium with the Cities of Oshkosh and Neenah, as well as local housing authorities. The City's share of the anticipated expenses associated with the consortium's work are shown under other contracts/obligations.

The 2017 CDBG award was \$550,037 (for the period April 1, 2017 - March 31, 2018), a slight increase from the 2016-2017 award. The estimated award for the 2018-2019 program year is \$535,000. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 135,000*
Homeowner Rehab. Loan Program	115,000
Neighborhood Program	<u>40,000</u>
	290,000
Awarded through competitive application process	<u>245,000</u>

Total estimated award **\$ 535,000**

* Includes requirement for Fair Housing Services and any allocation for Appleton Housing Authority.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 523,813	\$ 535,325	\$ 528,000	\$ 550,037	\$ 535,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ 15,460	\$ -	\$ -	\$ -
Percent of awards spent on projects	92.00%	92.00%	90.50%	87.00%	83.00%
Average award (not including program income)	\$ 48,181	\$ 48,995	\$ 40,000	\$ 43,528	\$ 44,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	3	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.42:1	1.42:1	1.5:1	1.5:1	1.5:1
Work Process Outputs					
# of Block Grant awards made	10	10	10	11	10

**CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 368,069	\$ 361,442	\$ 446,778	\$ 446,778	\$ 380,000
Total Revenue	<u>\$ 368,069</u>	<u>\$ 361,442</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>
Expenses					
6101 Regular Salaries	\$ 11,122	\$ 13,471	\$ 14,162	\$ 14,162	\$ 14,413
6150 Fringes	2,868	3,548	3,670	3,670	3,849
6201 Training/Conferences	766	3,122	2,500	2,500	2,500
6301 Office Supplies	-	-	400	400	200
6303 Memberships & Licenses	75	1,090	940	940	940
6320 Printing & Reproduction	477	-	500	500	500
6401 Accounting & Audit	1,560	1,630	1,560	1,560	1,560
6404 Consulting Services	7,576	-	-	-	-
6412 Advertising	397	224	400	400	300
6413 Utilities	47	47	60	60	60
6599 Other Contracts/Obligations	-	-	-	-	25,678
6608 Block Grant Payments	350,757	330,734	422,586	422,586	330,000
Total Expense	<u>\$ 375,645</u>	<u>\$ 353,866</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Assessment of Fair Housing (AFH)	<u>\$ 25,678</u>
<u>Block Grant Payments</u>	
Appleton Housing Authority Award	\$ 60,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	245,000
	<u>\$ 330,000</u>

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program, the Neighborhood Services Program and Appleton Housing Authority, plus any other City programs that qualify for CDBG funding will be subtracted from the annual entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

**CITY OF APPLETON 2018 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

Business Unit 2140

PROGRAM MISSION

To promote efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency shelter, transitional housing and homeless prevention services in the City of Appleton and the greater Fox Cities region.

PROGRAM NARRATIVE

Link to City Goals:

Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Transitional Housing/Transitional Housing Program (ESG/THP) funds are disbursed by the Wisconsin Department of Administration via a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for ESG/THP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the ESG/THP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs. The City uses some of the administration funds for HMIS (Homeless Management Information System). Effective March 1, 2014, the Institute for Community Alliances (ICA) became the HMIS lead organization for the State of Wisconsin.

ESG/THP funds may be used in the following areas related to emergency shelter and transitional housing programs: rehabilitation of facilities, essential supportive services, operation costs and homeless prevention services. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, persons with disabilities as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for ESG/THP funding.

The current partner agencies receiving ESG/THP funding are: Housing Partnership of the Fox Cities, Homeless Connection, ADVOCAP, and Fox Valley Warming Shelter.

Major changes in Revenue, Expenditures, or Programs:

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
\$ Grant Award ESG	\$ 214,354	\$ 231,445	\$ 259,563	\$ 259,563	\$ 216,670
\$ Grant Award THP	\$ 12,662	\$ 15,872	\$ 25,310	\$ 25,310	\$ 28,750
Strategic Outcomes					
Expand the # of homeless persons served					
# assisted in emergency shelter	985	932	1,000	1,000	950
# assisted in rapid rehousing	61	73	60	60	75
# assisted with prevention services	349	968	350	350	500
Work Process Outputs					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2018 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 271,198	\$ 206,445	\$ 284,873	\$ 284,873	\$ 245,420
Total Revenue	\$ 271,198	\$ 206,445	\$ 284,873	\$ 284,873	\$ 245,420
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 8,301	\$ 8,301	\$ 5,435
6150 Fringes	-	-	3,659	3,659	2,513
6404 Consulting Services	12,788	11,549	3,900	3,900	3,120
6630 Other Grant Payments	257,175	198,875	269,013	269,013	234,352
Total Expense	\$ 269,963	\$ 210,424	\$ 284,873	\$ 284,873	\$ 245,420

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons:

	ESG/HPP	THP	Total
Housing Partnership	\$ 55,650	\$ 14,375	\$ 67,120
ADVOCAP	34,010	14,375	48,385
Homeless Connection	90,942	-	90,942
Fox Valley Warming Shelter	25,000	-	25,000
Total	\$ 205,602	\$ 28,750	\$ 234,352

**CITY OF APPLETON 2018 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM MISSION

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

PROGRAM NARRATIVE

Link to City Goals:

Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The purpose of this grant is to benefit formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

Continuum of Care/Supportive Housing Program (COC/SHP) funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC/SHP funds supportive housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

COC/SHP funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for two separate COC/SHP grants in collaboration with other local non-profit partners -- one for a collaborative transitional housing program (THP) and one for a permanent supportive housing (PSH).

The City serves as a pass-through for this funding to local non-profit agencies that meet the niche requirements of the COC/SHP program. Three agencies, including Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, receive THP funding, while the Housing Partnership of the Fox Cities receives the PSH funding. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

Major changes in Revenue, Expenditures, or Programs:

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1 - THP)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 53,628	\$ 54,337	\$ 54,337	\$ 55,532	\$ 55,532
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	70%	73%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	56%	29%	77%	77%	77%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2018 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Grant Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 254,587	\$ 227,937	\$ 235,489	\$ 235,489	\$ 236,684
Total Revenue	\$ 254,587	\$ 227,937	\$ 235,489	\$ 235,489	\$ 236,684
Expenses					
6101 Regular Salaries	\$ -	\$ 4,372	\$ 9,552	\$ 9,552	\$ 9,405
6150 Fringes	-	1,367	4,207	4,207	4,354
6201 Training/Conferences	-	-	1,470	1,470	1,470
6320 Printing & Reproduction	29	-	-	-	-
6404 Consulting	15,200	9,136	-	-	-
6630 Other Grant Payments	239,358	213,062	220,260	220,260	221,455
Total Expense	\$ 254,587	\$ 227,937	\$ 235,489	\$ 235,489	\$ 236,684

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons:

	SHP #1 - THP	SHP #2 - PSH	Total
ADVOCAP	\$ 69,974	\$ -	\$ 69,974
Housing Partnership	35,390	52,098	87,488
Salvation Army	63,993	-	63,993
Total	\$ 169,357	\$ 52,098	\$ 221,455

**CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOMEOWNER REHABILITATION LOAN PROGRAM

Business Unit 2160/2170/2190

PROGRAM MISSION

In order to assist low and moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs, eliminate lead-based paint hazards, increase the value and extend the life of their homes.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 7: "Communicate our success through stories and testimonials".

Objectives:

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

Major changes in Revenue, Expenditures or Programs:

Due to an increase in HOME Homeowner program income, the Homeowner Rehabilitation Loan Program budget includes 90% of the Housing Coordinator's salary and fringes (80% from CDBG (2170) and 10% from HOME Homeowner (2160)). The remaining 10% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 175,000	\$ 158,651	\$ 81,222	\$ 81,222	\$ 115,000
Program income received (all grants)	\$ 301,281	\$ 265,634	\$ 365,000	\$ 365,000	\$ 333,330
Unspent grant funds					
Committed	\$ 80,761	\$ 143,617	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 294,922	\$ 255,352	\$ 160,000	\$ 160,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	23	22	24	24	24
# units rehabilitated	24	23	24	24	24
# residents benefited	58	63	60	60	60
Average loan amount	\$ 13,130	\$ 15,703	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 301,993	\$ 359,169	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	52	26	33	33	33
# of applications approved	27	13	27	27	27

CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION LOAN PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 92,857	\$ 138,823	\$ 81,222	\$ 81,222	\$ 115,000
4710 Interest on Investments	2	-	-	-	-
5035 Other Reimbursements	8,526	502	-	-	-
5050 Rehab Project Repayments	301,329	265,735	365,000	365,000	333,330
Total Revenue	\$ 402,714	\$ 405,060	\$ 446,222	\$ 446,222	\$ 448,330
Expenses					
6101 Regular Salaries	\$ 61,636	\$ 60,121	\$ 65,093	\$ 65,817	\$ 66,402
6150 Fringes	14,278	14,611	15,329	15,436	16,028
6201 Training/Conferences	152	1,815	600	600	600
6413 Utilities	62	77	200	200	200
6599 Other Contracts/Obligations	11,803	2,607	5,000	5,000	5,100
6608 Block Grant Payments	279,176	296,558	330,000	330,000	263,000
6630 Other Grant Payments	-	-	30,000	30,000	97,000
Total Expense	\$ 367,107	\$ 375,789	\$ 446,222	\$ 447,053	\$ 448,330

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.
 Rehab projects

\$ 263,000

Other Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using Lead Hazard Control and HOME Homeowner funds.
 Rehab projects

\$ 97,000

**CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM MISSION

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement" and # 7: "Communicate our success through stories and testimonials".

Objectives:

The goal of this program is to foster communication between neighborhoods and the City of Appleton. Provide the expertise and technical assistance in administering the City's Neighborhood Program including assisting residents on how to register their neighborhood, market the program to City residents and work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

Major changes in Revenue, Expenditures or Programs:

The NP delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

Staff organized and delivered the Neighborhood Program Spring Meeting, an informal, "roundtable" discussion for neighborhood leaders in May 2017. In 2018, facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$68,653 are anticipated in 2018, after a \$60,000 award to the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood in 2017. The NP will request additional CDBG funding in 2018, after drawing down a significant amount of funds from prior year allocations.

To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be: polls of neighborhoods, community gatherings and other opportunities to promote communication and identify needs. This budget includes \$3,000 of property taxes that would be available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	0	1	1	1	1
# of registered neighborhoods	15	16	16	16	17
# of neighborhood program participants	0	12	0	12	15
Strategic Outcomes					
# of projects awarded grant funding	2	1	2	2	2
Work Process Outputs					
Grant Funds (CDBG)					
Committed	\$ 70,000	\$ -	\$ 88,653	\$ 60,000	\$ 68,653
Uncommitted	\$ 48,653	\$ 88,653	\$ -	\$ 28,653	\$ -
Spent	\$ 1,422	\$ 70,000	\$ 88,653	\$ 60,000	\$ 68,653
General Funds					
Committed	\$ 1,800	\$ 1,200	\$ 7,769	\$ 3,300	\$ 7,330
Uncommitted	\$ 1,650	\$ 4,644	\$ -	\$ 4,330	\$ -
Spent	\$ 720	\$ 1,086	\$ 7,769	\$ 3,314	\$ 7,330

**CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	-	70,000	88,653	88,653	40,000
Total Revenue	<u>\$ 3,000</u>	<u>\$ 73,000</u>	<u>\$ 91,653</u>	<u>\$ 91,653</u>	<u>\$ 43,000</u>
Expenses					
6201 Training/Conferences	\$ 1,422	\$ -	\$ -	\$ -	\$ -
6608 Block Grant Payments	-	70,000	88,653	88,653	68,653
6630 Other Grant Payments	720	1,086	7,769	7,769	7,330
Total Expense	<u>\$ 2,142</u>	<u>\$ 71,086</u>	<u>\$ 96,422</u>	<u>\$ 96,422</u>	<u>\$ 75,983</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to
create strong neighborhoods \$ 68,653

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	986,711	1,004,647	560,396	1,137,015	1,137,846	986,472-	1,017,104
Interest Income	2	0	50	0	0	0	0
Other Revenues	309,855	266,236	183,824	365,000	365,000	333,330-	333,330
TOTAL REVENUES	1,296,568	1,270,883	744,270	1,502,015	1,502,846	1,319,802-	1,350,434
EXPENSES BY LINE ITEM							
Regular Salaries	64,038	69,751	77,656	97,108	97,832	95,802	95,655
Sick Pay	642	595	2,242	0	0	0	0
Vacation Pay	8,078	7,618	5,526	0	0	0	0
Fringes	17,147	19,526	26,537	26,865	26,972	26,597	26,744
Salaries & Fringe Benefits	89,905	97,490	111,961	123,973	124,804	122,399	122,399
Training & Conferences	2,340	4,937	6,147	4,570	4,570	4,570	4,570
Office Supplies	0	0	0	400	400	200	200
Memberships & Licenses	75	1,090	1,090	940	940	940	940
CDBG Expenses	629,933	618,270	341,662	841,239	841,239	661,653	661,653
Block Grant Payments	497,253	492,045	333,185	526,442	526,442	529,505	560,137
Administrative Expense	1,129,601	1,116,342	682,084	1,373,591	1,373,591	1,196,868	1,227,500
Printing & Reproduction	505	0	0	500	500	500	500
Supplies & Materials	505	0	0	500	500	500	500
Accounting/Audit	1,560	1,630	0	1,560	1,560	1,560	1,560
Consulting Services	35,565	20,685	0	3,900	3,900	3,120	3,120
Advertising	397	224	49	400	400	300	300
Other Contracts/Obligations	11,803	2,607	3,256	5,600	5,600	30,778	30,778
Purchased Services	49,325	25,146	3,305	11,460	11,460	35,758	35,758
Telephone	103	104	132	260	260	260	260
Cellular Telephone	5	20	24	0	0	0	0
Utilities	108	124	156	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,269,444	1,239,102	797,506	1,509,784	1,510,615	1,355,785	1,386,417

CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	986,711	1,004,647	1,137,015	1,137,015	1,017,104
Other	309,857	266,237	365,000	365,000	333,330
Total Revenues	1,299,568	1,273,884	1,505,015	1,505,015	1,353,434
Expenses					
Program Costs	1,269,444	1,239,102	1,509,784	1,510,615	1,386,417
Total Expenses	1,269,444	1,239,102	1,509,784	1,510,615	1,386,417
Revenues over (under) Expenses	30,124	34,782	(4,769)	(5,600)	(32,983)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	30,124	34,782	(4,769)	(5,600)	(32,983)
Fund Balance - Beginning	93,551	123,675	158,457	158,457	152,857
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ 123,675	\$ 158,457	\$ 153,688	\$ 152,857	\$ 119,874

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures. This fund is utilized for these purposes exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The 2018 budget includes funds for maintenance of the remaining 2.27 acres of land and berm maintenance in the City's Northeast Business Park in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. This includes weed cutting, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. Maintenance costs and rental income associated with the homes and land acquired in 2016 at 110 and 210 W Edgewood Drive are also included in this budget. In addition, funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park and Southpoint Commerce Park are also included in this budget. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants, the owners have one year to develop these parcels. The City has first right of refusal on these properties.

Major changes in Revenue, Expenditures or Programs:

Land purchases are budgeted in 2018 to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction. Purchases are only made at the direction of the Common Council.

The outbuildings at 210 W. Edgewood Drive are required to be removed based on their condition. Rental income includes the leasing of both homes (110 and 210 W. Edgewood) and farmland associated with the Edgewood Drive properties as well as the portion of Southpoint Commerce Park outside of TIF #6.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 405,034	\$ 143,709	\$ 33,123	\$ 33,123	\$ 48,648	46.87%
Program Expenses		\$ 48,558	\$ 926,710	\$ 257,728	\$ 257,728	\$ 303,042	17.58%
Expenses Comprised Of:							
	Personnel	2,560	611	2,304	2,304	-	-100.00%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	24,827	29,552	52,000	52,000	98,300	89.04%
	Utilities	446	466	3,424	3,424	4,742	38.49%
	Repair & Maintenance	75	3	-	-	-	N/A
	Capital Expenditures	20,650	896,078	200,000	200,000	200,000	0.00%

* % change from prior year adopted budget
Industrial Park Land Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 8,026	\$ 9,288	\$ 9,200	\$ 9,200	\$ -
5004 Sale of City Prop - Nontax	397,008	110,592	-	-	-
5015 Rental of City Property	-	23,829	23,923	23,923	48,648
Total Revenue	\$ 405,034	\$ 143,709	\$ 33,123	\$ 33,123	\$ 48,648
Expenses					
6102 Labor Pool Allocations	\$ 1,907	\$ 439	\$ 2,304	\$ 2,304	\$ -
6150 Fringes	653	172	-	-	-
6404 Consulting Services	558	9,741	30,000	30,000	20,000
6412 Advertising	6,205	8,354	18,000	18,000	18,000
6413 Utilities	446	466	3,424	3,424	4,742
6425 CEA Equip. Rental	75	3	-	-	-
6599 Other Contract/Obligations	18,064	11,457	4,000	4,000	60,300
6801 Land	-	896,078	200,000	200,000	200,000
6809 Infrastructure Construction	20,650	-	-	-	-
Total Expense	\$ 48,558	\$ 926,710	\$ 257,728	\$ 257,728	\$ 303,042

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Platting	\$ 10,000
Testing and analysis, title work and due diligence for land sales	10,000
	<u>\$ 20,000</u>

Advertising

Marketing	<u>\$ 18,000</u>
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Other Contracts/Obligations

Weatherization/maint. 210 W Edgewood	\$ 7,500
Demolition of outbuildings 210 W Edgewood	20,000
Real Estate Commissions (4 Acres @ \$40,000)	12,800
Weed cutting/maintenance/debris clean up at Southpoint & Northeast Business Parks	20,000
	<u>\$ 60,300</u>

Land

Re-purchase industrial park lots	<u>\$ 200,000</u>
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CITY OF APPLETON 2018 BUDGET
INDUSTRIAL PARK LAND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2014 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 8,026	\$ 9,288	\$ 9,200	\$ 10,000	\$ -
Other	-	23,829	23,923	36,000	48,648
Total Revenues	<u>8,026</u>	<u>33,117</u>	<u>33,123</u>	<u>46,000</u>	<u>48,648</u>
Expenses					
Program Costs	48,558	926,710	257,728	216,500	303,042
Total Expenses	<u>48,558</u>	<u>926,710</u>	<u>257,728</u>	<u>216,500</u>	<u>303,042</u>
Revenues over (under) Expenses	(40,532)	(893,593)	(224,605)	(170,500)	(254,394)
Other Financing Sources (Uses)					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	397,008	110,592	-	-	-
Total Other Financing Sources (Uses)	<u>397,008</u>	<u>110,592</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	356,476	(783,001)	(224,605)	(170,500)	(254,394)
Fund Balance - Beginning	<u>1,399,285</u>	<u>1,755,761</u>	<u>972,760</u>	<u>972,760</u>	<u>802,260</u>
Fund Balance - Ending	<u>\$ 1,755,761</u>	<u>\$ 972,760</u>	<u>\$ 748,155</u>	<u>\$ 802,260</u>	<u>\$ 547,866</u>

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Community & Economic Development

Business Unit 4330

PROGRAM MISSION

This fund provides for the City's investment in the redevelopment of the riverfront and targeted areas.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Specific funding for 2018 is requested for the Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisition properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City.

Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Subledger	Amount	Page
Miscellaneous Site Acquisition - ARA		350,000	Projects, Pg. 568
		<u>\$ 350,000</u>	

Major changes in Revenue, Expenditures, or Programs:

The projects funded by this program vary from year to year.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 849,847	\$ 22,529	\$ -	\$ -	\$ -	\$ -
Program Expenses		\$ 2,414,834	\$ 53,453	\$ 1,000,000	\$ 906,537	\$ 350,000	-65.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	4,834	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	350,000	53,453	500,000	506,537	-	-100.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	2,060,000	-	500,000	400,000	350,000	-30.00%

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ (317)	\$ (2,471)	\$ -	\$ -	\$ -
5020 Donations & Memorials	4,834	-	-	-	-
5035 Other Reimbursements	-	25,000	-	-	-
5910 Proceeds of Long-term Debt	-	2,060,000	1,000,000	900,000	350,000
5921 Trans In - General Fund	845,330	-	-	-	-
Total Revenue	\$ 849,847	\$ 2,082,529	\$ 1,000,000	\$ 900,000	\$ 350,000
Expenses					
6404 Consulting Services	\$ -	\$ 53,453	\$ -	\$ 6,537	\$ -
6599 Other contracts/obligations	350,000	-	500,000	500,000	-
6801 Land Acquisition	2,060,000	-	500,000	400,000	350,000
7913 Trans Out - Debt Service	4,834	-	-	-	-
Total Expense	\$ 2,414,834	\$ 53,453	\$ 1,000,000	\$ 906,537	\$ 350,000

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Land Acquisition

Appleton Redevelopment Authority	<u>\$ 350,000</u>
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CITY OF APPLETON 2018 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ (317)	\$ (2,471)	\$ -	\$ 6,000	\$ -
Donations & Memorials	4,834	-	-	-	-
Other Reimbursements	-	25,000	-	-	-
Total Revenues	<u>4,517</u>	<u>22,529</u>	<u>-</u>	<u>6,000</u>	<u>-</u>
Expenses					
Program Costs	2,410,000	53,453	1,000,000	38,400	350,000
Total Expenses	<u>2,410,000</u>	<u>53,453</u>	<u>1,000,000</u>	<u>38,400</u>	<u>350,000</u>
Revenues over (under) Expenses	(2,405,483)	(30,924)	(1,000,000)	(32,400)	(350,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	2,060,000	1,000,000	-	350,000
Operating Transfers In	845,330	-	-	-	-
Operating Transfers Out	(4,834)	-	-	-	-
Total Other Financing Sources (Uses)	<u>840,496</u>	<u>2,060,000</u>	<u>1,000,000</u>	<u>-</u>	<u>350,000</u>
Net Change in Equity	(1,564,987)	2,029,076	-	(32,400)	-
Fund Balance - Beginning	<u>1,516</u>	<u>(1,563,471)</u>	<u>465,605</u>	<u>465,605</u>	<u>433,205</u>
Fund Balance - Ending	<u>\$ (1,563,471)</u>	<u>\$ 465,605</u>	<u>\$ 465,605</u>	<u>\$ 433,205</u>	<u>\$ 433,205</u>

CITY OF APPLETON 2018 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Anthony D. Saucerman, CPA

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM MISSION

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

Tax Incremental Financing (TIF) District #3 includes the area bounded by Richmond and Superior Streets, from the County Courthouse to the School Administration building.

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021 but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2031) beyond the original

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2006	207,763	900,000
1994	-	604,290	2007	423,151	900,000
1995	-	703,516	2008	239,309	900,000
1996	-	1,254,622	2009	(568,726)	1,000,000
1997	639,211	764,308	2010	222,838	1,000,000
1998	1,141,212	787,831	2011	643,980	1,000,000
1999	1,756,773	827,222	2012	676,179	1,000,000
2000	1,774,640	868,584	2013	(417,512)	1,200,000
2001	1,341,515	1,568,974	2014	(1,360,888)	1,200,000
2002	2,235,558	969,870	2015	(1,428,932)	1,200,000
2003	1,498,145	1,892,733	2016	(2,000,000)	1,400,000
2004	1,575,103	1,338,592	2017	(1,500,000)	1,200,000
2005	393,108	800,000	2018	(1,500,000)	1,200,000
			12/31/18 Balance	\$ 5,992,427	\$ 26,610,419

Major changes in Revenue, Expenditures, or Programs:

TIF #3 is expected to repay the general fund advances including interest by 2024. At that time, the annual property tax increments will be used to repay the Parking Utility until the closure of the TIF in 2031.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2015	2016	Adopted 2017	Amended 2017		2018
	Program Revenues	\$ 47,922	\$ 46,610	\$ 51,000	\$ 51,000	\$ 45,500	-10.78%
	Program Expenses	\$ 672,040	\$ 604,960	\$ 548,792	\$ 548,792	\$ 464,646	-15.33%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	670,381	603,176	547,042	547,042	462,996	-15.36%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,659	1,784	1,750	1,750	1,650	-5.71%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 954,220	\$ 918,463	\$ 987,000	\$ 987,000	\$ 1,070,730
4130 Payment in Lieu of Taxes	40,044	40,648	40,000	40,000	40,000
4227 State Aid - Computers	6,149	6,305	6,000	6,000	5,000
4710 Interest on Investments	1,729	(343)	5,000	5,000	500
5927 Transfer In - Parking Utility	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000
Total Revenue	\$ 2,202,142	\$ 2,365,073	\$ 2,238,000	\$ 2,238,000	\$ 2,316,230
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,634	\$ 1,600	\$ 1,600	\$ 1,500
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	571,068	499,621	424,602	424,602	337,121
7913 Trans Out - Debt Service	99,313	103,555	122,440	122,440	125,875
Total Expense	\$ 672,040	\$ 604,960	\$ 548,792	\$ 548,792	\$ 464,646

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Property Taxes	\$ 954,220	\$ 918,463	\$ 987,000	\$ 970,998	\$ 1,070,730
Payment in Lieu of Taxes	40,044	40,648	40,000	40,000	40,000
Intergovernmental	6,149	6,305	6,000	4,947	5,000
Interest Income	1,729	(343)	5,000	2,000	500
Total Revenues	1,002,142	965,073	1,038,000	1,017,945	1,116,230
Expenses					
Interest Expense	571,068	499,621	424,602	412,121	337,121
Administrative Expenses	1,659	1,784	1,750	1,750	1,650
Total Expenses	572,727	501,405	426,352	413,871	338,771
Revenues over (under) Expenses	429,415	463,668	611,648	604,074	777,459
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000
Operating Transfers Out - Debt Service	(99,313)	(103,555)	(122,440)	(122,440)	(125,875)
Total Other Financing Sources (Uses)	1,100,687	1,296,445	1,077,560	1,077,560	1,074,125
Revenues over (under) Expenses	1,530,102	1,760,113	1,689,208	1,681,634	1,851,584
Fund Balance (Deficit)- Beginning	(12,261,157)	(10,731,055)	(8,970,942)	(8,970,942)	(7,289,308)
Fund Balance (Deficit)- Ending	\$(10,731,055)	\$ (8,970,942)	\$ (7,281,734)	\$ (7,289,308)	\$ (5,437,724)

Discussion of changes in fund balances:

TIF #3 closed for capital expenditures as of November 4, 2003, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

**CITY OF APPLETON 2018 BUDGET
 TAX INCREMENTAL DISTRICT #3
 LONG TERM DEBT**

Year	2012B G.O. Refunding Bonds	
	Principal	Interest
2018	\$ 125,000	\$ 875
	\$ 125,000	\$ 875

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM MISSION

TIF District #6 supports the City's southeast growth corridor, financing land assembly for both public purposes and industrial development as well as infrastructure installation to the area. This fund accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

Overall administration of the Park, including costs for maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park are funded from the Industrial Park Land Fund (IPLF). Eligible expenditures may be made in this TIF district until February 14, 2018; this district will close in 2023. Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Southpoint Commerce Park development	\$ 25,401	Projects, Pg. 569
	<u>\$ 25,401</u>	

Summary of General Fund Advance

2010	\$ 1,025,000	2015	141,094
2011	1,877,500 *	2016	1,853,245
2012	145,125	2017	1,900,000
2013	(360,119)	2018	(500,000)
2014	134,375		
		12/31/18 Balance	<u>\$ 6,216,220</u>

* \$781,707 was part of general levy for TIF #6 debt service in 2011 Debt Service Fund.

Major changes in Revenue, Expenditures, or Programs:

The 2018 budget provides funding for the sanitary area assessment for the last portion of property in the TIF District within the Southpoint Commerce Park.

The farm lease for vacant Southpoint Commerce park land is based on \$210 an acre lease rate with 142.4 acres in 2018. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Sale of City property assumes 4 acres in the TIF #6 portion of Southpoint Commerce Park at \$40,000 per acre.

Funding for maintenance of the Park in 2018 and beyond will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created to fund these costs.

Payment of Developer Incentives to Manda Panda and Alco Tech are subject to performance standards per the Common Council approved purchase agreements for development in Southpoint Commerce Park.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget		% Change *	
		2015	2016	Adopted 2017	Amended 2017		2018
Program Revenues		\$ 75,000	\$ 353,152	\$ 205,500	\$ 205,500	\$ 229,981	11.91%
Program Expenses		\$ 2,506,022	\$ 3,838,629	\$ 5,248,768	\$ 5,248,768	\$ 2,082,237	-60.33%
Expenses Comprised Of:							
Personnel		13,629	71,007	91,758	91,758	-	-100.00%
Administrative Expense		1,973,346	1,599,144	1,865,164	1,865,164	1,457,036	-21.88%
Supplies & Materials		-	7,408	-	-	-	N/A
Purchased Services		502,510	467,680	495,050	495,050	599,800	21.16%
Utilities		-	-	325	325	-	-100.00%
Repair & Maintenance		253	3,917	3,500	3,500	-	-100.00%
Other Capital Expenditures		16,284	1,689,473	2,792,971	2,792,971	25,401	-99.09%

* % change from prior year adopted budget
TIF 6.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 2,203,729	\$ 2,090,076	\$ 2,200,000	\$ 2,200,000	\$ 2,301,700
4227 State Aid - Computers	65,677	55,758	60,000	60,000	60,000
4710 Interest on Investments	3,149	(7,148)	5,000	5,000	4,000
5004 Sale of City Prop - Nontax	-	298,585	135,000	135,000	160,000
5015 Rental of City Property	6,174	5,957	5,500	5,500	5,981
Total Revenue	\$ 2,278,729	\$ 2,443,228	\$ 2,405,500	\$ 2,405,500	\$ 2,531,681
Expenses					
6101 Regular Salaries	\$ 10,047	\$ 49,288	\$ 73,283	\$ 73,283	\$ -
6105 Overtime	-	2,407	466	466	-
6108 Part-Time	200	1,568	1,382	1,382	-
6150 Fringes	3,382	17,744	16,627	16,627	-
6309 Shop Supplies & Tools	-	247	-	-	-
6325 Construction Materials	-	7,161	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	11,500
6402 Legal Fees	184	185	150	150	150
6404 Consulting Services	-	2,130	5,000	5,000	-
6408 Contractor Fees	-	10,387	-	-	-
6413 Utilities	-	-	325	325	-
6425 CEA Equip. Rental	253	3,917	3,500	3,500	-
6599 Other Contracts/Obligations	500,817	453,344	488,300	488,300	588,150
6720 Interest Payments	141,094	171,314	316,877	316,877	323,311
6801 Land	-	151,690	-	-	-
6809 Infrastructure Construction	16,284	1,537,783	2,792,971	2,792,971	25,401
7913 Trans Out - Debt Service	1,832,252	1,427,830	1,548,287	1,548,287	1,133,725
Total Expense	\$ 2,506,022	\$ 3,838,629	\$ 5,248,768	\$ 5,248,768	\$ 2,082,237

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive payments:

Manda Panda	\$ 66,000
Alco Tech	75,150
Time Warner Cable	447,000
	<u>\$ 588,150</u>

Infrastructure Construction

Sanitary area assessment	<u>\$ 25,401</u>
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CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Property Taxes	\$ 2,203,729	\$ 2,090,076	\$ 2,200,000	\$ 2,202,336	\$ 2,301,700
Intergovernmental	65,677	55,758	60,000	64,206	60,000
Interest Income	3,149	(7,148)	5,000	3,000	4,000
Other	6,174	5,957	5,500	6,000	5,981
Total Revenues	<u>2,278,729</u>	<u>2,144,643</u>	<u>2,270,500</u>	<u>2,275,542</u>	<u>2,371,681</u>
Expenses					
Capital Outlay	530,983	2,237,666	3,381,854	2,582,540	613,551
Interest Expense	141,094	171,314	316,877	288,311	323,311
Administrative Expense	1,693	1,819	1,750	1,750	11,650
Total Expenses	<u>673,770</u>	<u>2,410,799</u>	<u>3,700,481</u>	<u>2,872,601</u>	<u>948,512</u>
Revenues over (under) Expenses	1,604,959	(266,156)	(1,429,981)	(597,059)	1,423,169
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(1,832,252)	(1,427,830)	(1,548,287)	(1,548,287)	(1,133,725)
Sale of City Property	-	298,585	135,000	258,983	160,000
Total Other Financing Sources (Uses)	<u>(1,832,252)</u>	<u>(1,129,245)</u>	<u>(1,413,287)</u>	<u>(1,289,304)</u>	<u>(973,725)</u>
Net Change in Equity	(227,293)	(1,395,401)	(2,843,268)	(1,886,363)	449,444
Fund Balance - Beginning	(2,478,652)	(2,705,945)	(4,101,346)	(4,101,346)	(5,987,709)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (2,705,945)</u>	<u>\$ (4,101,346)</u>	<u>\$ (6,944,614)</u>	<u>\$ (5,987,709)</u>	<u>\$ (5,538,265)</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 714,877	\$ 728,514
- Net Change in Equity	(1,886,363)	449,444
+ Advance from General Fund	1,900,000	-
- General Fund Advance Repayment	-	(500,000)
Working Cash - End of Year	<u>\$ 728,514</u>	<u>\$ 677,958</u>

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

Year	2008A G.O. Notes		2009A G.O. Notes	
	Principal	Interest	Principal	Interest
2018	\$ 480,000	\$ 9,600	\$ 365,000	\$ 17,038
2019	-	-	370,000	5,781
	<u>\$ 480,000</u>	<u>\$ 9,600</u>	<u>\$ 735,000</u>	<u>\$ 22,819</u>

Year	2012B G.O. Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2018	\$ 255,000	\$ 7,087	\$ 1,100,000	\$ 33,725	\$ 1,133,725
2019	180,000	3,772	550,000	9,553	559,553
2020	115,000	1,121	115,000	1,121	116,121
	<u>\$ 550,000</u>	<u>\$ 11,980</u>	<u>\$ 1,765,000</u>	<u>\$ 44,399</u>	<u>\$ 1,809,399</u>

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Tax Incremental District # 7

Business Unit 4100

PROGRAM MISSION

This fund provides for commercial redevelopment of the area of South Memorial Drive from Calumet Street to Valley Road and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

The City created TIF District #7 in 2007 to provide targeted investments in the commercial area of South Memorial Drive from Calumet Street to State Highway 441 which had deteriorated significantly over the prior ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings were cause for concern. The TIF District provides for a 22 year expenditure period (September 5, 2029) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is September 5, 2034.

Major commercial projects which have occurred thus far (not all received TIF assistance) include construction of a grocery store, a gas station/convenience store, and renovation of a former department store to office space. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. In 2015, Secura Insurance began leasing the former Kohl's department store that had been vacant for years. With Secura's announcement of a new headquarters in the Village of Fox Crossing their current campus is for sale. The TIF remains a tool to support and encourage investment in this area. No new funds are being requested for the program in 2018.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 45,827	\$ 47,691	\$ 55,600	\$ 55,600	\$ 66,500	19.60%
Program Expenses		\$ 308,596	\$ 307,923	\$ 408,050	\$ 408,050	\$ 437,500	7.22%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	16,300	16,300	15,850	-2.76%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	307,071	306,398	391,750	391,750	421,650	7.63%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 7.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 320,373	\$ 310,168	\$ 447,000	\$ 447,000	\$ 530,600
4227 State Aid - Computers	43,179	46,569	50,000	50,000	60,000
4710 Interest on Investments	2,648	1,122	5,600	5,600	6,500
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	\$ 366,200	\$ 357,859	\$ 502,600	\$ 502,600	\$ 597,100
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,634	\$ 1,600	\$ 1,600	\$ 1,500
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	305,412	304,614	390,000	390,000	420,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	16,300	16,300	15,850
Total Expense	\$ 308,596	\$ 307,923	\$ 408,050	\$ 408,050	\$ 437,500

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	\$ 420,000
	<u>\$ 420,000</u>

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Property Taxes	\$ 320,373	\$ 310,168	\$ 447,000	\$ 450,029	\$ 530,600
Intergovernmental	43,179	46,569	50,000	60,319	60,000
Interest Income	2,648	1,122	5,600	5,000	6,500
Other	-	-	-	-	-
Total Revenues	<u>366,200</u>	<u>357,859</u>	<u>502,600</u>	<u>515,348</u>	<u>597,100</u>
Expenses					
Capital Outlay	305,412	304,614	390,000	383,598	420,000
Administrative Expense	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>307,071</u>	<u>306,398</u>	<u>391,750</u>	<u>385,348</u>	<u>421,650</u>
Revenues over (under) Expenses	59,129	51,461	110,850	130,000	175,450
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(1,525)	(16,300)	(16,300)	(15,850)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(1,525)</u>	<u>(16,300)</u>	<u>(16,300)</u>	<u>(15,850)</u>
Net Change in Equity	57,604	49,936	94,550	113,700	159,600
Fund Balance (Deficit) - Beginning	446,492	504,096	554,032	554,032	667,732
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 504,096</u>	<u>\$ 554,032</u>	<u>\$ 648,582</u>	<u>\$ 667,732</u>	<u>\$ 827,332</u>

**CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2018	\$ 15,000	\$ 850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 5,513</u>

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the river corridor in an area that lies just north and south of the College Avenue Bridge and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

The City's updated Comprehensive Plan 2010-2030, including the Downtown Plan and Fox River chapters, identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System provided the community. Several key sites included the former Foremost Dairy property (935 E. John Street) on the north side of the river, RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites were identified for future medium to high density residential development, neighborhood commercial development, and public access to the river.

In response, the City created Tax Increment Financing (TIF) District # 8 in 2009 to provide targeted investments in these areas, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper mill. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining and attracting new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces.

Summary of Advances	General Fund
2012	\$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	-
2017	(500,000)
2018	-
12/31/18 Balance	<u>\$ 415,902</u>

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 27,508	\$ 55,205	\$ 414,198	\$ 414,198	\$ 409,347	-1.17%
	Program Expenses	\$ 285,966	\$ 411,955	\$ 817,626	\$ 1,119,626	\$ 969,828	18.62%
Expenses Comprised Of:							
	Personnel	-	1,167	-	-	-	N/A
	Administrative Expense	82,372	101,019	505,876	505,876	488,178	-3.50%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	193,594	264,699	311,750	311,750	481,650	54.50%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	70	-	-	-	N/A
	Capital Expenditures	10,000	45,000	-	302,000	-	N/A

* % change from prior year adopted budget
TIF 8.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 236,264	\$ 262,672	\$ 328,000	\$ 328,000	\$ 542,600
4227 State Aid - Computers	1,755	3,527	3,500	3,500	3,000
4705 General Interest	25,711	49,760	49,760	49,760	38,535
4710 Interest on Investments	42	1,918	-	-	-
5030 Other Reimbursements	-	-	360,938	360,938	367,812
5910 Proceeds of Long-term Debt	360,000	-	-	-	-
Total Revenue	\$ 623,772	\$ 317,877	\$ 742,198	\$ 742,198	\$ 951,947
Expenses					
6101 Regular Salaries	\$ -	\$ 1,015	\$ -	\$ -	\$ -
6105 Overtime	-	-	-	-	-
6108 Part Time	-	152	-	-	-
6150 Fringes	-	-	-	-	-
6325 Construction Materials	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6408 Contractor Fees	-	-	-	-	-
6425 CEA Equip. Rental	-	70	-	-	-
6599 Other Contracts/Obligations	191,935	262,915	310,000	310,000	480,000
6720 Interest Payments	43,614	45,795	48,085	48,085	20,795
6809 Infrastructure Construction	10,000	45,000	-	302,000	-
7913 Trans Out - Debt Service	38,758	55,224	457,791	457,791	467,383
Total Expense	\$ 285,966	\$ 411,955	\$ 817,626	\$ 1,119,626	\$ 969,828

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 410,000
Eagle Flats	70,000
	<u>\$ 480,000</u>

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 236,264	\$ 262,672	\$ 328,000	\$ 322,823	\$ 542,600
Intergovernmental Revenue	1,755	3,527	3,500	3,005	3,000
Other Reimbursements	-	-	360,938	1,220,477	367,812
Interest Income	25,753	51,678	49,760	54,000	38,535
Total Revenues	263,772	317,877	742,198	1,600,305	951,947
Expenses					
Program Costs	201,935	309,152	310,000	608,809	480,000
Interest Expense	43,614	45,795	48,085	33,295	20,795
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	247,208	356,731	359,835	643,854	502,445
Revenues over (under) Expenses	16,564	(38,854)	382,363	956,451	449,502
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	360,000	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(38,758)	(55,224)	(457,791)	(457,791)	(467,383)
Total Other Financing Sources (Uses)	321,242	(55,224)	(457,791)	(457,791)	(467,383)
Net Change in Equity	337,806	(94,078)	(75,428)	498,660	(17,881)
Fund Balance - Beginning	(915,477)	(577,671)	(671,749)	(671,749)	(173,089)
Fund Balance - Ending	\$ (577,671)	\$ (671,749)	\$ (747,177)	\$ (173,089)	\$ (190,970)

**CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes ¹	
	Principal	Interest	Principal	Interest
2018	10,000	618	367,812	11,103
2019	15,000	234	371,250	3,712
	<u>\$ 25,000</u>	<u>\$ 852</u>	<u>\$ 739,062</u>	<u>\$ 14,815</u>

Year	2012 DNR Site Remediation Loan		2014 G.O. Notes ¹	
	Principal	Interest	Principal	Interest
2018	\$ 25,000	\$ -	\$ -	\$ 10,100
2019	25,000	-	165,000	8,450
2020	35,000	-	170,000	5,100
2021	35,000	-	170,000	1,700
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 260,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 25,350</u>

Year	2015 G.O. Notes		Total		Total
	Principal	Interest	Principal	Interest	
2018	\$ 35,000	\$ 7,750	\$ 437,812	\$ 29,571	\$ 467,383
2019	35,000	7,050	611,250	19,446	630,696
2020	40,000	6,100	245,000	11,200	256,200
2021	40,000	5,100	245,000	6,800	251,800
2022	40,000	4,300	85,000	4,300	89,300
2023	40,000	3,300	85,000	3,300	88,300
2024	45,000	2,025	95,000	2,025	97,025
2025	45,000	675	45,000	675	45,675
	<u>\$ 320,000</u>	<u>\$ 36,300</u>	<u>\$ 1,849,062</u>	<u>\$ 77,317</u>	<u>\$1,926,379</u>

¹ The City borrowed a total of \$1,600,000 on behalf of Riverheath in two installments with the 2012 and 2014 G.O. issues. Debt service on that borrowing is paid by Riverheath and is included in the transfer out to debt service.

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

- The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:
- * Eliminate blight and foster urban renewal through public and private investment
 - * Enhance the development potential of private property within and adjacent to the district
 - * Stabilize property values in the area
 - * Promote business retention, expansion, and attraction through the development of an improved area
 - * Increase the attraction of compatible residential and business uses in this area
 - * Improve the overall appearance of public and private spaces
 - * Strengthen the economic well-being and economic diversity of the area
 - * Provide appropriate financial incentives to encourage business expansion and retention
 - * Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
 - * Maximize the district's strategic location close to the central business district

Summary of Advances	General Fund
2013	\$ 1,025
2014	182,301
2015	(93,334)
2016	-
2017	(89,992)
2018	-
12/31/18 Balance	<u>\$ -</u>

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 68,591	\$ 70,079	\$ 71,000	\$ 71,000	\$ 70,610	-0.55%
	Program Expenses	\$ 8,325	\$ 81,104	\$ 35,750	\$ 35,750	\$ 35,650	-0.28%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	6,666	4,500	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,659	1,784	35,750	35,750	35,650	-0.28%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	74,820	-	-	-	N/A

* % change from prior year adopted budget
TIF 9.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 30,965	\$ 33,007	\$ 42,000	\$ 42,000	\$ 65,900
4227 State Aid - Computers	68,133	70,031	70,000	70,000	70,000
4710 Interest on Investments	458	48	1,000	1,000	610
Total Revenue	<u>\$ 99,556</u>	<u>\$ 103,086</u>	<u>\$ 113,000</u>	<u>\$ 113,000</u>	<u>\$ 136,510</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts/Obligations	-	-	34,000	34,000	34,000
6720 Interest Payments	6,666	4,500	-	-	-
6809 Infrastructure Construction	-	74,820	-	-	-
Total Expense	<u>\$ 8,325</u>	<u>\$ 81,104</u>	<u>\$ 35,750</u>	<u>\$ 35,750</u>	<u>\$ 35,650</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -
Union Square Apartments

\$ 34,000
\$ 34,000

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 30,965	\$ 33,007	\$ 42,000	\$ 69,846	\$ 65,900
Intergovernmental Revenue	68,133	70,031	70,000	71,006	70,000
Interest Income	458	48	1,000	1,000	610
Total Revenues	<u>99,556</u>	<u>103,086</u>	<u>113,000</u>	<u>141,852</u>	<u>136,510</u>
Expenses					
Program Costs	-	74,820	34,000	31,715	34,000
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>1,659</u>	<u>76,604</u>	<u>35,750</u>	<u>33,465</u>	<u>35,650</u>
Revenues over (under) Expenses	97,897	26,482	77,250	108,387	100,860
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(6,666)	(4,500)	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(6,666)</u>	<u>(4,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	91,231	21,982	77,250	108,387	100,860
Fund Balance - Beginning	(129,519)	(38,288)	(16,306)	(16,306)	92,081
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (38,288)</u>	<u>\$ (16,306)</u>	<u>\$ 60,944</u>	<u>\$ 92,081</u>	<u>\$ 192,941</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 73,686	\$ 92,081
+ Net Change in Equity	108,387	100,860
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(89,992)</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 92,081</u>	<u>\$ 192,941</u>

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the northside of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040).

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12 acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial redevelopment/rehabilitation, being located along the gateway to Appleton with easy access to U.S. Highway 41 and Appleton's downtown. The City continues to work cooperatively with the owners to analyze and consider options to provide appropriate development incentives for this area.

Major changes in Revenue, Expenditures, or Programs:

The January 1, 2017 equalized value of this TIF has decreased below the base value by \$641,800 therefore no property tax increment is included in the 2018 budget.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 3,142	\$ 5,015	\$ 5,000	\$ 5,000	\$ 5,700	14.00%
	Program Expenses	\$ 1,659	\$ 1,784	\$ 1,750	\$ 1,750	\$ 1,650	-5.71%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,659	1,784	1,750	1,750	1,650	-5.71%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 10.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 33,247	\$ 11,924	\$ 37,000	\$ 37,000	\$ -
4227 State Aid - Computers	3,102	4,967	5,000	5,000	5,000
4910 Interest Income	40	48	-	-	700
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	\$ 36,389	\$ 16,939	\$ 42,000	\$ 42,000	\$ 5,700
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6720 Interest Payments	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ 1,659	\$ 1,784	\$ 1,750	\$ 1,750	\$ 1,650

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 33,247	\$ 11,924	\$ 37,000	\$ 36,206	\$ -
Intergovernmental Revenue	3,102	4,967	5,000	4,968	5,000
Interest on Investments	40	48	-	600	700
Total Revenues	36,389	16,939	42,000	41,774	5,700
Expenses					
Program Costs	-	-	-	-	-
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	1,659	1,784	1,750	1,750	1,650
Revenues over (under) Expenses	34,730	15,155	40,250	40,024	4,050
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	34,730	15,155	40,250	40,024	4,050
Fund Balance - Beginning	(2,669)	32,061	47,216	47,216	87,240
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ 32,061	\$ 47,216	\$ 87,466	\$ 87,240	\$ 91,290

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 47,216	\$ 87,240
+ Net Change in Equity	40,024	4,050
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ 87,240	\$ 91,290

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Tax Incremental District # 11

Business Unit 4140

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of East College Avenue from Durkee Street to just west of Superior Street, south to Water Street and north to E. Washington Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

This area of East College Avenue, is characterized by a large blighted and vacant commercial site, a mixture of small businesses, office space, and housing which have the potential to create, and in some cases already have created, a blighting influence on the surrounding area. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	\$ 946,466	Projects, pg. 580
Sidewalk Construction Program	109,200	Projects, pg. 588
Sanitary Sewer Construction Program	156,550	Projects, pg. 602
Storm Sewer Construction Program	161,155	Projects, pg. 590
Water Main Construction Program	312,750	Projects, pg. 596
Parking Ramp Design	400,000	Projects, pg. 608
	\$ 2,086,121	

Summary of Advances	General Fund
2017	\$ 1,025
2018	23,267
12/31/18 Balance	\$ 24,292

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 2,086,121	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,109,388	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	60,000	N/A
	Administrative Expense	-	-	-	-	617	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	422,650	N/A
	Capital Expenditures	-	-	-	-	1,626,121	N/A

* % change from prior year adopted budget
TIF 11.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 11

Business Unit 4140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	-	-	2,086,121
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 2,086,121
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 43,740
6150 Fringes	-	-	-	-	16,260
6401 Accounting/Audit	-	-	-	-	1,500
6402 Legal Fees	-	-	-	-	150
6404 Consulting Serices	-	-	-	-	400,000
6599 Other Contracts / Obligations	-	-	-	-	21,000
6720 Interest Payments	-	-	-	-	617
6809 Infrastructure Construction	-	-	-	-	1,626,121
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,109,388

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Parking ramp design	\$ 400,000
	<u>\$ 400,000</u>

Other Contracts/Obligations

Property Improvement Grants	\$ 21,000
	<u>\$ 21,000</u>

Infrastructure construction

Concrete paving	\$ 886,466
Sidewalks	109,200
Sanitary sewer	156,550
Storm sewer	161,155
Water main	312,750
	<u>\$ 1,626,121</u>

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	-	-	2,107,121
Administration	-	-	-	1,000	1,650
Total Expenses	-	-	-	1,000	2,108,771
Revenues over (under)					
Expenses	-	-	-	(1,000)	(2,108,771)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	2,086,121
Interest Payments	-	-	-	(25)	(617)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	(25)	2,085,504
Net Change in Equity	-	-	-	(1,025)	(23,267)
Fund Balance - Beginning	-	-	-	-	(1,025)
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ (1,025)	\$ (24,292)

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(1,025)	(23,267)
+ Advance from General Fund	1,025	23,267
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Tax Incremental District # 12

Business Unit 4150

PROGRAM MISSION

This fund provides for rehabilitation and redevelopment to eliminate blight and stimulate investment of the West College Avenue corridor from Badger/Story Street to Walnut Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

The area of West College Avenue, from Badger/Story Streets to Walnut Street, is experiencing notable vacancies and deteriorated conditions. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 including Chapter 14 Downtown Plan. The City created TIF District #12 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	\$ 1,025
2018	23,267
12/31/18 Balance	\$ 24,292

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ -	\$ -	\$ -	\$ -	\$ 23,267	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	617	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	22,650	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 12.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 12

Business Unit 4150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	-	-	-	-	1,500
6402 Legal Fees	-	-	-	-	150
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts / Obligations	-	-	-	-	21,000
6720 Interest Payments	-	-	-	-	617
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ -	\$ -	\$ -	\$ -	23,267

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Property Improvement Grants	\$ 21,000
	<u>\$ 21,000</u>

CITY OF APPLETON 2018 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	-	-	21,000
Administration	-	-	-	1,000	1,650
Total Expenses	-	-	-	1,000	22,650
Revenues over (under)					
Expenses	-	-	-	(1,000)	(22,650)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	(25)	(617)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	(25)	(617)
Net Change in Equity	-	-	-	(1,025)	(23,267)
Fund Balance - Beginning	-	-	-	-	(1,025)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ (1,025)	\$ (24,292)

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(1,025)	(23,267)
+ Advance from General Fund	1,025	23,267
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CFM, PMP, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:
Thomas R. Flick**

CITY OF APPLETON 2018 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.2 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continues on being proactive and providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system issues to improve reliability.

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as LEAN and predictive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. Benchmark costs for maintenance and janitorial services is \$3.02 per square foot, as published by FM Benchmarking, compared to our cost of \$1.95. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management and planning services were performed for the renovation of Erb Pool and Park and the construction of the Fox Cities Exhibition Center. In addition, various audits to identify required capital improvements at several facilities were performed.

Capital improvement projects completed in 2017 included roof replacements at the Municipal Services Building and Fire Station #3; HVAC upgrades at the Facilities & Grounds Operations Center and the Wastewater Treatment Plant; lighting upgrades at the Municipal Services Building, Wastewater Plant and Alicia Park; replacement of the UPS system at the Police Station, recoating the parking deck at the Police Station and replacing aged water laterals at the Wastewater Plant. Additionally, we performed testing of the electrical distribution system at the Wastewater and Water Plants. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include ADA, safety and security improvements, door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical usage has been reduced by over 35.4 million kWh's and natural gas usage reduced by over 1.67 million therms resulting in an approximately \$3.87 million in energy savings. We are proud of the fact that the City of Appleton is far exceeding the initial goal of a 10% reduction established in 2005.

CITY OF APPLETON 2018 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2018 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget. Projects in 2018 include the construction of the amenities and facilities in Jones Park, construction documentation for razing the Blue Parking Ramp, and numerous facility and grounds improvement projects noted in the Parks and Recreation Budget.

Provide project management for the close-out phase of the Fox Cities Exhibition Center.

Maintain the roof management program including a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan. Although the initial inspection and inventory of all roofs is complete, the goal now is to review each roof on a two-year cycle. Severe weather can cause unexpected damage. It is especially important to inspect the roofs that are nearing the end of their expected life span.

Emphasize maintenance activities while systematically reducing alterations, improvements, remodeling, and other non-maintenance activities. Simultaneously upgrade current facilities' conditions.

Implement corrective maintenance plan findings from facility audits. Continue performing audits.

Continue to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture. Results of facilities asset condition assessments will determine facility asset maintenance and repair cycles.

Continue to apply codes, regulations, and standards in all considerations of building systems, structures, interiors, and exteriors for building construction, operations and maintenance.

Continue to promote workplace safety by routinely performing facility safety assessments to ensure safe facilities and working environments.

Continue to implement energy management and sustainability plans for facilities. Initiate program to install LED lighting in City parks and facilities where feasible.

Maintain a cost per square foot for maintenance and housekeeping under \$2.00 per square foot. Our current square foot benchmark is \$1.95, which is far below the industry's benchmark of \$3.02 as published by FM Benchmarking.

Continue to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness and professionalism.

Prepare for the conversion from the Asset Management System to a new Tyler Munis Work Order System. Though this conversion will likely occur in 2019, much preparation needs to be performed before implementation.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2015	2016	Adopted 2017	Amended 2017	2018	
Unit	Title						
Program Revenues		\$ 2,687,372	\$ 2,540,290	\$ 2,735,528	\$ 2,735,528	\$ 2,765,592	1.10%
Program Expenses							
6330	Administration	295,503	327,325	342,809	345,103	341,594	-0.35%
6331	Facilities Maintenance	2,325,454	2,287,926	2,402,219	2,407,749	2,423,998	0.91%
Total Program Expenses		\$ 2,620,957	\$ 2,615,251	\$ 2,745,028	\$ 2,752,852	\$ 2,765,592	0.75%
Expenses Comprised Of:							
Personnel		825,201	894,929	903,586	911,410	919,312	1.74%
Administrative Expense		696,963	701,120	753,122	753,122	731,164	-2.92%
Supplies & Materials		69,855	42,379	42,500	42,500	44,150	3.88%
Purchased Services		23,520	18,410	29,604	29,604	26,154	-11.65%
Utilities		55,445	51,213	59,377	59,377	57,380	-3.36%
Repair & Maintenance		949,973	907,200	956,839	956,839	987,432	3.20%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.25	10.25	10.26	10.26	10.26	

**CITY OF APPLETON 2018 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all the City of Appleton's departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 3: "Recognize and grow everyone's talents", and # 5: "Promote an environment that is respectful and inclusive".

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Division, including:

- | | |
|----------------------------------|-------------------------------------|
| Strategic facilities planning | Major renovation project management |
| Office space and layout planning | New construction project management |
| ADA analysis | Move coordination |

As well as performing a range of planning services, including:

- | | |
|---------------------------------|--------------------------|
| Building assessment | Environmental programs |
| Preventive maintenance programs | Facility documentation |
| Energy programs | Space allocation records |

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet federal, State and local guidelines.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	98%	98%	100%	100%	100%
Strategic Outcomes					
Facilities projects/plans/studies completed in year scheduled	95%	96%	100%	95%	100%
Work Process Output					
# of capital projects completed	48	50	54	51	48

**CITY OF APPLETON 2018 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aid	\$ -	\$ 1,000	\$ -	\$ -	\$ -
4710 Interest on Investments	(52)	281	-	-	-
4801 Charges for Services	2,681,821	2,535,117	2,731,028	2,731,028	2,762,092
5005 Sale of City Prop - Tax	376	255	-	-	-
5035 Other Reimbursements	5,227	3,637	4,500	4,500	3,500
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	<u>\$ 2,687,372</u>	<u>\$ 2,540,290</u>	<u>\$ 2,735,528</u>	<u>\$ 2,735,528</u>	<u>\$ 2,765,592</u>
Expenses					
6101 Regular Salaries	\$ 137,430	\$ 130,379	\$ 139,187	\$ 141,184	\$ 141,669
6104 Call Time	114	-	-	-	-
6105 Overtime	5,145	37	2,263	2,263	2,320
6150 Fringes	40,393	83,319	58,353	58,650	62,246
6201 Training\Conferences	8,333	8,707	10,000	10,000	10,500
6206 Parking Permits	396	816	840	840	840
6301 Office Supplies	2,061	2,135	2,060	2,060	2,100
6302 Subscriptions	530	11	125	125	125
6303 Memberships & Licenses	996	1,895	1,000	1,000	2,000
6304 Postage\Freight	2,621	2,724	2,620	2,620	2,700
6305 Awards & Recognition	111	132	180	180	180
6307 Food & Provisions	116	321	240	240	240
6309 Shop Supplies & Tools	282	-	-	-	-
6315 Books & Library Material	1,631	1,036	1,500	1,500	1,500
6320 Printing & Reproduction	2,479	3,911	3,000	3,000	3,900
6321 Clothing	479	168	1,000	1,000	500
6323 Safety Supplies	1,100	457	2,000	2,000	2,000
6401 Accounting/Audit	1,886	2,228	2,000	2,000	1,600
6404 Consulting Services	6,733	7,604	6,500	6,500	6,500
6407 Collection Services	1,396	1,396	1,200	1,200	1,400
6412 Advertising	2,838	1,308	3,000	3,000	3,000
6413 Utilities	51,561	51,212	59,377	59,377	57,380
6501 Insurance	12,235	25,488	31,460	31,460	32,740
6599 Other Contracts/Obligations	1,637	2,041	5,404	5,404	6,154
7914 Trans Out - Cap Projects	13,000	-	9,500	9,500	-
Total Expense	<u>\$ 295,503</u>	<u>\$ 327,325</u>	<u>\$ 342,809</u>	<u>\$ 345,103</u>	<u>\$ 341,594</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

Provide proactive, cost effective and quality facilities maintenance services that preserve and extend the useful life of the City's facilities assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Windows

Develop and implement maintenance standards and schedules for buildings, building systems and installed equipment.

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.81	\$1.82	\$1.89	\$1.89	\$1.93
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848
# of pavilions maintained	22	22	22	22	22
# of aquatic centers maintained	2	2	2	2	2

**CITY OF APPLETON 2018 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 432,555	\$ 469,470	\$ 489,927	\$ 494,741	\$ 500,243
6104 Call Time	1,885	1,963	3,570	3,570	3,570
6105 Overtime	8,944	11,599	12,000	12,000	12,000
6108 Part-Time	24,304	28,797	9,547	9,547	10,000
6150 Fringes	174,431	169,366	188,739	189,455	187,264
6201 Training/Conferences	-	39	-	-	-
6306 Building Maint./Janitorial	328,800	354,648	348,591	348,591	360,444
6307 Food & Provisions	64	-	-	-	-
6309 Shop Supplies & Tools	9,328	9,789	10,000	10,000	10,000
6321 Clothing	-	30	-	-	-
6323 Safety Supplies	37	-	-	-	-
6327 Miscellaneous Equipment	54,519	26,988	25,000	25,000	26,250
6405 Engineering Services	5,886	2,040	7,500	7,500	5,000
6407 Collection Services	3,144	1,732	4,000	4,000	2,500
6409 Inspection Fees	-	61	-	-	-
6413 Utilities	3,883	-	-	-	-
6414 Janitorial Service	362,379	364,522	381,433	381,433	394,097
6416 Building Repairs & Maint.	547,696	502,274	532,585	532,585	548,548
6418 Equip Repairs & Maint	1,904	2,527	3,500	3,500	3,500
6425 CEA	37,994	37,877	39,321	39,321	41,287
6502 Leases	327,701	304,204	346,256	346,256	319,045
6503 Equipment Rental	-	-	250	250	250
Total Expense	\$ 2,325,454	\$ 2,287,926	\$ 2,402,219	\$ 2,407,749	\$ 2,423,998

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	35,560
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	40,404
Painting	30,480
Plumbing	33,020
Security	25,400
Structural/windows/ext. doors	40,640
	<u>\$ 360,444</u>

Miscellaneous Equipment

City furniture/general	\$ 26,250
	<u>\$ 26,250</u>

Janitorial Service

Contracted janitorial service	\$ 394,097
	<u>\$ 394,097</u>

Building Repairs & Maintenance Services

Electrical	\$ 23,493
Elevator	37,774
Fire/safety	49,018
HVAC	205,677
Plumbing	25,585
Security	16,700
Structural/roof	18,450
Overhead & passage doors	78,100
Painting & pavilion staining	32,900
Flooring	9,500
Other: pest control, locksmith, room set-ups, landfill, etc.	21,351

Projects

Wastewater door replacements	30,000
	<u>\$ 548,548</u>

Leases

City Hall condo agreement	\$ 303,792
First floor conference room	15,253
	<u>\$ 319,045</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	1,000	0	0	0	0	0
Interest Income	52-	281	7	0	0	0	0
Charges for Services	2,681,821	2,535,117	1,510,156	2,731,028	2,731,028	2,821,552	2,762,092
Other Revenues	5,603	3,892	5,219	4,500	4,500	3,500	3,500
TOTAL REVENUES	2,687,372	2,540,290	1,515,382	2,735,528	2,735,528	2,825,052	2,765,592
EXPENSES BY LINE ITEM							
Regular Salaries	196,921	184,090	138,529	629,114	635,925	507,110	641,912
Labor Pool Allocations	346,296	337,871	280,766	0	0	0	0
Call Time	1,999	1,963	2,009	3,570	3,570	3,570	3,570
Overtime	14,089	11,636	5,561	14,263	14,263	14,500	14,320
Part-Time	24,304	28,797	9,739	9,547	9,547	10,000	10,000
Other Compensation	1,714	998	1,260	0	0	0	0
Sick Pay	22,120-	24,221	0	0	0	0	0
Vacation Pay	47,174	52,669	29,762	0	0	0	0
Fringes	219,785	223,821	163,688	247,092	248,105	194,191	249,510
Pension Expense / Revenue	4,961-	28,863	0	0	0	0	0
Salaries & Fringe Benefits	825,201	894,929	631,314	903,586	911,410	729,371	919,312
Training & Conferences	8,333	8,746	4,781	10,000	10,000	10,000	10,500
Parking Permits	396	816	840	840	840	840	840
Office Supplies	2,061	2,135	933	2,060	2,060	2,100	2,100
Subscriptions	530	11	350	125	125	125	125
Memberships & Licenses	996	1,895	990	1,000	1,000	2,000	2,000
Postage & Freight	2,621	2,724	1,737	2,620	2,620	2,700	2,700
Awards & Recognition	111	132	39	180	180	180	180
Building Maintenance/Janitor.	328,800	354,648	188,923	348,591	348,591	360,444	360,444
Food & Provisions	179	321	251	240	240	240	240
Insurance	12,235	25,488	23,597	31,460	31,460	0	32,740
Leases	327,701	304,204	188,068	346,256	346,256	356,643	319,045
Rent	0	0	0	250	250	250	250
Trans Out - Capital Projects	13,000	0	0	9,500	9,500	0	0
Administrative Expense	696,963	701,120	410,509	753,122	753,122	735,522	731,164
Shop Supplies & Tools	9,610	9,789	3,529	10,000	10,000	10,000	10,000
Books & Library Materials	1,631	1,036	1,273	1,500	1,500	1,500	1,500
Printing & Reproduction	2,479	3,911	2,727	3,000	3,000	3,900	3,900
Clothing	479	198	870	1,000	1,000	1,000	500
Safety Supplies	1,137	457	1,194	2,000	2,000	2,000	2,000
Vehicle & Equipment Parts	0	0	15	0	0	0	0
Miscellaneous Equipment	54,519	26,988	9,444	25,000	25,000	26,250	26,250
Supplies & Materials	69,855	42,379	19,052	42,500	42,500	44,650	44,150
Accounting/Audit	1,886	2,228	0	2,000	2,000	0	1,600
Consulting Services	6,733	7,604	1,470	6,500	6,500	10,000	6,500
Engineering Fees	5,886	2,040	397	7,500	7,500	7,500	5,000
Collection Services	4,540	3,128	865	5,200	5,200	3,900	3,900
Inspection Fees	0	61	0	0	0	0	0
Advertising	2,838	1,308	475	3,000	3,000	3,000	3,000
Other Contracts/Obligations	1,637	2,041	4,861	5,404	5,404	3,904	6,154
Purchased Services	23,520	18,410	8,068	29,604	29,604	28,304	26,154
Electric	19,738	18,231	11,168	21,792	21,792	20,000	20,000
Gas	9,031	6,153	5,340	9,302	9,302	9,302	9,302
Water	3,203	2,618	2,110	3,299	3,299	3,000	3,000
Waste Disposal/Collection	612	810	673	631	631	1,078	1,078
Stormwater	15,372	15,206	7,540	15,833	15,833	15,300	15,300
Telephone	2,932	3,007	2,435	3,020	3,020	3,200	3,200
Cellular Telephone	4,557	5,188	3,838	5,500	5,500	5,500	5,500
Utilities	55,445	51,213	33,104	59,377	59,377	57,380	57,380
Janitorial Service	362,379	364,522	316,485	381,433	381,433	394,097	394,097
Building Repair & Maintenance	547,696	502,274	345,286	532,585	532,585	548,548	548,548
Equipment Repair & Maintenan	1,904	2,527	1,687	3,500	3,500	3,500	3,500
CEA Equipment Rental	37,994	37,877	31,964	39,321	39,321	39,321	41,287

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Repair & Maintenance	949,973	907,200	695,422	956,839	956,839	985,466	987,432
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,620,957	2,615,251	1,797,469	2,745,028	2,752,852	2,580,693	2,765,592

CITY OF APPLETON 2018 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 2,681,821	\$ 2,535,117	\$ 2,731,028	\$ 2,730,000	\$ 2,762,092
Intergovernmental Revenue	-	1,000	-	-	-
Total Revenues	<u>2,681,821</u>	<u>2,536,117</u>	<u>2,731,028</u>	<u>2,730,000</u>	<u>2,762,092</u>
Expenses					
Operating Expenses	2,607,957	2,615,251	2,735,528	2,743,352	2,765,592
Depreciation	-	-	-	-	-
Total Expenses	<u>2,607,957</u>	<u>2,615,251</u>	<u>2,735,528</u>	<u>2,743,352</u>	<u>2,765,592</u>
Operating Loss	73,864	(79,134)	(4,500)	(13,352)	(3,500)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(52)	281	-	-	-
Other Income	5,603	3,892	4,500	4,500	3,500
Total Non-Operating	<u>5,551</u>	<u>4,173</u>	<u>4,500</u>	<u>4,500</u>	<u>3,500</u>
Income (Loss) before Contributions and Transfers	79,415	(74,961)	-	(8,852)	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	(13,000)	-	(9,500)	(9,500)	-
Change in Net Assets	66,415	(74,961)	(9,500)	(18,352)	-
Net Assets - Beginning	178,155 *	244,570	169,609	169,609	151,257
Net Assets - Ending	<u>\$ 244,570</u>	<u>\$ 169,609</u>	<u>\$ 160,109</u>	<u>\$ 151,257</u>	<u>\$ 151,257</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 88,359	\$ 70,007
+ Change in Net Assets	(18,352)	-
Working Cash - End of Year	<u>\$ 70,007</u>	<u>\$ 70,007</u>

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM MISSION

This program accounts for funding sources and expenditures related to capital improvements of City facilities.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Subledger	Amount	Page
Building Envelope	2100	\$ 25,000	Projects, Pg. 609
Blue Ramp Demolition	3414	1,850,000	Projects, Pg. 608
Library Building Planning	2100	500,000	Projects, Pg. 608
Electrical	2101	25,000	Projects, Pg. 610
Facility Renovations	2101, 2107, 1913	475,000	Projects, Pg. 611
Grounds Improvements	4340, 4454	50,000	Projects, Pg. 612
Hardscape Improvements	4480, 1917, 1709	380,000	Projects, Pg. 613
Interior Finishes and Furniture	1915, 2100	80,000	Projects, Pg. 615
Lighting Upgrades	4350	50,000	Projects, Pg. 616
Plumbing Upgrades	1913	35,000	Projects, Pg. 618
Roof Replacement	1917	150,000	Projects, Pg. 619
Safety and Security	21,004,380	55,000	Projects, Pg. 620
Park ADA Improvements	4420	50,000	Projects, Pg. 650
Park Aquatics	4230	145,000	Projects, Pg. 651
Park Development	4710, 4320	2,095,000	Projects, Pg. 652
Sheig Center	4169	100,000	Projects, Pg. 655
Southeast Community Park	4700	500,000	Projects, Pg. 656
Statue and Monument Restoration	4235	15,000	Projects, Pg. 657
Telulah Park Improvements	4450	765,000	Projects, Pg. 658
		<u>\$ 7,345,000</u>	

Major changes in Revenue, Expenditures, or Programs:

The budget for this capital projects fund varies from year to year based on the investment needs of City facilities.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various facility improvements, there are no continuing

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 65,491	\$ (54,388)	\$ 300,000	\$ 300,000	\$ -	-100.00%
Program Expenses		\$ 2,274,114	\$ 5,405,052	\$ 8,342,390	\$ 15,705,576	\$ 7,550,659	-9.49%
Expenses Comprised Of:							
Personnel		56,687	156,142	199,890	200,794	205,659	2.89%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		1,336	184,647	152,500	192,495	-	-100.00%
Purchased Services		263,664	892,405	810,000	923,511	625,000	-22.84%
Capital Expenditures		1,952,427	4,171,858	7,180,000	14,388,776	6,720,000	-6.41%

* % change from prior year adopted budget
Facilities.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 1,492	\$ 300	\$ -	\$ -	\$ -
4710 Interest on Investments	1,337	(54,688)	-	-	-
5020 Donations & Memorials	62,662	-	-	-	-
5910 Proceeds of Long-term Debt	2,336,466	12,250,433	8,042,390	7,942,390	7,308,073
5922 Trans In - Special Revenue	-	-	300,000	300,000	-
Total Revenue	\$ 2,401,957	\$ 12,196,045	\$ 8,342,390	\$ 8,242,390	\$ 7,308,073
Expenses					
6101 Regular Salaries	\$ 44,191	\$ 116,460	\$ 149,832	\$ 150,619	\$ 152,780
6150 Fringes	12,496	39,681	50,058	50,175	52,879
6327 Miscellaneous Equipment	1,336	184,647	152,500	152,500	-
6328 Signs	-	-	-	39,995	-
6404 Consulting	248,049	148,386	135,000	179,895	25,000
6406 Architect Fees	15,615	741,753	675,000	743,616	600,000
6408 Contractor Fees	-	2,267	-	-	-
6801 Land	76,762	-	1,500,000	1,500,000	500,000
6802 Land Improvements	35,172	132,246	1,825,000	8,711,176	50,000
6803 Buildings	577,480	330,200	695,000	695,000	755,000
6804 Machinery & Equipment	653,642	715,955	505,000	533,500	275,000
6809 Infrastructure Construction	609,371	2,993,457	2,655,000	2,949,100	5,140,000
Total Expense	\$ 2,274,114	\$ 5,405,052	\$ 8,342,390	\$ 15,705,576	\$ 7,550,659

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Consulting</u>		<u>Machinery & Equipment</u>	
Electrical distribution testing - MSB	\$ 25,000	Pneumatic tube replacement	\$ 50,000
	<u>\$ 25,000</u>	Lighting upgrades - Parks	50,000
<u>Architect Fees</u>		Park security upgrades	15,000
Ellen Korte Park design	\$ 100,000	Pool coating - Mead	145,000
Library design	500,000	Monument repairs	15,000
	<u>\$ 600,000</u>		<u>\$ 275,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
Southeast community park	\$ 500,000	Hardscapes - City properties	\$ 50,000
	<u>\$ 500,000</u>	Hardscapes - Parks	250,000
<u>Land Improvements</u>		Hardscapes - FS #5	80,000
Parks field reconstruction	\$ 25,000	Park ADA improvements	50,000
Landscaping, tree, & turf renovations	25,000	Jones Park development	1,995,000
	<u>\$ 50,000</u>	Sheig Center improvements	100,000
<u>Buildings</u>		Telulah improvements	765,000
Caulk stone veneer panels - Library	\$ 25,000	Blue Ramp demolition	1,850,000
Renovate locker/bathroom - MSB	375,000		<u>\$ 5,140,000</u>
Building renovations at fire stations	50,000		
Replace flooring - fire stations	30,000		
Update plumbing - FS #1	35,000		
Library security upgrades	40,000		
Replace carpeting - Library	50,000		
Replace roof - FS #5	150,000		
	<u>\$ 755,000</u>		

CITY OF APPLETON 2018 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Intergovernmental Revenues	\$ 1,492	\$ 300	\$ -	\$ -	\$ -
Interest Income	1,337	(54,688)	-	50,000	-
Other	62,662	-	-	12,450	-
Total Revenues	65,491	(54,388)	-	62,450	-
Expenses					
Program Costs	2,274,114	5,405,052	8,342,390	11,464,782	7,550,659
Total Expenses	2,274,114	5,405,052	8,342,390	11,464,782	7,550,659
Revenues over (under) Expenses	(2,208,623)	(5,459,440)	(8,342,390)	(11,402,332)	(7,550,659)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	2,336,466	12,250,433	8,042,390	4,002,500	7,308,073
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	-	300,000	-	-
Total Other Financing Sources (Uses)	2,336,466	12,250,433	8,342,390	4,002,500	7,308,073
Net Change in Equity	127,843	6,790,993	-	(7,399,832)	(242,586)
Fund Balance - Beginning	723,582	851,425	7,642,418	7,642,418	242,586
Fund Balance - Ending	\$ 851,425	\$ 7,642,418	\$ 7,642,418	\$ 242,586	\$ -

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Exhibition Center Construction

Business Unit 4360

PROGRAM MISSION

This program accounts for funding sources and expenditures related to the construction of new exhibition center.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies #2: "Encourage active community participation and involvement", and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the revenues and expenditures associated with the construction of the Fox Cities Exhibition Center.

Major changes in Revenue, Expenditures, or Programs:

Construction is expected to be completed in early 2018. No new funds are requested for 2018 as any costs incurred are expected to be funded from carryover of 2017 Budget appropriations.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various facility improvements, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ -	\$ 1,153,564	\$ 24,442,000	\$ 29,009,079	\$ -	-100.00%
Program Expenses		\$ -	\$ 2,830,632	\$ 25,000,000	\$ 29,567,079	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	18,305	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	2,763,537	60,000	4,627,079	-	-100.00%
	Utilities	-	2,368	-	-	-	N/A
	Capital Expenditures	-	46,422	24,940,000	24,940,000	-	-100.00%

* % change from prior year adopted budget
Exhibition Ctr.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Exhibition Center Construction

Business Unit 4360

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ -	\$ 1,153,564	\$ 24,075,000	\$ 28,642,079	\$ -
5020 Donations & Memorials	-	-	367,000	367,000	-
5910 Proceeds of Long-term Debt	-	167,000	558,000	558,000	-
Total Revenue	\$ -	\$ 1,320,564	\$ 25,000,000	\$ 29,567,079	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	-
6328 Signs	-	-	-	-	-
6404 Consulting	-	279,895	60,000	543,265	-
6406 Architect Fees	-	1,023,063	-	977,962	-
6408 Contractor Fees	-	1,460,579	-	3,105,852	-
6413 Utilities	-	2,368	-	-	-
6501 Insurance	-	18,305	-	-	-
6802 Land Improvements	-	-	130,000	130,000	-
6803 Buildings	-	46,422	24,810,000	24,810,000	-
6804 Machinery & Equipment	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ -	\$ 2,830,632	\$ 25,000,000	\$ 29,567,079	\$ -

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET
EXHIBITION CENTER CONSTRUCTION
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected*	2018 Budget
Intergovernmental Revenues	\$ -	\$ 1,153,564	\$ 24,075,000	\$ 30,436,352	\$ -
Other	-	-	367,000	367,000	-
Total Revenues	-	1,153,564	24,442,000	30,803,352	-
Expenses					
Program Costs	-	2,830,632	25,000,000	29,851,284	-
Total Expenses	-	2,830,632	25,000,000	29,851,284	-
Revenues over (under) Expenses	-	(1,677,068)	(558,000)	952,068	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	167,000	558,000	558,000	-
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	-	167,000	558,000	558,000	-
Net Change in Equity	-	(1,510,068)	-	1,510,068	-
Fund Balance - Beginning	-	-	(1,510,068)	(1,510,068)	-
Fund Balance - Ending	\$ -	\$ (1,510,068)	\$ (1,510,068)	\$ -	\$ -

* The 2017 projection assumes all construction costs will be incurred prior to 12-31-17. In reality, some costs may be incurred in early 2018. It is assumed that these costs would be funded by 2017 Budget appropriations carried forward to 2018, so no new funding is being requested for 2018.

CITY OF APPLETON 2018 BUDGET

**PARKS AND RECREATION
DEPARTMENT**

Director of Parks, Recreation & Facilities Management:

Dean R. Gazza, CPRE, LEED-AP

Deputy Director of Parks, Recreation & Facilities Management:

Thomas R. Flick, CPRP

CITY OF APPLETON 2018 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Parks and recreation are a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay. In 2017, many great projects were completed to preserve and extend the useful life of our parks as well as updates made to our recreational programming to meet the demands and needs of our community.

Parks and Grounds Management

The grounds division proactively managed 633 acres of grounds, 17 ball diamonds, 17 tennis courts, 11 basketball courts, 2 frisbee golf courses, 1 skate board park, 7 ice rinks, 9.2 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Significant projects included the design and construction of Erb Pool and park which was completed in July, 2017, the design and installation of a new Kiwanis playground which will be finished in the fall of 2017, and stabilization of the Alicia hillside. Other projects included the completion of a new tennis court and basketball court in Highview Park, reconditioning the tennis court at Colony Oaks Park, replacement of the roadways, basketball courts and goals at Kiwanis and Schaefer Parks, the installation of an asphalt overlay and lighting upgrades to the North Island Trail, improvements to the skateboard park, new park lighting at City and Telulah Parks, the completion of phase 2 of the Scheig Center, replacement of the retaining wall at Arbutus Park, various ADA improvements and the installation of a new LED entry sign at Memorial Park. Projects also included various ball diamond field improvements, security improvements, pavilion roof replacements, park drainage improvements, invasive plant control, trail hard surface repairs and general grounds maintenance. Planning efforts included design of the Ellen Kort Peace Park, design of Jones Park, design of the ball diamond complex at Memorial Park, work on the trail master plan, design of the Lutz Park trail, and planning for the development of lower Telulah Park.

Recreation Services

The recreation division continues to excel in our mission to provide recreational services by developing programs and activities that encourage community involvement and the well-being of our residents.

2017 was an exciting year for the Recreation Division with the opening of Erb Park and Pool. The staff was heavily involved with the development, planning and oversight for the new pool opening. A high priority was placed on the promotion of the pool opening with a float in the Flag Day Parade, a coloring contest in partnership with the Post Crescent, our mascots Drip and Drop and the grand opening celebration which included a beach ball drop and free "Make a Splash in 2017" t-shirts for attendees.

Due to the poor response for RFP's for concession services, the Recreation Division took over the concession operations at Mead Pool and Erb Pool for the summer of 2017. Time was spent working with vendors, determining equipment needs, hiring/training staff, and developing operations manuals, inventory control sheets and daily procedural checklists.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities has been very beneficial. Participation numbers have surged over the past year with classes being at capacity and many with waitlists; which have driven us to expand our current offerings. Examples of new offerings in 2017 included a youth lacrosse camp, S.W.A.T. and Fire workouts, Milwaukee Bucks camp for youth, USTA Junior Team Tennis, Mommy and Me classes, gardening workshops, and Evolve Yoga.

With Jones Park and Erb Park being under construction, we were forced to look at alternative sites for outdoor recreational skating. With the help of the grounds staff, we were able to successfully host a skating rink under the pavilion at Pierce Park. This was met with a great response from the public and we plan to continue this site.

New marketing strategies were used this year to help promote our programs/services, job opportunities and parks/amenities. These include the digital sign in Appleton Memorial Park, a first ever job fair and commercial with NBC26 to help with seasonal staff recruiting, a new Children's Week website was launched and a new partnership with Go Valley Kids.

CITY OF APPLETON 2018 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2018 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide a multi-use aquatic facility that serves as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Implement Chapter 18 Parks and Recreation of the Comprehensive Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the 5-year plan annually.

Implement improvements as indicated in the ADA accessibility audit to ensure compliance with ADA Title II Section 35.150(d)(3) requirements.

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground area/equipment to obtain a 15 year life-cycle replacement schedule. We currently provide 46 playground structures, 81 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy, we replace it to ensure safety and ensure it meets the recreational needs of the users.

Continue to initiate an adopt-a-park program and volunteer programs for the Appleton Memorial Park Gardens
Strengthen partnerships to become more responsive to community needs. Look to engage, leverage and develop community and corporate partners to optimize and broaden programs and services.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs and resources. Explore photo and video usage on our social media sites and website for optimum audience reach.

Expand our outdoor adventure/educational programming to promote our natural environment and use of outdoor City of Appleton amenities. Continue to seek partnerships/relationships with other service providers to enhance program offerings and teach new outdoor recreation skills to the community.

Orchestrate the launch of our new teen recreation program. This will include solidifying the program concept, developing program ideas, determining a means for branding the program, and promotion our first official program(s).

Enhance health and wellness within our community and provide opportunities for learning and socialization to promote personal growth and well-being for adults in our community.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 732,087	\$ 735,458	\$ 705,623	\$ 705,623	\$ 926,596	31.32%
Program Expenses							
16532	Grounds Maintenance	1,968,842	1,926,452	1,950,683	1,959,208	1,992,138	1.68%
16541	Recreation Programs	1,424,101	1,489,595	1,579,418	1,583,024	1,740,493	9.95%
Total Program Expenses		\$ 3,392,943	\$ 3,416,047	\$ 3,530,101	\$ 3,542,232	\$ 3,732,631	5.38%
Expenses Comprised Of:							
Personnel		1,753,726	1,800,326	1,851,936	1,858,157	1,983,107	6.72%
Administrative Expense		131,365	131,159	146,623	146,623	148,690	1.41%
Supplies & Materials		205,831	185,972	192,015	193,015	264,775	37.18%
Purchased Services		65,442	108,506	100,094	100,094	103,594	3.50%
Utilities		385,840	349,435	370,212	370,212	379,914	2.62%
Repair & Maintenance		850,739	840,649	869,221	874,131	852,551	-2.47%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		16.28	16.62	16.39	16.39	16.39	

**CITY OF APPLETON 2018 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM MISSION

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement".

Objectives:

To maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance of open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Landscaping	Spring and Fall cleanup
Fence/gate maintenance	Mowing	Snow removal/ice control
Fertilizing	Parking/sidewalks maint.	Turf management
Graffiti removal	Signage	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, x-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

This budget includes an \$11,200 reduction in the grounds repair and maintenance account to fund the cost of upgrades to Parks Department equipment being replaced in 2018 in the CEA Replacement fund. By policy, the department requesting the upgrades is responsible to provide this initial funding. The specific upgrades are:

- \$3,000 to upgrade pickup 456 replacement with lift gate.
- \$2,200 to upgrade tractor 515 replacement with level best box scraper.
- \$6,000 for a harley rake for tractor 515.

The remaining decrease in grounds repair and maintenance is due to anticipated hardscape and landscaping improvements being performed as part of larger projects in the Capital Projects budget so no funds were included for that work in this budget.

Miscellaneous equipment expense has been increased \$11,500 for the replacement of small equipment. The 2018 budget amount of \$25,000 better reflects the actual needs of the department as evidenced by prior year actual expenses from this account.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	100%	99%	100%
% of external satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	97%	98%	100%	98%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$26.75	\$26.18	\$26.62	\$26.62	\$ 27.07
Acres of parkland & trails maintained					
Parks (acres)	604.0	604.5	608.2	608.2	608.8
Trails (miles)	7.5	7.5	9.2	9.2	11.5

**CITY OF APPLETON 2018 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ 7,982	\$ 15,510	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	60,295	61,303	55,000	55,000	60,000
5001 Fees & Commissions	495	1,480	1,000	1,000	1,000
5011 Misc. Revenue - Tax	164	308	500	500	250
5016 Lease Revenue	104,197	102,461	103,559	103,559	104,702
5020 Donations & Memorials	32,776	14,549	7,000	7,000	7,000
5030 Damage to City Property	31	191	-	-	-
Total Revenue	\$ 205,940	\$ 195,802	\$ 177,059	\$ 177,059	\$ 182,952
Expenses					
6101 Regular Salaries	\$ 582,778	\$ 553,235	\$ 537,203	\$ 540,350	\$ 550,667
6104 Call Time	1,633	1,401	1,559	1,559	1,595
6105 Overtime	12,515	9,125	7,792	7,792	8,500
6108 Part-Time	78,578	74,842	103,949	103,949	106,006
6150 Fringes	225,600	237,813	225,915	226,383	258,449
6201 Training/Conferences	2,400	2,433	2,000	2,000	2,000
6303 Memberships & Licenses	484	600	600	600	600
6305 Awards & Recognition	50	165	165	165	165
6306 Building Maint./Janitorial	-	290	-	-	-
6307 Food & Provisions	290	257	220	220	220
6308 Landscape Supplies	52,240	48,647	55,000	55,000	55,000
6309 Shop Supplies & Tools	4,724	4,496	5,000	5,000	5,000
6316 Miscellaneous Supplies	16	-	-	-	-
6320 Printing & Reproduction	552	16	-	-	-
6321 Clothing	1,467	1,508	1,500	1,500	1,500
6322 Gas Purchases	15,448	15,631	17,000	17,000	17,000
6323 Safety Supplies	2,374	2,514	2,500	2,500	2,500
6327 Miscellaneous Equipment	39,424	33,026	13,500	13,500	25,000
6404 Consulting Services	6,927	11,700	12,000	12,000	12,000
6409 Collection Services	121	121	-	-	-
6412 Advertising	132	-	-	-	-
6413 Utilities	252,689	260,906	262,962	262,962	264,714
6415 Tipping Fees	255	379	500	500	500
6420 Facilities Charges	288,579	235,743	255,481	255,481	258,364
6425 CEA Equipment Rental	321,696	341,491	343,337	343,337	364,858
6429 Interfund Allocations	(28,308)	(17,550)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	12,834	7,205	15,000	15,000	15,000
6454 Grounds Repair & Maint.	83,233	86,646	92,000	96,910	49,000
6503 Facility/Equipment Rental	287	266	500	500	500
6599 Other Contracts / Obligations	9,824	13,546	25,000	25,000	23,000
Total Expense	\$ 1,968,842	\$ 1,926,452	\$ 1,950,683	\$ 1,959,208	\$ 1,992,138

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Grounds Repair & Maintenance</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 55,000	Weed cutting	\$ 5,000
		Fencing repair	6,000
		Weed control	5,000
		Playground equip.	8,000
		Courts/fields upkeep	8,000
<u>Gas Purchases</u>		Signage upkeep	2,500
Fuel for small equipment	\$ 17,000	Exterior lighting repair	2,500
		Stormwater pond maint.	5,000
<u>Misc. Equipment</u>		Landscaping maint.	4,000
Replacement of small motor equip.	\$ 25,000	Other:	
		Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
<u>Other Contracts/Obligations</u>			<u>\$ 49,000</u>
Contracted mowing	\$ 15,000		
Reid maintenance bldg. rental	3,500		
Port-a-potty rental	4,500		
	<u>\$ 23,000</u>		

**CITY OF APPLETON 2018 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM MISSION

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural and physical well-being of our residents and visitors.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

- Provide exceptional customer service through:
 - Promotion and support services for our online registration system and pass management system
 - Effective and efficient person to person customer service contacts
 - Utilization of social media including the e-newsletter, website, Facebook, Twitter and Instagram
 - Well trained staff and volunteers
- Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:

Active adult programs	Youth sports programs	Drop-in programs
Pre-school programs	Adult and older instructional programs	Special event trips
Youth instructional programs	Adaptive programs	Teen programs
- Coordinate delivery of recreation programs, activities and facilities by:
 - Administration of agreements with existing partners
 - Collaboration with other government agencies
 - Coordination with community groups and organizations
- Maximize utilization of recreational facilities through:
 - Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
 - Policies that promote and monitor community use
 - Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
 - Collaboration of recreation services with community groups and other leisure service providers
- Recognize changing landscape of parks and recreation services in community by:
 - Developing strategic plan for delivery of recreation services
 - Annually updating the five year comprehensive plan
 - Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

Increases in revenue and expenses related to the opening of Erb Pool and Park and self-operated concessions at both Erb and Mead Pools. Charges for services increased from \$199,600 to \$391,875 to reflect this additional revenue. Part-time labor increased from \$407,290 to \$462,236 for the cost of additional lifeguards and slide attendants at the new pool as well as concession workers at both pools. Concession supplies increased from \$4,765 to \$44,765 due to City staff now running the concession areas. The increased revenue is expected to exceed the increases in expenses.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	95%	95%	100%	98%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% max. enrollment	95%	95%	100%	95%	100%
# of new programs offered	15	11	5	15	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	150	161	164	164	169
# of collaborations	77	92	82	92	92
Net cost of service					
Recreation (per capita)	\$ 12.18	\$ 12.79	\$ 14.01	\$ 14.33	\$ 13.71

**CITY OF APPLETON 2018 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ 292,596	\$ 328,805	\$ 312,984	\$ 312,984	\$ 335,789
4802 Charges for Serv. - Tax	212,384	187,881	199,600	199,600	391,875
4850 Daily Entrance - Nontax	3,120	899	3,000	3,000	3,000
5001 Fees & Commissions	2,795	2,394	980	980	980
5010 Misc. Revenue - Nontax	1,510	675	1,250	1,250	1,250
5015 Rental of City Property	7,768	12,007	6,000	6,000	6,000
5020 Donations & Memorials	5,850	7,000	4,750	4,750	4,750
5085 Cash Short or Over	124	(5)	-	-	-
Total Revenue	\$ 526,147	\$ 539,656	\$ 528,564	\$ 528,564	\$ 743,644
Expenses					
6101 Regular Salaries	\$ 338,189	\$ 376,600	\$ 387,885	\$ 390,154	\$ 398,282
6105 Overtime	313	327	-	-	-
6108 Part-Time	369,876	378,260	407,290	407,290	462,236
6150 Fringes	144,244	168,723	180,343	180,680	197,372
6201 Training/Conferences	3,062	3,615	5,310	5,310	4,810
6301 Office Supplies	3,037	2,283	2,725	2,725	2,725
6302 Subscriptions	25	349	300	300	300
6303 Memberships & Licenses	5,636	5,184	6,359	6,359	7,626
6304 Postage & Freight	232	228	500	500	500
6305 Awards & Recognition	2,221	1,967	3,143	3,143	3,443
6306 Building Maint./Janitorial	25	6	250	250	250
6307 Food & Provisions	3,516	2,958	4,585	4,585	4,585
6310 Chemicals	38,504	34,030	30,000	30,000	38,000
6314 Concession Supplies	4,329	4,394	4,765	4,765	44,765
6315 Books & Library Materials	345	34	150	150	750
6316 Miscellaneous Supplies	20,928	17,349	19,165	20,165	21,300
6320 Printing & Reproduction	3,000	2,553	6,500	6,500	6,950
6321 Clothing	14,339	20,680	22,935	22,935	25,010
6324 Medical/Lab Supplies	665	727	900	900	900
6327 Misc. Equipment	7,477	367	13,100	13,100	21,100
6403 Bank Services	12,107	15,637	12,500	12,500	17,000
6404 Consulting Services	784	660	700	700	700
6407 Collection Services	385	374	400	400	400
6409 Inspection Fees	-	-	200	200	200
6411 Temporary Help	-	5,512	5,600	5,600	5,600
6412 Advertising	3,819	4,823	3,925	3,925	3,925
6413 Utilities	133,150	88,529	107,250	107,250	115,200
6418 Equip Repairs & Maint	-	25	-	-	-
6420 Facilities Charges	150,034	170,223	170,321	170,321	172,243
6425 CEA Equip. Rental	7,197	6,521	8,082	8,082	8,086
6431 Interpreter Services	-	-	200	200	200
6503 Rent	110,100	110,557	119,966	119,966	120,966
6599 Other Contracts/Obligations	46,562	66,100	54,069	54,069	55,069
Total Expense	\$ 1,424,101	\$ 1,489,595	\$ 1,579,418	\$ 1,583,024	\$ 1,740,493

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Chemicals</u>	
Youth sport t-shirts	\$ 6,460	Chlorine, CO ₂ , stabilizer;	
Staff clothing	18,550	Mead & Erb pools	\$ 38,000
	<u>\$ 25,010</u>		
<u>Other Contracts/Obligations</u>		<u>Rent</u>	
City Band	\$ 14,000	City Center Studios	\$ 45,191
Playground fair rentals, Camp APRD	39,069	Appleton Schools	25,950
trips, contracted programs, recital tix		Appleton Schools (pools)	28,825
On the hill movies	2,000	Reid Golf Course	8,500
	<u>\$ 55,069</u>	USA Youth-soccer field use	7,500
<u>Miscellaneous Supplies</u>		Equipment rental	5,000
Arts and crafts	\$ 1,675		<u>\$ 120,966</u>
Sports equipment	11,860	<u>Concessions</u>	
Other misc. program supplies	7,765	Food and beverage	\$ 42,465
	<u>\$ 21,300</u>	Other conc. Supplies	2,300
			<u>\$ 44,765</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	576,376	594,399	722,820	580,584	580,584	800,664-	800,664
Other Revenues	155,711	141,059	126,699	125,039	125,039	125,932-	125,932
TOTAL REVENUES	732,087	735,458	849,519	705,623	705,623	926,596-	926,596
EXPENSES BY LINE ITEM							
Regular Salaries	462,574	603,556	426,953	925,088	930,504	948,949	948,949
Labor Pool Allocations	352,111	229,859	162,868	0	0	0	0
Call Time	1,633	1,401	472	1,559	1,559	1,595	1,595
Overtime	12,827	9,452	4,425	7,792	7,792	8,500	8,500
Part-Time	448,455	453,103	453,168	511,239	511,239	608,242	568,242
Other Compensation	1,647	942	1,739	0	0	0	0
Sick Pay	6,538	2,530	4,715	0	0	0	0
Vacation Pay	98,097	92,947	69,007	0	0	0	0
Fringes	369,844	406,536	278,005	406,258	407,063	455,821	455,821
Salaries & Fringe Benefits	1,753,726	1,800,326	1,401,352	1,851,936	1,858,157	2,023,107	1,983,107
Training & Conferences	5,462	6,048	3,441	7,310	7,310	7,810	6,810
Office Supplies	3,037	2,283	1,408	2,725	2,725	2,725	2,725
Subscriptions	25	349	0	300	300	300	300
Memberships & Licenses	6,120	5,784	4,433	6,959	6,959	8,226	8,226
Postage & Freight	232	228	253	500	500	500	500
Awards & Recognition	2,271	2,132	1,293	3,308	3,308	3,608	3,608
Building Maintenance/Janitor.	25	296	166	250	250	250	250
Food & Provisions	3,806	3,216	3,577	4,805	4,805	4,805	4,805
Rent	110,386	110,823	84,125	120,466	120,466	121,466	121,466
Administrative Expense	131,364	131,159	98,696	146,623	146,623	149,690	148,690
Landscape Supplies	52,240	48,647	12,828	55,000	55,000	55,000	55,000
Shop Supplies & Tools	4,724	4,496	3,091	5,000	5,000	5,000	5,000
Chemicals	38,504	34,030	36,280	30,000	30,000	38,000	38,000
Concession Supplies	4,329	4,394	49,997	4,765	4,765	44,765	44,765
Books & Library Materials	345	34	307	150	150	750	750
Miscellaneous Supplies	20,944	17,349	14,855	19,165	20,165	21,300	21,300
Printing & Reproduction	3,551	2,569	3,893	6,500	6,500	6,950	6,950
Clothing	15,806	22,188	13,792	24,435	24,435	26,510	26,510
Gas Purchases	15,448	15,631	9,960	17,000	17,000	17,000	17,000
Safety Supplies	2,374	2,514	1,729	2,500	2,500	2,500	2,500
Medical & Lab Supplies	665	727	636	900	900	900	900
Miscellaneous Equipment	46,902	33,393	7,633	26,600	26,600	46,100	46,100
Supplies & Materials	205,832	185,972	155,001	192,015	193,015	264,775	264,775
Bank Services	12,107	15,637	17,808	12,500	12,500	17,000	17,000
Consulting Services	7,711	12,360	6,710	12,700	12,700	12,700	12,700
Collection Services	506	495	276	400	400	400	400
Inspection Fees	0	0	0	200	200	200	200
Temporary Help	0	5,512	3,600	5,600	5,600	5,600	5,600
Advertising	3,951	4,823	3,703	3,925	3,925	3,925	3,925
Tipping Fees	255	379	1,450	500	500	500	500
Interfund Allocations	28,308-	17,550-	22,462-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	0	214	200	200	200	200
Snow Removal Services	12,834	7,205	2,227	15,000	15,000	15,000	15,000
Other Contracts/Obligations	56,386	79,645	78,481	79,069	79,069	104,269	78,069
Purchased Services	65,442	108,506	92,007	100,094	100,094	129,794	103,594
Electric	132,292	126,364	76,736	135,000	135,000	135,500	135,500
Gas	19,857	12,199	9,027	20,900	20,900	19,500	19,500
Water	75,656	44,528	25,762	46,000	46,000	51,000	51,000
Waste Disposal/Collection	15,626	16,025	11,250	17,500	17,500	18,214	18,214
Stormwater	131,276	137,238	98,945	135,000	135,000	139,500	139,500
Telephone	4,262	5,389	4,941	4,500	4,500	7,000	7,000
Cellular Telephone	6,871	7,692	5,932	11,312	11,312	9,200	9,200
Utilities	385,840	349,435	232,593	370,212	370,212	379,914	379,914

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Equipment Repair & Maintenanc	0	25	0	0	0	0	0
Facilities Charges	438,613	405,966	279,003	425,802	425,802	430,607	430,607
CEA Equipment Rental	328,893	348,012	231,833	351,419	351,419	372,944	372,944
Grounds Repair & Maintenance	83,233	86,646	59,312	92,000	96,910	92,000	49,000
Repair & Maintenance	850,739	840,649	570,148	869,221	874,131	895,551	852,551
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,392,943	3,416,047	2,549,797	3,530,101	3,542,232	3,842,831	3,732,631

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Union Spring Park

Business Unit 7110

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the site as needed

Major changes in Revenue, Expenditures or Program:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
<u>Revenues</u>					
Interest Income	\$ 14	\$ 10	\$ 20	\$ 30	\$ 20
<u>Expenses</u>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	14	10	20	30	20
Fund Balance - Beginning	2,505	2,519	2,529	2,529	2,559
Fund Balance - Ending	\$ 2,519	\$ 2,529	\$ 2,549	\$ 2,559	\$ 2,579

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Peabody Estate

Business Unit 7130

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 362	\$ 266	\$ 800	\$ 960	\$ 800
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	362	266	800	960	800
Fund Balance - Beginning	64,829	65,191	65,457	65,457	66,417
Fund Balance - Ending	\$ 65,191	\$ 65,457	\$ 66,257	\$ 66,417	\$ 67,217

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Balliet Locomotive

Business Unit 7140

PROGRAM MISSION

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the locomotive as needed

Major changes in Revenue, Expenditures or Programs:

The locomotive was repainted in 2016, thereby depleting the balance of this fund.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 64	\$ 113	\$ -	\$ -	\$ -
Expenses					
Program Costs	-	11,500	-	-	-
Revenues over (under) Expenses	64	(11,387)	-	-	-
Fund Balance - Beginning	11,323	11,387	-	-	-
Fund Balance - Ending	\$ 11,387	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Lutz Park Recreation

Business Unit 7150

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
<u>Revenues</u>					
Interest Income	\$ 798	\$ 555	\$ 2,000	\$ 2,000	\$ 1,500
Donations & Memorials	43,150	-	-	-	-
Total Revenue	43,948	555	2,000	2,000	1,500
<u>Expenses</u>					
Program Costs	53,150	-	-	-	-
Revenues over (under) Expenses	(9,202)	555	2,000	2,000	1,500
Fund Balance - Beginning	145,043	135,841	136,396	136,396	138,396
Fund Balance - Ending	\$ 135,841	\$ 136,396	\$ 138,396	\$ 138,396	\$ 139,896

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Park Open Space

Business Unit 7160

PROGRAM MISSION

Provide funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals, title searches, surveys, wetland delineation, environmental impact studies, legal fees, counsel fees and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major changes in Revenue, Expenditures and Programs:

\$300,000 was allocated to purchase land for a southside park in 2017. However, no acceptable land was identified for purchase so the funds have not been expended. Meanwhile, an opportunity has arisen to purchase two properties near Appleton Memorial Park to be used for trail expansion and other park related development. It is projected that those properties will be acquired before the end of 2017.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 1,753	\$ 1,293	\$ 3,180	\$ 4,000	\$ 3,340
Zoning & Subdivision Fees	600	5,400	-	-	-
Total Revenue	2,353	6,693	3,180	4,000	3,340
Expenses					
Program Costs (Transfer to Capital Projects)	-	-	300,000	240,000	-
Revenues over (under) Expenses	2,353	6,693	(296,820)	(236,000)	3,340
Fund Balance - Beginning	315,486	317,839	324,532	324,532	88,532
Fund Balance - Ending	\$ 317,839	\$ 324,532	\$ 27,712	\$ 88,532	\$ 91,872

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Project City Park

Business Unit 7170

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 33	\$ 24	\$ 75	\$ 75	\$ 75
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	33	24	75	75	75
Fund Balance - Beginning	5,891	5,924	5,948	5,948	6,023
Fund Balance - Ending	\$ 5,924	\$ 5,948	\$ 6,023	\$ 6,023	\$ 6,098

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Universal Playground

Business Unit 7180

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

Major changes in Revenue, Expenditures or Programs:

This fund terminated at the conclusion of 2016 as the funds were fully expended.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 10	\$ 2	\$ -	\$ -	\$ -
Expenses					
Program Costs	1,933	360	-	-	-
Revenues over (under) Expenses	(1,923)	(358)	-	-	-
Fund Balance - Beginning	2,281	358	-	-	-
Fund Balance - Ending	\$ 358	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Miracle League Field

Business Unit 7190

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:
 Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
 Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
 Repairs and/or replacement of resilient surfacing materials.
 Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan.
 Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
 Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

Major changes in Revenue, Expenditures or Program:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Adopted Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 142	\$ 105	\$ 400	\$ 300	\$ 300
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	142	105	400	300	300
Fund Balance - Beginning	25,548	25,690	25,795	25,795	26,095
Fund Balance - Ending	\$ 25,690	\$ 25,795	\$ 26,195	\$ 26,095	\$ 26,395

CITY OF APPLETON 2018 BUDGET

REID GOLF COURSE

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CPRE, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:
Thomas R. Flick, CPRP**

CITY OF APPLETON 2018 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Continued improvement of all clubhouse services to increase revenue, consistencies and improve future financial sustainability of the golf course including the introduction of breakfast service on Saturday mornings.

Expanded the use of the GolfNow marketing, social media marketing and constant contact for marketing and golfer communications.

Expanded our efforts to maximize rounds played by using GolfNow.com, Teeoff.com and Reid Golf Course phone app as real-time marketing in slow periods.

Adjusted our tee sheet to split front 9-hole and back 9-hole tee times to increase our capacity on certain days when walk-ins show up without tee times. Each weekday has its own tee sheet to maximize rounds and revenues throughout the day prior to leagues teeing off. This method of tee time reservations helps the golf course on outing days allowing more play around the outing. More and more players only have time for 9-holes which opens up the back 9-holes for more play.

Utilized a phone app to enhance golfers' experience, market in real-time and introduce a loyalty program to the golfers.

Worked closely with league representatives to accommodate all golf leagues that committed to returning and joining the course in 2017.

Continued the traditions of two long running stroke play tournaments at Reid; the City Tournament and the Fox Cities Amateur (formerly Post Crescent). Also introduced in 2017 was a new event, Reid's 3-4-5. This tournament is a fun event that combines scramble and best ball formats. 13 two-person teams participated in the inaugural event.

Developed and implemented a marketing plan for the 2017 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Created daily food specials and rotated monthly to encourage golfers to stay and eat after their rounds.

Established rates and fees for 2018 golf season.

Corporate pass sales increased by 2 (5 to 7).

Junior lessons were expanded from four morning sessions to six sessions throughout the day, increasing our capacity by 24 juniors. An additional 16 juniors participated in the program this year.

CITY OF APPLETON 2018 BUDGET REID GOLF COURSE

MAJOR 2018 OBJECTIVES

Hire and train staff to operate the golf course. Develop operational and marketing plans to maximize revenues.

Develop and implement a plan to provide clubhouse services that consider changing golf trends, available City resources and program direction to maximize revenues and meet current and future community interests and needs.

Continue to expand the use of the GolfNow and Teeoff reservations system and associated marketing modules to:

- Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times
- Increase electronic marketing and golfer communications
- Improve administration of tee times, tournaments, outings and league play
- Improve accounting methods and procedures for all clubhouse sales
- Improve data collection of golfer information

Market the golf course through other available media with available resources.

Work with golf course superintendent and clubhouse supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet challenges of the ever-changing golf industry.

Maintain the golf course, including the treatment of pesticides and fertilizers, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation. Continue to evolve the agronomic program at Reid by introducing lower environmental impact quotient pesticides as budget allows.

Maintain the clubhouse, the maintenance shop and all golf course equipment.

Work closely with Parks and Recreation Division to implement new program opportunities and expand on existing programs..

Continue to expand our two historical stroke play competitions, City Tournament and Fox Cities Amateur, and our new fun 3-4-5 and 2-Pin Challenge.

Target new business to expand corporate pass sales.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play while creating new opportunities for adults to participate in similar means.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 853,840	\$ 875,842	\$ 848,975	\$ 848,975	\$ 866,864	2.11%
Program Expenses							
5630	Operations	788,696	813,480	835,764	837,444	864,667	3.46%
TOTAL		\$ 788,696	\$ 813,480	\$ 835,764	\$ 837,444	\$ 864,667	3.46%
Expenses Comprised Of:							
Personnel		333,400	352,776	364,066	365,746	375,523	3.15%
Administrative Expense		141,398	142,831	140,327	140,327	141,447	0.80%
Supplies & Materials		126,704	117,270	117,850	117,850	123,150	4.50%
Purchased Services		23,103	30,058	34,400	34,400	33,900	-1.45%
Utilities		45,692	45,015	50,337	50,337	50,159	-0.35%
Repair & Maintenance		118,399	125,530	128,784	128,784	140,488	9.09%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.67	2.67	2.62	2.62	2.70	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2018 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM MISSION

Manage and maintain the Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond." #6: "Create opportunities and learn from successes and failures."

Objectives:

- To provide a golfing experience that is welcoming to all people regardless of skill or ability.
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.
- To enhance the quality of life in our community by providing golf as a recreational amenity at a great value.
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.
- Maintain the course in the best condition possible utilizing the resources available to meet the recommendations of the United States Golf Association.
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions.
- Work closely with the Recreation Division to implement new program opportunities targeting youth.

Major Changes in Revenue, Expenditures, or Programs:

Increase in revenue is a result of providing exceptional customer service and pricing, and promotional strategies to sell golf during non-peak times. Efforts also included the utilization of social media and internet reservations to increase exposure. In addition, we have increased the number of leagues and tournaments. The increase in miscellaneous equipment is due to the purchase of a new kitchen fryer and range ball washer along with replacing certain pieces of golf course equipment. Personnel costs in 2018 reflect a requested increase in the Clubhouse Manager's position from the current 9 month position to a 10 month position. This would allow the Clubhouse manager to wrap up the season with vendor meetings, close-out of cash operations, clean equipment and oversee holiday sales. The past two years, the golf course was still open after the Clubhouse Manager had left for the year.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	30,720	35,888	35,000	34,250	36,000
Annual youth pass holders	82	44	115	64	100
Family pass holders	15	17	15	11	15
Business pass holders	New Measure	3	5	7	10
Strategic Outcomes					
Electronic communication with golfers					
# of emails receiving bi-weekly message	850	2,667	2,100	3,020	3,500
% of golfers who rate conditions at good or better	95%	98%	97%	98%	98%
% of golfers who rate clubhouse services at good or better	New Measure	—————>	97%	98%	98%
Work Process Outputs					
% of time:					
Greens are mowed daily	80%	97%	95%	96%	95%
Tees and fairways - mowed 2 times per week (May-Aug.)	80%	95%	95%	100%	95%
Rough - mowed weekly	90%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	90%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	97%	95%

**CITY OF APPLETON 2018 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 171	\$ (535)	\$ 1,000	\$ 1,000	\$ 1,000
4801 Charges for Serv. - Nontax	1,700	5,621	5,300	5,300	7,250
4802 Charges for Serv. - Tax	774,069	793,306	765,000	765,000	780,000
4850 Daily Entrance - Nontax	3,150	3,150	3,150	3,150	3,750
5015 Rental of City Property	14,500	14,500	15,400	15,400	15,400
5016 Lease Revenue	56,564	57,122	57,325	57,325	57,464
5020 Donations & Memorials	1,410	707	-	-	-
5035 Other Reimbursements	2,276	2,159	1,800	1,800	2,000
5085 Cash Short or Over	-	(188)	-	-	-
Total Revenue	\$ 853,840	\$ 875,842	\$ 848,975	\$ 848,975	\$ 866,864
Expenses					
6101 Regular Salaries	\$ 154,168	\$ 158,404	\$ 159,896	\$ 161,359	\$ 169,352
6105 Overtime	238	131	528	528	533
6108 Part-Time	124,790	115,881	123,781	123,781	120,367
6150 Fringes	54,204	78,360	79,861	80,078	85,271
6201 Training/Conferences	309	285	1,000	1,000	1,000
6301 Office Supplies	1,215	480	600	600	600
6303 Memberships & Licenses	1,715	1,040	1,566	1,566	1,659
6306 Building Maint./Janitorial	1,379	1,003	3,500	3,500	2,000
6307 Food & Provisions	-	100	100	100	50
6308 Landscape Supplies	28,834	34,177	36,400	36,400	36,900
6309 Shop Supplies & Tools	103	-	-	-	-
6314 Pro Shop/Concession Supplies	65,224	60,658	58,500	58,500	61,000
6316 Miscellaneous Supplies	1,833	2,034	3,000	3,000	2,750
6320 Printing & Reproduction	1,999	1,870	2,500	2,500	2,250
6321 Clothing	1,528	527	750	750	750
6322 Gas Purchases	14,060	12,165	13,000	13,000	12,350
6327 Miscellaneous Equipment	13,123	5,839	3,700	3,700	7,150
6401 Accounting/Audit	2,641	2,599	2,800	2,800	2,800
6403 Bank Services	12,324	11,651	13,000	13,000	13,000
6404 Consulting Services	367	2,290	1,500	1,500	3,500
6407 Collection Services	1,013	1,013	1,100	1,100	1,100
6408 Contractor Fees	980	2,310	2,000	2,000	1,000
6412 Advertising	5,052	10,007	11,000	11,000	10,500
6413 Utilities	45,691	45,015	50,337	50,337	50,159
6418 Equip. Repairs & Maint	4,290	4,501	5,000	5,000	5,000
6420 Facilities Charges	26,145	29,262	32,264	32,264	36,632
6424 Software Support	2,249	2,450	2,369	2,369	1,860
6425 CEA Equip. Rental	85,715	89,318	89,151	89,151	96,996
6426 Other Interfund Charges	-	188	3,000	3,000	2,000
6451 Uniform Services	80	-	-	-	-
6501 Insurance	5,328	6,780	7,785	7,785	7,685
6503 Rent	28,766	30,542	27,191	27,191	30,861
6599 Other Contracts/Obligations	646	-	-	-	-
6601 Depreciation Expense	67,707	67,707	67,365	67,365	63,936
6720 Interest Payments	14,280	13,793	13,320	13,320	12,556
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	2,800	3,200	-	-	3,200
Total Expense	\$ 788,696	\$ 813,480	\$ 835,764	\$ 837,444	\$ 864,667

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concession Supplies</u>	
Topsoil, sand & gravel	\$ 3,400	Food & beverages	\$ 46,200
Flowers	500	Merchandise/range balls	14,800
Seed & fertilizers	9,000		<u>\$ 61,000</u>
Pesticides/herbicides	24,000		
	<u>\$ 36,900</u>	<u>Rent</u>	
		Carts	\$ 29,361
		Maintenance operations	1,500
			<u>\$ 30,861</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	171	535-	1,837	1,000	1,000	1,000-	1,000
Charges for Services	778,919	802,077	636,787	773,450	773,450	791,000-	791,000
Other Revenues	74,750	74,300	53,558	74,525	74,525	74,864-	74,864
TOTAL REVENUES	853,840	875,842	692,182	848,975	848,975	866,864-	866,864
EXPENSES BY LINE ITEM							
Regular Salaries	115,330	111,774	87,840	159,896	161,359	164,468	169,352
Labor Pool Allocations	30,282	33,640	24,818	0	0	0	0
Overtime	238	131	572	528	528	533	533
Part-Time	124,790	115,881	97,845	123,781	123,781	121,367	120,367
Other Compensation	6-	2,820	102-	0	0	0	0
Vacation Pay	8,562	10,169	5,110	0	0	0	0
Fringes	60,648	71,822	47,103	79,861	80,078	84,250	85,271
Unemployment Compensation	1,304	3,596	1,958	0	0	0	0
Pension expense / Revenue	7,748-	2,942	0	0	0	0	0
Salaries & Fringe Benefits	333,400	352,775	265,144	364,066	365,746	370,618	375,523
Training & Conferences	309	285	397	1,000	1,000	1,000	1,000
Office Supplies	1,215	480	169	600	600	600	600
Memberships & Licenses	1,715	1,040	1,489	1,566	1,566	1,659	1,659
Building Maintenance/Janitor.	1,379	1,003	453	3,500	3,500	2,000	2,000
Food & Provisions	0	100	0	100	100	50	50
Insurance	5,328	6,780	5,839	7,785	7,785	7,685	7,685
Rent	28,766	30,543	15,967	27,191	27,191	30,861	30,861
Depreciation Expense	67,706	67,706	50,526	67,365	67,365	67,365	63,936
Interest Payments	14,280	13,793	9,990	13,320	13,320	12,556	12,556
Trans Out - General Fund	17,900	17,900	13,425	17,900	17,900	17,900	17,900
Trans Out - Capital Projects	2,800	0	0	0	0	0	3,200
Trans Out - Internal Svc.	0	3,200	0	0	0	0	0
Administrative Expense	141,398	142,830	98,255	140,327	140,327	141,676	141,447
Landscape Supplies	28,834	34,177	31,359	36,400	36,400	36,900	36,900
Shop Supplies & Tools	103	0	0	0	0	0	0
Concession Supplies	65,224	60,658	48,959	58,500	58,500	61,000	61,000
Miscellaneous Supplies	1,833	2,034	1,933	3,000	3,000	2,750	2,750
Printing & Reproduction	1,999	1,870	1,054	2,500	2,500	2,250	2,250
Clothing	1,528	527	60	750	750	750	750
Gas Purchases	14,060	12,165	8,760	13,000	13,000	12,350	12,350
Miscellaneous Equipment	13,123	5,839	2,571	3,700	3,700	7,150	7,150
Supplies & Materials	126,704	117,270	94,696	117,850	117,850	123,150	123,150
Accounting/Audit	2,641	2,599	0	2,800	2,800	2,800	2,800
Bank Services	12,324	11,651	8,012	13,000	13,000	13,000	13,000
Consulting Services	367	2,290	0	1,500	1,500	3,500	3,500
Collection Services	1,013	1,013	587	1,100	1,100	1,100	1,100
Contractor Fees	980	2,310	20,139	2,000	2,000	1,000	1,000
Advertising	5,052	10,007	5,852	11,000	11,000	10,500	10,500
Other Interfund Charges	0	188	0	3,000	3,000	2,000	2,000
Laundry Services	80	0	0	0	0	0	0
Other Contracts/Obligations	646	0	0	0	0	0	0
Purchased Services	23,103	30,058	34,590	34,400	34,400	33,900	33,900
Electric	22,086	21,651	11,906	22,233	22,233	22,233	22,233
Gas	4,629	3,421	3,248	6,500	6,500	6,500	6,500
Water	2,071	2,015	2,448	2,100	2,100	2,100	2,100
Waste Disposal/Collection	1,699	1,575	1,254	1,880	1,880	1,974	1,974
Stormwater	11,120	11,706	8,510	12,120	12,120	11,516	11,516
Telephone	2,361	2,837	2,475	2,900	2,900	3,000	3,000
Cellular Telephone	636	952	537	904	904	936	936
Other Utilities	1,090	859	905	1,700	1,700	1,900	1,900
Utilities	45,692	45,016	31,283	50,337	50,337	50,159	50,159

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Equipment Repair & Maintenanc	4,290	4,501	2,810	5,000	5,000	5,000	5,000
Facilities Charges	26,145	29,262	14,071	32,264	32,264	36,632	36,632
Software Support	2,249	2,450	185	2,369	2,369	1,860	1,860
CEA Equipment Rental	85,715	89,318	58,474	89,151	89,151	96,996	96,996
Repair & Maintenance	118,399	125,531	75,540	128,784	128,784	140,488	140,488
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	788,696	813,480	599,508	835,764	837,444	859,991	864,667

**CITY OF APPLETON 2018 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 778,919	\$ 802,077	\$ 775,250	\$ 785,250	\$ 791,000
Miscellaneous	18,186	17,178	15,400	15,400	15,400
Lease Revenue	56,565	57,122	57,325	60,325	59,464
Total Revenues	<u>853,670</u>	<u>876,377</u>	<u>847,975</u>	<u>860,975</u>	<u>865,864</u>
Expenses					
Operation and Maintenance	686,009	710,878	737,179	738,000	767,075
Depreciation	67,707	67,707	67,365	67,327	63,936
Total Expenses	<u>753,716</u>	<u>778,585</u>	<u>804,544</u>	<u>805,327</u>	<u>831,011</u>
Operating Income (Loss)	99,954	97,792	43,431	55,648	34,853
Nonoperating Revenues (Expenses)					
Interest Income	171	(535)	1,000	1,000	1,000
Interest Expense	(14,280)	(13,793)	(13,320)	(13,320)	(12,556)
Total Non-Operating	<u>(14,109)</u>	<u>(14,328)</u>	<u>(12,320)</u>	<u>(12,320)</u>	<u>(11,556)</u>
Net Income (Loss) Before Transfers	85,845	83,464	31,111	43,328	23,297
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(20,700)	(21,100)	(17,900)	(17,900)	(21,100)
Change in Net Assets	65,145	62,364	13,211	25,428	2,197
Net Assets - Beginning	728,793 *	793,938	856,302	856,302	881,730
Net Assets - Ending	<u>\$ 793,938</u>	<u>\$ 856,302</u>	<u>\$ 869,513</u>	<u>\$ 881,730</u>	<u>\$ 883,927</u>

* as restated per pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 201,564	\$ 229,319
+ Change in Net Assets	25,428	2,197
- Capital Contributions	-	-
+ Depreciation	67,327	63,936
- Fixed Assets	-	-
- Principal Repayment	<u>(65,000)</u>	<u>(65,000)</u>
Working Cash - End of Year	<u>\$ 229,319</u>	<u>\$ 230,452</u>

**CITY OF APPLETON 2018 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2016 Actual	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$ 802,077	\$ 785,250	\$ 791,000	\$ 813,246	\$ 819,876	\$ 843,244	\$ 850,423
Miscellaneous	17,178	15,400	15,400	15,708	16,022	16,342	16,669
Lease Revenue	57,122	60,325	59,464	59,464	59,464	59,464	59,464
Total Revenues	<u>876,377</u>	<u>860,975</u>	<u>865,864</u>	<u>888,418</u>	<u>895,362</u>	<u>919,050</u>	<u>926,556</u>
Expenses							
Operating Expenses	710,878	738,000	767,075	786,252	805,908	826,056	846,707
Depreciation	67,707	67,327	63,936	60,139	59,355	56,510	53,666
Total Expenses	<u>778,585</u>	<u>805,327</u>	<u>831,011</u>	<u>846,391</u>	<u>865,263</u>	<u>882,566</u>	<u>900,373</u>
Operating Income	97,792	55,648	34,853	42,027	30,099	36,484	26,183
Non-Operating Revenues (Expenses)							
Interest Income	-	1,000	1,000	1,000	900	750	500
Interest Expense	(14,328)	(13,320)	(12,556)	(11,625)	(10,432)	(8,625)	(6,300)
Total Non-Operating	<u>(14,328)</u>	<u>(12,320)</u>	<u>(11,556)</u>	<u>(10,625)</u>	<u>(9,532)</u>	<u>(7,875)</u>	<u>(5,800)</u>
Net Income Before Transfers	83,464	43,328	23,297	31,402	20,567	28,609	20,383
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(21,100)	(17,900)	(21,100)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	62,364	25,428	2,197	13,502	2,667	10,709	2,483
Total Net Assets - Beginning	<u>793,938</u>	<u>856,302</u>	<u>881,730</u>	<u>883,927</u>	<u>897,429</u>	<u>900,096</u>	<u>910,805</u>
Total Net Assets - Ending	<u>\$ 856,302</u>	<u>\$ 881,730</u>	<u>\$ 883,927</u>	<u>\$ 897,429</u>	<u>\$ 900,096</u>	<u>\$ 910,805</u>	<u>\$ 913,288</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 201,564	\$ 229,319	\$ 230,452	\$ 239,093	\$ 231,115	\$ 223,334
+ Change in Net Assets	25,428	2,197	13,502	2,667	10,709	2,483
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	67,327	63,936	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	-	-	-	-	-
- Principal Repayment	(65,000)	(65,000)	(65,000)	(70,000)	(75,000)	(80,000)
Working Cash - End of Year	<u>\$ 229,319</u>	<u>\$ 230,452</u>	<u>\$ 239,093</u>	<u>\$ 231,115</u>	<u>\$ 223,334</u>	<u>\$ 199,483</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 192,305	\$ 200,183	\$ 203,944	\$ 208,560	\$ 213,145	
Coverage Ratio	1.23	1.01	1.11	0.90	0.91	0.72

ASSUMPTIONS:

Rounds of golf played @ projected 2017 levels and then increasing slightly for estimated increase in rounds
 2% overall rate increase in 2019 and 2021
 Operating expenses to increase 2.5% per year after 2018
 None of the costs identified in the Reid Golf Course CIP are included in this projection
 Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

**CITY OF APPLETON 2018 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2018	\$ 5,000	\$ -	\$ 5,000
2019	5,000	-	5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2018	\$ 60,000	\$ 12,556	\$ 72,556
2019	60,000	11,625	71,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
2026	-	-	-
	<u>\$ 515,000</u>	<u>\$ 55,538</u>	<u>\$ 570,538</u>

Total			
Year	Principal	Interest	Total
2018	\$ 65,000	\$ 12,556	\$ 77,556
2019	65,000	11,625	76,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
	<u>\$ 665,000</u>	<u>\$ 55,538</u>	<u>\$ 720,538</u>

CITY OF APPLETON 2018 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2018 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Maintain high quality library services

Implemented the 2017 Library User Survey with 836 responses; 98.1% of those surveyed reported the library was responsive or very responsive to their needs
487,795 visits in 2016; 4,630 meeting room uses in 2016, a 6% increase of meeting room uses over previous year
2016 summer program for children had 3,430 participants, the teen summer reading program had 567 participants, and the adult program had 742 participants, a record number (this number will be updated at end of 2017 program)
On track to circulate nearly 1.2 million physical items in 2017; self-checkout averages 80%
Offered high interest programs for all ages; over 52,000 in total attendance in 2016
Contracted with collection agency to improve recovery of materials and/or replacement costs

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

Developed APL Storyteller marketing campaign with stories of how APL has helped patrons "create their future"
Marketing e-blasts sent to approximately 5,600 e-mail addresses
Friends of the APL provided \$67,000 in grants and served as fiscal agent for grants from outside funding agencies
Hosted staff retreat in Feb. and monthly staff trainings on continuing education, change and safety topics
Participated in statewide planning process for public library systems
Continued working with Washington Square, APD and security guard to improve neighborhood environment

Continue to explore facility needs and options

Library Board endorsed parking study, mobility study and the city comprehensive plan
Aligned focus for planning on how library fits into the city's comprehensive plan and other priorities
Made repairs to the HVAC and patched worn carpeting
Implemented wireless printing, improving service to patrons using their own devices

Continue cooperation with schools and other community organizations

Developed Community Partnerships Framework to provide options for different levels of engagement
Provided space for local non-profits doing community outreach on site, helping expand their access to people who need their services: Feeding America, Riverview Gardens, Partnership Community Health Center
Served on the Older Adult/Community Center Taskforce
Collaborated with 191 programs with local educational institutions, businesses, non-profits and civic groups -
Hosted Hmong American Day Celebration at Long Cheng Marketplace attended by over 300 people in May 2017;
collaborated with local organizations on the annual Celebration of Hispanic Heritage; hosted Fox Valley Memory Cafes, artists-in-residence, teen Minecraft guild, MashUp Con
Secured continued grant funding from the United Way Fox Cities for Reach Out and Read - Fox Cities
Sponsor and collaborator for the Fox Cities Community Read and Books Build Community - Evicted and Fox Cities Book Festival Fall, 2017
Operated second year of the Appleton Seed Library with The Seed Guild
Represented the library throughout the community at civic events
Summer Library Program theme "Build a Better World" allowed us to showcase city and community organizations - Storycatchers, Fire Department, Hearthstone, ADI and APD

Utilize volunteers more effectively

Volunteer hours on track to reach 8,000 hours in 2017
Utilized volunteer greeter station, providing welcome and simple assistance as patrons enter the building as well as assistance promoting programming

Continuously work to improve website and online service delivery

Developed an APL app; expanded digital content and improved access to content via Infosoup when feasible
Developed method to track digital content use more effectively
Total E-checkout of 44,365 for e-books, audiobooks, videos, comics, magazines, music and games through May 2017
APL's Facebook page has approx. 5,000 followers

CITY OF APPLETON 2018 BUDGET LIBRARY

MAJOR 2018 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

Hub of Learning and Literacy - We connect our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

Collaborative Environment – We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

The Future: Children and Teens – We provide youth of all ages in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that families from all backgrounds find a supportive and strengthening place for their futures.

Creation and Innovation – We honor imagination, invention, and inspiration. We provide people, places and platforms to encourage discovery, development and originality.

Enriched Entertainment– We embrace the important role of entertainment in the lives of our community members and its ability to enhance and enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

Specialized Services and Programs – We support and sustain education for all ages. We address the varied needs within our community by offering targeted assistance for diverse populations.

Engaged and Sustainable Organization – Our knowledgeable and creative staff provides a patron experience that represents and aids our diverse community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue to plan for library facility needs

Continue outreach to parents and English Language Learners with a continuum of programs that target families at different developmental stages

Collaborate with schools and other community organizations utilizing the Community Partnerships Framework to provide options for different levels of engagement

Provide the community space for civic engagement and public meetings

Work to bring circulation services out into the community

Market collections, programs and services in a holistic way, incorporating social media and in-house marketing

Continue to enhance online "digital branch" with increased access to content such as e-courses for lifelong learning and mobile content

Improve website to make it easier to navigate

Incorporate information and results from system and State studies into library policies and operations

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 1,321,436	\$ 1,469,692	\$ 1,268,833	\$ 1,350,835	\$ 1,182,747	-6.78%
Program Expenses							
16010	Administration	489,942	541,662	547,424	567,896	552,022	0.84%
16021	Children's Services	553,706	573,554	619,170	723,780	517,738	-16.38%
16023	Public Services	757,563	780,655	760,044	762,698	782,457	2.95%
16024	Community Partnerships	442,681	496,335	496,371	523,744	510,020	2.75%
16031	Building Operations	444,961	472,023	489,266	489,832	506,049	3.43%
16032	Materials Management	1,476,534	1,467,777	1,437,851	1,467,678	1,457,447	1.36%
16033	Network Services	246,382	283,921	290,875	306,944	303,079	4.20%
TOTAL		\$ 4,411,769	\$ 4,615,927	\$ 4,641,001	\$ 4,842,572	\$ 4,628,812	-0.26%
Expenses Comprised Of:							
Personnel		3,195,775	3,311,489	3,311,555	3,378,651	3,342,498	0.93%
Administrative Expense		88,021	145,688	109,954	188,592	112,200	2.04%
Supplies & Materials		673,095	689,472	663,181	697,768	675,492	1.86%
Purchased Services		70,005	91,280	148,024	160,674	87,141	-41.13%
Utilities		145,336	147,772	145,337	145,337	148,115	1.91%
Repair & Maintenance		230,510	216,418	254,452	254,452	254,868	0.16%
Capital Expenditures		9,027	13,808	8,498	17,098	8,498	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		46.50	46.00	46.50	46.50	46.00	

CITY OF APPLETON 2018 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, Administration plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement"; # 3: "Recognize and grow everyone's talents"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; # 6: "Create opportunities and learn from successes and failures"; and # 7: "Communicate our success through stories and testimonials".

Objectives:

Oversee and guide the library's long range plan

Ensure library is responsive to community needs

Continue working on library facility plans. Continue efforts to provide citizen engagement and transparency in library planning and incorporate results of parking, mobility studies and the city's comprehensive plan

Communicate the role of libraries in 21st century society and the value of service APL provides to the community

Work with Finance Department in transition to the new ERP system

Work with Washington Square group with security guard collaboration

Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services; be good stewards of grant funds

Major changes in Revenue, Expenditures, or Programs:

Increase in state-level meeting attendance is due to participation in the public library system redesign process occurring throughout the State.

Beginning in 2017, all parking permits are charged to this program for ease of management. The overall increase in the amount budgeted in 2017 was due both to an increase in the monthly permit rate and to the elimination of the lower cost single-entry permit.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Client Benefits/Impacts

Library activities, programs and services are responsive to community needs

% of surveyed patrons who rate the library as responsive or very responsive	97%	97%	97%	98%	98%
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Strategic Outcomes

A better educated community

Collaborations with educational institutions	160	191	160	160	170
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Work Process Outputs

Grant funds awarded	\$	135,500	\$	185,000	\$	130,000	\$	170,000	\$	170,000
State-level meetings attended		24		41		30		30		35
Surveys conducted		1		1		1		1		1
Hours worked by library volunteers		8,079		6,422		8,000		8,000		8,000
Annual door count		459,780		487,795		500,000		500,000		475,000

CITY OF APPLETON 2018 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Misc State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	1,101,454	1,103,329	1,065,839	1,065,839	1,062,447
4801 Charges for Serv.- Nontax	63,832	56,478	75,000	75,000	70,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	1,297	705	-	-	-
5035 Other Reimbursements	56,506	103,773	-	9,775	-
Total Revenue	\$ 1,253,089	\$ 1,294,285	\$ 1,170,839	\$ 1,180,614	\$ 1,162,447
Expenses					
6101 Regular Salaries	\$ 346,460	\$ 351,108	\$ 359,445	\$ 363,803	\$ 370,790
6108 Part-Time	6,367	7,970	10,925	10,925	11,503
6150 Fringes	115,621	131,460	135,130	135,778	126,653
6201 Training\Conferences	2,402	9,934	4,177	11,368	4,777
6206 Parking Permits	2,133	2,308	19,920	19,920	19,920
6301 Office Supplies	3,003	3,710	4,635	5,135	4,635
6303 Memberships & Licenses	3,365	4,118	2,055	4,055	2,055
6305 Awards & Recognition	846	1,229	850	1,925	850
6307 Food & Provisions	1,374	2,235	1,135	1,885	1,135
6320 Printing & Reproduction	54	4,770	100	2,200	100
6324 Medical\Lab Supplies	114	-	-	-	-
6412 Advertising	1,240	5,099	1,288	2,088	1,288
6413 Utilities	3,663	3,871	3,664	3,664	4,216
6418 Equip Repairs & Maint	-	-	-	-	-
6599 Other Contracts/Obligations	3,300	13,850	4,100	5,150	4,100
Total Expense	\$ 489,942	\$ 541,662	\$ 547,424	\$ 567,896	\$ 552,022

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services

Create specialized English Language Learner (ELL) programs directed at school age ELL students to include refugees, including coordination with other organizations to bring specialized programs like Lego Robotics to ELL students and taking our ELL classes to partnering organizations like the Building for Kids and the YMCA

Major changes in Revenue, Expenditures, or Programs:

In 2016, we launched ReadSquared, an online Summer Library Program. It has been successful in both 2016 and 2017. In 2018, we need \$3200 in Other Contracts to continue this service which was launched using Friends funds.

The Reach out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. ROR has been budgeted in this program since its inception in 2016 but the growth of ROR has led to a decision to move it to the Library Grants Fund to better account for revenues and related expenditures.

In 2017, we received a \$9,500 grant from BMO Harris to continue to deliver a high quality ELL program.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	35,253	27,569	35,000	28,000	29,000
Drop-in activity participants	3,278	4,830	3,200	3,200	3,500
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,260	3,769	4,500	4,000	4,000
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" *	98%	98%	95%	95%	95%
Work Process Outputs					
Reference transactions	26,493	26,189	23,000	21,000	21,000
Number of children's programs	1,057	804	1,000	1,000	1,000
* survey done in odd years					

CITY OF APPLETON 2018 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	15,000	125,714	77,694	112,896	-
Total Revenue	\$ 15,000	\$ 125,714	\$ 77,694	\$ 112,896	\$ -
Expenses					
6101 Regular Salaries	\$ 374,371	\$ 366,449	\$ 368,535	\$ 392,997	\$ 357,010
6105 Overtime	287	61	-	-	-
6108 Part-Time	36,490	40,878	30,605	43,105	30,605
6150 Fringes	128,876	120,909	134,847	137,473	118,834
6201 Training\Conferences	4,272	3,546	3,677	4,637	4,277
6206 Parking Permits	2,604	2,772	-	-	-
6301 Office Supplies	5,676	34,483	2,812	57,935	2,812
6303 Memberships & Licenses	-	-	-	300	-
6307 Food & Provisions	-	270	-	3,239	-
6327 Miscellaneous Equipment	130	1,439	-	-	-
6599 Other Contracts/Obligations	1,000	2,747	78,694	84,094	4,200
Total Expense	\$ 553,706	\$ 573,554	\$ 619,170	\$ 723,780	\$ 517,738

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Public Services

Business Unit 16023

PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Work with patrons in support of the strategies of Hub of Learning and Literacy and Enriched Entertainment; work with other system libraries and State libraries in a collaborative environment; embrace new technologies and best library practices to continue to be an engaged and sustainable organization

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2018; provide quality service to over 480,000 people

Register new patrons and maintain a database of over 78,000 users; process holds in conjunction with the Materials Management section (approx. 125,000 items each year); send out overdue, billing and reserve notices; utilize TRIP and Unique Management Services for the collection of long overdue items and fines

Promote and train the public on the use of the self-check machines by patrons at an average of 80% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer

Oversee the inter-library loan process

Work with Community Partnerships and Children's Librarians to bring circulation services out into the community

Major changes in Revenue, Expenditures, or Programs:

In 2017 with Friends funding, the library launched an app called Boopsie. It allows access to library cards, holds, barcode scanners and digital materials on a phone or device. Continued funding of this app (\$5,695) is budgeted in other contracts and obligations in this program. This line item also includes Microfilm reader contracts, along with revenues from the reader/printers. Both the revenues and expense were previously recorded in the Community Partnerships program.

The decline over time in materials circulation reflects a national trend but also excludes circulation of electronic content, which follows Department of Public Instruction requirements for tracking and reporting.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	78,850	69,376	80,000	65,000	65,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,392	81,842	91,000	81,050	82,000
Members of the Appleton community find high quality service at the library					
% of respondents evaluating service "somewhat satisfied" to "very satisfied" (survey done on odd years)	86%	86%	92%	92%	92%
Work Process Outputs					
Adult materials circulation	683,201	636,753	685,000	642,000	645,000
Children's materials circulation	483,496	445,129	450,000	420,000	425,000
Reserves filled for APL patrons	151,946	137,217	150,000	142,149	145,000

CITY OF APPLETON 2018 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ 300
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 300
Expenses					
6101 Regular Salaries	\$ 472,762	\$ 473,165	\$ 484,494	\$ 486,805	\$ 503,860
6105 Overtime	-	-	-	-	-
6108 Part-Time	102,498	114,668	87,633	87,633	89,372
6150 Fringes	172,650	180,982	179,358	179,701	173,971
6201 Training\Conferences	1,296	2,472	1,890	1,890	2,490
6206 Parking Permits	3,456	4,212	-	-	-
6301 Office Supplies	3,511	1,986	4,069	4,069	4,069
6327 Miscellaneous Equipment	1,390	-	1,000	1,000	1,000
6418 Equip Repairs & Maint	-	3,170	1,600	1,600	500
6599 Other Contracts/Obligations	-	-	-	-	7,195
Total Expense	\$ 757,563	\$ 780,655	\$ 760,044	\$ 762,698	\$ 782,457

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs

Provide access to local history materials, services, and programs

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Work with Public Services and Children's Librarians to bring circulation services out into the community

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on odd years)					
Adult programs	99%	99%	99%	98%	98%
Young adult programs	100%	100%	100%	92%	92%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	10,954	5,534	9,500	5,000	5,000
Adult program attendance	6,023	7,951	7,000	8,000	7,500
Work Process Outputs					
Web page "hits" (page accesses)	1,084,342	1,246,326	1,200,000	1,200,000	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ 341	\$ 7,217	\$ 300	\$ 13,200	\$ -
Total Revenue	<u>\$ 341</u>	<u>\$ 7,217</u>	<u>\$ 300</u>	<u>\$ 13,200</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 330,149	\$ 349,398	\$ 354,005	\$ 357,464	\$ 349,659
6108 Part-Time	3,484	2,986	4,456	14,456	4,676
6150 Fringes	102,524	130,041	131,915	132,929	149,090
6201 Training\Conferences	3,095	3,112	3,677	3,677	4,277
6206 Parking Permits	1,788	2,016	-	-	-
6301 Office Supplies	1,641	4,450	2,318	8,318	2,318
6303 Memberships & Licenses	-	-	-	1,500	-
6599 Other Contracts/Obligations	-	4,332	-	5,400	-
Total Expense	<u>\$ 442,681</u>	<u>\$ 496,335</u>	<u>\$ 496,371</u>	<u>\$ 523,744</u>	<u>\$ 510,020</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Building Operations

Business Unit 16031

PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Maintain safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other City departments

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and the community

Proactively meet the needs of the community through quality customer service and by effectively incorporating sustainable and cost-effective practices in our day to day operations

Facilitate the work done in the library by the Facilities Management Department by performing basic facility and equipment maintenance, cleaning, and informing them of building needs and concerns and work with the cleaning service and other contractors to ensure the library facility is being maintained according to service contracts

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	98%	98%	97%	98%	98%
% of patrons satisfied with cleanliness of library (surveyed on odd years)	94%	94%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on odd years)	90%	90%	95%	87%	87%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,414	4,630	5,000	4,900	4,900
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	21	20	20	20	20

CITY OF APPLETON 2018 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5001 Fees & Commissions	\$ 1,459	\$ 1,473	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 1,459</u>	<u>\$ 1,473</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Expenses					
6101 Regular Salaries	\$ 87,574	\$ 105,063	\$ 105,393	\$ 105,886	\$ 109,595
6105 Overtime	206	1,025	-	-	-
6108 Part-Time	3,478	4,616	5,756	5,756	5,965
6150 Fringes	38,814	49,646	45,262	45,335	59,691
6201 Training\Conferences	-	1,081	206	206	806
6206 Parking Permits	864	972	-	-	-
6301 Office Supplies	-	290	100	100	300
6306 Building Maint./Janitorial	7,900	11,343	7,344	7,344	11,570
6308 Landscape Supplies	25	-	-	-	-
6309 Shop Supplies & Tools	-	-	100	100	100
6311 Paint & Supplies	67	-	-	-	-
6323 Safety Supplies	18	171	150	150	200
6324 Medical\Lab Supplies	-	-	50	50	-
6327 Miscellaneous Equipment	903	396	250	250	650
6407 Collection Services	2,687	2,855	1,545	1,545	2,962
6413 Utilities	141,674	143,900	141,673	141,673	143,899
6416 Build Repairs & Maint.	1,839	2,096	3,000	3,000	3,000
6418 Equip Repairs & Maint	482	337	400	400	400
6420 Facilities charges	158,430	148,232	178,037	178,037	166,911
Total Expense	<u>\$ 444,961</u>	<u>\$ 472,023</u>	<u>\$ 489,266</u>	<u>\$ 489,832</u>	<u>\$ 506,049</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Work with Public Services on improving the patron hold experience

Collect and route approximately 120,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve returned materials using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

Conclude reference collection review for currency and usefulness

Major changes in Revenue, Expenditures, or Programs:

Other Contracts reflects \$5,000 in costs for Unique Management, a collection agency used by libraries to recover materials and/or replacement costs.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	54%	60%	58%	58%	58%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,508	3,053	3,600	3,200	3,200
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	291,739	292,085	295,000	284,661	290,000
Work Process Outputs					
# of volumes processed	34,940	29,900	35,000	30,000	30,000
# of volumes weeded	23,192	34,481	25,000	30,000	25,000

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ 30,859	\$ 20,761	\$ -	\$ 21,800	\$ -
Total Revenue	<u>\$ 30,859</u>	<u>\$ 20,761</u>	<u>\$ -</u>	<u>\$ 21,800</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 507,015	\$ 466,562	\$ 497,298	\$ 500,489	\$ 506,085
6108 Part-Time	92,129	109,679	67,278	67,278	68,601
6150 Fringes	158,666	168,030	174,198	174,672	166,174
6201 Training\Conferences	2,767	2,730	2,627	2,627	3,227
6206 Parking Permits	4,896	5,184	-	-	-
6301 Office Supplies	23,410	30,959	38,522	38,522	38,522
6315 Books & Library Materials	625,865	621,663	595,531	621,693	607,442
6327 Miscellaneous Equipment	-	574	-	-	-
6599 Other Contracts/Obligations	61,786	62,396	62,397	62,397	67,396
Total Expense	<u>\$ 1,476,534</u>	<u>\$ 1,467,777</u>	<u>\$ 1,437,851</u>	<u>\$ 1,467,678</u>	<u>\$ 1,457,447</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,813
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	19,283
RFID supplies	15,426
	<u>\$ 38,522</u>

Books & Library Materials

Children's materials	\$ 144,504
Adult materials	433,515
Digital Content Consortia	29,422
	<u>\$ 607,442</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,396
Collection Agency	5,000
	<u>\$ 67,396</u>

CITY OF APPLETON 2018 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Replace 20% of staff and public computing devices annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment; filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff

Major changes in Revenue, Expenditures, or Programs:

New backup system: \$10,000. Our current backup system is approaching 7 years old and with all the ransomware attacks becoming more prevalent in our society, it's important to protect our data with a more modern backup solution to best maintain our data integrity.

The decrease in Supplies is due to toner costs moving to Equipment Repair & Maintenance since it is now part of our contract with the vendor. The increase in equipment repairs and maintenance reflects that change and an increase in the service contract for Bibliotheca.

The increase in database sessions shown below is due to better usage reporting from a number of the databases and not strictly to an increase in the number of searches conducted.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	85%	85%	85%
Strategic Outcomes					
Hours of public internet computer use	49,015	56,514	50,000	50,000	50,000
Sessions on public computers	68,050	71,920	74,000	71,000	72,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	223,206	210,237	225,000	213,000	220,000
Database sessions	255,721	256,281	280,000	800,000	800,000
Work Process Outputs					
PC workstations & other devices installed	40	40	40	40	40

**CITY OF APPLETON 2018 BUDGET
LIBRARY**

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ 20,688	\$ 20,242	\$ 18,500	\$ 20,825	\$ 18,500
Total Revenue	<u>\$ 20,688</u>	<u>\$ 20,242</u>	<u>\$ 18,500</u>	<u>\$ 20,825</u>	<u>\$ 18,500</u>
Expenses					
6101 Regular Salaries	\$ 83,857	\$ 98,166	\$ 97,636	\$ 98,632	\$ 100,568
6150 Fringes	31,497	38,627	37,386	37,534	39,796
6201 Training\Conferences	-	1,305	2,060	2,060	2,660
6206 Parking Permits	576	648	-	-	-
6301 Office Supplies	7,138	8,324	7,880	7,880	1,500
6315 Books & Library Materials	-	-	-	-	-
6327 Miscellaneous Equipment	45,918	61,034	66,000	72,325	66,000
6418 Equip Repairs & Maint	68,369	62,009	71,415	71,415	84,057
6815 Software Acquisition	9,027	13,808	8,498	17,098	8,498
Total Expense	<u>\$ 246,382</u>	<u>\$ 283,921</u>	<u>\$ 290,875</u>	<u>\$ 306,944</u>	<u>\$ 303,079</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	20,000
Back up Solution	10,000
	<u>\$ 66,000</u>

Equipment Repairs and Maintenance

Public & staff photocopier lease and fees	\$ 16,000
Automated material handling equipment	20,000
Self checks and security gate contract	21,843
Security camera maintenance	2,000
Software license and maintenance fees	18,927
Other equipment repairs and maintenance	5,287
	<u>\$ 84,057</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,101,454	1,103,329	1,066,420	1,065,839	1,065,839	1,062,447	1,062,447
Charges for Services	63,832	56,478	45,318	75,000	75,000	70,000	70,000
Other Revenues	156,150	309,885	252,734	127,994	209,996	13,300	50,300
TOTAL REVENUES	1,321,436	1,469,692	1,364,472	1,268,833	1,350,835	1,145,747	1,182,747
EXPENSES BY LINE ITEM							
Regular Salaries	1,961,278	1,974,973	1,488,806	2,266,806	2,306,076	2,297,567	2,297,567
Overtime	491	1,086	264	0	0	0	0
Temp. Full-Time	1,795	0	0	0	0	0	0
Part-Time	242,651	280,798	174,904	206,653	229,153	210,722	210,722
Other Compensation	50	300	0	0	0	0	0
Sick Pay	9,925	7,154	1,665	0	0	0	0
Vacation Pay	230,937	227,485	153,150	0	0	0	0
Fringes	748,648	819,693	552,149	838,096	843,422	834,209	834,209
Salaries & Fringe Benefits	3,195,775	3,311,489	2,370,938	3,311,555	3,378,651	3,342,498	3,342,498
Training & Conferences	13,832	24,179	15,742	18,314	26,465	22,514	22,514
Parking Permits	16,317	18,112	19,560	19,920	19,920	19,920	19,920
Office Supplies	44,379	84,202	73,924	60,336	121,959	54,156	54,156
Memberships & Licenses	3,365	4,118	4,467	2,055	5,855	2,055	2,055
Awards & Recognition	846	1,229	1,191	850	1,925	850	850
Building Maintenance/Janitor.	7,908	11,343	7,323	7,344	7,344	11,570	11,570
Food & Provisions	1,374	2,505	2,866	1,135	5,124	1,135	1,135
Administrative Expense	88,021	145,688	125,073	109,954	188,592	112,200	112,200
Landscape Supplies	25	0	0	0	0	0	0
Shop Supplies & Tools	0	0	96	100	100	100	100
Paint & Supplies	67	0	0	0	0	0	0
Books & Library Materials	625,865	621,663	377,236	595,531	621,693	607,442	607,442
Printing & Reproduction	54	4,770	3,583	100	2,200	100	100
Clothing	0	0	363	0	0	0	0
Safety Supplies	18	171	239	200	200	200	200
Medical & Lab Supplies	114	0	0	0	0	0	0
Miscellaneous Equipment	46,952	62,868	25,270	67,250	73,575	67,650	67,650
Supplies & Materials	673,095	689,472	406,787	663,181	697,768	675,492	675,492
Collection Services	2,687	2,855	1,676	1,545	1,545	2,962	2,962
Advertising	1,240	5,099	893	1,288	2,088	1,288	1,288
Other Contracts/Obligations	66,078	83,326	90,464	145,191	157,041	75,696	82,891
Purchased Services	70,005	91,280	93,033	148,024	160,674	79,946	87,141
Electric	109,161	110,073	73,536	109,161	109,161	110,073	110,073
Gas	23,169	24,433	17,584	23,169	23,169	24,432	24,432
Water	4,871	4,924	3,787	4,871	4,871	4,924	4,924
Waste Disposal/Collection	2,028	2,052	1,581	2,028	2,028	2,052	2,052
Stormwater	2,444	2,418	1,809	2,444	2,444	2,418	2,418
Telephone	2,719	2,734	2,392	2,719	2,719	3,224	3,224
Cellular Telephone	944	1,138	823	945	945	992	992
Utilities	145,336	147,772	101,512	145,337	145,337	148,115	148,115
Building Repair & Maintenance	1,839	2,096	1,138	3,000	3,000	3,000	3,000
Equipment Repair & Maintenan	70,241	66,090	71,510	73,415	73,415	84,957	84,957
Facilities Charges	158,430	148,232	99,163	178,037	178,037	166,911	166,911
Repair & Maintenance	230,510	216,418	171,811	254,452	254,452	254,868	254,868
Software Acquisition	9,027	13,808	14,228	8,498	17,098	8,498	8,498
Capital Expenditures	9,027	13,808	14,228	8,498	17,098	8,498	8,498
TOTAL EXPENSES	4,411,769	4,615,927	3,283,382	4,641,001	4,842,572	4,621,617	4,628,812

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM MISSION

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children age birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

Major changes in Revenue, Expenditures, or Programs:

The Reach out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. ROR has been budgeted in the Children's Services program in the Library's general fund budget since its inception in 2016 but the growth of ROR has led to a decision to move it to this special revenue fund to better account for revenues and related expenditures.

The library has applied to become a United Way Agency for the Reach Out and Read program. A strategic planning process with the clinics is also being done with a professional facilitator. This process will clarify the ongoing funding model of the program.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for receipt and expenditure of various grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 98,218	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 98,218	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	23,719	N/A
	Administrative Expense	-	-	-	-	74,499	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	-	-	-	-	0.50	

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ 98,218
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 98,218</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 22,138
6105 Overtime	-	-	-	-	-
6108 Part Time	-	-	-	-	-
6150 Fringe Benefits	-	-	-	-	1,581
6201 Training / Conferences	-	-	-	-	1,160
6301 Office Supplies	-	-	-	-	73,339
6315 Books & Library Materials	-	-	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 98,218</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Office Supplies

Materials for distribution by
medical staff \$ 73,339

**CITY OF APPLETON 2018 BUDGET
LIBRARY GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Donations	\$ -	\$ -	\$ -	\$ -	\$ 98,218
Total Revenues	-	-	-	-	98,218
Expenses					
Program Costs	-	-	-	-	98,218
Total Expenses	-	-	-	-	98,218
Other Financing Sources (Uses)					
Other	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy Erickson

Administrative Services Manager: Debra Ebben

CITY OF APPLETON 2018 BUDGET VALLEY TRANSIT

MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (2.5%) in the first six months of 2017. When gas prices are lower, as they have been in 2017, transit ridership tends to dip.

Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the State and federal level.

Federal Funding– During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA.

State Budget – After State funding for transit operations was cut by 10% in 2012, funding has remained at a consistent level.

RTA – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a Regional Transit Authority (RTA) in the Fox Cities. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

Valley Transit received no findings in the 2016 financial audit conducted in early 2017.

Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2018 proposed budget reflects an award of funds to a non-profit organization.

CITY OF APPLETON 2018 BUDGET VALLEY TRANSIT

MAJOR 2018 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time-performance will continue to be a major focus in 2018, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

We will continue to work on establishing an RTA in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to timing of availability of State funding. During 2018, the plan will be finished and reviewed to determine the feasibility of recommendations with an implementation plan to follow.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 8,605,129	\$ 8,677,130	\$ 9,344,520	\$ 10,492,912	\$ 9,837,695	5.28%
Program Expenses							
5810	Administration	1,375,746	1,488,595	1,376,132	1,377,552	1,375,847	-0.02%
5820	Vehicle Maint.	708,179	616,015	667,840	2,023,442	754,963	13.05%
5830	Facilities Maint.	132,553	148,138	170,945	247,005	505,345	195.62%
5840	Operations	3,500,639	3,509,144	3,870,436	3,872,078	3,943,407	1.89%
5850	ADA Paratransit	1,726,318	1,765,067	1,904,192	1,904,192	1,871,109	-1.74%
5860	Ancillary Paratransit	1,666,199	1,662,953	1,817,878	1,817,878	1,941,479	6.80%
TOTAL		\$ 9,109,634	\$ 9,189,912	\$ 9,807,423	\$ 11,242,147	\$ 10,392,150	5.96%
Expenses Comprised Of:							
	Personnel	3,744,587	4,056,684	3,943,006	3,946,068	4,028,395	2.17%
	Administrative Expense	874,096	831,213	814,684	814,684	883,583	8.46%
	Supplies & Materials	717,316	544,859	928,997	928,997	950,156	2.28%
	Purchased Services	3,442,334	3,437,400	3,761,739	3,761,739	3,827,340	1.74%
	Utilities	100,396	99,428	133,500	133,500	133,500	0.00%
	Repair & Maintenance	214,061	220,328	208,497	208,497	224,176	7.52%
	Capital Expenditures	16,844	-	17,000	1,448,662	345,000	1929.41%
Full Time Equivalent Staff:							
	Personnel allocated to programs	54.35	54.35	54.95	56.20	56.20	

* % change from prior year adopted budget
Valley Transit.xls

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM MISSION

We will equitably allocate federal, State, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

Major changes in Revenue, Expenditures, or Programs:

- Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2018.
- The increase in depreciation expense is related to new buses purchased in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Regional transit service					
Municipalities and County government	13	13	13	13	13
units served					
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 84.78	\$ 84.61	\$ 85.02	\$ 85.02	\$ 85.86
Expense per revenue mile	\$ 4.77	\$ 4.76	\$ 4.75	\$ 4.75	\$ 4.87
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	5	10	0	6	0

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 2,413,009	\$ 2,560,663	\$ 2,535,591	\$ 3,682,452	\$ 2,904,386
4224 Miscellaneous State Aids	2,599,326	2,491,999	2,730,141	2,731,672	2,736,001
4230 Miscellaneous Local Aids	454,669	443,258	477,408	477,408	479,388
4710 Interest on Investments	3,024	(9,161)	12,500	12,500	12,500
4877 Advertising/Promotional	70,294	55,455	55,000	55,000	55,000
5001 Fees & Commissions	15,783	10,454	-	-	8,000
5005 Sale of City Prop - Tax	3,176	339	-	-	-
5010 Misc Revenue - Nontax	14	3	-	-	-
5020 Donations & Memorials	-	1,000	-	-	-
5035 Other Reimbursements	3,902	2,842	-	-	-
5921 Trans In - General Fund	585,506	627,179	673,297	673,297	642,744
Total Revenue	\$ 6,148,703	\$ 6,184,031	\$ 6,483,937	\$ 7,632,329	\$ 6,838,019
Expenses					
6101 Regular Salaries	\$ 239,425	\$ 191,773	\$ 234,188	\$ 235,424	\$ 214,202
6108 Part Time	11,469	6,228	-	-	-
6150 Fringes	45,108	241,172	74,270	74,454	76,892
6201 Training/Conferences	20,589	6,720	3,941	3,941	16,792
6204 Tuition Reimbursement	-	-	-	-	2,000
6205 Employee Recruitment	11,115	18,505	3,200	3,200	3,200
6206 Parking	2	176	360	360	360
6301 Office Supplies	3,281	6,035	3,547	3,547	3,958
6302 Subscriptions	950	959	495	495	1,555
6303 Memberships & Licenses	3,757	4,401	4,514	4,514	4,708
6304 Postage & Freight	2,344	2,828	3,389	3,389	3,404
6305 Awards & Recognition	372	1,187	810	810	878
6307 Food & Provisions	2,649	2,142	1,080	1,080	1,170
6316 Miscellaneous Supplies	977	872	375	375	375
6320 Printing & Reproduction	11,244	16,567	24,430	24,430	21,483
6323 Safety Supplies	16	603	500	500	500
6327 Miscellaneous Equipment	7,157	3,374	3,200	3,200	2,000
6401 Accounting/Audit	9,216	9,584	9,000	9,000	9,000
6403 Bank Services	2,669	3,048	3,000	3,000	3,000
6404 Consulting	4,611	162	100,000	100,000	45,000
6408 Contractor Fees	315	165	3,580	3,580	1,080
6411 Temporary Help	8,571	25,543	3,000	3,000	5,000
6412 Advertising	39,797	42,398	42,000	42,000	42,000
6413 Utilities	83,942	82,537	109,496	109,496	109,889
6418 Equip Repairs & Maint	-	130	400	400	317
6424 Software Support	45,716	48,002	50,600	50,600	56,000
6430 Health Services	1,015	1,141	2,100	2,100	2,100
6501 Insurance	169,940	174,963	127,776	127,776	138,816
6599 Other Contracts/Obligations	6	214	-	-	350
6601 Depreciation Expense	641,396	597,166	566,881	566,881	606,818
6804 Equipment	8,097	-	-	-	-
Total Expense	\$ 1,375,746	\$ 1,488,595	\$ 1,376,132	\$ 1,377,552	\$ 1,372,847

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Training / Conferences</u>		<u>Advertising</u>	
On-site Trapeze training	\$ 15,000	Events	\$ 12,309
Conferences & seminars	1,792	Print	10,000
	<u>\$ 16,792</u>	Broadcast	6,000
<u>Printing</u>		Bus Driver ads	1,500
Fare material	\$ 7,381	Rider Survey	9,591
Riders guides & maps	5,000	Legal Notices	2,000
Public Information materials	5,000	Trudigital Electronic Signs	600
Forms	1,200		<u>\$ 42,000</u>
City copy charges	2,902	<u>Software Support</u>	
	<u>\$ 21,483</u>	ITS software maintenance fee	\$ 56,000
<u>Consulting</u>			<u>\$ 56,000</u>
Fuel tank analysis	\$ 45,000		
	<u>\$ 45,000</u>		

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 5820

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
- To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

The higher level of expense in the vehicle maintenance budget reflect the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs. Included in the 2018 budget is expense related to tools for the four new buses received in 2017.

The higher expense in regular salaries is due to the Maintenance Supervisor position being fully allocated to the Vehicle Maintenance business unit. In prior years, the salary and fringes were divided between the Vehicle Maintenance and Operations business units.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	19,567	26,203	20,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	12.98	13.98	14.98	14.98	13.00
Avg. vehicle mileage for active fleet	547,867	561,492	641,463	580,000	460,000
Maintenance cost/mile	\$0.83	\$0.71	\$0.79	\$0.79	\$0.88
Spare ratio	22%	22%	22%	22%	32%
Inventory turnover *	1.13	0.21	1.00	1.00	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	27	27	27	31
Miles operated	939,354	938,269	943,198	943,198	943,198
# inspections completed	172	167	188	188	170
Clean buses					
# exterior cleanings	6,140	5,364	6,400	5,080	5,080
# interior cleanings	6,140	5,364	6,400	5,080	5,080
* Excluding fluids					

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5011 Misc Revenue - Tax	\$ 180	\$ -	\$ -	\$ -	\$ -
5020 Donations & Memorials	-	20	-	-	-
5030 Damage to City Property	7,132	16,540	-	-	-
	<u>\$ 7,312</u>	<u>\$ 16,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 296,415	\$ 298,499	\$ 295,043	\$ 295,043	\$ 342,774
6105 Overtime	11,057	21,316	7,000	7,000	7,147
6150 Fringes	108,968	114,832	112,805	112,805	135,140
6201 Training/Conferences	416	300	5,000	5,000	3,000
6309 Shop Supplies & Tools	35,711	39,872	40,270	40,270	50,970
6316 Miscellaneous Supplies	-	307	-	-	-
6321 Clothing	257	55	275	275	220
6322 Gas Purchases	2,736	2,336	5,000	5,000	5,000
6326 Vehicle & Equipment Parts	204,377	106,314	160,400	160,400	161,500
6327 Miscellaneous Equipment	1,726	434	-	-	8,200
6417 Vehicle Repairs & Maint	10,263	8,461	10,000	10,000	12,000
6418 Equip Repairs & Maint	7,955	8,807	8,000	8,000	8,550
6424 Software Support	3,800	1,550	1,000	1,000	1,000
6425 CEA Equipment Rental	2,240	-	2,355	2,355	2,000
6430 Health Services	1,596	1,441	525	525	525
6451 Laundry Services	1,783	1,766	3,050	3,050	3,050
6501 Insurance	10,132	9,725	17,117	17,117	16,887
6804 Equipment	8,747	-	-	1,355,602	-
	<u>\$ 708,179</u>	<u>\$ 616,015</u>	<u>\$ 667,840</u>	<u>\$ 2,023,442</u>	<u>\$ 757,963</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,200
Cleaning supplies & chemicals	4,250
Grease and liquid gases	26,520
Tools and instruments	13,000
	<u>\$ 50,970</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	22,000
Electrical system parts	7,000
Wheelchair ramp parts	5,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	50,000
PM's and oil changes	17,500
	<u>\$ 161,500</u>

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 5830

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefits our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Increases in the Facilities Maintenance budget is due to several capital projects. Valley Transit needs to replace the existing generator at the Whitman facility (\$145,000) that provides a minimum amount of power during outages. Also budgeted is much needed maintenance/repair to an existing floor pit and hoist in the maintenance garage (\$100,000). Valley Transit's fuel tank and diesel fueling station are budgeted for repair or replacement (\$100,000). Capital funding has been budgeted to cover 80% of the cost (\$276,000). The remaining 20% will be funded from the depreciation reserve.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	1	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ 476	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	4,201	1,603	3,000	3,000	3,000
6325 Ice Control Materials	-	2,008	-	-	-
6327 Miscellaneous Equipment	450	610	1,000	1,000	1,000
6407 Collection Services	3,948	4,180	4,450	4,450	4,600
6416 Building Repairs & Maint	1,669	3,669	-	-	-
6420 Facilities charges	102,481	111,975	103,059	103,059	113,519
6440 Snow Removal Services	1,361	11,086	15,000	15,000	15,000
6451 Laundry Services	2,782	2,644	3,050	3,050	3,050
6454 Grounds Repair & Maint.	8,168	3,806	5,000	5,000	-
6501 Insurance	-	(816)	12,336	12,336	13,126
6599 Other Contracts/Obligations	7,017	7,373	7,050	7,050	7,050
6803 Buildings	-	-	-	76,060	345,000
6809 Infrastructure Construction	-	-	17,000	17,000	-
	<u>\$ 132,553</u>	<u>\$ 148,138</u>	<u>\$ 170,945</u>	<u>\$ 247,005</u>	<u>\$ 505,345</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Buildings

Generator	\$ 145,000
Diesel Fueling Station	100,000
Maintenance pit and hoist	100,000
	<u>\$ 345,000</u>

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM MISSION

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

Excellence in customer service is a central value of Valley Transit, so the organization will continuously monitor and exceed customer expectations:

To have transit services in the Fox Cities direct, on-time and easy to use

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission

Major changes in Revenue, Expenditures, or Programs:

Overtime expense has been relatively high in recent years due to the need to add buses for detours around street construction sites and to the need to cover drivers' shifts for absences due to illness and FMLA leave. During 2017, Valley Transit changed the table of organization to allow hiring of additional drivers with various scheduling options to control overtime expense.

Contractor fees include Valley Transit's \$17,000 contribution to the cost of security patrol services for the Transit Center and surrounding areas. Valley Transit partners with Appleton Downtown Inc., the Appleton Public Library and Department of Public Works, and downtown employers Theda Care, Pfefferle, and Thrivent Financial to pay for a neighborhood monitor who is a presence in the Washington Square area to discourage nuisance behaviors.

The high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

An increase in the price and usage of tires is reflected in the Vehicle & Equipment Parts budget. Those impacts were underestimated in the 2016 budget. The miscellaneous equipment budget includes an on-going program of camera replacement on the buses, as the cameras have exceeded their useful lives and do not provide the quality of image required.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	1.34	1.00	0.00	2.00	0.00
On-time performance percentage	83.0%	83.0%	95.0%	87.0%	95.0%
# customer complaints as a percentage of trips provided	0.03%	0.02%	0.05%	0.02%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.41	\$ 5.62	\$ 5.82	\$ 5.82	\$ 5.82
Efficient service delivery					
Passengers per revenue hour	17.8	16.7	17.5	17.5	17.5
Passengers per revenue mile	1.17	1.10	1.15	1.15	1.15
Farebox recovery	14.3%	14.7%	14.9%	14.9%	15.2%
Work Process Outputs					
Service Provided					
Hours of service	59,319	59,532	60,111	60,111	60,111
Miles of service	898,637	902,748	910,802	910,802	910,802
Trips taken	1,055,544	1,006,035	1,050,000	1,050,000	1,050,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4875 Farebox Revenue	\$ 809,055	\$ 809,469	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	4,268	37,613	38,843	38,843	38,843
5085 Cash Short or Over	703	339	-	-	-
	<u>\$ 814,026</u>	<u>\$ 847,421</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
Expenses					
6101 Regular Salaries	\$ 2,056,651	\$ 2,032,867	\$ 2,136,801	\$ 2,138,231	\$ 2,187,139
6105 Overtime	118,770	170,315	61,411	61,411	61,375
6150 Fringes	807,922	918,792	903,510	903,722	927,383
6201 Training/Conferences	150	-	-	-	-
6303 Memberships & Licenses	118	-	-	-	-
6321 Clothing	3,029	2,512	4,300	4,300	4,780
6322 Gas Purchases	364,556	290,511	600,000	600,000	600,000
6326 Vehicle & Equipment Parts	67,853	67,990	73,202	73,202	76,200
6327 Miscellaneous Equipment	251	980	6,900	6,900	6,900
6328 Signs	4,082	222	2,000	2,000	2,000
6408 Contractor Fees	68,324	13,490	20,000	20,000	17,000
6411 Temporary Help	1,602	-	-	-	-
6412 Advertising	588	392	-	-	-
6418 Equip Repairs & Maint	912	931	-	-	-
6430 Health Services	5,217	9,153	6,460	6,460	6,460
6451 Laundry Services	74	49	-	-	-
6501 Insurance	-	-	55,312	55,312	53,630
6599 Other Contracts/Obligations	540	940	540	540	540
	<u>\$ 3,500,639</u>	<u>\$ 3,509,144</u>	<u>\$ 3,870,436</u>	<u>\$ 3,872,078</u>	<u>\$ 3,943,407</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$2.50/gal	\$ 37,500
Diesel fuel 187,500 gal. @ \$3.00/gal	562,500
	<u>\$ 600,000</u>

Vehicle & Equipment Parts

Lubricants	\$ 15,000
New tires, retreads and tire repairs	61,200
	<u>\$ 76,200</u>

Contractor Fees

Transit Center security	\$ 17,000
	<u>\$ 17,000</u>

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates. Budgeted fuel cost shown here is based on DOT allowable rates.

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 5850

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials".

Objectives:

- To comply with the requirements of the Americans with Disabilities Act
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership remained relatively flat in 2016 and we continue to see a steady use of ADA paratransit services for the first half of 2017. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services, which is why we have projected a slight increase in 2018.

The increase in payroll expense in 2017 in this program was due to an increased allocation of the Paratransit Coordinator and the addition of a .6 FTE Administrative Assistant position. Those changes were made to increase the oversight of ADA contracts and to conduct ADA passenger certification, previously provided by a consultant. As those efforts have progressed in 2017, it has been apparent that the Paratransit Coordinator is able to handle the certifications and contract oversight in the normal course of work so the Administrative Assistant has been budgeted in the Administration program for 2018 to reflect the more general administrative duties of that individual.

The increase in local aids in this program reflects a change in the year-end treatment of agency tickets. Though not required by contract, agency ticket sales have been included in the year-end reconciling calculation of local support due from Valley Transit's municipal partners. This practice has been discontinued, resulting in a larger increase in local support to this program and a smaller increase in local support to be collected from our municipal funding partners for fixed route service.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.3%	98.3%	98.0%	99.2%	98.0%
# customer complaints as a percentage of trips provided	0.26%	0.17%	0.05%	0.09%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 17.90	\$ 18.40	\$ 18.77	\$ 19.23	\$ 18.36
Cost per mile	\$ 3.71	\$ 3.80	\$ 3.99	\$ 4.00	\$ 3.90
Trips per hour	4.2	4.0	3.9	4.0	3.9
Work Process Outputs					
Service Provided					
Hours of service/yr	23,161	24,046	26,000	25,000	26,000
Miles of service/yr	465,129	463,933	480,000	470,000	480,000
Trips taken/yr	96,437	95,943	102,000	99,000	102,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 236,392	\$ 243,737	\$ 296,950	\$ 296,950	\$ 413,752
4875 Farebox Revenue	456,831	466,222	489,600	489,600	489,600
	<u>\$ 693,223</u>	<u>\$ 709,959</u>	<u>\$ 786,550</u>	<u>\$ 786,550</u>	<u>\$ 903,352</u>
Expenses					
6101 Regular Salaries	\$ 35,015	\$ 42,407	\$ 88,915	\$ 88,915	\$ 54,047
6150 Fringes	13,788	18,483	29,063	29,063	22,296
6201 Training & Conferences	4,365	3,018	1,059	1,059	5,208
6301 Office Supplies	751	1,443	953	953	1,042
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	796	1,002	1,213	1,213	1,239
6304 Postage\Freight	497	643	911	911	896
6308 Landscape Supplies	891	365	-	-	-
6316 Miscellaneous Supplies	375	-	375	375	375
6320 Printing & Reproduction	5,188	6,487	3,770	3,770	5,653
6322 Gas Purchases	580	532	-	-	-
6327 Miscellaneous Equipment	-	190	-	-	-
6401 Accounting/Audit	1,954	2,181	2,500	2,500	2,500
6408 Contractor Fees	1,567,745	1,585,813	1,710,132	1,710,132	1,710,132
6412 Advertising	8,888	9,656	8,309	8,309	8,309
6413 Utilities	16,453	16,892	24,004	24,004	23,611
6418 Equip Repairs & Maint	-	30	85	85	83
6420 Facilities Charges	11,263	13,815	14,998	14,998	15,707
6424 Software Support	17,862	18,285	13,000	13,000	15,000
6430 Health Services	-	-	115	115	115
6440 Snow Removal Services	289	2,523	-	-	-
6454 Grounds Repair & Maint.	1,732	866	-	-	-
6501 Insurance	-	816	4,441	4,441	4,547
6599 Other Contracts/Obligations	37,886	39,620	-	-	-
	<u>\$ 1,726,318</u>	<u>\$ 1,765,067</u>	<u>\$ 1,904,192</u>	<u>\$ 1,904,192</u>	<u>\$ 1,871,109</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
102,000 trips

\$ 1,710,132
\$ 1,710,132

Software Support

Trapeze ride scheduling program

\$ 15,000
\$ 15,000

CITY OF APPLETON 2018 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 5860

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our successes through stories and testimonials."

Objectives:

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent
- To provide employment transportation for 2nd and 3rd shift workers and those who need to travel to jobs outside the fixed route service area

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the town of Menasha, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system.

The increase in contractor fees is mostly due to increased costs for specialized employment transportation services. The cost of the Connector's extended service hour program has also increased due to an increase in ridership.

The 2018 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	97,821	89,783	96,080	96,080	100,080
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 17.03	\$ 18.52	\$ 17.63	\$ 17.63	\$ 18.50
Efficient Service Delivery					
Trips per hour	3.9	3.9	3.2	3.2	3.2
Work Process Outputs					
Service provided					
Hours of service/yr	24,970	23,158	31,000	31,000	31,275
Miles of service/yr	547,772	525,120	675,000	675,000	680,000

**CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 68,315	\$ 42,414	\$ 163,181	\$ 163,181	\$ 89,750
4230 Miscellaneous Local Aids	581,885	582,630	663,251	663,251	716,863
4875 Farebox Revenue	216,061	205,963	235,730	235,730	259,730
5020 Donations & Memorials	69,604	77,645	62,653	62,653	62,678
5921 Trans In - General Fund	-	4,507	-	-	18,085
	<u>\$ 935,865</u>	<u>\$ 913,159</u>	<u>\$ 1,124,815</u>	<u>\$ 1,124,815</u>	<u>\$ 1,147,106</u>
Expenses					
6320 Printing & Reproduction	\$ 1,657	\$ 114	\$ -	\$ -	\$ -
6408 Contractor Fees	1,596,227	1,620,425	1,728,128	1,728,128	1,851,729
6599 Other Contracts/Obligations	68,315	42,414	89,750	89,750	89,750
	<u>\$ 1,666,199</u>	<u>\$ 1,662,953</u>	<u>\$ 1,817,878</u>	<u>\$ 1,817,878</u>	<u>\$ 1,941,479</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 78,799
Specialized employment transportation - VP	535,991
Outagamie County - demand response - rural	220,906
Outagamie County - children & family transportation	11,418
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
New Hope Center	192,011
Calumet County - rural service	45,310
Connector late evening service	473,600
Connector service beyond current fixed route service boundaries	112,750
Trolley service - downtown	30,024
	<u>\$ 1,851,729</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,353,596	6,364,701	6,291,503	6,866,522	8,014,914	7,361,917	7,340,140
Interest Income	3,024	9,161	26,967	12,500	12,500	12,500	12,500
Charges for Services	1,486,215	1,519,267	1,028,222	1,668,548	1,668,548	1,692,548	1,692,548
Other Revenues	176,788	170,637	104,635	123,653	123,653	131,678	131,678
Transfers In	585,506	631,686	1,432,484	673,297	673,297	667,138	660,829
TOTAL REVENUES	8,605,129	8,677,130	8,883,811	9,344,520	10,492,912	9,865,781	9,837,695
EXPENSES BY LINE ITEM							
Regular Salaries	2,138,647	2,049,588	1,409,071	2,754,632	2,757,298	2,797,847	2,797,847
Labor Pool Allocations	134,614	148,794	119,387	0	0	0	0
Overtime	129,827	191,631	176,942	68,411	68,411	68,522	68,522
Part-Time	11,469	6,228	0	0	0	0	0
Incentive Pay	315	1,410	0	315	315	315	315
Other Compensation	5,306	29,996	1,962	0	0	0	0
Sick Pay	85,640	96,100	99,577	0	0	0	0
Vacation Pay	176,095	160,688	121,679	0	0	0	0
Holiday Pay	86,889	78,970	44,335	0	0	0	0
Fringes	991,055	1,102,457	700,235	1,119,648	1,120,044	1,161,711	1,161,711
Unemployment Compensation	3,181	6,660	11,931	0	0	0	0
Pension Expenses / Revenue	18,451	184,162	0	0	0	0	0
Salaries & Fringe Benefits	3,744,587	4,056,684	2,685,119	3,943,006	3,946,068	4,028,395	4,028,395
Training & Conferences	25,520	10,038	5,267	10,000	10,000	25,000	25,000
Tuition Fees	0	0	0	0	0	2,000	2,000
Employee Recruitment	11,115	18,505	3,608	3,200	3,200	3,200	3,200
Parking Permits	2	176	150	360	360	360	360
Office Supplies	4,032	7,478	3,081	4,500	4,500	5,000	5,000
Subscriptions	950	959	1,260	844	844	1,904	1,904
Memberships & Licenses	4,671	5,403	5,626	5,727	5,727	5,947	5,947
Postage & Freight	2,841	3,471	1,136	4,300	4,300	4,300	4,300
Awards & Recognition	372	1,187	217	810	810	878	878
Building Maintenance/Janitor.	476	0	0	0	0	0	0
Food & Provisions	2,649	2,142	1,297	1,080	1,080	1,170	1,170
Insurance	180,072	184,688	157,276	216,982	216,982	227,006	227,006
Depreciation Expense	641,396	597,166	504,950	566,881	566,881	621,104	606,818
Administrative Expense	874,096	831,213	683,868	814,684	814,684	897,869	883,583
Landscape Supplies	5,092	1,968	0	3,000	3,000	3,000	3,000
Shop Supplies & Tools	35,711	39,872	22,294	40,270	40,270	50,970	50,970
Miscellaneous Supplies	1,352	1,179	511	750	750	750	750
Printing & Reproduction	18,089	23,168	7,873	28,200	28,200	27,136	27,136
Clothing	3,286	2,567	3,152	4,575	4,575	5,000	5,000
Gas Purchases	367,872	293,379	172,301	605,000	605,000	605,000	605,000
Safety Supplies	16	604	0	500	500	500	500
Construction Materials	0	2,008	0	0	0	0	0
Vehicle & Equipment Parts	272,231	174,304	134,912	233,602	233,602	237,700	237,700
Miscellaneous Equipment	9,584	5,588	13,226	11,100	11,100	18,100	18,100
Signs	4,083	222	0	2,000	2,000	2,000	2,000
Supplies & Materials	717,316	544,859	354,269	928,997	928,997	950,156	950,156
Accounting/Audit	11,170	11,765	0	11,500	11,500	11,500	11,500
Bank Services	2,669	3,048	1,700	3,000	3,000	3,000	3,000
Consulting Services	4,611	162	880	100,000	100,000	45,000	45,000
Collection Services	3,948	4,180	1,902	4,450	4,450	4,600	4,600
Contractor Fees	3,232,610	3,219,894	2,219,775	3,461,840	3,461,840	3,579,941	3,579,941
Temporary Help	10,173	25,543	434	3,000	3,000	5,000	5,000
Advertising	49,273	52,447	20,578	50,309	50,309	50,309	50,309
Health Services	7,828	11,734	8,251	9,200	9,200	9,200	9,200
Snow Removal Services	1,650	13,609	10,271	15,000	15,000	15,000	15,000
Laundry Services	4,638	4,458	2,691	6,100	6,100	6,100	6,100
Other Contracts/Obligations	113,764	90,560	41,483	97,340	97,340	97,690	97,690
Purchased Services	3,442,334	3,437,400	2,307,097	3,761,739	3,761,739	3,827,340	3,827,340

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Electric	52,791	52,060	31,404	61,900	61,900	61,900	61,900
Gas	20,071	13,387	14,309	38,300	38,300	38,300	38,300
Water	6,364	9,219	5,079	7,850	7,850	7,850	7,850
Waste Disposal/Collection	2,275	3,555	1,844	2,975	2,975	2,975	2,975
Stormwater	8,051	8,111	5,939	8,175	8,175	8,175	8,175
Telephone	4,507	4,781	4,255	5,300	5,300	5,300	5,300
Cellular Telephone	6,337	8,315	5,002	9,000	9,000	9,000	9,000
Utilities	100,396	99,428	67,832	133,500	133,500	133,500	133,500
Building Repair & Maintenance	1,669	3,669	6,909	0	0	0	0
Vehicle Repair & Maintenance	10,263	8,461	2,556	10,000	10,000	12,000	12,000
Equipment Repair & Maintenan	8,866	9,899	9,559	8,485	8,485	8,950	8,950
Facilities Charges	113,744	125,790	73,841	118,057	118,057	129,226	129,226
Software Support	67,379	67,837	52,372	64,600	64,600	72,000	72,000
CEA Equipment Rental	2,240	0	0	2,355	2,355	2,000	2,000
Grounds Repair & Maintenance	9,900	4,672	2,582	5,000	5,000	0	0
Repair & Maintenance	214,061	220,328	147,819	208,497	208,497	224,176	224,176
Buildings	0	0	935	0	76,060	0	345,000
Machinery & Equipment	16,844	0	0	0	1,355,602	0	0
Infrastructure Construction	0	0	0	17,000	17,000	0	0
Capital Expenditures	16,844	0	935	17,000	1,448,662	0	345,000
TOTAL EXPENSES	9,109,634	9,189,912	6,246,939	9,807,423	11,242,147	10,061,436	10,392,150

CITY OF APPLETON 2018 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 1,486,214	\$ 1,519,267	\$ 1,723,548	\$ 1,723,548	\$ 1,747,548
Miscellaneous	107,184	92,992	68,653	68,653	76,678
Total Revenues	1,593,398	1,612,259	1,792,201	1,792,201	1,824,226
Expenses					
Operating Expenses	8,468,237	8,592,747	9,223,542	9,181,604	9,440,332
Depreciation	641,396	597,166	566,881	628,429	606,818
Total Expenses	9,109,633	9,189,913	9,790,423	9,810,033	10,047,150
Revenues over (under) Expenses	(7,516,235)	(7,577,654)	(7,998,222)	(8,017,832)	(8,222,924)
Non-Operating Revenues (Expenses)					
Investment Income	3,024	(9,161)	12,500	21,000	12,500
Gain (Loss) on Sale of Capital Assets	-	-	-	-	-
Operating Subsidies	6,423,200	6,442,345	6,802,922	6,809,071	7,064,140
Total Non-Operating	6,426,224	6,433,184	6,815,422	6,830,071	7,076,640
Income (Loss) Before Contributions and Transfers	(1,090,011)	(1,144,470)	(1,182,800)	(1,187,761)	(1,146,284)
Contributions and Transfers In (Out)					
General Fund	585,506	631,686	673,297	682,520	660,829
Capital Contributions	-	-	63,600	1,346,310	276,000
Change in Net Assets	(504,505)	(512,784)	(445,903)	841,069	(209,455)
Total Net Assets - Beginning	6,258,556 *	5,754,051	5,241,267	5,241,267	6,082,336
Total Net Assets - Ending	\$ 5,754,051	\$ 5,241,267	\$ 4,795,364	\$ 6,082,336	\$ 5,872,881

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 351,752	\$ 474,940
+ Change in Net Assets	841,069	(209,455)
+ Depreciation	628,429	606,818
- Fixed Assets	(1,682,887)	(345,000)
+ F/A Funded by Restricted Cash	336,577	69,000
Working Cash - End of Year	\$ 474,940	\$ 596,303

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Celebrated National Public Works Week

Reconstructed streets surrounding new exhibition center with new concrete pavement, sidewalk and bike lanes

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and the Fox River clean-up

Implemented fourth year of our sidewalk poetry program which included 5 original poems written by Appleton residents and students

Implemented seventh year of City-wide bike lane plan, and received Bike Friendly Community Silver Designation

Participated in the second annual Citizens Academy with a second evening of Public Works topics added to the curriculum

Supported 4 civic events by barricading for the Memorial Day, Flag Day, and Christmas parades, as well as for the National Night Out event. Public Works continues to support many of the other special events held in Appleton (87 events in 2017) by sweeping streets and patching potholes prior to the event and cleaning up trash after the event. Examples of other events supported were Oktoberfest, Mile of Music, and numerous run/walk events held throughout the year.

Collaborated with ADI and Riverview Gardens on Downtown CARE initiative (second year of a three year initiative) improving the cleanliness of our downtown

CITY OF APPLETON 2018 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2018 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

Promote a working environment conducive to employee productivity, growth and retention

Implement eighth year of adopted City-wide bike lane plan

Continue to review processes using LEAN initiatives

Implement fifth year of our tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative and to replace existing ash trees

Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination

Continue working with surrounding communities for opportunities to jointly bid projects such as pavement marking and patch program

Work with the art community to implement new ideas

Implement portions of the Downtown Mobility Plan

Implement portions of the Railroad Quiet Zone Plan

Focus on improved customer service to increase percent of customers with a positive perception of Public Works

Implement "stay interview" concepts to retain as many existing high performing Public Works employees as feasible

Improve neighborhood connectivity by implementing enhanced crosswalks at various locations throughout the City

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 3,274,759	\$ 2,721,512	\$ 2,739,474	\$ 2,739,474	\$ 2,556,068	-6.69%
Program Expenses							
17011	Administrative Service	1,335,535	1,347,088	1,351,011	1,365,842	1,446,139	7.04%
17014	Concrete Reconstruction	2,938,050	1,477,019	2,092,955	2,675,766	741,466	-64.57%
17015	Sidewalk Reconstruction	563,028	692,733	775,560	735,371	824,156	6.27%
17016	Asphalt Reconstruction	889,135	1,629,288	1,321,533	1,321,533	2,092,982	58.38%
17022	Traffic - Control	808,556	862,198	895,948	898,931	879,610	-1.82%
17023	Street Lighting	1,427,101	1,477,763	1,491,680	1,491,680	1,498,588	0.46%
17031	MSB Administration	1,013,212	1,122,810	1,131,636	1,138,906	1,157,757	2.31%
17032	Street Repair	1,595,496	1,538,131	1,830,226	1,852,322	1,853,868	1.29%
17033	Snow & Ice Control	989,890	1,662,698	1,363,975	1,363,975	1,386,126	1.62%
17034	Forestry	940,261	973,812	1,080,168	1,083,872	1,087,269	0.66%
15520	Inspections	545,229	538,185	514,149	517,440	523,913	1.90%
TOTAL		\$ 13,045,493	\$ 13,321,725	\$ 13,848,841	\$ 14,445,638	\$ 13,491,874	-2.58%
Expenses Comprised Of:							
	Personnel	5,032,007	5,365,257	5,314,770	5,350,314	5,504,245	3.57%
	Administrative Expense	58,118	58,758	70,830	70,830	65,244	-7.89%
	Supplies & Materials	1,189,822	1,269,139	1,420,489	1,420,489	1,360,649	-4.21%
	Purchased Services	670,920	753,469	1,094,948	1,173,901	826,365	-24.53%
	Utilities	1,585,500	1,645,243	1,651,772	1,651,772	1,656,781	0.30%
	Repair & Maintenance	1,428,412	1,692,831	1,657,837	1,657,837	1,755,719	5.90%
	Capital Expenditures	3,080,714	2,537,028	2,638,195	3,120,495	2,322,871	-11.95%
Full Time Equivalent Staff:							
	Personnel allocated to programs	62.58	62.47	61.88	61.88	63.01	

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 5: "Promote an environment that is respectful and inclusive", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Work with the GIS staff to review and update the official City map to reflect current growth
- Develop and implement a 5-year capital plan to improve City infrastructure
- Monitor project completion dates for contract compliance and timely assessment billings
- Support employee Individual development plans as part of Department's succession planning
- Improve budget development, implementation and monitoring practices
- Review engineering designs, site plans and plats prepared by consultants for private construction projects to insure compliance throughout the City
- Develop and/or update department policies necessary for department administration
- Provide support and accountability towards City's vision statement, "Appleton is the place where people can use their talents to thrive."
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Continue implementation of City-wide bike lane plan
- Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

Miscellaneous equipment includes 14 GPS units to complete outfitting all engineering and inspection vehicles with GPS units which accounts for the increase.

Consulting services has been increased to hire a Ped/Bike Professional Service to provide expertise as needed throughout the year. This cost had previously been included in the Concrete Reconstruction (17014) budget.

Included in this budget is \$2,500 to update and reprint a new city map (every 4 years).

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	700	690	750	700	710
Recovery of project costs					
# of assessment bills prepared	1,299	1,210	1,300	1,250	1,250
Compliance with city regulations					
# of site plans reviewed	40	33	42	40	42
Strategic Outcomes					
Consistent & current information					
Policies reviewed and updated	2	8	6	7	8
Communicate our Successes					
% of customers with a positive perception of Public Works	New measure →			75%	90%
Work Process Outputs					
Service provided					
# of agenda items prepared	183	200	200	190	190
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 14,321,893	\$ 15,838,244	\$ 27,622,223	\$ 27,622,223	\$ 23,994,835

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ -	\$ 3,500	\$ -	\$ -	\$ -
4319 Street & Sidewalk Cement	1,140	820	730	730	750
4409 Street Occupancy	8,640	8,710	8,500	8,500	8,600
4410 Street Excavation	25,240	27,720	27,000	27,000	28,000
5011 Misc Revenue - Tax	64	136	50	50	100
5035 Other Reimbursements	13,140	4,763	-	-	-
Total Revenue	\$ 48,224	\$ 45,649	\$ 36,280	\$ 36,280	\$ 37,450
Expenses					
6101 Regular Salaries	\$ 896,644	\$ 868,033	\$ 876,889	\$ 889,801	\$ 913,658
6104 Call Time	126	49	125	125	100
6105 Overtime	2,027	5,151	2,400	2,400	2,400
6108 Part-Time	2,030	2,395	3,938	3,938	3,330
6150 Fringes	278,858	288,707	294,904	296,823	331,568
6201 Training\Conferences	13,896	5,511	14,900	14,900	10,900
6204 Tuition Fees	-	-	100	100	-
6206 Parking Permits	12,350	13,139	13,680	13,680	13,680
6301 Office Supplies	4,269	5,216	4,600	4,600	4,300
6303 Memberships & Licenses	5,865	6,407	5,750	5,750	6,350
6304 Postage\Freight	-	4	50	50	25
6305 Awards & Recognition	1,331	1,282	1,295	1,295	1,295
6309 Shop Supplies & Tools	6,261	6,686	6,200	6,200	6,700
6315 Books & Library Materials	227	235	400	400	400
6320 Printing & Reproduction	11,631	17,001	14,800	14,800	17,300
6321 Clothing	76	310	300	300	300
6323 Safety Supplies	350	280	350	350	350
6327 Miscellaneous Equipment	17,247	8,966	5,800	5,800	11,760
6328 Signs	254	-	-	-	-
6402 Legal Fees	170	150	125	125	75
6404 Consulting Services	2,550	43,482	3,000	3,000	12,840
6408 Contractor Fees	3,361	-	-	-	-
6411 Temporary Help	3,282	-	-	-	-
6412 Advertising/Publication	2,854	2,890	2,500	2,500	2,400
6413 Utilities	11,630	12,512	15,848	15,848	16,496
6418 Equip Repairs & Maint	1,188	3,138	4,050	4,050	3,800
6424 Software support	1,606	1,863	2,550	2,550	4,655
6425 CEA Equip. Rental	55,452	53,681	76,457	76,457	81,457
Total Expense	\$ 1,335,535	\$ 1,347,088	\$ 1,351,011	\$ 1,365,842	\$ 1,446,139

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Copier & printer rental	\$ 6,100
Outside copying - forms, fliers, etc	8,700
City maps	2,500
	<u>\$ 17,300</u>

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Implement the 2017 concrete reconstruction program
- Identify streets that are below standards and incorporate them into our five-year plan
- Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Coordinate current and future paving projects with affected municipal and governmental agencies
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

Major Changes in Revenue, Expenditures, or Programs:

Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. No payment is expected to be received in 2018.

Please see Projects, page 580 for further details about this program.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	19.86	19.46	22.00	22.00	20.00
Miles of street under min. rideability	5.14	6.90	10.00	10.00	9.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	343	343	343	343	343
Total miles in concrete	236	238	238	238	238
% of total miles reconstructed (concrete to concrete)	0.45%	0.50%	0.75%	0.75%	0.75%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.53	4.04	2.60	2.60	0.88
Expansion of street system					
Miles of new grade & gravel streets	0.35	0.00	0.43	0.43	0.00

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aid	\$ 157,989	\$ -	\$ 156,644	\$ 156,644	\$ -
4602 Concrete Paving	168,831	83,760	61,000	61,000	95,956
4615 Grade & Gravel	8,852	-	-	-	-
5035 Other Reimbursements	416,858	174,416	-	-	-
5922 Trans In - Wheel Tax Fund	1,071,278	686,665	867,200	867,200	354,500
Total Revenue	\$ 1,823,808	\$ 944,841	\$ 1,084,844	\$ 1,084,844	\$ 450,456
Expenses					
6101 Regular Salaries	\$ 186,998	\$ 114,261	\$ 183,279	\$ 183,559	\$ 118,917
6104 Call Time	499	87	-	-	-
6105 Overtime	5,916	6,602	3,726	3,726	3,571
6108 Part-Time	12,307	9,793	3,801	3,801	4,757
6150 Fringes	68,009	45,988	77,889	77,931	55,756
6308 Landscape Supplies	-	-	16,420	16,420	1,400
6325 Construction Materials	398,416	45,621	70,000	70,000	20,000
6327 Miscellaneous Equipment	219	-	-	-	-
6328 Signs	11,786	20,359	8,650	8,650	21,050
6404 Consulting Services	148,019	195,124	225,000	285,000	85,000
6408 Contractor Fees	20,415	11,404	164,300	164,300	67,450
6425 CEA Equip. Rental	9,408	2,031	15,100	15,100	15,100
6599 Other Contracts/Obligations	958	200	-	-	-
6801 Land	100,203	476,954	770,000	1,249,300	175,000
6809 Infrastructure Construction	1,974,897	548,595	554,790	597,979	173,465
Total Expense	\$ 2,938,050	\$ 1,477,019	\$ 2,092,955	\$ 2,675,766	\$ 741,466

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund
Labor Pool				183,001
CEA				15,100
Land	Misc Land acquisition for street projects			25,000
	Spartan Ave at Richmond St			150,000
	Subtotal			175,000
Design	Misc Consultant design			40,000
	Material Testing			10,000
	Calumet St Optimization Study	Kensington Dr	to 441	35,000
	Subtotal			85,000
Reconstruction	Kamps Ave	Douglas St	Douglas St, (fire station)	56,616
	Lynndale Dr	Leonard St	Everett St	181,749
	Oneida St Skyline bridge	street lighting		45,000
	Subtotal			283,365
Total Concrete Paving				\$ 741,466

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Monitor the impact of the sidewalk policy
- Improve public awareness of the sidewalk policy
- Investigate equipment alternatives to best address hazardous sidewalk locations

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 588 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Miles of Sidewalk	439	445	444	444	445
Strategic Outcomes					
Minimize liability					
# of insurance claims from defective sidewalks	0	0	0	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot (area replacement)	2.9	3.3	2.0	2.0	2.0
Request for replacement					
Miles	0.00	0.00	0.0	0.0	0.0
Expansion of pedestrian walkways					
Miles of new sidewalks	1.79	2.54	0.50	0.50	0.50

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4607 Sidewalks	\$ 5,089	\$ 11,303	\$ 1,600	\$ 1,600	\$ 8,866
Total Revenue	<u>\$ 5,089</u>	<u>\$ 11,303</u>	<u>\$ 1,600</u>	<u>\$ 1,600</u>	<u>\$ 8,866</u>
Expenses					
6101 Regular Salaries	\$ 35,163	\$ 41,849	\$ 30,631	\$ 30,631	\$ 34,163
6105 Overtime	1,012	601	1,104	1,104	1,000
6108 Part-Time	1,511	1,545	2,280	2,280	1,903
6150 Fringes	11,855	14,468	11,115	11,115	12,802
6309 Shop Supplies	481	160	-	-	-
6325 Construction Materials	-	1,334	-	-	-
6404 Consulting Services	437	167	-	-	-
6408 Contractor Fees	-	7,296	-	-	-
6425 CEA Equip. Rental	1,866	3,154	2,060	2,060	3,360
6599 Other Contracts/Obligations	100	100	-	-	-
6809 Infrastructure Construction	510,603	622,059	728,370	688,181	770,928
Total Expense	<u>\$ 563,028</u>	<u>\$ 692,733</u>	<u>\$ 775,560</u>	<u>\$ 735,371</u>	<u>\$ 824,156</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

	General Fund
Labor Pool	49,868
CEA	3,360
Sidewalk Construction	
Green Dot	250,000
General	50,000
Patch Contract	30,000
Safestep sawcutting	30,000
Poly-Level jacking	10,000
Reconstruction - Concrete	43,900
Reconstruction - Asphalt	357,028
Subtotal	770,928
New Sidewalk Construction	
New Concrete	-
Arterial Street	-
Subtotal	-
Total	\$ 824,156

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Implement the 2018 asphalt reconstruction program
- Identify streets that are below standard and incorporate their reconstruction into our five-year plan
- Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets
- Coordinate current and future paving projects with affected municipal and governmental agencies

Major Changes in Revenue, Expenditures, or Programs:

Please see Projects, page 576 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.68	21.90	23.00	23.00	22.00
Miles under minimum rideability	21.22	19.85	22.00	22.00	21.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	343	343	343	343	343
Total miles in asphalt	94	94	94	94	94
% of total miles reconstructed	0.23%	0.49%	0.86%	0.86%	0.70%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	0.78	1.69	2.95	2.95	2.41

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4601 Asphalt Paving	\$ 124,995	\$ 77,854	\$ 54,600	\$ 54,600	\$ 31,132
5035 Other Reimbursements	7,945	-	124,175	124,175	-
5922 Trans In - Wheel Tax Fund	204,053	659,738	487,800	487,800	1,000,500
Total Revenue	\$ 336,993	\$ 737,592	\$ 666,575	\$ 666,575	\$ 1,031,632
Expenses					
6101 Regular Salaries	\$ 126,456	\$ 194,402	\$ 147,630	\$ 147,630	\$ 227,195
6105 Overtime	3,452	4,796	4,311	4,311	4,357
6108 Part-Time	1,278	4,335	1,451	1,451	2,854
6150 Fringes	44,926	78,733	56,109	56,109	100,819
6316 Miscellaneous Supplies	-	98	-	-	12,201
6325 Construction Materials	152,594	349,526	439,499	439,499	449,583
6328 Signs	1,696	314	10,000	10,000	13,300
6404 Consulting Services	345	581	5,000	5,000	5,000
6408 Contractor Fees	22,677	24,264	21,363	21,363	13,600
6415 Tipping Fees	5,100	100	-	-	-
6425 CEA Equip. Rental	35,400	82,519	51,135	51,135	60,595
6599 Other Contracts/Obligations	200	200	-	-	-
6809 Infrastructure Construction	495,011	889,420	585,035	585,035	1,203,478
Total Expense	\$ 889,135	\$ 1,629,288	\$ 1,321,533	\$ 1,321,533	\$ 2,092,982

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund Asphalt
Labor Pool				335,225
CEA				60,595
Consultant				5,000
Partial Reconstruction				
	Plank Rd	Boyd Ct	Chestnut Ln	22,602
	Viola St	Randall St	Grant St	85,467
	Westwood Ct	Woodland Ave	cds	10,056
	Willow Ct	Woodland Ave	cds	10,056
	Woodland Ave	Meade St	Viola St	51,437
	Subtotal			179,618
Total Reconstruction				
	Catherine St	Washington St	North St	238,741
	Drew St	Glendale Ave	Pershing St	240,460
	Lincoln St	Olde Oneida St	Madison St	124,808
	Marquette St	Division St	Oneida St	207,049
	Mary St	North St	Pacific St	87,653
	Reeve St	Linwood Ave	Badger Ave	94,542
	Sanders St	Seymour St	Verbrick St	119,546
	Summer St	Morrison St	Union St	298,422
	Winnebago St	Linwood Ave	Badger Ave	101,323
	Subtotal			1,512,544
Total Asphalt Pavement				\$ 2,092,982

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM MISSION

Working together to provide for the safe and efficient movement of pedestrians, cyclists and vehicular traffic within the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues
 Work with the engineering staff and developers to design streets for safety and efficiency
 Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys
 Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

The software support includes the 2nd year of a two year software maintenance contract included with the upgrade of the traffic signal centralized control system in 2017.

Included in the CEA Replacement budget is a \$60,000 upgrade to the sign shop truck which is scheduled for replacement in 2018. Per CEA policy, the department requesting the upgrade is asked to fund the cost of the upgrade through their operating budget. Therefore, the traffic division has made one-time reductions to the following accounts to offset the requested upgrade cost: contractor fees, construction materials, signs, miscellaneous equipment, software support, safety supplies, and training/conferences.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	11	4	15	15	15
# of changes to parking restrictions	67	50	50	50	50
% of signs installed or replaced	2.33%	2.52%	2.60%	2.60%	2.70%
Intersections in the City					
# of controlled intersections	1,418	1,419	1,430	1,425	1,430
# of uncontrolled intersections	690	698	695	695	700
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.54	4.13	3.50	4.00	3.50
Efficient use of staff					
# of signals maintained for other municipalities	25	25	26	26	26
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	32 Signals 82 Signs	36 Signals 101 Signs	38 Signals 85 Signs	35 Signals 85 Signs	35 Signals 85 Signs
Respond to system demands					
# of responses for traffic & parking related changes	56	63	60	60	60

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 3,800	\$ -	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	79,422	34,776	60,000	60,000	42,000
5010 Misc Revenue - Nontax	1,195	1,276	1,225	1,225	1,225
5011 Misc Revenue - Tax	929	6,184	5,000	5,000	6,000
5030 Damage to City Property	52,570	33,611	46,900	46,900	43,000
5035 Other Reimbursements	(5,093)	-	-	-	-
Total Revenue	\$ 132,823	\$ 75,847	\$ 113,125	\$ 113,125	\$ 92,225
Expenses					
6102 Labor Pool Allocations	\$ 238,735	\$ 245,793	\$ 228,722	\$ 231,319	\$ 235,559
6104 Call Time	4,328	5,372	4,500	4,500	3,380
6105 Overtime	7,348	10,462	8,000	8,000	6,000
6108 Part-Time	9,233	16,324	24,595	24,595	26,035
6150 Fringes	86,592	93,355	95,990	96,376	102,573
6309 Shop Supplies & Tools	11,021	8,942	7,090	7,090	7,100
6311 Paint & Supplies	422	4,444	350	350	350
6322 Gas Purchases	12	55	25	25	30
6323 Safety Supplies	195	-	-	-	-
6325 Construction Materials	97,948	161,125	137,900	137,900	121,400
6326 Equipment Parts	-	286	-	-	-
6327 Miscellaneous Equipment	2,492	5,197	4,300	4,300	5,000
6328 Signs	62,123	74,352	81,500	81,500	72,000
6408 Contractor Fees	146,598	81,808	151,000	151,000	131,000
6413 Utilities	60,396	61,548	60,680	60,680	62,045
6418 Equip Repairs & Maint	12,670	18,906	19,875	19,875	19,825
6424 Software Support	2,576	720	630	630	8,173
6425 CEA Equip. Rental	68,382	73,318	75,791	75,791	81,640
6429 Interfund Allocations	(2,515)	191	(5,000)	(5,000)	(2,500)
Total Expense	\$ 808,556	\$ 862,198	\$ 895,948	\$ 898,931	\$ 879,610

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 35,000	Cross walks/stoplins-1/3	
Knockdowns - Grand Chute/Outagamie	10,000	Pavement marking	\$ 35,000
LED replacements	7,000	Maintenance of long-line	
Replace failed equipment	16,000	including retrace, reconfig	
Misc projects, upgrades & expenses	13,400	and special projects	90,000
Communication grid maint/upgrades	15,000	Other bike lane implementation	
Install/maint battery backup system	5,000	(Mobility Study)	6,000
Traffic camera system maintenance	20,000		<u>\$ 131,000</u>
	<u>\$ 121,400</u>		
<u>Signs</u>		<u>Equipment Repairs & Maintenance</u>	
Area replacement program	\$ 9,410	Annual preventive	
Ordinance change	12,200	maintenance contract	\$ 10,900
School zone upgrades	10,090	Repairs to cameras, signals,	
Knockdowns	17,800	and other devices	2,925
Special events	3,160	Structure inspection contract	6,000
Vandalism	6,000		<u>\$ 19,825</u>
On-street bike lane	11,000		
Other projects	2,340		
	<u>\$ 72,000</u>		

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM MISSION

To provide and maintain consistent quality street lighting throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Use new and innovative technologies and products to reduce street light energy consumption

Major Changes in Revenue, Expenditures, or Programs:

The number of City-owned street lights will have increased by approximately 70% between 2008 and 2017 (going from 573 lights to 975 lights). While this shift away from leased lights saves money overall (in the form of reduced leased lighting costs), it will require gradual increase in maintenance funding and electrical costs.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost per street light	\$ 15.94	\$ 15.33	\$ 15.50	\$ 15.50	\$ 15.75
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,610	8,624	8,690	8,715	8,760
City owned	958	1,005	1,000	1,020	1,060
Utility owned	7,652	7,619	7,690	7,695	7,700
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	13	58	35	35	30

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4612 Street Lights	\$ 72,530	\$ 70,621	\$ 73,000	\$ 73,000	\$ 73,000
5030 Damage to City Property	-	2,983	8,500	8,500	3,000
5035 Other Reimbursements	7,641	-	-	-	-
Total Revenue	\$ 80,171	\$ 73,604	\$ 81,500	\$ 81,500	\$ 76,000
Expenses					
6102 Labor Pool Allocations	\$ 6,957	\$ 7,236	\$ 12,018	\$ 12,018	\$ 12,318
6104 Call Time	281	96	300	300	225
6105 Overtime	388	96	350	350	300
6108 Part-Time	515	51	-	-	-
6150 Fringes	2,642	2,947	3,014	3,014	3,141
6325 Construction Materials	12,292	2,431	19,700	19,700	13,865
6408 Contractor Fees	-	1,364	4,000	4,000	4,000
6413 Utilities	1,403,517	1,461,779	1,452,298	1,452,298	1,464,739
6425 CEA Equip. Rental	509	1,763	-	-	-
Total Expense	\$ 1,427,101	\$ 1,477,763	\$ 1,491,680	\$ 1,491,680	\$ 1,498,588

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Maintenance of approx. 975 lights	\$ 10,115
Relamping of approx. 127 lights	3,750
	\$ 13,865

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Continue to improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

Continue to improve training to create a safe workplace and minimize employee and equipment accidents and damage

Educate the citizens on the services provided through phone calls, walk-ins, the City Guide newsletter, new resident mailings, web page, Facebook, Twitter and the Department of Public Works information line

Major Changes in Revenue, Expenditures, or Programs:

Other Contracts / Obligation has increased as the traffic division had started using Digger's Hotline for locates.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	19	33	30	30	30
# of equipment/vehicle accidents	40	34	26	26	26
Preventable	28	22	15	18	15
Non-preventable	12	12	8	8	8
# of employee injury accidents	14	9	8	12	8
Annual # of violations found during monthly building inspections	61	66	40	40	40
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 2,097	\$ 653	\$ 1,500	\$ 1,500	\$ 1,250
Turnover ratio of inventory	0.72	0.85	1.00	0.90	0.90
# of work days lost due to injuries	83	14	20	20	15
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	508	552	525	525	525
\$ value of items issued from inventory	\$ 450,207	\$ 550,475	\$ 475,000	\$ 475,000	\$ 489,250
# of shipments received	6,106	7,476	7,100	7,100	7,150

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5010 Misc Revenue - Nontax	\$ 182	\$ 158	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	903	-	-	-	-
Total Revenue	<u>\$ 1,085</u>	<u>\$ 158</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 458,181	\$ 499,610	\$ 503,224	\$ 509,553	\$ 523,945
6104 Call Time	67	141	100	100	100
6105 Overtime	1,726	2,997	1,275	1,275	1,275
6108 Part-Time	11,300	12,723	12,851	12,851	12,531
6150 Fringes	159,369	185,672	196,638	197,579	193,643
6201 Training\Conferences	2,690	6,589	9,425	9,425	6,300
6301 Office Supplies	1,403	2,498	2,350	2,350	2,450
6302 Subscriptions	4,974	5,408	5,500	5,500	5,650
6303 Memberships & Licenses	1,842	2,175	1,980	1,980	2,519
6304 Postage/Freight	418	19	610	610	585
6305 Awards & Recognition	910	983	1,190	1,190	1,190
6306 Building Maint./Janitorial	4,980	5,622	5,600	5,600	6,200
6308 Landscape Supplies	-	165	-	-	-
6309 Shop Supplies & Tools	2,967	3,013	2,295	2,295	2,700
6315 Books & Library Materials	58	123	600	600	500
6320 Printing & Reproduction	3,439	11,525	3,850	3,850	3,850
6321 Clothing	1,691	1,644	1,950	1,950	1,825
6322 Gas Purchases	36	197	100	100	200
6323 Safety Supplies	3,959	2,735	5,240	5,240	4,300
6324 Medical/Lab Supplies	153	201	300	300	275
6325 Construction Materials	14	-	1,500	1,500	500
6327 Miscellaneous Equipment	11,466	11,392	14,225	14,225	4,480
6328 Sign Materials	88	-	250	250	100
6407 Collection Services	7,930	7,384	7,960	7,960	7,960
6408 Contractor Fees	11,685	314	1,000	1,000	1,000
6409 Inspection Fees	382	389	1,000	1,000	1,050
6412 Advertising	1,062	395	1,000	1,000	900
6413 Utilities	102,528	102,244	114,481	114,481	105,036
6415 Tipping Fees	-	100	-	-	-
6416 Building Repairs & Maint.	1,792	2,072	3,000	3,000	3,000
6418 Equip Repairs & Maint	768	-	1,000	1,000	500
6419 Communication Eq Repair	635	-	750	750	750
6420 Facilities charges	186,562	205,374	190,267	190,267	208,063
6424 Software support	-	2,271	4,375	4,375	5,740
6425 CEA Equip. Rental	26,965	43,972	33,500	33,500	45,550
6430 Health Services	103	40	50	50	50
6451 Laundry Services	151	218	200	200	240
6599 Other Contracts / Obligations	918	2,605	2,000	2,000	2,800
Total Expense	<u>\$ 1,013,212</u>	<u>\$ 1,122,810</u>	<u>\$ 1,131,636</u>	<u>\$ 1,138,906</u>	<u>\$ 1,157,757</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM MISSION

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City
- Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets
- Provide residents with timely and cost-effective maintenance patches
- Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets
- Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

Major Changes in Revenue, Expenditures, or Programs:

- Software support increased as a result of adding GPS units in 6 more vehicles.
- The design and reconstruction of the Ballard Road box culvert, a joint project with Outagamie County is included in this budget. Miscellaneous intergovernmental revenue shows the County's contribution.
- Included in other contracts/obligation is \$5,000 toward the CARE Program which is a joint venture with Appleton Downtown (ADI) and Riverview Gardens to improve the cleanliness of downtown.
- The increase in part-time wages is due to using summer seasonal help as flag crews during paving repair projects.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	3	3	4	4	4
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	343	343	343	343	343
# of temporary hazardous sidewalk repairs	96	122	40	75	75
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	310	100	200	200	200
Cubic yards of concrete used for repair	68	54	100	100	100
Pounds of crack filler applied	79,400	47,250	30,000	30,000	30,000

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4613 Freeway Fence	\$ 239	\$ 239	\$ -	\$ -	\$ 239
4801 Charges for Serv.- Nontax	856	1,962	1,300	1,300	1,300
4802 Charges for Serv.- Tax	734	381	1,000	1,000	1,000
4908 Misc. Intergov. Charges	-	8,362	-	-	35,800
5010 Misc Revenue - Nontax	378	3,926	2,000	2,000	2,000
5030 Damage to City Property	4,333	5,373	-	-	-
Total Revenue	\$ 6,540	\$ 20,243	\$ 4,300	\$ 4,300	\$ 40,339
Expenses					
6101 Regular Salaries	\$ 591,190	\$ 518,867	\$ 574,767	\$ 577,503	\$ 581,891
6104 Call Time	4,304	4,391	2,800	2,800	2,960
6105 Overtime	15,958	30,505	14,000	14,000	11,160
6108 Part-Time	1,940	888	11,196	11,196	11,748
6150 Fringes	218,197	211,257	243,090	243,497	255,691
6308 Landscape Supplies	1,122	1,490	1,800	1,800	1,800
6309 Shop Supplies & Tools	9,961	6,070	11,000	11,000	11,000
6311 Paint & Supplies	939	879	1,000	1,000	1,000
6321 Clothing	53	-	-	-	-
6322 Gas Purchases	-	189	250	250	500
6325 Construction Materials	138,286	133,568	170,000	170,000	170,000
6327 Miscellaneous Equipment	16,497	29,936	27,655	27,655	27,840
6328 Signs	378	130	500	500	500
6404 Consulting Services	38,680	54,385	58,000	76,953	127,500
6408 Contractor Fees	180,652	133,980	277,600	277,600	190,650
6413 Utilities	5,793	5,644	6,425	6,425	6,425
6415 Tipping Fees	3,804	1,100	3,350	3,350	3,350
6418 Equip Repairs & Maint	834	92	1,000	1,000	700
6420 Facilities charges	617	671	3,500	3,500	1,200
6424 Software support	4,147	6,800	6,400	6,400	7,600
6425 CEA Equip. Rental	400,569	404,206	422,893	422,893	447,353
6429 Interfund Allocations	(49,088)	(18,490)	(20,000)	(20,000)	(25,000)
6430 Health Services	45	-	-	-	-
6503 Rent	-	422	-	-	-
6599 Other Contracts/Obligations	10,618	11,151	13,000	13,000	18,000
Total Expense	\$ 1,595,496	\$ 1,538,131	\$ 1,830,226	\$ 1,852,322	\$ 1,853,868

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 55,000	Contractor equip rental	\$ 15,000
Cold patch/crackfiller	75,000	Polylevel pavement level-	
Concrete	14,000	ing contractor	5,000
Gravel	7,500	Annual bridge maint	5,000
Clear Stone	2,000	Ballard Road box culvert	80,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	16,500	Patch program	85,000
	<u>\$ 170,000</u>	Miscellaneous	650
			<u>\$ 190,650</u>
<u>Consulting Services</u>		<u>Miscellaneous Equipment</u>	
Biennial bridge inspection program	\$ 34,000	Concrete saw, chains	
Bascule bridge maintenance	8,000	and blades	\$ 3,000
Movable bridge inspections	15,500	Rolloff liner & wacker	6,000
Glenhurst Lane box culvert	45,000	Barricade trailer	9,000
Ballard Road box culvert (w/County)	20,000	GPS units for six trucks	2,340
Miscellaneous	5,000	Barricades	7,500
	<u>\$ 127,500</u>		<u>\$ 27,840</u>
<u>Interfund Allocations</u>		<u>Other Contracts/Obligations</u>	
Hauling biosolids from		Bridger tenders	\$ 13,000
WWTP to compost site	\$ (25,000)	CARE program	5,000
	<u>\$ (25,000)</u>		<u>\$ 18,000</u>

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM MISSION

To provide snow and ice control for safe travel throughout the City

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Maintain traffic movement on all collector and arterial streets during a storm
- Plow all streets within 12 hours of the end of a snowstorm and remove accumulated snow from designated haul routes
- Investigate and expand contractual services when necessary to meet current levels of service
- Perform an annual review of regional snow plowing agreements to insure they are current and equitable
- Monitor sidewalk snow removal contract to insure quality and timeliness of services
- Review snow plow routes and make necessary changes to gain efficiencies
- Investigate mailbox damage caused by plows and enforce per City policy
- Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
- Continue low salt usage on newly paved streets to minimize damage to new concrete

Major Changes in Revenue, Expenditures, or Programs:

This budget includes \$5,000 for a 5,000 gallon tank for salt brine storage. This will allow us to expand our anti-ice program (prior to the storm) which will increase driver safety on our collector and arterial streets. Currently we do not have the capacity to increase the anti-ice program as it uses up our on-site brine storage needed during the storm.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	9	8	6	6	6
# of other minor plow/salt events	17	20	25	25	25
# of days hauling designated priority snow routes	15	27	25	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	68	115	100	100	90
# of miles of sidewalks cleared by:					
Contractor	17.5	17.6	17.6	17.6	17.6
City crews	13.1	13.7	13.7	13.7	13.7
\$ contracted to clear sidewalks	\$ 109,878	\$ 190,879	\$ 175,000	\$ 175,000	\$ 175,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	2,383	3,575	4,000	4,000	4,000
# of miles of streets maintained	343	343	343	343	343
# of miles of sidewalk maintained	30.6	31.3	31.3	31.3	31.3

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4608 Snow Removal	\$ 73,682	\$ 74,555	\$ 80,000	\$ 80,000	\$ 75,000
5010 Misc. Revenue - Nontax	15,470	15,852	16,000	16,000	16,000
Total Revenue	\$ 89,152	\$ 90,407	\$ 96,000	\$ 96,000	\$ 91,000
Expenses					
6101 Regular Salaries	\$ 199,531	\$ 330,522	\$ 242,427	\$ 242,427	\$ 259,437
6104 Call Time	19,378	44,007	34,500	34,500	22,000
6105 Overtime	44,102	100,842	55,000	55,000	38,000
6108 Part-Time	116	296	-	-	-
6150 Fringes	87,902	166,911	107,244	107,244	136,885
6309 Shop Supplies & Tools	10	303	100	100	100
6325 Snow/Ice Control Materials	152,812	286,778	293,500	293,500	293,500
6326 Vehicle & Equipment Parts	322	2,898	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	4,113	1,500	1,500	7,000
6408 Contractor Fees	-	406	-	-	-
6425 CEA Equip. Rental	375,451	539,011	456,704	456,704	456,704
6429 Interfund Allocations	-	(5,000)	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	109,878	190,879	175,000	175,000	175,000
6450 Repairs to Private Property	388	732	1,500	1,500	1,000
Total Expense	\$ 989,890	\$ 1,662,698	\$ 1,363,975	\$ 1,363,975	\$ 1,386,126

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (4,000 tons)	\$ 256,000
Brine (43,350 gal)	13,000
Calcium chloride (8,000 gal)	5,500
Ice melt (600 bags)	8,000
Calcium chloride (150 bags)	9,000
Concrete	2,000
	<u>\$ 293,500</u>

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 175,000
	<u>\$ 175,000</u>

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM MISSION

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures".

Objectives:

- Replenish and maintain approximately 32,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed
- Work closely with Engineering and Street Division to minimize the impact of street reconstruction projects on street trees
- Continue to address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed
- Secure grants through the Department of Natural Resources as opportunities arise
- Continue implementation of the action plan developed in 2009 to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate labor pool with operations staff to maximize available resources
- Coordinate equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the

Major Changes in Revenue, Expenditures, or Programs:

Continue to increase the number of trees we plant each year and target sections of the City that are short on terrace trees. The average cost per tree has increased approximately 50% in the last 5 years. The additional demand for replacement trees associated with emerald ash borer also impacts the ability to maintain the tree canopy. Based on DNR analysis, the City's urban tree canopy is about 22%. Increasing the canopy will reduce stormwater runoff, lower summer air temperatures, and reduce air pollution.

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

Tipping fees have been added as we now have to pay to dispose of stump grinding debris.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	30,689	30,956	31,500	31,750	32,000
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,721 to 1	4,114 to 1	4,200 to 1	4,200 to 1	4,266 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	9 years	8 years	8 years	8 years	8 years
# of ash trees replaced	146	305	400	400	400
Total number of tree species on streets	42	34	34	34	35
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aid	\$ 25,000	\$ -	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	90	1,058	-	-	-
5011 Misc Revenue - Tax	7,238	429	3,000	3,000	3,000
5020 Donations & Memorials	-	-	250	250	100
5030 Damage to City Property	1,315	707	-	-	-
Total Revenue	\$ 33,643	\$ 2,194	\$ 3,250	\$ 3,250	\$ 3,100
Expenses					
6101 Regular Salaries	\$ 443,120	\$ 453,857	\$ 494,307	\$ 497,532	\$ 488,857
6104 Call Time	1,485	1,321	1,700	1,700	1,600
6105 Overtime	3,074	5,075	3,500	3,500	3,500
6108 Part-Time	21,050	15,950	17,280	17,280	17,298
6150 Fringes	171,270	181,928	214,151	214,630	217,130
6201 Training/Conferences	2,531	2,194	2,900	2,900	2,900
6301 Office Supplies	-	18	-	-	25
6302 Subscriptions	-	58	100	100	75
6303 Memberships & Licenses	620	710	800	800	800
6308 Landscape Supplies	38,375	52,275	45,500	45,500	40,500
6309 Shop Supplies & Tools	6,447	3,953	3,500	3,500	3,500
6311 Paint & Supplies	19	6	50	50	50
6320 Printing & Reproduction	75	259	250	250	250
6321 Clothing	403	377	600	600	600
6322 Gas Purchases	345	-	300	300	300
6323 Safety Supplies	2,999	985	1,500	1,500	1,500
6327 Miscellaneous Equipment	9,201	5,851	6,090	6,090	6,090
6328 Signs	-	360	300	300	300
6408 Contractor Fees	74	296	2,000	2,000	1,000
6413 Utilities	1,638	1,516	2,040	2,040	2,040
6415 Tipping	-	-	-	-	1,000
6418 Equip Repairs & Maint	-	241	-	-	-
6424 Software support	-	596	520	520	1,320
6425 CEA Equip. Rental	241,017	246,431	286,280	286,280	298,634
6429 Interfund Allocations	(3,482)	(867)	(3,500)	(3,500)	(2,000)
6503 Rent	-	422	-	-	-
Total Expense	\$ 940,261	\$ 973,812	\$ 1,080,168	\$ 1,083,872	\$ 1,087,269

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/trees	36,000
Herbicides / pesticides	1,500
Total	\$ 40,500

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM MISSION

To provide building inspection services to insure public health and safety.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance
- Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures
- Provide inspection services in a timely and effective manner
- Perform site plan reviews to insure compliance with established City codes
- Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public
- Utilize code enforcement procedures that are more streamlined and efficient due to an increased use of technology
- Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources.

Major Changes in Revenue, Expenditures, or Programs:

The Inspections Division hired a new electrical inspector early in 2017, replacing a retired electrical inspector which accounts for very little increase in wages.

The part-time wages represent the cost of seasonal employees following up on weed and property maintenance complaints. The department started using seasonal employees rather than full-time staff for this purpose in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,332	1,371	1,200	1,200	1,100
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	76	57	100	120	120
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	48.9%	46.5%	47.0%	48.0%	48.0%
Consistency of information					
# of policies/ordinances reviewed/updated	3/3	2/2	2/2	2/2	2/2
Work Process Outputs					
Availability of service					
# of inspections performed	10,125	8,372	12,000	11,000	12,000
# of re-inspections performed	727	725	500	500	500
# of notices issued	891	941	700	700	800
# of permits issued	3,752	3,785	3,500	3,500	3,500
# of plans reviewed	248	263	200	200	250

CITY OF APPLETON 2018 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4308 Heating License	\$ 575	\$ 30	\$ -	\$ -	\$ -
4401 Building	349,301	369,104	320,000	320,000	360,000
4402 Electrical	125,529	145,024	120,000	120,000	150,000
4403 Heating	63,396	64,543	70,000	70,000	70,000
4404 Plumbing, Sewer	73,389	60,044	60,000	60,000	65,000
4406 State Building	2,025	1,855	2,000	2,000	2,000
4407 Signs	4,740	5,460	4,000	4,000	5,000
4609 Weed Cutting	14,689	17,745	16,000	16,000	16,000
4801 Charges for Serv.- Nontax	80,542	54,074	58,000	58,000	55,000
5040 Board of Appeals	3,045	1,795	2,000	2,000	2,000
Total Revenue	\$ 717,231	\$ 719,674	\$ 652,000	\$ 652,000	\$ 725,000
Expenses					
6101 Regular Salaries	\$ 410,094	\$ 400,332	\$ 373,604	\$ 376,469	\$ 376,719
6104 Call Time	-	210	555	555	500
6105 Overtime	2,232	2,964	2,000	2,000	2,000
6108 Part time	-	-	12,672	12,672	13,850
6150 Fringes	130,336	130,468	116,818	117,244	122,844
6201 Training/Conferences	-	82	-	-	-
6408 Contractor Fees	2,567	4,129	8,500	8,500	8,000
Total Expense	\$ 545,229	\$ 538,185	\$ 514,149	\$ 517,440	\$ 523,913

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	186,789	3,500	335,076	156,644	156,644	0	0
Licenses	1,715	850	570	730	730	750	750
Permits	652,260	682,461	555,247	611,500	611,500	668,600	688,600
Special Assessments	468,907	336,076	83,911	286,200	286,200	256,439	300,193
Charges for Services	82,222	57,475	43,777	60,300	60,300	57,300	57,300
Intergov. Charges for Service	79,422	43,138	39,359	60,000	60,000	77,800	77,800
Other Revenues	1,803,444	1,598,012	88,622	1,564,100	1,564,100	1,461,425	1,431,425
TOTAL REVENUES	3,274,759	2,721,512	1,146,562	2,739,474	2,739,474	2,522,314	2,556,068
EXPENSES BY LINE ITEM							
Regular Salaries	283,158	275,014	182,984	313,364	344,308	319,550	319,550
Labor Pool Allocations	2,827,151	2,888,204	2,254,695	3,332,664	3,332,664	3,424,636	3,431,469
Call Time	30,467	55,674	24,649	44,580	44,580	45,125	30,865
Overtime	87,235	170,091	65,777	95,666	95,666	99,903	73,563
Temp. Full-Time	15,597	0	0	0	0	0	0
Part-Time	45,684	64,299	55,561	90,064	90,064	94,306	94,306
Other Compensation	24,357	22,555	14,554	19,660	19,660	19,660	19,660
Shift Differential	1,266	2,638	908	1,810	1,810	1,980	1,980
Sick Pay	14,463	17,582	6,530	0	0	0	0
Vacation Pay	442,673	468,767	321,287	0	0	0	0
Fringes	1,259,956	1,400,433	1,015,158	1,416,962	1,421,562	1,528,486	1,532,852
Salaries & Fringe Benefits	5,032,007	5,365,257	3,942,103	5,314,770	5,350,314	5,533,646	5,504,245
Training & Conferences	19,118	14,375	18,464	27,225	27,225	25,100	20,100
Tuition Fees	0	0	0	100	100	0	0
Parking Permits	12,350	13,139	13,270	13,680	13,680	13,680	13,680
Office Supplies	5,672	7,733	3,629	6,950	6,950	7,275	6,775
Subscriptions	4,974	5,466	363	5,600	5,600	5,725	5,725
Memberships & Licenses	8,327	9,293	5,386	8,530	8,530	9,669	9,669
Postage & Freight	418	22	78	660	660	610	610
Awards & Recognition	2,241	2,265	962	2,485	2,485	2,485	2,485
Building Maintenance/Janitor.	5,018	5,622	4,275	5,600	5,600	6,200	6,200
Rent	0	843	0	0	0	0	0
Administrative Expense	58,118	58,758	46,427	70,830	70,830	70,744	65,244
Landscape Supplies	39,497	53,930	24,224	63,720	63,720	60,901	55,901
Shop Supplies & Tools	36,889	28,893	19,444	30,185	30,185	31,100	31,100
Paint & Supplies	1,601	5,560	754	1,650	1,650	1,650	1,650
Books & Library Materials	285	358	374	750	750	650	650
Miscellaneous Supplies	0	102	24	0	0	0	0
Printing & Reproduction	15,145	28,785	13,112	18,900	18,900	21,400	21,400
Clothing	2,224	2,331	1,352	2,850	2,850	2,725	2,725
Gas Purchases	392	441	1,365	675	675	1,030	1,030
Safety Supplies	7,503	4,000	4,779	7,090	7,090	6,150	6,150
Medical & Lab Supplies	153	201	162	300	300	275	275
Construction Materials	952,364	980,384	624,269	1,132,099	1,132,099	1,068,848	1,068,848
Vehicle & Equipment Parts	789	3,184	105	1,500	1,500	1,500	1,500
Miscellaneous Equipment	56,654	65,455	51,775	59,570	59,570	62,170	62,170
Signs	76,326	95,515	54,466	101,200	101,200	112,250	107,250
Supplies & Materials	1,189,822	1,269,139	796,205	1,420,489	1,420,489	1,370,649	1,360,649
Legal Fees	170	150	90	125	125	75	75
Consulting Services	190,031	293,739	52,951	291,000	369,953	230,340	230,340
Collection Services	7,930	7,384	4,304	7,960	7,960	7,960	7,960
Contractor Fees	388,030	265,262	577,238	629,763	629,763	441,700	416,700
Inspection Fees	382	389	515	1,000	1,000	1,050	1,050
Temporary Help	3,282	0	0	0	0	0	0
Advertising	3,916	3,286	1,616	3,500	3,500	3,300	3,300
Tipping Fees	8,905	1,300	258	3,350	3,350	4,350	4,350
Interfund Allocations	55,085	24,166	2,595	33,500	33,500	34,500	34,500
Health Services	148	40	0	50	50	50	50
Snow Removal Services	109,878	190,879	109,602	175,000	175,000	175,000	175,000
Repairs to Private Property	388	732	654	1,500	1,500	1,000	1,000
Laundry Services	151	218	148	200	200	240	240

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Other Contracts/Obligations	12,794	14,256	2,625	15,000	15,000	20,800	20,800
Purchased Services	670,920	753,469	747,406	1,094,948	1,173,901	851,365	826,365
Electric	1,505,974	1,566,166	1,166,602	1,557,868	1,557,868	1,571,674	1,563,674
Gas	19,917	16,909	11,226	25,868	25,868	21,868	21,868
Water	7,967	8,559	5,711	9,215	9,215	9,215	9,215
Waste Disposal/Collection	3,403	3,723	2,545	4,207	4,207	4,207	4,207
Stormwater	25,598	25,254	18,889	26,000	26,000	26,000	26,000
Telephone	6,500	6,502	7,229	7,090	7,090	9,165	9,165
Cellular Telephone	16,141	18,130	13,210	21,524	21,524	22,652	22,652
Utilities	1,585,500	1,645,243	1,225,412	1,651,772	1,651,772	1,664,781	1,656,781
Building Repair & Maintenance	1,792	2,072	1,317	3,000	3,000	3,000	3,000
Equipment Repair & Maintenanc	15,460	22,378	3,623	25,925	25,925	24,825	24,825
Communications Equip. Repairs	635	0	0	750	750	750	750
Facilities Charges	187,178	206,044	125,987	193,767	193,767	209,263	209,263
Software Support	8,329	12,250	28,500	14,475	14,475	27,488	27,488
CEA Equipment Rental	1,215,018	1,450,087	918,376	1,419,920	1,419,920	1,490,393	1,490,393
Repair & Maintenance	1,428,412	1,692,831	1,077,803	1,657,837	1,657,837	1,755,719	1,755,719
Land	100,203	476,954	1,336,981	770,000	1,249,300	175,000	175,000
Infrastructure Construction	2,980,511	2,060,074	1,398,872	1,868,195	1,871,195	2,760,350	2,147,871
Capital Expenditures	3,080,714	2,537,028	2,735,853	2,638,195	3,120,495	2,935,350	2,322,871
TOTAL EXPENSES	13,045,493	13,321,725	10,571,209	13,848,841	14,445,638	14,182,254	13,491,874

CITY OF APPLETON 2018 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MISSION STATEMENT

To serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost effective and environmentally responsible manner.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet for biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and has continued through 2016, based upon technical findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost are being thoroughly evaluated, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

The Sanitation work group reviewed feedback from a recent residential survey and is working on potential policy and service changes for Council consideration in 2017.

Worked with Outagamie County to encourage recycling which resulted in a continued increase in the City's landfill diversion rate.

Included a recycling flyer in the City's utility bills to help educate residents on the additional plastics that are now being accepted as recyclable material.

Gained Council approval to reduce the second recycling cart fee from \$100 to \$50 to encourage additional recycling efforts.

Spring yard waste collection dates were advertised in April to allow this program to be more "weather dependent" and better serve our customers. In the past, since the City Guide is written six months in advance, due to weather conditions, the dates published for spring yard waste collection often didn't coincide with when residents were able to perform their yard work.

Repaired and upgraded the telemetry system and well replacement at the landfill site in Mackville.

Cleaned the north ditch at the Mackville landfill site which is needed every 3-5 years.

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2018 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Continue to monitor the agreement with the Town of Grand Chute to use the yard waste sites

Continue to monitor the policy for disposal of solid waste at the yard waste site

Continue to develop relationships with outside services to dispose of brush and yard materials

Continue to monitor the customer service log and respond timely to customer needs

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2017, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project. A more detailed description of the project is included on the prior page.

GPS units will be added to the remaining sanitation trucks in 2018. These units have the ability for the driver to push a button while driving to be able to identify when a garbage can is not out, when overflow refuse is at the curb, when a garbage can needs maintenance, or to note a pothole that needs attention. These units will have preprogrammed buttons so drivers will no longer have to look for an address and stop to log it or to call it in, making them more efficient.

Continue to review feedback from customer survey for possible future policy changes

Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

Prepare the Stormwater Pollution Prevention Plan for the old landfill site as required by the Wisconsin Department of Natural Resources' Phase 2 Stormwater Permit

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2015	2016	Adopted 2017	Amended 2017	2018	
Unit	Title						
Program Revenues		\$ 1,419,262	\$ 1,465,076	\$ 1,287,260	\$ 1,287,260	\$ 1,145,560	-11.01%
Program Expenses							
2210	Administration	377,852	302,515	293,552	294,000	310,541	5.79%
2221	Recycling	128,245	139,531	151,825	151,825	169,214	11.45%
2223	Solid Waste	2,629,183	2,759,743	2,803,103	2,806,308	2,872,130	2.46%
2230	Landfill Maint.	78,990	99,541	98,342	98,342	104,773	6.54%
TOTAL		\$ 3,214,270	\$ 3,301,330	\$ 3,346,822	\$ 3,350,475	\$ 3,456,658	3.28%
Expenses Comprised Of:							
Personnel		1,226,131	1,250,920	1,265,409	1,269,062	1,325,408	4.74%
Administrative Expense		154,017	65,095	68,844	68,844	74,639	8.42%
Supplies & Materials		94,376	94,087	99,610	99,610	102,550	2.95%
Purchased Services		945,242	1,000,197	1,007,057	1,007,057	1,028,868	2.17%
Utilities		57,413	57,130	64,158	64,158	64,158	0.00%
Repair & Maintenance		737,091	833,901	841,744	841,744	861,035	2.29%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.49	17.49	17.49	17.49	17.51	

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM MISSION

To provide administrative and planning support to insure safe, consistent, and cost effective sanitation services for our customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services
- Continue to monitor the agreement with the Town of Grand Chute for use of the yard waste sites
- Continue to monitor the policy for disposal of solid waste at the yard waste site
- Continue to develop relationships with outside services to dispose of brush and yard materials
- Continue to monitor the customer service log and respond timely to customer needs
- Continue to make customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks
- Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	21	20	16	21	21
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,499	2,089	2,400	2,400	2,400
Work Process Outputs					
Changes in customer service					
# of policies revised	1	1	1	1	1

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	167	181	-	-	-
4710 Interest on Investments	5,863	(2,066)	20,000	20,000	20,000
4801 Charges for Serv.- Nontax	819,156	821,560	825,680	825,680	825,680
5005 Sale of City Property - Tax	1,092	430	1,000	1,000	1,000
5010 Misc Revenue - Nontax	-	25	-	-	-
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	-	34,677	-	-	-
5071 Customer Penalty	6,650	6,583	7,000	7,000	7,000
Total Revenue	\$ 2,878,296	\$ 2,906,758	\$ 2,899,048	\$ 2,899,048	\$ 2,899,048
Expenses					
6101 Regular Salaries	\$ 90,892	\$ 86,873	\$ 88,760	\$ 89,150	\$ 89,946
6104 Call Time	269	700	450	450	450
6105 Overtime	345	1,851	500	500	500
6108 Part-Time	47	24	-	-	-
6150 Fringes	30,920	38,014	33,112	33,170	35,175
6201 Training\Conferences	135	-	800	800	500
6301 Office Supplies	629	1,070	1,405	1,405	1,405
6303 Memberships & Licenses	165	190	190	190	195
6304 Postage\Freight	20,880	18,249	20,300	20,300	20,300
6305 Awards & Recognition	554	929	945	945	945
6320 Printing & Reproduction	4,410	3,479	4,200	4,200	4,200
6321 Clothing	763	695	775	775	750
6323 Safety Supplies	356	663	700	700	700
6324 Medical\Lab Supplies	115	101	100	100	110
6327 Miscellaneous Equipment	-	86	-	-	-
6403 Bank Services	5,620	5,053	5,700	5,700	5,400
6412 Advertising/Publication	-	548	100	100	700
6413 Utilities	49,031	49,339	54,898	54,898	54,898
6420 Facilities Charges	22,276	22,932	22,472	22,472	23,232
6424 Software support	3,132	3,981	3,000	3,000	3,900
6425 CEA Equip. Rental	25,296	31,915	20,100	20,100	26,100
6430 Health Services	19	20	50	50	50
6501 Insurance	30,583	33,240	33,240	33,240	39,680
6599 Other Contracts/Obligations	1,462	2,282	905	905	905
6623 Uncollectible Accounts	348	281	850	850	500
7914 Transfer Out - Capital Projects	89,605	-	-	-	-
Total Expense	\$ 377,852	\$ 302,515	\$ 293,552	\$ 294,000	\$ 310,541

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice postage allocation	\$ 10,000
City service invoice folding/inserting	10,000
Other shipping	300
	\$ 20,300

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM MISSION

Implement and maintain a cost effective residential recycling program to reduce the amount of solid waste entering the landfill

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Continue to work with Outagamie County to educate and update the citizens on proper recycling practices
Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances.
Continue to grind brush for the Park and Recreation Department to use as wood chips in the parks.

Major changes in Revenue, Expenditures, or Programs:

The decrease in revenue is due to the termination of the \$3.00/cart quarterly recycling cart fee in the second quarter of 2017.

Recycling tons are expected to increase but diversion rate percentage may decline slightly due to projected increase in solid waste refuse tons. The increase in refuse tons may be a result of the improving economy and more waste being generated.

Yard site hours open is estimated to be slightly lower in 2018 as a result of the calendar and being open 2 less days.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,064	3,128	3,064	3,064	3,022
Cost effective commercial recycling					
Cost/ton	\$ 125.93	\$ 131.01	\$ 127.00	\$ 132.00	\$ 133.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	360	352	360	355	357
\$ of revenue from chipper rental	\$ 2,875	\$ 1,836	\$ 3,000	\$ 1,000	\$ 1,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Diversion rate	24.0%	23.9%	26.0%	23.6%	23.4%
Tons of material collected					
Residential - co-mingled	6,174	6,340	6,175	6,400	6,400
Commercial - total	452	452	460	453	455
Hours chipping material	567	753	570	700	700
Yard waste sites:					
Avg # of users per day - weekday (peak)	700	700	700	700	700
Avg # of users per day - weekend (peak)	875	900	900	900	900

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ 351,798	\$ 360,273	\$ 195,000	\$ 195,000	\$ 50,000
4802 Charges for Serv. - Tax	10,868	12,191	10,500	10,500	11,500
4872 Commercial Recycling	111,076	113,245	112,000	112,000	114,000
4908 Misc. Intergov. Charges	-	39	-	-	-
5010 Misc Revenue - Nontax	116	225	-	-	-
5011 Misc Revenue - Tax	175	-	-	-	-
5035 Other Reimbursements	869	218	600	600	600
5071 Customer Penalty	2,117	2,130	1,080	1,080	1,080
Total Revenue	\$ 477,019	\$ 488,321	\$ 319,180	\$ 319,180	\$ 177,180
Expenses					
6101 Regular Salaries	\$ 45,799	\$ 47,958	\$ 66,216	\$ 66,216	\$ 67,199
6104 Call Time	367	466	500	500	500
6105 Overtime	220	459	150	150	250
6108 Part Time	-	19	-	-	-
6150 Fringes	18,249	20,101	17,338	17,338	28,514
6303 Memberships & Licenses	125	125	125	125	125
6308 Landscape Supplies	379	483	400	400	400
6309 Shop Supplies & Tools	1,801	863	1,800	1,800	1,600
6327 Miscellaneous Equipment	12,296	10,594	12,150	12,150	12,150
6328 Signs	54	-	50	50	50
6407 Collection Services	5,512	6,706	6,000	6,000	6,330
6413 Utilities	1,473	1,406	1,600	1,600	1,600
6425 CEA Equip. Rental	41,816	50,179	45,346	45,346	50,346
6623 Uncollectible Accounts	154	172	150	150	150
Total Expense	\$ 128,245	\$ 139,531	\$ 151,825	\$ 151,825	\$ 169,214

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

100 - 90/gal containers @ \$55 ea	\$ 5,500
8 - 450/gal containers @ \$400 ea	3,200
2 - College Ave replacements @ 1,600	3,200
Replacement parts	250
	<u>\$ 12,150</u>

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM MISSION

Provide regularly scheduled and special collections of solid waste

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Continue to evaluate the automated collection routes for efficiencies
- Continue to assess the needs of the community and provide great customer service
- Continue to monitor the bi-weekly collection of large item (bulky) overflow
- Continue to monitor the impact of the curbside recycling program

Major changes in Revenue, Expenditures, or Programs:

- An estimated \$21,000 is being budgeted for hauling brush to the WWTP compost site.
- A slight decrease is being seen in the amount of grass clippings being brought to the yardwaste sites.
- An increase in refuse tonnage of 500 tons is budgeted due to the economic recovery.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
Service area					
# of automated stops/day	5,136	5,145	5,140	5,147	5,150
Additional services provided					
# special collections (annual)					
Storm	0	0	0	1	0
Move outs	43	52	45	50	50
Bulky overflow collection	26	26	26	26	26
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 148.91	\$ 153.19	\$ 155.00	\$ 155.00	\$ 155.00
Cost/ton of residential automated pickup	\$ 86.82	\$ 87.57	\$ 90.00	\$ 88.50	\$ 91.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	19,934	20,209	20,500	20,750	21,000

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Service	\$ 8,636	\$ 20,878	\$ 18,700	\$ 18,700	\$ 21,000
4908 Misc. Intergov. Charges	127	88	100	100	100
5055 Appliance Tags	20,725	22,120	20,000	20,000	20,000
5056 Tire Tags	1,265	1,240	1,200	1,200	1,200
5057 Grass Clipping	25,750	22,356	24,000	24,000	22,000
5058 Overflow	52,412	48,283	50,000	50,000	50,000
Total Revenue	\$ 108,915	\$ 114,965	\$ 114,000	\$ 114,000	\$ 114,300
Expenses					
6101 Regular Salaries	\$ 719,372	\$ 708,114	\$ 723,702	\$ 726,492	\$ 734,778
6104 Call Time	4,110	3,861	4,500	4,500	4,250
6105 Overtime	13,248	16,633	12,500	12,500	12,500
6108 Part-Time	1,311	4,480	5,940	5,940	6,060
6150 Fringes	296,175	313,674	306,126	306,541	337,319
6306 Shop Supplies & Tools	297	284	400	400	400
6311 Paint & Supplies	73	17	250	250	250
6322 Gas Purchases	385	440	1,500	1,500	1,400
6327 Miscellaneous Equipment	73,403	76,382	76,785	76,785	80,040
6407 Collection Services	2,250	1,904	2,400	2,400	2,400
6408 Contractor Fees	966	-	1,500	1,500	1,000
6415 Tipping Fees	878,330	918,765	927,500	927,500	945,000
6418 Equip Repairs & Maint	482	122	-	-	170
6425 CEA Equip. Rental	641,633	716,879	742,976	742,976	748,039
6429 Interfund Allocations	(2,876)	(1,836)	(3,000)	(3,000)	(1,500)
6503 Rent	24	24	24	24	24
Total Expense	\$ 2,629,183	\$ 2,759,743	\$ 2,803,103	\$ 2,806,308	\$ 2,872,130

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Replacement automated containers	\$ 70,250
Rolloff trailer	5,000
(3) GPS units	1,990
(2) Replacement College Ave decorative carts	2,800
	<u>\$ 80,040</u>

Tipping Fees

Residential/curbside pickup	\$ 943,000
Rubbish disposal	2,000
	<u>\$ 945,000</u>

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM MISSION

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

Major changes in Revenue, Expenditures, or Programs:

The 2018 budget includes funds for the replacing the landfill gas blower, which is needed approximately every 3 years.

Facilities will continue to keep certain areas mowed and do minor maintenance at the Mackville site.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
Strategic Outcomes					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of maintenance projects	0	0	1	1	1
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	1	2	2	2
Corrective actions generated from quarterly inspections	2	3	2	2	2

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 3,520	\$ 5,427	\$ 4,166	\$ 4,166	\$ 5,833
6105 Overtime	-	130	-	-	-
6108 Part-Time	14	37	-	-	-
6150 Fringes	1,270	2,099	1,449	1,449	2,134
6325 Construction Materials	45	-	500	500	500
6404 Consulting Services	53,207	66,003	65,142	65,142	67,823
6413 Utilities	6,910	6,384	7,660	7,660	7,660
6420 Facilities charges	-	3,361	-	-	3,405
6425 CEA Equip. Rental	917	3,253	1,450	1,450	4,243
6454 Grounds Repair & Maint.	1,540	1,280	6,400	6,400	1,600
6501 Insurance	10,815	10,815	10,815	10,815	10,815
6599 Other Contracts/Obligations	752	752	760	760	760
Total Expense	<u>\$ 78,990</u>	<u>\$ 99,541</u>	<u>\$ 98,342</u>	<u>\$ 98,342</u>	<u>\$ 104,773</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 56,323
Replace monitoring well	6,000
Replace landfill gas blower	5,500
	<u>\$ 67,823</u>

Insurance

Risk management - 4th yr. amortization of a 5 year policy	\$ 10,815
	<u>\$ 10,815</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	6,030	1,885-	15,039	20,000	20,000	20,000	20,000
Charges for Services	1,301,534	1,328,146	869,903	1,161,880	1,161,880	1,022,180	1,022,180
Intergov. Charges for Service	127	127	127	100	100	100	100
Other Revenues	111,571	138,688	73,864	105,280	105,280	103,280	103,280
TOTAL REVENUES	1,419,262	1,465,076	958,933	1,287,260	1,287,260	1,145,560	1,145,560
EXPENSES BY LINE ITEM							
Regular Salaries	13,895	14,431	12,290	16,396	19,576	16,536	16,536
Labor Pool Allocations	715,154	721,734	523,529	854,398	854,398	869,160	869,160
Call Time	4,746	5,027	2,895	5,450	5,450	5,200	5,200
Overtime	13,814	19,073	9,230	13,150	13,150	13,250	13,250
Part-Time	1,372	4,561	5,110	5,940	5,940	6,060	6,060
Other Compensation	5,569	4,597	3,880	11,500	11,500	11,500	11,500
Shift Differential	473	501	323	550	550	560	560
Sick Pay	14,267	10,869	8,230	0	0	0	0
Vacation Pay	110,226	96,240	55,864	0	0	0	0
Fringes	346,615	373,887	264,245	358,025	358,498	403,142	403,142
Salaries & Fringe Benefits	1,226,131	1,250,920	885,596	1,265,409	1,269,062	1,325,408	1,325,408
Training & Conferences	135	0	249	800	800	500	500
Office Supplies	629	1,070	420	1,405	1,405	1,405	1,405
Memberships & Licenses	290	315	320	315	315	320	320
Postage & Freight	20,880	18,249	11,409	20,300	20,300	20,300	20,300
Awards & Recognition	554	929	112	945	945	945	945
Insurance	41,398	44,055	40,498	44,055	44,055	50,495	50,495
Rent	24	24	24	24	24	24	24
Uncollectible Accounts	502	453	182	1,000	1,000	650	650
Trans Out - Capital Projects	89,605	0	0	0	0	0	0
Administrative Expense	154,017	65,095	53,214	68,844	68,844	74,639	74,639
Landscape Supplies	379	483	391	400	400	400	400
Shop Supplies & Tools	2,098	1,147	2,148	2,200	2,200	2,000	2,000
Paint & Supplies	73	16	58	250	250	250	250
Printing & Reproduction	4,410	3,479	2,359	4,200	4,200	4,200	4,200
Clothing	763	695	532	775	775	750	750
Gas Purchases	385	440	0	1,500	1,500	1,400	1,400
Safety Supplies	356	663	559	700	700	700	700
Medical & Lab Supplies	114	101	81	100	100	110	110
Construction Materials	45	0	180	500	500	500	500
Miscellaneous Equipment	85,699	87,063	3,955	88,935	88,935	92,190	92,190
Signs	54	0	28	50	50	50	50
Supplies & Materials	94,376	94,087	10,291	99,610	99,610	102,550	102,550
Bank Services	5,620	5,053	2,686	5,700	5,700	5,400	5,400
Consulting Services	53,207	66,003	44,311	65,142	65,142	126,823	67,823
Collection Services	7,762	8,610	4,829	8,400	8,400	8,730	8,730
Contractor Fees	966	0	0	1,500	1,500	1,000	1,000
Advertising	0	548	1,205	100	100	700	700
Tipping Fees	878,330	918,765	517,739	927,500	927,500	945,000	945,000
Interfund Allocations	2,876-	1,836-	0	3,000-	3,000-	1,500-	1,500-
Health Services	19	20	0	50	50	50	50
Other Contracts/Obligations	2,214	3,034	0	1,665	1,665	1,665	1,665
Purchased Services	945,242	1,000,197	570,770	1,007,057	1,007,057	1,087,868	1,028,868
Electric	23,522	23,718	17,746	26,401	26,401	26,401	26,401
Gas	6,004	4,972	3,408	8,719	8,719	8,719	8,719
Water	4,076	4,511	3,166	4,486	4,486	4,486	4,486
Waste Disposal/Collection	1,758	1,970	1,366	1,984	1,984	1,984	1,984
Stormwater	19,968	19,894	14,241	20,180	20,180	20,180	20,180
Telephone	959	1,190	901	1,164	1,164	1,164	1,164
Cellular Telephone	1,126	875	497	1,224	1,224	1,224	1,224
Utilities	57,413	57,130	41,325	64,158	64,158	64,158	64,158

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Equipment Repair & Maintenan	482	121	170	0	0	170	170
Facilities Charges	22,276	26,293	13,887	22,472	22,472	26,637	26,637
Software Support	3,132	3,981	3,578	3,000	3,000	3,900	3,900
CEA Equipment Rental	709,661	802,226	462,761	809,872	809,872	828,728	828,728
Grounds Repair & Maintenance	1,540	1,280	0	6,400	6,400	1,600	1,600
Repair & Maintenance	737,091	833,901	480,396	841,744	841,744	861,035	861,035
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,214,270	3,301,330	2,041,592	3,346,822	3,350,475	3,515,658	3,456,658

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure projects.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures".

Objectives:

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

Further descriptions of projects to be paid from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	\$ 571,137	Projects, Pg. 580
Grade & Gravel	61,245	Projects, Pg. 586
Sidewalks	102,418	Projects, Pg. 588
	\$ 734,800	

Major changes in Revenue, Expenditures, or Programs:

In 2014, the Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various infrastructure investments relating to the development of new subdivisions, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 1,529,866	\$ 818,149	\$ 613,318	\$ 613,318	\$ 345,340	-43.69%
Program Expenses		\$ 1,987,515	\$ 1,210,382	\$ 850,680	\$ 851,174	\$ 1,659,801	95.11%
Expenses Comprised Of:							
	Personnel	144,558	91,371	44,491	44,985	47,530	6.83%
	Administrative Expense	-	-	275,000	275,000	925,000	236.36%
	Supplies & Materials	25,837	73,744	12,810	12,810	10,500	-18.03%
	Purchased Services	3,079	(4,166)	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	15,298	22,528	6,450	6,450	11,450	77.52%
	Capital Expenditures	1,798,743	1,026,905	506,929	506,929	660,321	30.26%

* % change from prior year adopted budget
Subdivision Devel Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
4614 Miscellaneous Specials	843,242	694,751	180,000	180,000	310,000
4710 Interest on Investments	6,412	1,739	14,400	14,400	20,340
4730 Interest - Deferred Specials	35,262	24,389	45,000	45,000	15,000
5010 Miscellaneous Revenue	-	400	-	-	-
5035 Other Reimbursements	644,950	96,870	373,918	373,918	-
Total Revenue	\$ 2,029,866	\$ 1,318,149	\$ 1,113,318	\$ 1,113,318	\$ 645,340
Expenses					
6101 Regular Salaries	\$ 103,047	\$ 67,062	\$ 31,057	\$ 31,487	\$ 31,080
6105 Overtime	1,485	787	2,842	2,842	2,985
6108 Part-Time	1,308	571	1,037	1,037	2,854
6150 Fringes	38,718	22,951	9,555	9,619	10,611
6308 Landscape Supplies	18,920	34,379	1,310	1,310	-
6309 Shop Supplies & Tools	369	510	-	-	-
6325 Construction Materials	5,529	38,560	11,000	11,000	10,000
6328 Signs	1,019	295	500	500	500
6404 Consulting Services	99	-	5,000	5,000	5,000
6408 Contractor Fees	2,980	(4,166)	-	-	-
6425 CEA Equip. Rental	15,298	22,528	6,450	6,450	11,450
6809 Infrastructure Construction	1,798,743	1,026,905	506,929	506,929	660,321
7911 Trans Out - General Fund	-	-	275,000	275,000	925,000
Total Expense	\$ 1,987,515	\$ 1,210,382	\$ 850,680	\$ 851,174	\$ 1,659,801

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

2018	Street	From	To	4010
Labor Pool				47,530
CEA				11,450
Consultant				
Sidewalk - new				86,418
Sidewalk - 6 month waivers				10,000
Subtotal				96,418
Material Testing				5,000
Subtotal				5,000
Grade & Gravel				-
Subtotal				-
Temporary Surface following Grade & Gravel	Amethyst Dr	Providence Ave	Providence Ave, 120' w/o	11,097
	Bluetopaz Dr	Providence Ave, 130' w/o	Providence Ave, 130' w/o	10,855
	Providence Ave	Amethyst Dr, 120' n/o	Bluetopaz Dr, 130' n/o	30,293
Subtotal				52,245
New Concrete	Celtic Crossing	Purdy Pkwy	Downs Ridge	108,103
	Downs Ridge	Purdy Pkwy	Celtic Crossing	174,654
	Incline Way	Palladium Ct	Applehill Blvd	239,399
Subtotal				522,156
Total Concrete Paving				\$ 734,801

CITY OF APPLETON 2018 BUDGET
SUBDIVISION DEVELOPMENT FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
Special Assessments	843,242	694,751	180,000	188,395	310,000
Interest Income	41,674	26,128	59,400	44,400	35,340
Other	644,950	97,270	373,918	350,000	-
Total Revenues	2,029,866	1,318,149	1,113,318	1,082,795	645,340
Expenses					
Program Costs	1,987,515	1,210,382	575,680	576,174	734,801
Total Expenses	1,987,515	1,210,382	575,680	576,174	734,801
Revenues over (under) Expenses	42,351	107,767	537,638	506,621	(89,461)
Other Financing Sources (Uses)					
Operating Transfers Out	-	-	(275,000)	(275,000)	(925,000)
Total Other Financing Sources (Uses)	-	-	(275,000)	(275,000)	(925,000)
Net Change in Equity	42,351	107,767	262,638	231,621	(1,014,461)
Fund Balance - Beginning	1,622,087	1,664,438	1,772,205	1,772,205	2,003,826
Fund Balance - Ending	\$ 1,664,438	\$ 1,772,205	\$ 2,034,843	\$ 2,003,826	\$ 989,365
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					302,596
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>					
2017 projected		576,174			
2016 actual		1,210,382			
2015 actual		1,987,515			
2014 actual		1,622,087			
2013 actual		1,430,472			
					1,092,261

CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

Public Works

Business Unit 4240

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures".

Objectives:

This fund provides for a variety of Public Works capital needs.

Further descriptions of projects to be paid from this fund can be found in the Capital Improvement Projects section of the budget, as follows:

Project	Amount	Page
Mobility study improvements	\$ 4,000,000	Projects, Pg. 608
Concrete paving	4,189,202	Projects, Pg. 580
Sidewalk program	498,129	Projects, Pg. 588
Traffic cameras	32,500	Projects, Pg. 574
Street lighting improvements	126,883	Projects, Pg. 573
Pedestrian crosswalk safety enhancements	57,132	Projects, Pg. 571
Survey Instrument Replacement	40,000	Projects, Pg. 635
Mackville landfill monitoring equipment	59,000	Projects, Pg. 636
	<u>\$ 9,002,846</u>	

Major program changes:

The Oneida Street project is a State-run project. The costs included in the concrete paving program for this project are the City costs only.

Included in the concrete paving costs are funds for the signal installation on Northland Avenue at Conkey Street which is a joint project with Outagamie County. The County's contribution (\$30,000) to the project is shown in Other Reimbursements revenue.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various public works and infrastructure investments, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 5,013	\$ 1,380,715	\$ -	\$ -	\$ 30,000	N/A
Program Expenses		\$ 2,416,740	\$ 3,810,821	\$ 4,389,787	\$ 4,844,520	\$ 9,002,846	105.09%
Expenses Comprised Of:							
Personnel		120,338	203,105	136,997	136,997	225,574	64.66%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		40,117	218,113	163,500	214,477	268,200	64.04%
Purchased Services		28,891	240,493	325,000	525,000	30,000	-90.77%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		1,529	8,699	2,400	2,400	10,600	341.67%
Capital Expenditures		2,225,865	3,140,411	3,761,890	3,965,646	8,468,472	125.11%

* % change from prior year adopted budget
Public Works Cap Proj Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	129	(722)	-	-	-
5035 Other Reimbursements	4,884	1,381,437	-	-	30,000
5910 Proceeds of Long-term Debt	2,606,674	3,276,251	4,389,787	4,589,787	8,970,592
5922 Trans In - Special Revenue	-	-	-	-	-
Total Revenue	\$ 2,611,687	\$ 4,656,966	\$ 4,389,787	\$ 4,589,787	\$ 9,000,592
Expenses					
6102 Labor Pool Allocations	\$ 88,608	\$ 150,036	\$ 100,170	\$ 100,170	\$ 160,846
6105 Overtime	169	50	3,956	3,956	4,340
6108 Part Time	-	-	-	-	3,806
6150 Fringes	31,561	53,019	32,871	32,871	56,582
6308 Landscape Supplies	1,600	-	3,500	3,500	4,200
6325 Construction Materials	38,517	173,439	125,000	125,000	125,000
6327 Miscellaneous Equipment	-	37,495	25,000	75,977	129,000
6328 Signs	-	7,179	10,000	10,000	10,000
6404 Consulting Services	26,254	190,814	325,000	525,000	-
6408 Contractor Fees	2,637	25,706	-	-	30,000
6415 Tipping Fees	-	23,973	-	-	-
6425 CEA Equipment Rental	1,529	8,699	2,400	2,400	10,600
6801 Land	1,500	55,516	-	-	-
6809 Infrastructure Construction	2,224,365	3,084,895	3,761,890	3,965,646	8,468,472
Total Expense	\$ 2,416,740	\$ 3,810,821	\$ 4,389,787	\$ 4,844,520	\$ 9,002,846

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Construction materials</u>		<u>Contractor Fees</u>	
LED street light retrofits	\$ 125,000	Pavement markings	\$ 30,000
	<u>\$ 125,000</u>		<u>\$ 30,000</u>
<u>Miscellaneous Equipment</u>		<u>Infrastructure Construction</u>	
Traffic cameras	\$ 30,000	Mobility study improvements	\$ 3,944,049
Survey Instrument	40,000	Concrete paving	4,026,294
Landfill monitoring equipment	59,000	Sidewalk	498,129
	<u>\$ 129,000</u>		<u>\$ 8,468,472</u>

CITY OF APPLETON 2018 BUDGET
PUBLIC WORKS PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	129	(722)	-	-	-
Other	4,884	1,381,437	-	-	30,000
Total Revenues	<u>5,013</u>	<u>1,380,715</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Expenses					
Program Costs	2,416,740	3,810,821	4,389,787	4,844,520	9,002,846
Total Expenses	<u>2,416,740</u>	<u>3,810,821</u>	<u>4,389,787</u>	<u>4,844,520</u>	<u>9,002,846</u>
Revenues over (under) Expenses	(2,411,727)	(2,430,106)	(4,389,787)	(4,844,520)	(8,972,846)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	2,606,674	3,276,251	4,389,787	3,609,787	8,970,592
Transfer In - General Fund	-	-	-	-	-
Transfer In - Special Revenue	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>2,606,674</u>	<u>3,276,251</u>	<u>4,389,787</u>	<u>3,609,787</u>	<u>8,970,592</u>
Net Change in Equity	194,947	846,145	-	(1,234,733)	(2,254)
Fund Balance - Beginning	195,895	390,842	1,236,987	1,236,987	2,254
Fund Balance - Ending	<u>\$ 390,842</u>	<u>\$ 1,236,987</u>	<u>\$ 1,236,987</u>	<u>\$ 2,254</u>	<u>\$ -</u>

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM MISSION

This program accounts for receipt of State wheel tax proceeds and related transfer of funds to road reconstruction projects.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

The wheel tax is a fee added to the cost of vehicle registrations and subsequent annual renewals. The City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 17 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various public works and infrastructure investments, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000	0.00%
Program Expenses		\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000	0.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,275,331	1,346,403	1,355,000	1,355,000	1,355,000	0.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
Public Works Wheel Tax Fund.xls

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4150 Wheel Tax	\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000
Total Revenue	<u>\$ 1,275,331</u>	<u>\$ 1,346,403</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>
Expenses					
7911 Transfer Out - DPW Streets	1,275,331	1,346,403	1,355,000	1,355,000	1,355,000
Total Expense	<u>\$ 1,275,331</u>	<u>\$ 1,346,403</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
WHEEL TAX FUND**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Wheel Tax	\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,350,000	\$ 1,355,000
Total Revenues	<u>1,275,331</u>	<u>1,346,403</u>	<u>1,355,000</u>	<u>1,350,000</u>	<u>1,355,000</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,275,331	1,346,403	1,355,000	1,350,000	1,355,000
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	(1,275,331)	(1,346,403)	(1,355,000)	(1,350,000)	(1,355,000)
Total Other Financing Sources (Uses)	<u>(1,275,331)</u>	<u>(1,346,403)</u>	<u>(1,355,000)</u>	<u>(1,350,000)</u>	<u>(1,355,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2018 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET PARKING UTILITY

MISSION STATEMENT

To provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continued implementation of the Downtown Parking Study recommendations

Implemented a system allowing users the option to pay for on-street meters via smart phone app

Implemented parking changes to coincide with construction/completion of the Fox Cities Exhibition Center

Completed miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp

Continued coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp

Purchased a new enforcement vehicle specially equipped for time-limit parking enforcement throughout the City

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Hired Lead Parking Service Person, a new position created to extend the hours of customer service to help customers with the new pay-on-exit system

Hired a consultant for the renovation design of the Green Ramp Parking Office and shop areas planned for 2019 construction

Hired consultant to update a portion of the Downtown Parking Study to address anticipated new development and in-fill of vacant property

Added cameras and a portable bathroom to address issues in the Yellow Ramp

Worked with the Fox Cities Performing Arts Center to implement Special Event Parking to improve exit times from the Green Ramp after major events

CITY OF APPLETON 2018 BUDGET PARKING UTILITY

MAJOR 2018 OBJECTIVES

- Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system
- Continue implementation of recommendations from consultant's Downtown Parking Study
- Complete miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp
- Continue coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp
- Comprehensive LED Lighting upgrades in the Red, Green and Yellow Parking Ramps
- Continue ongoing program of line painting of ramp and on-street parking stalls
- Seal concrete decks of the Red Ramp
- Complete next phase of security camera installations/replacements in City parking ramps
- Replace the three existing elevators in the Red Parking Ramp
- Implement a 2-hour on-street parking enforcement zone in the Lawrence University neighborhood
- Work with potential/new downtown development to accommodate parking needs

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 2,470,964	\$ 2,372,433	\$ 2,608,101	\$ 2,608,101	\$ 2,614,951	0.26%
Program Expenses							
5110	Administration	1,893,400	2,174,350	2,010,306	2,011,100	2,048,591	1.90%
5120	Operations & Maint.	1,076,473	916,170	1,024,101	1,166,068	1,400,415	36.75%
5130	Enforcement	201,644	160,501	293,507	293,945	191,476	-34.76%
TOTAL		\$ 3,171,517	\$ 3,251,021	\$ 3,327,914	\$ 3,471,113	\$ 3,640,482	9.39%
Expenses Comprised Of:							
	Personnel	706,470	725,553	752,759	755,755	805,709	7.03%
	Administrative Expense	1,767,883	2,004,245	1,866,830	1,866,830	1,875,940	0.49%
	Supplies & Materials	133,450	33,163	47,000	47,000	81,020	72.38%
	Purchased Services	92,143	131,375	105,840	112,790	127,840	20.79%
	Utilities	219,232	215,818	231,719	231,719	217,205	-6.26%
	Repair & Maintenance	212,481	106,134	199,866	274,866	227,768	13.96%
	Capital Expenditures	39,858	34,733	123,900	182,153	305,000	146.17%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.28	11.30	11.50	11.50	11.53	

* % change from prior year adopted budget

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM MISSION

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Review existing parking policies against current and future requirements
- Explore ways to improve customer service and contain operating costs
- Research additional ways to compile, review, and disseminate parking statistical data
- Identify technology that will assist in monitoring customer usage
- Refine procedures for reconciling permit sales to collections
- Implement consultant recommendations from Downtown Parking Study to improve operational efficiencies

Major changes in Revenue, Expenditures, or Programs:

The budgeted banking service fees include an estimated \$31,800 in credit card fees associated with the use of credit cards at the LUKE pay stations and a pay-as-you-exit option in the ramps.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	-4.71%	-2.83%	8.70%	9.44%	-0.22%
Community events supported	11	12	12	12	12
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	11.19%	-6.38%	13.70%	12.74%	0.72%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,581 / 2,350	2,497 / 2,317	2,700 / 2,345	2,545 / 2,317	2,700 / 2,317
# of daily meter bags sold	1,834	1,997	1,300	1,900	1,900

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 8,432	\$ 9,702	\$ 25,000	\$ 25,000	\$ 20,000
5005 Sale of City Property	24,048	209	-	-	-
5006 Gain (Loss) on Asset Disposal	(10,595)	(16,070)	-	-	-
5010 Misc Revenue - Nontax	-	1	1	1	1
5035 Other Reimbursements	261	1,541	-	-	-
Total Revenue	\$ 22,146	\$ (4,617)	\$ 25,001	\$ 25,001	\$ 20,001
Expenses					
6101 Regular Salaries	\$ 87,886	\$ 89,875	\$ 99,974	\$ 100,665	\$ 103,701
6105 Overtime	49	170	-	-	-
6108 Part-Time	29	56	-	-	-
6150 Fringes	26,536	53,479	34,112	34,215	38,929
6201 Training/Conferences	60	-	-	-	-
6301 Office Supplies	230	440	600	600	600
6303 Memberships & Licenses	-	-	-	-	600
6304 Postage/Freight	4,468	3,495	5,200	5,200	5,200
6305 Awards & Recognition	349	349	350	350	350
6306 Building Maint./Janitorial	-	15	-	-	-
6309 Shop Supplies & Tools	4,313	3,175	2,500	2,500	3,600
6316 Miscellaneous Supplies	57	550	-	-	250
6320 Printing & Reproduction	-	28	300	300	300
6321 Clothing	94	77	200	200	200
6323 Safety Supplies	349	238	400	400	500
6401 Accounting/Audit	2,641	2,599	2,700	2,700	2,700
6403 Bank Services	15,081	24,791	23,760	23,760	42,360
6404 Consulting Services	-	475	-	-	-
6407 Collection Services	2,730	2,528	3,880	3,880	3,880
6413 Utilities	2,026	2,393	3,450	3,450	3,524
6418 Equip Repairs & Maint	2,145	-	2,300	2,300	2,500
6420 Facilities Charges	-	402	-	-	407
6430 Health Services	-	80	-	-	-
6451 Laundry Services	1,247	1,387	900	900	800
6501 Insurance	48,647	49,188	57,490	57,490	56,640
6599 Other Contacts / Obligations	52	-	-	-	-
6601 Depreciation Expense	479,911	524,503	562,890	562,890	555,000
6623 Uncollectible Accounts	5,200	-	-	-	-
6720 Interest Payments	-	4,757	-	-	17,250
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000 *
Total Expense	\$ 1,893,400	\$ 2,174,350	\$ 2,010,306	\$ 2,011,100	\$ 2,048,591

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 9,600
Investment Fees	960
Credit Card Fees	31,800
	<u>\$ 42,360</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Pressure clean the decks and stairwells in all ramps twice a year
 Identify and complete maintenance projects in a timely manner
 Investigate ways to reduce operating expenses without reducing current maintenance and service standards
 Focus on aesthetics of ramps to encourage ramp usage
 Enhance preventive maintenance of meters to reduce malfunctions
 Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 621 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2016 Structural Inspections Report could defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

The increase in regular salaries is due to a change in the table of organization related to the change to pay-on-exit ramps. The change eliminated the positions that made up the .8 FTE part-time cashier position and added a lead parking service position with four service positions. Seasonal help is used to cover PAC shows and other events needing additional staff coverage. Call time increased due to the conversion to pay-on-exit where staff needs to be called in if there is a malfunction with the system.

No consulting fees were budgeted in 2018 as the structural conditional analysis of the City's four ramps, done every three years, was done in 2016.

Printing & Reproduction increase is due to the purchase of pay-on-exit machine tickets and stickers.

Construction material increase is due to the cost increase of ice control materials that are suitable for the ramps.

Included in the building expense are costs for two major replacements projects: a) replacement of all existing non-LED fixtures in the Red ramp, which will result in a reduction in energy cost which is shown by the decrease in utility expense; b) replacement of the 3 existing elevators in the Red ramp which are reaching the end of their useful life.

The contractor fee increase is due to a slight increase in line painting costs for the stall parking in the ramps and on-street.

Miscellaneous equipment includes a snow blower for the ramps, three GPS units for parking vehicles, and \$20,000 for new meter mechanisms and housings, as the replacement programs has been on hold for the past two years.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	152	107	165	100	90
% fixed within 24 hours	99%	99%	100%	100%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,132
Structural inspections performed	0	4	0	0	0
Stalls monitored by pay machines	34	34	34	34	34
Work Process Outputs					
Customer services provided					
# of meter batteries changed	951	830	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	35	21	50	50	40
# of broken gate arms reported/ repaired	14	7	5	5	5

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4841 Meters - Tax	\$ 556,580	\$ 503,308	\$ 509,000	\$ 509,000	\$ 518,000
4842 Short-term Parking	536,444	570,737	684,000	684,000	691,000
4844 Permit Parking	848,388	876,564	870,000	870,000	945,000
4846 Parking Meter Hood	16,650	16,430	14,000	14,000	15,350
5005 Sale of City Property	2,751	-	-	-	-
5030 Damage to City Property	117	205	-	-	-
5085 Cash Short or Over	272	527	-	-	-
Total Revenue	\$ 1,961,202	\$ 1,967,771	\$ 2,077,000	\$ 2,077,000	\$ 2,169,350
Expenses					
6101 Regular Salaries	\$ 264,294	\$ 259,255	\$ 299,697	\$ 301,233	\$ 311,256
6104 Call Time	1,739	5,011	1,300	1,300	6,100
6105 Overtime	8,012	25,204	6,200	6,200	10,200
6108 Part-Time	22,185	16,598	-	-	5,050
6150 Fringes	122,291	130,522	144,087	144,315	170,797
6306 Building Maint./Janitorial	19,718	12,198	31,000	31,000	31,000
6311 Paint & Supplies	99	507	2,000	2,000	3,000
6320 Printing & Reproduction	3,886	1,916	3,500	3,500	7,000
6325 Construction Materials	10,237	10,576	6,000	6,000	15,500
6326 Equipment Parts	13,284	13,057	17,000	17,000	16,000
6327 Miscellaneous Equipment	86,519	-	5,000	5,000	23,170
6328 Signs	166	1,150	1,100	1,100	2,500
6404 Consulting Services	22,343	28,550	-	6,950	-
6407 Collection Services	208	383	400	400	400
6408 Contractor Fees	8,807	8,849	9,000	9,000	13,000
6409 Inspection Fees	1,480	3,680	3,700	3,700	3,700
6413 Utilities	217,208	213,424	228,269	228,269	213,681
6416 Build Repairs & Maint	123,382	28,572	105,000	180,000	105,000
6418 Equip Repairs & Maint	43,030	36,301	40,000	40,000	33,240
6424 Software support	5,080	-	11,200	11,200	31,445
6425 CEA Equip. Rental	36,094	37,970	35,148	35,148	44,376
6440 Snow Removal Services	22,353	43,319	43,500	43,500	43,000
6599 Other Contracts / Obligations	4,200	4,395	6,000	6,000	6,000
6803 Buildings	103,234	700,017	25,000	83,253	305,000
6899 Other Capital Outlay	(63,376)	(665,284)	-	-	-
Total Expense	\$ 1,076,473	\$ 916,170	\$ 1,024,101	\$ 1,166,068	\$ 1,400,415

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Building Repairs & Maintenance</u>	
Building maintenance	\$ 2,000	Misc ramp repairs	\$ 96,000
Cleaning supplies	6,000	Light bulbs	5,000
Deck sealer - Green ramp	10,000	Window cleaning	2,500
Post guards, power door, railing repairs	13,000	Pest control	1,500
	<u>\$ 31,000</u>		<u>\$ 105,000</u>
<u>Equipment Repairs & Maintenance</u>		<u>Equipment Parts</u>	
Elevator service contract	\$ 18,240	Misc repair parts	\$ 6,000
Meter mechanism / LUKE repair	5,000	Traffic & parking control parts	3,000
Electrical repairs / TAPCO	10,000	Batteries - lithium	7,000
	<u>\$ 33,240</u>		<u>\$ 16,000</u>
<u>Snow Removal Services</u>		<u>Buildings</u>	
All ramps	\$ 43,000	Elevator Replacement	\$ 200,000
	<u>\$ 43,000</u>	LED Lighting Upgrades	100,000
<u>Software support</u>		Ramp Security Camera	
Meter app service fee	\$ 27,145		<u>\$ 305,000</u>
TIBA software support	4,000	<u>Misc Equipment</u>	
EMS service	300	Meter mechs/housings	\$ 20,000
	<u>\$ 31,445</u>	Snow blower for ramps	1,000
<u>Construction Materials</u>		Misc office equipment	1,000
Ice control materials	\$ 15,500	GPS Units for 3 vehicles	1,170
	<u>\$ 15,500</u>		<u>\$ 23,170</u>

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Educate and inform customers on parking policies and assist with directions and questions about the City.
- Provide timely reviews and responses to parking citation review forms.
- Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

Major changes in Revenue, Expenditures, or Programs:

Increase in equipment repairs and maintenance is for the service contract for Autocite handheld ticket writers

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.10	0.90	2.00	1.00	2.00
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	39	65	40	70	50
# of notices sent	10,190	8,508	9,800	9,800	9,800
# of state suspensions sent	2,166	2,134	2,000	2,000	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	14,871	12,729	17,000	14,000	17,000
# of meter violation citations issued	12,463	10,691	13,000	11,500	12,000
# of citations reviewed by Parking Manager	857	672	750	670	750

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4520 Parking Violations	\$ 486,816	\$ 408,679	\$ 505,500	\$ 505,500	\$ 425,000
5035 Other Reimbursements	800	600	600	600	600
Total Revenue	<u>\$ 487,616</u>	<u>\$ 409,279</u>	<u>\$ 506,100</u>	<u>\$ 506,100</u>	<u>\$ 425,600</u>
Expenses					
6101 Regular Salaries	\$ 110,823	\$ 92,450	\$ 106,853	\$ 107,234	\$ 99,371
6105 Overtime	1,400	468	200	200	200
6150 Fringes	61,224	52,466	60,336	60,393	60,105
6320 Printing & Reproduction	6,428	1,890	8,000	8,000	8,000
6326 Equipment Parts	8,019	-	1,000	1,000	1,000
6418 Equipment Repairs & Maint.	2,750	2,888	2,750	2,750	4,000
6425 CEA Equip. Rental	-	-	3,468	3,468	6,800
6599 Other Contracts/Obligations	11,000	10,339	12,000	12,000	12,000
6804 Equipment	-	-	68,900	68,900	-
7914 Trans Out - CEA	-	-	30,000	30,000	-
Total Expense	<u>\$ 201,644</u>	<u>\$ 160,501</u>	<u>\$ 293,507</u>	<u>\$ 293,945</u>	<u>\$ 191,476</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Fines and Forfeitures	486,816	408,679	294,938	505,500	505,500	500,000	425,000
Interest Income	8,433	9,702	16,967	25,000	25,000	25,000	20,000
Charges for Services	1,958,062	1,967,040	1,775,083	2,077,000	2,077,000	2,169,350	2,169,350
Other Revenues	17,653	12,988	1,065	601	601	601	601
TOTAL REVENUES	2,470,964	2,372,433	2,088,053	2,608,101	2,608,101	2,694,951	2,614,951
EXPENSES BY LINE ITEM							
Regular Salaries	109,774	84,962	49,975	63,282	65,890	66,318	66,318
Labor Pool Allocations	291,394	291,744	217,318	441,152	441,152	445,690	445,690
Call Time	1,739	5,011	9,491	1,300	1,300	6,100	6,100
Overtime	9,461	25,842	18,352	6,400	6,400	10,400	10,400
Part-Time	22,215	16,654	7,532	0	0	5,050	5,050
Other Compensation	1,175	1,257	1,340	1,990	1,990	1,520	1,520
Shift Differential	65	205	282	100	100	800	800
Sick Pay	13,630	15,344	4,008	0	0	0	0
Vacation Pay	46,967	48,068	34,129	0	0	0	0
Fringes	212,729	213,705	151,078	238,535	238,923	269,831	269,831
Pension Expense / Income	2,678	22,761	0	0	0	0	0
Salaries & Fringe Benefits	706,471	725,553	493,505	752,759	755,755	805,709	805,709
Training & Conferences	60	0	0	0	0	0	0
Office Supplies	230	440	12	600	600	600	600
Memberships & Licenses	0	0	0	0	0	600	600
Postage & Freight	4,468	3,495	1,717	5,200	5,200	5,200	5,200
Awards & Recognition	348	349	50	350	350	350	350
Building Maintenance/Janitor.	19,718	12,213	7,373	31,000	31,000	31,000	31,000
Insurance	48,647	49,188	43,118	57,490	57,490	58,450	56,640
Depreciation Expense	479,911	524,503	405,180	562,890	562,890	556,447	555,000
Uncollectible Accounts	5,200	0	0	0	0	0	0
Interest Payments	0	4,757	0	0	0	0	17,250
Trans Out - General Fund	9,300	9,300	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Administrative Expense	1,767,882	2,004,245	1,664,425	1,866,830	1,866,830	1,861,947	1,875,940
Shop Supplies & Tools	4,313	3,174	3,673	2,500	2,500	3,600	3,600
Paint & Supplies	99	507	215	2,000	2,000	3,000	3,000
Miscellaneous Supplies	57	550	0	0	0	250	250
Printing & Reproduction	10,314	3,834	5,733	11,800	11,800	15,300	15,300
Clothing	94	77	127	200	200	200	200
Safety Supplies	349	238	299	400	400	500	500
Construction Materials	10,237	10,576	10,460	6,000	6,000	15,500	15,500
Vehicle & Equipment Parts	21,303	13,057	19,407	18,000	18,000	17,000	17,000
Miscellaneous Equipment	86,519	0	1,284	5,000	5,000	23,170	23,170
Signs	166	1,150	1,272	1,100	1,100	2,500	2,500
Supplies & Materials	133,451	33,163	42,470	47,000	47,000	81,020	81,020
Accounting/Audit	2,641	2,599	0	2,700	2,700	2,700	2,700
Bank Services	15,081	24,791	27,146	23,760	23,760	42,360	42,360
Consulting Services	22,343	29,025	4,963	0	6,950	0	0
Collection Services	2,938	2,911	2,733	4,280	4,280	4,280	4,280
Contractor Fees	8,807	8,848	594	9,000	9,000	40,145	13,000
Inspection Fees	1,480	3,680	811	3,700	3,700	3,700	3,700
Advertising	0	0	143	0	0	0	0
Health Services	0	80	0	0	0	0	0
Snow Removal Services	22,353	43,319	26,927	43,500	43,500	43,000	43,000
Laundry Services	1,247	1,387	602	900	900	800	800
Other Contracts/Obligations	15,252	14,735	12,395	18,000	18,000	18,000	18,000
Purchased Services	92,142	131,375	76,314	105,840	112,790	154,985	127,840
Electric	188,375	184,445	125,265	198,976	198,976	148,976	183,976
Gas	1,116	976	919	1,250	1,250	1,250	1,250
Water	3,354	3,549	2,145	3,400	3,400	3,600	3,600
Waste Disposal/Collection	1,827	1,813	1,365	1,890	1,890	1,947	1,947

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Stormwater	20,493	20,593	12,857	20,553	20,553	20,708	20,708
Telephone	2,947	2,955	2,265	3,130	3,130	3,130	3,130
Cellular Telephone	1,120	1,487	1,981	2,520	2,520	2,594	2,594
Utilities	219,232	215,818	146,797	231,719	231,719	182,205	217,205
Building Repair & Maintenance	123,382	28,572	700	105,000	180,000	100,000	105,000
Equipment Repair & Maintenan	47,925	39,189	25,137	45,050	45,050	39,740	39,740
Facilities Charges	0	402	0	0	0	407	407
Software Support	5,080	0	2,500	11,200	11,200	4,300	31,445
CEA Equipment Rental	36,094	37,971	30,383	38,616	38,616	51,176	51,176
Repair & Maintenance	212,481	106,134	58,720	199,866	274,866	195,623	227,768
Buildings	103,234	700,017	24,480	25,000	83,253	555,000	305,000
Machinery & Equipment	0	0	20,400	98,900	98,900	0	0
Other Capital Outlay	63,376-	665,284-	0	0	0	0	0
Capital Expenditures	39,858	34,733	44,880	123,900	182,153	555,000	305,000
TOTAL EXPENSES	3,171,517	3,251,021	2,527,111	3,327,914	3,471,113	3,836,489	3,640,482

CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 1,958,062	\$ 1,967,040	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350
Other	486,816	408,679	505,500	400,000	425,000
Total Revenues	<u>2,444,878</u>	<u>2,375,719</u>	<u>2,582,500</u>	<u>2,600,000</u>	<u>2,594,350</u>
Expenses					
Operating Expenses	1,482,306	1,312,461	1,456,824	1,525,912	1,548,932
Depreciation	479,911	524,503	562,890	545,000	565,000
Total Expenses	<u>1,962,217</u>	<u>1,836,964</u>	<u>2,019,714</u>	<u>2,070,912</u>	<u>2,113,932</u>
Operating Income (Loss)	482,661	538,755	562,786	529,088	480,418
Non-Operating Revenues (Expenses)					
Interest Income	8,433	9,702	25,000	20,000	20,000
Interest Expense	-	(4,757)	-	(18,370)	(17,250)
Loss on Disposal of Asset	(10,596)	(16,070)	-	-	-
Other	28,249	3,082	601	-	601
Total Non-Operating	<u>26,086</u>	<u>(8,043)</u>	<u>25,601</u>	<u>1,630</u>	<u>3,351</u>
Net Income (Loss) Before Transfers	508,747	530,712	588,387	530,718	483,769
Transfers In (Out)					
Special Revenue	(1,200,000)	(1,400,000)	(1,200,000)	(1,200,000)	(1,200,000)
Capital Projects	-	-	(30,000)	(30,000)	-
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(700,553)	(878,588)	(650,913)	(708,582)	(725,531)
Total Net Assets - Beginning	<u>9,908,726</u>	<u>9,208,173</u>	<u>8,329,585</u>	<u>8,329,585</u>	<u>7,621,003</u>
Total Net Assets - Ending	<u>\$ 9,208,173</u>	<u>\$ 8,329,585</u>	<u>\$ 7,678,672</u>	<u>\$ 7,621,003</u>	<u>\$ 6,895,472</u>

* as restated

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,200,626	\$ 834,033
+ Net Income	530,718	483,769
+ Depreciation	545,000	565,000
- Fixed Assets	(143,011)	(300,000)
- Transfers Out	(39,300)	(9,300)
- Advance to TIF # 3 *	(1,200,000)	(1,200,000)
- Principal Repayment	<u>(60,000)</u>	<u>(60,000)</u>
Working Cash - End of Year	<u>\$ 834,033</u>	<u>\$ 313,502</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,836,964
- Depreciation	(524,503)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,321,761</u>
25 % Working Capital Reserve Requirement	<u>\$ 330,440</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350	\$ 2,170,000	\$ 2,191,700	\$ 2,213,617	\$ 2,235,753
Other	505,500	400,000	425,000	475,000	475,000	475,000	475,000
Total Revenues	<u>2,582,500</u>	<u>2,600,000</u>	<u>2,594,350</u>	<u>2,645,000</u>	<u>2,666,700</u>	<u>2,688,617</u>	<u>2,710,753</u>
Expenses							
Operating Expenses	1,456,824	1,525,912	1,548,932	1,595,400	1,618,262	1,666,810	1,716,814
Depreciation	562,890	545,000	565,000	595,500	646,250	646,250	646,250
Total Expenses	<u>2,019,714</u>	<u>2,070,912</u>	<u>2,113,932</u>	<u>2,190,900</u>	<u>2,264,512</u>	<u>2,313,060</u>	<u>2,363,064</u>
Operating Income	562,786	529,088	480,418	454,100	402,188	375,557	347,689
Non-Operating Revenues (Expenses)							
Interest Income	25,000	20,000	20,000	10,000	10,000	20,000	20,000
Interest Expense	-	(18,370)	(17,250)	(15,975)	(14,600)	(12,675)	(10,575)
Loss on disposal of assets	-	-	-	(100,000)	-	-	-
Other	601	-	601	-	-	-	-
Total Non-Operating	<u>25,601</u>	<u>1,630</u>	<u>3,351</u>	<u>(105,975)</u>	<u>(4,600)</u>	<u>7,325</u>	<u>9,425</u>
Net Income Before Transfers	588,387	530,718	483,769	348,125	397,588	382,882	357,114
Contributions and Transfers In (Out)							
Special Revenue	(1,200,000)	(1,200,000)	(1,200,000)	(400,000)	-	-	-
Capital Projects	(30,000)	(30,000)	-	-	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(650,913)	(708,582)	(725,531)	(61,175)	388,288	373,582	347,814
Total Net Assets - Beginning	<u>8,329,585</u>	<u>8,329,585</u>	<u>7,621,003</u>	<u>6,895,472</u>	<u>6,834,297</u>	<u>7,222,585</u>	<u>7,596,167</u>
Total Net Assets - Ending	<u>\$ 7,678,672</u>	<u>\$ 7,621,003</u>	<u>\$ 6,895,472</u>	<u>\$ 6,834,297</u>	<u>\$ 7,222,585</u>	<u>\$ 7,596,167</u>	<u>\$ 7,943,981</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	1,200,626	834,033	313,502	567,827	832,365	1,782,198
+ Net Income	530,718	483,769	348,125	397,588	382,882	357,114
+ Depreciation	545,000	565,000	595,500	646,250	646,250	646,250
+ Loss on asset disposal	-	-	100,000	-	-	-
- Fixed Assets	(143,011)	(300,000)	(315,000)	(700,000)	-	-
- Transfer Out	(39,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,200,000)	(1,200,000)	(400,000)	-	-	-
- Principal Repayment	(60,000)	(60,000)	(65,000)	(70,000)	(70,000)	(70,000)
Working Cash - End of Year	<u>\$ 834,033</u>	<u>\$ 313,502</u>	<u>\$ 567,827</u>	<u>\$ 832,365</u>	<u>\$ 1,782,198</u>	<u>\$ 2,706,262</u>
25% Working Capital Reserve (prior year's expenses)	330,440	388,396	393,871	405,169	410,540	422,196

ASSUMPTIONS:

Interest rate on debt at 3% ten year term
Operating expenses to increase 3% per year after 2018
Depreciation expense in years 2019-2022 reflects 5-year capital improvement projects
No changes in hours of enforcement or use of parking spaces and 1% increase in revenue starting in 2020 for potential increase in parking needs for exhibition center use, parking enforcement reflects full use of enforcement vehicle in 2019
Estimated loss on disposal of the Blue Ramp is included for 2019

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2018	\$ 60,000	\$ 17,250	\$ 77,250
2019	65,000	15,975	80,975
2020	70,000	14,600	84,600
2021	70,000	12,675	82,675
2022	70,000	10,575	80,575
2023	75,000	7,800	82,800
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	645,000	87,838	732,838

CITY OF APPLETON 2018 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET CENTRAL EQUIPMENT AGENCY

MISSION STATEMENT

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely, cost effective replacement of vehicles as they reach the end of their useful service lives.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Continued to purchase E-85 fuel compatible vehicles. The majority of our cars and light trucks are E-85 compliant

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure equipment is meeting current City lighting and traffic requirements

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

- Training for mechanics

- Department-wide breakfast celebrating with DPW employees

- Lunch for mechanics where we went over our mission, goals and objectives

- Discussion on where improvements/efficiencies could be made and areas where things are being done well

Continued annual bridge maintenance program to keep bridges operational

Added another certified mechanic to the fire extinguisher program and recertified two mechanics - inspecting all vehicle fire extinguishers annually (this training can now be obtained on-line for a reduced fee)

Continued working with the Information Technology Department updating the diagnostic software for use in the repair and maintenance of the CEA fleet

Installed an additional 20 GPS units in various DPW pieces of equipment

Continued using the web-based training program offered by Packer City Truck, Inc. and AC Delco for many repairs on the light, medium and heavy duty cars and trucks. Due to the volume of parts purchased from Packer City and Factory Motor Parts, this program is offered at no charge

Completed installation of the new digital mobile radio (DMR) system, including the installation of 125 new mobile radios, fifteen portable radios and a Base Station for the Department of Public Works' fleet

Worked with Baycom Communications to purchase and implement a Sonetics Communication Hearing Protection Headset for Public Works to help improve construction site communication and safety

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Evaluated a hybrid mower to be used at Reid Golf Course

Met with all CEA employees to discuss City expectations

Installed carbide cutting edges on 3 snow plow trucks to increase edge longevity and reduce out of service time for cutting edge replacement

Researched and purchased new all wheel drive (AWD) marked sedans for the Appleton Police Department

Continued to expand the functionality of Precise GPS system to include automatic reporting of potholes, yardwaste, overflow and metal

CITY OF APPLETON 2018 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2018 OBJECTIVES

- Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations
- Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet
- Work with the Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Investigate opportunities for purchasing vehicles that are alternative fuel compatible
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Evaluate the 108 GPS units that were installed between 2012 - 2017 and continue installing the additional units purchased in 2018 to have GPS units in all the Department of Public Works vehicles
- Update/implement succession plan for CEA staff
- Research options to find different vendors for shop supplies and parts to reduce costs
- Research the option of using fully synthetic oils to extend oil change intervals
- Research options for initial setup of police vehicles
- Continue to expand the Precise GPS/GIS system to include more automatic reporting functions and Customer Service Request (CSR) reports
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Continue to evaluate new snow patrol truck hitch, plow and carbide cutting edge combination for future purchases
- Work with a local petroleum equipment vendor and consultant to write specifications for the 2019 Fuel Site upgrades
- Work with the Appleton Fire Department on the replacement of four fire apparatuses in the next three years
- Assist the Police Department in replacing the some of the intensive use (IU) fleet with Ford Interceptor AWD utility vehicles

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 6,199,736	\$ 5,333,238	\$ 5,345,425	\$ 5,345,425	\$ 7,175,981	34.25%
Program Expenses							
6110	Administration	3,051,384	3,246,126	3,251,708	3,254,035	3,475,454	6.88%
6121	Maintenance	2,097,538	2,231,258	2,226,136	2,229,785	2,287,438	2.75%
Total Program Expenses		\$ 5,148,922	\$ 5,477,384	\$ 5,477,844	\$ 5,483,820	\$ 5,762,892	5.20%
Expenses Comprised Of:							
Personnel		1,131,540	1,246,355	1,164,507	1,170,483	1,201,554	3.18%
Administrative Expense		2,557,226	2,668,511	2,702,832	2,702,832	2,915,615	7.87%
Supplies & Materials		1,122,475	1,103,617	1,228,340	1,228,340	1,256,567	2.30%
Purchased Services		18,014	16,562	17,714	17,714	31,299	76.69%
Utilities		31,847	31,023	33,627	33,627	32,666	-2.86%
Repair & Maintenance		298,930	389,093	316,824	316,824	325,191	2.64%
Capital Expenditures		(11,110)	22,223	14,000	14,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.51	14.51	14.51	14.51	14.51	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

Major changes in Revenue, Expenditures, or Programs:

The revenue from the sale of City vehicles is expected to be much higher as there are several pieces of heavy equipment being replaced in 2018 and the City has been very successful selling on eBay Motors. However, with the purchase of fire trucks, since we are usually offered a trade-in value rather than trying to sell it on an on-line auction, the projected proceeds from the sale of the used apparatus is not included in the budgeted revenue.

The reduction in equipment repairs and maintenance expense is due to moving the cost of inspecting the hoist and the fuel system to the maintenance business unit, reporting all inspection fees in one place.

The reduction in fleet size (below) is a result of the snow plow attachments now being purchased together with the plow trucks, tying them together as one asset.

The \$10,000 budgeted in consulting services relates to contracting with a professional services firm to provide guidance/options on upgrading the fuel system at MSB to meet WI Commercial Code 10.500(5) standards. These standards require the City to install fuel tank containment and below dispenser containment systems including sensors to detect leaks. The project is expected to cost \$160,000 and is scheduled for construction in 2019.

Equipment rental expense is for the Airgas cylinders which had been on a 5 year lease (paid in full in 2013). A new 3 year lease will be paid in full in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 74.31	\$ 74.07	\$ 75.78	\$ 75.78	\$ 77.14
Billable hours	16,739	17,654	18,100	18,100	18,100
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	415	412	412	412	406
Consistent and current information					
# Policies reviewed/revised	1	1	1	1	0
Work Process Output					
Customer service					
Requests for changes to the fleet	2	7	3	10	5

**CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 2,172	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	2,230	964	6,200	6,200	4,000
4865 CEA Operational Revenue	2,550,574	2,732,258	2,779,580	2,779,580	2,847,202
4908 Misc. Intergov. Charges	26,246	22,986	27,440	27,440	28,620
5004 Sale of City Property	322,153	329,146	180,500	180,500	389,900
5021 Capital Contributions	3,242,144	2,222,708	2,320,205	2,320,205	3,876,759
5035 Other Reimbursements	32,174	23,082	28,000	28,000	26,000
5082 Insurance Proceeds	22,043	2,094	3,500	3,500	3,500
Total Revenue	\$ 6,199,736	\$ 5,333,238	\$ 5,345,425	\$ 5,345,425	\$ 7,175,981
Expenses					
6101 Regular Salaries	\$ 261,621	\$ 268,679	\$ 279,590	\$ 281,616	\$ 281,881
6104 Call Time	321	255	300	300	300
6105 Overtime	687	336	600	600	600
6150 Fringes	90,633	175,359	106,698	106,999	111,498
6201 Training\Conferences	3,106	3,211	4,850	4,850	4,000
6301 Office Supplies	612	885	1,000	1,000	1,000
6303 Memberships & Licenses	757	604	1,000	1,000	1,000
6304 Postage/Freight	-	22	-	-	-
6305 Awards & Recognition	420	445	420	420	420
6309 Shop Supplies & Tools	46,451	41,165	47,700	47,700	48,654
6310 Chemicals	8,748	8,608	9,785	9,785	9,785
6311 Paint & Supplies	31	9	-	-	-
6315 Books & Library Material	321	-	450	450	450
6320 Printing & Reproduction	1,387	1,195	1,500	1,500	1,500
6321 Clothing	652	939	900	900	900
6323 Safety Supplies	658	533	775	775	775
6324 Medical\Lab Supplies	45	59	75	75	75
6327 Miscellaneous Equipment	-	6,961	6,700	6,700	8,700
6401 Accounting/Audit	1,886	2,228	1,990	1,990	1,600
6403 Bank Services	236	257	288	288	288
6404 Consulting Services	-	-	-	-	10,000
6408 Contractor Fees	62	-	-	-	-
6412 Advertising	629	-	475	475	275
6413 Utilities	31,847	31,023	33,627	33,627	32,666
6418 Equip Repairs & Maint	5,582	8,422	10,000	10,000	7,000
6420 Facilities charges	29,406	19,792	29,000	29,000	25,000
6424 Software Support	2,991	1,509	8,661	8,661	7,025
6430 Health Services	-	20	38	38	38
6451 Laundry Services	5,179	5,067	5,273	5,273	5,378
6501 Insurance	23,932	25,512	31,350	31,350	31,350
6503 Equipment Rent	-	-	-	-	3,500
6599 Other Contracts/Obligations	5,488	5,387	5,000	5,000	6,000
6601 Depreciation Expense	2,228,048	2,305,308	2,480,000	2,480,000	2,481,433
6720 Interest Payments	4,087	3,738	3,163	3,163	2,463
7914 Transfer Out - Capital Projects	295,561	328,598	180,500	180,500	389,900
Total Expense	\$ 3,051,384	\$ 3,246,126	\$ 3,251,708	\$ 3,254,035	\$ 3,475,454

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Small shop tools	32,640
Fire shop supplies & tools	16,014
	<u>\$ 48,654</u>

Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 389,900
	<u>\$ 389,900</u>

**CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Minimize downtime of vehicles and equipment
- Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements
- Maintain a clean, safe work environment
- Consolidate maintenance repairs with preventive maintenance work when possible
- Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements
- Evaluate major repairs and research options to minimize out of service time and costs
- Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
- Continue cleaning debris from radiators for better performance and longer radiator life
- Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

- The increase in vehicle and equipment parts is due to the continuing increase in the cost of the parts.
- The increase in vehicle repairs (outside vendors) is due to the need to outsource many specialty repairs that require specialty tools, including work on the new tier IV engines.
- Fuel costs were budgeted at \$2.00/gallon and \$2.19/gallon for unleaded and diesel fuel, respectively, in 2017. For 2018, based on current and past prices, these estimates are expected to go slightly higher for unleaded to \$2.14/gallon and drop slightly to \$2.16/gallon for diesel fuel. This accounts for the budget increase.
- The annual hoist, sling/chain, and the State fuel site inspection fees have been moved from the Administration budget to this budget in order to capture all inspection fees in one account which results in an increase in inspection fees expense in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	80	86	65	85	75
Equipment available for operational readiness					
# of emergency breakdown (hours)	349	334	275	275	270
# of service calls	264	218	220	220	210
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	8,180	9,105	9,400	9,400	9,400
Corrective downtime hours	7,919	8,170	8,000	8,000	7,800
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service performed					
# of changeovers performed	127	112	130	130	130

**CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 558,546	\$ 557,163	\$ 553,239	\$ 556,416	\$ 566,610
6104 Call Time	1,750	3,092	1,700	1,700	2,000
6105 Overtime	16,901	11,517	7,000	7,000	7,210
6150 Fringes	201,082	229,954	215,380	215,852	231,455
6304 Postage/Freight	679	165	525	525	525
6309 Shop Supplies & Tools	-	1	-	-	-
6322 Gas/Oil Purchases	640,515	572,628	711,246	711,246	727,535
6323 Safety Supplies	140	-	-	-	-
6326 Vehicle & Equipment Parts	423,526	471,519	449,209	449,209	458,193
6407 Collection Services	16	29	-	-	-
6409 Inspection Fees	8,954	11,811	10,650	10,650	13,720
6417 Vehicle Repairs & Maint	249,998	348,417	258,013	258,013	275,000
6425 CEA Equip. Rental	10,953	10,953	11,150	11,150	11,166
6429 Interfund Allocations	(4,436)	(8,237)	(6,000)	(6,000)	(6,000)
6503 Rent	24	24	24	24	24
6804 Machinery & Equipment	(11,110)	22,222	14,000	14,000	-
Total Expense	<u>\$ 2,097,538</u>	<u>\$ 2,231,258</u>	<u>\$ 2,226,136</u>	<u>\$ 2,229,785</u>	<u>\$ 2,287,438</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.14/gallon	\$ 325,794
Diesel fuel: 167,473 gallons	
@ \$2.16/gallon	361,741
Oil	40,000
	<u>\$ 727,535</u>

Vehicle Repairs & Maint.

Tire service	\$ 150,000
Vehicle alignments	29,750
Towing services	3,250
Vehicle cleaning/upholstery	15,000
Body shop work	31,000
Painting	22,000
Outside fire vehicle maint.	24,000
	<u>\$ 275,000</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 313,193
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	115,000
Fire vehicle parts	30,000
	<u>\$ 458,193</u>

* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	2,172	0	0	0	0	0	0
Interest Income	2,230	964	4,463	6,200	6,200	4,000	4,000
Charges for Services	2,550,574	2,732,258	1,735,525	2,779,580	2,779,580	2,779,580	2,847,202
Intergov. Charges for Service	26,246	22,986	20,789	27,440	27,440	28,620	28,620
Other Revenues	3,618,514	2,577,030	180,397	2,532,205	2,532,205	4,304,057	4,296,159
TOTAL REVENUES	6,199,736	5,333,238	1,941,174	5,345,425	5,345,425	7,116,257	7,175,981
EXPENSES BY LINE ITEM							
Regular Salaries	19,396	19,783	16,507	20,344	25,547	18,084	18,084
Labor Pool Allocations	677,020	724,912	517,562	810,125	810,125	827,797	827,797
Call Time	2,071	3,347	2,275	2,000	2,000	2,300	2,300
Overtime	17,587	11,853	1,886	7,600	7,600	7,810	7,810
Other Compensation	376	190	10	260	260	510	510
Shift Differential	1,537	1,845	1,294	2,100	2,100	2,100	2,100
Sick Pay	52,856	2,524	460	0	0	0	0
Vacation Pay	68,982	76,588	51,517	0	0	0	0
Fringes	294,241	329,209	219,408	322,078	322,851	342,953	342,953
Pension Expense / Revenue	2,526-	76,104	0	0	0	0	0
Salaries & Fringe Benefits	1,131,540	1,246,355	810,919	1,164,507	1,170,483	1,201,554	1,201,554
Training & Conferences	3,106	3,211	1,752	4,850	4,850	4,000	4,000
Office Supplies	612	885	307	1,000	1,000	1,000	1,000
Memberships & Licenses	757	604	642	1,000	1,000	1,000	1,000
Postage & Freight	679	186	40	525	525	525	525
Awards & Recognition	420	445	88	420	420	420	420
Insurance	23,932	25,512	23,516	31,350	31,350	31,350	31,350
Rent	24	24	0	24	24	3,524	3,524
Depreciation Expense	2,228,048	2,305,308	1,860,003	2,480,000	2,480,000	2,481,433	2,481,433
Interest Payments	4,087	3,738	2,493	3,163	3,163	2,475	2,463
Trans Out - Capital Projects	295,561	328,598	0	180,500	180,500	389,900	389,900
Administrative Expense	2,557,226	2,668,511	1,888,841	2,702,832	2,702,832	2,915,627	2,915,615
Shop Supplies & Tools	46,451	41,166	23,041	47,700	47,700	48,654	48,654
Chemicals	8,748	8,608	3,805	9,785	9,785	9,785	9,785
Paint & Supplies	31	9	4	0	0	0	0
Books & Library Materials	321	0	305	450	450	450	450
Printing & Reproduction	1,387	1,195	155	1,500	1,500	1,500	1,500
Clothing	652	939	571	900	900	900	900
Gas Purchases	640,515	572,628	304,616	711,246	711,246	727,535	727,535
Safety Supplies	799	533	283	775	775	775	775
Medical & Lab Supplies	45	59	48	75	75	75	75
Vehicle & Equipment Parts	423,526	471,519	299,258	449,209	449,209	458,193	458,193
Miscellaneous Equipment	0	6,961	0	6,700	6,700	8,700	8,700
Supplies & Materials	1,122,475	1,103,617	632,086	1,228,340	1,228,340	1,256,567	1,256,567
Accounting/Audit	1,886	2,228	0	1,990	1,990	1,990	1,600
Bank Services	236	257	141	288	288	288	288
Consulting Services	0	0	0	0	0	0	10,000
Collection Services	16	29	0	0	0	0	0
Contractor Fees	62	0	0	0	0	0	0
Inspection Fees	8,954	11,811	5,058	10,650	10,650	13,720	13,720
Advertising	629	0	0	475	475	275	275
Interfund Allocations	4,436-	8,237-	2,224-	6,000-	6,000-	6,000-	6,000-
Health Services	0	20	0	38	38	38	38
Laundry Services	5,179	5,067	3,566	5,273	5,273	5,378	5,378
Other Contracts/Obligations	5,488	5,387	2,150	5,000	5,000	6,000	6,000
Purchased Services	18,014	16,562	8,691	17,714	17,714	21,689	31,299
Electric	10,484	10,841	8,055	11,512	11,512	11,551	11,551
Gas	9,506	8,070	5,358	9,700	9,700	8,700	8,700
Water	2,283	2,472	1,710	2,670	2,670	2,670	2,670
Waste Disposal/Collection	989	1,084	740	1,100	1,100	1,100	1,100
Stormwater	7,563	7,462	5,581	7,541	7,541	7,541	7,541

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Cellular Telephone	1,022	1,094	659	1,104	1,104	1,104	1,104
Utilities	31,847	31,023	22,103	33,627	33,627	32,666	32,666
Vehicle Repair & Maintenance	249,998	348,417	140,450	258,013	258,013	275,000	275,000
Equipment Repair & Maintenan	5,582	8,422	8,016	10,000	10,000	7,000	7,000
Facilities Charges	29,406	19,792	8,206	29,000	29,000	25,000	25,000
Software Support	2,991	1,509	4,413	8,661	8,661	7,025	7,025
CEA Equipment Rental	10,953	10,953	7,302	11,150	11,150	11,166	11,166
Repair & Maintenance	298,930	389,093	168,387	316,824	316,824	325,191	325,191
Machinery & Equipment	11,110-	22,223	12,805	14,000	14,000	0	0
Capital Expenditures	11,110-	22,223	12,805	14,000	14,000	0	0
TOTAL EXPENSES	5,148,922	5,477,384	3,543,832	5,477,844	5,483,820	5,753,294	5,762,892

CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Charges for Services	\$ 2,576,820	\$ 2,755,244	\$ 2,807,020	\$ 2,750,000	\$ 2,875,822
Other	56,389	25,176	31,500	35,000	29,500
Total Revenues	<u>2,633,209</u>	<u>2,780,420</u>	<u>2,838,520</u>	<u>2,785,000</u>	<u>2,905,322</u>
Expenses					
Operating Expenses	2,621,226	2,839,740	2,814,181	2,800,000	2,889,096
Depreciation	2,228,048	2,305,308	2,480,000	2,480,000	2,481,433
Total Expenses	<u>4,849,274</u>	<u>5,145,048</u>	<u>5,294,181</u>	<u>5,280,000</u>	<u>5,370,529</u>
Operating Loss	(2,216,065)	(2,364,628)	(2,455,661)	(2,495,000)	(2,465,207)
Non-Operating Revenues (Expenses)					
Investment Income	2,230	964	6,200	4,000	4,000
Sale of City Property	322,153	329,146	180,500	195,000	389,900
Interest Expense	(4,087)	(3,738)	(3,163)	(3,163)	(2,463)
Total Non-Operating	<u>320,296</u>	<u>326,372</u>	<u>183,537</u>	<u>195,837</u>	<u>391,437</u>
Income (Loss) before Contributions and Transfers	(1,895,769)	(2,038,256)	(2,272,124)	(2,299,163)	(2,073,770)
Contributions and Transfers In (Out)					
Capital Contributions	3,242,144	2,222,708	2,320,205	2,355,656	3,876,759
Transfers Out	<u>(295,561)</u>	<u>(328,598)</u>	<u>(180,500)</u>	<u>(190,000)</u>	<u>(389,900)</u>
Change in Net Assets	1,050,814	(144,146)	(132,419)	(133,507)	1,413,089
Net Assets - Beginning	<u>11,835,868 *</u>	<u>12,886,682</u>	<u>12,742,536</u>	<u>12,742,536</u>	<u>12,609,029</u>
Net Assets - Ending	<u>\$ 12,886,682</u>	<u>\$ 12,742,536</u>	<u>\$ 12,610,117</u>	<u>\$ 12,609,029</u>	<u>\$ 14,022,118</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 358,201	\$ 321,662
+ Change in Net Assets	(133,507)	1,413,089
- Capital Contributions	(2,355,656)	(3,876,759)
- Principal Repayment	(27,376)	(27,751)
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Depreciation	<u>2,480,000</u>	<u>2,481,433</u>
Working Cash - End of Year	<u>\$ 321,662</u>	<u>\$ 311,674</u>

CITY OF APPLETON 2018 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

Year	2008 G.O. Notes	
	Principal	Interest
2018	\$ 11,501	\$ 115
	\$ 11,501	\$ 115

Year	2014 G.O. Notes	
	Principal	Interest
2018	\$ 16,250	\$ 2,348
2019	12,500	2,100
2020	15,125	1,810
2021	15,625	1,500
2022	20,500	1,099
2023	21,250	633
2024	21,625	128
	\$ 122,875	\$ 9,618

Year	Total	
	Principal	Interest
2018	\$ 27,751	\$ 2,463
2019	12,500	2,100
2020	15,125	1,810
2021	15,625	1,500
2022	20,500	1,099
2023	21,250	633
2024	21,625	128
	\$ 134,376	\$ 9,733

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

Equipment	Home Department	Funding Source			Total Cost
		CEA	Other	Source	
Pickup Ext Cab 4x4	Parks	\$ 30,150	\$ 3,000	(1) General Fund	\$ 33,150
Bunker Rake	Parks	18,741			18,741
Box Scraper	Parks	80,000	8,200	(2) General Fund	88,200
Mini Pickup/Plow	Parks	37,800			37,800
Zero Turn Mower	Parks	65,967			65,967
360 Mower	Parks	67,471			67,471
Kubota UTV	Parks	26,000			26,000
Pickup 4x2	Parks	31,000			31,000
Mini-Dump	Parks	48,550			48,550
Bunker Rake	Golf	20,598			20,598
Greens Mower	Golf	28,000	3,200	(3) Golf Course	31,200
Pickup 4x2	Health	35,600			35,600
Compact Pickup 4x2	Sanitation	28,000	1,000	(4) Sanitation	29,000
Squad - Marked IU (13)	Police	543,452	52,780	(5) General Fund	596,232
Interceptor UV	Police	41,804			41,804
CSO Van	Police	28,000			28,000
F550 Pickup	Traffic	48,800	60,000	(6) General Fund	108,800
Ext Cab Pickup - 1/2 ton	Parking	33,150			33,150
Crew Cab 4x4	Fire	34,200			34,200
Pumper	Fire	650,000			650,000
Single-Axle w/Plow (6)	Street	1,151,934			1,151,934
Tri-Axle Patrol	Street	245,362			245,362
Extended Cab Pickup 4x4	Water Distr	28,000	1,000	(7) Water Utility	29,000
Extended Cab 4WD Pickup	Water Filtr	28,000	1,000	(8) Water Utility	29,000
Jetter/Combination	Stormwater	396,000			396,000
		\$ 3,746,579	\$ 130,180		\$ 3,876,759

Major changes in Revenue, Expenditures, or Programs:

In 2017, the CEA Review Committee approved the following equipment upgrades:

1. Add a lift gate to a four wheel drive pickup (\$3,000 contribution from Parks, Recreation & Facilities Mgmt);
2. Harley Rake to Box Scraper & keep Harley Rake as spare (\$8,200 contribution from Parks, Recreation & Facilities Mgmt)
3. Greens Mower to a Hybrid E-Cut mower (\$3,200 contribution from the Golf Course);
4. Add 4 Wheel Drive to Compact Pickup (\$1,000 contribution from Sanitation);
5. 13 Impala IU Patrol vehicles to Ford SUV's (\$52,780 contribution from Police, \$4,060 per unit);
6. Sign Shop 1/2 ton to F550 w/additions (\$60,000 contribution from Traffic Division)
7. Compact Pickup to Extended Cab (\$1,000 contribution from Water Distribution)
8. Compact Pickup to full size, extended cab w/four wheel drive Pickup (\$1,000 contribution from Water Filtration)

\$250,000 of G.O. debt has been included in this budget to supplement the cost of the Fire Pumper. Fire apparatus costs have escalated at a higher rate than initially projected causing the need for additional funding.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year	22	26	30	30	29
Replaced early	1	0	0	0	0

DEPARTMENT BUDGET SUMMARY

Unit	Programs		Actual			Budget			% Change *
	Title		2015	2016	Adopted 2017	Amended 2017	2018		
	Program Revenues		\$ 2,560,925	\$ 2,562,628	\$ 2,882,647	\$ 2,882,647	\$ 3,337,406	15.78%	
	Program Expenses		\$ 3,205,734	\$ 2,282,355	\$ 2,400,205	\$ 2,498,778	\$ 3,876,759	61.52%	
Expenses Comprised Of:									
	Administrative Expense		71	37	-	-	-	N/A	
	Capital Expenditures		3,205,663	2,282,318	2,400,205	2,498,778	3,876,759	61.52%	

* % change from prior year adopted budget
CEA Replacement Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 14,041	\$ 7,639	\$ 30,000	\$ 30,000	\$ 20,000
4866 CEA Replacement Revenue	2,044,424	2,214,491	2,349,647	2,349,647	2,547,326
5082 Insurance Proceeds	15,006	-	-	-	-
5910 Proceeds of Long Term Debt	-	-	250,000	250,000	250,000
5921 Trans In - General Fund	57,500	8,700	33,000	33,000	123,980
5922 Trans In - Special Revenue	89,605	-	9,500	9,500	1,000
5926 Trans In - Water Utility	8,988	-	-	-	2,000
5927 Trans In - Parking Utility	-	-	30,000	30,000	-
5928 Trans In - Golf Course	2,800	3,200	-	-	3,200
5931 Trans In - Internal Service	308,561	328,598	180,500	180,500	389,900
5933 Trans In - Stormwater Utility	20,000	-	-	-	-
Total Revenue	<u>\$ 2,560,925</u>	<u>\$ 2,562,628</u>	<u>\$ 2,882,647</u>	<u>\$ 2,882,647</u>	<u>\$ 3,337,406</u>
Expenses					
6303 Memberships & Licenses	\$ 71	\$ 37	\$ -	\$ -	\$ -
6804 Equipment	3,205,663	2,282,318	2,400,205	2,498,778	3,876,759
Total Expense	<u>\$ 3,205,734</u>	<u>\$ 2,282,355</u>	<u>\$ 2,400,205</u>	<u>\$ 2,498,778</u>	<u>\$ 3,876,759</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Trans In - Internal Service</u>	
Proceeds from sale of vehicles	\$ 389,900
	<u>\$ 389,900</u>
<u>Equipment</u>	
Replacement vehicles & equipment (see list, previous page)	\$ 3,876,759
	<u>\$ 3,876,759</u>

**CITY OF APPLETON 2018 BUDGET
CEA REPLACEMENT**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Interest Income	\$ 14,041	\$ 7,639	\$ 30,000	\$ 20,000	\$ 20,000
Charges for Services	2,059,430	2,214,491	2,349,647	2,250,000	2,547,326
Total Revenues	<u>2,073,471</u>	<u>2,222,130</u>	<u>2,379,647</u>	<u>2,270,000</u>	<u>2,567,326</u>
Expenses					
Program Costs	3,205,734	2,282,355	2,400,205	2,355,656	3,876,759
Total Expenses	<u>3,205,734</u>	<u>2,282,355</u>	<u>2,400,205</u>	<u>2,355,656</u>	<u>3,876,759</u>
Revenues over (under) Expenses	(1,132,263)	(60,225)	(20,558)	(85,656)	(1,309,433)
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	-	-	250,000	250,000	250,000
Transfers In - General Fund	57,500	8,700	33,000	33,000	123,980
Transfers In - Special Revenue	89,605	-	9,500	9,500	1,000
Transfers In - Water Utility	8,988	-	-	-	2,000
Transfers In - Parking Utility	-	-	30,000	30,000	-
Transfers In - Golf Course	2,800	3,200	-	-	3,200
Transfers In - Internal Service	308,561	328,598	180,500	190,000	389,900
Transfers In - Stormwater Utility	20,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>487,454</u>	<u>340,498</u>	<u>503,000</u>	<u>512,500</u>	<u>770,080</u>
Net Change in Equity	(644,809)	280,273	482,442	426,844	(539,353)
Fund Balance - Beginning	2,663,590	2,018,781	2,299,054	2,299,054	2,725,898
Fund Balance - Ending	<u>\$ 2,018,781</u>	<u>\$ 2,299,054</u>	<u>\$ 2,781,496</u>	<u>\$ 2,725,898</u>	<u>\$ 2,186,545</u>

CITY OF APPLETON 2018 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2018 BUDGET HEALTH DEPARTMENT

MISSION STATEMENT

The mission of the Appleton Health Department is to safeguard the environment, promote public health, and protect consumers in the community by providing high quality services responsive to the needs of the people. Our belief is that prevention is the most effective public health strategy.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

In 2017, staff responded to several emerging health issues in the community. Zika virus education was a focus as it impacts pregnancy and contributes to birth defects. We also responded to new pertussis (whooping cough) cases. The department also continued to provide directly observed therapy to residents who have active or latent TB.

The department's public health preparedness staff continued to provide technical and staff support to several communities including Green Lake, Marquette, Waushara counties and the City of Menasha for these shared services. Working together brings value through regional planning and response capacity.

Staff continues to collaborate with representatives from local hospital-based health care providers including; Aurora, Children's Hospital of the Fox Valley, Ministry Health Care, and Thedacare, as well as Fox Valley health departments including those in Calumet, Outagamie and Winnebago counties and the City of Menasha. This collaboration has led to the use of the behavioral risk factor surveillance survey to track trends in lifestyle related to illness. In 2017, we addressed both the hospital and health department requirements of the Affordable Care Act. Together, we collaborated on comprehensive community health needs assessments and in 2018 we will summarize these results and identify strategies for improvement and implementation plans.

The East Central Weights and Measures Consortium, administered by the Appleton Health Department, continues to provide contracted services in the Cities of Berlin, Kaukauna, New London, Ripon and Waupaca and the Villages of Ashwaubenon, Kimberly and Little Chute. In 2017, we increased the number of service days to reflect the growing number of businesses in these communities.

Staff recognize their role as a collaborative one within the community. Staff participates in more than three dozen different agency boards, community and professional organizations. This cooperation is critical to identify and address local and Statewide health and environmental issues. Special emphasis in 2017 has been on our most vulnerable populations including the homeless and victims of abuse. For example, department staff supported the successful Butterfly Festival held in June which raised more than \$75,000 for Parent Connections which provides child abuse prevention services.

By the end of the year we anticipate that our department will have welcomed 75 new refugees to Appleton. Public health nurses reviewed medical records and made arrangements for a medical home. Additional public health services were provided as determined necessary. The department received compensation for the initial screening and referral through a State contract.

Staff serve in a leadership role on the tri-county Weight of the Fox Valley project. In 2017, we collaborated with local health care systems to utilize electronic medical records to better identify the health impact on our community as we strive to achieve and maintain healthy weights at every age.

CITY OF APPLETON 2018 BUDGET HEALTH DEPARTMENT

MAJOR 2018 OBJECTIVES

In 2018, we anticipate receiving more new refugees to Appleton. Our public health role will continue to be assisting in the initial health review of medical records, find medical homes for these families and respond to public health services as necessary. We anticipate welcoming individuals and families through this process and continue to support them by collaborating with Fox Cities based agencies to meet their unique social and health needs.

The Weight of the Fox Valley project will continue to be an area of focus. The Health Department staff serves in a leadership role and supports the vision of a community that achieves and maintains a healthy weight at every age. Unhealthy weight contributes to five of the ten leading causes of death in Appleton, including heart disease, type 2 diabetes, cancer and stroke. More than three in ten children and adolescents, and more than two of every three adults, are clinically at risk of premature illness due to this condition. In 2018 and beyond, our department will collaborate with community partners to implement community intervention strategies to slow this trend.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships where department staff provide a leadership role includes the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Lactation Coalition, Fox Valley Healthcare Coalition, Northeast Wisconsin Public Health Preparedness Partnership and Fox Valley Community Health Improvement Coalition to name a few.

Public health preparedness issues will continue to be a priority for the department. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of public health challenges the City may face. Re-emerging communicable diseases like TB, vaccine preventable illnesses such as measles, pertussis and mumps and sexually transmitted diseases such as syphilis will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with local health care partners. Emerging illnesses like zika virus have resulted in an awareness of the need for a global surveillance and planning effort locally.

Public Health accreditation is a voluntary program that measures the degree to which state, local, tribal, and territorial health departments meet nationally recognized standards and measures. The standards are set by a Public Health Accreditation Board (PHAB), a non-profit accrediting body for national public health accreditation. Their mission is to promote and protect the health of the public by advancing the quality and performance of all health departments in the United States. In 2018, our department will work towards maintaining the status of accreditation-ready in the event this becomes a mandatory requirement in the future.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 359,764	\$ 285,035	\$ 287,741	\$ 287,741	\$ 287,900	0.06%
Program Expenses							
12510	Administration	131,602	154,404	154,509	155,153	158,037	2.28%
12520	Nursing	504,589	485,813	465,614	468,100	477,800	2.62%
12530	Environmental Health	323,656	345,608	348,727	350,216	359,812	3.18%
12540	Weights & Measures	189,339	189,842	204,116	205,761	204,668	0.27%
TOTAL		\$ 1,149,186	\$ 1,175,667	\$ 1,172,966	\$ 1,179,230	\$ 1,200,317	2.33%
Expenses Comprised Of:							
	Personnel	1,070,767	1,086,079	1,078,451	1,084,715	1,110,049	2.93%
	Administrative Expense	15,149	15,655	17,165	17,165	17,350	1.08%
	Supplies & Materials	13,017	11,586	14,950	14,950	13,850	-7.36%
	Purchased Services	29,663	40,419	34,300	34,300	34,300	0.00%
	Utilities	5,327	5,207	5,920	5,920	5,880	-0.68%
	Repair & Maintenance	15,263	16,721	22,180	22,180	18,888	-14.84%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.55	12.25	11.95	11.95	11.95	

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM MISSION

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services."

Objectives:

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community health care providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
Strategic Outcomes					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
Work Process Outputs					
Training					
Hours of training per employee	36	41	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	137	151	140	140	140
Prepare annual report					
Completed by 120th day of following year	4/30/2015	4/21/2016	4/25/2017	4/25/2017	4/25/2018

*Each health department in the State is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Total Revenue	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Expenses					
6101 Regular Salaries	\$ 94,159	\$ 111,099	\$ 110,074	\$ 110,635	\$ 112,840
6150 Fringes	27,325	33,889	32,950	33,033	34,762
6201 Training\Conferences	1,678	1,013	1,500	1,500	1,300
6206 Parking Permits	1,032	768	780	780	780
6301 Office Supplies	1,436	1,326	1,500	1,500	1,500
6303 Memberships & Licenses	1,733	1,733	2,000	2,000	2,000
6305 Awards & Recognition	210	66	195	195	195
6307 Food & Provisions	241	279	260	260	260
6316 Miscellaneous Supplies	328	453	500	500	500
6320 Printing & Reproduction	2,409	2,392	2,500	2,500	2,500
6327 Miscellaneous Equipment	-	431	700	700	200
6413 Utilities	1,051	955	1,300	1,300	1,200
6418 Equip Repairs & Maint.	-	-	250	250	-
Total Expense	\$ 131,602	\$ 154,404	\$ 154,509	\$ 155,153	\$ 158,037

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention and case management to citizens and health care providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures."

Objectives:

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

Case management of TB client's home visits increased in 2017 due to an active case of TB.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	66%	50%	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	99.0%	99.0%	99.0%	99.0%	99.0%
City of Appleton meets OSHA regulations					
% of required participants	100%	100%	100%	100%	100%
Work Process Outputs					
Case management of TB clients					
# of home visits	152	426	100	100	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	103	101	90	90	90

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 11,281	\$ 18,993	\$ 11,500	\$ 11,500	\$ 11,500
4801 Charges for Serv.- Nontax	469	372	500	500	500
5035 Other Reimbursements	78,973	6,721	-	-	-
Total Revenue	\$ 90,723	\$ 26,086	\$ 12,000	\$ 12,000	\$ 12,000
Expenses					
6101 Regular Salaries	\$ 348,445	\$ 316,868	\$ 311,582	\$ 313,746	\$ 319,491
6108 Part-Time	12,532	15,748	10,631	10,631	10,844
6150 Fringes	107,271	104,665	100,521	100,843	104,265
6201 Training\Conferences	769	998	1,000	1,000	900
6202 Local Auto Expense	2,082	3,094	3,000	3,000	3,000
6206 Parking Permits	2,772	3,264	2,940	2,940	3,360
6302 Subscriptions	80	85	80	80	80
6303 Memberships & Licenses	-	150	160	160	160
6324 Medical\Lab Supplies	6,959	6,311	7,500	7,500	7,500
6413 Utilities	1,386	1,564	1,500	1,500	1,500
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	9,793	20,566	14,000	14,000	14,000
6432 Lab. Services	-	-	200	200	200
Total Expense	\$ 504,589	\$ 485,813	\$ 465,614	\$ 468,100	\$ 477,800

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures."

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

The # of education sessions will decrease in 2018 due to Wisconsin DATCP decision, which no longer mandates education or collection of permit fees for non-profit organizations.

Due to new State ruling, non-profit food vendors from organizations that have three or fewer events per year are now exempt from license requirements. As a result of this new ruling we will experience a reduction in revenues. In addition the educational component that was provided in the past can no longer be required resulting in a reduction of education sessions provided to non-profit food vendors.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	100%	100%	97%	97%	100%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	400	435	375	375	400
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	0	0	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	548	512	540	540	540
# follow up inspections	113	114	120	120	120
Response to complaints					
# of complaints/follow ups	106/43	74/26	135/75	135/75	100/50
Initial response within 3 business days	99%	100%	99%	99%	99%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	364	86	350	70	50

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4305 Health	\$ 145,302	\$ 138,999	\$ 149,661	\$ 149,661	\$ 148,500
Total Revenue	<u>\$ 145,302</u>	<u>\$ 138,999</u>	<u>\$ 149,661</u>	<u>\$ 149,661</u>	<u>\$ 148,500</u>
Expenses					
6101 Regular Salaries	\$ 226,241	\$ 234,939	\$ 234,769	\$ 236,065	\$ 240,677
6105 Overtime	-	-	500	500	-
6150 Fringes	79,986	94,468	93,037	93,230	98,899
6201 Training\Conferences	281	234	500	500	400
6206 Parking Permits	1,044	1,080	1,080	1,080	1,080
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	110	260	230	230	230
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	624	396	800	800	700
6324 Medical\Lab Supplies	249	257	300	300	350
6327 Miscellaneous Equipment	24	76	300	300	250
6413 Utilities	2,364	2,212	2,480	2,480	2,480
6418 Equip Repairs & Maint.	544	-	600	600	600
6425 CEA Equip. Rental	4,819	4,333	6,431	6,431	6,446
6431 Interpreter Services	-	222	100	100	100
6432 Lab. Services	7,370	7,131	7,500	7,500	7,500
Total Expense	<u>\$ 323,656</u>	<u>\$ 345,608</u>	<u>\$ 348,727</u>	<u>\$ 350,216</u>	<u>\$ 359,812</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM MISSION

The program educates, consults and inspects local businesses to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating "going out of business" sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

Major Changes in Revenue, Expenditures or Programs:

Increase in contracted service days due to business growth in some communities and a decrease in one community due to business closings. The total number of days has a net increase of 5 days.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	99.1%	98.8%	99.0%	99.0%	100.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	100.0%	100.0%	100.0%	100.0%
Accurate measuring devices					
% of devices that measure accurately	94.2%	96.7%	95.0%	95.0%	96.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	97.9%	98.4%	98.0%	98.0%	98.0%
Reduced short weight and measure sales					
Error trend reporting compliance	95.8%	92.2%	96.0%	96.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	100.0%	100.0%	99.0%	99.0%	99.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	145	142	125	125	130
Commodity inspections					
# of inspections	13,431	12,956	12,000	12,000	13,000
Device inspections					
# of inspections	1,794	1,764	1,750	1,750	1,775

**CITY OF APPLETON 2018 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4312 Weights & Measures	\$ 55,699	\$ 51,748	\$ 58,000	\$ 58,000	\$ 59,050
4801 Charges for Serv.- Nontax	68,040	68,202	68,040	68,040	68,310
Total Revenue	<u>\$ 123,739</u>	<u>\$ 119,950</u>	<u>\$ 126,040</u>	<u>\$ 126,040</u>	<u>\$ 127,360</u>
Expenses					
6101 Regular Salaries	\$ 114,316	\$ 111,376	\$ 110,292	\$ 111,724	\$ 133,724
6108 Part Time	11,037	11,347	21,936	21,936	-
6150 Fringes	49,453	51,681	52,159	52,372	54,547
6201 Training\Conferences	763	451	800	800	700
6206 Parking Permits	768	704	840	840	1,080
6302 Subscriptions	-	-	50	50	-
6303 Memberships & Licenses	150	150	150	150	225
6316 Miscellaneous Supplies	329	363	350	350	350
6327 Miscellaneous Equipment	2,096	906	2,000	2,000	1,500
6413 Utilities	526	476	640	640	700
6418 Equip Repairs & Maint.	240	292	600	600	600
6425 CEA Equip. Rental	9,661	12,096	14,299	14,299	11,242
Total Expense	<u>\$ 189,339</u>	<u>\$ 189,842</u>	<u>\$ 204,116</u>	<u>\$ 205,761</u>	<u>\$ 204,668</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services

@ \$414 per day

	# of Days	Charge
New London	17	\$ 7,038
Waupaca	22	9,108
Kaukauna	21	8,694
Kimberly	5	2,070
Little Chute	14	5,796
Ashwaubenon	55	22,770
Ripon	18	7,452
Berlin	13	5,382
	<u>165</u>	<u>\$ 68,310</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	11,281	18,993	10,589	11,500	11,500	11,500	11,500
Licenses	201,001	190,747	140,705	207,661	207,661	207,550	207,550
Charges for Services	68,509	68,574	53,117	68,580	68,580	70,680	68,850
Other Revenues	78,973	6,721	1,429	0	0	0	0
TOTAL REVENUES	359,764	285,035	205,840	287,741	287,741	289,730	287,900
EXPENSES BY LINE ITEM							
Regular Salaries	692,437	678,872	473,370	766,717	772,170	806,294	806,294
Overtime	0	0	0	500	500	34,875	0
Part-Time	23,569	27,095	6,872	32,567	32,567	10,844	10,844
Other Compensation	447	244	630	0	0	0	438
Sick Pay	922	105	3,042	0	0	0	0
Vacation Pay	89,356	95,061	71,203	0	0	0	0
Fringes	264,036	284,702	188,561	278,667	279,478	258,361	292,473
Salaries & Fringe Benefits	1,070,767	1,086,079	743,678	1,078,451	1,084,715	1,110,374	1,110,049
Training & Conferences	3,491	2,695	1,796	3,800	3,800	3,800	3,300
Local Auto Expense	2,082	3,094	1,700	3,000	3,000	3,000	3,000
Parking Permits	5,616	5,816	6,180	5,640	5,640	6,300	6,300
Office Supplies	1,436	1,327	407	1,500	1,500	1,500	1,500
Subscriptions	80	85	0	180	180	130	130
Memberships & Licenses	1,993	2,293	1,220	2,540	2,540	2,615	2,615
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	210	66	80	195	195	195	195
Food & Provisions	241	279	14	260	260	260	260
Administrative Expense	15,149	15,655	11,397	17,165	17,165	17,850	17,350
Miscellaneous Supplies	1,281	1,212	736	1,650	1,650	1,550	1,550
Printing & Reproduction	2,409	2,392	1,414	2,500	2,500	2,500	2,500
Medical & Lab Supplies	7,208	6,569	6,237	7,800	7,800	7,850	7,850
Miscellaneous Equipment	2,119	1,413	3,031	3,000	3,000	2,450	1,950
Supplies & Materials	13,017	11,586	11,418	14,950	14,950	14,350	13,850
Health Services	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Interpreter Services	9,793	20,788	9,165	14,100	14,100	14,100	14,100
Lab Fees	7,370	7,131	0	7,700	7,700	7,700	7,700
Purchased Services	29,663	40,419	21,665	34,300	34,300	34,300	34,300
Waste Disposal/Collection	232	495	204	0	0	500	500
Telephone	1,291	1,302	1,862	1,160	1,160	1,450	1,450
Cellular Telephone	3,804	3,410	2,626	4,760	4,760	3,930	3,930
Utilities	5,327	5,207	4,692	5,920	5,920	5,880	5,880
Equipment Repair & Maintenan	783	293	548	1,450	1,450	1,450	1,200
CEA Equipment Rental	14,480	16,428	15,478	20,730	20,730	20,730	17,688
Repair & Maintenance	15,263	16,721	16,026	22,180	22,180	22,180	18,888
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,149,186	1,175,667	808,876	1,172,966	1,179,230	1,204,934	1,200,317

CITY OF APPLETON 2018 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MISSION STATEMENT

It is the mission of the Appleton Health Department to safeguard the environment, promote public health and protect the consumers in the community by providing high quality services responsive to the needs of the people.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Maternal/Child Health (MCH) Grant

This grant's objectives require a systems approach using the Life Course Model. Focus areas include: networks of early childhood services addressing family support, child development, mental health, safety and injury prevention, child death review team and fetal infant mortality review team implementation on a local level.

Prevention Grant

This grant supports the development, printing and placement of "points of decision prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support staff participation in training.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

Department staff worked with the Community Development Block Grants Administrator to coordinate with the Appleton Housing Rehabilitation, Housing Partnership and Housing Authority to identify families whose pre-1950 homes are being rehabilitated. Our goal this year is ten pre-1950 housing units located in the City will be made lead safe. Nursing staff works with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism. Appleton provides staff support for the Northeast Wisconsin Public Health Preparedness Partnership Consortium. Several area health departments contract with Appleton to provide shared service opportunities including Waushara, Marquette and Green Lake Counties and the City of Menasha.

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2018 OBJECTIVES

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

Vaccine Improvement Plan Grant

Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series.

Bioterrorism/Public Health Preparedness Grant

Provide plan development and training opportunities for public health staff and key community leaders and first responders.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 188,336	\$ 189,765	\$ 157,260	\$ 179,144	\$ 153,103	-2.64%
Program Expenses							
2011	MCH Grant	39,633	42,136	42,760	38,677	38,677	-9.55%
2013	Prevention Grant	7,139	7,300	-	7,902	-	N/A
2014	CDC Lead Grant	9,414	9,350	9,935	9,808	9,808	-1.28%
2015	Vaccine Improvement	27,273	27,259	27,487	32,854	27,531	0.16%
2018	Bioterrorism Grant	111,726	94,190	99,437	89,903	77,087	-22.48%
	Discontinued Programs	25	1,247	-	-	-	N/A
TOTAL		\$ 195,210	\$ 181,482	\$ 179,619	\$ 179,144	\$ 153,103	-14.76%
Expenses Comprised Of:							
	Personnel	167,919	148,644	150,287	127,810	109,211	-27.33%
	Administrative Expense	12,873	15,464	14,390	29,792	14,269	-0.84%
	Supplies & Materials	8,266	10,237	8,156	9,389	22,422	174.91%
	Purchased Services	5,283	6,513	5,906	11,273	6,401	8.38%
	Utilities	869	624	880	880	800	-9.09%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.66	1.46	1.54	1.29	1.29	

* % change from prior year adopted budget
Health Grants.xls

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2011

PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH public health services for eligible Appleton residents.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures."

Objectives:

Work with community partners to build an integrated system that promotes optimal physical, social, emotional and developmental health of children, mothers, fathers and their families.

Participate in Outagamie County child death review teams and Fox Valley safe kids coalition to address prevention of injuries and death identified through reviews.

Major changes in Revenue, Expenditures or Programs:

In 2017, we began to align these grant funds to also support breastfeeding friendly environments.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	21	24	12	12	15
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	1	0	0	0	0
Work Process Outputs					
# of clients served who receive ages and stages assessment and education	23	20	24	24	20
Attend community meetings	100%	100%	100%	100%	100%

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 36,227	\$ 47,595	\$ 42,760	\$ 38,677	\$ 38,677
	<u>\$ 36,227</u>	<u>\$ 47,595</u>	<u>\$ 42,760</u>	<u>\$ 38,677</u>	<u>\$ 38,677</u>
Expenses					
6101 Regular Salaries	\$ 5,056	\$ 4,525	\$ 4,954	\$ 4,954	\$ 5,029
6108 Part-Time	26,921	26,552	25,206	25,206	25,454
6150 Fringes	4,995	5,676	4,047	4,047	3,752
6201 Training/Conferences	758	451	2,135	500	560
6202 Local Auto Expense	284	267	300	300	300
6324 Medical/Lab Supplies	444	2,242	4,060	1,612	1,082
6431 Interpreter Services	1,175	2,423	2,058	2,058	2,500
	<u>\$ 39,633</u>	<u>\$ 42,136</u>	<u>\$ 42,760</u>	<u>\$ 38,677</u>	<u>\$ 38,677</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2013

PROGRAM MISSION

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services."

Objectives:

This grant supports the development, printing and placement of "points of decision prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support our ongoing efforts of Weight of the Fox Valley with the United Way.

Major Program Changes:

Funding is not always guaranteed. If funding is awarded, a budget adjustment will be requested.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

No performance indicators are prepared based on the uncertainty of the funding.

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2013

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 7,139	\$ 7,300	\$ -	\$ 7,902	\$ -
	<u>\$ 7,139</u>	<u>\$ 7,300</u>	<u>\$ -</u>	<u>\$ 7,902</u>	<u>\$ -</u>
Expenses					
6201 Training/Conferences	6,196	7,300	-	7,902	-
6404 Consulting Services	943	-	-	-	-
	<u>\$ 7,139</u>	<u>\$ 7,300</u>	<u>\$ -</u>	<u>\$ 7,902</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2014

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures."

Objectives:

The Lead Poisoning Prevention Program is intended to:

- Assure screening for elevated blood lead levels in children at risk for lead poisoning.
- Decrease identified lead hazards in the environment.
- Increase awareness of lead poisoning, prevention and control among community stakeholders.
- Link lead poisoned children and families to appropriate medical, housing and support services.

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	1	2	3	3	3
# of EBLs 10 -19	3	5	4	4	4
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening and information on lead hazard reduction					
# of environmental inspections/ educational sessions	15	19	25	25	25

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 9,175	\$ 8,415	\$ 9,935	\$ 9,808	\$ 9,808
	<u>\$ 9,175</u>	<u>\$ 8,415</u>	<u>\$ 9,935</u>	<u>\$ 9,808</u>	<u>\$ 9,808</u>
Expenses					
6101 Regular Salaries	\$ 7,987	\$ 6,624	\$ 8,490	\$ 8,381	\$ 8,381
6108 Part-Time	-	-	-	-	-
6150 Fringes	1,280	1,083	1,445	1,427	1,427
6201 Training & Conferences	147	40	-	-	-
6320 Printing & Reproduction	-	26	-	-	-
6324 Medical / Lab Supplies	-	1,441	-	-	-
6431 Interpreter Services	-	136	-	-	-
	<u>\$ 9,414</u>	<u>\$ 9,350</u>	<u>\$ 9,935</u>	<u>\$ 9,808</u>	<u>\$ 9,808</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures."

Objectives:

The department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

Major changes in Revenue, Expenditures or Programs:

In 2017, we received an additional \$5,323 for HPV vaccines and public awareness.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Immunization rate @ 24 months of age % @ 24 months immunized	81%	81%	80%	80%	90%
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	5	15	18	18	18
# cases statewide	243	394	450	450	450
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	2/15/2015 1,572	2/15/2016 1,469	2/15/2017 1,500	2/15/2017 1,500	2/15/2018 1,500

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 24,041	\$ 31,018	\$ 27,487	\$ 32,854	\$ 27,531
	<u>\$ 24,041</u>	<u>\$ 31,018</u>	<u>\$ 27,487</u>	<u>\$ 32,854</u>	<u>\$ 27,531</u>
Expenses					
6101 Regular Salaries	\$ 14,660	\$ 19,212	\$ 19,393	\$ 19,393	\$ 19,687
6150 Fringes	2,348	3,141	2,950	2,950	2,727
6201 Training & Conferences	-	220	100	100	300
6324 Medical / Lab Supplies	7,623	1,278	1,696	1,696	1,416
6324 Interdepartmental Charges	-	-	-	5,323	-
6430 Health Services	151	131	300	300	250
6431 Interpreter Services	2,491	3,277	3,048	3,092	3,151
	<u>\$ 27,273</u>	<u>\$ 27,259</u>	<u>\$ 27,487</u>	<u>\$ 32,854</u>	<u>\$ 27,531</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM MISSION

Provide a regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partnership, comprised of Appleton and four area health departments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

To prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and complement local emergency operations plans (EOP) or emergency support functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

Major changes in Revenue, Expenditures or Programs:

In an effort to pursue collaborative and cooperative agreements to meet the needs of the community, we maintained agreements with several communities. The grant period is from July 2017 - June 2018. We have received contracts from Marquette (\$6,000), Waushara (\$6,000), and Green Lake (\$6,000) counties and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2018, provided there is no change in State and Federal funding. Revenue decreased in 2016 due to Winnebago and Manitowoc Counties not renewing their contracts. A new Preparedness Coordinator was hired in early 2017; due to the decrease in contracts, the position was reduced from full-time to .75 FTE.

In addition, the department received a one-time increase in funding in 2017 (\$1,500) for Ebola planning and response, (\$7,635) for PHEP conference and training and (\$3,681) for our main preparedness grant. These were used to offset the cost of salary, fringe benefits, supplies and training during 2017.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
# of trainings available	12	12	13	13	12
Strategic Outcomes					
Active regional coalition # of meetings / year	5	5	6	6	5
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2018 - Subledger 1506

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4225 Health Grants & Aids	\$ 59,569	\$ 70,190	\$ 53,078	\$ 65,903	\$ 53,087
4801 Charges for Serv. - Nontax	52,160	24,000	24,000	24,000	24,000
	<u>\$ 111,729</u>	<u>\$ 94,190</u>	<u>\$ 77,078</u>	<u>\$ 89,903</u>	<u>\$ 77,087</u>
Expenses					
6101 Regular Salaries	\$ 76,663	\$ 57,337	\$ 58,514	\$ 56,919	\$ 37,216
6150 Fringes	28,006	24,494	25,288	4,533	5,538
6201 Training\Conferences	4,961	6,716	10,000	19,135	10,489
6202 Local Auto Expense	-	-	935	935	1,500
6206 Parking Permits	462	470	420	420	420
6301 Office Supplies	65	-	500	500	700
6316 Miscellaneous Supplies	-	-	1,500	1,500	1,500
6320 Printing & Reproduction	200	-	600	600	600
6324 Medical / Lab Supplies	-	-	300	3,981	3,324
6327 Miscellaneous Equipment	-	4,050	-	-	14,500
6401 Accounting\Audit	500	500	500	500	500
6413 Utilities	869	623	880	880	800
	<u>\$ 111,726</u>	<u>\$ 94,190</u>	<u>\$ 99,437</u>	<u>\$ 89,903</u>	<u>\$ 77,087</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	136,176	165,765	168,658	133,260	133,260	137,632	129,103
Charges for Services	52,160	24,000	22,500	24,000	24,000	24,000	24,000
TOTAL REVENUES	188,336	189,765	191,158	157,260	157,260	161,632	153,103
EXPENSES BY LINE ITEM							
Regular Salaries	92,345	78,745	48,371	91,351	91,351	70,551	70,313
Part-Time	26,921	26,552	20,365	25,206	25,206	25,454	25,454
Vacation Pay	12,023	8,953	3,024	0	0	0	0
Fringes	36,630	34,395	12,987	33,730	33,730	13,561	13,444
Salaries & Fringe Benefits	167,919	148,645	84,747	150,287	150,287	109,566	109,211
Training & Conferences	12,274	14,936	14,436	12,235	12,235	19,100	11,349
Local Auto Expense	72	58	535	1,235	1,235	1,800	1,800
Parking Permits	462	470	535	420	420	420	420
Office Supplies	65	0	0	500	500	200	700
Administrative Expense	12,873	15,464	15,506	14,390	14,390	21,520	14,269
Miscellaneous Supplies	0	0	4,940	1,500	1,500	1,500	1,500
Printing & Reproduction	200	26	0	600	600	600	600
Medical & Lab Supplies	8,066	4,960	6,694	6,056	6,056	5,600	5,822
Miscellaneous Equipment	0	5,251	0	0	0	15,689	14,500
Supplies & Materials	8,266	10,237	11,634	8,156	8,156	23,389	22,422
Accounting/Audit	500	500	0	500	500	500	500
Consulting Services	943	0	0	0	0	0	0
Other Interfund Charges	0	0	3,744	0	0	0	0
Health Services	175	177	0	300	300	250	250
Interpreter Services	3,665	5,836	3,860	5,106	5,106	5,607	5,651
Purchased Services	5,283	6,513	7,604	5,906	5,906	6,357	6,401
Telephone	219	221	298	440	440	300	300
Cellular Telephone	650	402	342	440	440	500	500
Utilities	869	623	640	880	880	800	800
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	195,210	181,482	120,131	179,619	179,619	161,632	153,103

CITY OF APPLETON 2018 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Intergovernmental	\$ 136,176	\$ 165,765	\$ 133,260	\$ 155,144	\$ 129,103
Charges for Service	52,160	24,000	24,000	24,000	24,000
Total Revenues	<u>188,336</u>	<u>189,765</u>	<u>157,260</u>	<u>179,144</u>	<u>153,103</u>
Expenses					
Program Costs	195,210	181,482	179,619	173,706	153,103
Total Expenses	<u>195,210</u>	<u>181,482</u>	<u>179,619</u>	<u>173,706</u>	<u>153,103</u>
Revenues over (under)					
Expenses	(6,874)	8,283	(22,359)	5,438	-
Fund Balance - Beginning	<u>(6,847)</u>	<u>(13,721)</u>	<u>(5,438)</u>	<u>(5,438)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (13,721)</u>	<u>\$ (5,438)</u>	<u>\$ (27,797)</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2018 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Lawrence W. Potter

CITY OF APPLETON 2018 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Enhancing police services and increasing community outreach was our objective for collaborating with Silver Lake College to prepare the *Community Survey On Public Safety And Law Enforcement*. The survey, sent out in June to randomly picked city residents, will determine how the public perceives our police services. We will use this information to establish a model for our future that will increase department efficiency and promote community awareness.

A reorganizational structure was presented in early 2017 to streamline how the police department operates. The results provide better coordination and supervision within various units that overlapped in assignments. The reorganization is also reflected in the 2018 budget with units combined to correspond with the Table of Organization. We will continue to evaluate the structure to ensure the core services are maintained.

Many significant trends have affected the direction of the Police Department investigations. This area has encountered significant cases that targeted available resources critical to providing professional investigations. The first six months, investigators were involved in an officer-involved death investigation in Appleton and Green Bay, bank robberies, shooting incidents, arson, fatal car accident, pedestrian-train accident, and multiple opioid-related overdose investigations.

With increased activity in human trafficking, the Community Resource Unit joined the Outagamie County Human Trafficking Task Force to collaborate on preventing these types of crimes. The Community Resource Unit provided numerous presentations on human trafficking and drug issues to various community groups.

Embracing the body worn camera (BWC) technology, the department continues to increase transparency and improve community trust, while also providing an excellent evidence collection tool. The cameras capture video and audio recordings of interactions with citizens that provide an accountability on the part of officers and the public. The officer safety program was expanded in 2017 with the purchase of an additional 10 BWC's.

The vehicle committee addressed the replacement of the discontinued Chevrolet Impala that has historically been the police vehicle. The primary consideration in the research and evaluation process involved selecting vehicles to maximize safety, reliability and performance. Significant to officers was the storage space for equipment and all-wheel drive feature that provides better traction when driving in Wisconsin winters and other weather conditions. The committee recommended the Ford Interceptor sport utility vehicle (SUV) for 2018 vehicle replacements.

New training has been offered for all Community Service Officers (CSO) including training in use of fire extinguishers, basic cardiopulmonary resuscitation (CPR) and First Aid, and tourniquet use. We have also included an invitation to current CSO's to train in defensive and arrest tactics (DAAT) with new-hire CSO's as a refresher. This training is important as CSO's have increased community service activities such as special enforcements actions on various parking, bike and skateboarding violations City-wide.

CITY OF APPLETON 2018 BUDGET POLICE DEPARTMENT

MAJOR 2018 OBJECTIVES

Evaluate and respond to the 2017 Community Survey on Public Safety and Law Enforcement.

Continuous evaluation of Operations Unit staffing levels, deployment, and service levels.

Expand collaborative investigative efforts within the Investigative Services Unit.

Suppress criminal activity by aggressively investigating drug, gang, and human trafficking crimes using a balance of proactive and reactive strategies.

Improve the safety and security of the school learning environment by working in partnership with the Appleton Area School District. Establish a long term agreement with the Appleton Area School District that will provide sustainability of the School Resource Officer Program that is beneficial to the community, department, and the district.

Implement the new records management system, *Spillmann Technologies*.

Plan and implement possible succession planning in the command staff and supervisory unit.

Research the feasibility and impact of a *crime analyst* position.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 847,810	\$ 780,726	\$ 903,678	\$ 905,878	\$ 964,655	6.75%
Program Expenses							
17511	Executive Management	826,661	971,745	1,000,431	1,004,047	1,084,758	8.43%
17512	Administrative Services	1,949,210	2,013,986	1,990,560	1,999,901	1,981,573	-0.45%
17524	Community Services	465,994	469,139	534,352	534,352	795,467	48.87%
17532	Investigative Services	2,894,993	3,186,608	3,157,847	3,161,964	4,193,341	32.79%
17541	Field Operations	10,050,093	9,987,426	10,254,868	10,292,730	9,436,052	-7.98%
TOTAL		\$ 16,186,951	\$ 16,628,904	\$ 16,938,058	\$ 16,992,994	\$ 17,491,191	3.27%
Expenses Comprised Of:							
	Personnel	14,328,386	14,813,042	15,016,774	15,044,082	15,579,249	3.75%
	Administrative Expense	131,514	117,546	132,661	132,661	130,661	-1.51%
	Supplies & Materials	289,577	312,755	198,130	212,830	167,130	-15.65%
	Purchased Services	145,847	150,439	239,812	252,740	231,870	-3.31%
	Utilities	187,100	198,149	199,200	199,200	199,200	0.00%
	Repair & Maintenance	1,075,449	1,036,973	1,151,481	1,151,481	1,183,081	2.74%
	Capital Expenditures	29,078	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	137.00	137.00	137.00	137.00	137.00	

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM MISSION

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services*.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

Provide leadership and oversight to the community to support community partnerships
 Coordinate inter/intra departmental activities and solicit employee participation in department programs
 Support employees with resources for development and growth

Major Changes in Revenue, Expenditures or Programs:

This budget acknowledges the police department reorganization in 2017 by combining the Executive and Support Services budgets. Other personnel changes include the transfer of \$65,668 of personnel expenses for the Administrative Assistant position from the Administrative Services budget to this budget.

Throughout the years, we have experienced significant changes in communication as seen by the increase in social media followers. With the growth of internet access, people are drawn to using Twitter, Facebook, Instagram, Tipsoft, and etc. as a means of communication.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of media contacts	427	668	500	520	550
# of news releases distributed	66	86	80	85	85
# of social media followers	19,000	31,375	26,000	41,075	48,375
Identify, assess and respond to community needs					
% of favorable survey responses to meeting community needs (1 year survey)	New measure	—————>	80%	80%	N/A
Strategic Outcomes					
Provide excellence in police services					
% from survey that are satisfied with department's overall performance	New measure	—————>	80%	80%	N/A
Work Process Outputs					
Foster community relationships					
# of active Neighborhood Watch Groups	143	145	140	140	140
Cultural responsiveness					
# of diversity initiatives/meetings	New measure	24	40	30	30

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 19,656	\$ 17,400	\$ 17,600	\$ 17,600	\$ 17,600
4325 Bow Hunting	-	-	-	-	-
4510 Court Fines & Fees	273,813	264,084	340,000	340,000	340,000
4801 Charges for Serv.- Nontax	11,604	15,776	20,000	20,000	20,000
4806 False Alarm Fees	7,275	11,100	10,000	10,000	10,000
5010 Misc Revenue - Nontax	5,153	2,012	15,000	15,000	5,000
5011 Misc Revenue - Tax	-	-	-	-	-
5020 Donations & Memorials	59,483	11,020	-	2,200	2,500
5030 Damage to City Property	6,570	10,085	-	-	-
5035 Other Reimbursements	83	237	-	-	-
Total Revenue	\$ 383,637	\$ 331,714	\$ 402,600	\$ 404,800	\$ 395,100
Expenses					
6101 Regular Salaries	\$ 451,184	\$ 558,076	\$ 565,895	\$ 569,043	\$ 634,726
6104 Call Time	112	-	-	-	-
6105 Overtime	8,517	9,943	6,830	6,830	7,106
6150 Fringes	146,073	213,566	217,723	218,191	245,943
6201 Training / Conferences	89,248	83,168	85,000	85,000	85,000
6204 Tuition Fees	16,747	9,116	20,000	20,000	20,000
6205 Employee Recruitment	1,841	1,234	3,500	3,500	2,500
6206 Parking Permits	396	408	420	420	420
6302 Subscriptions	1,065	1,064	896	896	896
6303 Memberships & Licenses	2,551	3,242	2,850	2,850	2,850
6304 Postage/Freight	213	219	200	200	200
6305 Awards & Recognition	1,804	2,135	2,055	2,055	2,055
6307 Food & Provisions	2,691	2,867	2,740	2,740	2,740
6312 Guns & Ammunition	22,363	22,317	23,000	23,000	23,000
6315 Books & Library Materials	358	503	330	330	330
6316 Miscellaneous Supplies	4,995	4,835	5,000	5,000	5,000
6321 Clothing	31,357	26,462	24,500	24,500	24,500
6327 Miscellaneous Equipment	6,513	7,325	8,000	8,000	6,000
6328 Signs	301	-	300	300	300
6402 Legal Fees	70	210	100	100	100
6404 Consulting Services	5,925	6,425	5,000	5,000	5,000
6418 Equip Repairs & Maint	714	360	1,000	1,000	1,000
6430 Health Services	266	239	400	400	400
6599 Other Contracts/Obligations	31,357	18,031	24,692	24,692	14,692
Total Expense	\$ 826,661	\$ 971,745	\$ 1,000,431	\$ 1,004,047	\$ 1,084,758

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Training/Conferences</u>	
New officer issue 4 @\$1,000	\$ 4,000	DOJ Training & Standards	\$ 17,600
Badges, patches, bars, etc.	2,000	SWAT /TEMS Training	10,000
Replacement of damaged items	500	Leadership Development	10,000
Protective vests 18 @ approx. \$1,000	18,000	DAAT/Firearms	10,000
	<u>\$ 24,500</u>	Crime prevention/ counter-terrorism	14,000
		Investigative/Forensic	13,400
<u>Guns & Ammunition</u>		Active listening/other	10,000
Ammunition/XREP rounds	\$ 15,500		<u>\$ 85,000</u>
Firearms /Taser/Armorer	5,500		
Protective Equipment	2,000		
	<u>\$ 23,000</u>		
<u>Tuition Fees</u>			
Continuing Education 8 @ \$2,500	\$ 20,000		
	<u>\$ 20,000</u>		

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM MISSION

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that the quality of life and community safety is ensured.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Supply accurate and timely information to police officers, City departments, and other external agencies

Provide a centralized repository for all field reports created by law enforcement personnel

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records

Major Changes in Revenue, Expenditures or Programs:

This budget combines the Administrative Services and Police Communication budgets as a result of the Police Department reorganization in 2017. The budget reflects the transfer of \$65,668 in personnel expenses for the Administrative Assistant position from this budget to the Executive Management budget.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	95%	95%	95%
# of TIME System transactions initiated	25,140	29,623	28,000	29,000	29,000
Strategic Outcomes					
Compliance with Uniform Crime Reporting Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of public open records requests	New measure	—————>	2,700	3,000	3,000
# of Criminal history queries	6,321	4,267	7,000	5,000	5,000

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 1,011,381	\$ 1,032,826	\$ 1,015,500	\$ 1,023,632	\$ 989,813
6104 Call Time	718	278	964	964	981
6105 Overtime	67,379	68,258	52,167	52,167	52,315
6150 Fringes	393,621	444,806	435,087	436,296	459,793
6301 Office Supplies	12,626	13,506	15,000	15,000	14,000
6316 Miscellaneous Supplies	569	1,615	550	550	550
6320 Printing & Reproduction	18,637	19,608	19,800	19,800	15,800
6327 Miscellaneous Equipment	3,059	1,995	3,600	3,600	2,600
6407 Collection Services	4,433	4,024	4,400	4,400	4,400
6413 Utilities	187,101	198,149	199,200	199,200	199,200
6418 Equip Repairs & Maint	534	658	800	800	800
6420 Facilities Charges	210,710	195,769	213,492	213,492	211,321
6599 Other Contracts/Obligations	38,442	32,494	30,000	30,000	30,000
Total Expense	<u>\$ 1,949,210</u>	<u>\$ 2,013,986</u>	<u>\$ 1,990,560</u>	<u>\$ 1,999,901</u>	<u>\$ 1,981,573</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Printing & Reproduction</u>		<u>Other Contracts/Obligations</u>	
City copy charges	\$ 4,800	Aircards	\$ 28,000
Offense reports	3,000	Joey wire system	2,000
Letterhead & envelopes	1,500		<u>\$ 30,000</u>
Case assignments	1,000		
Recruitment	1,000		
Leave/overtime request forms	1,000		
Investigation, accident forms	2,000		
Miscellaneous printing	1,500		
	<u>\$ 15,800</u>		

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM MISSION

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

Major Changes in Revenue, Expenditures or Programs:

Recognizing the Community Service Officers and Crossing Guards are in integral part of the community service performed through the Police Department, the budgets were combined under the title of Community Services. Other personnel changes include the reassignment of a Lieutenant and officer position from the Patrol budget to this budget which includes a transfer of \$251,255 in personnel expenses.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provide greater access to police services					
Average # of CSO hours p/month	1,080	1,222	1,400	1,500	1,500
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	0	0	0	0	0
Increased security at community events					
% of time CSO's work special events	12%	18%	12%	18%	18%
Work Process Outputs					
Promote safety at school zones					
# of school enforcement tickets	new	1	2	5	5
# of parking violations in school zones	New	640	340	640	650
Maintain community support					
# of CSO calls for service	New	9,932	10,000	10,000	10,000

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4310 Dog Licenses	\$ 18,556	\$ 18,530	\$ 25,000	\$ 25,000	\$ 20,000
4311 Cat Licenses	7,134	6,970	10,000	10,000	8,000
5035 Other Reimbursements	86,551	87,214	87,442	87,442	87,895
Total Revenue	<u>\$ 112,241</u>	<u>\$ 112,714</u>	<u>\$ 122,442</u>	<u>\$ 122,442</u>	<u>\$ 115,895</u>
Expenses					
6101 Regular Salaries	\$ 58,447	\$ 47,783	\$ 47,986	\$ 47,986	\$ 231,292
6105 Overtime	5,892	5,016	5,595	5,595	12,890
6108 Part-Time	333,533	349,638	400,045	400,045	406,718
6150 Fringes	44,587	37,234	55,326	55,326	119,167
6316 Miscellaneous Supplies	743	933	1,000	1,000	1,000
6321 Clothing	2,491	1,889	2,000	2,000	2,000
6323 Safety Supplies	875	5,315	900	900	900
6327 Miscellaneous Equipment	1,292	1,556	1,500	1,500	1,500
6412 Advertising	-	690	-	-	-
6599 Other Contracts/Obligations	18,134	19,085	20,000	20,000	20,000
Total Expense	<u>\$ 465,994</u>	<u>\$ 469,139</u>	<u>\$ 534,352</u>	<u>\$ 534,352</u>	<u>\$ 795,467</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 19,000
Wild animal service	1,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

- Provide major case investigative support to the districts
- Conduct investigations in high tech crimes
- Evaluate investigators' case review and reporting procedures
- Support investigations with qualified forensic recovery and analysis

Major Changes in Revenue, Expenditures or Programs:

This budget acknowledges the Police Department reorganization in 2017 by combining the School Resource Officer and Investigative Services budgets. The reorganization also includes the transfer of the Community Resource Lieutenant and six officers from the Patrol budget at an estimated \$840,500 in personnel expenses.

The increase in the School Resource Officer (SRO) reimbursement is due the Appleton Area School District agreeing to increase their contribution to 40% of the program cost in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provide specialized investigative support # of cases assigned to investigators	322	272	330	300	300
Provide Youth Services # of complaint resolutions/diversions made through informal means	3,471	4,622	3,400	4,000	4,000
Strategic Outcomes					
Ensure integrity in the investigative process % of discovery requests processed within mandated time limits	60%	60%	100%	95%	95%
Work Process Outputs					
Provide service excellence and quality investigative services					
# of discovery requests	2,030	1,878	1,750	1,750	1,750
# of sensitive crimes	New Measure	—————>	90	90	90
# of drug case investigations	235	231	230	230	230
# of truancy tickets written	New Measure	—————>	150	150	125

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 25,472	\$ 24,204	\$ 25,000	\$ 25,000	\$ 14,630
4905 SRO Reimbursements	319,560	304,102	345,636	345,636	431,030
Total Revenue	<u>\$ 345,032</u>	<u>\$ 328,306</u>	<u>\$ 370,636</u>	<u>\$ 370,636</u>	<u>\$ 445,660</u>
Expenses					
6101 Regular Salaries	\$ 1,934,062	\$ 2,106,659	\$ 2,155,866	\$ 2,159,450	\$ 2,839,968
6104 Call Time	4,250	12,017	5,120	5,120	5,313
6105 Overtime	158,490	206,044	123,046	123,046	164,927
6108 Part-Time	-	-	-	-	-
6150 Fringes	754,316	809,117	818,815	819,348	1,142,133
6316 Miscellaneous Supplies	2,314	1,974	2,700	2,700	2,700
6320 Printing & Reproduction	3,728	4,414	3,500	3,500	3,500
6324 Medical/Lab Supplies	5,183	11,506	13,300	13,300	9,300
6327 Miscellaneous Equipment	15,940	10,398	21,000	21,000	11,000
6418 Equip Repairs & Maint	542	1,360	1,500	1,500	1,500
6443 Investigative Costs	1,154	460	1,000	1,000	1,000
6599 Other Contracts/Obligations	15,014	22,659	12,000	12,000	12,000
6804 Equipment	-	-	-	-	-
Total Expense	<u>\$ 2,894,993</u>	<u>\$ 3,186,608</u>	<u>\$ 3,157,847</u>	<u>\$ 3,161,964</u>	<u>\$ 4,193,341</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

* VARDA - Voice Activated Radio Dispatched Alarm

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

- Be visible and accessible within our community and our department
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience
- Adapt quickly to changing conditions and constantly examine current operating practices to improve processes
- Encourage community participation in crime prevention strategies
- Create partnerships in the community to identify and solve recurring problems

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the transfer of the Community Resource Unit (one Lieutenant and six officers) to the Investigative Services budget and the transfer of one Lieutenant and one officer to the Community Service budget. The estimated reallocation of personnel expenses is \$1,091,755.

Due to the discontinuation of the Chevrolet Impala for police vehicles, the 2018 budget includes an additional \$57,636 in replacement reserve to CEA to support the change to the Ford Interceptor. This increase has been offset by reductions in various expense line items throughout the Police Department budgets.

This budget also includes \$9,438 for year 2 of the officer safety plan for body worn cameras and tasers purchased in 2017 (recorded in other contracts/obligations).

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	75	75	75	75	75
# of interagency neighborhood teams	12	12	12	12	12
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,128	4,156	4,300	4,300	4,300
# of reported Group B crimes **	5,666	5,742	6,000	6,000	6,000
Work Process Outputs					
Improve enforcement and response to crime					
# of self-initiated crime prevention screens	New measure	6,382	3,500	7,280	7,300
# of citizen contacts	31,065	33,059	30,000	31,000	32,000
# of adult arrests ***	4,511	4,647	5,000	5,000	5,000
# of juvenile arrests ***	929	697	1,000	800	800

* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs

** Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.

*** Measures combine arrests for ordinance violations and those for violations of state law

**CITY OF APPLETON 2018 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5035 Other Reimbursements	\$ 6,900	\$ 7,992	\$ 8,000	\$ 8,000	\$ 8,000
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	<u>\$ 6,900</u>	<u>\$ 7,992</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
Expenses					
6101 Regular Salaries	\$ 6,273,021	\$ 6,190,433	\$ 6,446,204	\$ 6,455,114	\$ 5,835,679
6104 Call Time	9,162	7,576	18,435	18,435	18,540
6105 Overtime	349,834	410,357	289,447	289,447	267,365
6150 Fringes	2,323,806	2,303,414	2,356,723	2,358,047	2,144,580
6312 Guns & Ammunition	7,705	8,030	7,500	7,500	7,500
6316 Miscellaneous Supplies	19,412	30,186	23,000	23,000	22,000
6320 Printing & Reproduction	1,522	1,423	1,650	1,650	1,650
6327 Miscellaneous Equipment	140,219	150,471	35,000	49,700	26,000
6404 Consulting Services	585	-	2,000	2,000	-
6418 Equip Repairs & Maint	5,550	5,821	8,400	8,400	6,000
6425 CEA Equip. Rental	857,398	833,007	926,289	926,289	962,460
6431 Interpreter Services	967	2,671	1,500	1,500	1,500
6444 Witness Fees	416	143	500	500	500
6502 Leases	2,332	587	-	-	-
6599 Other Contracts/Obligations	29,086	43,307	138,220	151,148	142,278
6804 Equipment	29,078	-	-	-	-
Total Expense	<u>\$ 10,050,093</u>	<u>\$ 9,987,426</u>	<u>\$ 10,254,868</u>	<u>\$ 10,292,730</u>	<u>\$ 9,436,052</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Supplies</u>		<u>Miscellaneous Equipment</u>	
Canine program	\$ 3,000	GPS Units	2,000
Community resource	3,500	Preliminary breath test units	2,000
Crime prevention and control	3,000	Radar speed detection	8,000
Emergency operations	2,000	Recorder replacements	2,000
Explorers program	3,000	SWAT equipment	11,000
Flares	2,000	Misc. operations equipment	1,000
Radio batteries & supplies	2,000		<u>\$ 26,000</u>
Traffic / vehicle control supplies	2,000		
Taser cartridges & supplies	1,000	<u>Other Contracts & Obligations</u>	
Misc. operations supplies	500	Body Cams/Taser program	\$ 113,938
	<u>\$ 22,000</u>	Aladtec scheduling program	7,200
		Biohazard cleaning	1,200
		Canine vet service	2,500
		Cloudspace iPhone app	1,200
		Incarceration fees	500
		OWI blood draws	15,540
		Records requests	200
			<u>\$ 142,278</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	19,656	17,400	0	17,600	17,600	17,600	17,600
Licenses	25,690	25,500	32,330	35,000	35,000	35,000	28,000
Fines and Forfeitures	273,814	264,084	194,469	340,000	340,000	340,000	340,000
Charges for Services	44,350	51,080	23,315	55,000	55,000	55,000	44,630
Intergov. Charges for Service	319,560	304,102	178,810	345,636	345,636	359,460	431,030
Other Revenues	164,740	118,560	106,159	110,442	112,642	109,395	103,395
TOTAL REVENUES	847,810	780,726	535,083	903,678	905,878	916,455	964,655
EXPENSES BY LINE ITEM							
Regular Salaries	9,201,406	9,431,831	6,559,684	10,231,451	10,255,225	10,581,478	10,531,478
Call Time	14,241	19,871	15,240	24,519	24,519	24,834	24,834
Overtime	590,111	699,619	423,316	477,085	477,085	504,603	504,603
Temp. Full-Time	158,519	160,656	99,442	0	0	163,940	163,940
Part-Time	175,014	188,982	161,362	400,045	400,045	242,778	242,778
Other Compensation	249,269	234,540	155,459	0	0	0	0
Shift Differential	11,565	11,645	7,549	0	0	0	0
Sick Pay	10,802	6,749	16,162	0	0	0	0
Vacation Pay	255,057	251,013	189,398	0	0	0	0
Fringes	3,662,402	3,808,136	2,669,327	3,883,674	3,887,208	4,111,616	4,111,616
Salaries & Fringe Benefits	14,328,386	14,813,042	10,296,939	15,016,774	15,044,082	15,629,249	15,579,249
Training & Conferences	89,248	83,168	57,044	85,000	85,000	85,000	85,000
Tuition Fees	16,747	9,116	7,523	20,000	20,000	20,000	20,000
Employee Recruitment	1,841	1,234	350	3,500	3,500	3,500	2,500
Parking Permits	396	408	505	420	420	420	420
Office Supplies	12,626	13,506	9,310	15,000	15,000	15,000	14,000
Subscriptions	1,065	1,064	1,117	896	896	896	896
Memberships & Licenses	2,551	3,242	2,536	2,850	2,850	2,850	2,850
Postage & Freight	213	219	6	200	200	200	200
Awards & Recognition	1,804	2,135	2,302	2,055	2,055	2,055	2,055
Food & Provisions	2,691	2,867	1,705	2,740	2,740	2,740	2,740
Leases	2,332	587	0	0	0	0	0
Administrative Expense	131,514	117,546	82,398	132,661	132,661	132,661	130,661
Guns & Ammunition	30,068	30,346	25,029	30,500	30,500	30,500	30,500
Books & Library Materials	358	503	376	330	330	330	330
Miscellaneous Supplies	28,033	39,543	12,578	32,250	32,250	32,250	31,250
Printing & Reproduction	23,887	25,445	18,921	24,950	24,950	24,950	20,950
Clothing	33,848	28,351	9,439	26,500	26,500	26,500	26,500
Safety Supplies	875	5,316	380	900	900	900	900
Medical & Lab Supplies	5,183	11,506	6,445	13,300	13,300	13,300	9,300
Miscellaneous Equipment	167,024	171,745	68,279	69,100	83,800	69,100	47,100
Signs	301	0	454	300	300	300	300
Supplies & Materials	289,577	312,755	141,901	198,130	212,830	198,130	167,130
Legal Fees	70	210	252	100	100	100	100
Consulting Services	6,510	6,425	6,919	7,000	7,000	7,000	5,000
Collection Services	4,433	4,024	2,926	4,400	4,400	4,400	4,400
Advertising	0	690	0	0	0	0	0
Health Services	266	239	45	400	400	400	400
Interpreter Services	967	2,671	764	1,500	1,500	1,500	1,500
Investigative Costs	1,154	460	25	1,000	1,000	1,000	1,000
Witness Fees	416	143	173	500	500	500	500
Other Contracts/Obligations	132,031	135,577	204,919	224,912	237,840	234,350	218,970
Purchased Services	145,847	150,439	216,023	239,812	252,740	249,250	231,870
Electric	81,419	82,535	61,033	83,000	83,000	83,000	83,000
Gas	23,414	20,867	15,674	25,000	25,000	25,000	25,000
Water	4,272	4,416	3,276	4,500	4,500	4,500	4,500
Waste Disposal/Collection	1,510	1,575	1,165	1,600	1,600	1,600	1,600
Fuel Oil	0	0	0	600	600	600	600
Stormwater	4,805	4,871	3,541	5,000	5,000	5,000	5,000
Telephone	21,316	21,401	18,631	21,500	21,500	21,500	21,500

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Cellular Telephone	50,364	62,484	47,307	58,000	58,000	58,000	58,000
Utilities	187,100	198,149	150,627	199,200	199,200	199,200	199,200
Equipment Repair & Maintenan	7,340	8,198	6,669	11,700	11,700	11,700	9,300
Facilities Charges	210,711	195,768	126,478	213,492	213,492	211,321	211,321
CEA Equipment Rental	857,398	833,007	506,641	926,289	926,289	962,460	962,460
Repair & Maintenance	1,075,449	1,036,973	639,788	1,151,481	1,151,481	1,185,481	1,183,081
Machinery & Equipment	29,078	0	0	0	0	0	0
Capital Expenditures	29,078	0	0	0	0	0	0
TOTAL EXPENSES	16,186,951	16,628,904	11,527,676	16,938,058	16,992,994	17,593,971	17,491,191

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including State and federal agencies.

Major changes in Revenue, Expenditures, or Programs:

Grants are awarded through federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2018 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

Previous grant funds awarded to Appleton through the Wisconsin Department of Transportation (DOT) provided funding for seat belt, speed, pedestrian, and bicycle enforcement to increase traffic-related safety awareness. In 2016-2017 DOT designated Outagamie County as the administrator of the seat belt traffic grant for Outagamie County law enforcement agencies. The revenue budget for 2018 anticipates similar traffic grants to be available for the 2017-2018 grant year.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for receipt and expenditure of various law enforcement grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 145,287	\$ 181,780	\$ 38,000	\$ 38,000	\$ 48,000	26.32%
	Program Expenses	\$ 157,561	\$ 179,685	\$ 38,000	\$ 38,000	\$ 48,000	26.32%
Expenses Comprised Of:							
	Personnel	135,434	167,507	20,000	20,000	30,000	50.00%
	Administrative Expense	-	2,000	-	-	-	N/A
	Supplies & Materials	22,127	10,178	18,000	18,000	18,000	0.00%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 7,797	\$ 12,273	\$ 18,000	\$ 18,000	\$ 18,000
4224 State Grants	137,490	169,507	20,000	20,000	30,000
4230 Miscellaneous Local Aids	-	-	-	-	-
Total Revenue	<u>\$ 145,287</u>	<u>\$ 181,780</u>	<u>\$ 38,000</u>	<u>\$ 38,000</u>	<u>\$ 48,000</u>
Expenses					
6101 Salaries	\$ 121,434	\$ 121,434	\$ -	\$ -	\$ -
6105 Overtime	14,000	46,073	20,000	20,000	30,000
6201 Training & Conferences	-	2,000	-	-	-
6316 Miscellaneous Supplies	2,056	-	-	-	-
6321 Clothing	9,293	10,178	8,000	8,000	8,000
6327 Miscellaneous Equipment	10,778	-	10,000	10,000	10,000
Total Expense	<u>\$ 157,561</u>	<u>\$ 179,685</u>	<u>\$ 38,000</u>	<u>\$ 38,000</u>	<u>\$ 48,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	\$ 10,000
Bulletproof Vest Partnership Program	DOJ	8,000
Traffic Enforcement	DOT	30,000
		<u>\$ 48,000</u>

**CITY OF APPLETON 2018 BUDGET
POLICE GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Intergovernmental	\$ 145,287	\$ 181,780	\$ 38,000	\$ 48,179	\$ 48,000
Total Revenues	<u>145,287</u>	<u>181,780</u>	<u>38,000</u>	<u>48,179</u>	<u>48,000</u>
Expenses					
Program Costs	157,561	179,685	38,000	38,000	48,000
Total Expenses	<u>157,561</u>	<u>179,685</u>	<u>38,000</u>	<u>38,000</u>	<u>48,000</u>
Revenues over (under) Expenses	(12,274)	2,095	-	10,179	-
Fund Balance - Beginning	-	(12,274)	(10,179)	(10,179)	-
Fund Balance - Ending	<u>\$ (12,274)</u>	<u>\$ (10,179)</u>	<u>\$ (10,179)</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public safety investments.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategies # 1: "Prompt delivery of excellent services".

Objectives:

Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Subledger	Amount	Page
Firefighter Heavy Rescue Equipment	1945	\$ 50,000	Projects, Pg. 628
Fire Records Management System	1924	119,500	Projects, Pg. 627
Total		<u>\$ 169,500</u>	

Major changes in Revenue, Expenditures, or Programs:

The records management system for the Fire Department was originally included in the 2017 Budget. Subsequently, due to the time taken to research various systems, check references, schedule demonstrations, etc., it was determined that the ultimate purchase would not occur until 2018, so the cost has been re-budgeted in 2018.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various public safety investments, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 239	\$ (159)	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 210,365	\$ 182,022	\$ 822,831	\$ 833,271	\$ 169,500	-79.40%
Expenses Comprised Of:							
	Personnel	1,298	11,027	16,000	16,000	-	-100.00%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	178,842	-	208,231	208,231	50,000	-75.99%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	225	1,819	-	-	-	N/A
	Capital Expenditures	30,000	169,176	598,600	609,040	119,500	-80.04%

* % change from prior year adopted budget
Public Safety Cap Proj Fund.xls

**CITY OF APPLETON 2018 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	239	(159)	-	-	-
5910 Proceeds of Long-term Debt	160,860	186,068	822,831	822,831	156,740
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	\$ 161,099	\$ 185,909	\$ 822,831	\$ 822,831	\$ 156,740
Expenses					
6101 Regular Salaries	\$ 960	\$ 8,054	\$ 11,500	\$ 11,500	\$ -
6150 Fringes	338	2,973	4,500	4,500	-
6327 Miscellaneous Equipment	178,842	-	208,231	208,231	50,000
6425 CEA Equipment Rental	225	1,819	-	-	-
6803 Buildings	30,000	39,560	198,600	209,040	-
6804 Equipment	-	129,616	-	-	-
6815 Software Acquisition	-	-	400,000	400,000	119,500
Total Expense	\$ 210,365	\$ 182,022	\$ 822,831	\$ 833,271	\$ 169,500

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Heavy rescue equipment	\$ 50,000
	<u>\$ 50,000</u>

Software Acquisition

Fire records management system	\$ 119,500
	<u>\$ 119,500</u>

CITY OF APPLETON 2018 BUDGET

PUBLIC SAFETY

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	239	(159)	-	-	-
Total Revenues	239	(159)	-	-	-
Expenses					
Program Costs	210,365	182,022	822,831	391,866	169,500
Total Expenses	210,365	182,022	822,831	391,866	169,500
Revenues over (under) Expenses	(210,126)	(182,181)	(822,831)	(391,866)	(169,500)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	160,860	186,068	822,831	390,000	156,740
Transfer In - General Fund	-	-	-	-	-
Transfer Out - Capital Projects	-	-	-	-	-
Transfer Out - CEA	-	-	-	-	-
Total Other Financing Sources (Uses)	160,860	186,068	822,831	390,000	156,740
Net Change in Equity	(49,266)	3,887	-	(1,866)	(12,760)
Fund Balance - Beginning	60,005	10,739	14,626	14,626	12,760
Fund Balance - Ending	\$ 10,739	\$ 14,626	\$ 14,626	\$ 12,760	\$ -

CITY OF APPLETON 2018 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Fire Chief: Darrel H. Baker

CITY OF APPLETON 2018 BUDGET FIRE DEPARTMENT

MISSION STATEMENT

In partnership with the community, the Appleton Fire Department protects and preserves lives and property from the adverse effects of fires and dangerous conditions through prevention, education, rescue, and response.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

In 2017, the department had four retirements including a deputy chief, battalion chief, lieutenant, and driver/engineer. All of these positions were filled with internal promotions. The department worked in conjunction with Fox Valley Technical College's regional hiring process for the hiring of five recruits who started a six-week training academy in April. With the absence of a training officer, other management staff took on the program management of the recruit school including the direct supervision of the recruits, instruction, curriculum development and delivery. The recruits were assigned to an operations shift with an eighteen-month probationary period. After the recruitment of a Battalion Chief of Training was unsuccessful, the management team reviewed the table of organization and proposed a reorganization with a Battalion Chief of Resource Development and Special Operations along with a civilian Training and Resource Development Specialist position. This proposal reduced the number of Battalion Chiefs from six to five. The staff also agreed to reduce the number of captains from eight to six through attrition. The overall number of FTEs remained the same with the approved reorganization.

The department hosted an in-house State of Wisconsin Certified Fire Officer I class for 27 members. This is a forty-hour class that was delivered by a staff member, who is also an instructor for Fox Valley Technical College. The coursework included a State written exam and practical testing. Students also worked with a mentor on the department to assist them in developing their skills as an officer. All 27 passed and are now certified as Fire Officer 1. In addition, the department sponsored four employees to take a 40-hour Emergency Services Instructor class at Fox Valley Technical College in February.

In 2016, Outagamie County notified the department that it would be researching a new computer-aided dispatch (CAD) system and discontinuing their commitment to provide a fire records management system to fire agencies within the county. In 2017, the evaluation and selection of a new County-wide computer-aided dispatch system was completed. Internally, a Technology Committee, made up of both Fire Department and Information Technology staff members, was tasked with evaluating and selecting a new fire records management system for the Appleton Fire Department.

Operationally, the department has been working with GIS to identify areas in the City that the department may be lacking relating to meeting our response time goals per NFPA standards. The department is continuing its commitment to provide incident command training, which is a continuation of the 2016 "Calming the Chaos" training that Shift Commanders attended in February, 2016. The department received permission to sole source the purchase of the 2017 replacement fire truck along with an additional cost savings for four future replacement trucks.

The department continues our commitment to recruitment and promoting careers in the fire service through our active involvement in career fairs and the fire camps offered through UW-Oshkosh. In addition, our department actively participates in events such as Mile of Music, Oktoberfest, and the farmer's markets.

Several years ago, the department became more proactive regarding keeping fire fighters safe from the byproducts of combustion in post-fire environments. Every fire fighter received a second set of personal protective equipment (PPE). This past year, it became mandatory that immediately after every fire, each individual needed to wash their gear if it became soiled with the byproducts of combustion and their backup set of gear was placed into service. The department purchased a second helmet liner and ear flaps for all personnel so their soiled liner could be washed. Historically, after the fire was extinguished, our staff would monitor for carbon monoxide and a few other chemicals. If the levels were low enough, our personnel could work without self-contained breathing apparatus (SCBA). Currently, any time within an hour after the fire has been extinguished, all personnel need to be wearing SCBAs. After an hour of fresh air ventilation, fire investigators can wear a lower level of respiratory protection.

In early June, eight members of the Appleton Fire Department were deployed to the explosion in Cambria, Wisconsin. This is a result of the department's participation in and significant training with Wisconsin Taskforce 1 (WI-TF1). Under that agreement, the department is reimbursed for staff members deployed as well as those that were called in to backfill those positions. This additional training assists the department with disaster preparedness for events that may occur in the City of Appleton and keeps our overall costs to a minimum.

CITY OF APPLETON 2018 BUDGET FIRE DEPARTMENT

MAJOR 2018 OBJECTIVES

Through strong partnerships with neighboring municipalities, the department enhances the safety and quality of life in our regional community. We pursue excellence and embrace diversity in thought, strategy, and staff in order to meet the changing needs of those we serve.

The department is responsible for saving lives and protecting property as described in our vision and mission statements. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2018, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

Conduct the evaluation and the purchase of a records management system for the fire department

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 343,752	\$ 351,312	\$ 311,000	\$ 311,684	\$ 334,800	7.65%
Program Expenses							
18010	Administration	505,856	498,037	533,127	536,607	477,285	-10.47%
18021	Fire Suppression	8,522,245	9,054,948	8,606,344	8,611,368	9,151,853	6.34%
18022	Special Operations	135,882	141,112	153,918	153,918	160,093	4.01%
18023	Resource Devel.	276,878	236,899	272,889	272,889	265,884	-2.57%
18024	Emergency Medical Svc	-	140	405,024	405,708	435,657	7.56%
18032	Fire Prevention	1,369,279	1,195,504	1,125,091	1,126,754	1,180,810	4.95%
18033	Technical Services	390,935	351,393	372,589	372,589	385,821	3.55%
TOTAL		\$ 11,201,075	\$ 11,478,033	\$ 11,468,982	\$ 11,479,833	\$ 12,057,403	5.13%
Expenses Comprised Of:							
Personnel		10,123,517	10,453,694	10,366,112	10,372,779	10,889,142	5.05%
Administrative Expense		74,091	58,137	67,110	67,110	69,710	3.87%
Supplies & Materials		152,957	144,105	140,987	145,171	149,837	6.28%
Purchased Services		46,647	39,027	42,427	42,427	42,677	0.59%
Utilities		148,097	141,600	165,402	165,402	155,827	-5.79%
Repair & Maintenance		655,766	641,470	686,944	686,944	750,210	9.21%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

CITY OF APPLETON 2018 BUDGET

FIRE DEPARTMENT

Administration

Business Unit 18010

PROGRAM MISSION

For the benefit of the Appleton community and Fire Department employees, so that they are protected from the effects of fire and other hazards, we will set community-wide fire protection goals and establish necessary direction, policies, and procedures to meet them.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Identify currently provided service levels and evaluate their effectiveness and customer value
- Address service needs created by continued growth north of U.S. Hwy. 41 and south of CTH KK
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships
- Evaluate, select, and implement a records management system (RMS)

Major changes in Revenue, Expenditures, or Programs:

In 2017, the Appleton Fire Department upgraded two vehicles in our fleet with an upgrade cost of \$15,600. The department was asked to find that one-time funding within our 2017 operating budget, so certain line items were reduced. In 2018, those line items were returned to their previously budgeted amounts. This includes expenses related to training and conferences and miscellaneous equipment.

Part of the 2017 upgrades included upgrading the Deputy Chief's vehicle from a van to a pickup truck to serve as a backup command vehicle. The increase in CEA replacement costs in 2018 reflect this upgrade.

With the announcement of the retirement of the Fire Chief in 2018, salaries and fringe benefit costs have been reduced to reflect a temporary vacancy in the position during search and recruitment of a new Chief.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.4	4.4	4.0	4.4	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.8	1.7	0.0	1.6	0.0
% of \$ loss in:					
inspected vs.	21%	47%	25%	69%	25%
non-inspected	79%	53%	75%	31%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	118	132	150	146	150
Enhance regional relationships					
# of meetings and activities with regional partners	102	107	125	118	125

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	187,375	202,965	195,000	195,000	210,000
5010 Misc Revenue - NonTax	99	22	-	-	-
Total Revenue	\$ 187,474	\$ 202,987	\$ 195,000	\$ 195,000	\$ 210,000
Expenses					
6101 Regular Salaries	\$ 233,001	\$ 237,188	\$ 236,892	\$ 239,922	\$ 203,013
6105 Overtime	100	225	1,123	1,123	1,162
6108 Part Time	12,560	13,163	19,305	19,305	19,695
6150 Fringes	64,136	69,298	68,942	69,392	50,826
6201 Training\Conferences	4,901	2,465	3,000	3,000	3,500
6301 Office Supplies	3,889	3,585	4,500	4,500	4,500
6303 Memberships & Licenses	749	914	1,100	1,100	1,100
6304 Postage\Freight	84	-	250	250	250
6305 Awards & Recognition	1,630	325	1,440	1,440	1,440
6307 Food & Provisions	1,785	1,242	1,920	1,920	1,920
6315 Books & Library Materials	239	299	300	300	300
6316 Miscellaneous Supplies	337	497	500	500	250
6320 Printing & Reproduction	7,838	6,882	7,187	7,187	7,187
6321 Clothing	48	-	-	-	-
6327 Miscellaneous Equipment	9,344	10,598	7,300	7,300	8,400
6404 Consulting Services	2,350	835	1,500	1,500	1,500
6407 Collection Services	2,927	2,837	3,177	3,177	3,177
6408 Contractor Fees	324	416	1,000	1,000	1,000
6411 Temporary Help	2,342	-	-	-	-
6413 Utilities	148,097	141,600	165,402	165,402	155,827
6425 CEA Equip. Rental	9,175	5,668	8,289	8,289	12,238
Total Expense	\$ 505,856	\$ 498,037	\$ 533,127	\$ 536,607	\$ 477,285

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET

FIRE DEPARTMENT

Fire Suppression

Business Unit 18021

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service
 Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community
 Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy
 Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

Major changes in Revenue, Expenditures, or Programs:

Due to a worker's compensation injury, the department's number of lost time days (below) has experienced a significant increase in 2017.

The department's Technology Committee will be evaluating and selecting a fire records management system in 2017. The implementation of the new system will continue well into 2018.

In 2017, the Appleton Fire Department upgraded two vehicles in our fleet with an upgrade cost of \$15,600. The department was asked to find that one-time funding within our 2017 operating budget, so certain line items were reduced. In 2018, those line items were returned to their previously budgeted amounts. This includes expenses related to training and conferences and tuition fees.

In early 2017, the IAFF 257 and the City agreed to a three-year contract for 2017 to 2019. The personnel costs increase within this budget include the following increases:

- 7/1/17 - 1 1/2%
- 10/1/17 - 1%
- 1/1/18 - 1.5%
- 7/1/18 - 1%

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	63%	63%	90%	63%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 1,187,603	\$ 1,867,519	\$ 500,000	\$ 1,873,000	\$ 750,000
# of fire-related deaths	0	1	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	3,865	4,028	3,750	3,936	4,000
# of non-emergency calls	526	662	648	576	600
Reduction in lost time work-related injuries					
# of lost time days	49	19	0	60	0

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ -	\$ 1,878	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	58,599	39,352	35,000	35,000	33,000
4230 Miscellaneous Local Aids	635	3,500	-	-	-
4801 Charges for Serv. - Nontax	5,478	8,214	2,500	2,500	3,500
Total Revenue	\$ 64,712	\$ 52,944	\$ 37,500	\$ 37,500	\$ 36,500
Expenses					
6101 Regular Salaries	\$ 5,689,512	\$ 5,983,100	\$ 5,671,737	\$ 5,673,064	\$ 5,956,757
6104 Call Time	4,586	6,569	-	-	-
6105 Overtime	300,953	387,830	303,540	303,540	318,602
6150 Fringes	2,018,768	2,162,638	2,110,421	2,110,618	2,294,884
6201 Training\Conferences	22,307	15,770	12,500	12,500	16,100
6204 Tuition Fees	5,232	1,210	2,000	2,000	4,000
6306 Building Maint./Janitorial	3,371	3,226	3,250	3,250	3,250
6316 Miscellaneous Supplies	467	260	1,500	1,500	1,250
6321 Clothing	39,383	42,979	42,000	42,000	42,000
6324 Medical\Lab Supplies	5,526	3,286	-	-	-
6327 Miscellaneous Equipment	-	-	-	3,500	-
6425 CEA Equip. Rental	404,321	421,276	434,396	434,396	490,010
6430 Health Services	27,819	26,804	25,000	25,000	25,000
Total Expense	\$ 8,522,245	\$ 9,054,948	\$ 8,606,344	\$ 8,611,368	\$ 9,151,853

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 38,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
Total	\$ 42,000

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
Total	\$ 25,000

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM MISSION

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide for local and county hazardous materials response in jurisdictions as defined by the contract
- Seek grant opportunities for equipment and training available through local and State organizations
- Maintain necessary equipment and skill levels for local and County incidents
- Participate on the County Local Emergency Planning Committee
- Continue the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Fire Department)
- Provide specialized emergency response to include: local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	3	4	1	1	2
# of assists given	1	3	1	0	2
# of specialty training hours	3,337	3,390	3,200	3,828	3,500
Program funding					
# of grant applications completed	2	2	2	2	2
# of grants received	2	2	2	2	2

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 14,100	\$ 13,404	\$ 16,000	\$ 16,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4801 Charges for Serv. - Nontax	-	1,903	-	-	-
4807 Incineration Fees	16,742	17,339	12,000	12,000	16,000
Total Revenue	\$ 38,342	\$ 40,146	\$ 35,500	\$ 35,500	\$ 39,500
Expenses					
6101 Regular Salaries	\$ 73,974	\$ 76,023	\$ 80,442	\$ 80,442	\$ 84,094
6105 Overtime	3,314	6,000	6,418	6,418	6,712
6150 Fringes	27,900	29,119	31,058	31,058	33,287
6321 Protective Clothing	8,891	7,747	9,000	9,000	9,000
6327 Miscellaneous Equipment	15,060	16,200	20,000	20,000	20,000
6407 Collection Services	6,743	6,023	7,000	7,000	7,000
Total Expense	\$ 135,882	\$ 141,112	\$ 153,918	\$ 153,918	\$ 160,093

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Monitoring and research
equipment authorized through the
State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM MISSION

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 3: "Recognize and grow everyone's talents" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide 100% of federal and State mandatory classes that apply to the department
- Investigate and encourage attendance at specialized training to expand personal growth and development
- Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees
- Provide initial tactical decision-making training
- Provide advanced firefighter rescue skills and technique training to all personnel
- Seek opportunities to provide internally or send personnel to leadership training to include command level training

Major changes in Revenue, Expenditures, or Programs:

The increase in the overtime budget for this program is to accommodate the utilization of existing staff as training instructors on overtime. This was approved as part of the 2017 reorganization that eliminated a Battalion Chief and replaced the position with a Training and Resource Development Specialist. The cost savings from the elimination of this position was intended to be used to fund the additional overtime costs.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
Firefighter:	100%	100%	100%	100%	100%
trained as required					
Driver:	100%	100%	100%	100%	100%
by classification					
Officer:	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	25%	58%	50%	50%	50%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	177	134	175	150	175

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 178,969	\$ 153,941	\$ 177,388	\$ 177,388	\$ 157,574
6105 Overtime	13,788	9,273	7,631	7,631	23,026
6150 Fringes	63,355	54,739	64,934	64,934	65,687
6201 Training\Conferences	3,993	3,961	4,000	4,000	3,000
6303 Memberships & Licenses	502	65	-	-	-
6315 Books & Library Materials	957	1,408	1,200	1,200	1,200
6316 Miscellaneous Supplies	544	1,227	1,250	1,250	1,000
6323 Safety Supplies	6,686	754	750	750	750
6327 Miscellaneous Equipment	8,084	7,862	7,400	7,400	7,400
6425 CEA Equip. Rental	-	3,669	8,336	8,336	6,247
Total Expense	<u>\$ 276,878</u>	<u>\$ 236,899</u>	<u>\$ 272,889</u>	<u>\$ 272,889</u>	<u>\$ 265,884</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM MISSION

The mission of Appleton Fire Department's Emergency Medical Services Division is to enhance the quality of life in our community by providing a premier level of pre-hospital services which ultimately improve the outcomes for those that need our service.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- To provide timely, state of the art pre-hospital care to all people within our service area that are subject to illness or injury.
- To provide quality, consistent pre-hospital medical training to all employees of the Fire Department resulting in all employees being certified at the emergency medical responder level.
- To provide the Fire Department emergency medical responders with current equipment and supplies needed to fulfill the scope assigned to the responders.
- To actively participate in local and statewide committees to promote positive change in how we provide service.
- To maintain compliance with department, local and State codes, laws, guidelines, and regulations.
- To ensure continuous program development and quality improvement.
- Utilize automated external defibrillator (AED) data gathered from department records, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.

Major changes in Revenue, Expenditures, or Programs:

In the past few years, the Appleton Fire Department first responders were approved by the medical director to perform some additional advanced skills including the administration of two medications: Narcan and Albuterol. As you may recall, the department was approved to administer epinephrine (Epi-pen) some time ago. Typically, the department is able to re-stock our supplies from those carried by Gold Cross Ambulance who bills the patient for the cost of the supplies. However, in the case of the medications, some will expire before they are used or Gold Cross Ambulance does not carry the identical product so restocking from their supply is not a feasible option. Unfortunately, the cost of these medications continues to rise. Therefore, the department is seeking an increase in medical/lab supplies to provide for the much needed medications and other medical supplies that we are not able to re-stock.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Trained personnel that meet State of WI license requirements	100%	100%	100%	100%	100%
First responders on scene with AED within four minutes	New measure	66%	90%	68%	90%
Work Process Outputs					
# of identified advanced medical skills delivered	121	184	175	175	139
# of hours spent on emergency medical continuing education	2,474	890	1,800	1,800	900

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5020 Donations & Memorials	\$ -	\$ -	\$ -	\$ 684	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ 684	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 275,204	\$ 275,204	\$ 293,017
6105 Overtime	-	-	15,827	15,827	16,857
6150 Fringes	-	-	98,393	98,393	107,683
6201 Training\Conferences	-	-	6,400	6,400	6,400
6303 Memberships & Licenses	-	-	200	200	200
6316 Miscellaneous Supplies	-	-	500	500	500
6324 Medical/Lab Supplies	-	140	5,000	5,000	7,500
6327 Miscellaneous Equipment	-	-	3,500	4,184	3,500
Total Expense	\$ -	\$ 140	\$ 405,024	\$ 405,708	\$ 435,657

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18032

PROGRAM MISSION

For the preservation of lives and property in our community, we will provide fire inspection, education, code development, and fire and life safety plan review.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Perform all State-mandated fire and life safety inspections in all buildings
- Perform all plan reviews of State and locally required fire protection systems
- Process all license applications for compliance with the provisions of the Fire Prevention Code
- Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community
- Implement pre-plan incident reports utilizing the Premise (inspections) module of the records management system
- Develop, implement, coordinate, and evaluate life safety programs designed to meet the needs of our community's diverse populations
- Provide public information at emergency incidents and throughout the year
- Define media relationship strategy as method/vehicle to communicate prevention messages
- Enhance smoke detector awareness in the City of Appleton

Major changes in Revenue, Expenditures, or Programs:

In 2017, the Appleton Fire Department upgraded two vehicles in our fleet with an upgrade cost of \$15,600. The department was asked to find that one-time funding within our 2017 operating budget, so certain line items were reduced. In 2018, those line items were returned to their previously budgeted amounts. This includes expenses related to books and library materials, safety supplies and miscellaneous equipment.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 1,187,603	\$ 1,867,519	\$ 500,000	\$ 1,873,000	\$ 750,000
Losses as % of assets protected	0.025%	0.038%	0.015%	0.015%	0.015%
Citizens with safer City environment					
% of schools meeting evacuation requirements	100%	100%	100%	100%	100%
Enhanced community safety					
Number of participants in educational programs	10,654	16,700	13,000	17,000	17,000
Number of special events	191	187	175	190	200
Work Process Outputs					
Permit and license applications processed					
# of permits processed	1,204	1,100	1,000	1,150	1,200
# of online permits processed	623	700	600	750	800
Work Process Outputs					
Fire detection and suppression plan review					
# of plans processed	136	138	150	150	130

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 1,040	\$ 4,860	\$ 1,000	\$ 1,000	\$ 2,000
4230 Miscellaneous Local Aids	-	1,150	-	-	-
4412 Tent Permits	1,325	1,000	1,200	1,200	1,000
4413 Burning Permits	30,231	28,910	26,000	26,000	28,000
4414 Firework Permits	350	300	300	300	300
4416 Tank Removal Permits	60	60	-	-	-
4417 Storage of Flammable Liquids	60	-	-	-	-
4418 Plan Review Permit	880	440	500	500	500
4419 Tank Upgrade Permits	280	-	-	-	-
4801 Charges for Serv. - Nontax	75	-	-	-	-
4805 Fire Extinguisher Training	1,210	1,100	1,000	1,000	1,000
4806 False Alarm Fees	9,500	9,900	8,000	8,000	9,000
4908 Misc. Intergov. Charges	8,213	7,415	5,000	5,000	7,000
5020 Donations & Memorials	-	100	-	-	-
Total Revenue	\$ 53,224	\$ 55,235	\$ 43,000	\$ 43,000	\$ 48,800
Expenses					
6101 Regular Salaries	\$ 941,525	\$ 813,603	\$ 778,620	\$ 780,068	\$ 811,217
6105 Overtime	47,977	37,080	14,152	14,152	14,316
6150 Fringes	349,530	304,549	292,994	293,209	313,782
6201 Training\Conferences	8,678	5,739	8,750	8,750	6,250
6302 Subscriptions	575	1,305	1,300	1,300	1,400
6303 Memberships & Licenses	1,256	2,388	2,000	2,000	1,900
6315 Books & Library Materials	1,232	377	250	250	500
6316 Miscellaneous Supplies	495	1,284	200	200	200
6320 Printing & Reproduction	115	-	-	-	-
6323 Safety Supplies	5,560	6,210	5,250	5,250	6,000
6327 Miscellaneous Equipment	357	785	250	250	500
6412 Advertising	-	390	250	250	500
6425 CEA Equip. Rental	11,979	21,794	21,075	21,075	24,245
Total Expense	\$ 1,369,279	\$ 1,195,504	\$ 1,125,091	\$ 1,126,754	\$ 1,180,810

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", and #3: "Recognize and grow everyone's talents".

Objectives:

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards

Research, purchase, and distribute equipment needed by the department

Provide ongoing technical training for department personnel

Major changes in Revenue, Expenditures, or Programs:

The apparatus committee made recommendations for the sole source purchase of 2017 fire truck purchase. The committee continues to meet to discuss equipment and storage strategies. The fire truck delivery is expected in late 2017.

In 2017, the Appleton Fire Department upgraded two vehicles in our fleet with an upgrade cost of \$15,600. The department was asked to find that one-time funding within our 2017 operating budget, so certain line items were reduced. In 2018, those line items were returned to their previously budgeted amounts. This includes expenses related to miscellaneous equipment, equipment repairs, and communication equipment.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	99%	98%	100%	100%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	729	827	800	650	775
FMD work orders processed	449	566	400	550	500
Work Process Outputs					
Equipment records database management					
Number of ladders tested	38	36	38	37	37

**CITY OF APPLETON 2018 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 71,106	\$ 73,064	\$ 77,054	\$ 77,054	\$ 80,082
6105 Overtime	2,426	8,366	3,958	3,958	4,140
6110 Other Compensation	-	-	-	-	470
6150 Fringes	26,037	27,926	30,079	30,079	32,259
6306 Building Maint./Janitorial	14,410	15,943	14,500	14,500	14,500
6308 Landscape Supplies	381	119	500	500	500
6309 Shop Supplies & Tools	1,924	2,064	1,700	1,700	1,700
6310 Chemicals	2,655	4,496	2,400	2,400	4,500
6316 Miscellaneous Supplies	1,251	1,536	2,300	2,300	2,050
6325 Construction Materials	628	641	750	750	750
6326 Vehicle & Equipment Parts	5,387	5,556	5,500	5,500	5,500
6327 Miscellaneous Equipment	38,383	20,897	14,500	14,500	17,400
6408 Contractor Fees	2,500	-	2,500	2,500	2,500
6409 Inspection Fees	1,641	1,722	2,000	2,000	2,000
6418 Equip Repairs & Maint	12,570	13,241	10,000	10,000	11,500
6419 Communication Eq. Repairs	6,141	5,949	5,000	5,000	7,000
6420 Facilities Charges	197,816	167,369	193,713	193,713	192,723
6425 CEA Equip. Rental	5,679	2,504	6,135	6,135	6,247
Total Expense	\$ 390,935	\$ 351,393	\$ 372,589	\$ 372,589	\$ 385,821

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	13,500
Rescue tools	1,900
Miscellaneous station equipment	2,000
	<u>\$ 17,400</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	269,250	274,609	249,334	254,500	254,500	255,500-	268,500
Permits	33,186	30,710	29,682	28,000	28,000	27,800-	29,800
Charges for Services	33,103	38,478	26,385	23,500	23,500	24,500-	29,500
Intergov. Charges for Service	8,213	7,415	4,825	5,000	5,000	5,000-	7,000
Other Revenues	0	100	684	0	684	0	0
TOTAL REVENUES	343,752	351,312	310,910	311,000	311,684	312,800-	334,800
EXPENSES BY LINE ITEM							
Regular Salaries	6,996,802	7,147,558	4,837,968	7,254,747	7,260,552	7,582,564	7,542,564
Call Time	4,586	6,569	3,736	0	0	0	0
Overtime	368,558	448,774	275,230	352,649	352,649	384,815	384,815
Part-Time	12,560	13,163	8,153	19,305	19,305	19,695	19,695
Other Compensation	62,724	59,769	35,685	42,590	42,590	43,660	43,660
Sick Pay	3,549	399	0	0	0	0	0
Vacation Pay	125,012	129,194	65,228	0	0	0	0
Fringes	2,549,726	2,648,268	1,853,944	2,696,821	2,697,683	2,905,060	2,898,408
Salaries & Fringe Benefits	10,123,517	10,453,694	7,079,944	10,366,112	10,372,779	10,935,794	10,889,142
Training & Conferences	39,878	27,935	15,130	34,650	34,650	39,250	35,250
Tuition Fees	5,232	1,210	0	2,000	2,000	4,000	4,000
Office Supplies	4,464	3,585	2,570	4,500	4,500	4,500	4,500
Subscriptions	1,256	1,305	1,346	1,300	1,300	1,400	1,400
Memberships & Licenses	1,981	3,367	2,444	3,300	3,300	3,200	3,200
Postage & Freight	84	0	78	250	250	250	250
Awards & Recognition	1,630	325	997	1,440	1,440	1,440	1,440
Building Maintenance/Janitor.	17,781	19,168	10,367	17,750	17,750	17,750	17,750
Food & Provisions	1,785	1,242	836	1,920	1,920	1,920	1,920
Administrative Expense	74,091	58,137	33,768	67,110	67,110	73,710	69,710
Landscape Supplies	381	119	151	500	500	500	500
Shop Supplies & Tools	1,924	2,064	1,244	1,700	1,700	1,700	1,700
Chemicals	2,655	4,496	3,162	2,400	2,400	4,500	4,500
Books & Library Materials	1,235	2,085	837-	1,750	1,750	2,000	2,000
Miscellaneous Supplies	3,126	4,804	2,358	6,250	6,250	6,250	5,250
Printing & Reproduction	7,838	6,882	4,942	7,187	7,187	7,187	7,187
Clothing	48,322	50,726	41,794	51,000	51,000	51,000	51,000
Safety Supplies	6,105	6,964	0	6,000	6,000	6,750	6,750
Medical & Lab Supplies	5,526	3,426	4,713	5,000	5,000	7,500	7,500
Construction Materials	628	641	0	750	750	750	750
Vehicle & Equipment Parts	5,387	5,556	4,703	5,500	5,500	5,500	5,500
Miscellaneous Equipment	69,830	56,342	35,750	52,950	57,134	57,200	57,200
Supplies & Materials	152,957	144,105	97,980	140,987	145,171	150,837	149,837
Consulting Services	2,351	835	0	1,500	1,500	1,500	1,500
Collection Services	9,670	8,860	4,514	10,177	10,177	10,177	10,177
Contractor Fees	2,824	416	2,917	3,500	3,500	3,500	3,500
Inspection Fees	1,641	1,722	2,027	2,000	2,000	2,000	2,000
Temporary Help	2,342	0	0	0	0	0	0
Advertising	0	390	0	250	250	500	500
Health Services	27,819	26,804	23,511	25,000	25,000	25,000	25,000
Purchased Services	46,647	39,027	32,969	42,427	42,427	42,677	42,677
Electric	76,331	74,845	49,422	80,964	80,964	75,458	75,458
Gas	30,321	22,714	17,753	40,848	40,848	34,525	34,525
Water	10,336	10,659	6,585	11,295	11,295	9,840	9,840
Waste Disposal/Collection	2,599	2,771	1,778	2,851	2,851	2,743	2,743
Stormwater	11,794	11,755	8,134	10,460	10,460	12,551	12,551
Telephone	5,738	5,757	4,866	5,724	5,724	7,006	7,006
Cellular Telephone	10,978	13,099	9,059	13,260	13,260	13,704	13,704
Utilities	148,097	141,600	97,597	165,402	165,402	155,827	155,827
Equipment Repair & Maintenanc	12,570	13,241	3,618	10,000	10,000	11,500	11,500

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Communications Equip. Repairs	6,141	5,949	2,144	5,000	5,000	7,000	7,000
Facilities Charges	197,816	167,369	93,190	193,713	193,713	192,723	192,723
CEA Equipment Rental	439,239	454,911	335,121	478,231	478,231	538,987	538,987
Repair & Maintenance	655,766	641,470	434,073	686,944	686,944	750,210	750,210
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	11,201,075	11,478,033	7,776,331	11,468,982	11,479,833	12,109,055	12,057,403

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Type II

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Type II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Type II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the State contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
# of responses (State level)	1	0	0	0	0
# of outreach programs delivered	4	4	5	3	4
# of sub-grant applications completed	1	2	1	0	0
# of sub-grants received	1	2	1	0	0

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2015	2016	Adopted 2017	Amended 2017	2018	
	Program Revenues	\$ 49,739	\$ 141,216	\$ 75,075	\$ 75,075	\$ 72,075	-4.00%
	Program Expenses	\$ 79,982	\$ 128,773	\$ 75,075	\$ 121,181	\$ 72,075	-4.00%
Expenses Comprised Of:							
	Personnel	50,757	37,156	46,700	46,700	46,700	0.00%
	Administrative Expense	3,874	5,727	6,200	6,200	6,350	2.42%
	Supplies & Materials	10,136	71,235	6,800	6,800	7,175	5.51%
	Purchased Services	3,889	2,880	3,850	3,850	3,850	0.00%
	Utilities	1,654	1,556	1,750	1,750	1,750	0.00%
	Repair & Maintenance	9,672	10,219	9,775	9,775	6,250	-36.06%
	Capital Expenditures	-	-	-	46,106	-	N/A

**CITY OF APPLETON 2018 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Type II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	47,537	138,170	70,075	70,075	70,075
4710 Interest on Investments	2,202	1,433	5,000	5,000	2,000
4801 Charges for Svc - Nontax	-	1,613	-	-	-
Total Revenue	\$ 49,739	\$ 141,216	\$ 75,075	\$ 75,075	\$ 72,075
Expenses					
6101 Regular Salaries	\$ 4,680	\$ -	\$ 4,700	\$ 4,700	\$ 4,700
6105 Overtime	34,433	27,983	32,000	32,000	32,000
6150 Fringes	11,644	9,173	10,000	10,000	10,000
6201 Training/Conferences	3,870	5,223	6,000	6,000	6,000
6301 Office Supplies	-	190	-	-	-
6307 Food & Provisions	4	314	200	200	350
6309 Shop Supplies & Tools	4,888	27,040	1,500	1,500	4,075
6310 Chemicals	988	1,350	850	850	1,500
6316 Miscellaneous Supplies	3,529	849	3,400	3,400	1,000
6321 Clothing	492	-	500	500	-
6322 Gas Purchases	44	83	50	50	100
6327 Miscellaneous Equipment	195	41,913	500	500	500
6404 Consulting Services	338	338	350	350	350
6413 Utilities	1,654	1,556	1,750	1,750	1,750
6417 Vehicle Repairs & Maint	8,524	9,080	8,275	8,275	5,000
6418 Equip Repairs & Maint	1,148	1,139	1,500	1,500	1,250
6430 Health Services	3,551	2,542	3,500	3,500	3,500
6804 Equipment	-	-	-	46,106	-
Total Expense	\$ 79,982	\$ 128,773	\$ 75,075	\$ 121,181	\$ 72,075

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

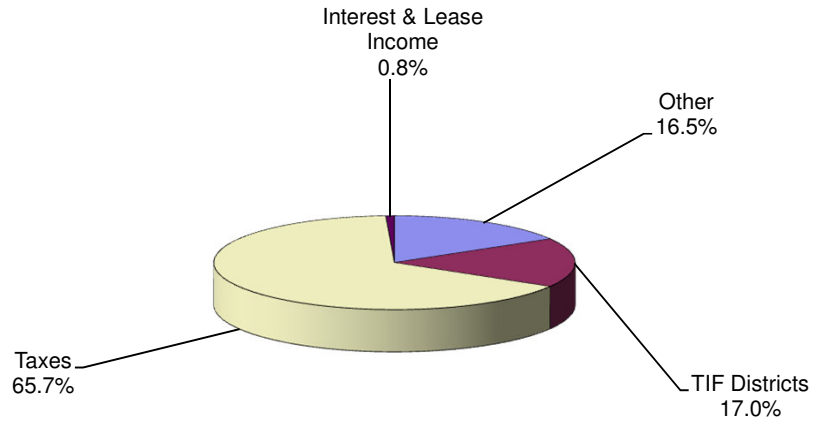
CITY OF APPLETON 2018 BUDGET
HAZARDOUS MATERIALS, TYPE II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Intergovernmental	\$ 47,537	\$ 138,170	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	2,202	1,433	5,000	4,000	2,000
Other	-	1,613	-	-	-
Total Revenues	49,739	141,216	75,075	74,075	72,075
Expenses					
Program Costs	79,982	128,773	75,075	151,181	72,075
Total Expenses	79,982	128,773	75,075	151,181	72,075
Revenues over (under) Expenses	(30,243)	12,443	-	(77,106)	-
Fund Balance - Beginning	378,024	347,781	360,224	360,224	283,118
Fund Balance - Ending	\$ 347,781	\$ 360,224	\$ 360,224	\$ 283,118	\$ 283,118

**CITY OF APPLETON 2018 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2018 Debt Service

\$7,976,134



General Obligation Rating:

Aa1

**CITY OF APPLETON 2018 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Taxes	\$ 2,724,872	\$ 2,928,106	\$ 3,871,561	\$ 3,871,741	\$ 5,241,380
Other	94,567	94,150	481,420	481,420	450,366
Total Revenues	<u>2,819,439</u>	<u>3,022,256</u>	<u>4,352,981</u>	<u>4,353,161</u>	<u>5,691,746</u>
Expenditures					
Debt Service:					
Principal	4,287,333	4,046,082	5,582,624	10,482,624	6,577,249
Interest and Fees	913,675	1,035,886	1,431,813	1,501,353	1,398,885
Total Expenditures	<u>5,201,008</u>	<u>5,081,968</u>	<u>7,014,437</u>	<u>11,983,977</u>	<u>7,976,134</u>
Excess Revenues (Expenditures)	<u>(2,381,569)</u>	<u>(2,059,712)</u>	<u>(2,661,456)</u>	<u>(7,630,816)</u>	<u>(2,284,388)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	50,000	-	60,000	4,991,158	60,000
Premium on Debt Issued	222,457	1,527,653	-	790,738	-
Operating Transfers In	<u>2,068,357</u>	<u>1,588,134</u>	<u>1,816,695</u>	<u>1,756,695</u>	<u>1,353,818</u>
Total Other Financing Sources	<u>2,340,814</u>	<u>3,115,787</u>	<u>1,876,695</u>	<u>7,538,591</u>	<u>1,413,818</u>
Net Change in Fund Balance	(40,755)	1,056,075	(784,761)	(92,225)	(870,570)
Fund Balance - Beginning	<u>404,099</u>	<u>363,344</u>	<u>1,419,419</u>	<u>1,419,419</u>	<u>1,327,194</u>
Fund Balance - Ending	<u>\$ 363,344</u>	<u>\$ 1,419,419</u>	<u>\$ 634,658</u>	<u>\$ 1,327,194</u>	<u>\$ 456,624</u>

CITY OF APPLETON 2018 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2008A G.O. Notes	\$ 483,499	\$ 9,670	\$ 493,169
2008B G.O. Notes	355,000	7,988	362,988
2009A G.O. Notes	860,000	40,869	900,869
2012 DNR Site Remediation Loan	25,000	-	25,000
2012A G.O. Notes	925,000	63,375	988,375
2012B G.O. Refunding Bonds	380,000	7,962	387,962
2014A G.O. Notes	633,750	104,518	738,268
2015A G.O. Notes	640,000	131,700	771,700
2016A G.O. Notes	1,795,000	486,750	2,281,750
2017A G.O. Notes	270,000	240,672	510,672
2017A G.O. Refunding Notes	210,000	130,381	340,381
Debt Issuance Cost	-	175,000	175,000
Total Debt Service Obligation	\$ 6,577,249	\$ 1,398,885	\$ 7,976,134

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Special Revenue Funds:

Tax Incremental District #3 \$ 125,875

Capital Project Funds:

Tax Incremental District #6 1,133,725

Tax Incremental District #7 15,850

Tax Incremental District #8 78,368

Revenue:

Taxes 5,241,380

Lease Revenue - Ice Arena 61,350

Debt Repayment - RiverHeath 389,016

Borrowing:

Proceeds of General Obligation Notes 60,000

Other:

Fund Balance Applied 870,570

Total Funding Sources **\$ 7,976,134**

**CITY OF APPLETON 2018 BUDGET
DEBT SERVICE OBLIGATION**

2008A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 6	Taxes & Int.
2018	\$ 483,499	\$ 9,670	\$ 489,600	\$ 3,569
	<u>\$ 483,499</u>	<u>\$ 9,670</u>	<u>\$ 489,600</u>	<u>\$ 3,569</u>

2008B G.O. Bonds

Year	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
2018	\$ 355,000	\$ 7,988	\$ 362,988
	<u>\$ 355,000</u>	<u>\$ 7,988</u>	<u>\$ 362,988</u>

2009A G.O. Notes

Year	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center	Taxes & Int.
2018	\$ 860,000	\$ 40,869	\$ 382,038	\$ 15,850	\$ 10,618	\$ 61,350	\$ 431,013
2019	895,000	13,984	375,781	20,313	15,234	-	497,656
	<u>\$1,755,000</u>	<u>\$ 54,853</u>	<u>\$ 757,819</u>	<u>\$ 36,163</u>	<u>\$ 25,852</u>	<u>\$ 61,350</u>	<u>\$ 928,669</u>

2012A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	RiverHeath ¹	Houdini Plaza	Taxes & Int.
2018	\$ 925,000	\$ 63,375	\$ 378,916	\$ 12,767	\$ 596,692
2019	940,000	44,725	374,963	-	609,762
2020	405,000	30,262	-	-	435,262
2021	415,000	18,975	-	-	433,975
2022	425,000	6,375	-	-	431,375
	<u>\$3,110,000</u>	<u>\$ 163,712</u>	<u>\$ 753,879</u>	<u>\$ 12,767</u>	<u>\$2,507,066</u>

¹ In 2012, the City borrowed \$1.1 M on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

**CITY OF APPLETON 2018 BUDGET
DEBT SERVICE OBLIGATION**

2012B G.O. Refunding Bonds

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 3	TIF # 6
2018	\$ 380,000	\$ 7,962	\$ 125,875	\$ 262,087
2019	180,000	3,772	-	183,772
2020	115,000	1,121	-	116,121
	<u>\$ 675,000</u>	<u>\$ 12,855</u>	<u>\$ 125,875</u>	<u>\$ 561,980</u>

2012 DNR Site Remediation Loan ²

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
2018	\$ 25,000	\$ -	\$ 25,000
2019	25,000	-	25,000
2020	35,000	-	35,000
2021	35,000	-	35,000
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 260,000</u>	<u>\$ -</u>	<u>\$ 260,000</u>

2014A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	RiverHealth ³	Taxes & Int.
2018	\$ 633,750	\$ 104,518	\$ 10,100	\$ 728,168
2019	652,500	93,240	173,450	572,290
2020	759,875	79,116	175,100	663,891
2021	779,375	63,723	171,700	671,398
2022	799,500	47,535	-	847,035
2023	828,750	29,848	-	858,598
2024	863,375	10,278	-	873,653
	<u>\$ 5,317,125</u>	<u>\$ 428,258</u>	<u>\$ 530,350</u>	<u>\$ 5,215,033</u>

² The Appleton Redevelopment Authority borrowed a \$300,000, 0% loan from the DNR for remediation of the 935 E. John Street site. The City of Appleton (TIF # 8) will make all payments on this loan.

³ In 2014, the City borrowed \$500,000 on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

CITY OF APPLETON 2018 BUDGET
DEBT SERVICE OBLIGATION

2015A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
2018	\$ 640,000	\$ 131,700	\$ 42,750	\$ 728,950
2019	650,000	118,800	42,050	726,750
2020	745,000	101,125	46,100	800,025
2021	750,000	82,450	45,100	787,350
2022	575,000	69,200	44,300	599,900
2023	740,000	52,350	43,300	749,050
2024	750,000	30,000	47,025	732,975
2025	625,000	9,375	45,675	588,700
	<u>\$ 5,475,000</u>	<u>\$ 595,000</u>	<u>\$ 356,300</u>	<u>\$ 5,713,700</u>

2016A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2018	\$ 1,795,000	\$ 486,750	\$ 486,750	\$ 1,795,000
2019	1,820,000	450,600	313,308	\$ 1,957,292
2020	1,870,000	413,700	-	\$ 2,283,700
2021	1,915,000	366,275	-	\$ 2,281,275
2022	1,975,000	307,925	-	\$ 2,282,925
2023	2,045,000	237,400	-	\$ 2,282,400
2024	2,120,000	164,700	-	\$ 2,284,700
2025	2,180,000	100,200	-	\$ 2,280,200
2026	2,250,000	33,750	-	\$ 2,283,750
	<u>\$ 17,970,000</u>	<u>\$2,561,300</u>	<u>\$ 800,058</u>	<u>\$19,731,242</u>

2017A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2018	\$ 270,000	\$ 240,672	\$ 240,672	\$ 270,000
2019	1,045,000	228,200	168,009	1,105,191
2020	895,000	208,800	-	1,103,800
2021	910,000	190,750	-	1,100,750
2022	935,000	167,625	-	1,102,625
2023	965,000	139,125	-	1,104,125
2024	990,000	109,800	-	1,099,800
2025	1,025,000	79,575	-	1,104,575
2026	1,055,000	48,375	-	1,103,375
2027	1,085,000	16,275	-	1,101,275
	<u>\$ 9,175,000</u>	<u>\$1,429,197</u>	<u>\$ 408,681</u>	<u>\$10,195,516</u>

CITY OF APPLETON 2018 BUDGET
DEBT SERVICE OBLIGATION

2017A G.O. Refunding Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2018	\$ 210,000	\$ 130,381	\$ 130,381	\$ 210,000
2019	545,000	123,200	91,017	577,183
2020	465,000	113,100	-	578,100
2021	480,000	103,650	-	583,650
2022	505,000	91,275	-	596,275
2023	525,000	75,825	-	600,825
2024	540,000	59,850	-	599,850
2025	555,000	43,425	-	598,425
2026	575,000	26,475	-	601,475
2027	595,000	8,925	-	603,925
	<u>\$ 4,995,000</u>	<u>\$ 776,106</u>	<u>\$ 221,398</u>	<u>\$ 5,549,708</u>

Total Debt Service

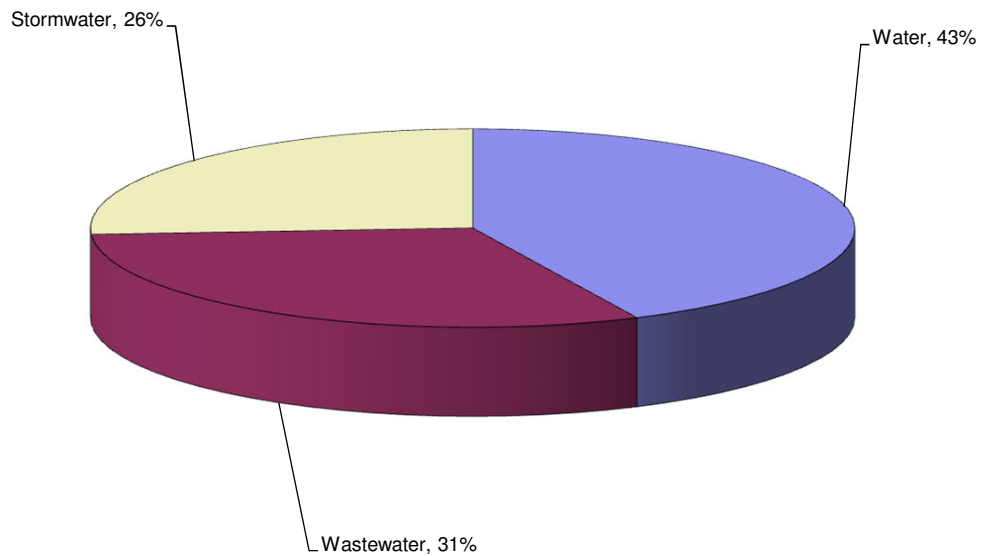
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2018	\$ 6,577,249	\$ 1,223,885	\$ 7,801,134	\$ 2,674,754	\$ 5,126,380
2019	6,752,500	1,076,521	7,829,021	1,782,897	6,046,124
2020	5,289,875	947,224	6,237,099	372,321	5,864,778
2021	5,284,375	825,823	6,110,198	251,800	5,858,398
2022	5,259,500	689,935	5,949,435	89,300	5,860,135
2023	5,148,750	534,548	5,683,298	88,300	5,594,998
2024	5,313,375	374,628	5,688,003	97,025	5,590,978
2025	4,385,000	232,575	4,617,575	45,675	4,571,900
2026	3,880,000	108,600	3,988,600	-	3,988,600
2027	1,680,000	25,200	1,705,200	-	1,705,200
	<u>\$49,570,624</u>	<u>\$ 6,038,939</u>	<u>\$55,609,563</u>	<u>\$ 5,402,072</u>	<u>\$50,207,491</u>

CITY OF APPLETON 2018 BUDGET UTILITIES

Enterprise funds are funds used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.

2018 UTILITIES EXPENDITURES

\$52,674,541

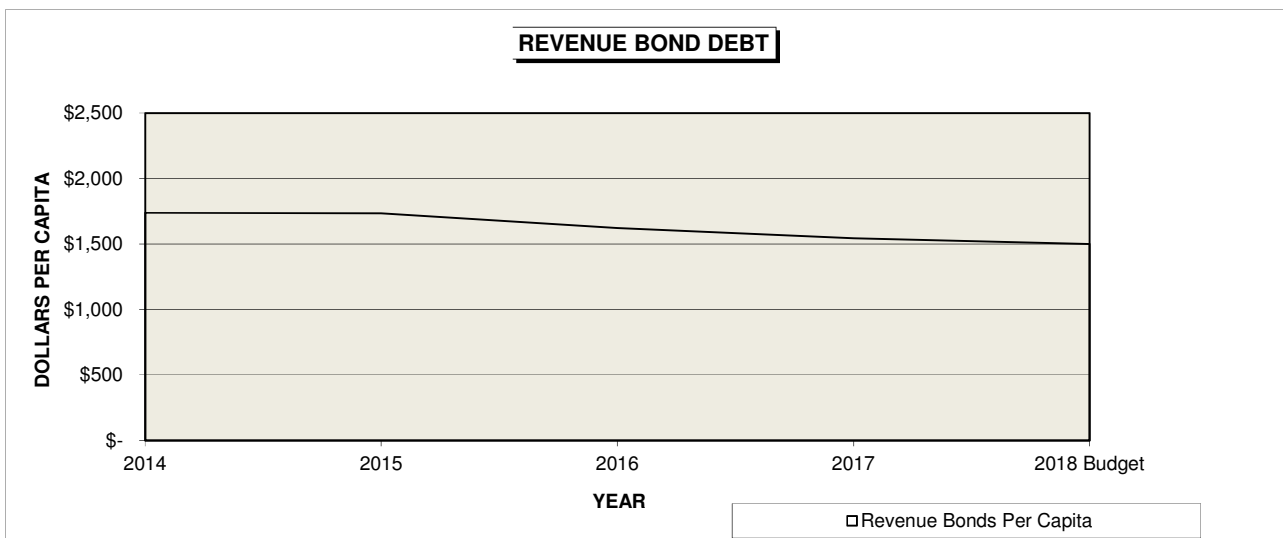


CITY OF APPLETON 2018 BUDGET UTILITIES

Revenue Bond Debt Summary

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 Budget</u>
Revenue Bonds Outstanding	\$ 127,660,000	\$ 127,940,000	\$ 120,540,000	\$ 115,160,000	\$ 112,450,000
Population	73,463	73,737	74,286	74,598	74,982
Revenue Bonds Per Capita	\$ 1,738	\$ 1,735	\$ 1,623	\$ 1,544	\$ 1,500

REVENUE BOND DEBT



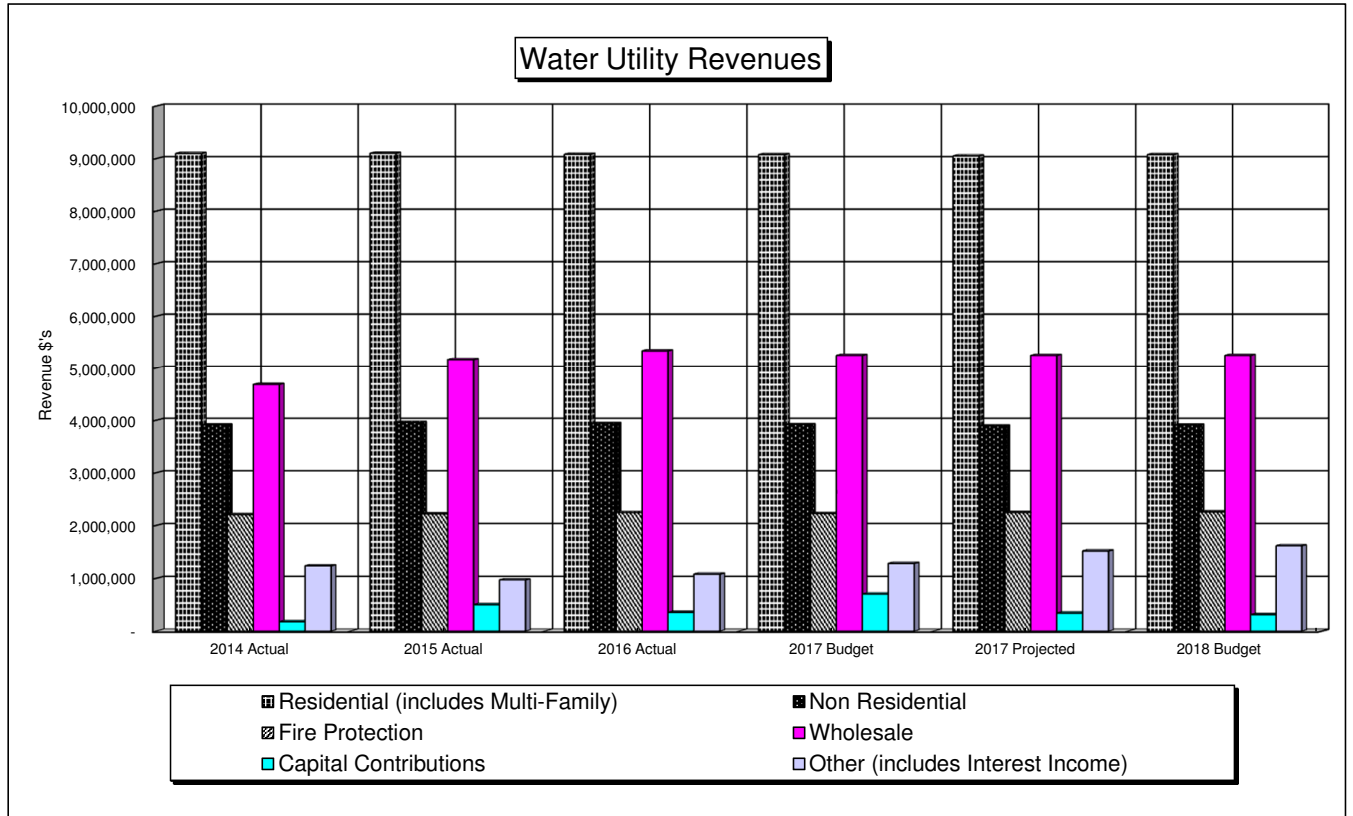
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2018 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Residential Water Service	\$ 8,452,767	\$ 8,455,250	\$ 8,414,600	\$ 8,425,000	\$ 8,375,000	\$ 8,375,000	0.00%
Commercial Water Service	2,216,818	2,246,591	2,316,117	2,235,000	2,270,000	2,285,000	0.66%
Industrial Water Service	1,312,037	1,299,162	1,243,460	1,300,000	1,250,000	1,250,000	0.00%
Municipal Water Service	380,405	411,105	376,420	380,000	370,000	370,000	0.00%
Multi-Family Water Service	644,016	644,756	666,485	650,000	675,000	700,000	3.70%
Fire Protection	2,205,231	2,217,945	2,242,013	2,224,500	2,243,500	2,253,500	0.45%
Wholesale Water Service	4,682,298	5,169,787	5,337,036	5,250,000	5,250,000	5,250,000	0.00%
Other	787,983	813,727	945,763	981,096	1,241,497	1,365,332	9.97%
Interest Income	447,663	156,814	132,716	300,000	275,000	250,000	-9.09%
Contributed Capital	179,624	502,381	355,807	702,450	342,622	312,750	-8.72%
Total Water Utility	\$ 21,308,842	\$ 21,917,518	\$ 22,030,417	\$ 22,448,046	\$ 22,292,619	\$ 22,411,582	0.53%



Residential water sales makes up the largest portion of Water Utility revenues, followed by wholesale, commercial and industrial. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. Average residential water consumption continues to decline due to individuals' conservation efforts. However, this decrease in revenue is offset by an increase in the number of households served.

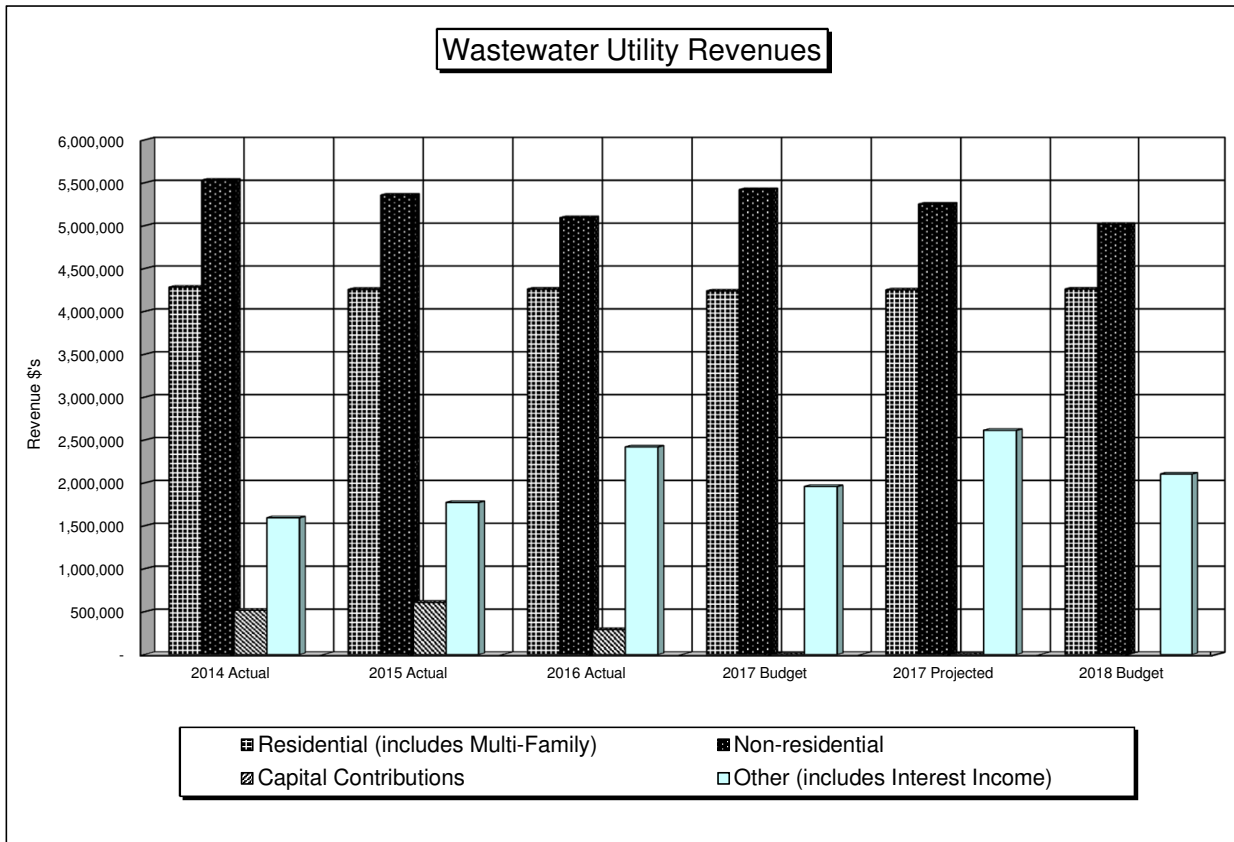
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. A 10% rate increase was implemented on December 31, 2010. There is no rate increase planned for 2018.

**CITY OF APPLETON 2018 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Residential Sewer Service	\$ 3,981,255	\$ 3,953,505	\$ 3,946,452	\$ 3,933,000	\$ 3,930,000	\$ 3,930,000	0.00%
Commercial Sewer Service	948,169	936,935	957,745	930,000	950,000	960,000	1.05%
Industrial Sewer Service	4,307,818	4,147,099	3,853,500	4,215,000	4,025,000	3,780,000	-6.09%
Municipal Sewer Service	274,009	272,186	281,297	275,000	275,000	275,000	0.00%
Multi-Family Sewer Service	300,595	302,454	313,250	305,000	320,000	330,000	3.13%
Interest Income	442,394	200,727	157,142	370,000	325,000	260,000	-20.00%
Other	1,150,829	1,570,636	2,261,209	1,587,353	2,287,353	1,843,256	-19.42%
Capital Contributions	516,067	608,884	292,031	-	-	156,550	#DIV/0!
Total Wastewater Utility	\$ 11,921,136	\$ 11,992,426	\$ 12,062,626	\$ 11,615,353	\$ 12,112,353	\$ 11,534,806	-4.77%



Charges for services for wastewater treatment comes from various categories of customers - residential, commercial, industrial, municipal and multi-family, as well as charges for special services such as industrial pre-treatment.

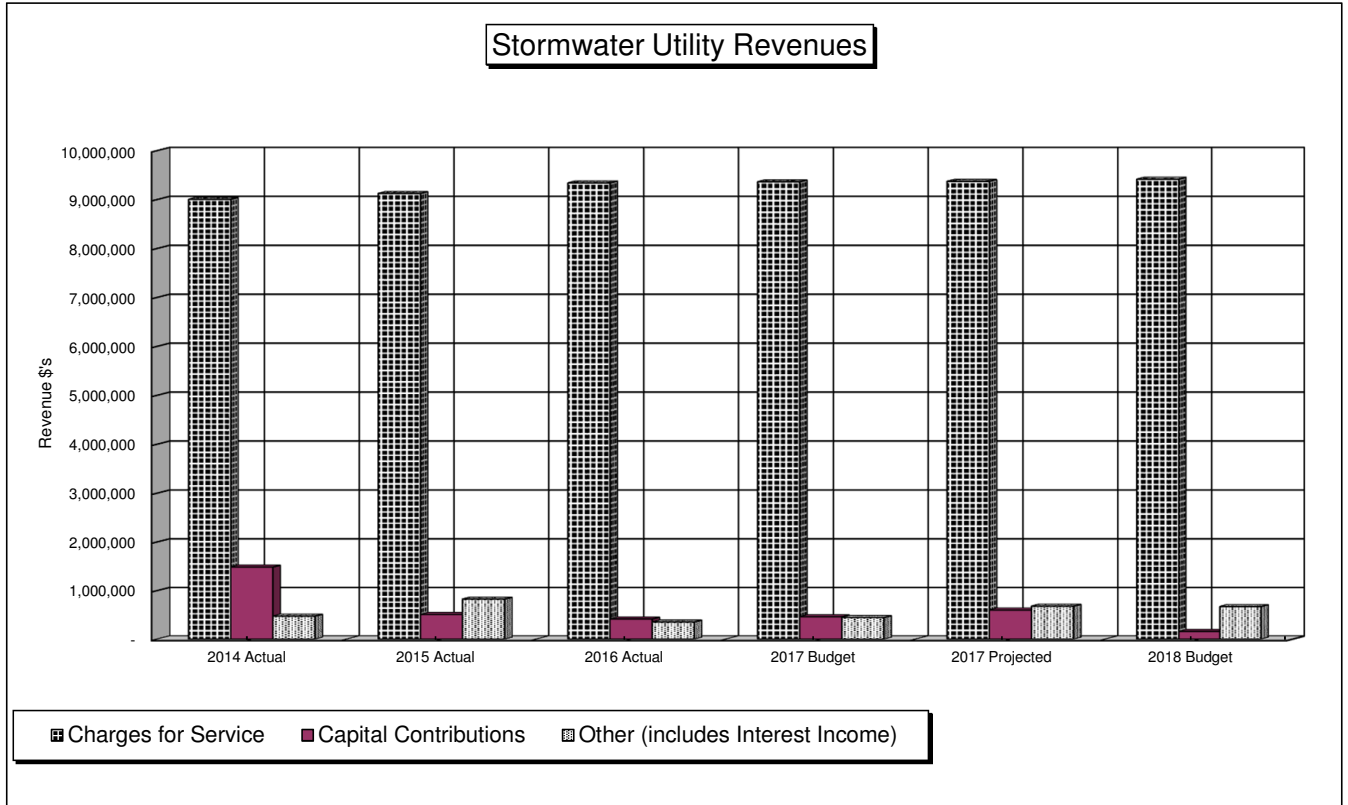
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities, income from customer penalties and special hauled waste charges. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010 and the rates for these customers were increased 10% on July 1, 2015 and will increase an additional 3% on January 1, 2018. The current rates for service have been effective since July 1, 2011. There is no rate increase planned for 2018.

**CITY OF APPLETON 2018 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Charges for Service	\$ 9,004,066	\$ 9,123,964	\$ 9,339,293	\$ 9,361,845	\$ 9,371,460	\$ 9,415,000	0.46%
Interest Income	299,387	117,941	84,919	200,000	200,000	200,000	0.00%
Capital Contributions	1,483,674	509,100	415,683	461,966	600,056	161,555	-73.08%
Other	176,800	707,026	269,644	246,754	479,852	472,435	-1.55%
Total Stormwater Utility	\$ 10,963,927	\$ 10,458,031	\$ 10,109,539	\$ 10,270,565	\$ 10,651,368	\$ 10,248,990	-3.78%



Charges for services include all charges for provision of stormwater management and consists of a charge based on equivalent runoff units (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. Rates used to bill charges to multi-family properties were changed on January 1, 2015 from a per living unit charge to actual square footage for impervious area of the property.

Interest income is earnings on available working cash, required reserve accounts, and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities and customer penalties. The current rate of \$155 per ERU took effect on July 1, 2013. The next rate increase is planned at 15% on January 1, 2019.

CITY OF APPLETON 2018 BUDGET
WATER UTILITY
RATE DETAIL

The rates detailed below are the current rates, which went into effect December 31, 2010. The Public Service Commission of Wisconsin approves all Water Utility rate increases. There is no planned rate increase for 2018.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	\$ 21.90	\$ 14.58	\$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

Volume Charge *

	Quarterly Use (Ccf)	Quarterly Charge
First	500	\$ 4.55
Next	4,500	4.11
Over	5,000	3.50

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	\$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

Wholesale Water Rates:

Meter (Inches)	Quarterly Charge		
	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	-	\$ 426.00	\$ 426.00
8	\$666.00	-	-
Volume Charge *	\$ 3.28	\$ 3.53	\$ 3.56

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below are from the rate study completed in 2009 by Baker Tilly Virchow Krause, LLP. Based on this study, no increase was implemented in 2010 and a rate increase of 5% was implemented effective on July 1, 2011. There is no rate increased planned for 2018.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Current Charge
5/8	\$ 13.60
3/4	13.60
1	25.00
1 1/4	34.00
1 1/2	44.00
2	68.00
3	121.00
4	199.00
6	391.00
8	622.00

Volume Charge *

Quarterly	
Use (Ccf)	Charge
All	\$ 2.04

Rates for Quantity/Quality Discharge: Current Charge

Flow	\$ 1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$ 35.48 / 100 pounds
Total Suspended Solids (TSS)	\$ 11.26 / 100 pounds

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	\$ 4.40 / ton
Holding Tank Waste	\$ 4.40 / ton
Analytical Charge	\$ 9.45 / load
Customer Charge	\$ 15.75 / quarter

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2018 BUDGET
CITY SERVICE INVOICE
EFFECT OF UTILITY RATES ON AVERAGE
RESIDENTIAL PROPERTIES**

Assumptions:

Rates calculated are based on a meter size of 5/8" or 3/4"

Quarterly Water Charges*:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 100.18
Average	17	\$ 113.83
Large	20	\$ 127.48

Quarterly Wastewater Charges:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 28.56
Average	17	\$ 34.68
Large	20	\$ 40.80

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Charge
N/A	1	\$ 38.75
N/A	1	\$ 38.75
N/A	1	\$ 38.75

Total:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 167.49
Average	17	\$ 187.26
Large	20	\$ 207.03

* The quarterly water charges shown here are the current rates as of December 30, 2010.

** The quarterly wastewater charges shown are the current rates as of July 1, 2011.

*** Annual rate of \$155.00 / ERU took effect July 1, 2013. The next rate increase will be approximately 15% and is anticipated to take effect on January 1, 2019; at an annual rate of \$178.00 / ERU.

CITY OF APPLETON 2018 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET WATER UTILITY

MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The Koch Membrane System (KMS) was not operated during 2017. Regulatory approval to transition away from ultrafiltration and to the new ultraviolet light was finalized in June 2017. Water quality goals were met with increased performance for virus destruction and parasite deactivation.

Ultraviolet Light Process - The ultraviolet light process has performed well under the first year of operation. Plant operating costs have continued to decline for electrical, chemical and manpower as plant operations are becoming refined. The UV process equipment continues to be under warranty until 2020 and 2025.

1 Million Gallon Glendale Tower - The Glendale Water Tower was completed in July of 2017. The Glendale Tower replaces the 0.5 million gallon Oneida Street Tower which was taken out of service and decommissioned. The Glendale tower meets the hydraulic needs of the City's main pressure zone. The new tower remains in the warranty phase until September 2021.

Matthias Water Tower - The Matthias tower valve vault underwent a maintenance project to mitigate pipe and equipment corrosion and increase personnel safety issues with confined space entry.

Tank Maintenance - #3 and #4 Softener tanks were taken out of service to complete rehabilitation and coatings work. The softeners were media blasted and painted to prevent further corrosion.

Plant Process Control - The recently repurposed filters were optimized by water plant staff. Filter performance was improved by adjusting hydraulic loading rates, runtimes, and the backwash air and scour rates. Turbidity removals were increased by applying Aluminum Chlorohydrate (ACH).

WATER DISTRIBUTION

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees

Completed the Sensus/ I-perl water meter radio read system installation

Continued to sell our used water meters and other components to a local scrap company

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 6.33% rate of return for 2016. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2018 as debt coverage ratio and cash coverage have been maintained with current rates.

CITY OF APPLETON 2018 BUDGET WATER UTILITY

MAJOR 2018 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections.

The water plant Supervisory Control and Data Acquisition (SCADA) system will be further upgraded for operator interfacing with the new regulatory reporting software. The system's uninterruptable power source (UPS) will also be replaced. Other SCADA improvements include replacement of field instruments.

The Glendale Water Tower construction project will be finalized by an inspection of the coatings system prior to the warranty end date.

The water distribution system will continue to be refined and balanced for pressure and flow throughout the main, medium, and high pressure zones.

The Raw Water Lake Station Project will make necessary upgrades and meet redundancy objectives for the raw water pipe that pumps water from the lake to the water plant. The existing pipe is 60 years old and will need to either be replaced or become the redundant back up to a new pipe. Other project components include a new lake intake to deter frazil ice formation and screening equipment at the shore well.

Chemical delivery systems will be repaired or replaced depending on current state of conditions. Systems for 2018 include: carbon dioxide, polyphosphate, and aluminum chlorohydrate.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs. non-emergency repairs.

Continue reviewing the lead service replacement program to reduce service replacement costs to allow for an aggressive lead service replacement schedule.

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests.

Implement customer portal for new Sensus meters to allow water utility customers to monitor their own water use.

Pursue providing leak detection surveys on properties believed to have galvanized services on private property.

Install new bulk water dispensing system for better customer service.

Continue to monitor rate requirements. The last water rate increase of 10% was implemented on December 31, 2010. The utility continues to meet debt coverage ratios and cash coverage and continues to earn rate of return as approved by the Wisconsin Public Service Commission. These indicators will be reviewed upon the completion of the 2017 audit, to further determine when the next rate increase application will be filed with the Public Service Commission.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 21,589,934	\$ 22,033,410	\$ 22,448,046	\$ 22,448,046	22,411,582	-0.16%
Program Expenses							
5310	Administration	9,827,995	10,299,411	10,059,479	10,059,479	9,953,169	-1.06%
5321	Treatment Admin	322,318	373,221	395,175	397,556	396,282	0.28%
5323	Treatment Operations	5,593,016	5,747,083	6,627,292	6,647,577	5,718,576	-13.71%
5351	Distribution Admin	505,775	515,492	501,120	502,772	610,310	21.79%
5352	Meter Operations	110,398	94,203	150,159	151,124	261,766	74.33%
5353	Distribution Operations	1,051,289	1,053,581	1,349,769	1,376,633	1,479,198	9.59%
5325	Treatment Capital	65,177	45,122	1,091,000	1,301,366	700,000	-35.84%
5370	Distribution Capital	78,708	42,704	4,342,347	5,258,528	3,503,847	-19.31%
TOTAL		\$ 17,554,676	\$ 18,170,817	\$ 24,516,341	\$ 25,695,035	22,623,148	-7.72%
Expenses Comprised Of:							
Personnel		2,430,428	2,776,825	3,295,465	3,306,512	3,160,978	-4.08%
Administrative Expense		9,562,659	9,893,624	9,764,690	9,764,690	9,649,677	-1.18%
Supplies & Materials		1,834,370	1,648,939	1,864,707	1,872,707	1,823,025	-2.24%
Purchased Services		698,362	421,572	1,950,325	2,185,588	1,068,365	-45.22%
Utilities		2,708,737	2,695,356	3,042,789	3,042,789	2,825,846	-7.13%
Repair & Maintenance		681,363	944,353	701,211	701,211	816,157	16.39%
Capital Expenditures		(361,243)	(209,852)	3,897,154	4,821,538	3,279,100	-15.86%
Full Time Equivalent Staff:							
Personnel allocated to programs		37.73	38.24	38.28	38.28	36.84	

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM MISSION

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond" and # 6: "Create opportunities and learn from successes and failures".

Objectives:

- To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.
- Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.
- Develop the full potential of all employees through seminars, training programs, and continuing education

Major changes in Revenue, Expenditures or Programs:

The capital contributions revenue represents funding provided from TIF#11 for water infrastructure up-grades.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	50%	75%	92%	83%	83%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Water rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
# of bills processed	113,384	113,992	114,500	114,500	115,000
PSC Annual Report filed	On time	On time	On time	On time	On time

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4411 Sundry Permits	\$ 315	\$ 210	\$ 500	\$ 500	200
4710 Interest on Investments	156,367	132,716	300,000	300,000	250,000
4730 Interest - Deferred Special	447	-	-	-	-
4820 Unmetered Water Sales	25,618	21,796	25,000	25,000	22,000
4821 Water Service - Residential	8,455,250	8,414,600	8,425,000	8,425,000	8,375,000
4822 Water Service - Commercial	2,246,591	2,316,117	2,235,000	2,235,000	2,285,000
4823 Water Service - Industrial	1,299,162	1,243,460	1,300,000	1,300,000	1,250,000
4824 Water Service - Municipal	411,105	376,420	380,000	380,000	370,000
4825 Private Fire Protection	252,677	259,398	255,000	255,000	265,000
4826 Public Fire Protection	1,767,617	1,784,428	1,773,000	1,773,000	1,792,000
4827 Fire Protection Wholesale	197,652	198,187	196,500	196,500	196,500
4828 Water Service - Multi-family	644,756	666,485	650,000	650,000	700,000
4829 Sales for Resale	5,169,787	5,337,036	5,250,000	5,250,000	5,250,000
5005 Sale of City Prop - Tax	26,311	19,348	15,000	15,000	-
5006 Gain (Loss) on Asset Disposal	(327,585)	-	-	-	-
5016 Lease Revenue	258,722	266,115	260,000	260,000	280,000
5021 Capital Contributions	502,381	355,807	702,450	702,450	312,750
5030 Damage to City Property	3,304	11,056	3,500	3,500	4,000
5035 Other Reimbursements	1,995	9,098	-	-	2,500
5070 WTR Other Sales Flushing	10,124	9,349	8,000	8,000	10,000
5071 Customer Penalty	84,210	85,737	87,000	87,000	86,000
5072 WTR Misc Revenue (turn-on)	4,265	4,475	4,500	4,500	3,000
5073 Other WTR Rev-Sewer Billing	134,973	179,968	210,000	210,000	222,000
5077 Income from Admin Fee	4,970	7,753	5,000	5,000	5,000
5079 Private Hydrant Testing	13,936	13,765	14,500	14,500	14,500
5083 Emergency Water Turn Off	509	643	-	-	-
5086 Premium on Debt Issuance	244,475	319,443	348,096	348,096	716,132
Total Revenue	\$ 21,589,934	\$ 22,033,410	\$ 22,448,046	\$ 22,448,046	22,411,582
Expenses					
6101 Regular Salary	\$ 107,900	\$ 109,578	\$ 114,448	\$ 114,448	118,080
6105 Overtime	318	298	-	-	-
6150 Fringes	26,747	170,526	43,417	43,417	49,527
6304 Postage\Freight	20,566	18,249	22,000	22,000	24,000
6320 Printing and Reproduction	3,003	2,392	3,300	3,300	3,300
6401 Accounting/Audit	11,317	11,140	12,020	12,020	9,360
6402 Legal Fees	17,896	22,467	22,000	22,000	23,000
6403 Bank Services	21,879	22,034	23,000	23,000	23,000
6413 Utilities	95,554	97,862	108,000	108,000	108,000
6429 Interfund Allocations	-	(480)	-	-	-
6501 Insurance - Property	109,172	111,462	132,450	132,450	127,710
6601 Depreciation Expense	4,353,070	4,517,926	5,065,000	5,065,000	5,065,000
6623 Uncollectible Accounts	6,752	3,935	8,000	8,000	8,000
6721 Bond Interest Payments	2,708,421	2,861,629	2,165,315	2,165,315	2,021,665
6730 Debt Issuance Cost	296,109	286,749	85,000	85,000	85,000
6751 Gain/Loss on refund Amort.	145,615	209,558	229,729	229,729	273,727
7911 Trans Out - Gen Fund	1,894,688	1,854,086	2,025,800	2,025,800	2,013,800
7914 Trans Out - Capital Projects	8,988	-	-	-	-
Total Expense	\$ 9,827,995	\$ 10,299,411	\$ 10,059,479	\$ 10,059,479	9,953,169

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Printing\Freight</u>		<u>Trans Out-Gen Fund</u>	
City Service Invoice postage	\$ 22,500	Payment in lieu of tax	\$ 2,000,000
City Service Invoice folding/inserting	1,500	Administration fee	13,800
	<u>\$ 24,000</u>		<u>\$ 2,013,800</u>
<u>Legal Fees</u>			
PSC Assessment	\$ 23,000		
	<u>\$ 23,000</u>		

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet State and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement."

Objectives:

- Maintain records necessary for compliance with State and federal organizations
- Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status
- Maintain financial records as they apply to the treatment plant

Major changes in Revenue, Expenditures or Programs:

Training\Conferences expense include fees to send up to two employees to Surface Water Chemistry training.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	4	0	0	2	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	85%	85%	100%	97%	100%
Trained Staff					
% of staff adequately trained	98%	100%	100%	100%	100%
Average # of hours training per employee	30	10	60	10	25
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA* Report	1	2	2	2	2

*Superfund Amendments and Reauthorization Act

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salary	\$ 218,105	\$ 253,301	\$ 264,105	\$ 266,178	260,456
6104 Call Time	13	14			
6105 Overtime	105	329	2,327	2,327	2,362
6108 Part-Time	5,868	1,696	1,877	1,877	2,798
6150 Fringes	62,494	75,610	77,652	77,960	78,409
6201 Training\Conferences	716	4,459	11,000	11,000	11,000
6301 Office Supplies	2,116	1,104	2,500	2,500	2,500
6303 Memberships & Licenses	7,661	7,841	7,850	7,850	8,000
6304 Postage/Freight	1,138	1,583	1,000	1,000	1,200
6305 Awards & Recognition	47	181	210	210	210
6307 Food & Provisions	436	316	280	280	280
6320 Printing & Reproduction	9,595	11,319	10,852	10,852	10,600
6321 Clothing	178	27	-	-	-
6327 Miscellaneous Equipment	-	696	-	-	200
6404 Consulting Services	1,325	-	-	-	-
6408 Contractor Fees	2,671	2,492	3,000	3,000	3,000
6411 Temporary Help	276	-	-	-	-
6412 Advertising	-	-	1,500	1,500	1,000
6413 Utilities	8,759	11,475	10,140	10,140	12,550
6425 CEA Equip. Rental	815	778	882	882	1,717
Total Expense	<u>\$ 322,318</u>	<u>\$ 373,221</u>	<u>\$ 395,175</u>	<u>\$ 397,556</u>	<u>396,282</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond" and #6: " Create opportunities and learn from successes and failures".

Objectives:

- Comply with all State and federal standards
- Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers

Major changes in Revenue, Expenditures or Programs:

The salary budget reflects the reduction of .3 FTE of the allocation of a shared Electrician and Maintenance Specialist with the Wastewater Utility; current maintenance needs have been reduced at the Water Treatment Facility and needs at the Wastewater Treatment Plant have increased due to aging equipment and additional lift stations coming on-line. The overtime budget has been reduced as additional time is no longer needed to maintain the membrane system.

Lab Supplies expense reflects the moving of the expense paid to outside laboratories to the Lab Fees account and maintenance of lab equipment to Contractor Fees.

Building repair and maintenance expense reflects the cost of expansion joint repair.

Contractor Fees are reduced as there are no significant maintenance or equipment upgrade projects planned for the water towers or at the treatment facility; 2017 expense was for painting the north reservoir.

The Materials expense account has been merged into the Equipment Parts expense starting in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
# of gallons pumped per year	3,257 MG	3,275 MG	3,200 MG	3,200 MG	3,200 MG
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of reservoirs maintaining pressure per year	6	6	7	6	7
# of membrane repairs	19,522	12,855	2,000	2,000	0
Water towers					
# inspected / painted per year	2 / 0	1 / 1	1 / 1	1 / 1	1 / 0

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salary	\$ 600,805	\$ 636,604	\$ 668,826	\$ 672,470	659,675
6104 Call Time	1,373	559	2,832	2,832	2,859
6105 Overtime	98,647	91,864	97,595	97,595	85,414
6108 Part-Time	10,116	7,289	-	-	-
6150 Fringes	223,885	248,066	262,587	263,128	266,732
6306 Building Maint./Janitorial	1,833	1,967	2,300	2,300	2,100
6309 Shop Supplies & Tools	9,428	9,820	11,000	11,000	11,500
6310 Chemicals	1,334,340	1,322,812	1,400,000	1,400,000	1,369,000
6316 Miscellaneous Supplies	292	360	-	-	-
6318 Materials	113,577	11,977	42,000	42,000	-
6321 Clothing	2,411	2,181	2,500	2,500	2,500
6322 Gas Purchases	4,607	12,367	5,000	5,000	10,000
6323 Safety Supplies	17,284	1,865	6,200	6,200	6,200
6324 Medical/Lab Supplies	65,681	62,849	73,950	73,950	38,850
6326 Equipment Parts	-	828	-	-	42,000
6327 Miscellaneous Equipment	30,761	18,340	48,500	56,500	46,500
6404 Consulting Services	7,300	32,366	25,500	33,600	10,000
6407 Collection Services	1,506	1,933	2,550	2,550	2,850
6408 Contractor Fees	130,632	94,829	780,500	780,500	46,990
6413 Utilities	2,547,868	2,530,531	2,864,454	2,864,454	2,646,025
6416 Building Repairs & Maint	154,198	412,349	-	-	70,000
6418 Equip Repairs & Maint	65,918	38,114	30,000	30,000	55,000
6420 Facilities Charges	217,164	243,857	250,217	250,217	268,413
6424 Software Support	1,810	11,015	12,000	12,000	12,900
6425 CEA Equip. Rental	14,059	13,152	13,976	13,976	15,273
6432 Lab Fees	-	16,849	-	-	20,300
6440 Snow Removal Services	242	5,520	5,000	5,000	5,000
6454 Grounds Repair & Maint	5,479	6,286	5,500	5,500	7,500
6599 Other Contracts/Obligations	14,848	12,309	14,305	14,305	14,995
6899 Other Capital Outlay	(83,048)	(101,775)	-	-	-
Total Expense	<u>\$ 5,593,016</u>	<u>\$ 5,747,083</u>	<u>\$ 6,627,292</u>	<u>\$ 6,647,577</u>	<u>5,718,576</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 35,000	2-channel auto-titrator	\$ 9,500
Carbon dioxide	65,000	LED turbidimeter	3,000
Caustic soda	1,000	Chlorine analyzers	8,000
Chlorine	80,000	DR 6000 spectrophotometer	10,000
Ferric sulfate	140,000	SCADA equipment	16,000
Fluoride	20,000		<u>\$ 46,500</u>
Lime	475,000	<u>Contractor Fees</u>	
Poly phosphate	60,000	Lab equipment maintenance	\$ 2,700
Permanganate	360,000	Annual safety inspections	4,190
Powder carbon	60,000	MCC softener maintenance	20,000
Softener Polymer	35,000	Mag meter validation testing	1,500
ACH	30,000	Intake inspection	6,000
Softener Salt	2,000	Tower cleaning & inspection	9,000
Other chemicals	5,000	Tower cathodic protection	3,600
Acids	1,000		<u>\$ 46,990</u>
	<u>\$ 1,369,000</u>		
<u>Equipment Parts</u>		<u>Medical/Lab Supplies</u>	
Valves & actuators	\$ 5,000	Lab supplies	\$ 20,000
Piping, hoses & tubing	2,500	Nitrogen	1,850
Filters & lubricants	2,500	Bac T testing supplies	13,000
UV light replacements	32,000	Media & filters	4,000
	<u>\$ 42,000</u>		<u>\$ 38,850</u>
<u>Lab Fees</u>		<u>Equipment Repair & Maintenance</u>	
DBPR-2 testing	\$ 4,480	Pumps & motor repairs	\$ 30,000
Water quality parameters	1,600	Dehumidifier maintenance	25,000
Synthetic organic compound testing	2,250		<u>\$ 55,000</u>
UCMR-4 testing	10,000	<u>Building Repair & Maintenance</u>	
Other required testing	1,970	Expansion joint repair	\$ 70,000
	<u>\$ 20,300</u>		<u>\$ 70,000</u>

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide necessary improvements to all Water Filtration facilities, structures, and equipment so that high quality water is produced to meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond" and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Ensure the integrity of Appleton water for all customers

The following are 2018 CIPs:

	<u>2018 Budget</u>	<u>Page</u>
Computer Control Uninterruptable Power Supply System	75,000	Projects, Pg. 640
Chemical Storage	500,000	Projects, Pg. 623
Second Raw Water Line	100,000	Projects, Pg. 575
HVAC	25,000	Projects, Pg. 614
	<u>\$ 700,000</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2015 Actual 2016 Target 2017 Projected 2017 Target 2018

Note: Since this business unit exists solely to account for capital investments at the Water Treatment Facility, lake station and towers, there are no applicable performance measures.

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salary	\$ (1,829)	\$ -	\$ -	\$ -	-
6105 Overtime	1,829	-	-	-	-
6325 Construction Materials	75	-	-	-	-
6404 Consulting Services	166,322	51,297	130,000	157,163	125,000
6408 Contractor Fees	178,714	49,944	806,000	981,000	500,000
6599 Other Contracts/Obligations	1,395	-	-	-	-
6802 Land Improvements	68,593	-	125,000	125,000	-
6803 Buildings	55,109	125,101	-	-	-
6804 Equipment	1,743,086	1,503,018	30,000	38,203	75,000
6899 Other Capital Outlay	(2,148,117)	(1,684,238)	-	-	-
Total Expense	\$ 65,177	\$ 45,122	\$ 1,091,000	\$ 1,301,366	700,000

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>		<u>Equipment</u>	
Second raw water line	\$ 100,000	Computer controlled power	
HVAC replacement design	25,000	supply	\$ 75,000
	<u>\$ 125,000</u>		<u>\$ 75,000</u>
 <u>Contractor Fees</u>			
Chemical storage	\$ 500,000		
	<u>\$ 500,000</u>		

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM MISSION

Provide administrative services to meet the needs of our customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission
- Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs
- Continue practicing proper safety procedures when changing out old lead services
- Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory
- Maintain accurate records of all valves, services, and hydrants to simplify reporting to the Public Service Commission and ensure integrity of our records

Major changes in Revenue, Expenditures or Programs:

The increase in other contracts and obligations is due to an increased use of Digger's Hotline and the increase in the number of street excavation permits with Outagamie County.

We have been using summer seasonal staff to update the water records. In 2018, less staff time will be needed accounting for the decrease in part-time salary dollars as we are becoming more current with our records.

Appointment request letters will be minimal due to anticipated completion of the meter install program.

The number of cross connection inspections has been reduced in 2018 (see below), due to the anticipated completion of the meter install program. The target 2018 reflects expected customer service visits to properties where cross connection inspections will take place.

Consulting expense is for the cost to complete a distribution study. The last study was completed in 2007. Information from this study is used to prioritize new and replacement projects for water towers, transmission lines and distribution lines.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Efficient customer service					
# Cross connection inspections	6,615	8,977	7,000	7,000	1,500
# Appointment request letters sent	11,757	18,367	10,000	10,000	100
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	0	1	1	1
Turnover ratio of inventory	0.72	0.72	0.80	0.90	0.90
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 237,945	\$ 265,433	\$ 263,902	\$ 265,340	267,253
6104 Call Time	1,067	1,650	1,200	1,200	1,200
6105 Overtime	1,491	916	1,700	1,700	1,500
6108 Part-Time	22	1,562	4,836	4,836	-
6150 Fringes	82,670	125,173	88,805	89,019	92,325
6201 Training\Conferences	2,060	726	3,800	3,800	2,500
6301 Office Supplies	706	869	1,200	1,200	1,000
6303 Memberships & Licenses	345	603	870	870	870
6304 Postage\Freight	253	31	260	260	250
6305 Awards & Recognition	618	611	665	665	665
6306 Building Maint./Janitorial	2,134	2,500	2,361	2,361	2,450
6309 Shop Supplies & Tools	23	48	50	50	50
6318 Materials	70,220	-	20,000	20,000	-
6320 Printing & Reproduction	1,190	1,392	2,500	2,500	2,000
6321 Clothing	906	776	1,600	1,600	1,600
6323 Safety Supplies	815	712	900	900	900
6324 Medical/Lab Supplies	73	96	100	100	100
6327 Miscellaneous Equipment	4,549	5,936	4,280	4,280	4,250
6404 Consulting Services	3,361	-	-	-	125,000
6412 Advertising/Publication	-	-	100	100	-
6413 Utilities	56,230	54,998	59,091	59,091	57,471
6419 Communications Equip Rep.	180	-	-	-	-
6420 Facilities Charges	21,263	21,889	22,310	22,310	22,176
6424 Software Support	2,082	3,426	3,000	3,000	3,340
6425 CEA Equip. Rental	4,433	11,093	5,540	5,540	5,540
6430 Health Services	38	-	50	50	50
6599 Other Contracts/Obligations	11,101	15,052	12,000	12,000	17,820
Total Expense	<u>\$ 505,775</u>	<u>\$ 515,492</u>	<u>\$ 501,120</u>	<u>\$ 502,772</u>	<u>610,310</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Excavation permits (City)	\$ 6,000
Digger's Hotline fees	7,500
Excavation permits (County)	4,320
	<u>\$ 17,820</u>

Consulting Services

Distribution study	\$ 125,000
	<u>\$ 125,000</u>

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM MISSION

The department reads, maintains and upgrades meters for the benefit of all users of the system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Inspect exception meters as the new meter system is installed
- Ensure commercial and residential meters are the proper size and type when installing new meters
- Continue to monitor cross connection program to prevent illegal connections into the City water system
- Implement a Customer Portal and educate residents and customers on the use and benefits of the portal

Major changes in Revenue, Expenditures or Programs:

The 2018 budget reflects the transition of wage expense back into customer service modules as the completion of the capital project of implementing the 27,738 new Sensus meters will be completed in 2017.

The software support includes the hosting fee of the data associated with the new meter reading system adjusted for the number of active meters. The larger increase is mainly attributed to the addition of the hosting fees of the new customer service portal which will be implemented in 2018.

With the completion of the new meter installation program, the need once again to purchase meters and related cost moves back to the meter operations and maintenance business unit. This results in an increase in miscellaneous equipment to purchase 150-200 meters annually for new customers.

Increase in shop supplies and tool expense is to add three iPads for monitoring out in the field, a DeWalt air hammer & inverter, along with the additional supplies needed for the meter test bench.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	0	0	0	0	0
# of meters tested	6,981	9,266	7,000	7,000	50
# of defective meters replaced	248	436	50	50	50
# of meters in service	27,618	27,797	27,800	27,800	27,850
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	0	0	0	0	0
# of meters replaced	7,090	9,573	7,000	7,000	25
Work Process Outputs					
Service provided					
# of service calls	1,497	1,408	1,500	1,500	1,500
System growth					
# new customer meters installed	120	166	100	100	150

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6102 Labor Pool Allocations	\$ 55,272	\$ 34,612	\$ 64,169	\$ 65,009	\$ 99,124
6104 Call Time	113	119	240	240	150
6105 Overtime	685	1,021	1,150	1,150	1,000
6150 Fringes	23,010	17,913	26,241	26,366	41,022
6304 Postage/Freight	-	-	150	150	100
6306 Building Maint./Janitorial	142	-	150	150	150
6309 Shop Supplies	4,541	6,639	3,550	3,550	5,900
6311 Paint & Supplies	3	9	-	-	-
6326 Equipment Parts	76	22	1,350	1,350	1,000
6327 Misc. Equipment	32	54	250	250	45,000
6408 Contractor Fees	2,529	4,189	2,800	2,800	500
6413 Utilities	325	490	1,104	1,104	1,800
6418 Equipment Repairs & Maint.	456	122	1,850	1,850	1,100
6424 Software Support	21,102	26,046	38,755	38,755	53,870
6425 CEA Equip. Rental	2,112	2,967	8,400	8,400	11,050
Total Expense	\$ 110,398	\$ 94,203	\$ 150,159	\$ 151,124	261,766

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

Meters - 200 Small meters	\$ 40,000
Meters - 6 Large meters	5,000
	<u>\$ 45,000</u>

Software Support

Annual Sensus meter hosting fees	\$ 36,120
GPS Software support fees	750
AquaHawk Customer Portal	17,000
	<u>\$ 53,870</u>

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM MISSION

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers
- Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards

Major changes in Revenue, Expenditures or Programs:

The 2018 budget reflects the transition of wage expense back into operations. Some of the operations staff were used to complete the installation of the 27,738 new Sensus meters.

Now being back to full staff, water distribution will continue to focus on replacing and repairing mainline valves, hydrants and curb boxes in areas with corrosive soils in 2018, as well as increasing our efforts to replace lead services. Therefore, there will also be an increase the CEA equipment and other equipment rental as more of the water equipment will be used in this business unit.

The decrease in tipping fees is the result of being able to dump all spoils at MCC's Freedom Quarry site for \$2.50/ton. This will result in a significant savings in tipping fees.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	6	4	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	14%	13%	12%	14%	12%
Strategic Outcomes					
Reliability of the system					
# water main breaks	71	92	85	85	80
Work Process Outputs					
Preventive maintenance					
# services replaced	0	19	25	30	25
# valves exercised	796	1,506	1,340	1,600	1,500
# valves replaced	5	1	10	5	5
# curb boxes repaired	427	154	250	250	250
# joint leaks fixed	1	0	2	2	2
# of service leaks	0	2	2	2	2

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 413,396	\$ 422,461	\$ 507,208	\$ 508,831	\$ 550,964
6104 Call Time	11,976	16,533	12,325	12,325	12,325
6105 Overtime	28,828	51,426	35,700	35,700	35,700
6108 Part-Time	1,455	3,699	5,760	5,760	6,060
6150 Fringes	175,425	195,869	223,823	224,064	267,496
6308 Landscape Supplies	-	576	1,000	1,000	1,000
6309 Shop Supplies & Tools	8,367	9,386	7,750	7,750	8,150
6311 Paint & Supplies	1,173	672	2,375	2,375	1,375
6316 Miscellaneous Supplies	9	22,002	-	-	-
6322 Gas Purchases	28	76	50	50	50
6325 Construction Materials	55,654	59,575	99,000	99,000	101,000
6326 Equipment Parts	75,837	63,171	91,000	91,000	86,000
6327 Miscellaneous Equipment	12,674	12,464	21,950	21,950	20,500
6328 Signs	48	1,151	-	-	-
6408 Contractor Fees	84,731	57,313	62,500	87,500	85,500
6415 Tipping Fees	31,252	9,000	25,000	25,000	20,000
6418 Equip Repairs & Maint	149	1,335	1,700	1,700	1,500
6425 CEA Equip. Rental	177,663	151,924	252,128	252,128	280,578
6503 Rent	-	1,205	500	500	1,000
6899 Other Capital Outlay	(27,376)	(26,257)	-	-	-
Total Expense	\$ 1,051,289	\$ 1,053,581	\$ 1,349,769	\$ 1,376,633	1,479,198

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 11,000	Surface restoration	\$ 68,000
Gravel	19,000	Contractor services for	
Slurry	7,000	main/valve break & repair	7,000
Stone	2,000	Hydrant painting	10,500
Concrete	50,000		<u>\$ 85,500</u>
Other materials	12,000		
	<u>\$ 101,000</u>		
<u>Equipment Parts</u>		<u>Tipping Fees</u>	
Fittings, clamps, pipe, etc. for		Water main breaks	\$ 15,000
main/valve break repair	\$ 37,000	Pavement removal from	
Valves, sleeves, boxes, pipe &		in-house patch program	5,000
connectors for service laterals/curbs	19,000		<u>\$ 20,000</u>
Hydrant repair parts	30,000		
	<u>\$ 86,000</u>		
<u>Miscellaneous Equipment</u>			
Barricades & Cones	\$ 4,500		
RP Valve Replacement	4,500		
Hydrant Meter for flushing	1,000		
Valve Turner	7,000		
Metrotech Locators	700		
Misc equipment	2,800		
	<u>\$ 20,500</u>		

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM MISSION

For the health and safety of the community, the department will identify, plan, design, prepare bid specifications and manage construction contracts to replace failing or inadequate water mains, hydrants, and services, to improve the reliability of the system, prevent system failures and reduce damage to other related infrastructure and extend water service to accommodate new growth areas.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Implement the 2018 watermain program
- Continue to coordinate water capital projects with other capital improvement projects
- Evaluate the needs of the system and prepare a five year plan to reflect those needs
- Replace some undersized 4 inch mains per DNR water audit
- Implement a bulk water dispensing station to provide 24/7 access

The following are 2018 CIPs:

	<u>2018 Budget</u>	<u>Page</u>
Bulk Water Dispensing System	\$ 45,000	Projects, Pg. 639
Water main construction	3,458,847	Projects, Pg. 596
	<u>\$ 3,503,847</u>	

Major changes in Revenue, Expenditures or Programs:

Water mains reconstructed shall have improved fire flows within conformance of current international fire flow standards for residential, commercial and industrial zoning/use. Please see the project section within the capital improvement section of the budget for further information about the watermain program.

Installation of a bulk water dispensing station provide us an opportunity to gain efficiencies and improve customer service. The new system will be available during any project schedule allowing customers 24/7 access.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	100%	100%	100%	100%	100%
# of low flow hydrants eliminated	8	5	5	5	5
Strategic Outcomes					
System size					
Miles of mains	373*	374	376	376	377
% of total miles of mains reconstructed	0.90%	0.69%	0.77%	0.77%	0.87%
# of hydrants in the City	3,344	3,361	3,300	3,358	3,368
# of low flow hydrants in the City	77	72	80	80	75
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.00	0.35	0.38	0.38	0.00
Miles of existing mains re-laid	3.36	2.58	2.90	2.90	3.28

* Moved from a manual tracking system to a more comprehensives system - GIS

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 27,805	\$ 25,485	\$ 370,395	\$ 370,395	\$ 190,445
6104 Call Time	461	103	-	-	-
6105 Overtime	5,281	6,853	10,795	10,795	5,143
6108 Part-Time	354	261	3,111	3,111	3,330
6150 Fringes	6,796	10,001	138,439	138,439	59,629
6304 Postage\Freight	1,894	8,487	-	-	-
6309 Shop Supplies & Tools	68	234	-	-	-
6320 Printing & Reproduction	717	2,098	-	-	-
6325 Construction Materials	107	-	-	-	-
6326 Equipment Parts	2,643	2,043	-	-	-
6328 Signs	565	-	-	-	-
6404 Consulting	8,878	4,192	-	-	10,000
6408 Contractor Fees	-	8,100	22,500	22,500	25,000
6425 CEA Equipment Rental	(7,521)	0	54,953	54,953	6,200
6599 Other Contracts/Obligations	150	548	-	-	-
6804 Machinery & Equipment	1,296,918	1,120,172	127,790	827,790	45,000
6809 Infrastructure Construction	2,815,918	2,209,571	3,614,364	3,830,545	3,159,100
6899 Other Capital Outlay	(4,082,326)	(3,355,444)	-	-	-
Total Expense	\$ 78,708	\$ 42,704	\$ 4,342,347	\$ 5,258,528	3,503,847

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Water Utility
Labor Pool				258,547
CEA				6,200
Miscellaneous	Ballard Rd. & Northland Ave intersection			23,250
Construction	Permit; Misc.Fees; Trail	NOI, Railroad, Water Usage, County		10,000
	Surface Restoration	Due to 2017 Water CIP Excav.		25,000
	Subtotal			58,250
New Construction	Easement (Summit Park)	Laurie St	Summit St	22,800
	Easement n/o Christopher Ct	Christopher Ct	Midway Rd	10,300
	Haymeadow Ave	Bluewater Way	Spartan Ave	102,375
	Spartan Ave	Haymeadow Ave	e/o	149,300
	Spartan Ave	Richmond St	Haymeadow Ave	122,000
	Subtotal			406,775
Reconstruction (not related to paving)	Meade St (HPZ main)	Evergreen Dr	Castlebury Dr	104,200
	Rennes Easement (Union St)	First Ave	Vermont St	105,200
	Warehouse Rd	Radio Rd	Kensington Dr	163,800
	Subtotal			373,200
Reconstruction (prior to next year's paving)	Alvin St	Evergreen Dr	cds	89,900
	Ballard Rd	at Northland Ave		23,350
	Carroll St - partial only	Jackson St	Lawe St	13,250
	Center St	North St	Atlantic St	152,000
	Durkee St	Atlantic St	Summer St	247,500
	Hall St	Woodland Ave	Randall St	59,500
	McDonald St	Pershing St	Service Rd	192,000
	McDonald St	Randall St	Glendale Ave	119,200
	Roosevelt St	Morrison St	Durkee St	51,475
	Summit St	Spencer St	College Ave	156,600
	Telulah Ave	Calumet St	Marion St	654,300
	Subtotal			1,759,075
Transmission				
	Meade St (MPZ main)	Capitol Dr	Evergreen Dr	596,800
	Subtotal			596,800
Total Water Construction				3,458,847

Machinery & Equipment

Bulk Water Dispensing Station	\$ 45,000
	<u>\$ 45,000</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Permits	315	210	105	500	500	200	200
Interest Income	156,814	132,716	264,871	300,000	300,000	275,000	250,000
Charges for Services	20,470,214	20,617,927	14,174,087	20,489,500	20,489,500	20,505,500	20,505,500
Other Revenues	962,591	1,279,557	680,506	1,658,046	1,658,046	1,626,882	1,655,882
TOTAL REVENUES	21,589,934	22,030,410	15,119,569	22,448,046	22,448,046	22,407,582	22,411,582
EXPENSES BY LINE ITEM							
Regular Salaries	299,906	317,975	242,387	355,483	365,101	354,556	354,556
Labor Pool Allocations	1,124,452	1,194,668	1,111,585	1,883,822	1,883,822	1,777,816	1,777,816
Call Time	15,003	18,978	9,056	16,597	16,597	16,534	16,534
Overtime	137,184	152,708	83,396	149,267	149,267	143,619	131,119
Temp. Full-Time	200	0	0	0	0	0	0
Part-Time	17,615	14,507	8,653	15,584	15,584	12,188	12,188
Other Compensation	11,419	8,623	7,850	11,245	11,245	11,135	11,135
Shift Differential	2,209	2,499	1,421	2,503	2,503	2,490	2,490
Sick Pay	6,119	13,252	37,266	0	0	0	0
Vacation Pay	215,293	210,457	170,760	0	0	0	0
Fringes	612,259	715,716	580,205	860,964	862,393	856,985	855,140
Pension expense / revenue	11,231-	127,442	0	0	0	0	0
Salaries & Fringe Benefits	2,430,428	2,776,825	2,252,579	3,295,465	3,306,512	3,175,323	3,160,978
Training & Conferences	2,776	5,185	2,197	14,800	14,800	13,500	13,500
Memberships & Licenses	8,006	8,444	8,647	8,720	8,720	8,870	8,870
Postage & Freight	23,851	28,350	14,637	23,410	23,410	25,550	25,550
Awards & Recognition	665	791	289	875	875	875	875
Building Maintenance/Janitor.	4,110	4,467	3,187	4,811	4,811	4,700	4,700
Food & Provisions	436	316	0	280	280	280	280
Interfund Allocations	0	480-	1,135-	0	0	0	0
Insurance	109,172	111,462	99,333	132,450	132,450	133,750	127,710
Rent	0	1,205	0	500	500	1,000	1,000
Depreciation Expense	4,353,070	4,517,926	3,631,254	5,065,000	5,065,000	5,065,000	5,065,000
Uncollectible Accounts	6,752	3,935	1,374	8,000	8,000	8,000	8,000
Bond Interest Payments	2,708,421	2,861,629	1,474,074	2,165,315	2,165,315	2,024,665	2,021,665
Debt Issuance Costs	296,109	286,749	14,500	85,000	85,000	85,000	85,000
Gain/Loss on Refund Amort.	145,615	209,559	172,296	229,729	229,729	273,727	273,727
Trans Out - General Fund	1,894,688	1,854,086	1,443,600	2,025,800	2,025,800	2,013,800	2,013,800
Trans Out - Capital Projects	8,988	0	0	0	0	0	0
Administrative Expense	9,562,659	9,893,624	6,864,253	9,764,690	9,764,690	9,658,717	9,649,677
Landscape Supplies	0	576	338	1,000	1,000	1,000	1,000
Shop Supplies & Tools	22,427	26,127	13,211	22,350	22,350	25,600	25,600
Chemicals	1,334,340	1,322,812	739,367	1,400,000	1,400,000	1,369,000	1,369,000
Treatment Chemicals	2,822	1,974	958	3,700	3,700	3,500	3,500
Paint & Supplies	1,176	681	381	2,375	2,375	1,375	1,375
Miscellaneous Supplies	292	22,360	0	0	0	0	0
Materials	183,797	11,977	504	62,000	62,000	0	0
Printing & Reproduction	14,505	17,201	5,641	16,652	16,652	15,900	15,900
Clothing	3,495	2,986	1,863	4,100	4,100	4,100	4,100
Gas Purchases	4,634	12,443	5,483	5,050	5,050	10,050	10,050
Safety Supplies	18,109	2,577	5,674	7,100	7,100	7,100	7,100
Medical & Lab Supplies	65,754	62,945	29,912	74,050	74,050	38,950	38,950
Construction Materials	55,836	59,575	58,936	99,000	99,000	101,000	101,000
Vehicle & Equipment Parts	78,555	66,065	59,522	92,350	92,350	129,000	129,000
Miscellaneous Equipment	48,016	37,490	26,906	74,980	82,980	93,950	116,450
Signs	612	1,150	884	0	0	0	0
Supplies & Materials	1,834,370	1,648,939	949,580	1,864,707	1,872,707	1,800,525	1,823,025
Accounting/Audit	11,317	11,140	0	12,020	12,020	0	9,360
Legal Fees	17,896	22,467	0	22,000	22,000	23,000	23,000
Bank Services	21,879	22,034	13,102	23,000	23,000	23,000	23,000
Consulting Services	187,186	87,854	33,345	155,500	190,763	970,000	270,000
Collection Services	1,506	1,933	1,572	2,550	2,550	2,850	2,850

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Contractor Fees	399,277	216,867	82,674	1,677,300	1,877,300	660,990	660,990
Temporary Help	276	0	0	0	0	0	0
Advertising	0	0	0	1,600	1,600	1,000	1,000
Tipping Fees	31,252	9,000	6,995	25,000	25,000	20,000	20,000
Health Services	38	0	0	50	50	50	50
Lab Fees	0	16,849	4,597	0	0	20,300	20,300
Snow Removal Services	241	5,520	1,421	3,250	3,250	5,000	5,000
Other Contracts/Obligations	27,494	27,908	22,608	28,055	28,055	32,842	32,815
Purchased Services	698,362	421,572	166,314	1,950,325	2,185,588	1,759,032	1,068,365
Electric	686,159	675,874	419,220	698,790	698,790	643,970	643,970
Gas	128,827	96,467	70,495	129,150	129,150	111,790	111,790
Water	134,189	131,758	92,856	143,980	143,980	144,120	144,120
Waste Disposal/Collection	24,181	18,196	11,865	21,690	21,690	21,790	21,790
Fuel Oil	1,690,091	1,723,015	1,013,563	2,000,000	2,000,000	1,850,000	1,850,000
Stormwater	23,004	24,928	17,398	23,595	23,595	26,366	26,366
Telephone	16,493	16,713	12,717	17,760	17,760	17,760	17,760
Cellular Telephone	5,793	8,405	7,012	7,824	7,824	10,050	10,050
Utilities	2,708,737	2,695,356	1,645,126	3,042,789	3,042,789	2,825,846	2,825,846
Building Repair & Maintenance	154,198	412,349	105	0	0	70,000	70,000
Equipment Repair & Maintenan	66,523	39,571	12,383	33,550	33,550	57,600	57,600
Communications Equip. Repairs	180	0	0	0	0	0	0
Facilities Charges	238,428	265,747	123,264	272,527	272,527	290,589	290,589
Software Support	24,994	40,487	71,300	53,755	53,755	70,110	70,110
CEA Equipment Rental	191,561	179,913	223,589	335,879	335,879	320,358	320,358
Grounds Repair & Maintenance	5,479	6,286	5,127	5,500	5,500	7,500	7,500
Repair & Maintenance	681,363	944,353	435,768	701,211	701,211	816,157	816,157
Land Improvements	68,593	0	101,637	125,000	125,000	0	0
Buildings	55,109	125,101	0	0	0	0	0
Machinery & Equipment	3,040,004	2,623,190	23,137	157,790	865,993	120,000	120,000
Infrastructure Construction	2,815,918	2,209,571	2,599,522	3,614,364	3,830,545	3,159,100	3,159,100
Other Capital Outlay	6,340,867-	5,167,714-	0	0	0	0	0
Capital Expenditures	361,243-	209,852-	2,724,296	3,897,154	4,821,538	3,279,100	3,279,100
TOTAL EXPENSES	17,554,676	18,170,817	15,037,916	24,516,341	25,695,035	23,314,700	22,623,148

CITY OF APPLETON 2018 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 20,470,214	\$ 20,617,927	\$ 20,489,500	\$ 20,400,000	\$ 20,505,500
Miscellaneous	538,665	599,764	603,000	609,000	622,200
Total Revenues	21,008,879	21,217,691	21,092,500	21,009,000	21,127,700
Expenses					
Operation and Maintenance	8,078,526	8,440,868	9,512,150	9,539,297	8,960,109
Depreciation	4,353,070	4,517,926	5,065,000	4,985,000	5,065,000
Total Expenses	12,431,596	12,958,794	14,577,150	14,524,297	14,025,109
Operating Income (Loss)	8,577,283	8,258,897	6,515,350	6,484,703	7,102,591
Non-Operating Revenues (Expenses)					
Investment Income	156,814	132,716	300,000	275,000	250,000
Interest Expense	(2,708,421)	(2,861,629)	(2,165,315)	(2,145,115)	(2,021,665)
Gain/Loss on Refunding	(145,615)	(209,559)	(229,729)	(229,729)	(273,727)
Gain/Loss on Asset Disposal	(327,585)	-	-	-	-
Amortization of Premium on Debt	244,475	319,443	348,096	660,997	716,132
Debt Issue Costs	(296,109)	(286,749)	(85,000)	-	(85,000)
Other	4,970	4,753	5,000	5,000	5,000
Total Non-Operating	(3,071,471)	(2,901,025)	(1,826,948)	(1,433,847)	(1,409,260)
Net Income Before Contributions and Transfers	5,505,812	5,357,872	4,688,402	5,050,856	5,693,331
Contributions and Transfers In (Out)					
Capital Contributions	502,381	355,807	702,450	342,622	312,750
General Fund	(22,788)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,950,147)	(1,840,286)	(2,012,000)	(1,916,440)	(2,000,000)
Capital Projects	-	-	-	-	-
Change in Net Assets	4,035,258	3,859,593	3,365,052	3,463,238	3,992,281
Net Assets - Beginning	75,680,742 *	79,716,000	83,575,593	83,575,593	87,038,831
Net Assets - Ending	\$ 79,716,000	\$ 83,575,593	\$ 86,940,645	\$ 87,038,831	\$ 91,031,112

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 11,366,875	\$ 6,187,597
+ Change in Net Assets	3,463,238	3,992,281
- Capital Contributions	(342,622)	-
+ Depreciation	4,985,000	5,065,000
+ Long Term Debt	-	3,800,000
- Fixed Assets	(6,384,894)	(4,203,847)
- Principal Repayment	(6,900,000)	(6,585,000)
Working Cash - End of Year	\$ 6,187,597	\$ 8,256,031

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$20,489,500	\$20,400,000	\$20,505,500	\$ 20,608,028	\$ 20,711,068	\$ 20,814,623	\$ 20,918,696
Miscellaneous	603,000	609,000	622,200	634,644	647,337	660,284	673,489
Total Revenues	<u>21,092,500</u>	<u>21,009,000</u>	<u>21,127,700</u>	<u>21,242,672</u>	<u>21,358,405</u>	<u>21,474,907</u>	<u>21,592,185</u>
Expenses							
Operating Expenses	9,512,150	9,539,297	8,960,109	9,953,912	9,830,780	10,265,703	10,108,674
Depreciation	5,065,000	4,985,000	5,065,000	5,265,000	5,465,000	5,690,000	5,915,000
Total Expenses	<u>14,577,150</u>	<u>14,524,297</u>	<u>14,025,109</u>	<u>15,218,912</u>	<u>15,295,780</u>	<u>15,955,703</u>	<u>16,023,674</u>
Operating Income	6,515,350	6,484,703	7,102,591	6,023,759	6,062,625	5,519,204	5,568,511
Non-Operating Revenues (Expenses)							
Interest Income	300,000	275,000	250,000	200,000	200,000	200,000	200,000
Interest Expense	(2,165,315)	(2,145,115)	(2,021,665)	(1,972,765)	(1,906,765)	(1,947,115)	(1,803,315)
Gain/Loss on Refunding	(229,729)	(229,729)	(273,727)	(245,210)	(212,552)	(179,806)	(146,991)
Amortization of Debt Premium	348,096	660,997	716,132	625,199	509,650	383,341	256,901
Debt Issuance Expense	(85,000)	-	(85,000)	(80,000)	(100,000)	(80,000)	(80,000)
Other	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(1,826,948)</u>	<u>(1,433,847)</u>	<u>(1,409,260)</u>	<u>(1,467,777)</u>	<u>(1,504,667)</u>	<u>(1,618,580)</u>	<u>(1,568,405)</u>
Net Income Before Transfers	4,688,402	5,050,856	5,693,331	4,555,982	4,557,958	3,900,623	4,000,106
Contributions and Transfers In (Out)							
Capital Contributions	702,450	342,622	312,750	-	159,080	-	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(2,012,000)	(1,916,440)	(2,000,000)	(2,150,000)	(2,300,000)	(2,450,000)	(2,600,000)
Capital Projects	-	-	-	-	-	-	-
Change in Net Assets	3,365,052	3,463,238	3,992,281	2,392,182	2,403,238	1,436,823	1,386,306
Total Net Assets - Beginning	<u>83,575,593</u>	<u>83,575,593</u>	<u>87,038,831</u>	<u>91,031,112</u>	<u>93,423,294</u>	<u>95,826,532</u>	<u>97,263,355</u>
Total Net Assets - Ending	<u>\$86,940,645</u>	<u>\$87,038,831</u>	<u>\$91,031,112</u>	<u>\$ 93,423,294</u>	<u>\$ 95,826,532</u>	<u>\$ 97,263,355</u>	<u>\$ 98,649,661</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	11,366,875	6,187,597	8,256,031	8,085,202	6,019,918	4,694,186
+ Change in Net Assets	3,463,238	3,992,281	2,392,182	2,403,238	1,436,823	1,386,306
+ Depreciation	4,985,000	5,065,000	5,265,000	5,465,000	5,690,000	5,915,000
+ Long Term Debt	-	3,800,000	3,300,000	8,700,000	3,500,000	3,000,000
- Contributed Capital	(342,622)	-	-	(159,080)	-	-
- Fixed Assets	(6,384,894)	(4,203,847)	(4,328,011)	(11,629,442)	(4,767,555)	(4,065,607)
- Principal Repayment	(6,900,000)	(6,585,000)	(6,800,000)	(6,845,000)	(7,185,000)	(3,585,000)
Working Cash - End of Year	<u>\$ 6,187,597</u>	<u>\$ 8,256,031</u>	<u>\$ 8,085,202</u>	<u>\$ 6,019,918</u>	<u>\$ 4,694,186</u>	<u>\$ 7,344,885</u>
25% Working Capital Reserve (prior year's audited expenses)		3,400,213	3,245,444	3,519,169	3,509,386	3,665,705
Coverage Ratio	1.40	1.47	1.38	1.37	1.30	1.25

ASSUMPTIONS:

Borrow 75% of capital expenditures as detailed in the five year plan for years 2018-2022
Interest rate at 4% twenty year term for all future debt issues
Revenue increases of 1/2% per year for additional customer base
Operating expenses to increase 3.0% per year after 2018
Includes in O&M expense for painting of the North Reservoir at a cost of \$675,000 in 2017, of the Lindbergh Standpipe at a cost of \$725,000 in 2019, of the Ridgeway Tower at a cost of \$325,000 in 2020 and of the Matthias Tower at a cost of \$465,000 in 2021
Maintain a level of 25% working capital reserve and 1.10 coverage ratio as required by bond covenants

RESULTS:

Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. The projections are shown with the current rates and no adjustments for any approved rate increase by the Public Service Commission. A rate study would be completed in the year prior to any rate increase; that rate increase would require PSC approval prior to implementation. The current water rates were effective 12/30/2010.

**CITY OF APPLETON 2018 BUDGET
WATER UTILITY
LONG TERM DEBT**

	2008		2011		2012	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	720,000	-	140,000	94,610	110,000	61,605
2019	-	-	145,000	90,260	115,000	58,155
2020	-	-	150,000	84,260	120,000	54,555
2021	-	-	155,000	78,060	125,000	50,805
2022	-	-	160,000	71,660	125,000	47,055
2023	-	-	170,000	64,860	130,000	43,155
2024	-	-	175,000	57,860	135,000	39,105
2025	-	-	180,000	50,660	140,000	34,765
2026	-	-	190,000	43,060	145,000	30,270
2027	-	-	195,000	35,260	145,000	25,775
2028	-	-	205,000	27,060	150,000	21,125
2029	-	-	215,000	18,460	155,000	16,088
2030	-	-	220,000	9,660	160,000	10,888
2031	-	-	230,000	-	165,000	5,525
2032	-	-	-	-	170,000	-
	<u>\$ 720,000</u>	<u>\$ -</u>	<u>\$ 2,530,000</u>	<u>\$ 725,730</u>	<u>\$ 2,090,000</u>	<u>\$ 498,871</u>

	2013		2014		2015	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	295,000	250,850	160,000	123,100	215,000	179,800
2019	300,000	241,850	165,000	119,800	220,000	173,200
2020	310,000	232,550	165,000	114,850	230,000	166,300
2021	320,000	219,750	170,000	109,750	235,000	159,250
2022	335,000	206,350	175,000	104,500	240,000	152,050
2023	350,000	192,350	180,000	99,100	250,000	142,050
2024	365,000	177,750	190,000	93,400	260,000	131,650
2025	380,000	162,550	195,000	85,600	270,000	120,850
2026	395,000	145,388	200,000	77,600	280,000	112,450
2027	410,000	127,588	210,000	69,200	290,000	103,750
2028	430,000	108,938	220,000	60,400	300,000	91,750
2029	450,000	89,250	230,000	51,200	310,000	79,350
2030	470,000	68,688	235,000	41,800	325,000	66,350
2031	490,000	47,250	245,000	32,000	340,000	52,750
2032	515,000	24,075	255,000	21,800	350,000	41,375
2033	535,000	-	265,000	11,200	365,000	26,775
2034	-	-	280,000	-	375,000	13,650
2035	-	-	-	-	390,000	-
	<u>\$ 6,350,000</u>	<u>\$ 2,295,177</u>	<u>\$ 3,540,000</u>	<u>\$ 1,215,300</u>	<u>\$ 5,245,000</u>	<u>\$ 1,813,350</u>

	2015		2016		2016		TOTAL		
	Refunding Bonds		Revenue Bonds		Refunding Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest			
2018	800,000	557,900	135,000	114,400	4,325,000	601,400	6,900,000	1,983,665	8,883,665
2019	1,570,000	510,800	135,000	110,350	3,935,000	483,350	6,585,000	1,787,765	8,372,765
2020	1,615,000	462,350	140,000	104,750	4,070,000	320,550	6,800,000	1,540,165	8,340,165
2021	1,665,000	412,400	145,000	98,950	3,920,000	163,750	6,735,000	1,292,715	8,027,715
2022	1,720,000	360,800	150,000	92,950	4,075,000	750	6,980,000	1,036,115	8,016,115
2023	1,775,000	289,800	160,000	88,150	15,000	300	3,030,000	919,765	3,949,765
2024	1,850,000	215,800	160,000	83,350	10,000	-	3,145,000	798,915	3,943,915
2025	1,920,000	139,000	165,000	78,400	-	-	3,250,000	671,825	3,921,825
2026	1,990,000	79,300	170,000	73,300	-	-	3,370,000	561,368	3,931,368
2027	1,110,000	46,000	180,000	66,100	-	-	2,540,000	473,673	3,013,673
2028	1,150,000	-	185,000	58,700	-	-	2,640,000	367,973	3,007,973
2029	-	-	195,000	50,900	-	-	1,555,000	305,248	1,860,248
2030	-	-	200,000	42,900	-	-	1,610,000	240,286	1,850,286
2031	-	-	210,000	34,500	-	-	1,680,000	172,025	1,852,025
2032	-	-	215,000	28,050	-	-	1,505,000	115,300	1,620,300
2033	-	-	225,000	21,300	-	-	1,390,000	59,275	1,449,275
2034	-	-	230,000	14,400	-	-	885,000	28,050	913,050
2035	-	-	235,000	7,350	-	-	625,000	7,350	632,350
2036	-	-	245,000	-	-	-	245,000	-	245,000
	<u>\$ 17,165,000</u>	<u>\$ 3,074,150</u>	<u>\$ 3,480,000</u>	<u>\$ 1,168,800</u>	<u>\$ 20,350,000</u>	<u>\$ 1,570,100</u>	<u>\$ 61,470,000</u>	<u>\$ 12,361,478</u>	<u>\$ 73,831,478</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$3,800,000 will be issued in 2018. Expected interest expense of the issue in 2018 is \$38,000 at 4%.

CITY OF APPLETON 2018 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

WASTEWATER TREATMENT

Total Maximum Daily Load

The Appleton Wastewater Treatment Plant's (AWWTP) Wisconsin Discharge Elimination System (WPDES) permit was reissued effective April 1, 2017. The reissued permit contains language addressing lower phosphorus and total suspended solids treatment limits resulting from Total Maximum Daily Load (TMDL) legislation. During 2017 the AWWTP continued full-scale chemical treatment studies to determine the ability to consistently meet future total phosphorus effluent loading limits (e.g. 23 pound per day as six month average) while staying abreast of alternative compliance opportunities provided through Water Quality Trading (WQT) and Adaptive Management (AM).

Midway Road Lift Station Improvements

Preliminary engineering to site a stand-by emergency power generator at the Midway Lift Station was initiated in the fall of 2015. Further project development during 2016 identified spatial limitations within the Midway Road right-of-way that were coupled with existing underground utilities along the north side of the lift station site. Those findings necessitated the steps to acquire a parcel of land immediately north of the existing (within existing stormwater and utility easements) to locate the emergency standby generator. The project was re-budgeted for 2017 to include land purchase as well as site improvements that will facilitate emergency access off of Midway Road by Utility maintenance vehicles.

F2 Building Chemical Storage Room Improvements

This CIP was initiated in 2017 for the intended purpose of rehabilitating the existing iron salt chemical storage room after 22 years of continuous use. It also incorporates improvements to the chemical feed system that will allow for precision chemical dosing necessary to consistently achieve future low-level phosphorus limits. The project bidding phase is scheduled for late summer 2017 with active construction forecasted for completion by March 1, 2018.

Digester Compressor Glycol System, WAS Pump Replacement, Effluent Pump Firm Capacity, and Aeration Blower Replacement

The 2017 Wastewater Treatment Plant Improvements Project involves equipment rehabilitation, replacement, and improvements to address immediate needs and long term reliability associated with four independent processes. The preliminary engineering phases throughout 2017 are focused on delivering a complete conditions assessment and project alternatives technical document. That document is to include observations, data, alternatives, costs, conclusions, and recommendations that will be used to consolidate four independent projects for streamlining purposes into a single construction project to be bid out in early 2018. Forecasted final construction completion is January 1, 2019.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 1.68 miles of sanitary sewer and adding 1.10 miles of new sewer. Completed the fifth/final year of a comprehensive flow monitoring project covering approximately 15% of the City's sanitary collection system, which helped identify and address areas of inflow/infiltration into our collection system. Developed policy language for replacement of laterals on private property to be implemented in 2018. Used the sewer televising program to identify and resolve several significant grease issues.

CITY OF APPLETON 2018 BUDGET WASTEWATER UTILITY

MAJOR 2018 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide treatment that meets or exceeds State and federal water quality standards that are established in the reissued April 1, 2017 WPDES permit. This permit includes a compliance schedule for reporting requirements within the 5-year permit term including reference to future more stringent discharge limits for effluent phosphorus and total suspended solids under NR 102, NR 217, and Lower Fox River Total Maximum Daily Load (TMDL) legislation.

Continue to evaluate phosphorus loading sources and potential for source reduction, further investigate and refine existing treatment optimization opportunities, and research new treatment technologies capable of achieving future water quality based effluent limits for phosphorus

Continue to engage and participate in Adaptive Management and Water Quality Trading opportunities that have the potential of meeting new phosphorus limits and reduction criteria set forth in the TMDL and NR 217.

Provide the citizens of Appleton with efficient, safe, and cost-effective treatment of its residential, commercial, and industrial wastewaters

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs

Optimize and maintain plant processes and capital assets to produce a high quality effluent, while maximizing biogas utilization and reducing overall energy consumption. Provide biosolids and compost product of high quality and in demand for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment infrastructure: aeration blower replacement, effluent pump station rehabilitation, and lift station upgrades.

Continue the clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City sanitary sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 11,961,241	\$ 12,005,596	\$ 11,615,353	\$ 11,615,353	\$ 11,534,806	-0.69%
Program Expenses							
5411	Utility Administration	741,943	249,548	264,520	266,409	288,644	9.12%
5412	Finance Administration	4,732,755	4,709,778	5,271,627	5,271,627	5,029,876	-4.59%
5422	Treatment	3,501,993	3,580,557	3,721,007	3,831,283	3,862,350	3.80%
5423	Biosolids Management	554,053	587,180	779,572	783,821	679,240	-12.87%
5425	Lift Stations	87,547	133,453	184,859	184,859	127,799	-30.87%
5427	Collection Systems	898,399	736,302	837,224	931,145	753,166	-10.04%
5431	Public Works Capital	548,563	386,226	3,484,804	4,167,736	2,235,551	-35.85%
5432	Utility Capital	131,705	82,441	4,081,500	4,321,961	3,364,250	-17.57%
Total Program Expenses		\$ 11,196,958	\$ 10,465,485	\$ 18,625,113	\$ 19,758,841	\$ 16,340,876	-12.26%
Expenses Comprised Of:							
	Personnel	2,121,562	2,512,687	2,514,892	2,524,598	2,594,783	3.18%
	Administrative Expense	5,025,608	4,281,424	5,036,522	5,036,522	4,792,672	-4.84%
	Supplies & Materials	366,776	396,408	460,805	460,805	584,550	26.85%
	Purchased Services	2,568,334	1,659,757	4,376,510	4,646,300	2,297,885	-47.50%
	Utilities	1,109,060	1,041,989	1,093,031	1,093,031	1,089,815	-0.29%
	Repair & Maintenance	759,752	703,223	697,448	697,448	677,095	-2.92%
	Capital Expenditures	(754,134)	(130,003)	4,445,905	5,300,137	4,304,076	-3.19%
Full Time Equivalent Staff:							
	Personnel allocated to programs	28.71	28.39	28.41	28.41	28.71	

* % change from prior year adopted budget

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

- Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
- Continue to provide support in developing capital improvement projects, budgets, and process analysis
- Identify cost efficient technologies to assist in taking a proactive approach to administration
- Maintain a safe and healthy work environment for divisional employees
- Provide leadership in the coordination of community relations

Major changes in Revenue, Expenditures or Programs:

As part of the ERP (Enterprise Resource Planning) project the Laboratory & Pretreatment business unit (5424) was combined with the Treatment business unit (5422). Revenue and lab license fees that were previously recorded in the business unit and have been consolidated into the Administration business unit.

Special Hauled Waste revenue reflects a 3% rate increase that is effective January 1, 2018, was approved July 2017.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	0	2	0	0	0
# of first aid entries per year	13	10	0	0	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	88%	93%	100%	100%	100%
Trained Staff					
% of staff adequately trained	74%	95%	100%	100%	100%
Average # of hours training per employee	16	11	25	25	25
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 180,452	\$ 142,454	\$ 350,000	\$ 350,000	\$ 250,000
4730 Interest - Deferred Specials	20,275	14,688	20,000	20,000	10,000
4801 Charges for Service - Nontax	834	-	-	-	-
4810 Sewer Service - Residential	3,953,505	3,946,452	3,933,000	3,933,000	3,930,000
4811 Sewer Service - Commercial	936,935	957,745	930,000	930,000	960,000
4812 Sewer Service - Industrial	4,147,099	3,853,500	4,215,000	4,215,000	3,780,000
4813 Sewer Service - Municipal	272,186	281,297	275,000	275,000	275,000
4814 Industrial Pre-Treatment	5,242	5,828	5,000	5,000	5,000
4815 Sewer Service - Multi-Family	302,454	313,250	305,000	305,000	330,000
5001 Fees & Commissions	7,370	7,131	7,500	7,500	7,500
5005 Sale of City Property - Tax	3,634	190	-	-	-
5010 Misc. Revenue - Nontax	8,604	10,142	6,000	6,000	8,000
5011 Misc. Revenue - Tax	8,147	2,848	-	-	3,000
5021 Capital Contributions	608,884	292,031	-	-	156,550
5035 Other Reimbursements	1,717	2,420	1,800	1,800	2,500
5071 Customer Penalty	38,613	39,109	39,000	39,000	39,000
5084 Special Hauled Waste	1,463,154	2,161,440	1,500,000	1,500,000	1,750,000
Total Revenue	\$ 11,959,105	\$ 12,030,525	\$ 11,587,300	\$ 11,587,300	\$ 11,506,550
Expenses					
6101 Regular Salaries	\$ 136,068	\$ 143,558	\$ 150,455	\$ 152,100	\$ 161,602
6104 Call Time	13	14	-	-	-
6105 Overtime	105	329	2,327	2,327	2,393
6108 Part-Time	5,726	1,663	1,472	1,472	2,362
6150 Fringes	40,825	45,318	47,811	48,055	53,320
6201 Training\Conferences	4,188	9,000	7,780	7,780	7,500
6301 Office Supplies	3,712	2,773	3,000	3,000	3,000
6302 Subscriptions	74	267	100	100	100
6303 Memberships & Licenses	2,858	2,139	4,055	4,055	7,040
6304 Postage\Freight	3,160	568	2,500	2,500	2,500
6305 Awards & Recognition	65	350	300	300	300
6306 Janitorial Supplies	6,540	5,929	7,000	7,000	6,500
6307 Food & Provisions	601	400	400	400	400
6320 Printing & Reproduction	1,909	2,845	3,000	3,000	3,000
6321 Clothing	584	145	-	-	-
6323 Safety Supplies	8,493	6,990	5,500	5,500	5,500
6327 Misc. Equipment	889	4,309	1,000	1,000	5,000
6407 Collection Services	3,350	2,965	3,400	3,400	3,750
6408 Contractor Fees	3,555	1,814	3,750	3,750	3,750
6411 Temporary Help	276	-	-	-	-
6412 Advertising/Publications	2,494	56	1,500	1,500	1,500
6413 Utilities	13,428	14,683	16,380	16,380	15,920
6418 Equipment Repairs & Maint	232	47	-	-	-
6425 CEA Equip. Rental	2,798	3,386	2,790	2,790	3,207
7915 Trans Out - Stormwater	500,000	-	-	-	-
Total Expense	\$ 741,943	\$ 249,548	\$ 264,520	\$ 266,409	\$ 288,644

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM MISSION

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Major changes in Revenue, Expenditures or Programs:

Meter expense is increasing due to the replacement of the Badger radio read system. The new Sensus meter system value is more than the system that it is replacing, thus increasing the allocation of meter related costs to the Wastewater Utility from the Water Utility. The Wastewater Utility shares the expense of meters because the billing consumption for sewer service is also calculated using the meter system.

The Insurance increase in 2017 and 2018 is due to the allocation of costs related to the Fox River PCB cleanup litigation (not covered by the City's insurance carrier) to the Wastewater Utility and to a surcharge to all departments to address the deficit fund balance in the Risk Management fund arising from several years of unusually high workers' compensation costs. Since the Fox River cleanup litigation has been resolved (please refer to the Risk Management budget), we expect costs related to it to taper off.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	50%	75%	92%	83%	92%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	113,384	113,932	114,000	114,000	114,000

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5006 Gain (Loss) on Asset Disp.	\$ (31,185)	\$ (57,030)	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	19,438	18,773	18,053	18,053	17,256
	<u>\$ (11,747)</u>	<u>\$ (38,257)</u>	<u>\$ 18,053</u>	<u>\$ 18,053</u>	<u>\$ 17,256</u>
Expenses					
6101 Regular Salaries	\$ 103,820	\$ 105,081	\$ 114,448	\$ 114,448	\$ 114,040
6105 Overtime	318	298	-	-	-
6150 Fringes	28,614	249,399	43,417	43,417	48,589
6304 Postage\Freight	20,566	18,248	22,000	22,000	24,000
6320 Printing & Reproduction	3,030	2,392	3,300	3,300	3,300
6401 Accounting/Audit	11,317	11,140	12,020	12,020	9,360
6403 Bank Services	20,972	20,170	21,500	21,500	21,500
6437 Billing Services	60,290	61,721	66,800	66,800	69,000
6501 Insurance	127,697	137,808	265,980	265,980	265,812
6599 Other Contracts/Obligations	228	-	-	-	-
6601 Depreciation Expense	3,248,192	2,928,395	3,395,000	3,395,000	3,200,000
6623 Uncollectable Accounts	3,140	2,165	5,500	5,500	4,500
6631 Meter Expense	437,434	514,361	650,199	650,199	630,000
6720 Interest Payments	549,687	541,150	554,013	554,013	522,325
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 4,732,755</u>	<u>\$ 4,709,778</u>	<u>\$ 5,271,627</u>	<u>\$ 5,271,627</u>	<u>\$ 5,029,876</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Meter Expense</u>	
City Service Invoice postage	\$ 22,500	Allocation from Water	\$ 108,500
City Service Invoice folding/inserting	1,500	Meter depreciation	230,000
	<u>\$ 24,000</u>	Meter payment in lieu of tax	69,000
		Return on investment in net fixed assets - meters	222,500
<u>Bank Services</u>			<u>\$ 630,000</u>
Banking & Investment Fees	\$ 21,500		
	<u>\$ 21,500</u>		
<u>Billing Services</u>			
Sewer charges from other sanitation districts for Appleton residences served	\$ 69,000		
	<u>\$ 69,000</u>		

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM MISSION

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Meet or exceed all State and federal regulatory agency requirements
Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs
Maintain an effective relationship with all City departments, public officials, and the community

Major changes in Revenue, Expenditures or Programs:

The AWWTP was reissued a WPDES permit with an effective start date of April 1, 2017. The 2018 treatment budget reflects the purchase of additional iron salts (ferric chloride) to facilitate ongoing full-scale treatment evaluations under higher chemical dosage regimens to determine the ability to consistently and reliably achieve low-level phosphorus criteria established by TMDL legislation and Wisconsin Administrative Code NR 217.

As part of the ERP (Enterprise Resource Planning) project the Laboratory & Pretreatment business unit (5424) was combined with the Treatment business unit (5422). Repair parts expense reflects the costs for parts and material used to repair and maintain equipment by staff; the expense for parts was previously included in the budget in the equipment repair and maintenance line item. The lab fees expense was previously part of the contractor fees budget.

Overtime budget reflects an increase to allow for 15 minutes of overtime at each shift change to allow for communication between staff.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	0	0	0	0	0
Essential services provided					
# of gallons influent treated per year	4,228 MG	4,694 MG	4,500 MG	4,500 MG	4,500 MG
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
\$ received from other sources	\$ 1,473,124	\$ 2,161,440	\$ 750,000	\$ 2,300,000	\$ 1,750,000
# of tons of hauled waste received	-	-	205,000	270,000	205,000
Strategic Outcomes					
High Wastewater treatment standards					
CMAR Grade for ten categories	A	A	A	A	A
Overall CMAR GPA	3.73	3.73	4.00	3.73	4.00
# of categorical grades of C or below	0	0	0	1	0
Public Outreach Initiatives					
# of pollution minimization initiatives	4	4	4	4	4
Work Process Outputs					
Efficient plant operation					
Average # of days to close preventive work orders	59	59	35	36	36
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	9,936	10,747	6,125	10,775	10,775
Improve treatment processes					
# process samples analyzed per yr*	4,632	4,346	4,900	4,500	4,500
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	572	503	550	350	350
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 884,544	\$ 983,893	\$ 997,469	\$ 1,003,281	\$ 994,788
6104 Call Time	1,613	2,527	3,061	3,061	3,106
6105 Overtime	54,349	60,303	63,577	63,577	74,612
6108 Part-Time	7,530	7,632	9,082	9,082	9,398
6150 Fringes	332,515	388,175	374,821	375,685	408,640
6309 Shop Supplies & Tools	28,068	32,384	42,500	42,500	28,000
6310 Chemicals	251,624	230,936	315,000	315,000	335,000
6321 Clothing	5,264	5,185	5,905	5,905	5,500
6322 Gas Purchases	6,247	5,766	8,000	8,000	8,250
6324 Medical / Lab Supplies	20,578	20,239	20,000	20,000	21,000
6326 Repair Parts	-	-	-	-	110,000
6327 Miscellaneous Equipment	11,261	47,711	13,200	13,200	24,000
6402 Legal Fees	28,931	26,729	29,700	29,700	29,250
6404 Consulting Services	40,257	5,750	80,000	180,000	38,000
6408 Contractor Fees	117,475	180,054	124,900	128,500	169,750
6413 Utilities	1,050,726	978,123	1,026,915	1,026,915	1,021,915
6415 Tipping Fees	3,292	2,761	3,500	3,500	3,500
6416 Building Repairs & Maint.	-	-	-	-	35,000
6418 Equipment Repairs & Maint	169,073	203,138	102,000	102,000	30,500
6420 Facilities Charges	468,466	379,065	448,221	448,221	446,045
6424 Software Support	16,460	12,977	14,300	14,300	14,300
6425 CEA Equip. Rental	18,731	18,448	16,916	16,916	19,821
6432 Lab Fees	1,114	1,139	2,000	2,000	15,000
6440 Snow Removal Services	3,401	2,950	3,500	3,500	3,500
6454 Grounds Repair & Maint	9,343	5,286	7,500	7,500	7,500
6599 Other Contracts/Obligations	8,681	7,211	8,940	8,940	5,975
6899 Other Capital Outlay	(37,550)	(27,825)	-	-	-
Total Expense	\$ 3,501,993	\$ 3,580,557	\$ 3,721,007	\$ 3,831,283	\$ 3,862,350

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Legal Fees</u>		<u>Chemicals</u>	
DNR Fees	\$ 29,250	Iron salts	\$ 120,000
	<u>\$ 29,250</u>	DAF polymer	25,000
<u>Contractor Fees</u>		BFP coagulant	120,000
Cogen maintenance	\$ 3,000	Sodium hypochlorite	32,000
Pipe insulation replacement	7,500	Sodium bisulfite	32,000
Painting of process piping	30,000	Other chemicals	6,000
Well abandonment	5,000		<u>\$ 335,000</u>
Struvite removal	10,000	<u>Equipment Repairs & Maintenance</u>	
Grit removal	3,250	Compressor repairs	\$ 2,500
Safety inspections	8,000	Lab equipment repairs	1,500
Lab equipment inspections	3,000	Generator maintenance	1,500
DAF component replacement	100,000	Repair service calls	25,000
	<u>\$ 169,750</u>		<u>\$ 30,500</u>
<u>Consulting Services</u>		<u>Shop Supplies & Tools</u>	
Filtrate line review	\$ 15,000	Shop supplies	\$ 5,000
Air compressor study	7,500	Batteries	2,000
Concrete repairs on tanks	8,000	Supply bin parts	15,000
Miscellaneous engineering studies	7,500	Small hand tools	6,000
	<u>\$ 38,000</u>		<u>\$ 28,000</u>
<u>Repair Parts</u>		<u>Miscellaneous Equipment</u>	
Pumps & Motors	\$ 50,000	SCADA components	\$ 2,000
Valves, piping and bearings	40,000	Radar level instruments	13,000
Inventory management	20,000	Lab equipment	9,000
	<u>\$ 110,000</u>		<u>\$ 24,000</u>
<u>Building Repairs & Maintenance</u>			
Receiving Station concrete	\$ 35,000		
	<u>\$ 35,000</u>		

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM MISSION

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

Objectives:

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all State and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

Major changes in Revenue, Expenditures or Programs:

The CIP to evaluate the feasibility of local composting of biosolids with leaves and ground brush was completed in 2012. The goal of the project, now transitioned to program, is to diversify the current biosolids management program by creating a cost effective and sustainable alternative beneficial use that complements traditional agricultural land application. A reliable compost outlet would alleviate AWWTP 180-day storage deficiencies by allowing for off-site storage through compost processing. Viable markets remain a primary focus as compost use demonstration projects are pursued to establish a baseline for compost demand. Other objectives include marketing the program and educating the general public within the greater Fox Cities region. This information is pivotal to determine future program viability. On April 1, 2017 the Biosolids Composting Facility was permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. The AWWTP will now formally be able to recognize the compost processing facility located at the Outagamie County Landfill as part of the 180-day biosolids storage requirement. The current compost facility lease with Outagamie County expires in April 2022 which parallels the WPDES permit term.

The increase in contractor fees are reflective of the increase in the contracted biosolids hauling rates beginning in 2018. The budget also reflects additional land application costs resulting from the escalation in biosolids production observed since 2015.

Miscellaneous equipment expense is to purchase compost covers. Lab Fee expense for testing of biosolids, compost and soils was previously part of the Laboratory & Pretreatment business unit and is now included in the Biosolids business unit.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
Strategic Outcomes					
Beneficial Re-use					
Wet tons applied	20,936	22,444	23,000	21,750	23,000
Wet tons landfilled	0	0	0	0	0
Wet tons composted	2,496	2,246	2,500	1,250	3,750
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	25,176	25,292	26,000	23,000	26,000
CMAR Compliance					
# of site monitorings completed	49	42	24	24	40

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 63,558	\$ 71,044	\$ 70,355	\$ 71,079	\$ 71,548
6104 Call Time	155	239	-	-	-
6105 Overtime	1,648	1,941	2,573	2,573	2,598
6108 Part Time	634	531	-	-	-
6150 Fringes	24,297	28,943	25,430	25,538	26,842
6316 Other Misc Supplies	-	-	-	-	1,000
6322 Gas Purchases	1,939	2,593	2,150	2,150	150
6327 Miscellaneous Equipment	167	306	-	-	10,000
6404 Consulting Services	-	12,633	100,000	103,417	-
6408 Contractor Fees	422,200	413,821	516,500	516,500	480,000
6413 Utilities	313	309	450	450	450
6416 Building Repair & Maint	-	-	-	-	10,000
6425 CEA Equip. Rental	17,321	16,842	17,114	17,114	18,602
6432 Lab Fees	-	-	-	-	10,050
6599 Other Contracts/Obligations	21,821	37,978	45,000	45,000	48,000
Total Expense	<u>\$ 554,053</u>	<u>\$ 587,180</u>	<u>\$ 779,572</u>	<u>\$ 783,821</u>	<u>\$ 679,240</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Compost pad processing	80,000
Biosolids transport / application	375,000
Biosolids incorporation	25,000
	<u>\$ 480,000</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 19,000
City staff brush handling	21,000
Pad maintenance by City staff	8,000
	<u>\$ 48,000</u>

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM MISSION

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond" and # 6: "Create opportunities and learn from successes and failures".

Objectives:

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

The new Spartan Drive lift station will be placed into service late in 2017.

The contractor fees budget is to complete an assessment of needs for the City's lift stations.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	0	0	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	11	10	15	15	5
Work Process Outputs					
Response to work orders # of preventive work orders	195	202	168	168	160
# of corrective work orders	15	21	50	50	50

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 22,217	\$ 33,626	\$ 23,575	\$ 23,575	\$ 36,428
6104 Call Time	1,618	1,235	2,500	2,500	2,500
6105 Overtime	2,249	1,799	1,955	1,955	2,014
6108 Part Time	413	149	-	-	-
6150 Fringes	10,044	14,951	10,803	10,803	16,907
6327 Miscellaneous Equipment	1,300	17,606	18,000	18,000	1,600
6404 Consulting Services	-	-	2,500	2,500	5,000
6408 Contractor Fees	1,320	9,371	71,000	71,000	11,000
6413 Utilities	36,553	38,805	41,026	41,026	41,350
6418 Equip Repairs & Maint	9,964	15,613	13,500	13,500	11,000
6420 Facilities Charges	269	-	-	-	-
6424 Software Support	1,600	-	-	-	-
6599 Other Contracts / Obligations	-	298	-	-	-
Total Expense	<u>\$ 87,547</u>	<u>\$ 133,453</u>	<u>\$ 184,859</u>	<u>\$ 184,859</u>	<u>\$ 127,799</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM MISSION

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond, and # 6: "Create opportunities and learn from successes and failures".

Objectives:

- Provide resources to upgrade existing plant components and facilities
- Identify and install new systems and equipment for improved treatment processes
- Correct safety hazards when identified

The following are 2018 CIPs:

	<u>2018 Budget</u>	<u>Page</u>
Aeration Blower Replacement	\$ 920,000	Projects, Pg. 643
Belt Filter Press upgrades	70,000	Projects, Pg. 644
Programmable Logic Controller and SCADA system maintenance	158,500	Projects, Pg. 646
Marshall Heights Lift Station upgrades	150,000	Projects, Pg. 645
Electrical Distribution System Replacement	1,470,750	Projects, Pg. 610
Landscaping	25,000	Projects, Pg. 612
Roadway Replacement	290,000	Projects, Pg. 613
S-building air handling unit upgrades	250,000	Projects, Pg. 614
H-building new water line	30,000	Projects, Pg. 618
	<u>\$ 3,364,250</u>	

Major changes in Revenue, Expenditures or Programs:

The budget for this program varies from year to year based on the capital needs of the utility.

Note for future capital planning:

In late 2015, the engineering firm CH2M provided the Utility Department recommendations that could achieve lower phosphorus and total suspended solids treatment limits resulting from Total Maximum Daily Load legislation. Treatment plant upgrades along with a matrix of off-site regulatory compliance options that include Water Quality Trading (WQT) and Adaptive Management (AM) were included as of the recommendations by CH2M. In a WQT program the Utility would purchase phosphorus credits from the agricultural community rather than constructing on-site treatment. Similarly, through AM the Utility would contract with agriculture to establish field practices that reduce phosphorus loading to the watershed. The structure for these "off-site" compliance alternatives remain undeveloped and will result in millions of dollars added to wastewater budgets over future permit cycles to evaluate and create mechanisms necessary for their success. In parallel with ongoing on-site treatment evaluation studies, the Appleton Wastewater Utility will explore AM and WQT opportunities to build experience of how these compliance options may function.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	15	11	13	15	10
# of CIP's in five-year plan	19	24	21	23	18
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	67%	36%	100%	40%	100%

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6404 Consulting Services	\$ 91,470	\$ 65,195	\$ 426,500	\$ 426,965	\$ 140,000
6408 Contractor Fees	1,195,190	441,129	2,500,000	2,568,696	920,000
6599 Other Contracts/Obligations	856	370	-	-	20,000
6801 Land	-	-	5,000	5,000	-
6802 Land Improvements	83,281	140,463	220,000	220,000	315,000
6803 Buildings	150,355	64,019	390,000	435,953	1,710,750
6804 Equipment	213,278	140,860	540,000	665,347	258,500
6809 Infrastructure Construction	4,806	-	-	-	-
6899 Other Capital Outlay	(1,607,531)	(769,595)	-	-	-
Total Expense	\$ 131,705	\$ 82,441	\$ 4,081,500	\$ 4,321,961	\$ 3,364,250

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Electrical distribution upgrades	\$ 40,000
Belt filter press upgrades	70,000
Marshall Heights lift station	30,000
	<u>\$ 140,000</u>

Land Improvements

Roadway Replacement	\$ 290,000
Landscaping	25,000
	<u>\$ 315,000</u>

Other Contracts/Obligations

PLC and SCADA maintenance	\$ 20,000
	<u>\$ 20,000</u>

Contractor Fees

Aeration blower replacement	\$ 920,000
	<u>\$ 920,000</u>

Buildings

H-building new water line	\$ 30,000
Electrical distribution upgrades	1,430,750
S-building air handling units upgrades	250,000
	<u>\$ 1,710,750</u>

Equipment

Marshall Heights lift station	\$ 120,000
PLC and SCADA maintenance	138,500
	<u>\$ 258,500</u>

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM MISSION

Maintain the sanitary sewer system for the health and safety of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Complete the annual sewer cleaning program and identify those areas with improper connections and defects
- Reduce the amount of inflow and infiltration into the sanitary sewer system

Major changes in Revenue, Expenditures or Programs:

The fluctuation in contractor fees from year to year is the result of the root control program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. The 2018 budget shows a reduction in contractor fees as a result.

Per the Sanitary Lateral Policy, \$10,000 has been added to consulting services to begin the lateral televising in advance of replacing them in 2019.

The amount budgeted in equipment repair and maintenance is to be used for preventive maintenance for the Rover X sewer camera to extend the life of the camera.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	3	34	25	25	22
Compliance with regulation					
# of protruding taps identified	0	9	6	6	5
# of cross connections identified	86	103	80	80	60
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	28	17	35	35	30
# of system blockages removed	3	1	5	5	4
% of total system televised	14.1%	14.2%	10.0%	10.0%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	47%	49%	48%	48%	48%
# of spot repairs made	46	0	23	23	23
Safeguarding health and safety					
# of protruding taps removed	3	0	5	5	5

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 4,853	\$ 5,859	\$ 5,000	\$ 5,000	\$ 6,000
4908 Intergovernmental Charges	4,742	4,669	5,000	5,000	5,000
5035 Other Reimbursements	4,288	2,800	-	-	-
Total Revenue	<u>\$ 13,883</u>	<u>\$ 13,328</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 11,000</u>
Expenses					
6101 Regular Salaries	\$ 269,130	\$ 245,830	\$ 271,270	\$ 271,539	\$ 290,650
6104 Call Time	1,574	1,141	1,500	1,500	1,500
6105 Overtime	5,418	3,973	4,200	4,200	4,200
6108 Part-Time	-	973	484	484	-
6150 Fringes	92,162	91,107	105,808	105,848	108,421
6201 Training\Conferences	-	-	1,000	1,000	1,000
6203 Memberships & Licenses	-	175	-	-	-
6305 Awards & Recognition	245	245	245	245	245
6309 Shop Supplies & Tools	2,573	2,390	3,000	3,000	2,500
6325 Construction Materials	5,653	9,086	16,000	16,000	16,000
6327 Miscellaneous Equipment	17,040	5,042	4,250	4,250	4,750
6404 Consulting Services	276,494	244,927	184,000	194,612	164,000
6408 Contractor Fees	178,905	62,188	161,000	244,000	66,000
6413 Utilities	8,039	10,069	8,260	8,260	10,180
6415 Tipping Fees	1,732	4,964	2,500	2,500	4,000
6418 Equipment Repairs & Maint	27	-	-	-	1,100
6424 Software Support	1,249	2,357	2,150	2,150	2,150
6425 CEA Equip. Rental	44,217	46,064	65,557	65,557	70,470
6599 Other Contracts/Obligations	6,941	5,771	6,000	6,000	6,000
6899 Other Capital Outlay	(13,000)	-	-	-	-
Total Expense	<u>\$ 898,399</u>	<u>\$ 736,302</u>	<u>\$ 837,224</u>	<u>\$ 931,145</u>	<u>\$ 753,166</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Castings	\$ 7,500
Concrete	6,300
Other Materials	2,200
	<u>\$ 16,000</u>

Consulting Services

Sewer TV & cleaning	\$ 150,000
Flow monitoring - Kensington	4,000
Lateral Televising	10,000
	<u>\$ 164,000</u>

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Spot repair liners	20,000
Unanticipated failures	20,000
Misc Fees	1,000
	<u>\$ 66,000</u>

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM MISSION

Identify, design, and implement the capital construction program to maintain and expand the sanitary sewer system for the benefit of current and future users of the system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Identify failing or improperly sized sewers and incorporate them into our five year plan
- Identify the need for future system expansions and incorporate them into our five year plan
- Design replacement systems or system expansions to meet current and future demands
- Reduce the amount of inflow and infiltration into the sanitary sewer system

The following are 2018 CIPs:

	<u>2018 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	\$ 2,235,551	Projects, Pg. 602

Major changes in Revenue, Expenditures or Programs:

No major change.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	23	34	25	25	25
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	106	134	200	200	200
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	323	325	324	324*	324
% of total miles of sanitary sewer reconstructed	0.46%	0.60%	0.52%	0.52%	0.50%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.47	1.95	1.70	1.70	1.84
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.49	1.04	0.23	0.23	0.69
Reduction of treatment costs					
# of seals installed	94	94	100	100	100

* Total Miles of sanitary sewer main decreased due to the City abandoning 2975 feet while installing only 494 feet of new sewer main.

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 19,017	\$ 11,856	\$ 129,640	\$ 129,640	\$ 112,855
6104 Call Time	53	-	-	-	-
6105 Overtime	3,018	5,937	4,777	4,777	4,143
6108 Part-Time	1,017	474	3,110	3,110	2,854
6150 Fringes	7,301	8,750	48,972	48,972	38,473
6325 Construction Materials	159	484	-	-	-
6404 Consulting Services	65,621	36,175	-	-	50,000
6425 CEA Equip. Rental	-	-	7,400	7,400	7,400
6599 Other Contracts/Obligations	150	475	-	-	-
6801 Land	1,150	-	-	-	-
6809 Infrastructure Construction	653,438	1,483,486	3,290,905	3,973,837	2,019,826
6899 Other Capital Outlay	(202,361)	(1,161,411)	-	-	-
Total Expense	<u>\$ 548,563</u>	<u>\$ 386,226</u>	<u>\$ 3,484,804</u>	<u>\$ 4,167,736</u>	<u>\$ 2,235,551</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Waste-water Utility
Labor Pool				158,325
CEA				7,400
Consultant	Lawe St - South Island St river crossing force main			50,000
	Subtotal			50,000
Miscellaneous	Sanitary Laterals & Manholes Prior To 2018 Asphalt			47,493
Construction	Sanitary Laterals & Manholes Prior To 2018 Concrete			32,647
	Structure Rehabilitation / Sewer Cut repairs from 2017			40,000
	Subtotal			120,140
New Construction	Haymeadow Ave	Bluewater Way	Spartan Ave	107,350
	Spartan Ave	Haymeadow Ave	e/o	101,700
	Spartan Ave	Richmond St	Sommers Dr	203,400
	Subtotal			412,450
Reconstruction - liner	Calumet St	Lawe St	Carpenter St, 92' w/o	44,660
	Easement - Outagamie and Highcrest	Cedar St	Reid Dr	17,131
	Harris St	Douglas St	Douglas St, 332' e/o	13,280
	Memorial Dr,	Ravinia Pl, 304' n/o	Cherry Ct, 443' s/o	142,240
	Spruce St	College Ave	Eighth St	29,680
Reconstruction - other	Hammond Ave	Ballard Rd to the east		65,000
	Subtotal			311,991
Reconstruction (on streets to be paved in 2019)	Alvin St	Evergreen Dr	cds	39,025
	Center St	North St	Atlantic St	92,325
	Evergreen Dr	Richmond St	Haymeadow Ave	25,000
	Hall St	Woodland Ave	Grant St	63,595
	Roosevelt St	Morrison St	Durkee St	84,325
	Summit St	Spencer St	College Ave	129,100
	Telulah Ave	Calumet St	John St	741,875
	Subtotal			1,175,245
Total				\$ 2,235,551

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	200,727	157,142	265,113	370,000	370,000	260,000	260,000
Charges for Services	9,309,725	9,038,994	6,251,240	9,353,000	9,353,000	8,945,000	8,945,000
Intergov. Charges for Service	4,742	4,670	297	5,000	5,000	5,000	5,000
Other Revenues	2,446,047	2,804,793	2,194,823	1,887,353	1,887,353	2,324,806	2,324,806
TOTAL REVENUES	11,961,241	12,005,599	8,711,473	11,615,353	11,615,353	11,534,806	11,534,806
EXPENSES BY LINE ITEM							
Regular Salaries	350,627	371,832	263,585	442,735	451,185	444,174	444,174
Labor Pool Allocations	983,966	1,046,972	784,054	1,303,787	1,303,787	1,327,157	1,327,157
Call Time	5,026	5,155	3,642	7,061	7,061	7,106	7,106
Overtime	67,103	74,580	58,875	79,409	79,409	89,960	89,960
Temp. Full-Time	1,017	0	0	0	0	0	0
Part-Time	14,303	11,422	10,540	14,148	14,148	14,614	14,614
Other Compensation	7,803	6,830	5,680	8,265	8,265	8,155	8,155
Shift Differential	2,231	2,160	1,530	2,425	2,425	2,425	2,425
Sick Pay	8,605	9,581	3,602	0	0	0	0
Vacation Pay	145,122	157,513	112,052	0	0	0	0
Fringes	543,679	619,098	442,319	657,062	658,318	701,192	701,192
Unemployment Compensation	505	136	0	0	0	0	0
Pension Expense / Revenue	8,425-	207,408	0	0	0	0	0
Salaries & Fringe Benefits	2,121,562	2,512,687	1,685,879	2,514,892	2,524,598	2,594,783	2,594,783
Training & Conferences	4,188	9,000	7,618	8,780	8,780	8,500	8,500
Office Supplies	3,712	2,773	1,190	3,000	3,000	3,000	3,000
Subscriptions	74	267	74	100	100	100	100
Memberships & Licenses	2,858	2,314	5,795	4,055	4,055	7,040	7,040
Postage & Freight	23,726	18,817	11,810	24,500	24,500	26,500	26,500
Awards & Recognition	309	595	149	545	545	545	545
Building Maintenance/Janitor.	6,540	5,929	3,634	7,000	7,000	6,500	6,500
Food & Provisions	601	400	93	400	400	400	400
Insurance	127,697	137,808	199,484	265,980	265,980	0	265,812
Depreciation Expense	3,248,192	2,928,395	2,160,000	3,395,000	3,395,000	3,200,000	3,200,000
Uncollectible Accounts	3,140	2,165	819	5,500	5,500	4,500	4,500
Meter Expense	437,434	514,361	0	650,199	650,199	630,000	630,000
Interest Payments	549,687	541,150	419,310	554,013	554,013	522,325	522,325
Trans Out - General Fund	117,450	117,450	88,088	117,450	117,450	117,450	117,450
Trans Out - Wastewater	500,000	0	0	0	0	0	0
Administrative Expense	5,025,608	4,281,424	2,898,064	5,036,522	5,036,522	4,526,860	4,792,672
Shop Supplies & Tools	30,641	34,774	29,972	45,500	45,500	30,500	30,500
Chemicals	251,624	230,936	183,296	315,000	315,000	335,000	335,000
Miscellaneous Supplies	0	0	3,411	0	0	1,000	1,000
Printing & Reproduction	4,938	5,237	4,202	6,300	6,300	6,300	6,300
Clothing	5,848	5,330	2,867	5,905	5,905	5,500	5,500
Gas Purchases	8,186	8,359	2,691	10,150	10,150	8,400	8,400
Safety Supplies	8,493	6,990	7,929	5,500	5,500	5,500	5,500
Medical & Lab Supplies	20,578	20,239	14,498	20,000	20,000	21,000	21,000
Construction Materials	5,812	9,569	5,945	16,000	16,000	16,000	16,000
Vehicle & Equipment Parts	0	0	2,928	0	0	110,000	110,000
Miscellaneous Equipment	30,656	74,974	36,196	36,450	36,450	45,350	45,350
Supplies & Materials	366,776	396,408	293,935	460,805	460,805	584,550	584,550
Accounting/Audit	11,317	11,140	0	12,020	12,020	9,360	9,360
Legal Fees	28,931	26,729	27,077	29,700	29,700	29,250	29,250
Bank Services	20,973	20,170	12,761	21,500	21,500	21,500	21,500
Consulting Services	473,843	364,681	258,981	793,000	907,494	397,000	397,000
Collection Services	3,350	2,965	4,376	3,400	3,400	3,750	3,750
Contractor Fees	1,918,645	1,108,377	392,013	3,377,150	3,532,446	1,750,500	1,650,500
Temporary Help	276	0	434	0	0	0	0
Advertising	2,494	56	0	1,500	1,500	1,500	1,500
Tipping Fees	5,024	7,725	5,597	6,000	6,000	7,500	7,500
Lab Fees	1,114	1,139	6,676	2,000	2,000	25,050	25,050

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Billing Services	60,290	61,721	44,781	66,800	66,800	65,000	69,000
Snow Removal Services	3,401	2,950	2,108	3,500	3,500	3,500	3,500
Other Contracts/Obligations	38,676	52,104	31,597	59,940	59,940	79,975	79,975
Purchased Services	2,568,334	1,659,757	786,401	4,376,510	4,646,300	2,393,885	2,297,885
Electric	870,495	853,736	637,369	878,450	878,450	878,450	878,450
Gas	124,799	72,268	95,281	96,200	96,200	91,200	91,200
Water	67,481	67,993	42,367	69,100	69,100	71,000	71,000
Stormwater	32,237	32,679	15,745	32,241	32,241	32,565	32,565
Telephone	11,085	10,858	8,634	11,700	11,700	11,400	11,400
Cellular Telephone	2,963	4,455	2,860	5,340	5,340	5,200	5,200
Utilities	1,109,060	1,041,989	802,256	1,093,031	1,093,031	1,089,815	1,089,815
Building Repair & Maintenance	0	0	129	0	0	35,000	35,000
Vehicle Repair & Maintenance	0	0	0	0	0	10,000	10,000
Equipment Repair & Maintenan	179,296	218,798	86,664	115,500	115,500	42,600	42,600
Facilities Charges	468,737	379,064	218,694	448,221	448,221	446,045	446,045
Software Support	19,309	15,334	10,430	16,450	16,450	16,450	16,450
CEA Equipment Rental	83,067	84,741	65,651	109,777	109,777	119,500	119,500
Grounds Repair & Maintenance	9,343	5,286	9,504	7,500	7,500	7,500	7,500
Repair & Maintenance	759,752	703,223	391,072	697,448	697,448	677,095	677,095
Land	1,150	0	0	5,000	5,000	0	0
Land Improvements	83,281	140,463	25,040	220,000	220,000	450,000	315,000
Buildings	150,355	64,019	55,557	390,000	435,953	1,710,750	1,710,750
Machinery & Equipment	213,278	140,860	123,597	540,000	665,347	488,500	258,500
Infrastructure Construction	658,244	1,483,486	2,271,231	3,290,905	3,973,837	2,019,826	2,019,826
Other Capital Outlay	1,860,442-	1,958,831-	0	0	0	0	0
Capital Expenditures	754,134-	130,003-	2,475,425	4,445,905	5,300,137	4,669,076	4,304,076
TOTAL EXPENSES	11,196,958	10,465,485	9,333,032	18,625,113	19,758,841	16,536,064	16,340,876

CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 9,617,422	\$ 9,358,103	\$ 9,658,000	\$ 9,500,000	\$ 9,275,000
Miscellaneous	1,545,955	2,236,580	1,569,300	2,269,300	1,826,000
Total Revenues	<u>11,163,377</u>	<u>11,594,683</u>	<u>11,227,300</u>	<u>11,769,300</u>	<u>11,101,000</u>
Expenses					
Operation and Maintenance	6,781,629	6,807,640	7,152,346	7,551,326	6,901,300
Depreciation	3,248,192	2,928,395	3,395,000	2,975,000	3,200,000
Total Expenses	<u>10,029,821</u>	<u>9,736,035</u>	<u>10,547,346</u>	<u>10,526,326</u>	<u>10,101,300</u>
Operating Income (Loss)	1,133,556	1,858,648	679,954	1,242,974	999,700
Non-Operating Revenues (Expenses)					
Interest Income	200,727	157,142	370,000	325,000	260,000
Interest Expense	(549,687)	(541,150)	(554,013)	(554,013)	(522,325)
Gain/Loss on Asset Disposal	(31,185)	(57,030)	-	-	-
Amortization of Premium on Debt Issue	19,438	18,773	18,053	18,053	17,256
Total Non-Operating	<u>(360,707)</u>	<u>(422,265)</u>	<u>(165,960)</u>	<u>(210,960)</u>	<u>(245,069)</u>
Net Income Before Contributions and Transfers	772,849	1,436,383	513,994	1,032,014	754,631
Contributions and Transfers In (Out)					
Capital Contributions	608,884	292,031	-	-	156,550
Trans Out - Capital Projects	-	(70,850)	-	-	-
Trans Out - Stormwater	(500,000)	-	-	-	-
Trans Out - General Fund	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	764,283	1,540,114	396,544	914,564	793,731
Net Assets - Beginning	<u>93,634,716</u> *	<u>94,398,999</u>	<u>95,939,113</u>	<u>95,939,113</u>	<u>96,853,677</u>
Net Assets - Ending	<u>\$ 94,398,999</u>	<u>\$ 95,939,113</u>	<u>\$ 96,335,657</u>	<u>\$ 96,853,677</u>	<u>\$ 97,647,408</u>

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	14,478,674	9,527,186
+ Change in Net Assets	914,564	793,731
+ Depreciation	2,975,000	3,200,000
+ Long Term Debt	-	-
- Contributed Capital	-	(156,550)
- Fixed Assets	(8,141,052)	(5,599,801)
- Principal Repayment	(860,000)	(890,000)
+ Fixed Assets funded by DNR Replacement Fund	160,000	-
Working Cash - End of Year	<u>\$ 9,527,186</u>	<u>\$ 6,874,566</u>

RESERVE REQUIREMENTS

<u>Working Capital</u>		<u>DNR Fund</u>	
Prior Year Audited Expenditures	\$ 9,736,035	Fixed Asset Balance 12/31/16	\$ 20,176,705
- Depreciation	(2,928,395)	10% Requirement	<u>\$ 2,017,671</u>
+ Transfer to General Fund	117,450		
Net Prior Year Cash Expenditures	<u>\$ 6,925,090</u>	DNR Fund Balance 12/31/16	\$ 3,592,322
25 % Working Capital Reserve Requirement	<u>\$ 1,731,273</u>	DNR Funded CIP projects	(160,000)
		DNR Fund Balance 12/31/17	<u>\$ 3,432,322</u>

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$ 9,658,000	\$ 9,500,000	\$ 9,275,000	\$ 9,298,188	\$ 10,413,970	\$ 10,440,005	\$ 10,466,105
Miscellaneous	1,569,300	2,269,300	1,826,000	1,828,283	1,830,568	1,832,856	1,835,147
Total Revenues	<u>11,227,300</u>	<u>11,769,300</u>	<u>11,101,000</u>	<u>11,126,470</u>	<u>12,244,538</u>	<u>12,272,861</u>	<u>12,301,252</u>
Expenses							
Operating Expenses	7,152,346	7,551,326	6,901,300	7,108,339	7,321,589	7,541,237	7,767,474
Depreciation	3,395,000	2,975,000	3,200,000	3,375,000	3,625,000	3,760,000	3,895,000
Total Expenses	<u>10,547,346</u>	<u>10,526,326</u>	<u>10,101,300</u>	<u>10,483,339</u>	<u>10,946,589</u>	<u>11,301,237</u>	<u>11,662,474</u>
Operating Income	679,954	1,242,974	999,700	643,131	1,297,949	971,624	638,778
Non-Operating Revenues (Expenses)							
Interest Income	370,000	325,000	260,000	250,000	225,000	200,000	150,000
Interest Expense	(554,013)	(554,013)	(522,325)	(573,869)	(856,277)	(1,043,602)	(1,114,604)
Premium on Debt Issue	18,053	18,053	17,256	16,399	15,431	14,321	13,124
Debt Issue Costs	-	-	-	(100,000)	(85,000)	(75,000)	-
Total Non-Operating	<u>(165,960)</u>	<u>(210,960)</u>	<u>(245,069)</u>	<u>(407,470)</u>	<u>(700,846)</u>	<u>(904,281)</u>	<u>(951,479)</u>
Net Income Before Transfers	513,994	1,032,014	754,631	235,661	597,102	67,343	(312,701)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	156,550	-	-	-	-
Trans Out - Internal Service General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	396,544	914,564	793,731	118,211	479,652	(50,107)	(430,151)
Total Net Assets - Beginning	<u>95,939,113</u>	<u>95,939,113</u>	<u>96,853,677</u>	<u>97,647,408</u>	<u>97,765,619</u>	<u>98,245,271</u>	<u>98,195,164</u>
Total Net Assets - Ending	<u>\$96,335,657</u>	<u>\$96,853,677</u>	<u>\$97,647,408</u>	<u>\$ 97,765,619</u>	<u>\$ 98,245,271</u>	<u>\$ 98,195,164</u>	<u>\$ 97,765,013</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	14,478,674	9,527,186	6,874,566	6,004,612	6,456,889	6,908,169	
+ Change in Net Assets	914,564	793,731	118,211	479,652	(50,107)	(430,151)	
+ Depreciation	2,975,000	3,200,000	3,375,000	3,625,000	3,760,000	3,895,000	
+ Long Term Debt	-	-	8,500,000	6,400,000	4,500,000	-	
- Contributed Capital	-	(156,550)	-	-	-	-	
- Fixed Assets	(8,141,052)	(5,599,801)	(11,943,165)	(9,097,375)	(6,433,613)	(3,220,341)	
- Principal Repayment	(860,000)	(890,000)	(920,000)	(955,000)	(1,325,000)	(1,615,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	160,000	-	-	-	-	-	
Working Cash - End of Year	<u>\$ 9,527,186</u>	<u>\$ 6,874,566</u>	<u>\$ 6,004,612</u>	<u>\$ 6,456,889</u>	<u>\$ 6,908,169</u>	<u>\$ 5,537,677</u>	
25% Working Capital Reserve (prior year's audited expenses)		2,055,697	1,885,269	1,949,915	2,073,829	2,175,572	
Coverage Ratio		3.15	3.20	2.72	2.74	2.01	1.79

ASSUMPTIONS:

Borrow 70% of capital expenditures as detailed in plan starting in 2019.
Interest rate at 4%; twenty year term for borrowings starting in 2019
Projected rate increase 1/4% for additional customer base each year.
Operating expenses to increase 3.0% per year after 2018
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Rates and borrowing needs should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. A 10% rate increase is projected for 1/1/2020 to provide cash flow needed and to cover operating expense and to meet the debt coverage ratio. The current rates were effective 7/1/2011.

**CITY OF APPLETON 2018 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2006		2007		2008	
	Revenue Bonds		Revenue Bonds		Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 175,000	\$ 84,575	115,000	\$ 67,427	\$ 200,000	\$ 118,919
2019	175,000	76,700	120,000	62,250	215,000	110,519
2020	185,000	68,525	125,000	56,333	220,000	101,786
2021	195,000	59,250	135,000	49,750	230,000	92,336
2022	200,000	49,333	140,000	42,833	240,000	81,638
2023	215,000	38,833	145,000	35,667	255,000	70,013
2024	225,000	27,750	155,000	28,083	265,000	57,845
2025	235,000	16,167	160,000	20,167	275,000	45,213
2026	245,000	4,083	170,000	11,833	290,000	32,250
2027	-	-	180,000	3,000	305,000	18,750
2028	-	-	-	-	315,000	4,725
2029	-	-	-	-	-	-
2030	-	-	-	-	-	-
2031	-	-	-	-	-	-
	<u>\$ 1,850,000</u>	<u>\$ 425,216</u>	<u>\$ 1,445,000</u>	<u>\$ 377,343</u>	<u>\$ 2,810,000</u>	<u>\$ 733,994</u>

	2010		2011	
	Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest
2018	\$ 235,000	\$ 137,854	\$ 165,000	\$ 113,550
2019	245,000	130,800	165,000	108,600
2020	250,000	123,350	175,000	102,283
2021	260,000	114,783	180,000	95,150
2022	270,000	105,450	190,000	87,683
2023	280,000	95,300	195,000	79,950
2024	290,000	84,067	205,000	71,883
2025	300,000	72,200	210,000	63,550
2026	315,000	59,800	220,000	54,883
2027	325,000	46,933	230,000	45,817
2028	340,000	33,533	240,000	36,350
2029	355,000	19,533	250,000	26,483
2030	370,000	4,933	260,000	16,217
2031	-	-	300,000	4,250
	<u>\$ 3,835,000</u>	<u>\$ 1,028,536</u>	<u>\$ 2,985,000</u>	<u>\$ 906,649</u>

	TOTAL		
	Principal	Interest	Total
2018	890,000	\$ 522,325	\$ 1,412,325
2019	920,000	488,869	1,408,869
2020	955,000	452,277	1,407,277
2021	1,000,000	411,269	1,411,269
2022	1,040,000	366,937	1,406,937
2023	1,090,000	319,763	1,409,763
2024	1,140,000	269,628	1,409,628
2025	1,180,000	217,297	1,397,297
2026	1,240,000	162,849	1,402,849
2027	1,040,000	114,500	1,154,500
2028	895,000	74,608	969,608
2029	605,000	46,016	651,016
2030	630,000	21,150	651,150
2031	300,000	4,250	304,250
	<u>\$ 12,925,000</u>	<u>\$ 3,471,738</u>	<u>\$ 16,396,738</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2018.

CITY OF APPLETON 2018 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET STORMWATER

MISSION STATEMENT

The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Updated the following City Stormwater Plans per new WDNR standards: Illicit Discharge Detection and Elimination

Completed final construction of Northland Pond in West Wisconsin drainage study area

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Continued implementing the selected alternatives of detailed drainage studies as streets come up for reconstruction, to reduce flooding and to take advantage of opportunities to implement water quality practices

Continued to implement the on-going Field Screening Program for the illicit discharge requirements of the City's NR216 Permit

Continued implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Stormwater Management Plan review

Continue to inspect and maintain the stormwater facilities on Appleton Area School District (AASD) property (added in 2016) including ponds, bio-filters, and large sump manholes per the cooperative agreement with AASD.

Currently maintaining a total inventory of 40 wet ponds, 8 dry ponds, 4 bio-filters, and several miles of engineered channels

Continued working toward compliance with the new WDNR NR216 Water Quality Permit / Fox River TMDL

Continued to coordinate with WisDOT on 441/Oneida Street project to facilitate possible future expansion of the Valley Road detention basin to improve flood reduction and runoff quality

Completed construction of Arbutus Park storm sewer lift station rehabilitation

Continued design, permitting, and property acquisition for Leona Pond

Completed 60% engineering for Spartan Drive storm sewers, stormwater management practices, and stream crossings

Assisted Community Development with permitting issues, delineated wetlands and other stormwater planning issues

Received \$349,790 funding from the DNR Municipal Flood Control Grant for Northland Pond

Administered installation of native vegetation for Facilities & Construction Management at the new Erb Pool Pond

Constructed CTH JJ/Lightning Stormwater Pond jointly with Outagamie County for JJ/Lightning Drive reconstruction project

Constructed Cotter Street Pond to reduce flooding in Leonard Street Basin Study Area

Installed two new storm sewer outfalls to the Fox River per Spencer-Locust Basin Study

Completed drainage study for urbanization of Alvin Street and Evergreen Drive east of Richmond Street

CITY OF APPLETON 2018 BUDGET STORMWATER

MAJOR 2018 OBJECTIVES

Continue implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Stormwater Management Plans, including implementing the eighth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Continue to haul leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City

Continue working with WisDOT to find joint stormwater solutions on STH 441 Project

Continue to acquire land, complete bid documents, grant applications, and permit applications for Leona Street Pond Project

Construct Spartan Drive storm sewer and stream crossing between STH 47 and Haymeadow Avenue

Reconstruct Ballard Road storm sewer from Wisconsin Avenue to Fox River for flood reduction

Continue to update GIS measurements for all commercial properties for utility billing

Construct storm sewers and stormwater management facilities for reconstruction of Evergreen Drive east of STH 47 and Alvin Street jointly with Town of Grand Chute to meet future development needs.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 10,457,171	\$ 10,109,539	\$ 10,270,565	\$ 10,270,565	\$ 10,248,990	-0.21%
Program Expenses							
5210	Administration	5,193,082	5,459,129	5,555,798	5,565,313	5,790,432	4.22%
5220	Facility Maintenance	1,334,602	1,287,949	1,467,360	1,469,477	1,375,789	-6.24%
5225	Leaf Collection	427,209	436,899	424,575	426,057	445,172	4.85%
5230	Capital Construction	571,398	482,214	12,441,669	13,203,786	6,099,124	-50.98%
TOTAL		\$ 7,526,291	\$ 7,666,191	\$ 19,889,402	\$ 20,664,633	\$ 13,710,517	-31.07%
Expenses Comprised Of:							
	Personnel	1,382,857	1,586,771	1,697,932	1,703,697	1,767,897	4.12%
	Administrative Expense	4,508,102	4,507,679	4,717,472	4,717,472	5,002,224	6.04%
	Supplies & Materials	80,676	95,193	103,015	103,015	93,420	-9.31%
	Purchased Services	882,601	1,293,383	1,128,640	1,595,853	625,820	-44.55%
	Utilities	4,855	3,033	6,100	6,100	6,414	5.15%
	Repair & Maintenance	458,156	446,010	488,831	488,831	508,606	4.05%
	Capital Expenditures	209,044	(265,878)	11,747,412	12,049,665	5,706,136	-51.43%
Full Time Equivalent Staff:							
	Personnel allocated to programs	19.67	19.69	19.66	19.66	19.76	

* % change from prior year adopted budget

CITY OF APPLETON 2018 BUDGET

STORMWATER

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Continue to educate the community on stormwater issues and assessment billing policies
- Insure that all construction and repair of our facilities is in compliance with the Department of Natural Resources regulations
- Continue to research other funding sources for stormwater programs and submit requests when applicable
- Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed
- Continue to train employees on stormwater regulations
- Show continual progress toward meeting TMDL water quality standards

Major changes in Revenue, Expenditures, or Programs:

Drainage studies have been completed for all major drainage areas in the City. Flood report analysis funds will be used to develop details and answer questions related to existing internal flood reports and to help refine and clarify existing study areas.

The increase in depreciation and interest expense is due to the expansion of infrastructure. As debt is issued each year to fund infrastructure costs interest expense continues to rise as the total debt issued is increasing each year; depreciation expense also increases as more infrastructure is added and the cost of the infrastructure is increasing each year.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
Economic development					
Drainage Studies/Plans completed or updated	0	0	1	2**	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	0	1	0	0	2***
Value of grant dollars awarded or applied for future reimbursement	\$ -	\$349,790*	\$ -	\$ -	-
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.75	0.0	0.0	0.0
# of DNR non-compliance notices received	0	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	49	49	25	25	30

* Northland Pond

** Evergreen/Alvin Study, Coop Pond Analysis

*** Leona Pond (NPS & MFC)

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4411 Sundry Permits	\$ -	\$ 25	\$ -	\$ -	\$ -
4418 Plan Review Permit	37,079	41,034	30,000	30,000	35,000
4420 Erosion Control	6,750	6,450	7,000	7,000	7,000
4710 Interest on Investments	114,739	83,128	200,000	200,000	200,000
4730 Interest - Deferred Special	3,202	1,791	-	-	-
4880 Stormwater Revenue	9,123,964	9,339,293	9,361,845	9,361,845	9,415,000
5021 Capital Contributions	509,100	415,683	461,966	461,966	161,555
5035 Other Reimbursements	3,346	7,649	-	-	-
5071 Customer Penalty	35,053	34,329	37,000	37,000	35,000
5086 Premium on Debt Issue	123,563	176,209	172,754	172,754	395,435
5925 Transfer in - Wastewater	500,000	-	-	-	-
Total Revenue	\$ 10,456,796	\$ 10,105,591	\$ 10,270,565	\$ 10,270,565	\$ 10,248,990
Expenses					
6101 Regular Salaries	\$ 389,683	\$ 423,735	\$ 438,007	\$ 439,404	\$ 439,954
6104 Call Time	420	302	700	700	600
6105 Overtime	1,475	755	1,000	1,000	1,000
6108 Part-Time	918	424	484	484	-
6150 Fringes	119,028	224,232	150,201	150,408	162,365
6201 Training\Conferences	7,596	2,637	7,500	7,500	7,500
6206 Parking Permits	645	684	720	720	720
6301 Office Supplies	296	294	250	250	250
6303 Memberships & Licenses	16,654	13,100	15,010	15,010	15,015
6304 Postage\Freight	20,566	18,264	22,000	22,000	22,000
6305 Awards & Recognition	665	665	665	665	665
6309 Shop Supplies & Tools	132	138	-	-	-
6315 Books & Library Materials	-	-	100	100	100
6320 Printing & Reproduction	3,326	2,817	3,300	3,300	3,300
6321 Clothing	141	161	55	55	150
6323 Safety Supplies	109	352	100	100	350
6327 Miscellaneous Equipment	1,536	2,964	2,200	2,200	2,200
6401 Accounting/Audit	9,808	9,654	9,900	9,900	9,900
6402 Legal Fees	240	510	400	400	400
6403 Bank Services	16,720	16,653	18,120	18,120	18,120
6404 Consulting Services	139,453	175,494	231,800	239,711	178,800
6412 Advertising	3,361	-	-	-	-
6413 Utilities	885	849	1,104	1,104	1,104
6424 Software Support	9,746	12,930	15,005	15,005	5,975
6425 CEA Equip. Rental	8,035	7,604	10,600	10,600	10,600
6501 Insurance	33,534	39,936	47,000	47,000	42,730
6599 Other Contracts/Obligations	35,325	127,586	10,460	10,460	8,500
6601 Depreciation Expense	2,513,011	2,473,940	2,750,000	2,750,000	2,825,000
6623 Uncollectable Accounts	1,651	1,346	2,000	2,000	1,400
6720 Interest Payments	1,656,572	1,641,736	1,643,217	1,643,217	1,722,007
6730 Debt Issuance Costs	127,924	198,317	100,000	100,000	150,000
6751 Gain/Loss on refund Amort	41,127	48,550	61,400	61,400	147,227
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Transfer out - Capital Projects	20,000	-	-	-	-
Total Expense	\$ 5,193,082	\$ 5,459,129	\$ 5,555,798	\$ 5,565,313	\$ 5,790,432

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses	\$ 250	Consulting Services	
IECA Membership	8,000	Stormwater management	
NR216 Annual Fee	3,300	plan reviews	\$ 50,000
NEWSC Dues	2,000	Flooding concerns	
MEG Membership	525	area study	50,000
ASCIS Membership	600	League of Municipalities	2,000
League of Municipalities SW	340	NR216 permitting	33,000
APWA Membership	<u>\$ 15,015</u>	Wetland studies	11,000
		Water quality modeling	32,800
			<u>\$ 178,800</u>
Postage & Freight			
City Service Invoice postage	\$ 20,700		
City Service Invoice folding/ inserting	1,300		
	<u>\$ 22,000</u>		

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Continue to have a proactive maintenance program to identify major repair areas
- Reduce the number of failures and insure the system is operating properly
- Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality
- Reduce the response time per facility through an effective maintenance program
- Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

Major changes in Revenue, Expenditures, or Programs:

The amount budgeted in equipment repair and maintenance is to be used for preventive maintenance for the Rover X sewer camera to extend the life of the camera.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	5	21	20	20	18
Compliance with regulation					
# of protruding taps identified	5	15	15	15	13
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	19	28	20	20	15
% of total system televised	10%	10%	9%	9%	9%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	5,565	4,059	4,000	4,000	4,000
% of total storm sewer system cleaned	11.3%	11.1%	13.0%	13.0%	13.0%
Safeguarding health and safety					
# of protruding taps removed	23	0**	13	13	10
# of spot repairs made	37	0**	18	18	15

** Timing of contract pushes work into next calendar year (2017)

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,235	\$ 3,948	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 375</u>	<u>\$ 3,948</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 420,494	\$ 414,241	\$ 450,613	\$ 452,456	\$ 457,911
6104 Call Time	2,260	1,567	1,600	1,600	1,600
6105 Overtime	10,925	15,974	9,300	9,300	9,800
6108 Part-Time	5,604	4,998	11,700	11,700	11,748
6150 Fringes	160,276	178,081	170,904	171,178	194,143
6201 Training/Conferences	150	-	-	-	-
6308 Landscape Supplies	2,997	10,845	3,860	3,860	6,360
6309 Shop Supplies & Tools	2,856	607	2,950	2,950	2,250
6316 Miscellaneous Supplies	147	-	-	-	-
6323 Safety Supplies	521	-	-	-	-
6325 Construction Materials	61,305	71,632	78,000	78,000	71,510
6327 Miscellaneous Equipment	6,774	5,259	12,450	12,450	7,200
6404 Consulting Services	229,351	236,013	262,960	262,960	181,500
6408 Contractor Fees	97,993	34,305	100,000	100,000	48,600
6413 Utilities	3,913	1,804	3,496	3,496	4,810
6415 Tipping Fees	50,307	31,176	50,000	50,000	50,000
6418 Equipment Repair & Maint	-	-	-	-	1,100
6420 Facilities Charges	2,339	-	2,406	2,406	2,406
6424 Software Support	-	64	500	500	-
6425 CEA Equip. Rental	229,288	222,750	249,411	249,411	267,641
6454 Grounds Repair & Maint.	782	2,923	2,000	2,000	2,000
6503 Rent	55,210	55,710	55,210	55,210	55,210
6899 Other Capital Outlay	(8,890)	-	-	-	-
Total Expense	<u>\$ 1,334,602</u>	<u>\$ 1,287,949</u>	<u>\$ 1,467,360</u>	<u>\$ 1,469,477</u>	<u>\$ 1,375,789</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Ecology services for prairie & wetlands	\$ 85,000
Stormsewer TV & cleaning	77,500
Ecology services for ditches & ravines	19,000
	<u>\$ 181,500</u>

Contractor Fees

Surface restoration	\$ 26,600
Spot repairs	10,000
Animal control	4,000
Ditches & ravine repairs	1,000
Emergency Repairs	5,000
Non-native mowing	2,000
	<u>\$ 48,600</u>

Tipping Fees

Disposal costs of cleaning: \$35 per ton	
Streets - 1,020 tons	\$ 37,740
Storm sewers - 280 tons	10,360
Concrete	1,900
	<u>\$ 50,000</u>

Rent

Land for detention ponds:	
Appleton Memorial Park (@ \$2,800 / acre)	
AMP North, 7.28 acres	\$ 20,400
AMP South, 7 acres	19,600
Reid Golf Course Pond (per agreement)	
7.2 acres	15,210
	<u>\$ 55,210</u>

Construction Materials

Castings	\$ 28,000
Concrete	25,000
Gravel	5,000
Piping	4,000
Clear Stone	2,010
Other materials	7,500
	<u>\$ 71,510</u>

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Continually search for ways to improve communication with the public on leaf collection schedules
- Research and evaluate alternative methods of leaf collection and long term disposal
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves, transporting to Outagamie County compost site, hauling to farm fields and grinding into mulch by working with a composting company

Major changes in Revenue, Expenditures, or Programs:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles of collection in 2018. The cost per cubic yard collected is based more on the condition of leaves collected than the number of cycles (wet soggy vs. dry fluffy).

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	5	4	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 11.00	\$ 11.36	\$ 11.75	\$ 11.75	\$ 12.00
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	37,100	38,440	35,000	35,000	35,000

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 145,131	\$ 154,821	\$ 170,564	\$ 171,854	\$ 172,294
6104 Call Time	86	81	100	100	100
6105 Overtime	12,078	14,222	7,500	7,500	10,000
6108 Part-Time	112	-	-	-	-
6150 Fringes	55,390	69,566	46,992	47,184	54,384
6408 Contractor Fees	6,962	100	-	-	-
6413 Utilities	57	380	1,500	1,500	500
6425 CEA Equip. Rental	207,393	197,729	197,919	197,919	207,894
Total Expense	<u>\$ 427,209</u>	<u>\$ 436,899</u>	<u>\$ 424,575</u>	<u>\$ 426,057</u>	<u>\$ 445,172</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2018 BUDGET

STORMWATER

Capital Construction

Business Unit 5230

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

- Continue to inform property owners of future construction in a timely manner
- Design projects to meet regulations and provide cost effective solutions for the community and the watershed
- Monitor projects to insure compliance with deadlines, specifications, and regulations
- Comply with the NR216 Stormwater permit requirements
- Continue implementing the Citywide stormwater management plan and regional flood studies selected alternatives

Major changes in Revenue, Expenditures, or Programs:

- Included funds for purchase of land for proposed Leona Street stormwater pond, to help meet flood reduction and water quality goals (construction planned for 2019).
 - Included funds for reconstruction of Ballard Road storm sewer south of Wisconsin Avenue to help meet flood reduction goals.
 - Included funds for new storm sewers and stormwater management facilities for urbanization of Alvin Street and Evergreen Drive east of STH 47.
 - Included funds for storm sewers and box culvert construction in Spartan Drive from STH 47 to Haymeadow Avenue.
- Please see the Stormwater 5-year capital improvement plan on page 582 for further details.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	99	63	100	100	100
Outstanding	95	52	110	110	95
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in City	285	286	288	288	289
% of total miles reconstructed	0.29%	0.49%	1.52%	1.52%	0.61%
Acres of new land available	0	0	0	0	0
Integrity and growth of the system					
ACRE-FT of storage developed	3.5	0.0	26.7	26.7	2**
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.85	1.42	4.38	4.38	1.75
Expansion of storm sewer system					
Miles of new storm sewer added	0.34	0.58	1.08	1.08	1.54

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

** Evergreen/Alvin Drainage Study Area

**CITY OF APPLETON 2018 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 41,428	\$ 53,697	\$ 162,265	\$ 162,754	\$ 169,024
6105 Overtime	4,147	4,501	6,777	6,777	4,143
6108 Part-Time	1,554	924	2,073	2,073	2,854
6150 Fringes	11,849	24,651	67,152	67,225	75,977
6308 Landscape Supplies	663	-	-	-	-
6325 Construction Materials	170	417	-	-	-
6328 Signs	-	-	-	-	-
6404 Consulting Services	291,929	203,678	445,000	839,121	130,000
6408 Contractor Fees	180	-	-	65,181	-
6414 Advertising	-	92	-	-	-
6420 Facilities Charges	-	-	-	-	-
6425 CEA Equip. Rental	-	(3)	10,990	10,990	10,990
6454 Grounds Repair & Maintenance	-	2,013	-	-	-
6599 Other Contracts / Obligations	1,543	435,649	-	-	-
6801 Land	216,917	80,020	526,000	593,100	430,000
6809 Infrastructure Construction	3,799,953	2,441,123	11,221,412	11,456,565	5,276,136
6899 Other Capital Outlay	(3,798,935)	(2,764,548)	-	-	-
Total Expense	\$ 571,398	\$ 482,214	\$ 12,441,669	\$ 13,203,786	\$ 6,099,124

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

2018	To	From	To	Storm-water Utility
Labor Pool				251,998
CEA				10,990
Consulting Services	Construction Services			50,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			60,000
	Subtotal			130,000
Land Acquisition	Leona Street Pond (Part 2)			200,000
	Spartan Drive Ph 2 (BMP 6-7, Apple Creek Culvert)			80,000
	Alvin Street			100,000
	Wetlands In-Lieu Fees			50,000
	Subtotal			430,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Surface restoration Linwood storm sewer Northland Pond			300,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt			262,096
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Concrete			37,030
	Flood Reduction Projects			50,000
	Native Landscaping			50,000
	NR151 Water Quality Practices - Reconst			50,000
	Spartan Ave Box Culvert 1 by Lift Station			175,000
	Subtotal			1,209,126
New construction	Alvin St	Evergreen Dr	cds	250,000
	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	550,000
	Haymeadow Ave	Bluewater Way	Spartan Ave	71,250
	Spartan Ave	Haymeadow Ave	e/o	67,500
	Spartan Ave	Richmond St	Haymeadow Ave	225,000
	Subtotal			1,163,750
Reconstruction	Ballard Rd	Wisconsin Ave	Fox River	2,010,000
	Subtotal			2,010,000
Reconstruction - (on streets to be paved in 2019)	Center St	North St	Atlantic St	80,775
	Hall St	Woodland Ave	Grant St	66,360
	Roosevelt St	Morrison St	Durkee St	48,100
	Summit St	Spencer St	College Ave	147,625
	Telulah Ave	Calumet St	John St	550,400
	Subtotal			893,260
Total				\$ 6,099,124

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Permits	43,829	47,509	27,570	37,000	37,000	42,025	42,000
Interest Income	117,941	84,919	223,858	200,000	200,000	200,000	200,000
Charges for Services	9,124,634	9,342,501	6,428,433	9,361,845	9,361,845	9,432,370	9,415,000
Intergov. Charges for Service	564	740	152	0	0	0	0
Other Revenues	1,171,063	633,870	322,577	671,720	671,720	372,795	591,990
TOTAL REVENUES	10,458,031	10,109,539	7,002,590	10,270,565	10,270,565	10,047,190	10,248,990
EXPENSES BY LINE ITEM							
Regular Salaries	110,319	113,130	86,297	139,596	144,615	143,186	143,186
Labor Pool Allocations	758,948	778,656	607,413	1,076,388	1,076,388	1,090,352	1,090,352
Call Time	2,765	1,950	1,492	2,400	2,400	2,300	2,300
Overtime	28,624	35,453	20,899	24,577	24,577	24,943	24,943
Temp. Full-Time	2,434	0	0	0	0	0	0
Part-Time	5,754	6,346	10,422	14,257	14,257	14,602	14,602
Other Compensation	23,149	2,900	2,540	3,775	3,775	3,955	3,955
Shift Differential	1,437	1,294	948	1,690	1,690	1,690	1,690
Sick Pay	6,138	47,952	3,921	0	0	0	0
Vacation Pay	96,746	102,561	67,692	0	0	0	0
Fringes	357,503	407,066	294,270	435,249	435,995	486,869	486,869
Pension Expense / Revenue	10,959-	89,464	0	0	0	0	0
Salaries & Fringe Benefits	1,382,858	1,586,772	1,095,894	1,697,932	1,703,697	1,767,897	1,767,897
Training & Conferences	7,746	2,637	3,000	7,500	7,500	7,500	7,500
Parking Permits	645	684	720	720	720	720	720
Office Supplies	296	294	106	250	250	250	250
Memberships & Licenses	16,654	13,100	13,875	15,010	15,010	15,015	15,015
Postage & Freight	20,566	18,264	11,409	22,000	22,000	22,000	22,000
Awards & Recognition	665	665	107	665	665	665	665
Insurance	33,534	39,936	35,254	47,000	47,000	45,830	42,730
Rent	55,210	55,710	55,210	55,210	55,210	55,210	55,210
Depreciation Expense	2,513,011	2,473,941	1,893,870	2,750,000	2,750,000	2,585,160	2,825,000
Uncollectible Accounts	1,651	1,346	830	2,000	2,000	1,400	1,400
Interest Payments	1,656,572	1,641,736	1,207,170	1,643,217	1,643,217	1,752,156	1,722,007
Debt Issuance Costs	127,924	198,317	0	100,000	100,000	100,000	150,000
Gain/Loss on Refund Amort.	41,127	48,550	102,087	61,400	61,400	61,400	147,227
Trans Out - General Fund	12,500	12,500	9,375	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	20,000	0	0	0	0	0	0
Administrative Expense	4,508,101	4,507,680	3,333,013	4,717,472	4,717,472	4,659,806	5,002,224
Landscape Supplies	3,660	10,846	946	3,860	3,860	6,360	6,360
Shop Supplies & Tools	2,988	745	1,870	2,950	2,950	2,250	2,250
Books & Library Materials	0	0	0	100	100	100	100
Miscellaneous Supplies	147	0	90	0	0	0	0
Printing & Reproduction	3,326	2,817	2,131	3,300	3,300	3,300	3,300
Clothing	141	161	113	55	55	150	150
Safety Supplies	630	352	732	100	100	350	350
Construction Materials	61,475	72,049	36,608	78,000	78,000	76,010	71,510
Miscellaneous Equipment	8,310	8,223	7,877	14,650	14,650	9,400	9,400
Supplies & Materials	80,677	95,193	50,367	103,015	103,015	97,920	93,420
Accounting/Audit	9,808	9,654	0	9,900	9,900	9,900	9,900
Legal Fees	240	510	150	400	400	400	400
Bank Services	16,720	16,653	10,498	18,120	18,120	18,120	18,120
Consulting Services	660,734	637,658	363,106	939,760	1,341,792	596,760	490,300
Contractor Fees	107,924	34,405	62,699	100,000	165,181	104,600	48,600
Advertising	0	92	0	0	0	0	0
Tipping Fees	50,307	31,176	42,150	50,000	50,000	50,000	50,000
Other Contracts/Obligations	36,868	563,235	11,222	10,460	10,460	8,500	8,500
Purchased Services	882,601	1,293,383	489,825	1,128,640	1,595,853	788,280	625,820
Electric	288	274	151	306	306	310	310
Water	3,683	1,911	2,351	4,690	4,690	5,000	5,000
Telephone	644	609	574	840	840	840	840

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Cellular Telephone	240	240	180	264	264	264	264
Utilities	4,855	3,034	3,256	6,100	6,100	6,414	6,414
Equipment Repair & Maintenananc	572	0	1,202	0	0	0	1,100
Facilities Charges	2,339	0	0	2,406	2,406	2,406	2,406
Software Support	9,746	12,994	10,481	15,505	15,505	15,975	5,975
CEA Equipment Rental	444,716	428,080	246,291	468,920	468,920	497,125	497,125
Grounds Repair & Maintenance	782	4,936	2,832	2,000	2,000	2,000	2,000
Repair & Maintenance	458,155	446,010	260,806	488,831	488,831	517,506	508,606
Land	216,917	80,020	0	526,000	593,100	330,000	430,000
Infrastructure Construction	3,799,953	2,441,123	5,917,674	11,221,412	11,456,565	5,376,136	5,276,136
Other Capital Outlay	3,807,826-	2,787,022-	0	0	0	0	0
Capital Expenditures	209,044	265,879-	5,917,674	11,747,412	12,049,665	5,706,136	5,706,136
TOTAL EXPENSES	7,526,291	7,666,193	11,150,835	19,889,402	20,664,633	13,543,959	13,710,517

CITY OF APPLETON 2018 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 9,123,964	\$ 9,339,293	\$ 9,361,845	\$ 9,371,460	\$ 9,415,000
Miscellaneous	83,464	93,435	74,000	74,000	77,000
Total Revenues	<u>9,207,428</u>	<u>9,432,728</u>	<u>9,435,845</u>	<u>9,445,460</u>	<u>9,492,000</u>
Expenses					
Operating Expenses	3,155,156	3,291,148	2,880,616	3,273,730	3,254,659
Depreciation	2,513,011	2,473,940	2,750,000	2,670,000	2,825,000
Total Expenses	<u>5,668,167</u>	<u>5,765,088</u>	<u>5,630,616</u>	<u>5,943,730</u>	<u>6,079,659</u>
Operating Income (Loss)	3,539,261	3,667,640	3,805,229	3,501,730	3,412,341
Non-Operating Revenues (Expenses)					
Interest Income	117,941	84,919	200,000	200,000	200,000
Interest Expense	(1,656,573)	(1,641,736)	(1,643,217)	(1,640,310)	(1,722,007)
Gain/Loss on Refunding	(41,127)	(48,550)	(61,400)	(136,117)	(147,227)
Amortization of Premium on Debt Issue	123,563	176,209	172,754	405,852	395,435
Debt Expense	(127,924)	(198,317)	(100,000)	(100,000)	(150,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(1,584,120)</u>	<u>(1,627,475)</u>	<u>(1,431,863)</u>	<u>(1,270,575)</u>	<u>(1,423,799)</u>
Income (Loss) Before Contributions and Transfers	1,955,141	2,040,165	2,373,366	2,231,155	1,988,542
Contributions and Transfers In (Out)					
Capital Contributions	509,100	415,683	461,966	600,056	161,555
Transfer In - Wastewater	500,000	-	-	-	-
Transfer Out - Capital Projects	-	-	-	-	-
Transfer Out - General Fund	<u>(32,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>
Change in Net Assets	2,931,741	2,443,348	2,822,832	2,818,711	2,137,597
Total Net Assets - Beginning	<u>63,951,534</u> *	<u>66,883,275</u>	<u>69,326,623</u>	<u>69,326,623</u>	<u>72,145,334</u>
Total Net Assets - Ending	<u>\$ 66,883,275</u>	<u>\$ 69,326,623</u>	<u>\$ 72,149,455</u>	<u>\$ 72,145,334</u>	<u>\$ 74,282,931</u>

* as restated

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	14,009,166	8,574,035
+ Change in Net Assets	2,818,711	2,137,597
+ Depreciation	2,670,000	2,825,000
+ Long Term Debt	5,000,000	4,200,000
- Contributed Capital	(600,056)	(161,555)
- Fixed Assets	(12,703,786)	(5,599,124)
- Principal Repayment	(2,620,000)	(3,235,000)
Working Cash - End of Year	<u>\$ 8,574,035</u>	<u>\$ 8,740,953</u>

The current annual rate of \$155.00 per ERU became effective July 1, 2013.

**CITY OF APPLETON 2018 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$ 9,361,845	\$ 9,371,460	\$ 9,415,000	\$ 10,827,250	\$ 10,881,386	\$ 10,935,793	\$ 10,990,472
Miscellaneous	74,000	74,000	77,000	70,000	70,000	70,000	70,000
Total Revenues	<u>9,435,845</u>	<u>9,445,460</u>	<u>9,492,000</u>	<u>10,897,250</u>	<u>10,951,386</u>	<u>11,005,793</u>	<u>11,060,472</u>
Expenses							
Operating Expenses	2,880,616	3,273,730	3,254,659	3,352,299	3,452,868	3,556,454	3,663,147
Depreciation	2,750,000	2,670,000	2,825,000	2,950,000	3,100,000	3,250,000	3,400,000
Total Expenses	<u>5,630,616</u>	<u>5,943,730</u>	<u>6,079,659</u>	<u>6,302,299</u>	<u>6,552,868</u>	<u>6,806,454</u>	<u>7,063,147</u>
Operating Income	3,805,229	3,501,730	3,412,341	4,594,951	4,398,519	4,199,339	3,997,325
Non-Operating Revenues (Expenses)							
Interest Income	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Interest Expense	(1,643,217)	(1,640,310)	(1,722,007)	(1,783,722)	(1,815,072)	(1,857,286)	(1,810,397)
Gain/Loss on Refunding	(61,400)	(136,117)	(147,227)	(140,016)	(142,690)	(127,533)	(112,756)
Premium on Debt Issue	172,754	405,852	395,435	377,373	348,901	313,161	278,126
Debt Issue Expense	(100,000)	(100,000)	(150,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(1,431,863)</u>	<u>(1,270,575)</u>	<u>(1,423,799)</u>	<u>(1,823,742)</u>	<u>(1,533,861)</u>	<u>(1,596,658)</u>	<u>(1,570,027)</u>
Net Income Before Transfers	2,373,366	2,231,155	1,988,542	2,771,209	2,864,658	2,602,681	2,427,298
Contributions and Transfers In (Out)							
Capital Contributions	461,966	600,056	161,555	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
General Fund	(32,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,802,832	2,818,711	2,137,597	2,758,709	2,852,158	2,590,181	2,414,798
Total Net Assets - Beginning	<u>69,326,623</u>	<u>69,326,623</u>	<u>72,145,334</u>	<u>74,282,931</u>	<u>77,041,640</u>	<u>79,893,797</u>	<u>82,483,979</u>
Total Net Assets - Ending	<u>\$ 72,129,455</u>	<u>\$ 72,145,334</u>	<u>\$ 74,282,931</u>	<u>\$ 77,041,640</u>	<u>\$ 79,893,797</u>	<u>\$ 82,483,979</u>	<u>\$ 84,898,777</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	14,009,166	8,574,035	8,740,953	9,781,459	10,910,007	11,631,398	
+ Change in Net Assets	2,818,711	2,137,597	2,758,709	2,852,158	2,590,181	2,414,798	
+ Depreciation	2,670,000	2,825,000	2,950,000	3,100,000	3,250,000	3,400,000	
+ Long Term Debt	5,000,000	4,200,000	4,000,000	3,700,000	3,700,000	2,900,000	
- Contributed Capital	(600,056)	(161,555)	-	-	-	-	
- Fixed Assets	(12,703,786)	(5,599,124)	(5,353,203)	(4,913,609)	(4,908,791)	(3,884,196)	
- Principal Repayment	(2,620,000)	(3,235,000)	(3,315,000)	(3,610,000)	(3,910,000)	(3,860,000)	
Working Cash - End of Year	<u>\$ 8,574,035</u>	<u>\$ 8,740,953</u>	<u>\$ 9,781,459</u>	<u>\$ 10,910,007</u>	<u>\$ 11,631,398</u>	<u>\$ 12,602,000</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,231,635	1,247,292	1,287,130	1,320,110	1,356,560	
Coverage Ratio		1.44	1.34	1.47	1.44	1.36	1.37

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed for capital improvements in years 2018-2022
Interest rate at 4% for future debt issues
ERU's to increase at a rate of 1/2% per year after 2018
Operating expenses to increase 3.0% per year after 2018
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Rate increased 24% effective July 1, 2013 to \$155 per ERU replacing the rate of \$125 per ERU that has been in effect since July 1, 2010. The rate increase that was planned for July 1, 2016 as part of the plan presented to Council on June 15, 2011 was not needed. The next rate increase is planned at 15% on January 1, 2019. Rates will be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

**CITY OF APPLETON 2018 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2008		2009		2012		2013	
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 275,000	\$ 2,750	\$ 355,000	\$ 17,950	\$ 1,050,000	\$ 289,540	\$ 265,000	\$ 224,881
2019	-	-	360,000	3,600	1,100,000	248,665	270,000	216,819
2020	-	-	-	-	1,145,000	203,315	280,000	208,494
2021	-	-	-	-	1,190,000	156,165	290,000	197,694
2022	-	-	-	-	880,000	117,865	300,000	185,794
2023	-	-	-	-	740,000	92,415	315,000	173,344
2024	-	-	-	-	495,000	75,728	325,000	160,444
2025	-	-	-	-	255,000	66,086	340,000	146,994
2026	-	-	-	-	260,000	58,065	355,000	132,944
2027	-	-	-	-	270,000	49,773	370,000	118,294
2028	-	-	-	-	280,000	41,170	385,000	101,961
2029	-	-	-	-	285,000	32,053	400,000	84,625
2030	-	-	-	-	295,000	22,547	420,000	66,469
2031	-	-	-	-	305,000	12,716	435,000	47,194
2032	-	-	-	-	315,000	2,559	460,000	26,775
2033	-	-	-	-	-	-	480,000	5,400
2034	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-
	<u>\$ 275,000</u>	<u>\$ 2,750</u>	<u>\$ 715,000</u>	<u>\$ 21,550</u>	<u>\$ 8,865,000</u>	<u>\$ 1,468,662</u>	<u>\$ 5,690,000</u>	<u>\$ 2,098,126</u>

Year	2014		2015		2015		2016	
	Revenue Bonds		Revenue Bonds		Refunding Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 140,000	\$ 111,250	\$ 160,000	\$ 143,100	\$ 455,000	\$ 166,925	\$ 110,000	\$ 97,150
2019	145,000	108,375	165,000	139,825	470,000	157,600	110,000	94,950
2020	150,000	104,275	170,000	135,175	480,000	144,450	115,000	90,950
2021	155,000	99,663	175,000	129,963	495,000	129,713	120,000	86,200
2022	160,000	94,900	180,000	123,250	510,000	110,700	125,000	81,250
2023	160,000	90,100	185,000	115,900	545,000	89,250	130,000	76,100
2024	170,000	85,075	195,000	108,200	550,000	67,300	135,000	70,750
2025	175,000	78,550	200,000	100,250	580,000	44,400	140,000	65,200
2026	180,000	71,400	210,000	91,950	600,000	20,600	145,000	59,450
2027	190,000	63,900	220,000	83,250	365,000	3,650	150,000	53,500
2028	195,000	56,150	230,000	74,150	-	-	160,000	47,200
2029	205,000	48,050	235,000	64,800	-	-	165,000	40,650
2030	210,000	39,700	245,000	55,100	-	-	170,000	35,175
2031	220,000	31,000	255,000	45,000	-	-	175,000	29,963
2032	230,000	21,900	265,000	34,500	-	-	180,000	24,600
2033	240,000	12,400	280,000	23,450	-	-	185,000	19,088
2034	250,000	2,500	290,000	13,038	-	-	190,000	13,425
2035	-	-	300,000	2,625	-	-	195,000	7,613
2036	-	-	-	-	-	-	205,000	1,538
	<u>\$ 3,175,000</u>	<u>\$ 1,119,188</u>	<u>\$ 3,960,000</u>	<u>\$ 1,483,526</u>	<u>\$ 5,050,000</u>	<u>\$ 934,588</u>	<u>\$ 2,905,000</u>	<u>\$ 994,752</u>

Year	2016		2017		TOTAL		Total
	Refunding Bonds		Revenue Bonds		Principal	Interest	
	Principal	Interest	Principal	Interest			
2018	\$ 425,000	\$ 452,425	\$ -	\$ 174,036	\$ 3,235,000	\$ 1,680,007	\$ 4,915,007
2019	695,000	439,875	-	166,013	3,315,000	1,575,722	4,890,722
2020	1,055,000	404,750	50,000	165,263	3,445,000	1,456,672	4,901,672
2021	965,000	365,250	185,000	162,238	3,575,000	1,326,886	4,901,886
2022	1,005,000	325,450	210,000	156,588	3,370,000	1,195,797	4,565,797
2023	1,050,000	283,900	215,000	150,175	3,340,000	1,071,184	4,411,184
2024	1,090,000	240,700	225,000	143,500	3,185,000	951,697	4,136,697
2025	1,130,000	195,900	230,000	136,638	3,050,000	834,018	3,884,018
2026	1,180,000	149,200	235,000	127,863	3,165,000	711,472	3,876,472
2027	1,230,000	100,500	245,000	118,163	3,040,000	591,030	3,631,030
2028	1,280,000	49,800	255,000	108,063	2,785,000	478,494	3,263,494
2029	925,000	9,250	270,000	97,413	2,485,000	376,841	2,861,841
2030	-	-	280,000	86,313	1,620,000	305,304	1,925,304
2031	-	-	290,000	74,813	1,680,000	240,686	1,920,686
2032	-	-	300,000	65,163	1,750,000	175,497	1,925,497
2033	-	-	310,000	55,938	1,495,000	116,276	1,611,276
2034	-	-	320,000	46,413	1,050,000	75,376	1,125,376
2035	-	-	330,000	36,278	825,000	46,516	871,516
2036	-	-	340,000	19,963	545,000	21,501	566,501
2037	-	-	350,000	11,619	350,000	11,619	361,619
2038	-	-	360,000	2,925	360,000	2,925	362,925
	<u>\$ 12,030,000</u>	<u>\$ 3,017,000</u>	<u>\$ 5,000,000</u>	<u>\$ 2,105,378</u>	<u>\$ 47,665,000</u>	<u>\$ 13,245,520</u>	<u>\$ 60,910,520</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$4,200,000 will be issued in 2018. Expected interest expense of the issue in 2018 is \$42,000 at 4%.

CITY OF APPLETON 2018 BUDGET RESOLUTION

Resolved,

The 2018 Executive Budget and Service Plan as published in the newspaper and subsequently amended by the Common Council, be adopted as amended. There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$34,835,750 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$5,241,380, for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,047,968 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$300,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$19,388,586, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$8,000,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

**CITY OF APPLETON
2018 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2015	2016	Adopted 2017	Amended 2017	2018
Finance	8.85	8.20	8.20	8.20	8.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	12.55	12.25	11.95	11.95	11.95
Health Grants	1.66	1.46	1.54	1.29	1.29
Information Technology	11.00	11.00	11.00	11.00	11.00
Legal Services	8.67	8.67	8.67	8.67	8.67
Library	46.50	46.00	46.50	46.50	46.00
Library Grants	-	-	-	-	0.50
Mayor	3.00	3.00	3.00	4.00	4.00
Facilities Management	10.25	10.25	10.26	10.26	10.26
Facilities Capital	0.40	1.40	1.68	1.68	1.68
Parks & Recreation	16.28	16.62	16.39	16.39	16.39
Reid Golf Course	2.67	2.67	2.62	2.62	2.70
Human Resources	6.15	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98	2.98
Community & Economic Devel.	18.13	18.13	17.81	16.81	16.87
Housing, Homeless & Block Grants	1.08	1.08	1.40	1.40	1.34
Police	137.00	137.00	137.00	137.00	137.00
Public Works	62.58	62.47	61.88	61.88	63.01
Sanitation	17.49	17.49	17.49	17.49	17.51
CEA	14.51	14.51	14.51	14.51	14.51
Parking	11.28	11.30	11.50	11.50	11.53
Capital (TIF, Subdivision, etc.)	2.27	2.75	3.31	3.31	3.17
Stormwater Utility	19.67	19.69	19.66	19.66	19.76
Water Utility	37.73	38.24	38.28	38.28	36.84
Wastewater Utility	28.71	28.39	28.41	28.41	28.71
Valley Transit	54.35	54.35	54.95	56.20	56.20
Total Regular Employees	631.74	632.02	633.10	634.10	634.19

CITY OF APPLETON 2018 BUDGET PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
MAYOR							
	Diversity Coordinator	A	1.00 \$ 115,510	1.00 \$ 115,510	1.00 \$ 115,510	1.00 \$ 115,510	
COMMUNITY & ECONOMIC DEVELOPMENT							
	Diversity Coordinator	A	(1.00) (115,510)	(1.00) (115,510)	(1.00) (115,510)	(1.00) (115,510)	
	Real Estate Technician	B	0.13 19,535	- -	- -	- -	
PARKS & RECREATION							
	Grounds Coordinator		1.00 71,957	- -	- -	- -	
LIBRARY							
	Reach Out and Read Coordinator	C	(0.50) (22,475)	(0.50) (22,475)	- -	- -	
FIRE							
	Battalion Chief	A	(1.00) (120,000)	(1.00) (120,000)	(1.00) (120,000)	(1.00) (120,000)	
	Fire Captain	A	(2.00) (227,600)	(2.00) (227,600)	(2.00) (227,600)	(2.00) (227,600)	
	Fire Lieutenant	A	2.00 220,000	2.00 220,000	2.00 220,000	2.00 220,000	
	Training and Resource Development Spec.	A	1.00 88,500	1.00 88,500	1.00 88,500	1.00 88,500	
POLICE							
	Officer		1.00 96,672	- -	- -	- -	
Total General Fund:			1.63 \$ 126,589	(0.50) \$ (61,575)	0.00 \$ (39,100)	0.00 \$ (39,100)	
SPECIAL REVENUE FUNDS							
HEALTH GRANTS							
	Pandemic Coordinator	A	(0.25) \$ (20,951)	(0.25) \$ (20,951)	(0.25) \$ (20,951)	(0.25) \$ (20,951)	
LIBRARY GRANTS							
	Reach Out and Read Coordinator	C	0.50 22,475	0.50 22,475	- -	- -	
Total Special Revenue Funds:			0.25 \$ 1,524	0.25 \$ 1,524	(0.25) \$ (20,951)	(0.25) \$ (20,951)	
ENTERPRISE FUNDS							
VALLEY TRANSIT							
	Marketing Coordinator	A	(0.50) \$ (40,451)	(0.50) \$ (40,451)	(0.50) \$ (40,451)	(0.50) \$ (40,451)	
	Part Time Drivers	A	1.25 53,646	1.25 53,646	1.25 53,646	1.25 53,646	
	Road Supervisor	A	(0.50) (39,525)	(0.50) (39,525)	(0.50) (39,525)	(0.50) (39,525)	
	Transit Coordinator	A	1.00 90,894	1.00 90,894	1.00 90,894	1.00 90,894	
REID GOLF							
	Clubhouse Manager	D	0.08 5,905	0.08 5,905	- -	- -	
Total Enterprise Funds:			1.33 \$ 70,469	1.33 \$ 70,469	1.25 \$ 64,564	1.25 \$ 64,564	
TOTAL CITY:			3.21 \$ 198,582	1.08 \$ 10,418	1.00 \$ 4,513	1.00 \$ 4,513	

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

- (A) Personnel change approved by Council since adoption of the 2017 budget.
- (B) Request is to increase position to thirty hours per week from twenty-five.
- (C) Grant funded position moved from Library general fund to Library Grants special revenue fund.
- (D) Request is to increase position to ten months per year from nine.

CITY OF APPLETON 2018 BUDGET ASSESSED PROPERTY VALUES

All calculated using overall ratio

	01/01/16	01/01/17	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 10	\$ 166,899,320	\$ 179,069,163	\$ 12,169,843	7.29%
Outagamie County				
Real Estate	4,021,891,900	4,049,355,192	27,463,292	0.68%
Personal Property	105,304,800	113,058,546	7,753,746	7.36%
Total With TID:	4,127,196,700	4,162,413,738	35,217,038	0.85%
Total Without TID:	4,069,109,554	4,094,577,835	25,468,281	0.63%
Calumet County				
Real Estate	670,086,000	679,856,806	9,770,806	1.46%
Personal Property	11,193,300	10,159,529	(1,033,771)	-9.24%
Total With TID:	681,279,300	690,016,335	8,737,035	1.28%
Total Without TID:	589,783,389	598,320,926	8,537,537	1.45%
Winnebago County				
Real Estate	73,433,600	74,312,312	878,712	1.20%
Personal Property	9,932,900	10,032,388	99,488	1.00%
Total With TID:	83,366,500	84,344,700	978,200	1.17%
Total Without TID:	66,050,237	64,806,849	(1,243,388)	-1.88%
All Counties With TIDs:	\$ 4,891,842,500	\$ 4,936,774,773	\$ 44,932,273	0.92%
All Counties Without TIDs:	\$ 4,724,943,180	\$ 4,757,705,610	\$ 32,762,430	0.69%

CITY OF APPLETON 2018 BUDGET EQUALIZED PROPERTY VALUES

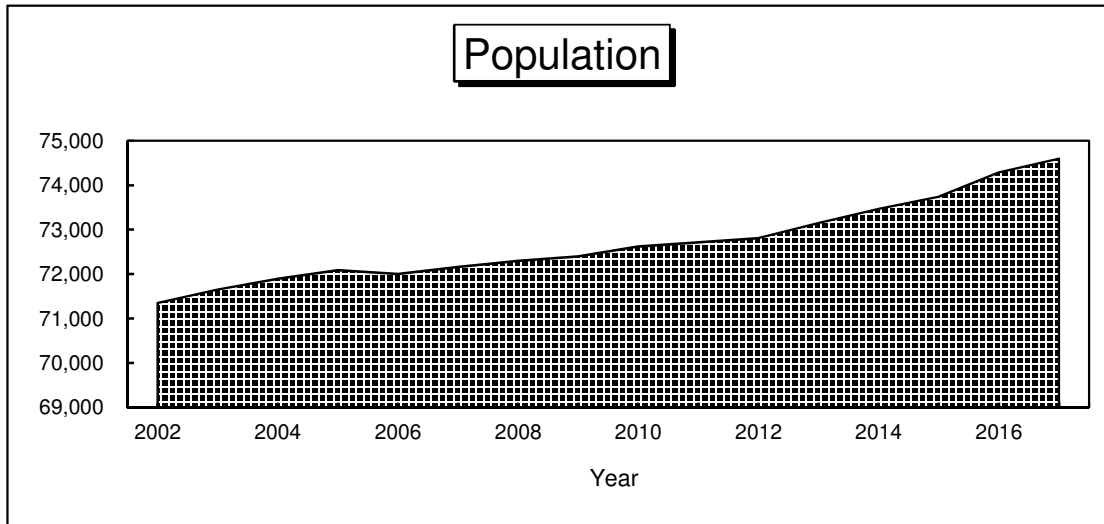
		01/01/16	01/01/17	Change in Dollars	Change in Percent
TID # 3	Gross	60,456,400	64,720,300	4,263,900	7.05%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	41,515,600	45,779,500	4,263,900	10.27%
TID # 6	Gross	104,849,300	109,151,000	4,301,700	4.10%
	Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
	Increment	92,707,700	97,009,400	4,301,700	4.64%
TID # 7	Gross	42,854,100	45,931,800	3,077,700	7.18%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	17,197,100	20,274,800	3,077,700	17.90%
TID # 8	Gross	19,937,600	29,334,200	9,396,600	47.13%
	Base (2009) *	(6,135,100)	(6,135,100)	-	0.00%
	Increment	13,802,500	23,199,100	9,396,600	68.08%
TID # 9	Gross	23,275,900	24,330,100	1,054,200	4.53%
	Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
	Increment	1,763,000	2,817,200	1,054,200	59.80%
TID # 10	Gross	26,091,900	23,902,100	(2,189,800)	-8.39%
	Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
	Increment **	1,548,000	(641,800)	(2,189,800)	-141.46%
Total All Increments:		\$ 168,533,900	\$ 189,080,000	\$ 19,904,300	12.19%
Outagamie County					
	Real Estate	4,060,145,600	4,285,734,900	225,589,300	5.56%
	Personal Property	105,489,300	119,658,300	14,169,000	13.43%
	Total With TID:	4,165,634,900	4,405,393,200	239,758,300	5.76%
	Total Without TID:	4,107,005,800	4,333,597,400	226,591,600	5.52%
Calumet County					
	Real Estate	679,108,900	719,256,300	40,147,400	5.91%
	Personal Property	11,193,300	10,748,300	(445,000)	-3.98%
	Total With TID:	690,302,200	730,004,600	39,702,400	5.75%
	Total Without TID:	597,594,500	632,995,200	35,400,700	5.92%
Winnebago County					
	Real Estate	72,855,300	77,115,300	4,260,000	5.85%
	Personal Property	9,932,900	10,410,800	477,900	4.81%
	Total With TID:	82,788,200	87,526,100	4,737,900	5.72%
	Total Without TID:	65,591,100	67,251,300	1,660,200	2.53%
All Counties With TIDs:		\$ 4,938,725,300	\$ 5,222,923,900	\$ 284,198,600	5.75%
All Counties Without TIDs:		\$ 4,770,191,400	\$ 5,033,843,900	\$ 263,652,500	5.53%

* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

** A negative increment is treated as zero increment.

CITY OF APPLETON 2018 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2002	Est.	59,257	11,222	869	71,348
2003	Est.	59,522	11,234	893	71,649
2004	Est.	59,738	11,241	916	71,895
2005	Est.	59,895	11,237	953	72,085
2006	Est.	59,870	11,195	939	72,004
2007	Est.	60,020	11,200	938	72,158
2008	Est.	60,170	11,195	932	72,297
2009	Est.	60,200	11,240	960	72,400
2010	Census	60,045	11,088	1,490	72,623
2011	Est.	60,130	11,095	1,490	72,715
2012	Est.	60,240	11,080	1,490	72,810
2013	Est.	60,500	11,165	1,485	73,150
2014	Est.	60,783	11,195	1,485	73,463
2015	Est.	60,838	11,412	1,487	73,737
2016	Est.	61,071	11,731	1,484	74,286
2017	Est.	61,364	11,759	1,475	74,598



CITY OF APPLETON

2018 BUDGET

GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

CITY OF APPLETON

2018 BUDGET

GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CITY OF APPLETON

2018 BUDGET

GLOSSARY

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

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

DEBT LIMIT: The maximum amount of legally permitted outstanding gross or net debt.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

DEFERRED SPECIAL ASSESSMENTS: Special assessments which have been levied but are not yet due.

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

DELINQUENT SPECIAL ASSESSMENTS: Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Administrative Services, Inspection, Police, Fire, Health, Planning & Development, Public Works, Library, Water, and Parks & Recreation.

DEVELOPER FUNDED INCENTIVE: Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report– a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

CITY OF APPLETON

2018 BUDGET

GLOSSARY

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.

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books. Note: it is usually a year, though not necessarily a calendar year.

FRINGE BENEFITS: Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA, and workers compensation insurance.

FUND: A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds and internal service funds.

FUND BALANCE: The excess of fund assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

GENERAL FUND: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park

CITY OF APPLETON

2018 BUDGET

GLOSSARY

and recreation, library, public works, health services, community development and general administration.

GAAP: Generally Accepted Accounting Principles.

GASB: Governmental Accounting Standards Board.

GENERAL LEDGER: A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

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

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GREEN DOT PROGRAM: The “Green Dot” program is a sidewalk maintenance program for existing public sidewalks. This program targets a specific area of the City each year where the Department of Public Works inspects and repairs/replaces sidewalks as needed. Treatments can range from grinding to saw cutting to complete replacement. The budget for the Green Dot program is based on completing approximately 5% of the sidewalks in the City each year.

IN LIEU OF TAXES: A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to pay a “tax equivalent amount”.

INDIRECT COSTS: Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

INTEREST INCOME: Interest earned on funds, which are not immediately needed by the City.

INTERFUND TRANSFERS: Amounts transferred from one fund to another, primarily as reimbursements for services provided.

INTERGOVERNMENTAL REVENUE: Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

CITY OF APPLETON

2018 BUDGET

GLOSSARY

INTERNAL SERVICE FUND: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial

CITY OF APPLETON

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position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

RESERVE FOR ENCUMBRANCES: A reserve account that represents open encumbered contracts and purchase orders.

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

REVENUE BONDS: Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

SCADA SYSTEM: System Control and Data Acquisition system.

SHARED REVENUES: Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

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.

SPECIAL REVENUE FUNDS: Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT): A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes.

TAX LIENS: Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

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 City. The assessed value tax rate is calculated using assessed value. The tax rate per \$1 of valuation is known as the mill rate.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property.

TAX YEAR: The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

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

CITY OF APPLETON 2018 BUDGET GLOSSARY

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

WHEEL TAX: The Appleton City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 17 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted to road reconstruction expenditures only.

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM DEVELOPMENT

It is the policy of the City of Appleton to maintain a Capital Improvement Program both to provide physical facilities that are responsive to the needs and demands of the public and City government and to be supportive of the long and short range economic, social and environmental development policies of the City.

Development of the Five-Year Capital Improvement Program entails planning by departments, both singly and in concert with other departments, and communication among departments and with the Mayor and the Finance Director. Project requests are submitted by departments along with their operating budget requests. An effort is made to describe projects in their entirety; for example, projects involving multiple departments or funding sources will be described on a single project request form to enhance interdepartmental project coordination. Project and operating budget requests are reviewed together by the Mayor in order to develop an integrated and coordinated capital program and to balance the operating budget impacts of projects and their funding sources. Particular attention is paid to balancing the costs of debt service with operating and cost efficiencies and economic development resulting from various capital investments. The Five-Year Capital Improvement Program is updated each year as an essential component of budget development.

The process results in the publication of a Five-Year Capital Improvement Program as part of the overall Operating Budget and Service Plan which serves as a planning tool for future growth and development in the City. Funds are appropriated in the budget for the current year only of the Capital Improvement Program, with each subsequent year being separately authorized with that year's operating budget. Sound planning, detailed project descriptions and accurate cost estimates by department staff aid in the formulation of a program that is used as a valuable management tool in accomplishing needed capital improvements within the City's ability to pay.

**CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM
PROJECT DEFINITIONS**

CAPITAL IMPROVEMENT PROJECT

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing \$25,000 or greater.

PROJECT COMPONENTS

Plans: Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

Land Acquisition: Expenditures for the purchase of land.

Construction: Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

Other: Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

FUNDING

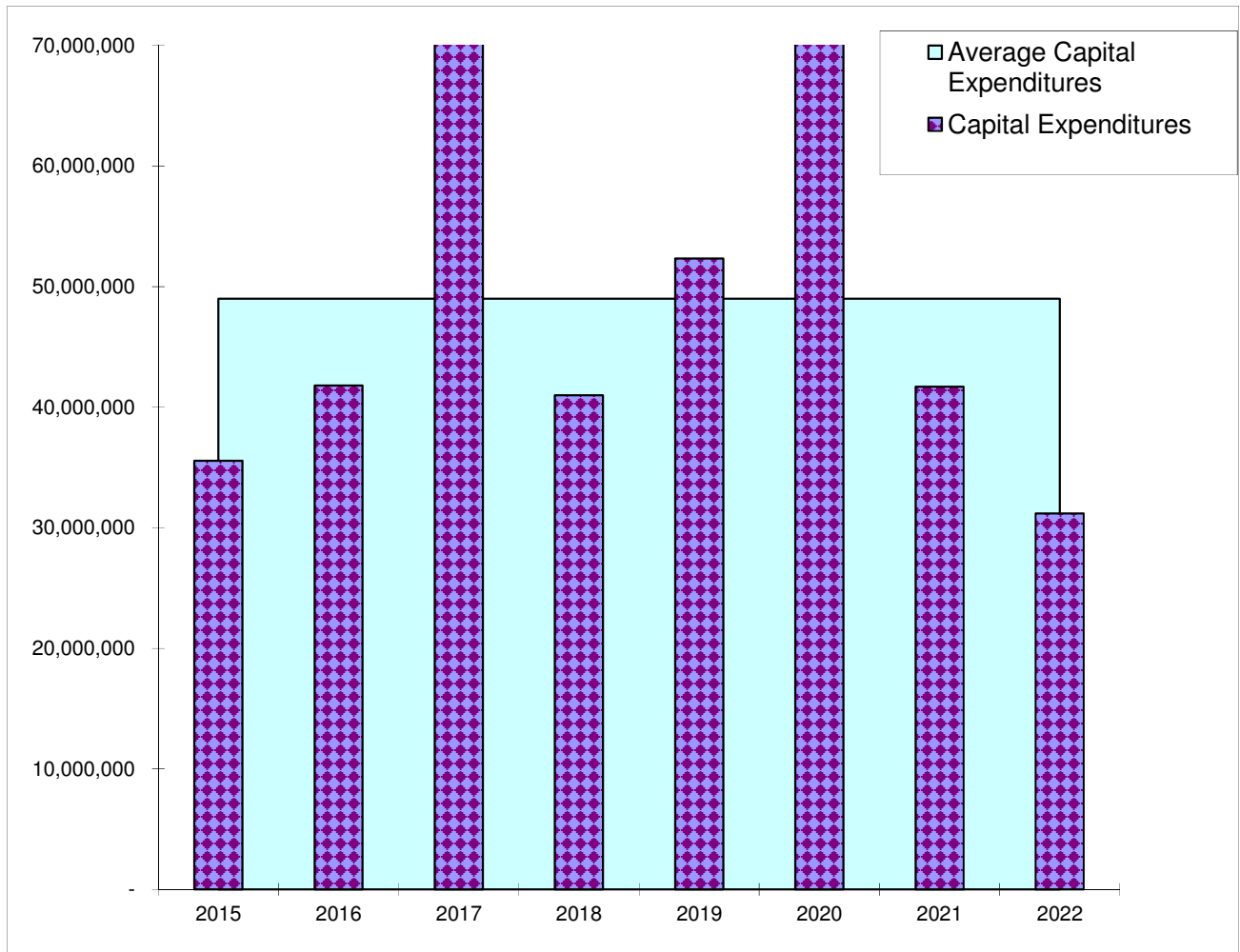
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells five to eight year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

User Fees: Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

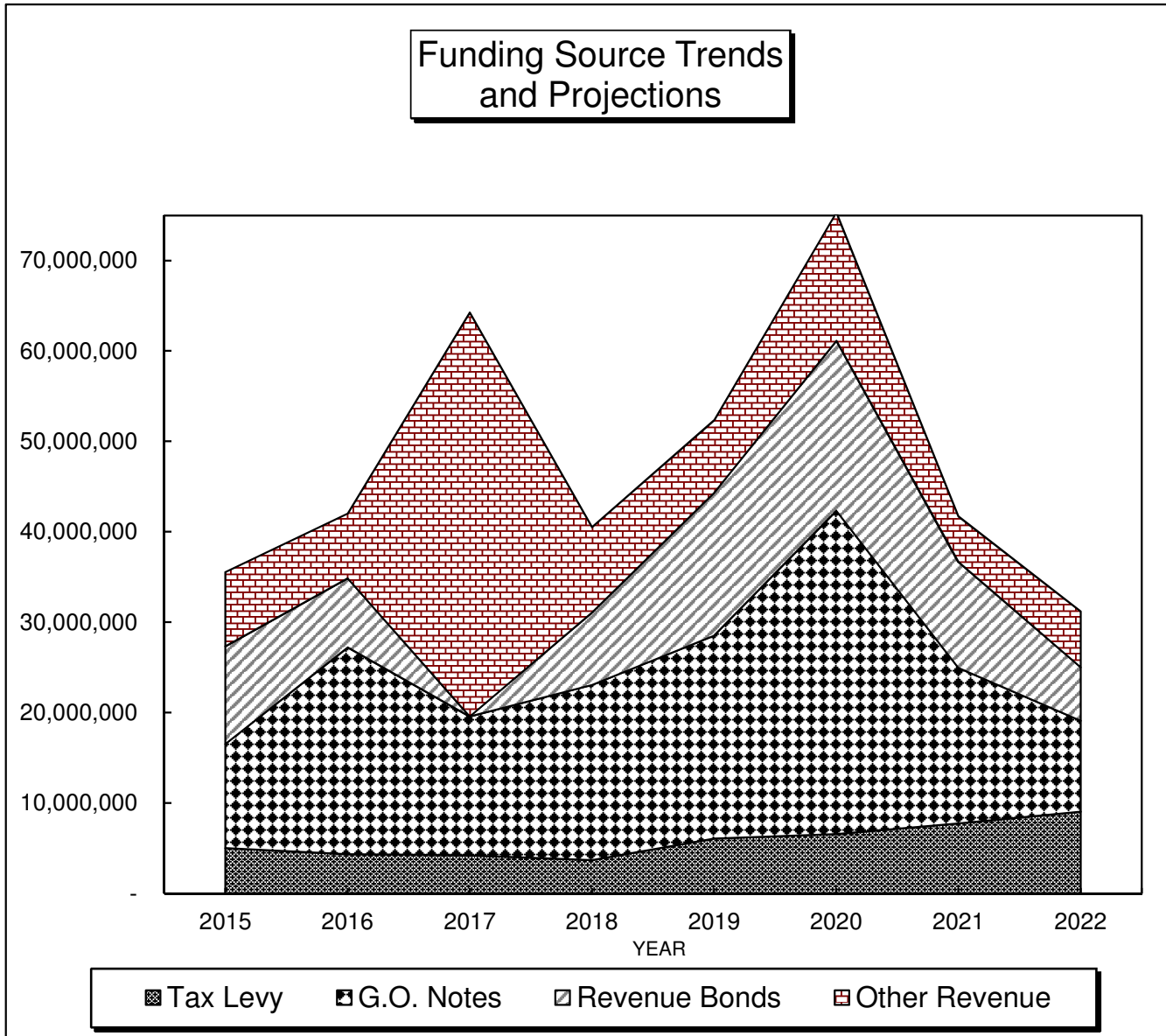
CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2015 - 2022. The spike in 2017 included demolition and replacement of facilities in Erb Park, including the swimming pool, changing rooms, pavilion and parking area. 2017 also included funds for construction of the Fox Cities Exhibition Center, the design and development of Jones Park, the construction of the Northland stormwater detention pond and stormwater facilities reconstruction on a section of South Oneida Street, scheduled for street reconstruction in 2018. The rise in 2019 include potential design and/or land costs for a new library, costs related to demolition of the Blue parking ramp (along with costs for design of a new ramp) and costs to address biosolids storage issues at the Wastewater Treatment plant. The spike in 2020 include costs related to the construction of a new library, the construction of a new downtown parking ramp, and improvements to the hauled waste receiving station at the Wastewater Treatment plant.

CITY OF APPLETON 2018 BUDGET

CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. In general, tax levy revenue is used to fund a portion of ongoing infrastructure (i.e. streets, sidewalks) needs as well as other small projects. General obligation (G.O.) notes are used to fund larger capital projects as well as ongoing infrastructure, facility, equipment and quality of life (parks, trails, pools, etc.) capital needs. Revenue bonds are utilized by the Water, Wastewater and Stormwater Utilities to fund utility infrastructure, facility and equipment needs. Revenue bonds are not general obligations of the City but are payable from revenues generated by the respective utility. Other revenue includes funding sources such as the State of Wisconsin or U.S. Government, developer contributions, intergovernmental agreements, or donations.

CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
PROJECT CATEGORY LIST FOR 2018

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Miscellaneous Site Acquisition	CD	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
569	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	58,201	58,201
571	Pedestrian Crosswalk Safety Enhancements	PW	-	57,132	-	-	57,132
573	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
574	Traffic Camera Program	PW	-	32,500	-	-	32,500
575	Second Raw Water Line	WD	-	-	100,000 w	-	100,000
576	Asphalt Paving Program	PW	2,092,981	-	-	-	2,092,981
580	Concrete Paving Program	PW	741,466	5,135,668	- sd	571,137	6,448,271
586	Grade and Gravel Program	PW	-	-	- sd	61,245	61,245
588	Sidewalk Program	PW	824,156	607,329	- sd	102,418	1,533,903
590	Stormwater Program	SW	-	161,155	4,200,000 st	1,899,124	6,260,279
596	Watermain Program	WD	-	312,750	3,070,000 w	388,847	3,771,597
602	Sanitary Sewer Program	WW	-	156,550	- s	2,235,551	2,392,101
Facilities							
608	Downtown Development	PRFM/PW	-	6,750,000	-	-	6,750,000
609	Building Envelope	PRFM	-	25,000	-	-	25,000
610	Electrical Upgrades	PRFM	-	25,000	- s	1,470,750	1,495,750
611	Facility Renovations	PRFM	-	475,000	-	-	475,000
612	Grounds Improvements	PRFM	-	50,000	- s	25,000	75,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	380,000	- s	290,000	670,000
614	HVAC Upgrades	PRFM	-	-	- o	305,000	305,000
615	Interior Finishes and Furniture	PRFM	-	80,000	-	-	80,000
616	Lighting Upgrades	PRFM	-	50,000	-	-	50,000
618	Plumbing Upgrades	PRFM	-	35,000	- s	30,000	65,000
619	Roof Replacement	PRFM	-	150,000	-	-	150,000
620	Safety and Security Improvements	PRFM	-	55,000	- o	145,000	200,000
621	Parking Utility Maintenance and Equipment	PAR	-	-	- o	300,000	300,000
622	Transit Maintenance Pit	VT	-	-	- o	100,000	100,000
623	Water Treatment Chemical Storage	WF	-	-	500,000 w	-	500,000
Equipment							
627	Fire Records Management System	FD	-	119,500	-	-	119,500
628	Heavy Rescue / Firefighter Rescue Equipment	FD	-	50,000	-	-	50,000
629	Enterprise Resource Planning (ERP) System	IT	-	243,000	-	-	243,000
630	Information Services Equipment and Infrastructure	IT	-	565,000	-	-	565,000
631	Elections Equipment	LGL	-	110,000	-	-	110,000
632	Electronic Poll Books	LGL	-	30,000	-	-	30,000
633	CEA Fuel Site Upgrade	PW	-	-	- o	10,000	10,000
635	Survey Instrument Replacement	PW	-	40,000	-	-	40,000
636	Mackville Landfill Monitoring Equipment	SAN	-	59,000	-	-	59,000
638	Transit Fuel Site Upgrade	VT	-	-	- o	145,000	145,000
639	Bulk Water Dispensing Station	WF	-	-	45,000 w	-	45,000
640	Computer Control UPS Replacement	WF	-	-	85,000 w	-	85,000
643	Aeration Blower # 3 Replacement	WW	-	-	- s	920,000	920,000
644	Belt Filter Press Upgrades	WW	-	-	- s	70,000	70,000
645	Lift Station Improvements	WW	-	-	- s	150,000	150,000
646	PLC Maintenance	WW	-	-	- s	158,500	158,500
Quality of Life							
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	145,000	-	-	145,000
652	Park Development	PRFM	-	2,095,000	-	-	2,095,000
655	Scheig Center	PRFM	-	100,000	-	-	100,000
656	Southeast Community Park	PRFM	-	500,000	-	-	500,000
657	Statue and Monument Restoration	PRFM	-	15,000	-	-	15,000
658	Telulah Park Improvements	PRFM	-	765,000	-	-	765,000
	Issue costs / capitalized labor / fund balance used		-	(512,881)	-	-	(512,881)
			\$ 3,658,603	\$ 19,388,586	\$ 8,000,000	\$ 9,435,773	\$ 40,482,962

Other Supplemental Information:

Sewer User Fees (s):	+ \$ 5,599,801
Water User Fees (w):	413,847
Stormwater User Fees (st):	1,899,124
Subdivision (sd):	734,800
Other (o):	788,201

\$ 9,435,773

* Sewer user fees include no use the DNR Replacement Fund.

CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
PROJECT CATEGORY LIST FOR 2019

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Miscellaneous Site Acquisition	CD	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
569	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	82,998	82,998
570	Bridge Improvements	PW	-	214,620	-	-	214,620
571	Pedestrian Crosswalk Safety Enhancements	PW	-	145,234	-	-	145,234
572	Street Light Infill - NE Industrial Park	PW	-	71,331	-	-	71,331
573	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
574	Traffic Camera Program	PW	-	32,500	-	-	32,500
575	Second Raw Water Line	WD	-	-	700,000 w	-	700,000
576	Asphalt Paving Program	PW	2,212,671	258,750	-	-	2,471,421
580	Concrete Paving Program	PW	1,661,215	1,705,787	- sd	699,262	4,066,264
586	Grade and Gravel Program	PW	900,387	-	- sd	199,047	1,099,434
588	Sidewalk Program	PW	1,277,212	103,600	- sd	115,558	1,496,370
590	Stormwater Program	SW	-	-	4,000,000 st	1,853,203	5,853,203
596	Watermain Program	WD	-	-	2,600,000 w	928,011	3,528,011
602	Sanitary Sewer Program	WW	-	-	2,191,000 s	2,593,165	4,784,165
Facilities							
608	Downtown Development	PRFM/PW	-	10,700,000	-	-	10,700,000
609	Building Envelope	PRFM	-	75,000	-	-	75,000
610	Electrical Upgrades	PRFM	-	80,000	1,750,000 s	-	1,830,000
611	Facility Renovations	PRFM	-	430,000	- o	100,000	530,000
612	Grounds Improvements	PRFM	-	50,000	-	-	50,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	450,000	- o	250,000	700,000
614	HVAC Upgrades	PRFM	-	160,000	- o	420,000	580,000
615	Interior Finishes and Furniture	PRFM	-	635,000	-	-	635,000
616	Lighting Upgrades	PRFM	-	300,000	- s	75,000	375,000
617	MSB Heated Storage Facility	PRFM	-	85,000	-	-	85,000
618	Plumbing Upgrades	PRFM	-	25,000	-	-	25,000
619	Roof Replacement	PRFM	-	250,000	-	-	250,000
620	Safety and Security Improvements	PRFM	-	80,000	- s	50,000	130,000
621	Parking Utility Maintenance and Equipment	PAR	-	-	- o	315,000	315,000
625	Wastewater Sludge Storage Options	WW	-	-	3,500,000 s	-	3,500,000
Equipment							
626	Additional Vehicle for Station # 6	FD	-	653,200	-	-	653,200
629	Enterprise Resource Planning (ERP) System	IT	-	471,000	-	-	471,000
633	CEA Fuel Site Upgrade	PW	-	160,000	-	-	160,000
636	Mackville Landfill Monitoring Equipment	SAN	-	60,000	-	-	60,000
644	Belt Filter Press Upgrades	WW	-	-	1,059,000 s	-	1,059,000
645	Lift Station Improvements	WW	-	-	- s	150,000	150,000
647	Receiving Station Improvements	WW	-	-	- s	200,000	200,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	125,000	-	-	125,000
649	AMP Athletic Fields	PRFM	-	1,800,000	-	-	1,800,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
652	Park Development	PRFM	-	800,000	-	-	800,000
653	Playground Areas	PRFM	-	300,000	-	-	300,000
654	Reid Golf Course	PRFM	-	115,000	-	-	115,000
655	Scheig Center	PRFM	-	165,000	-	-	165,000
656	Southeast Community Park	PRFM	-	80,000	-	-	80,000
657	Statue and Monument Restoration	PRFM	-	45,000	-	-	45,000
658	Telulah Park Improvements	PRFM	-	500,000	-	-	500,000
659	Tennis Courts	PRFM	-	250,000	-	-	250,000
660	Trails and Trail Connections	PRFM	-	650,000	-	-	650,000
			\$ 6,051,485	\$ 22,452,905	\$ 15,800,000	\$ 8,031,244	\$ 52,335,634

Other Supplemental Information:

Sewer User Fees (s):	* \$ 3,443,165
Water User Fees (w):	1,128,011
Stormwater User Fees (st):	1,853,203
Subdivision (sd):	1,013,867
Other (o):	592,998
	<u>\$ 8,031,244</u>

* Sewer user fees include no use the DNR Replacement Fund.

CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
PROJECT CATEGORY LIST FOR 2020

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Miscellaneous Site Acquisition	CD	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
569	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	118,347	118,347
570	Bridge Improvements	PW	-	650,200	-	-	650,200
571	Pedestrian Crosswalk Safety Enhancements	PW	-	155,234	-	-	155,234
573	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
575	Second Raw Water Line	WD	-	-	7,585,000 w	-	7,585,000
576	Asphalt Paving Program	PW	2,126,681	-	-	-	2,126,681
580	Concrete Paving Program	PW	2,844,470	1,799,034	- sd	624,982	5,268,486
586	Grade and Gravel Program	PW	390,947	-	-	-	390,947
588	Sidewalk Program	PW	1,197,764	123,680	- sd	106,375	1,427,819
590	Stormwater Program	SW	-	-	3,700,000 st	1,713,609	5,413,609
596	Watermain Program	WD	-	159,080	1,115,000 w	2,854,442	4,128,522
602	Sanitary Sewer Program	WW	-	-	2,300,000 s	1,710,375	4,010,375
Facilities							
608	Downtown Development	PRFM/PW	-	23,850,000	-	-	23,850,000
609	Building Envelope	PRFM	-	80,000	-	-	80,000
610	Electrical Upgrades	PRFM	-	-	2,000,000 s	-	2,000,000
611	Facility Renovations	PRFM	-	290,000	- o	3,500,000	3,790,000
612	Grounds Improvements	PRFM	-	210,000	-	-	210,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	500,000	- s	150,000	650,000
614	HVAC Upgrades	PRFM	-	905,000	- o	195,000	1,100,000
615	Interior Finishes and Furniture	PRFM	-	165,000	- s	100,000	265,000
616	Lighting Upgrades	PRFM	-	250,000	- w	75,000	325,000
617	MSB Heated Storage Facility	PRFM	-	650,000	-	-	650,000
618	Plumbing Upgrades	PRFM	-	25,000	-	-	25,000
619	Roof Replacement	PRFM	-	60,000	- s	100,000	160,000
620	Safety and Security Improvements	PRFM	-	115,000	-	-	115,000
621	Parking Utility Maintenance and Equipment	PAR	-	-	- o	700,000	700,000
625	Wastewater Sludge Storage Options	WW	-	-	100,000 s	1,400,000	1,500,000
Equipment							
629	Enterprise Resource Planning (ERP) System	IT	-	237,000	-	-	237,000
634	CEA Car Wash Replacement	PW	-	-	- o	10,000	10,000
644	Belt Filter Press Upgrades	WW	-	-	- s	862,000	862,000
647	Receiving Station Improvements	WW	-	-	2,000,000 s	-	2,000,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	1,100,000	-	-	1,100,000
649	AMP Athletic Fields	PRFM	-	185,000	-	-	185,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	70,000	-	-	70,000
652	Park Development	PRFM	-	1,030,000	-	-	1,030,000
653	Playground Areas	PRFM	-	300,000	-	-	300,000
654	Reid Golf Course	PRFM	-	47,500	-	-	47,500
656	Southeast Community Park	PRFM	-	400,000	-	-	400,000
657	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
659	Tennis Courts	PRFM	-	300,000	-	-	300,000
660	Trails and Trail Connections	PRFM	-	1,635,000	-	-	1,635,000
			\$ 6,559,862	\$ 35,748,611	\$ 18,800,000	\$ 14,220,130	\$ 75,328,603

Other Supplemental Information:

Sewer User Fees (s):	* \$ 4,497,375
Water User Fees (w):	2,929,442
Stormwater User Fees (st):	1,713,609
Subdivision (sd):	731,357
Other (o):	4,348,347
	\$ 14,220,130

CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
PROJECT CATEGORY LIST FOR 2021

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Miscellaneous Site Acquisition	CD	-	\$ 250,000	\$ -	\$ -	\$ 250,000
569	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	49,148	49,148
570	Bridge Improvements	PW	-	870,000	-	-	870,000
571	Pedestrian Crosswalk Safety Enhancements	PW	-	105,234	-	-	105,234
573	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
575	Asphalt Paving Program	PW	2,084,777	-	-	-	2,084,777
580	Concrete Paving Program	PW	4,478,213	-	- sd	5,000	4,483,213
588	Sidewalk Program	PW	1,156,053	-	- sd	10,000	1,166,053
590	Stormwater Program	SW	-	-	3,700,000 st	1,708,791	5,408,791
596	Watermain Program	WD	-	-	3,180,000 w	1,167,555	4,347,555
602	Sanitary Sewer Program	WW	-	-	2,450,000 s	1,158,613	3,608,613
Facilities							
608	Downtown Development	PRFM/PW	-	10,000,000	-	-	10,000,000
609	Building Envelope	PRFM	-	70,000	-	-	70,000
610	Electrical Upgrades	PRFM	-	30,000	1,800,000 s	-	1,830,000
611	Facility Renovations	PRFM	-	150,000	-	-	150,000
612	Grounds Improvements	PRFM	-	250,000	-	-	250,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	490,000	- s	150,000	640,000
614	HVAC Upgrades	PRFM	-	225,000	- o	375,000	600,000
615	Interior Finishes and Furniture	PRFM	-	195,000	-	-	195,000
616	Lighting Upgrades	PRFM	-	250,000	- o	115,000	365,000
618	Plumbing Upgrades	PRFM	-	60,000	-	-	60,000
619	Roof Replacement	PRFM	-	450,000	-	-	450,000
620	Safety and Security Improvements	PRFM	-	30,000	- w	100,000	130,000
624	Total Maximum Daily Load Facility Planning	WW	-	-	250,000 s	-	250,000
Equipment							
630	Information Services Equipment and Infrastructure	IT	-	-	- o	200,000	200,000
634	CEA Car Wash Replacement	PW	-	425,000	-	-	425,000
635	Survey Instrument Replacement	PW	-	40,000	-	-	40,000
641	Water Tower Improvements	WF	-	-	320,000 w	-	320,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	40,000	-	-	40,000
649	AMP Athletic Fields	PRFM	-	150,000	-	-	150,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	505,000	-	-	505,000
652	Park Development	PRFM	-	30,000	-	-	30,000
653	Playground Areas	PRFM	-	75,000	-	-	75,000
654	Reid Golf Course	PRFM	-	57,500	-	-	57,500
656	Southeast Community Park	PRFM	-	1,500,000	-	-	1,500,000
657	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
660	Trails and Trail Connections	PRFM	-	775,000	-	-	775,000
			\$ 7,719,043	\$ 17,229,617	\$ 11,700,000	\$ 5,039,107	\$ 41,687,767

Other Supplemental Information:

Sewer User Fees (s):	*\$ 1,683,613
Water User Fees (w):	1,342,555
Stormwater User Fees (st):	1,708,791
Subdivision (sd):	15,000
Other (o):	289,148
	<u>\$ 5,039,107</u>

* Sewer user fees include no use of the DNR Replacement Fund.

CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
PROJECT CATEGORY LIST FOR 2022

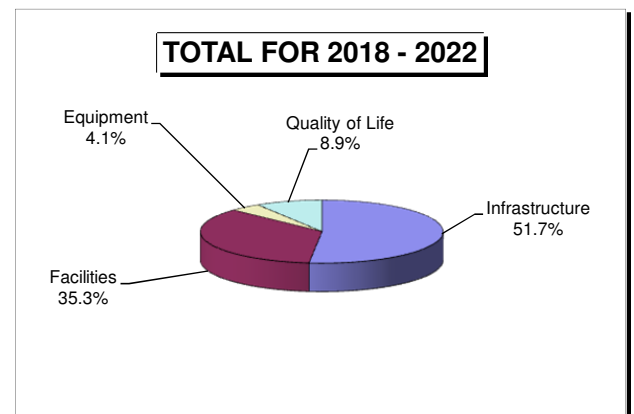
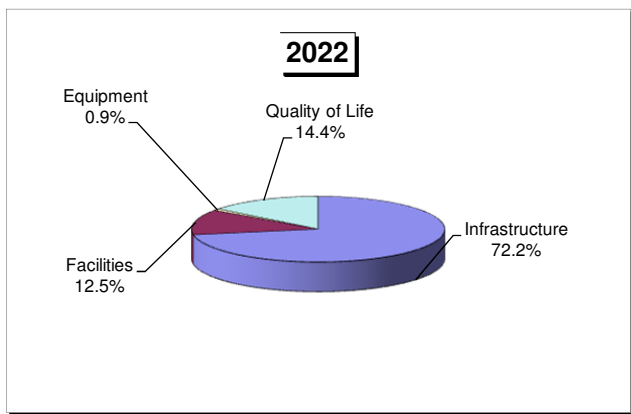
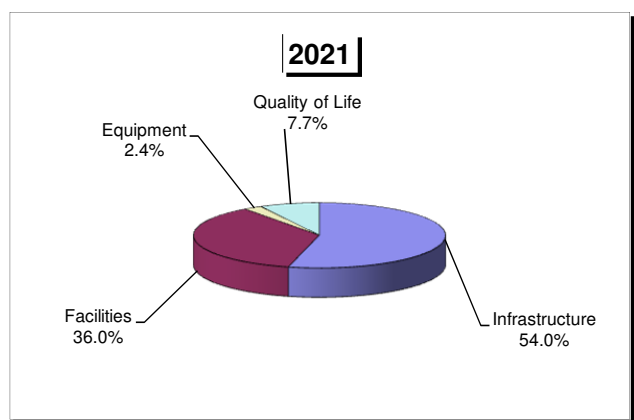
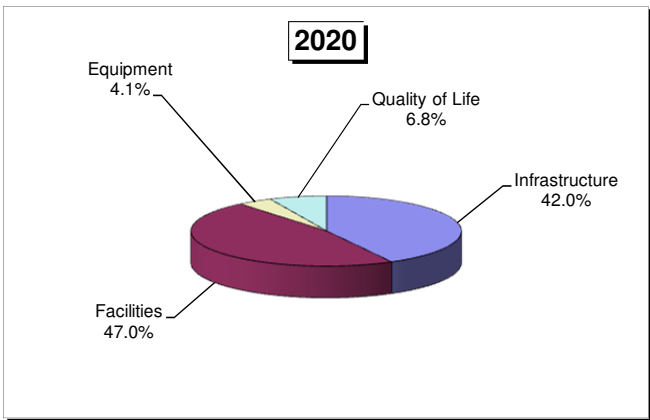
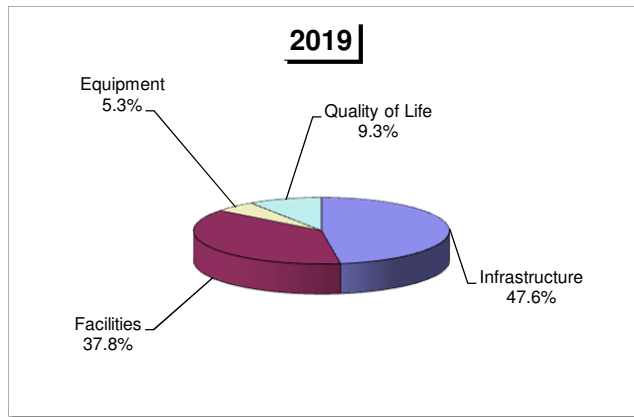
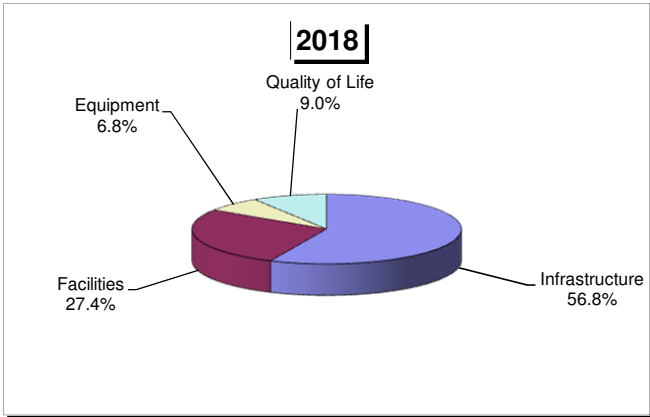
Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Miscellaneous Site Acquisition	CD	-	\$ 250,000	\$ -	\$ -	\$ 250,000
569	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	32,800	32,800
570	Bridge Improvements	PW	-	258,200	-	-	258,200
576	Asphalt Paving Program	PW	2,266,847	-	-	-	2,266,847
580	Concrete Paving Program	PW	5,356,183	2,089,139	- sd	304,976	7,750,298
588	Sidewalk Program	PW	1,416,794	-	- sd	49,304	1,466,098
590	Stormwater Program	SW	-	-	2,900,000 st	1,484,196	4,384,196
596	Watermain Program	WD	-	-	2,925,000 w	835,607	3,760,607
602	Sanitary Sewer Program	WW	-	-	- s	2,355,341	2,355,341
Facilities							
608	Downtown Development	PRFM/PW	-	500,000	-	-	500,000
609	Building Envelope	PRFM	-	50,000	-	-	50,000
610	Electrical Upgrades	PRFM	-	360,000	- o	245,000	605,000
611	Facility Renovations	PRFM	-	90,000	-	-	90,000
612	Grounds Improvements	PRFM	-	260,000	-	-	260,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	425,000	- w	100,000	525,000
614	HVAC Upgrades	PRFM	-	235,000	- s	325,000	560,000
615	Interior Finishes and Furniture	PRFM	-	125,000	- s	100,000	225,000
616	Lighting Upgrades	PRFM	-	470,000	75,000 w	-	545,000
618	Plumbing Upgrades	PRFM	-	175,000	-	-	175,000
619	Roof Replacement	PRFM	-	60,000	- s	200,000	260,000
620	Safety and Security Improvements	PRFM	-	100,000	-	-	100,000
Equipment							
630	Information Services Equipment and Infrastructure	IT	-	100,000	-	-	100,000
637	Street Sweeper Replacement	STR	-	-	- st	70,000	70,000
642	Water Treatment Instrument Improvements	WF	-	-	- w	100,000	100,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	250,000	-	-	250,000
649	AMP Athletic Fields	PRFM	-	150,000	-	-	150,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	435,000	-	-	435,000
652	Park Development	PRFM	-	435,000	-	-	435,000
653	Playground Areas	PRFM	-	30,000	-	-	30,000
654	Reid Golf Course	PRFM	-	25,000	-	-	25,000
657	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
660	Trails and Trail Connections	PRFM	-	3,100,000	-	-	3,100,000
			\$ 9,039,824	\$ 10,052,339	\$ 5,900,000	\$ 6,202,224	\$ 31,194,387

Other Supplemental Information:

Sewer User Fees (s):	*\$ 3,195,341
Water User Fees (w):	1,065,607
Stormwater User Fees (st):	1,554,196
Subdivision (sd):	354,280
Other (o):	32,800
	\$ 6,202,224

* Sewer user fees include no use of the DNR Replacement Fund.

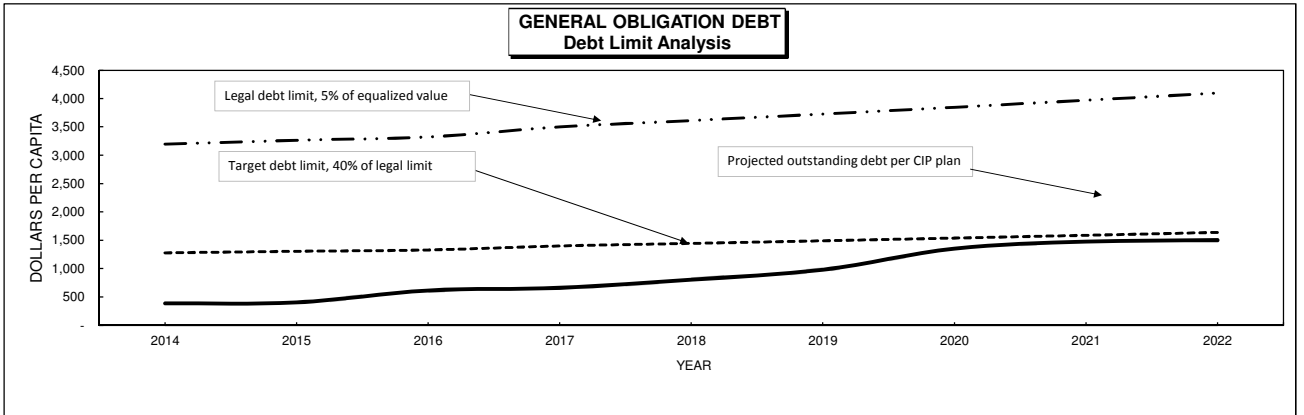
**CITY OF APPLETON 2017 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018 - 2022
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2018 BUDGET

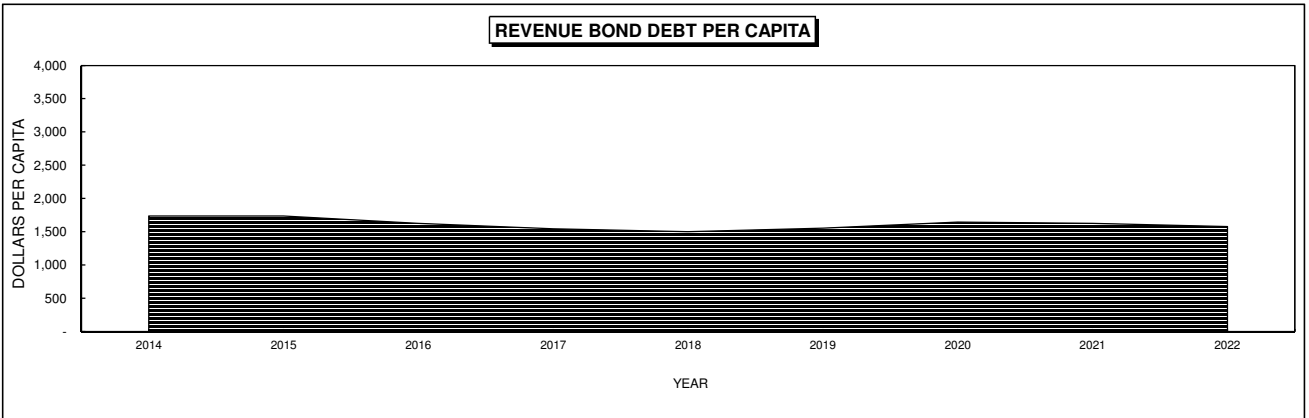
Outstanding Debt

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Equalized Value	4,696,660,500	4,816,754,800	4,938,725,300	5,222,923,900	5,418,001,100	5,620,364,400	5,830,286,000	6,048,048,300	6,273,944,000
Legal G.O. Debt Limit	234,833,025	240,837,740	246,936,265	261,146,195	270,900,055	281,018,220	291,514,300	302,402,415	313,697,200
Outstanding G.O. Debt *	28,406,827	29,839,327	45,630,581	49,317,957	60,337,231	74,012,011	102,593,153	112,456,676	114,964,140
Population	73,463	73,737	74,286	74,598	74,982	75,368	75,756	76,146	76,538
G.O. Debt per Capita									
Legal Limit	3,197	3,266	3,324	3,501	3,613	3,729	3,848	3,971	4,099
Policy Limit	1,279	1,306	1,330	1,400	1,445	1,491	1,539	1,589	1,639
Actual	387	405	614	661	805	982	1,354	1,477	1,502
Revenue Bonds									
Outstanding Bonds	127,660,000	127,940,000	120,540,000	115,160,000	112,450,000	117,215,000	124,605,000	123,885,000	120,725,000
Revenue Bonds per Capita	1,738	1,735	1,623	1,544	1,500	1,555	1,645	1,627	1,577

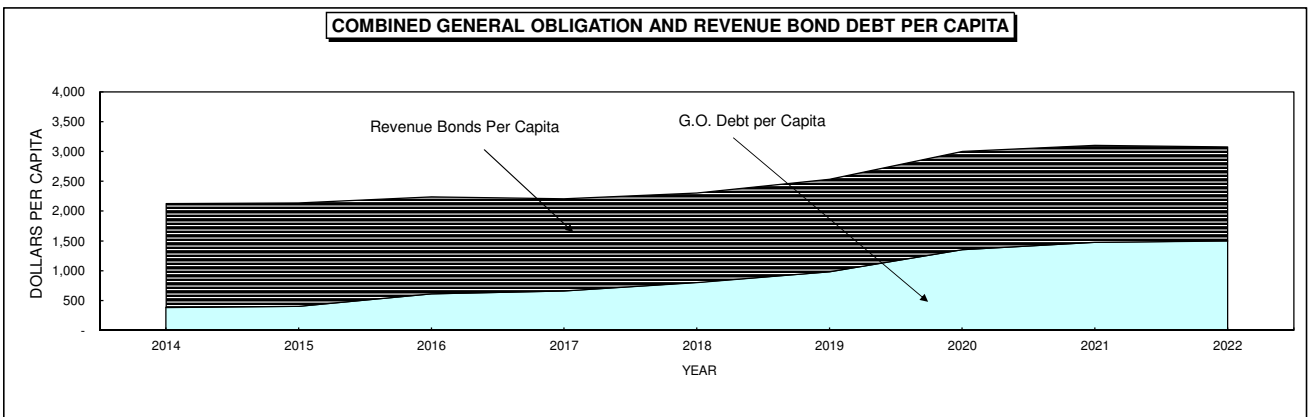


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2018 - 2022 include estimates for population and equalized valuation figures based on the actual increase experienced from 2014 - 2017.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



* Net of available debt service reserves.

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2018 - 2022 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2018 - 2022 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018-2022**

PROJECT CATEGORY LIST

Page	Project	Dept. Code					
			2018	2019	2020	2021	2022
Infrastructure							
568	Miscellaneous Site Acquisition	CD	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
569	TIF District # 6 - Southpoint Commerce Park	CD	58,201	82,998	118,347	49,148	32,800
570	Bridge Improvements	PW	-	214,620	650,200	870,000	258,200
571	Pedestrian Crosswalk Safety Enhancements	PW	57,132	145,234	155,234	105,234	-
572	Street Light Infill - NE Industrial Park	PW	-	71,331	-	-	-
573	Street Lighting Energy Efficiency Improvements	PW	126,883	126,883	126,883	126,883	-
574	Traffic Camera Program	PW	32,500	32,500	-	-	-
575	Second Raw Water Line	WF	100,000	700,000	7,585,000	-	-
576	Asphalt Paving Program	PW	2,092,981	2,471,421	2,126,681	2,084,777	2,266,847
580	Concrete Paving Program	PW	6,448,271	4,066,264	5,268,486	4,483,213	7,750,298
586	Grade and Gravel Program	PW	61,245	1,099,434	390,947	-	-
588	Sidewalk Program	PW	1,533,903	1,496,370	1,427,819	1,166,053	1,466,098
590	Stormwater Program	SW	6,260,279	5,853,203	5,413,609	5,408,791	4,384,196
596	Watermain Program	WD	3,771,597	3,528,011	4,128,522	4,347,555	3,760,607
602	Sanitary Sewer Program	WW	2,392,101	4,784,165	4,010,375	3,608,613	2,355,341
Facilities							
608	Downtown Development	PRFM/PW	6,750,000	10,700,000	23,850,000	10,000,000	500,000
609	Building Envelope	PRFM	25,000	75,000	80,000	70,000	50,000
610	Electrical Upgrades	PRFM	1,495,750	1,830,000	2,000,000	1,830,000	605,000
611	Facility Renovations	PRFM	475,000	530,000	3,790,000	150,000	90,000
612	Grounds Improvements	PRFM	75,000	50,000	210,000	250,000	260,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	670,000	700,000	650,000	640,000	525,000
614	HVAC Upgrades	PRFM	305,000	580,000	1,100,000	600,000	560,000
615	Interior Finishes and Furniture	PRFM	80,000	635,000	265,000	195,000	225,000
616	Lighting Upgrades	PRFM	50,000	375,000	325,000	365,000	545,000
617	MSB Heated Storage Facility	PRFM	-	85,000	650,000	-	-
618	Plumbing Upgrades	PRFM	65,000	25,000	25,000	60,000	175,000
619	Roof Replacement	PRFM	150,000	250,000	160,000	450,000	260,000
620	Safety and Security Improvements	PRFM	200,000	130,000	115,000	130,000	100,000
621	Parking Utility Maintenance and Equipment	PAR	300,000	315,000	700,000	-	-
622	Transit Maintenance Pit	VT	100,000	-	-	-	-
623	Water Treatment Chemical Storage	WF	500,000	-	-	-	-
624	Total Max. Daily Load Facility Planning	WW	-	-	-	250,000	-
625	Wastewater Sludge Storage Options	WW	-	3,500,000	1,500,000	-	-

**CITY OF APPLETON 2018 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2018-2022**

PROJECT CATEGORY LIST

Page	Project	Dept. Code					
			2018	2019	2020	2021	2022
Equipment							
626	Additional Vehicle for Station # 6	FD	-	653,200	-	-	-
627	Fire Records Management System	FD	119,500	-	-	-	-
628	Heavy Rescue/Firefighter Rescue Equipment	FD	50,000	-	-	-	-
629	Enterprise Resource Planning (ERP) System	IT	243,000	471,000	237,000	-	-
630	Information Technology Equipment and Infrastructure	IT	565,000	-	-	200,000	100,000
631	Elections Equipment	LGL	110,000	-	-	-	-
632	Electronic Poll books	LGL	30,000	-	-	-	-
633	CEA Fuel Site Upgrades	PW	10,000	160,000	-	-	-
634	CEA Car Wash Replacement	PW	-	-	10,000	425,000	-
635	Survey Instrument Replacement	PW	40,000	-	-	40,000	-
636	Mackville Landfill Monitoring Equipment	SAN	59,000	60,000	-	-	-
637	Street Sweeper Replacement	STR	-	-	-	-	70,000
638	Valley Transit Fuel Site Upgrade	VT	145,000	-	-	-	-
639	Bulk Water Dispensing Station	WD	45,000	-	-	-	-
640	Computer Control UPS Replacement	WF	85,000	-	-	-	-
641	Water Tower Improvements	WF	-	-	-	320,000	-
642	Water Treatment Instrument Improvements	WF	-	-	-	-	100,000
643	Aeration Blower # 3 Replacement	WW	920,000	-	-	-	-
644	Belt Filter Press Upgrades	WW	70,000	1,059,000	862,000	-	-
645	Lift Station Improvements	WW	150,000	150,000	-	-	-
646	PLC Maintenance	WW	158,500	-	-	-	-
647	Receiving Station Improvements	WW	-	200,000	2,000,000	-	-
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	125,000	1,100,000	40,000	250,000
649	AMP Athletic Fields	PRFM	-	1,800,000	185,000	150,000	150,000
650	Park ADA Improvements	PRFM	50,000	50,000	50,000	50,000	50,000
651	Park Aquatics	PRFM	145,000	-	70,000	505,000	435,000
652	Park Development	PRFM	2,095,000	800,000	1,030,000	30,000	435,000
653	Playground Areas	PRFM	-	300,000	300,000	75,000	30,000
654	Reid Golf Course	PRFM	-	115,000	47,500	57,500	25,000
655	Scheig Center	PRFM	100,000	165,000	-	-	-
656	Southeast Community Park	PRFM	500,000	80,000	400,000	1,500,000	-
657	Statue and Monument Restoration	PRFM	15,000	45,000	30,000	30,000	30,000
658	Telulah Park Improvements	PRFM	765,000	500,000	-	-	-
659	Tennis Courts	PRFM	-	250,000	300,000	-	-
660	Trails & Trail Connections	PRFM	-	650,000	1,635,000	775,000	3,100,000
			\$40,995,843	\$52,335,634	\$75,328,603	\$41,687,767	\$31,194,387

CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

PROJECT DESCRIPTION

Justification:

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial and industrial development.

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River plan chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

This request is for funding Appleton Redevelopment Authority to complete next steps in the redevelopment of properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for acquisition, demolition and site preparation activities; including infrastructure improvements, planning, consulting and analysis to support redevelopment projects and brownfield mitigation. Due to the confidential nature of the preliminary development stages, the specific locations cannot be shared at this time.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties and the final use for the properties has not been finalized.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Community Development						
Legal, planning, consulting, site acquisition	350,000	250,000	-	-	-	\$ 600,000
Demolition, site prep, infrastructure	-	-	250,000	250,000	250,000	\$ 750,000
Total - Community Development Capital Projects Fund	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	350,000	250,000	-	-	-	\$ 600,000
Construction	-	-	250,000	250,000	250,000	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District # 6/IPLF - Southpoint Commerce Park

PROJECT DESCRIPTION

Justification:

This project comprises infrastructure development for the Southpoint Commerce Park in the southeast growth area of the City. The 359-acre site will be developed in several phases over the next several decades. The first half of the Park will be developed using the Tax Incremental District #6 (TIF #6) created in 2000. The TIF #6 Plan projects the district will create \$75 million in tax base. Job creation and retention will also be significant.

The 2018 budget provides funding for administration and management of Southpoint including the final phase that will be paid for by TIF #6. Funding in 2018 and beyond is for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created to fund these costs. Eligible expenditures may be made in TIF #6 until February 14, 2018.

\$25,401 is included for sanitary area assessment fee for the last portion of property in TIF #6. Other administration costs include real estate commissions paid on land sales, due diligence expenses for land sales and park administration.

Discussion of operating cost impact:

No major impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Comm Dev	Administration	32,800	32,800	32,800	32,800	32,800	\$ 164,000
Comm Dev	Non-City						
	Improvements	-	-	17,158	-	-	\$ 17,158
Comm Dev	Sanitary Area						
	Assessment	-	50,198	68,389	16,348	-	\$ 134,935
	Industrial Park Land Fund	<u>32,800</u>	<u>82,998</u>	<u>118,347</u>	<u>49,148</u>	<u>32,800</u>	<u>\$ 316,093</u>
Comm Dev	Sanitary Area						
	Assessment	25,401	-	-	-	-	\$ 25,401
	TIF # 6	<u>25,401</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 25,401</u>
Total - Southpoint Commerce Park Capital Projects		<u>\$ 58,201</u>	<u>\$ 82,998</u>	<u>\$ 118,347</u>	<u>\$ 49,148</u>	<u>\$ 32,800</u>	<u>\$ 341,494</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	17,158	-	-	\$ 17,158
Other	58,201	82,998	101,189	49,148	32,800	\$ 324,336
Total	<u>\$ 58,201</u>	<u>\$ 82,998</u>	<u>\$ 118,347</u>	<u>\$ 49,148</u>	<u>\$ 32,800</u>	<u>\$ 341,494</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Roemer Road over Drainage Ditch

This structure was rehabilitated in 2010 to address immediate structural deficiencies. Based on the 2016 consultant bridge inspection and recommendation, this bridge should be scheduled for replacement in 2020. The schedule for the structure currently has the design in 2017/18 and construction in 2020. This replacement will not receive State financial support because it is under 20 feet in length.

South Island Street over the Power Canal*

The existing structure has deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. Future funds are included for design in 2019/20 and construction in 2021. We applied for design and construction funds for South Island Street in 2017 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

Olde Oneida Street over S. Power Canal*

Based on the 2016 consultant bridge inspection and recommendation, this bridge is a candidate for a superstructure replacement. Future funds are included for design in 2020 and construction in 2022. We anticipate applying for design and construction funds in 2019 and anticipate an 80% cost share from the State if the project is selected. The State will hold the contracts on these projects.

Lawe Street over Fox River*

Based on the 2016 consultant bridge inspection and recommendation, this bridge is a candidate for either a concrete overlay or a deck replacement. Future funds are included for design in 2022, while construction funds will be added in 2024. We anticipate applying for design and construction funds in 2021 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

The 2020 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on recent consultant bridge inspections and recommendations, this bridge is a candidate for a concrete overlay and repainting of the structural steel. Future funds for design and construction will be added in 2023 and 2025 respectively. We anticipate applying for design and construction funds in 2021 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

*Part of the State run Local Bridge Program

Discussion of operating cost impact:

These repair projects are not expected to affect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works						
Roemer Rd. over drainage ditch	-	20,000	500,000	-	-	\$ 520,000
S. Island St. over power canal	-	194,620	100,000	850,000	-	\$ 1,144,620
Olde Oneida St. over S. canal	-	-	27,200	20,000	179,200	\$ 226,400
Lawe St. over Fox River	-	-	-	-	79,000	\$ 79,000
Memorial Dr. over Fox River	-	-	23,000	-	-	\$ 23,000
Total - Public Works Capital Projects Fund	\$ -	\$ 214,620	\$ 650,200	\$ 870,000	\$ 258,200	\$ 1,993,020

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	160,000	50,200	-	103,500	\$ 313,700
Construction	-	54,620	600,000	870,000	154,700	\$ 1,679,320
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 214,620	\$ 650,200	\$ 870,000	\$ 258,200	\$ 1,993,020
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Pedestrian Crosswalk Safety Enhancements

PROJECT DESCRIPTION
<p>Justification:</p> <p>In early 2017, the Common Council adopted the <i>Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections</i>. This policy was developed as a tool to identify potentially hazardous pedestrian crossing locations and guide/prioritize improvements. The recommended improvements identified below are intended to provide enhanced pedestrian crossings at reasonable intervals across arterial streets and, in doing so, provide important connections between neighborhoods and other destinations. The recommended improvements at each particular location vary based on factors such as traffic volume, traffic speed, lane configurations, the ability to install a raised median, and the whether the necessary right-of-way is available.</p> <p>2018 - College Av/Alton St: Install push-button RRFB system (\$20,000) 2018 - Providence Av @ Apple Creek Trail: Install raised median island (\$20,000) 2018 - Various Locations: Pavement marking enhancements (\$15,000) 2019 - College Av/Schaefer St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$40,000) 2019 - Richmond St/Winnebago St: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$60,000) 2019 - Evergreen Dr/Meade St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$40,000) 2020 - Richmond St/Parkway Blvd: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$60,000) 2020 - Calumet St/Kernan Av: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$60,000) 2020 - Wisconsin Av/Owaissa St: Raised median/push-button RRFB/continental crosswalks/extend sidewalk to south (\$30,000) 2021 - Meade St/Grant St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$40,000)</p> <p>Discussion of operating cost impact:</p> <p>The equipment and markings that are proposed will need to be maintained and eventually need to be replaced. On average, we project pavement markings will need to be replaced every 10 years at a cost of \$3500/location. Electrical equipment would require full replacement at ~20 years at an average cost of \$20,000/location. Additionally, in many cases, we will incur new ongoing electrical costs. On average, we project annual incurred electrical costs to be ~\$120/location/year.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works Pedestrian Crossing Enhancements	57,132	145,234	155,234	105,234	-	\$ 462,834
Total - Public Works Cap Projects Fund	\$ 57,132	\$ 145,234	\$ 155,234	\$ 105,234	\$ -	\$ 462,834

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	55,000	140,000	150,000	100,000	-	445,000
Other	2,132	5,234	5,234	5,234	-	17,834
Total	\$ 57,132	\$ 145,234	\$ 155,234	\$ 105,234	\$ -	\$ 462,834
Operating Cost Impact	\$ 120	\$ 480	\$ 840	\$ 1,080	\$ 1,080	\$ 3,600

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Light Infill in Northeast Industrial Park

PROJECT DESCRIPTION

Justification:

While the City's *Street Lighting Policy* requires that all urbanized city streets be lit, the streets identified below are either completely or partially unlit for unknown reasons, which presents concerns for public safety and is inconsistent with our normal standards. This request would provide funding to install street lights on the identified streets in the Northeast Industrial Park. For the sake of consistency and cost effectiveness, the proposed lights would be installed by and leased from WE Energies.

- Winslow Av from Conkey St to Zuehlke Dr (add ~5 lights)
- Progress Dr from Winslow Dr to Capitol Dr (add ~4 lights)
- Roemer Rd from Glendale Av to Winslow Av (add ~7 lights)
- Capitol Dr from Marshall Rd to Conkey St (~3 lights)

Discussion of operating cost impact:

The cost to lease these lights from WE Energies would be approximately \$180/light/year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works Additional Street Lights	-	71,331	-	-	-	\$ 71,331
Total - Public Works Cap Projects Fund	\$ -	\$ 71,331	\$ -	\$ -	\$ -	\$ 71,331

COST ANALYSIS

	Estimated Cash Flows					
	2018	2019	2020	2021	2022	Total
Components						
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	70,000	-	-	-	70,000
Other	-	1,331	-	-	-	1,331
Total	\$ -	\$ 71,331	\$ -	\$ -	\$ -	\$ 71,331
Operating Cost Impact	\$ -	\$ 3,420	\$ 3,420	\$ 3,420	\$ 3,420	\$ 13,680

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Lighting Energy Efficiency Improvements

PROJECT DESCRIPTION

Justification:

This request is intended to allow for investment into energy-efficient street lighting technologies. Due to the rapidly changing marketplace, we continue to reevaluate the available technology options to determine the best return on investment.

WE Energies began offering LED street light fixtures in July, 2015. Our evaluation of this new tariff shows that investment in this area would yield a return on investment (ROI) of 7 to 10 years in most cases, which is significantly better than the ROI we could achieve by retrofitting/replacing our ~300 remaining City-owned decorative fixtures.

We anticipate expending the requested funds to strategically retrofit leased street lights in 2018-2021 at a rate of approximately 225 fixtures per year. Alternatively, we may seek to retrofit or replace the remaining City-owned decorative fixtures if a suitable solution is developed and if the ROI exceeds what could be achieved through leased lighting upgrades.

Discussion of operating cost impact:

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Public Works	LED Street Light Retrofits	126,883	126,883	126,883	126,883	-	\$ 507,532
Total - Public Works Cap Projects Fund		\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ -	\$ 507,532

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	125,000	125,000	125,000	125,000	-	500,000
Other	1,883	1,883	1,883	1,883	-	7,532
Total	\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ -	\$ 507,532
Operating Cost Impact	\$ (38,750)	\$ (58,125)	\$ (77,500)	\$ (96,875)		\$ (271,250)

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Camera Program

PROJECT DESCRIPTION

Justification:

Traffic Camera Program

The traffic camera program, which began in 2006, has proved to be an invaluable tool for City staff in numerous departments. This system is used extensively to: 1) monitor daily traffic, 2) monitor and react in real time to work zone traffic issues, 3) monitor and react in real time to traffic incidents, 4) reconstruct traffic crashes, 5) monitor winter road conditions, and 6) effectively deal with public safety issues. It has become an irreplaceable asset that helps staff conduct their duties much more efficiently, and provides numerous additional capabilities to Public Works and APD staff.

Potential camera locations are evaluated and prioritized based on crash history, public safety concerns, traffic volumes, installation logistics, and the like, with an emphasis on maximizing return on investment. With this in mind, cameras are typically installed at intersections along arterial, collector and CBD streets. The system, as currently envisioned, is nearly complete, with the only remaining proposed locations being located at freeway interchanges. These camera locations are viewed as high priority, given the frequency and severity of the traffic issues that occur on the freeways and at/near the interchanges.

- 1) Oneida St / 441 Interchange (\$15,000)
- 2) Calumet St / 441 Interchange (\$15,000)
- 3) Richmond St /STH 441 Interchange (\$15,000)
- 4) Northland Av / STH 441 Interchange (\$15,000)

Discussion of operating cost impact:

Traffic Camera Program: Initially, this program has had negligible operating cost impact. However, over time, the equipment will require maintenance and eventual replacement. While maintenance costs are expected to be negligible, we anticipate the cameras and appurtenant hardware will need to be replaced approximately every 5-8 years, at an anticipated cost of \$2,900 per location.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works						
Traffic Camera Program	32,500	32,500	-	-	-	\$ 65,000
Total - Public Works Capital Projects Fund	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ 65,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	30,000	30,000	-	-	-	60,000
Other	2,500	2,500	-	-	-	5,000
Total	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Second Raw Water Line

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Waverly Sanitary District. The AWTF draws raw water from Lake Winnebago through preliminary treatment at the raw water lake station. Once treated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to create reliability and redundancy in the raw water processing areas where there is a need or lack of redundancy.

The existing lake intake consists of a single four foot diameter pipe with two bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. The lake station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water to the AWTF. The current screen has reached its useful life and is in need of a replacement. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for the wastes to be collected. New screening technologies allow for greater removals of contaminants.

This project includes the construction of a second raw water pipe line from the lake station to the AWTF. The current single raw water pipe runs to the plant over approximately one mile from the lake station to the plant via a circa 1960's 42 inch raw water pipe. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2017 study will provide recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction in 2020.

This project will also explore a treated water interconnection with the City of Menasha and/or Village of Fox Crossing. The City has had discussions with the City of Menasha and Village of Fox Crossing regarding potential interconnections to provide additional supply and redundancy when and if needed. In addition, the State Department of Natural Resources has recommended that Appleton pursue an emergency finished water interconnection. One potential option is an interconnection with the Village of Fox Crossing at a location along Oneida Street where the water mains of the Village are in close proximity to Appleton's.

The indirect cost of losing the ability to serve its customers could involve liability claims against the city and all costs associated with failure to produce water. This project consists of conducting a pre-engineering study of the alternatives in 2018 that includes development of a firm estimate of construction costs. Construction of a second feeder line or City of Menasha interconnection will bring redundancy to the water treatment plant.

Discussion of operating cost impact:

There is no operating cost increase to this project and the potential to avoid liability claims for loss of service.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Water Utility	Engineering	100,000	700,000	-	-	-	\$ 800,000
	Construction	-	-	7,585,000	-	-	\$ 7,585,000
Total - Water Utility Capital Projects		\$ 100,000	\$ 700,000	\$ 7,585,000	\$ -	\$ -	\$ 8,385,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	100,000	700,000	-	-	-	\$ 800,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	7,585,000	-	-	\$ 7,585,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 700,000	\$ 7,585,000	\$ -	\$ -	\$ 8,385,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year.
A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works - Reconstruction General Fund	2,092,981	2,212,671	2,126,681	2,084,777	2,266,847	\$ 10,783,957
Public Works - Construction TIF # 10	-	258,750	-	-	-	\$ 258,750
Total - Asphalt - City	<u>\$ 2,092,981</u>	<u>\$ 2,471,421</u>	<u>\$ 2,126,681</u>	<u>\$ 2,084,777</u>	<u>\$ 2,266,847</u>	<u>\$ 11,042,707</u>
Total - Asphalt Paving Program	<u>\$ 2,092,981</u>	<u>\$ 2,471,421</u>	<u>\$ 2,126,681</u>	<u>\$ 2,084,777</u>	<u>\$ 2,266,847</u>	<u>\$ 11,042,707</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,757,756	2,183,404	1,886,681	1,844,777	2,026,847	\$ 9,699,465
Other	335,225	288,017	240,000	240,000	240,000	\$ 1,343,242
Total	<u>\$ 2,092,981</u>	<u>\$ 2,471,421</u>	<u>\$ 2,126,681</u>	<u>\$ 2,084,777</u>	<u>\$ 2,266,847</u>	<u>\$ 11,042,707</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

				General Fund	TIF	Total
2018	Street	From	To	Asphalt	# 10	Cost
Labor Pool				335,225		335,225
CEA Vehicles				60,595		60,595
Consultant				5,000		5,000
Following Grade and Gravel						-
	Subtotal			-	-	-
Overlay						-
	Subtotal			-	-	-
Partial Reconstruction						
	Plank Rd	Boyd Ct	Chestnut Ln	22,602		22,602
	Viola St	Randall St	Grant St	85,467		85,467
	Westwood Ct	Woodland Ave	cds	10,056		10,056
	Willow Ct	Woodland Ave	cds	10,056		10,056
	Woodland Ave	Meade St	Viola St	51,437		51,437
	Subtotal			179,618	-	179,618
Total Reconstruction						
	Catherine St	Washington St	North St	238,741		238,741
	Drew St	Glendale Ave	Pershing St	240,460		240,460
	Lincoln St	Olde Oneida St	Madison St	124,808		124,808
	Marquette St	Division St	Oneida St	207,049		207,049
	Mary St	North St	Pacific St	87,653		87,653
	Reeve St	Linwood Ave	Badger Ave	94,542		94,542
	Sanders St	Seymour St	Verbrick St	119,546		119,546
	Summer St	Morrison St	Union St	298,422		298,422
	Winnebago St	Linwood Ave	Badger Ave	101,323		101,323
	Subtotal			1,512,543	-	1,512,543
						-
Total Asphalt Pavement				\$ 2,092,981	\$ -	\$ 2,092,981

				General Fund	TIF	Total
2019	Street	From	To	Asphalt	# 10	Cost
Labor Pool				235,000	48,017	283,017
CEA Vehicles					3,500	3,500
Consultant				5,000		5,000
Following Grade and Gravel						-
	Subtotal			-	-	-
Overlay						
	Capitol Dr	Ballard Rd (500' e/o)	Marshall Rd	156,581		156,581
	Capitol Dr	Durkee St	Lawe St	118,662		118,662
	McDonald St	Byrd St	Lindbergh St	21,141		21,141
	McDonald St	Pershing St	Service Rd	79,284		79,284
	Subtotal			375,668		375,668
Partial Reconstruction						
	Brewster St	Douglas St	Gillett St	18,191		18,191
	Carroll St	Jackson St	Lawe St	33,019		33,019
	Coop Rd	Midway Rd	Lorna Lane	234,452		234,452
	Gillett St	Winnegago St	Wisconsin Ave	45,681		45,681
	Jefferson St	Coolidge Ave	Hoover Ave	124,443		124,443
	McDonald St	Glendale Ave	Byrd St	46,232		46,232
	McDonald St	Lindbergh St	Pershing St	16,104		16,104
	McDonald St	Randall St	Woodland Ave	35,648		35,648
	McDonald St	Woodland Ave	Glendale Ave	73,320		73,320
	Wilson Ave	Oneida St	Carpenter St	184,010		184,010
	College Avenue:					
	Frontage Rd	Lilas Dr	Lynndale Dr		71,008	71,008
	Frontage Rd	Lynndale Dr	Perkins St		74,626	74,626
	Frontage Rd	Perkins St	Woods Edge Dr (e/o)		61,600	61,600
	Subtotal			811,101	207,233	1,018,334
Total Reconstruction						
	Center St	North St	Atlantic St	138,405		138,405
	Durkee St	Atlantic St	Summer St	294,801		294,801
	Hall St	Woodland Ave	Grant St	82,189		82,189
	Roosevelt St	Morrison St	Durkee St	67,465		67,465
	Summit St	Spencer St	College Ave	203,042		203,042
	Subtotal			785,902	-	785,902
						-
Total Asphalt Pavement				\$ 2,212,671	\$ 258,750	\$ 2,471,421

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2020	Street	From	To	General Fund Asphalt
Labor Pool				235,000
Consultant				5,000
Following Grade and Gravel				
	Subtotal			-
Overlay				
	Subtotal			-
Partial Reconstruction	Candee St	College Ave	cds	18,012
	Cass St	Walter Ave	cds	19,827
	Outagamie St	Taylor St	Glendale Ave	18,795
	State St	Prospect Ave	Sixth St	60,472
	Subtotal			117,106
Total Reconstruction	Carpenter St	Fremont St	Calumet St	342,956
	Erb St	Michigan St	Michigan St, 130' n/o	22,471
	Harriet St	Walter Ave	Telulah Ave	80,286
	Henry St	Werner St	Telulah Ave	68,257
	Morrison St	Hancock St	Wisconsin Ave	249,034
	Opechee St	Leminwah St	w/o	19,669
	Opechee St	Leminwah St	Owaissa St	70,914
	Opechee St	Pacific St	Pacific St, w/o	25,766
	Randall St	Oneida St	Meade St	414,225
	Warner St	College Ave	Henry St	50,297
	Winnebago St	Division St	Drew St	425,700
	Subtotal			1,769,575
Total Asphalt Pavement				\$ 2,126,681

2021	Street	From	To	General Fund Asphalt
Labor Pool				235,000
Consultant				5,000
Following Grade and Gravel				
	Subtotal			-
Overlay				
	Subtotal			-
Partial Reconstruction				
	Subtotal			-
Total Reconstruction	Douglas St	Reid Dr	Prospect Ave	136,613
	Harris St	Badger Ave	Richmond St	398,204
	Jackson St	Calumet St	Fremont St	354,188
	Madison St	Calumet St	Taft Ave	254,732
	Minor St	Meade St	Rankin St	93,787
	Summer St	Gillett St	Story St	387,802
	Summer St	Story St	Richmond St	219,451
	Subtotal			1,844,777
Total Asphalt Pavement				\$ 2,084,777

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2022	Street	From	To	General Fund Asphalt
Labor Pool				235,000
Consultant				5,000
Following Grade and Gravel				
	Subtotal			-
Overlay				-
	Subtotal			-
Partial Reconstruction	Park Ave	Washington St	Franklin St	14,700
	Subtotal			14,700
Total Reconstruction	Alvin St	Wisconsin Ave	Marquette St	570,888
	Douglas St	Badger Ave	Wisconsin Ave	236,742
	Elsie St	Mason St	Richmond St	453,050
	Morrison St	Wisconsin Ave	Glendale Ave	454,420
	Pine St	Prospect Ave	Bartell St	297,048
	Subtotal			2,012,147
Total Asphalt Pavement				\$ 2,266,847

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Concrete Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works - Reconstruction General Fund	741,466	1,661,215	2,844,470	4,478,213	5,356,183	\$ 15,081,547
Public Works - Construction DPW Capital Projects Fund	4,189,202	1,705,787	1,376,560	-	2,089,139	\$ 9,360,688
TIF # 11	946,466	-	422,474	-	-	\$ 1,368,940
Public Works - Construction	571,137	699,262	624,982	5,000	304,976	\$ 2,205,357
Public Works - Developer Escrow Subdivision Fund	-	1,133,692	-	-	-	\$ 1,133,692
	571,137	1,832,954	624,982	5,000	304,976	\$ 3,339,049
Total - Concrete - City	\$ 6,448,271	\$ 4,066,264	\$ 5,268,486	\$ 4,483,213	\$ 7,750,298	\$ 28,016,532
Total - Concrete Paving Program	\$ 6,448,271	\$ 5,199,956	\$ 5,268,486	\$ 4,483,213	\$ 7,750,298	\$ 29,150,224

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Design	90,000	65,000	165,000	25,000	40,000	\$ 385,000
Land Acquisition	175,000	25,000	65,000	25,000	50,000	\$ 340,000
Construction	5,707,482	3,768,264	4,830,486	4,225,213	7,452,298	\$ 25,983,743
Other	475,789	208,000	208,000	208,000	208,000	\$ 1,307,789
Total	\$ 6,448,271	\$ 4,066,264	\$ 5,268,486	\$ 4,483,213	\$ 7,750,298	\$ 28,016,532
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision fund	Total Cost
Labor Pool				183,001	163,108	60,000	35,530	441,639
CEA				15,100	10,600		8,450	34,150
Land	Misc Land acquisition for street projects			25,000				25,000
	Spartan Ave	at Richmond St		150,000				150,000
	Subtotal			175,000	-	-	-	175,000
Design	Misc Consultant design			40,000				40,000
	Material Testing			-			5,000	5,000
	Material Testing			10,000				10,000
	Calumet St	Kensington Dr	to 441	35,000				35,000
	Subtotal			85,000	-	-	5,000	90,000
New Concrete	(New Subdivisions non escrowed)							
	Celtic Crossing	Purdy Pkwy	Downs Ridge				108,103	108,103
	Downs Ridge	Purdy Pkwy	Celtic Crossing				174,654	174,654
	Incline Way	Palladium Ct	Applehill Blvd				239,400	239,400
	Subtotal			-	-	-	522,157	522,157
New Concrete	(Not in New Subdivisions)							
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	-	575,634			575,634
	Subtotal			-	575,634	-	-	575,634
New Concrete	(TIF)							
	Subtotal			-	-	-	-	-
Reconstruction	Appleton St	Lawrence St	College Ave	-		376,479		376,479
	Calumet St	Oneida St	Jefferson St	-	449,870			449,870
	College Ave crosswalks	Richmond St	Drew St	-	150,000			150,000
	Implement RR quiet zone			-	250,000			250,000
	Kamps Ave	Douglas St	Douglas St, (fire stn)	56,616				56,616
	Lawrence St	Appleton St	Oneida St	-		312,631		312,631
	Lynndale Dr	Leonard St	Everett St	181,749				181,749
	Northland Ave	at Conkey St	signal installation	-	76,500			76,500
	Olde Oneida St	Oneida St	E. South River St	-	135,979			135,979
	Oneida St	Hoover Ave	Skyline Bridge	-	2,205,734			2,205,734
	Oneida St	Midway Rd	Hoover Ave	-	100,000			100,000
	Oneida St Skyline bridge	street lighting		45,000				45,000
	Orange St	Olde Oneida	Monroe St	-	71,777			71,777
	Rocky Bleier Run	Water St	park	-		197,356		197,356
	Subtotal			283,365	3,439,860	886,466	-	4,609,691
Total Concrete Paving				\$ 741,466	\$ 4,189,202	\$ 946,466	\$ 571,137	\$ 6,448,271

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	General Fund	DPW Capital Projects	Subdivision fund	Total Cost	Developer Escrow Account
Labor Pool				200,000			200,000	
CEA				8,000			8,000	
Land							-	
	Misc Land acquisition for street projects			25,000			25,000	
	Subtotal			25,000	-	-	25,000	
Design							-	
	Material Testing			-		5,000	5,000	
	Material Testing			10,000			10,000	
	Misc Consultant design			50,000			50,000	
	Subtotal			60,000	-	5,000	65,000	
New Concrete (New Subdivisions Escrowed)								
	Canyon Ct	Headwall Circle	cds					72,156
	Canyon Lane	Blackstone Place (150' e/o)	Kurey Rd					29,351
	Canyon Lane	Kurey Rd	Headwall Circle					56,694
	Headwall Circle	Canyon Lane	Kurey Rd					249,600
	Kurey Rd	Broadway Dr	Werner Rd					498,725
	Marble Lane	Graphite Dr (600' e/o)	Kurey Rd					29,540
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)					197,626
	Subtotal			-	-	-	-	1,133,692
New Concrete (New Subdivisions non escrowed)								
	Downs Ridge	Smoketree Ps	Purdy Pkwy			129,706	129,706	
	Grinnel Ct	Werner Rd	cds			96,213	96,213	
	Thomas Ct	Purdy Pkwy	cds			59,693	59,693	
	Tiburon La	Applehill Blvd	Downs Ridge			143,679	143,679	
	Tiburon La	Downs Ridge	Purdy Pkwy			172,544	172,544	
	Trinity Ct	Downs Ridge	cds			92,427	92,427	
	Subtotal			-	-	694,262	694,262	
New Concrete (Not in New Subdivisions)								
	Subtotal			-	-	-	-	
New Concrete (TIF)								
	Subtotal			-	-	-	-	
Reconstruction								
	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133			53,133	
	Alley n/o Spencer St	Spruce St	Summit St	48,652			48,652	
	Alley s/o Franklin St	Summit St	Story St	41,183			41,183	
	Alvin St	Evergreen Dr	cds	180,905			180,905	
	Ballard Rd	at OO	left turn modifications	310,656			310,656	
	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	733,686			733,686	
	Implement RR quiet zone				500,000		500,000	
	Telulah Ave	Calumet St	John St	-	1,205,787		1,205,787	
	Subtotal			1,368,215	1,705,787	-	3,074,002	-
Total Concrete Paving				\$ 1,661,215	\$ 1,705,787	\$ 699,262	\$ 4,066,264	\$ 1,133,692

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost
Labor Pool				200,000				200,000
CEA				8,000				8,000
Land	Midway Rd	at Eisenhower Dr	roundabout (land acq)	40,000				40,000
	Misc Land acquisition for street projects			25,000				25,000
	Subtotal			65,000	-	-	-	65,000
Design	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	25,000				25,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000				50,000
	Material Testing			-			5,000	5,000
	Material Testing			10,000				10,000
	Midway Rd	at Eisenhower Dr	roundabout (design)	50,000			-	50,000
	Misc Consultant design			25,000				25,000
	Subtotal			160,000	-	-	5,000	165,000
New Concrete (New Subdivisions non escrowed)	Mackville Rd	Ballard Rd	Purdy Pkwy				53,169	53,169
	Purdy Pkwy	Celtic Crossing	Applehill Blvd				189,542	189,542
	Purdy Pkwy	Mackville Rd	Celtic Crossing				377,271	377,271
	Subtotal			-	-	-	619,982	619,982
New Concrete (Not in New Subdivisions)								-
	Subtotal			-	-	-	-	-
New Concrete (TIF)								-
	Subtotal			-	-	-	-	-
Reconstruction	Carpenter St	Calumet St	Taft Ave	526,930				526,930
	Implement RR quiet zone				250,000			250,000
	Lawrence St	Oneida St	Morrison St	-		165,194		165,194
	Morrison St	Lawrence St	College Ave	-		128,640		128,640
	Oneida St	Lawrence St	College Ave	-		128,640		128,640
	Prospect Ave	Bartell Dr	Haskell St	-	1,126,560			1,126,560
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	687,137				687,137
	Valley Road	Chain Dr	Forestview Dr	947,947				947,947
	Wisconsin Ave	at Mason	left turn modifications	249,456				249,456
	Subtotal			2,411,470	1,376,560	422,474	-	4,210,504
Total Concrete Paving				\$ 2,844,470	\$ 1,376,560	\$ 422,474	\$ 624,982	\$ 5,268,486

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2021	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool				200,000		200,000
CEA				8,000		8,000
Land						-
	Misc Land acquisition for street projects			25,000		25,000
	Subtotal			25,000	-	25,000
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	50,000		50,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000		50,000
	Material Testing				5,000	5,000
	Material Testing			10,000		10,000
	Misc Consultant design			25,000		25,000
	Subtotal			135,000	5,000	140,000
New Concrete (New Subdivisions non escrowed)						-
	Subtotal			-	-	-
New Concrete (Not in New Subdivisions)						-
	Cherryvale Ave	Applecreek corridor	south city limits	354,467		354,467
	French Rd	Evergreen Dr	Edgewood Dr (CTH JJ)	1,248,248		1,248,248
	Subtotal			1,602,715	-	1,602,715
New Concrete (TIF)						-
	Subtotal			-	-	-
Reconstruction	Glendale Ave	Mason St	Richmond St	829,439		829,439
	Newberry St	Schaefer St	city limits	1,678,059		1,678,059
	Subtotal			2,507,498	-	2,507,498
Total Concrete Paving				\$ 4,478,213	\$ 5,000	\$ 4,483,213

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2022	Street	From	To	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				200,000			200,000
CEA				8,000			8,000
Land	Ballard Rd	Edgewood Dr - 400' n/o (Land)	Apple Creek Rd - 300' n/o	25,000			25,000
	Misc Land acquisition for street projects			25,000			25,000
	Subtotal			50,000	-	-	50,000
Design							-
							-
	Material Testing			10,000			10,000
	Material Testing					5,000	5,000
	Misc Consultant design			25,000			25,000
	Subtotal			35,000	-	5,000	40,000
New Concrete (New Subdivisions non escrowed)							
	Amethyst Dr	Providence Ave	Aquamarine Dr			218,208	218,208
	Bluetopaz Dr	Providence Ave	Calmes Dr			81,768	81,768
	Subtotal			-	-	299,976	299,976
New Concrete (Not in New Subdivisions)							
	Midway Rd	Plank Rd	Lake Park Rd	693,731			693,731
	Includes County portion of Midway Rd construction to be reimbursed \$411,266						-
	Providence Ave	Edgewood Dr	Amethyst Dr	113,230			113,230
	Subtotal			806,961	-	-	806,961
New Concrete (TIF)							
	Eisenhower Dr	Future Road G	Midway Rd, part of new roundabout		135,280		135,280
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o), roundabout		897,209		897,209
	Includes County portion of Midway Rd construction to be reimbursed \$448,604						-
	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)		1,056,650		1,056,650
	Includes County portion of Midway Rd construction to be reimbursed \$528,325						-
	Subtotal			-	2,089,139	-	2,089,139
Reconstruction							
	Appleton St	College Ave	Atlantic St	790,280			790,280
	Atlantic St	Oneida St	Lawe St	672,267			672,267
	Lawe St	College Ave	Spring St	1,181,747			1,181,747
	Linwood Ave	College Ave	Summer Ave	1,221,544			1,221,544
	Meade St	Pacific St	Commercial St	390,384			390,384
	Subtotal			4,256,222	-	-	4,256,222
Total Concrete Paving				\$ 5,356,183	\$ 2,089,139	\$ 304,976	\$ 7,750,298

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grade and Gravel Program

PROJECT DESCRIPTION

Justification:

This project is the initial construction phase for new streets. A five year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works - Grade & Gravel General Fund	-	900,387	390,947	-	-	\$ 1,291,334
Public Works - Grade & Gravel New Subdivision	61,245	199,047	-	-	-	\$ 260,292
Total - Grade & Gravel - City	\$ 61,245	\$ 1,099,434	\$ 390,947	\$ -	\$ -	\$ 1,551,626
Total - Grade & Gravel Program	\$ 61,245	\$ 1,099,434	\$ 390,947	\$ -	\$ -	\$ 1,551,626

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	55,245	1,099,434	390,947	-	-	\$ 1,545,626
Other	6,000	-	-	-	-	\$ 6,000
Total	\$ 61,245	\$ 1,099,434	\$ 390,947	\$ -	\$ -	\$ 1,551,626
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2018	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool					6,000	6,000
CEA					3,000	3,000
Grade & Gravel	No projects planned					-
	Subtotal			-	-	-
Temporary Surface	New Subdivisions	escrowed funding except for labor				
Following Grade & Gravel	Amethyst	Providence Ave	Providence Ave, 120' w/o		11,097	11,097
	Bluetopaz	Providence Ave, 130'	Providence Ave, 130' e/o		10,855	10,855
	Providence	Amethyst Dr, 120' n/o	Bluetopaz Dr, 130' n/o		30,293	30,293
	Subtotal			-	52,245	52,245
Total				\$ -	\$ 61,245	\$ 61,245

2019	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	Haymeadow Ave	Bluewater Way	Spartan Ave	126,717		126,717
	Northside Rd future	TBD	TBD	113,333		113,333
	Spartan Ave	Haymeadow Ave	e/o		134,300	134,300
	Spartan Ave	Richmond St	Haymeadow Ave	367,333		367,333
	Subtotal			607,383	134,300	741,683
Temporary Surface	Haymeadow Ave	Bluewater Way	Spartan Ave	53,097		53,097
Following Grade & Gravel	Northside Rd future	TBD	TBD	55,855		55,855
	Spartan Ave	Richmond St	Haymeadow Ave	184,052		184,052
	New Subdivisions	escrowed funding except for labor			73,788	73,788
	Spartan Ave	Haymeadow Ave	e/o		55,706	55,706
	Subtotal			293,004	-	293,004
Total				\$ 900,387	\$ 199,047	\$ 1,099,434

2020	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	Spartan Ave	e/o Haymeadow Ave	Meade St	275,006		275,006
	Subtotal			275,006	-	275,006
Temporary Surface	Spartan Ave	e/o Haymeadow Ave	Meade St	115,941		115,941
Following Grade & Gravel	Subtotal			115,941	-	115,941
Total				\$ 390,947	\$ -	\$ 390,947

2021	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	No projects planned					-
Total				\$ -	\$ -	\$ -

2022	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	No projects planned					-
Total				\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Sidewalk Program

PROJECT DESCRIPTION

Justification:

The total cost of sidewalk replacement and new construction is presented. A five year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works Reconstruction General Fund	824,156	1,277,212	1,197,764	1,156,053	1,416,794	\$ 5,871,979
Public Works Construction DPW Capital Projects Fund	498,129	103,600	91,480	-	-	\$ 693,209
TIF # 11	109,200	-	32,200	-	-	\$ 141,400
Public Works Construction Subdivisions	102,418	115,558	106,375	10,000	49,304	\$ 383,655
Total - Sidewalk - City	\$ 1,533,903	\$ 1,496,370	\$ 1,427,819	\$ 1,166,053	\$ 1,466,098	\$ 7,090,243
Total - Sidewalk Program	\$ 1,533,903	\$ 1,496,370	\$ 1,427,819	\$ 1,166,053	\$ 1,466,098	\$ 7,090,243

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,474,675	1,390,484	1,321,933	1,070,991	1,367,036	\$ 6,625,119
Other	59,228	105,886	105,886	95,062	99,062	\$ 465,124
Total	\$ 1,533,903	\$ 1,496,370	\$ 1,427,819	\$ 1,166,053	\$ 1,466,098	\$ 7,090,243
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2018	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	49,868		-	6,000	55,868
CEA	3,360		-		3,360
Sidewalk Construction					
Green Dot	250,000				250,000
General	50,000				50,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Poly-Level jacking	10,000				10,000
Reconstruction - Concrete	43,900	372,129	109,200		525,229
Reconstruction - Asphalt	357,028				357,028
Subtotal	770,928	372,129	109,200	-	1,252,257
New Sidewalk Construction					
New Concrete	-	126,000	-		126,000
New Subdivision	-	-	-	86,418	86,418
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	126,000	-	96,418	222,418
Total	\$ 824,156	\$ 498,129	\$ 109,200	\$ 102,418	\$1,533,903

2021	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	95,062				95,062
CEA	3,000				3,000
Sidewalk Construction					
Green Dot	250,000				250,000
General	50,000				50,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Poly-Level jacking	10,000				10,000
Reconstruction - Concrete	213,535				213,535
Reconstruction - Asphalt	306,236				306,236
Subtotal	889,771	-	-	-	889,771
New Sidewalk Construction					
New Concrete	168,220				168,220
New Subdivision	-				-
New Subdivision - 6 Month	-			10,000	10,000
Arterial Street	-			-	-
Subtotal	168,220	-	-	10,000	178,220
Total	\$ 1,156,053	\$ -	\$ -	\$ 10,000	\$ 1,166,053

2019	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	95,062			10,824	105,886
CEA	3,000			3,000	6,000
Sidewalk Construction					
Green Dot	250,000				250,000
General	50,000				50,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Poly-Level jacking	10,000				10,000
Reconstruction - Concrete	227,750	103,600			331,350
Reconstruction - Asphalt	526,400				526,400
Subtotal	1,124,150	103,600	-	-	1,227,750
New Sidewalk Construction					
New Concrete	-				-
New Subdivision	-			91,734	91,734
New Subdivision - 6 Month	-			10,000	10,000
Arterial Street	55,000				55,000
Subtotal	55,000	-	-	101,734	156,734
Total	#####	\$ 103,600	\$ -	\$ 115,558	\$1,496,370

2022	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	98,062			1,000	99,062
CEA	3,000				3,000
Sidewalk Construction					
Green Dot	250,000				250,000
General	50,000				50,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Poly-Level jacking	10,000				10,000
Reconstruction - Concrete	290,283				290,283
Reconstruction - Asphalt	311,612				311,612
Subtotal	971,895	-	-	-	971,895
New Sidewalk Construction					
New Concrete	343,837				343,837
New Subdivision	-			38,304	38,304
New Subdivision - 6 Month	-			10,000	10,000
Arterial Street	-			-	-
Subtotal	343,837	-	-	48,304	392,141
Total	\$ 1,416,794	\$ -	\$ -	\$ 49,304	\$ 1,466,098

2020	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	95,062			10,824	105,886
CEA	3,000			3,000	6,000
Sidewalk Construction					
Green Dot	250,000				250,000
General	50,000				50,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Poly-Level jacking	10,000				10,000
Reconstruction - Concrete	447,840	91,480	32,200		571,520
Reconstruction - Asphalt	281,862				281,862
Subtotal	1,099,702	91,480	32,200	-	1,223,382
New Sidewalk Construction					
New Concrete	-				-
New Subdivision	-			82,551	82,551
New Subdivision - 6 Month	-			10,000	10,000
Arterial Street	-			-	-
Subtotal	-	-	-	92,551	92,551
Total	#####	\$ 91,480	\$ 32,200	\$ 106,375	\$1,427,819

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Stormwater Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding to the stormwater system. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily storm sewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system results in no overall reduction in our City-wide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Stormwater Reconstruction Stormwater Utility	6,099,124	5,853,203	5,413,609	5,408,791	4,384,196	\$ 27,158,923
Stormwater Construction TIF # 11	161,155	-	-	-	-	\$ 161,155
Total - Stormwater Program	<u>\$ 6,260,279</u>	<u>\$ 5,853,203</u>	<u>\$ 5,413,609</u>	<u>\$ 5,408,791</u>	<u>\$ 4,384,196</u>	<u>\$ 27,320,078</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	130,000	190,000	240,000	240,000	300,000	\$ 1,100,000
Land Acquisition	430,000	-	-	100,000	-	\$ 530,000
Construction	5,437,291	5,404,703	4,898,609	4,794,291	3,821,706	\$ 24,356,600
Other	262,988	258,500	275,000	274,500	262,490	\$ 1,333,478
Total	<u>\$ 6,260,279</u>	<u>\$ 5,853,203</u>	<u>\$ 5,413,609</u>	<u>\$ 5,408,791</u>	<u>\$ 4,384,196</u>	<u>\$ 27,320,078</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Storm-water Utility	TIF # 11	Total Cost
Labor Pool				251,998		251,998
CEA				10,990		10,990
Consulting Services	Construction Services			50,000		50,000
	Grant Applications			10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			60,000		60,000
	Subtotal			130,000		130,000
Land Acquisition	Leona Pond (Part 2)			200,000		200,000
	Spartan Drive Ph 2 (BMP 6-7, Apple Creek Culvert)			80,000		80,000
	Alvin Street			100,000		100,000
	Wetlands In-Lieu Fees			50,000		50,000
	Subtotal			430,000		430,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Surface restoration Linwood storm sewer for Northland Pond project (E-18)			300,000		300,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt Paving (B-18)			262,096		262,096
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 New Concrete Paving (A-18)			37,030		37,030
	Flood Reduction Projects			50,000		50,000
	Native Landscaping			50,000		50,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	Spartan Ave Box Culvert 1 by Lift Station			175,000		175,000
	Subtotal			1,209,126		1,209,126
New Storm Sewers						-
	Alvin St	Evergreen Dr	cds	250,000		250,000
	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	550,000		550,000
	Haymeadow Ave	Bluewater Way	Spartan Ave	71,250		71,250
	Spartan Ave	Haymeadow Ave	e/o	67,500		67,500
	Spartan Ave	Richmond St	Haymeadow Ave	225,000		225,000
	Subtotal			1,163,750		1,163,750
Reconstruction	Ballard Rd (bid late 2017, build 2018)	Wisconsin Ave	Fox River	2,010,000		2,010,000
	Subtotal			2,010,000		2,010,000
Reconstruction (on streets to be paved in 2019)	Appleton St	Lawrence St	College Ave	-	46,575	46,575
	Center St	North St	Atlantic St	80,775		80,775
	Hall St	Woodland Ave	Grant St	66,360		66,360
	Lawrence St	Appleton St	Oneida St	-	41,400	41,400
	Rocky Bleier Run	Water St	park	-	73,180	73,180
	Roosevelt St	Morrison St	Durkee St	48,100		48,100
	Summit St	Spencer St	College Ave	147,625		147,625
	Telulah Ave	Calumet St	John St	550,400		550,400
	Subtotal			893,260	161,155	1,054,415
Total				\$ 6,099,124	\$ 161,155	\$ 6,260,279

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			100,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor Study			50,000
	Subtotal			190,000
Land Acquisition				-
	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt Paving (B-19)			282,736
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 New Concrete Paving (A-19)			99,810
	Flood Report Projects			50,000
	Leona Street Pond			1,640,000
	Native Vegetation			30,000
	NR151 Water Quality Practices - Reconst			50,000
	Spartan Ave Ph BMP 1-5			886,250
	Subtotal			3,328,796
New Storm Sewers				-
	Subtotal			-
Reconstruction	College Ave (liner)	Kensington Dr, 54' e/o	Kensington Dr	20,520
	Marquette St (liner)	Ullman St, 220' e/o	Alexander St, 200' w/o	17,000
	Summit St (liner)	Winnebago St	Commercial St	15,847
	Wisconsin Ave (liner)	Wisconsin Ct	Jardin Ct, 60' w/o	12,975
	Subtotal			66,342
Reconstruction (on streets to be paved in 2020)	Alley n/o Spencer St	Spruce St	Summit St	16,290
	Bellaire Court	Atlantic Street	cds	161,000
	Carpenter St	Calumet St	Taft Ave	313,150
	Carpenter St	Fremont St	Calumet St	323,150
	Erb St	Michigan St	Michigan St, 130' n/o	17,100
	Harriet St	Walter Ave	Telulah Ave	52,100
	Henry St	Werner St	Telulah Ave	35,800
	Morrison St	Hancock St	Wisconsin Ave	152,450
	Opechee St	Leminwah St	w/o	11,300
	Opechee St	Leminwah St	Owaissa St	42,400
	Opechee St	Pacific St	Pacific St, w/o	15,000
	Prospect Ave	Bartell Dr	Haskell St	258,025
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	146,300
	Randall St	Oneida St	Meade St	72,600
	Valley Road	Chain Dr	Forestview Dr	124,000
	Warner St	College Ave	Henry St	4,300
	Winnebago St	Division St	Drew St	264,600
	Subtotal			2,009,565
Total				\$ 5,853,203

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Storm- water Utility
Labor Pool				267,000
CEA				8,000
Consulting Services	Construction Grant Applications			10,000
	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor Prelim Design			150,000
	Subtotal			240,000
Land Acquisition				-
	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Asphalt Paving (B-20)			233,184
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 New Concrete Paving (A-20)			119,975
	Flood Report Projects			50,000
	Native Landscaping			30,000
	NR151 Water Quality Practices - Reconst			50,000
	NR216 High Efficiency Sweeper (upgrade)			70,000
	Subtotal			843,159
New Storm Sewers				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2021)	Douglas St	Reid Dr	Prospect Ave	93,035
	Glendale Ave	Mason St	Richmond St	302,565
	Harris St	Badger Ave	Richmond St	177,300
	Jackson St	Calumet St	Fremont St	157,650
	Lawrence St	Oneida St	Morrison St	51,750
	Madison St	Calumet St	Taft Ave	113,250
	Minor St	Meade St	Rankin St	41,400
	Morrison St	Lawrence St	College Ave	40,250
	Newberry St	Schaefer St	city limits	2,750,000
	Oneida St	Lawrence St	College Ave	40,250
	Summer St	Gillett St	Story St	184,000
	Summer St	Story St	Richmond St	104,000
	Subtotal			4,055,450
Total				\$ 5,413,609

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2021	Street	From	To	Storm- Water Utility
Labor Pool				266,500
CEA				8,000
Consulting Services	Apple Creek Road e/o Richmond Drainage Study			50,000
	Construction Grant Applications			10,000
	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	Northside Development Corridor Drainage Studies			100,000
	Subtotal			240,000
Land Acquisition	Northside Development Corridor Land for BMPs			100,000
	Subtotal			100,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 Asphalt Paving (B-21)			174,992
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 New Concrete Paving (A-21)			164,734
	Flood Reports Projects			500,000
	Native Landscaping			30,000
	NR151 Water Quality Practices - Reconst			50,000
	Spartan Ave Ph2 (BMP 6-7 and Apple Creek Culvert)			673,000
	Subtotal			1,932,726
New Storm Sewers	Edgewood Dr (CTH JJ)	Providence Ave	French Rd	513,000
	Linwood Ave	College Ave	Summer Ave	342,360
	Meade St	Pacific St	Commercial St	108,810
	Spartan Drive	e/o Haymeadow Ave	Meade St	138,750
	Subtotal			1,102,920
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Alvin St	Wisconsin Ave	Marquette St	266,160
	Appleton St	College Ave	Atlantic St	258,750
	Atlantic St	Oneida St	Lawe St	184,800
	Douglas St	Badger Ave	Wisconsin Ave	102,900
	Elsie St	Mason St	Richmond St	197,925
	Franklin St	Division St	Drew St	287,500
	Lawe St	College Ave	Spring St	34,445
	Morrison St	Wisconsin Ave	Glendale Ave	198,525
	Pine St	Prospect Ave	Bartell St	227,640
	Subtotal			1,758,645
Total				\$ 5,408,791

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2022	Street	From	To	Total Cost
Labor Pool				251,500
CEA				10,990
Consulting Services	Apple Creek Road e/o Richmond	Design BMPs		60,000
	Construction Grant Applications			10,000
	Construction Services			50,000
	Land Acquisition Services			10,000
	Lions Park Pond	Preliminary Engineering		50,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor	Design BMPs/Bridges		100,000
	Subtotal			300,000
Land Acquisition	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2022 Asphalt Paving (B-22)			196,368
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2022 New Concrete Paving (A-122)			232,273
	Flood Report Projects			75,000
	Flood Report Projects	Park Amenities		500,000
	Native Landscaping			30,000
	NR 216 (High-efficiency sweeper new)			250,000
	NR 216 (High-efficiency sweeper new)			250,000
	NR151 Water Quality Practices - Reconst			50,000
	Subtotal			1,918,641
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000
	Subtotal			210,000
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Subtotal			-
	Alice St	Drew St	Union St	50,800
	Atlantic St	Richmond St (STH 47)	Oneida St	210,400
	Badger Ave	Spencer St	Pierce Ave	138,000
	Badger Ave	Washington St	Mason St	161,000
	Bartell Dr	Prospect Ave	Pine St	88,720
	Bates St	Dunlap St	Pacific St	28,405
	College Ave (STH 125)	Linwood Ave	Lilas Dr	88,200
	Dunlap St	Bates St	Pacific St	16,125
	Fourth St	Outagamie St	Mason St	52,500
	Fourth St	Story St	Memorial Dr	104,625
	Goodall St	Lawe St	Carpenter St	96,715
	Morrison St	Glendale Ave	Pershing St	107,850
	Pershing St	McDonald St	Ballard Rd	172,425
	Pershing St	Meade St	McDonald St	126,500
	Summer St	Richmond St	Oneida St	195,600
	Summit St	Prospect Ave	Fourth St	55,200
	Subtotal			1,693,065
Total				\$ 4,384,196

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Watermain Program

PROJECT DESCRIPTION	
Justification:	
<p>The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.</p>	
Discussion of operating cost impact:	
<p>Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.</p> <p>Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our City-wide watermain maintenance costs.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Water Dist.	Reconstruction	3,458,847	3,528,011	3,969,442	4,347,555	3,760,607	\$ 19,064,462
Water Utility							
Water Dist.	Construction	312,750	-	159,080	-	-	\$ 471,830
TIF 11							
Total - Watermain Program		\$ 3,771,597	\$ 3,528,011	\$ 4,128,522	\$ 4,347,555	\$ 3,760,607	\$ 19,536,292

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,506,850	3,251,929	3,852,440	4,071,473	3,484,525	\$ 18,167,217
Other	264,747	276,082	276,082	276,082	276,082	\$ 1,369,075
Total	\$ 3,771,597	\$ 3,528,011	\$ 4,128,522	\$ 4,347,555	\$ 3,760,607	\$ 19,536,292
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool CEA				258,547 6,200		258,547 6,200
Miscellaneous Construction	Ballard Rd. & Northland Ave intersection			23,250		23,250
	Permit; Misc.Fees; Training;	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	Due to 2017 Water CIP Excav.		25,000		25,000
	Subtotal			58,250		58,250
New Construction	Easement (Summit Park)	Laurie St	Summit St	22,800		22,800
	Easement n/o Christopher Ct	Christopher Ct	Midway Rd	10,300		10,300
	Haymeadow Ave	Bluewater Way (165' n/o)	Spartan Ave	102,375		102,375
	Rocky Bleier Run	Water St	Jones Park	-	153,250	153,250
	Spartan Ave	Haymeadow Ave	e/o	149,300		149,300
	Spartan Ave	Richmond St	Haymeadow Ave	122,000		122,000
	Subtotal			406,775	153,250	560,025
Reconstruction (not related to paving)	Meade St (HPZ main)	Evergreen Dr	Castlebury Dr	104,200		104,200
	Rennes Easement (Union St)	First Ave	Vermont St	105,200		105,200
	Warehouse Rd	Radio Rd	Kensington Dr	163,800		163,800
	Subtotal			373,200		373,200
Reconstruction (prior to next year's paving)	Alley s/o Franklin St	Summit St	Story St			-
	Alvin St	Evergreen Dr (s/end of Alvin	cds (dead end 800' e/o Alvin	89,900		89,900
	Appleton St	Lawrence St	College Ave	-	68,500	68,500
	Ballard Rd	at Northland Ave		23,350		23,350
	Carroll St - partial only	Jackson St	Lawe St	13,250		13,250
	Center St	North St	Atlantic St	152,000		152,000
	Durkee St	Atlantic St	Summer St	247,500		247,500
	Hall St	Woodland Ave	Randall St	59,500		59,500
	Lawrence St	Appleton St	Oneida St	-	91,000	91,000
	McDonald St	Pershing St	Service Rd	192,000		192,000
	McDonald St	Randall St	Glendale Ave (Woodland Av	119,200		119,200
	Roosevelt St	Morrison St	Durkee St	51,475		51,475
	Summit St	Spencer St	College Ave	156,600		156,600
	Telulah Ave	Calumet St	Marion St	654,300		654,300
	Subtotal			1,759,075	159,500	1,918,575
Transmission - New	Meade St (MPZ main)	Capitol Dr	Evergreen Dr	596,800		596,800
	Subtotal			596,800		596,800
Total Water Main Construction				\$ 3,458,847	\$ 312,750	\$ 3,771,597

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	Water Utility
Labor Pool CEA				266,082 10,000
Miscellaneous Construction	Permit; Misc.Fees; Training	NOI, Railroad, Water Usage, County		10,000
	S. Island St	bridge design for water main		12,000
	Surface Restoration	Due to 2018 Water CIP Excav.		337,250
	Subtotal			359,250
New Construction	Easement w/o Walter (Recommendation "E" 2007 Study)	Gunn St	Harriet St	50,360
	Richard St	Leona St	300' east	50,150
	Spartan Ave	e/o Haymeadow Ave	Meade St	121,750
	Subtotal			222,260
Reconstruction (not related to paving)	Gunn St	Walter Ave	west end	69,465
	Harriet St	Walter Ave	west end	64,835
	Walter Ave	College Ave (125' n/o)	Gunn St	39,890
	Subtotal			174,190
Reconstruction (prior to next year's paving)	Carpenter St	Fremont St	Calumet St	233,090
	Erb St	Michigan St	Michigan St, 130' n/o	23,680
	Harriet St	Walter Ave	Telulah Ave	48,300
	Henry St	Warner Rd (100' w/o)	Telulah Ave	75,505
	Morrison St	Hancock St	Wisconsin Ave	207,015
	Opechee St	Leminwah St	w/o	11,300
	Opechee St	Leminwah St	Owaissa St	42,400
	Opechee St	Pacific St	Pacific St, w/o	15,000
	Prospect Ave	Bartell Dr	Haskell St (Outagamie St)	697,585
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	450,895
	Randall St	Oneida St	Meade St	322,635
	Warner St	College Ave	Henry St	36,614
	Winnebago St	Division St	Drew St	332,210
	Subtotal			2,496,229
Transmission - New	Subtotal			-
Total Water Main Construction				\$ 3,528,011

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool CEA				266,082 10,000	-	266,082 10,000
Miscellaneous Construction	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
	Surface Restoration			27,200		27,200
	Subtotal			37,200	-	37,200
New Construction	Northside Rd	TBD	TBD	105,675	-	105,675
	Subtotal			105,675	-	105,675
Reconstruction (not related to paving)	Easement (e/o Riverview Lane)	River Rd	Bouten St	153,210		153,210
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	219,250		219,250
	Pacific St	Wisconsin Central Ltd.	Ida St	77,720		77,720
	Vulcan St	N. Island St	S. Island St	100,160		100,160
	Subtotal			550,340		550,340
Reconstruction (prior to next year's paving)	Brewster St - partial only	Douglas St	Gillett St	51,600		51,600
	Douglas St	Reid Dr	Prospect Ave	103,770		103,770
	Glendale Ave	Mason St	Richmond St	429,930		429,930
	Harris St	Badger Ave	Richmond St	229,865		229,865
	Jackson St	Calumet St	Fremont St	381,160		381,160
	Lawrence St	Oneida St	Morrison St	-	68,450	68,450
	Madison St	Calumet St	Taft St (Hoover St actu	138,835		138,835
	Minor St	Meade St	Rankin St	82,305		82,305
	Morrison St	Lawrence St	College Ave	-	35,000	35,000
	Newberry St	Schaefer St	STH "441"	903,285		903,285
	Oneida St	Lawrence St	College Ave	-	55,630	55,630
	S Island St - BRIDGE	over power canal	Vulcan St	97,870		97,870
	Summer St	Gillett St	Story St	135,225		135,225
	Subtotal			2,553,845	159,080	2,712,925
Transmission - New	River crossing repair	Edison St	Water St	446,300		446,300
	Subtotal			446,300		446,300
Total Water Main Construction				\$ 3,969,442	\$159,080	\$ 4,128,522

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2021	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			101,800
	Subtotal			111,800
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)				-
	Subtotal			-
Reconstruction (prior to next year's paving)	Alvin St	Wisconsin Ave	Marquette St	150,614
	Appleton St	College Ave	Atlantic St	432,745
	Atlantic St	Oneida St	Lawe St	317,097
	Douglas St	Badger Ave	Wisconsin Ave	104,125
	Elsie St	Mason St	Richmond St	465,758
	Franklin St	Division St (rec. "D" of 2007)	Drew St	337,285
	Lawe St	College Ave	Spring St	657,170
	Linwood Ave	College Ave	Summer Ave	226,875
	Meade St	Pacific St	Commercial St	201,660
	Park Ave - partial only	Washington St	Franklin St	127,210
	Pine St	Prospect Ave	Bartell St	68,566
	Subtotal			3,089,105
Transmission - New	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Dr	337,848
	Edgewood Dr (CTH JJ)	Lightning Dr (450' e/o)	French Rd	532,720
	Subtotal			870,568
Total Water Main Construction				\$ 4,347,555

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2022	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			44,050
	Subtotal			54,050
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/d	312,820
	Moss Rose La	Crossing Meadows La.	Apple Creek Rd	48,400
	Subtotal			361,220
Reconstruction (not related to paving)				
	Subtotal			-
Reconstruction (prior to next year's paving)	Bartell Dr	Prospect Ave	Pine St	234,350
	Dunlap St	Bates St	Pacific St	103,770
	Fourth St	Story St	Memorial Dr	103,770
	Gillett St - partial only	Marquette St	Lindbergh St	103,770
	Goodall St	Lawe St	Carpenter St	127,210
	Lindbergh St - partial	Erb St	Appleton St	127,210
	Marquette St - partial	Mason St	Richmond St	127,210
	Morrison St	Glendale Ave	Pershing St	127,210
	Summer St	Richmond St	Oneida St	127,210
	Summit St	Prospect Ave	Fourth St	127,210
	Alice St	Drew St	Union St	80,000
	Atlantic St	Richmond St (STH 47)	Oneida St	384,085
	Badger Ave	Spencer St	Pierce Ave	254,375
	Badger Ave	Washington St	Mason St	220,630
	Bates St	Dunlap St	Pacific St	103,770
	Fourth St	Outagamie St	Mason St	24,650
	Midway Rd	Eisenhower Dr (500' w/	Eisenhower Dr (500' e/	23,050
	Subtotal			2,399,480
Transmission - New	Bartell Dr	Prospect Ave	Pine St	173,925
	Lightning Dr	Future r/w 600' n/o Edg	Broadway Dr	495,850
	Subtotal			669,775
Total Water Main Construction				\$ 3,760,607

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Sanitary Sewer Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our City-wide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Wastewater Reconstruction Wastewater Utility	2,235,551	4,784,165	4,010,375	3,608,613	2,355,341	\$ 16,994,045
Wastewater Construction TIF # 11	156,550	-	-	-	-	\$ 156,550
Total - Sanitary Sewer Program	<u>\$ 2,392,101</u>	<u>\$ 4,784,165</u>	<u>\$ 4,010,375</u>	<u>\$ 3,608,613</u>	<u>\$ 2,355,341</u>	<u>\$ 17,150,595</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,226,376	4,589,515	3,815,725	3,413,963	2,160,691	\$ 16,206,270
Other	165,725	194,650	194,650	194,650	194,650	\$ 944,325
Total	<u>\$ 2,392,101</u>	<u>\$ 4,784,165</u>	<u>\$ 4,010,375</u>	<u>\$ 3,608,613</u>	<u>\$ 2,355,341</u>	<u>\$ 17,150,595</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Waste-water Utility	TIF # 11	Total Cost
Labor Pool				158,325		158,325
CEA				7,400		7,400
Consultant	Lawe St - South Island St river crossing force main			50,000		50,000
	Subtotal			50,000	-	50,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2018 Asphalt Paving (B-18)			47,493		47,493
	Sanitary Laterals & Manholes Prior To 2018 Concrete Paving, new & recon (A-18)			32,647		32,647
	Structure Rehabilitation / Sewer Cut repairs from 2017 (E-18)			40,000		40,000
	Subtotal			120,140	-	120,140
New Construction	Haymeadow Ave	Bluewater Way	Spartan Ave	107,350		107,350
	Spartan Ave	Haymeadow Ave	e/o	101,700		101,700
	Spartan Ave	Richmond St	Sommers Dr	203,400		203,400
	Subtotal			412,450	-	412,450
Reconstruction	Calumet St (liner)	Lawe St	Carpenter St, 92' w/o	44,660		44,660
	Easement - Outagamie and Highcrest, (liner)	Cedar St	Reid Dr	17,131		17,131
	Hammond Ave	Ballard Rd to the east		65,000		65,000
	Harris St (liner)	Douglas St	Douglas St, 332' e/o	13,280		13,280
	Memorial Dr, (liner)	Ravinia Pl, 304' n/o	Cherry Ct, 443' s/o	142,240		142,240
	Spruce St, (liner)	College Ave	Eighth St	29,680		29,680
	Subtotal			311,991	-	311,991
Reconstruction (on streets to be paved in 2019)	Alvin St	Evergreen Dr	cds	39,025		39,025
	Appleton St	Lawrence St	College Ave	-	72,450	72,450
	Center St	North St	Atlantic St	92,325		92,325
	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	25,000		25,000
	Hall St	Woodland Ave	Grant St	63,595		63,595
	Lawrence St	Appleton St	Oneida St	-	41,400	41,400
	Rocky Bleier Run	Water St	park	-	42,700	42,700
	Roosevelt St	Morrison St	Durkee St	84,325		84,325
	Summit St	Spencer St	College Ave	129,100		129,100
	Telulah Ave	Calumet St	John St	741,875		741,875
	Subtotal			1,175,245	156,550	1,331,795
Total				\$ 2,235,551	\$ 156,550	\$ 2,392,101

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Waste-water Utility	
Labor Pool CEA				189,650	
				5,000	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving			66,813	
	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving			37,912	
	Structure Rehabilitation / Sewer Cut repairs from 2018			40,000	
	Subtotal			144,725	
New Construction	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	548,000	
	Lawe St - South Island St force river crossing replace for possible liner			700,000	
	Spartan Ave	e/o Haymeadow Ave	Meade St	209,050	
	Subtotal			1,457,050	
Reconstruction	Fremont St (liner)	East St	Harmon St	13,500	
	Fremont St (liner)	Kernan Ave, 666' w	Kernan Ave, 334' w	30,590	
	Vulcan St (liner)	South Island St	South Island St, 307' n	48,230	
	Subtotal			92,320	
Reconstruction (on streets to be paved in 2020)	Carpenter St	Calumet St	Taft Ave	335,575	
	Carpenter St	Fremont St	Calumet St	334,900	
	Erb St	Michigan St	Michigan St, 130' n/o	24,225	
	Harriet St	Walter Ave	Telullah Ave	93,775	
	Henry St	Werner St	Telullah Ave	100,725	
	Morrison St	Hancock St	Wisconsin Ave	199,000	
	Opechee St	Leminwah St	w/o	13,560	
	Opechee St	Leminwah St	Owaissa St	50,880	
	Opechee St	Pacific St	Pacific St, w/o	18,000	
	Prospect Ave	Bartell Dr	Haskell St	501,955	
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	265,750	
	Randall St	Oneida St	Meade St	635,675	
	Warner St	College Ave	Henry St	43,450	
	Winnebago St	Division St	Drew St	277,950	
	Subtotal			2,895,420	
	Total				\$ 4,784,165

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Waste-water Utility
Labor Pool CEA				189,650
				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2020 Asphalt Paving (B-20)			39,522
	Sanitary Laterals & Manholes Prior To 2020 Concrete Paving (A-20)			45,643
	Structure Rehabilitation / Sewer Cut repairs from 2019 (E-20)			25,000
	Subtotal			110,165
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	96,000
	Apple Hill Farms lift station on French Road, 1450' n/o Applecreek Road			750,000
	Subtotal			846,000
Reconstruction	Pierce Park (liner)			332,310
	Subtotal			332,310
Reconstruction (on streets to be paved in 2021)	Douglas St	Reid Dr	Prospect Ave	101,125
	Glendale Ave	Mason St	Richmond St	328,875
	Harris St	Badger Ave	Richmond St	295,500
	Jackson St	Calumet St	Fremont St	262,750
	Lawrence St	Oneida St	Morrison St	56,250
	Madison St	Calumet St	Taft Ave	188,750
	Minor St	Meade St	Rankin St	69,000
	Morrison St	Lawrence St	College Ave	43,750
	Newberry Ave	Schaefer St	city limits	687,500
	Oneida St	Lawrence St	College Ave	43,750
	Summer St	Gillett St	Story St	287,500
	Summer St	Story St	Richmond St	162,500
	Subtotal			2,527,250
	Total			

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2021	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
				-
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2021 Asphalt Paving (B-21)			32,811
	Sanitary Laterals & Manholes Prior To 2021 Concrete Paving, new & recon (A-2)			44,166
	Structure Rehabilitation / Sewer Cut repairs from 2020 (E-21)			25,000
	Subtotal			101,977
New Construction				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Alvin St	Wisconsin Ave	Marquette St	432,510
	Appleton St	College Ave	Atlantic St	292,500
	Atlantic St	Oneida St	Lawe St	300,300
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	32,000
	Douglas St	Badger Ave	Wisconsin Ave	178,360
	Elsie St	Mason St	Richmond St	343,070
	Franklin St	Division St	Drew St	325,000
	Lawe St	College Ave	Spring St	165,836
	Linwood Ave	College Ave	Summer Ave	494,520
	Meade St	Pacific St	Commercial St	157,170
	Morrison St	Wisconsin Ave	Glendale Ave	344,110
	Pine St	Prospect Ave	Bartell St	246,610
	Subtotal			3,311,986
Total				\$ 3,608,613

**CITY OF APPLETON 2018 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2022	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
				-
Miscellaneous Construction	Sanitary Manhole adjustments and seals Prior To 2022 Asphalt Paving (B-22)			36,819
	Sanitary Manhole adjustments and seals Prior To 2022 Concrete Paving, new & recon (A-22)			53,082
	Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22)			25,000
	Subtotal			114,901
New Construction				
	Subtotal			-
Reconstruction				
	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Alice St	Drew St	Union St	85,725
	Atlantic St	Richmond St (STH 47)	Oneida St	355,050
	Badger Ave	Spencer St	Pierce Ave	162,000
	Badger Ave	Washington St	Mason St	189,000
	Bartell Dr	Prospect Ave	Pine St	149,715
	Bates St	Dunlap St	Pacific St	33,345
	Dunlap St	Bates St	Pacific St	29,025
	Fourth St	Outagamie St	Mason St	94,500
	Fourth St	Story St	Memorial Dr	188,325
	Goodall St	Lawe St	Carpenter St	113,535
	Morrison St	Glendale Ave	Pershing St	194,130
	Summer St	Richmond St	Oneida St	352,080
	Summit St	Prospect Ave	Fourth St	99,360
	Subtotal			2,045,790
Total				\$ 2,355,341

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Downtown Development

PROJECT DESCRIPTION

Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our central business district by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, commercial development, redevelopment opportunities, due diligence and demolition. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

2018 - Determine the future location of the library - costs incurred could be for property appraisals of potential sites, or a portion of the architectural fees for design; purchase land and relocate businesses for Blue parking ramp demolition and construct new stairway; design costs and land acquisition for new parking ramp; and convert Appleton Street to two-way, reconstruct north end of Skyline Bridge, and construct pedestrian connection and parking lot.

2019 - Design costs and/or land acquisition for a new library; deconstruct the Blue ramp; design costs and land acquisition for new parking ramp.

2020 - Construction of a new library; determine future parking solution for downtown area north of College Avenue; complete construction of a new parking ramp; deconstruct the Soldiers Square ramp

2021 - Complete construction of a new library;

2022 - Determine the future of the City Hall building.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the community.

Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Library	500,000	5,000,000	15,000,000	10,000,000	-	\$ 30,500,000
	City Hall	-	-	-	-	500,000	\$ 500,000
	Blue Ramp Demolition	1,850,000	2,400,000	-	-	-	\$ 4,250,000
	Parking Replacement	-	-	500,000	-	-	\$ 500,000
Facilities Capital Projects Fund		2,350,000	7,400,000	15,500,000	10,000,000	500,000	35,750,000
PRFM	Soldiers Square Ramp:						
	Demolition	-	-	500,000	-	-	\$ 500,000
	New Parking Ramp	400,000	3,300,000	7,850,000	-	-	\$ 11,550,000
TIF 11 Cap Projects Fund		400,000	3,300,000	8,350,000	-	-	12,050,000
Public Works	Mobility Study						
	Implementation	4,000,000	-	-	-	-	\$ 4,000,000
Public Works Cap Projects Fund		4,000,000	-	-	-	-	4,000,000
Total - Downtown Development Project		\$ 6,750,000	\$ 10,700,000	\$ 23,850,000	\$ 10,000,000	\$ 500,000	\$ 51,800,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	900,000	-	500,000	-	500,000	\$ 1,900,000
Construction	4,000,000	7,400,000	23,350,000	10,000,000	-	\$ 44,750,000
Other	1,850,000	3,300,000	-	-	-	\$ 5,150,000
Total	\$ 6,750,000	\$ 10,700,000	\$ 23,850,000	\$ 10,000,000	\$ 500,000	\$ 51,800,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Building Envelope

PROJECT DESCRIPTION	
Justification:	
<p>The building envelope is the physical separator between the conditioned and unconditioned environment. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of City buildings.</p> <p>Fire Stations: (2019) Replacement of windows at various Fire Stations.</p> <p>Library: (2018) Re-caulk the stone veneer panels.</p> <p>Municipal Services Building: (2020) Refinish the masonry walls on warehouse 156. (2021) Paint exterior of cold storage building.</p> <p>Parks: (2021) Paint Telulah large pavilion. (2022) Paint exterior of Sheig Center.</p> <p>Police Station: (2020) Re-caulk the pre-cast panel walls.</p>	
Discussion of operating cost impact:	
There is no impact on operating cost anticipated.	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	-	75,000	-	-	-	\$ 75,000
	Library	25,000	-	-	-	-	\$ 25,000
	MSB	-	-	50,000	20,000	-	\$ 70,000
	Parks	-	-	-	50,000	50,000	\$ 100,000
	Police Station	-	-	30,000	-	-	\$ 30,000
Total - Facilities Capital Projects Fund		\$ 25,000	\$ 75,000	\$ 80,000	\$ 70,000	\$ 50,000	\$ 300,000

COST ANALYSIS						
Components	Estimated Cash Flows					
	2018	2019	2020	2021	2022	Total
Planning	-	7,000	10,000	-	-	\$ 17,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	68,000	70,000	70,000	50,000	\$ 283,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 75,000	\$ 80,000	\$ 70,000	\$ 50,000	\$ 300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electrical Upgrades

PROJECT DESCRIPTION

Justification:

The electrical infrastructure within facilities is in need of periodic testing and repairs. It is critical to have our electrical distribution systems in good working order to prevent electrical shutdowns or unsafe conditions. Testing will identify problems before they become critical and more expensive to repair.

City Facilities: (2019 & 2021) This CIP is to perform electrical panel infrared testing and make the recommended repairs. Infrared testing identifies excessive heat in electrical systems components. High temperatures indicate failing components, ground faults, short circuits, and other problems in the electrical system. The testing and repairs will be completed at various City facilities within the general fund.

Fire Stations: (2022) This CIP is to upgrade 30% of the branch wiring at Fire Station #1.

Library: (2022) This CIP represents a program to upgrade the electrical distribution system for the Library. The electrical distribution components are original to the building and are at the end of their expected life.

MSB: (2018 & 2019) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

Wastewater Plant: (2018 / 2019 / 2020 / 2021 / 2022) This CIP represents a phased program to upgrade the electrical distribution system for the Wastewater Plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future utility department process upgrades.

Water Plant: (2022) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

Discussion of operating cost impact:

There are no operating cost impacts expected due to these improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Facilities	-	30,000	-	30,000	-	\$ 60,000
	Fire Stations	-	-	-	-	60,000	\$ 60,000
	Library	-	-	-	-	300,000	\$ 300,000
	MSB	25,000	50,000	-	-	-	\$ 75,000
	Facilities Capital Projects	25,000	80,000	-	30,000	360,000	\$ 495,000
PRFM	Wastewater	1,470,750	1,750,000	2,000,000	1,800,000	215,000	\$ 7,235,750
	WW Utility Capital Projects	1,470,750	1,750,000	2,000,000	1,800,000	215,000	\$ 7,235,750
PRFM	Water Plant	-	-	-	-	30,000	\$ 30,000
	Water Utility Capital Projects	-	-	-	-	30,000	\$ 30,000
Total - Electrical Upgrades Capital Projects		\$ 1,495,750	\$ 1,830,000	\$ 2,000,000	\$ 1,830,000	\$ 605,000	\$ 7,760,750

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	65,000	65,000	65,000	65,000	25,000	\$ 285,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,430,750	1,765,000	1,935,000	1,765,000	580,000	\$ 7,475,750
Other	-	-	-	-	-	\$ -
Total	\$ 1,495,750	\$ 1,830,000	\$ 2,000,000	\$ 1,830,000	\$ 605,000	\$ 7,760,750
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facility Renovations

PROJECT DESCRIPTION

Justification:

City Hall:

Finance Customer Service Upgrades - (2018) Renovate the pneumatic tube delivery system. (\$50,000)

Finance Customer Service Upgrades - (2019) Renovate the office area. (\$175,000)

Fire Stations:

Upgrade kitchen and bathroom areas - (2018 / 2019 / 2020 / 2022) Upgrade kitchen and bathroom areas at various Fire Stations

MSB:

The locker room/restroom renovation - (2018) The locker room/restroom at MSB is 40 years old and many of the plumbing fixtures and components (pipes, flush valves, etc.) are failing and need to be replaced.

PRFMD Facility:

Facility renovation - (2019 / 2020 / 2021) The Facilities & Grounds Operations Center lacks adequate office space and restroom/locker room facilities for both public and staff. This will be a multi phase project starting in 2019 with facility master planning/design and construction in 2020 and 2021.

Bridge Tender Station:

Renovation of interior spaces- (2019) Renovation of the Lawe St. bridge tender station.

Valley Transit:

Facility Renovations- (2019) Design for Facility Renovation - (\$100,000) Professional design services for the building renovation project. (2020) Building Renovation - Construction for the building renovation project.

Discussion of operating cost impact:

Since this project is a renovation of existing space, there is no impact on operating cost anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Hall	50,000	175,000	-	-	-	\$ 225,000
	Bridge Tender Station	-	135,000	-	-	-	\$ 135,000
	Fire Stations	50,000	75,000	90,000	-	90,000	\$ 305,000
	MSB	375,000	-	-	-	-	\$ 375,000
	PRFMD	-	45,000	200,000	150,000	-	\$ 395,000
Facilities Capital Projects		475,000	430,000	290,000	150,000	90,000	\$ 1,435,000
Valley Transit		-	100,000	3,500,000	-	-	\$ 3,600,000
Valley Transit Projects		-	100,000	3,500,000	-	-	\$ 3,600,000
Total - Facility Renovations Projects		\$ 475,000	\$ 530,000	\$ 3,790,000	\$ 150,000	\$ 90,000	\$ 5,035,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	145,000	25,000	10,000	10,000	\$ 190,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	475,000	385,000	3,765,000	140,000	80,000	\$ 4,845,000
Other	-	-	-	-	-	\$ -
Total	\$ 475,000	\$ 530,000	\$ 3,790,000	\$ 150,000	\$ 90,000	\$ 5,035,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department is responsible for grounds of all City properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of City properties, tree management, hillside and shoreline stabilization, etc. Annual assessments are conducted on all City properties to determine maintenance, upgrade and/or improvement needs and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2018-2022 will be adjusted based on the annual assessments conducted for each property.

City Properties:

Landscaping and Turf Renovations (2018 / 2020 / 2022) - This project will address maintenance landscaping projects at various city properties. Examples of this work are: Improving park drainage, irrigation, replacing trees lost to storm damage/emerald ash borer, and installing new landscape beds.

Parks:

Fence replacements (2019 & 2021) - This project will address replacement of fencing at various parks, Project includes tennis court fencing, property line fencing and ball diamond fencing.

Fields - (2018 / 2020 / 2022) - This project is for full reconstruction of multi-purpose and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

Shoreline Stabilization - Peabody - (2019 / 2020 / 2021) - The current seawall at Peabody Park is failing and is in need of reconstruction. Design in 2019 (\$25,000) Construction in 2020 (\$150,000) Construction in 2021 (\$100,000)

Shoreline Stabilization - Lutz - (2021 & 2022) - The current shoreline is eroding and needs to be stabilized to prevent further loss of shoreline and the trail needs relocation. Design in 2021 (\$25,000) and construction in 2022 (\$200,000)

Lutz Boat Launch Dock - (2021) Install new boarding dock for Lutz Boat Launch.

Wastewater:

Landscaping (2018) - This project will address landscaping needs at the Wastewater Treatment Facility.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Parks:						
	Fencing	-	25,000	-	25,000	-	\$ 50,000
	Fields	25,000	-	25,000	-	25,000	\$ 75,000
	Piers	-	-	-	50,000	-	\$ 50,000
	Shoreline	-	25,000	150,000	175,000	200,000	\$ 550,000
	City Properties:						
	Trees, Turf	25,000	-	35,000	-	35,000	\$ 95,000
	Facilities Capital Projects	50,000	50,000	210,000	250,000	260,000	820,000
PRFM	Wastewater Plant:						
	Landscaping	25,000	-	-	-	-	\$ 25,000
	WW Utility Capital Projects	25,000	-	-	-	-	\$ 25,000
Total - Grounds Improvements Capital Projects		\$ 75,000	\$ 50,000	\$ 210,000	\$ 250,000	\$ 260,000	\$ 845,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	25,000	15,000	25,000	15,000	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	25,000	195,000	225,000	245,000	\$ 765,000
Other						\$ -
Total	\$ 75,000	\$ 50,000	\$ 210,000	\$ 250,000	\$ 260,000	\$ 845,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, etc. The current inventory of hardscape is 3,117,648 sq. ft. (this number includes parking lots, roadways, sidewalks, and trails).

Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.

This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated \$200,000-\$300,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2018 includes:

City Sites	\$ 50,000
Fire Station #5 replace driveway	\$ 80,000
Various Parks	\$185,000
Vulcan Heritage- Renovate pavers-Phase 2	\$ 65,000
Wastewater Treatment Plant - Roadways	\$290,000

Future projects will be identified after annual assessments of properties and/or parks. Note that the above numbers are budget estimates. Pricing will also be acquired through unit price bidding to get the most competitive pricing and to maximize the funding.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM City sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Fire Stations	80,000	100,000	-	40,000	-	\$ 220,000
MSB	-	50,000	200,000	150,000	125,000	\$ 525,000
Park Sites	250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
Facilities Capital Projects	380,000	450,000	500,000	490,000	425,000	\$ 2,245,000
PRFM Wastewater	290,000	150,000	150,000	150,000	-	\$ 740,000
Wastewater Utility	290,000	150,000	150,000	150,000	-	\$ 740,000
PRFM Water Plant	-	100,000	-	-	100,000	\$ 200,000
Water Utility	-	100,000	-	-	100,000	\$ 200,000
Total - Hardscape Improvement Projects	\$ 670,000	\$ 700,000	\$ 650,000	\$ 640,000	\$ 525,000	\$ 3,185,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	85,000	70,000	70,000	50,000	50,000	\$ 325,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	585,000	630,000	580,000	590,000	475,000	\$ 2,860,000
Other	-	-	-	-	-	\$ -
Total	\$ 670,000	\$ 700,000	\$ 650,000	\$ 640,000	\$ 525,000	\$ 3,185,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Heating, Ventilating, and Air Conditioning Systems

PROJECT DESCRIPTION

Justification:

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a change in operational requirements in the space it serves.

Fire Stations: (2019) Replace HVAC in Fire Station #4. (2020) Replace HVAC system at Fire Station #2. (2021) Replace furnace at Fire Station #1. (2022) Replace furnaces in Fire Stations #3 & 5.

PRFMD Facility: (2019) Replace garage exhaust fans. (2020) Replace make-up air units.

Library: (2020) Replace all VAV boxes and HVAC controls - phase 1. (2022) Facility HVAC upgrades - phase 2

Municipal Services Building: (2019) Design for replacing garage HVAC (2020) Replace garage HVAC Phase 1 (2021) Replace garage HVAC phase 2

Valley Transit: (2018) Install new controls in office area at Whitman Site. (2019) Upgrade HVAC system at Transit Center (2020) Replace Whitman site garage heaters

Wastewater Plant: (2018) Upgrade air handling units at S-Building. (2019) Upgrade HVAC system at L-Building; New HVAC system for H and J Buildings. (2020) Replace HVAC system at D-Building and F-1 Building; Design services for re-piping T-building. (2021) Construction for re-piping T-Building; Design services for heat recovery unit (HRU) on V-Building; New HVAC unit for V-Building Mechanical Room. (2022) Construction for V-Building HRU; Upgrade the HVAC components in the mechanical room at A-Building.

Water Plant : (2018) Design for future HVAC replacement (2019 & 2021) Upgrades to aging HVAC equipment.

Discussion of operating cost impact:

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and efficiency of equipment once installed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire	-	65,000	55,000	75,000	85,000	\$ 280,000
	PRFMD Facility	-	60,000	75,000	-	-	\$ 135,000
	Library	-	-	500,000	-	150,000	\$ 650,000
	Municipal Services	-	35,000	275,000	150,000	-	\$ 460,000
Facilities Capital Projects Fund		-	160,000	905,000	225,000	235,000	\$ 1,525,000
PRFM	Valley Transit	30,000	95,000	20,000	-	-	\$ 145,000
	Valley Transit Capital Projects	30,000	95,000	20,000	-	-	\$ 145,000
PRFM	Wastewater Plant	250,000	225,000	175,000	300,000	325,000	\$ 1,275,000
	WW Utility Capital Projects	250,000	225,000	175,000	300,000	325,000	\$ 1,275,000
PRFM	Water Plant	25,000	100,000	-	75,000	-	\$ 200,000
	Water Utility Capital Projects	25,000	100,000	-	75,000	-	\$ 200,000
Total - HVAC Upgrades		\$ 305,000	\$ 580,000	\$ 1,100,000	\$ 600,000	\$ 560,000	\$ 3,145,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	50,000	25,000	85,000	35,000	35,000	\$ 230,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	255,000	555,000	1,015,000	565,000	525,000	\$ 2,915,000
Other	-	-	-	-	-	\$ -
Total	\$ 305,000	\$ 580,000	\$ 1,100,000	\$ 600,000	\$ 560,000	\$ 3,145,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION

Justification:

Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions.

Furniture Upgrades - Furniture includes, but is not limited to the following in the workplace: furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

City Hall: (2019) Renovate work area stations for 5th floor Engineering Division. (2022) Replace furniture in Assessors Office.

Fire Stations: (2019) New classroom furniture at Fire Station #1.

Library: (2019) Renovate the four service desks.

Parks: (2021) Replace the north/south kitchen cabinets and customer service desk at the Sheig Center.

Police Station: (2019) New conference room table and chairs.

Interior Finishes Upgrades - Interior finishes includes, but is not limited to the following in the workplace: all wall coatings, ceiling tiles, carpet, various tiles, etc.

City Hall: (2019 / 2020 / 2021) Selectively replace carpeting on 5th and 6th floors.

Fire Stations: (2018-2022) Replace flooring in various Fire Stations.

Library: (2018) Replace carpeting on first floor. (2020) Replace carpeting on second floor. (2021) Replace carpeting in basement.

MSB: (2019) Replace ceiling grid in bay 157-D.

Discussion of operating cost impact:

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Hall	-	375,000	40,000	40,000	100,000	\$ 555,000
	Fire Stations	30,000	55,000	25,000	25,000	25,000	\$ 160,000
	Library	50,000	150,000	100,000	100,000	-	\$ 400,000
	MSB	-	25,000	-	-	-	\$ 25,000
	Parks	-	-	-	30,000	-	\$ 30,000
	Police Station	-	30,000	-	-	-	\$ 30,000
Facilities Capital Projects		80,000	635,000	165,000	195,000	125,000	\$ 1,200,000
							\$ -
PRFM	Wastewater	-	-	100,000	-	100,000	\$ 200,000
	WW Utility Capital Projects	-	-	100,000	-	100,000	\$ 200,000
Total - Interior Capital Projects		\$ 80,000	\$ 635,000	\$ 265,000	\$ 195,000	\$ 225,000	\$ 1,400,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	25,000	12,000	-	15,000	\$ 52,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	80,000	610,000	253,000	195,000	210,000	\$ 1,348,000
Other	-	-	-	-	-	\$ -
Total	\$ 80,000	\$ 635,000	\$ 265,000	\$ 195,000	\$ 225,000	\$ 1,400,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

At city facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

Fire Stations: (2019) Upgrade exterior lighting at Fire Stations #1, #2, and #3. (2020 & 2022) Upgrade interior and exterior lighting at various fire stations.

Library: (2019) Upgrade lighting controls. (2022) Upgrade interior and exterior lighting.

MSB: (2019 & 2021) Upgrade interior lighting.

Parks: (2018 / 2019 / 2020 / 2021 / 2022) Upgrade lighting at various City parks.

Police Station: (2021) Upgrade exterior lighting.

PRFMD Facility: (2020) Upgrade interior lighting.

Valley Transit: (2021) Upgrade interior lighting

Wastewater: (2019 & 2021) Interior and exterior lighting upgrades.

Water plant: (2020 & 2022) Upgrade interior lighting and controls.

Discussion of operating cost impact:

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	-	75,000	75,000	-	75,000	\$ 225,000
	Library	-	50,000	-	-	295,000	\$ 345,000
	MSB	-	75,000	-	75,000	-	\$ 150,000
	Parks	50,000	100,000	100,000	100,000	100,000	\$ 450,000
	Police Station	-	-	-	75,000	-	\$ 75,000
	PRFMD	-	-	75,000	-	-	\$ 75,000
	Facilities Capital Projects	50,000	300,000	250,000	250,000	470,000	\$ 1,320,000
PRFM	Valley Transit	-	-	-	40,000	-	\$ 40,000
	Valley Transit Projects	-	-	-	40,000	-	\$ 40,000
PRFM	Wastewater	-	75,000	-	75,000	-	\$ 150,000
	WW Utility Capital Projects	-	75,000	-	75,000	-	\$ 150,000
PRFM	Water Plant	-	-	75,000	-	75,000	\$ 150,000
	Water Utility Capital Projects	-	-	75,000	-	75,000	\$ 150,000
Total - Lighting Upgrade Projects		\$ 50,000	\$ 375,000	\$ 325,000	\$ 365,000	\$ 545,000	\$ 1,660,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	375,000	325,000	365,000	545,000	\$ 1,660,000
Other						
Total	\$ 50,000	\$ 375,000	\$ 325,000	\$ 365,000	\$ 545,000	\$ 1,660,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Municipal Services Building Heated Storage

PROJECT DESCRIPTION

Justification:

The Municipal Services Building has reached its capacity to house equipment and supplies. The Department of Public Works has indicated inefficiencies, supplies that are being damaged from outside storage and materials that are freezing at times when it is critical to have them available. Accommodations have been made by adding mezzanine storage in areas with higher ceilings and by utilizing shelving when feasible.

This request anticipates that by 2019, a new heated storage facility will be required to continue to provide the level of service and to ensure the department's assets are secure.

2019 - Planning and design
2020 - Building construction

Discussion of operating cost impact:

Additional area will entail additional maintenance and utilities expense, depending on the design. The operating cost impact is not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM MSB Storage	-	85,000	650,000	-	-	\$ 735,000
Total - Facilities Capital Projects Fund	\$ -	\$ 85,000	\$ 650,000	\$ -	\$ -	\$ 735,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	85,000	-	-	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	650,000	-	-	\$ 650,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 85,000	\$ 650,000	\$ -	\$ -	\$ 735,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

Fire Stations:

Replace Galvanized Sewer Mains - (2018) At Fire Station #1 the current sewer mains are galvanized and need to be replaced with PVC before the current mains fail. Galvanized pipes haven't been used in plumbing applications since the 1960's. Galvanized pipes used in plumbing applications have a short lifespan because they deteriorate very quickly from the inside out and because of this the pipes constantly plug before they finally fail.

Parks:

Camera Testing and Repairs- (2019 / 2020 / 2021) This project will include camera inspections and implementation of repairs to water and sewer laterals for City parks.

City Park Fountain - (2021) Design for replacing the vault and plumbing for the fountain. (2022) Construction for replacing the vault and plumbing for the fountain.

Wastewater:

H-Building new water line- (2018) This project will tie non-potable water to the H-Building.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	35,000	-	-	-	-	\$ 35,000
	Parks	-	25,000	25,000	60,000	175,000	\$ 285,000
	Facilities Capital Projects	35,000	25,000	25,000	60,000	175,000	\$ 320,000
PRFM	Wastewater	30,000	-	-	-	-	\$ 30,000
	WW Utility Capital Projects	30,000	-	-	-	-	\$ 30,000
Total - Plumbing Upgrades		\$ 65,000	\$ 25,000	\$ 25,000	\$ 60,000	\$ 175,000	\$ 350,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	10,000	-	-	35,000	10,000	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	55,000	25,000	25,000	25,000	165,000	\$ 295,000
Other	-	-	-	-	-	\$ -
Total	\$ 65,000	\$ 25,000	\$ 25,000	\$ 60,000	\$ 175,000	\$ 350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

- 2018 - Fire Station #5 (\$150,000)
- 2019 - Fire Station #1 (\$250,000)
- 2020 - Parks - Various Pavilions (\$50,000)
- 2020 - Reid G.C. - Pump house (\$10,000)
- 2020 - Wastewater - B-Building (\$100,000)
- 2021 - Library - Partial (\$400,000)
- 2021 - Parks - AMP Amphitheater (\$30,000)
- 2021 - Parks - AMP Observation (\$20,000)
- 2022 - Fire Station #2 (\$60,000)
- 2022 - Wastewater - V-Building Partial Replacement (\$200,000)

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM Fire Stations	150,000	250,000	-	-	60,000	\$ 460,000
Library	-	-	-	400,000	-	\$ 400,000
Parks	-	-	50,000	50,000	-	\$ 100,000
Facilities Capital Projects	150,000	250,000	50,000	450,000	60,000	\$ 960,000
PRFM Reid Golf Course	-	-	10,000	-	-	\$ 10,000
Reid Golf Course	-	-	10,000	-	-	\$ 10,000
PRFM Wastewater Plant	-	-	100,000	-	200,000	\$ 300,000
WW Utility Capital Projects	-	-	100,000	-	200,000	\$ 300,000
Total - Roof Replacement Projects	\$ 150,000	\$ 250,000	\$ 160,000	\$ 450,000	\$ 260,000	\$ 1,270,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	5,000	40,000	28,000	5,000	-	\$ 78,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	145,000	210,000	132,000	445,000	260,000	\$ 1,192,000
Other	-	-	-	-	-	\$ -
Total	\$ 150,000	\$ 250,000	\$ 160,000	\$ 450,000	\$ 260,000	\$ 1,270,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Fire Stations: Emergency Power - (2020) Connect additional circuits to backup power.

Library: Upgrade Security - (2018) This project will secure the employee work areas from the public areas with card access.

Parks: Security Upgrades - (2018 / 2019 / 2020 / 2021) The security upgrades will include but not be limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

Sheig Center - (2019) Install fiber and card access to facility.

PRFMD Facility: Fire Alarm - (2020) Install new fire alarm system with handicap alarms. (2022) **Generator** - Upgrades to generator and back up power system

Valley Transit: Install New Generator - (2018) The existing generator is at the end of its life and is in need of constant maintenance. It was also determined that it would not be reliable in a power outage situation.

Wastewater: Asbestos Removal - (2019) Remove asbestos in A-Building, S-Building, and L-Building.

Water Plant: Upgrade Fire Protection System - (2021) Upgrade the fire protection system.

Discussion of operating cost impact:

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	-	-	25,000	-	-	\$ 25,000
	Library	40,000	-	-	-	-	\$ 40,000
	Parks	15,000	80,000	30,000	30,000	-	\$ 155,000
	PRFMD	-	-	60,000	-	100,000	\$ 160,000
	Facilities Capital Projects	55,000	80,000	115,000	30,000	100,000	\$ 380,000
PRFM	Valley Transit	145,000	-	-	-	-	\$ 145,000
	Valley Transit Capital Projects	145,000	-	-	-	-	\$ 145,000
PRFM	Wastewater Plant	-	50,000	-	-	-	\$ 50,000
	WW Utility Capital Projects	-	50,000	-	-	-	\$ 50,000
PRFM	Water Plant	-	-	-	100,000	-	\$ 100,000
	Water Utility Capital Projects	-	-	-	100,000	-	\$ 100,000
Total - Safety & Security Upgrades		\$ 200,000	\$ 130,000	\$ 115,000	\$ 130,000	\$ 100,000	\$ 675,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	5,000	8,000	-	-	-	\$ 13,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	195,000	122,000	115,000	130,000	100,000	\$ 662,000
Other	-	-	-	-	-	\$ -
Total	\$ 200,000	\$ 130,000	\$ 115,000	\$ 130,000	\$ 100,000	\$ 675,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Ramp LED Lighting Upgrades - Currently, our parking ramps are illuminated by a combination of fluorescent, high-pressure sodium and metal halide light fixtures. These fixtures are based on older technology and are much less energy efficient than the LED fixtures available today. The planned 2018 replacement of all existing non-LED fixtures throughout the Red ramp will result in drastic reductions in monthly energy bills and it is anticipated that the cost to purchase and install the new fixtures will be offset by energy savings within a three to five year period. The replacement of LED fixtures for the Yellow and Green ramp is planned for 2020.

Red Ramp Elevator Replacements - This project is based on recommendations from the City's elevator maintenance contractor and would include replacement of all three existing elevators in the Red Parking Ramp. These elevators are original equipment from when the ramp was built in 1981 and are reaching the end of their useful life. Due to their age, it is becoming increasingly difficult and costly to obtain replacement parts and maintain these elevators.

Green Ramp Office/Shop Renovation - This project is a collaborative effort with the City's Facilities Maintenance Department and includes renovations to the Parking office and shop areas in the Green Parking Ramp. These areas are the home base for our 10 parking staff and have evolved over time based on changing needs, with no formal planning to date. The current space is quite outdated and lacks efficiency. The goal of this project is to improve the safety, efficiency and functionality of these critical and outdated work spaces.

Install enhanced on-street Wayfinding Signage - This project would coincide with the many proposed changes to the Parking facilities in the downtown area. The goal of the enhanced signage is to expand the overall coverage area of our wayfinding signs and more efficiently direct potential parking customers to an appropriate parking facility.

Purchase and Install Downtown Parking Pay Stations - The primary goal of this project is to improve the flexibility and convenience of options we offer our customers for on-street parking in the downtown area, while at the same time reducing operating costs for City staff. The parking pay stations offer improved technology, flexibility and payment options when compared to our current parking meters. The pay stations would also be compatible with the pay-by-phone application recently rolled out by the City. This project is planned for 2020. No changes are planned at the

Discussion of operating cost impact:

Beginning in 2018 we anticipate a reduction in energy cost due to the conversion to LED lighting; this reduction will continue each year until LED ramps are placed in all ramps. Reduced operating and maintenance costs are also anticipated as a result of the Red Ramp elevator replacement in 2018 and conversion to downtown parking pay stations in 2020.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2018	2019	2020	2021	2022	Total
Parking							
	Ramp LED Lighting Upgrades	100,000	-	250,000	-	-	\$ 350,000
	Red Ramp Elevator Replacements	200,000	-	-	-	-	\$ 200,000
	Green Ramp Office/Shop Renovation	-	215,000	-	-	-	\$ 215,000
	On-street wayfinding signage	-	100,000	-	-	-	\$ 100,000
	Downtown Parking Pay Stations	-	-	450,000	-	-	\$ 450,000
Total - Parking Utility Capital Projects		\$ 300,000	\$ 315,000	\$ 700,000	\$ -	\$ -	\$ 1,315,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	215,000	-	-	-	\$ 215,000
Other	300,000	100,000	700,000	-	-	\$ 1,100,000
Total	\$ 300,000	\$ 315,000	\$ 700,000	\$ -	\$ -	\$ 1,315,000
Operating Cost Impact	\$ (15,000)	\$ (30,000)	\$ (50,000)	\$ (96,000)	\$ (96,000)	\$ (287,000)

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Valley Transit maintenance pit project

PROJECT DESCRIPTION

Justification:

Valley Transit utilizes a maintenance pit which is crumbling and in need of repair or replacement. Staff budgeted \$100,000 for the maintenance pit repair or replacement.

Discussion of operating cost impact:

Since this project is for the repair of the existing maintenance pit or its replacement with a similar facility, no impact on operating cost is expected.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Valley Transit Pit repair or Construction	100,000	-	-	-	-	\$ 100,000
Total - Valley Transit Capital Projects	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	-	-	-	-	\$ 100,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Treatment Chemical Storage

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) utilizes a group of specifically approved chemicals as part of the drinking water treatment process. Each chemical is intended to perform a unique purpose within the water treatment "train". The AWTF existing chemical storage room was designed as part of original plant construction in 2001 for the intended purpose of supporting the regulatory approved treatment processes and associated components within. The AWTF received formal regulatory authorization effective July 1, 2017 to permanently navigate from ultra filtration membranes following the completion of the Regulatory Upgrade and Process Improvements Project (RUPIP). The successful transition to high density lime feeders, conventional filters, ultraviolet light (UV) reactors, and upgraded disinfection processes now allow the AWTF to make decisions regarding ultra filtration membrane equipment and associated processes (e.g. abandonment, repurposing, and space utilization).

The AWTF initiated Phase I of this CIP in 2017 following a preliminary engineering study that identified a plan for upgrading or modifying various chemical systems. Evidence of chemical deterioration has been observed as the age of some of the critical storage (e.g. fiberglass tanks) and conveyance components (e.g. PVC pipe) has approached or exceeded the normally expected life (e.g. 10-15 years). That report was utilized to develop a priority strategy based on system condition, criticality to treatment, and costs. Phase I systems selected for construction during 2017 included sodium hypochlorite, fluoride, ferric sulfate, polymer, and carbon dioxide (meters).

Phase II CIP construction activities in 2018 are intended to advance the balance of the chemical systems identified for upgrades or improvements based on the preliminary 2017 Chemical Systems Evaluation which include aluminum chlorohydrate (ACH), polyphosphate, and finished water pH control.

Discussion of operating cost impact:

This project will decrease staff labor and associated equipment maintenance related to this equipment, enabling staff to attend to other critical maintenance duties. The primary impact is expected to be a reduction of overtime expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Water	Contractor Fees	500,000	-	-	-	-	\$ 500,000
Total - Water Treatment Capital Projects		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	100,000	-	-	-	-	\$ 100,000
Land Acquisition	-	-	-	-	-	-
Construction	400,000	-	-	-	-	\$ 400,000
Other	-	-	-	-	-	-
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TMDL Related Facility Planning

PROJECT DESCRIPTION

Justification:

On May 18, 2012, the US Environmental Protection Agency (EPA) approved the lower Fox River basin and Green Bay area of concern Total Maximum Daily Load (TMDL). The TMDL outlines phosphorus and sediment reductions needed to restore water quality in the local waterways, lower Fox River and bay of Green Bay. As a result, revisions to NR 217 regulations will lower effluent limits for phosphorus discharges of the Appleton Wastewater Treatment Plant (AWWTP). The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. Under the approved TMDL, the WDNR established wastewater effluent limits of 0.2 mg/l or less for point sources with WPDES permits on the lower Fox River. This limit is substantially lower than the AWWTP's current 1.0 mg/l phosphorus limit. The current treatment plant processes were not designed to remove phosphorus to these new lower limits. A preliminary study conducted in 2010 estimated \$40,000,000 in engineering and construction costs to meet the proposed phosphorus rules.

Professional engineering work initiated in the fall of 2013 and completed in late 2015 evaluated existing treatment capabilities at the AWWTP and process optimization opportunities. The study also evaluated new treatment plant improvements that would facilitate regulatory compliance with low-level phosphorus standards. Water Quality Trading (WQT), and/or Adaptive Management (AM) were included within the evaluation as off-site alternative methods for regulatory compliance. The final technical document delivered by the engineer summarized the suite of compliance options including pairing alternatives that would provide the most cost effective path(s) for regulatory compliance. The projected total 20-year present worth cost for compliance could exceed \$20 million depending on the alternative(s) chosen and its success in ultimately achieving future low-level phosphorus limits.

The AWWTP was reissued a WPDES permit with an effective start date of April 1, 2017. This reissued permit includes a compliance schedule for reporting requirements within the 5-year permit term including reference to future more stringent discharge limits for effluent phosphorus and total suspended solids under NR 102, NR 217, and Lower Fox River TMDL legislation. The AWWTP has continued to build from the recommendations outlined within the 2015 engineering study which includes the implementation and refinement of automated phosphorus chemical treatment control, use of additional online phosphorus analyzers, targeted phosphorus source reduction, and other facets of treatment optimization. In parallel with ongoing on-site treatment evaluation studies, the Appleton Wastewater Utility will continue to explore AM and WQT opportunities to build experience of how these compliance options may function. The aforementioned information was used as the basis for future capital planning starting in 2021.

Discussion of operating cost impact:

Non-compliance could result in regulatory fines, a compliance schedule and / or a moratorium on development. Operating impacts will have costs associated with them when the regulatory standards and associated treatment improvements are established in years following the Facilities Study.

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Wastewater Design	-	-	-	250,000	-	\$ 250,000
Total - Wastewater Capital Projects	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	250,000	-	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with the 180 day biosolids storage requirement under code NR 204. More recently the Wisconsin Department of Natural Resources has proposed more stringent agricultural nutrient management standards for land on which biosolids are applied. These new standards could have significant implications to municipal biosolids management programs. Each of the aforementioned have caused the Utility to consider various treatment options that could provide cost effective storage options and end-use diversification for AWWTP biosolids. Composting was evaluated because it alters Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Successful composting also reduces onsite storage needs and allows the wastewater facility to meet the 180-day storage requirement while generating a product that is appealing to a number of markets including residents, nurseries, and commercial landscapers. The composting provides greater flexibility in scheduling land application of Class B biosolids by maximizing available storage which reduces costs.

Since 2008, the Appleton Department of Public Works and Wastewater Utility have worked with the Outagamie County Solid Waste Department to seek cooperative solutions to AWWTP biosolids, curbside leaf / yard waste materials, and landfill cover needs. The Utility received authorization from Common Council in 2009 to begin the engineering phase of a large-scale compost pilot project at the Outagamie County Landfill. A compost facility plan was developed and approved by the DNR which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Compost pad construction was completed in September 2010. Since the pad construction, approximately 70,000 cubic yards of compost material has been processed as part of 11 individual batches. On April 1, 2017, the Biosolids Composting Facility permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. Feasibility of a long-term composting program will continue to be evaluated as markets are researched and developed. If composting proves to be unsuccessful, funds will be used for design/architecture planning for a biosolids building expansion.

Discussion of operating cost impact:

Since 2013, costs related to composting have been included in the biosolids O&M budget. O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected if limitations to on-site sludge storage required landfilling during a period when traditional land application is not feasible. The compost option eliminates that need by providing additional 180-day storage capacity. Developing compost markets may provide the ability to offset future operational costs through bulk compost sales.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Wastewater & Land	-	3,000,000	-	-	-	\$ 3,000,000
Facilities Engineering	-	500,000	-	-	-	\$ 500,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Total - Wastewater Capital Projects	\$ -	\$ 3,500,000	\$ 1,500,000	\$ -	\$ -	\$ 5,000,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Land Acquisition		3,000,000				\$ 3,000,000
Engineering	-	500,000	-	-	-	\$ 500,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 3,500,000	\$ 1,500,000	\$ -	\$ -	\$ 5,000,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a growth area on the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing and equipment is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, another engine is required. It is anticipated that this unit would provide coverage on the far north side of the community.

Discussion of operating cost impact:

The operating costs include salaries and fringe benefits for twelve additional employees along with funding for maintenance and replacement costs of the vehicle. In the first year, the operating costs also include funds to equip the vehicle and provide protective clothing for the twelve additional employees.

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Fire Equipment	-	653,200	-	-	-	\$ 653,200
Total - Public Safety Capital Projects Fund	\$ -	\$ 653,200	\$ -	\$ -	\$ -	\$ 653,200

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	653,200	-	-	-	\$ 653,200
Total	\$ -	\$ 653,200	\$ -	\$ -	\$ -	\$ 653,200
Operating Cost Impact	\$ -	\$ 1,414,416	\$ 1,332,218	\$ 1,372,185	\$ 1,413,351	\$ 5,532,170

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fire Records Management System

PROJECT DESCRIPTION

Justification:

In 2007, Outagamie County provided a fire records management system to all fire and EMS agencies in the county at no cost to the agencies. Recently, several changes have occurred causing concern about the future viability of the department's fire records management system.

The existing software vendor was purchased by another company that plans to completely revamp the fire and EMS product. The vendor has indicated that they have no plans of providing any updates on our existing software. There are changes planned to be implemented in early 2017 to NEMESIS, which is the state and national data collection standards for emergency medical information, that the vendor does not plan to address in our existing software package. What's more, Outagamie County plans to upgrade to Windows 2012 next year and the existing software cannot operate on those servers. When the software vendor completes a total revamp of the existing software, the department would be starting over with training, implementation, and data conversion and are uncertain if the new product would meet our needs or the costs associated with it.

The State of Wisconsin has offered a fire records management system to all fire agencies in the state; therefore, Outagamie County has indicated that they do not plan to replace our software and may be passing the maintenance fee costs on to the users within the county for the existing software. Since Appleton is the largest user, the department could be expected to take on the bulk of the \$80,000 annual maintenance fee. Those funds could be better utilized invested in a new system.

The City has recently purchased a solution for the Enterprise Resource Planning (ERP) system. That vendor also has a fire product that the City might see some favorable pricing by adding these additional fire modules to this existing product. Another option would be to research the product offered free of charge from the State of Wisconsin. Unfortunately, the offer includes only a minimal number of modules that would not address the department's needs. The department would have to pay for the additional modules/hardware to cover our existing and future records management needs. While this product might be beneficial, this option is problematic in that it ties to State budget funding, and we could find ourselves in the same situation eventually should the State eliminate funding to maintain this product.

With the future of fire records management so unstable and the suspected lack of support from the county, the department is seeking funding for a fire records management system to include the hardware and software needs for the Appleton Fire Department. This request includes the cost of software plus the tablets needed for the mobile client version.

Discussion of operating cost impact:

As is typical with most software products, the City could expect to pay an ongoing maintenance fee estimated at 10% of the software cost beginning in the second year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Fire	Software	100,000	-	-	-	-	\$ 100,000
	Equipment	19,500	-	-	-	-	\$ 19,500
Total - Public Safety Capital Projects Fund		<u>\$ 119,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 119,500</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	119,500	-	-	-	-	\$ 119,500
Total	\$ 119,500	\$ -	\$ -	\$ -	\$ -	\$ 119,500
Operating Cost Impact	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Heavy Rescue/Firefighter Rescue Equipment

PROJECT DESCRIPTION

Justification:

Appleton Fire Department lacks training and equipment to safely respond to vehicle accidents involving large commercial vehicles such as school or commercial buses, semi-tractor trailer units, concrete trucks and dump trucks. These vehicles pose unusual challenges in stabilizing and gaining access to patients. Wisconsin Department of Transportation (DOT) statistics show crashes involving both buses and large vehicles have continued to climb each year over the past five years except 2012.

In addition, large commercial vehicles are recognized within relevant vehicle rescue training and response standards as an advanced or technician level event. It is normal for a fully loaded semi-trailer to weigh 80,000 lbs. This is the maximum load allowed under law. However, a 2015 news piece about Hwy. 41 becoming Interstate 41 said "several truck companies stated their trucks routinely carry loads heavier than 80,000 lbs." (Interstate 41 coming to Wisconsin in 2015, Tom Swigert). The heavy haul vehicles can carry loads up to 100,000 lbs. Further, the Wisconsin DOT "frequently asked questions" web page regarding conversion of Hwy. 41 to Interstate 41 says traffic volume on Hwy. 41 ranges from 27,000-150,000 vehicles per day. It goes on to say that more than 80 million truck tons of freight originate in the eight counties along Hwy. 41, accounting for nearly 38% of Wisconsin originating truck tonnage.

Rescue situations involving these types of vehicles will quickly exceed typical fire department resources and training. Several of these types of crash incidents have happened in Appleton and surrounding jurisdictions over the past several years, including Hwy. 41 southbound near Richmond in 2011. A January 29, 2016 crash occurred in the Town of Menasha. In addition, Appleton Fire Department has responded to several unusual calls in the recent past involving vehicles. These include a car into a bank building on South Memorial Drive, a car into a commercial building on North Richmond Street near Atlantic and a car into a structure at Story Street.

The training and tools requested as a part of this new program area include the ability to enhance firefighter rescue through the use of the hydra fusion struts, air bags and rescue tools. These tools are highly portable and can be used for firefighter rescue as well as to enhance current confined space rescue capabilities. These tools have nearly unlimited applications. The original CIP request was to phase the equipment in over three years; however, this request adjusts the phase-in timeframe to two years with the first year completed. Department staff members felt it would be a more effective use of our training and staff time to be able to train on all of the equipment simultaneously in 2018 vs. spreading the purchase out over another year.

Discussion of operating cost impact:

The on-going operating costs includes the annual maintenance of the heavy rescue equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Fire Equipment	50,000	-	-	-	-	\$ 50,000
Total - Public Safety Capital Projects Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION

Justification:

During 2016, we selected vendors and negotiated contracts for a multi-year project to replace all of the software currently running on the iSeries computer, in anticipation of retiring that computer in 2020 at the end of its useful life. The financial system currently in use is 20 years old and is connected to various other, mostly custom programmed systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and Asset Management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to hire. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.

The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by:

- Making them both more efficient and effective
- Improving decision-making by improving access to data and tools with which to analyze it
- Providing enhanced customer service to both internal and external customers
- Streamlining processes to reduce costs

It has been determined that the replacement project should be managed in two separate packages - a traditional ERP package for finance, payroll, HR applications, utility billing, asset management and inventory and a Computer-Assisted Mass Appraisal (CAMA) system for property assessments.

The new CAMA system was implemented in August of 2017.

The ERP system implementation was started in Fall of 2016 and continues into 2017. The implementation is broken into phases based on the modules expected to be implemented in a particular year and the entire project is expected to be completed in 2020.

Discussion of operating cost impact:

Hardware and software maintenance for the ERP system and CAMA system that replaces the iSeries would begin in 2018. In 2019, the annual maintenance on JD Edwards accounting software would cease. In 2021, the annual maintenance on the iSeries would cease.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
IT ERP system	243,000	471,000	237,000	-	-	\$ 951,000
Total - Information Technology Capital Projects Fund	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	243,000	471,000	237,000	-	-	\$ 951,000
Total	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000
Operating Cost Impact	\$ 20,500	\$ 123,000	\$ 123,000	\$ 130,000	\$ 130,000	\$ 526,500

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology

PROJECT DESCRIPTION

Justification:

Storage Area Network

In 2018 our current SAN (Storage Area Network) will be 7 years old, the typical life expectancy of that type of equipment. Due to ever increasing needs to store data / video for even longer, a new SAN, with increased, faster storage and an adequate backup solution are needed. The plan for this solution will be to allow failover between City Hall and FVTC and potentially the Microsoft AZURE cloud service. Many technologies we currently can't utilize on our existing SAN will be provided on the new SAN for increasing security, redundancy and storage capability, snapshot technology. The life expectancy of this new equipment would also be another 7 years.

Council Chambers

The audio / video equipment in the Council Chambers is now approximately 17 years old. Needless to say the technology has improved since it's deployment in both sound and video capabilities. This request would be to implement the latest technology on both sides.

Utilities Wireless

In recent years, cabling to support wireless access throughout the Water and Wastewater plants has been upgraded. This CIP anticipates the need to replace the network hardware in both facilities with equipment comparable to that recently installed at City Center and other facilities. In 2021, the existing equipment will be approximately eight years old.

Firewalls

This CIP anticipates the need to replace and upgrade our network firewalls, a combination of hardware and software that protects our networks from unauthorized access. In 2022, the existing equipment will be eight years old and will likely no longer be able to run the latest versions of software nor have adequate bandwidth to handle

Discussion of operating cost impact:

Operating cost impact is based on expected yearly support cost required to keep the equipment under maintenance and support.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
IT	SAN	500,000	-	-	-	-	\$ 500,000
	Firewalls	-	-	-	-	100,000	\$ 100,000
	Council Chambers	65,000	-	-	-	-	\$ 65,000
Total - IT Capital Proj. Fund		565,000	-	-	-	100,000	\$ 665,000
IT	Wireless Equip.	-	-	-	150,000	-	\$ 150,000
Total - Wastewater Capital Proj		-	-	-	150,000	-	\$ 150,000
IT	Wireless Equip.	-	-	-	50,000	-	\$ 50,000
Total - Water Capital Proj		-	-	-	50,000	-	\$ 50,000
Total - IT Capital Projects		\$ 565,000	\$ -	\$ -	\$ 200,000	\$ 100,000	\$ 865,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	565,000	-	-	200,000	100,000	\$ 865,000
Total	\$ 565,000	\$ -	\$ -	\$ 200,000	\$ 100,000	\$ 865,000
Operating Cost Impact	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ 40,000	\$ 85,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: New Election Equipment

PROJECT DESCRIPTION

Justification:

There has been a CIP request for the past few years to upgrade the City's election equipment in 2018. The City of Appleton entered into an Intergovernmental Agreement with Outagamie County earlier in 2017 for a 50% cost share of equipment for those districts in which the majority lies in Outagamie County. This helps to off-set the cost of new equipment and allows us to upgrade the ADA compliant equipment. Existing equipment lacks many of the functionalities of newer equipment and is becoming less reliable. Upgrading equipment County-wide allows for cost savings in the initial equipment purchase and simplifies election night results reporting.

The type of equipment purchased was decided upon in September of 2017 after an RFP process and review by the Procurement Team.

Discussion of operating cost impact:

An annual maintenance agreement will be required and will likely be similar to what we currently pay for maintenance. The first year of maintenance will be waived by the vendor.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Legal Services Equipment	110,000	-	-	-	-	\$ 110,000
Total - City Center Capital Projects Fund	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	110,000	-	-	-	-	\$ 110,000
Total	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Operating Cost Impact	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 44,000

CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electronic Pollbooks

PROJECT DESCRIPTION

Justification:

Electronic Pollbooks have recently been introduced in the State with hopes that they are certified and live in summer of 2018. These reduce wait time for voters, increase accuracy of voter information and improve the election day experience for both voters and workers.

The Wisconsin Elections Commission recently directed their staff to create and implement an electronic poll book system. The benefit of the State creating electronic poll books is the ability to communicate with the State WisVote voter management system, the access to support for the electronic poll books, and the cost savings from a State system versus a vendor system. The projected cost of \$30,000 for 60 E-pollbook systems provides for approximately 4 tablets and corresponding printers.

Discussion of operating cost impact:

The operating cost impact of electronic poll books is projected to consist of a maintenance agreement that comes into effect one year after purchase. This would partially be offset by eliminating the cost of printing paper poll books which average to be about 10,000 pages of paper per election. The net impact on operating cost is expected to be approximately \$1,000 per year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Legal Svcs 60 e-pollbooks	30,000	-	-	-	-	\$ 30,000
Total - City Center Capital Projects Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Cost Impact	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: CEA Fuel Site Upgrades

PROJECT DESCRIPTION

Justification:

To meet the laws governing fuel dispensing systems, CEA will need to upgrade the fuel system at the Municipal Services Building. State of Wisconsin Commercial Code 10.500(5) requires the City of Appleton to install tank top containment and below dispenser containment systems, both equipped with sensors to detect for leaks, at the Municipal Services Building fuel site.

This project includes removal of the fuel dispensers and concrete islands, installation of the fuel pump containment devices and monitors, reinstalling or replacing the concrete islands and fuel dispensers, and all associated piping and electrical revisions. It also includes the cost of all permits, testing, certification and training needed for operation of the system. In addition, the cathodic protection anodes in each tank will be replaced while the tanks are exposed, as the sacrificial anodes are near the end of their life.

The City has tried to use other fueling sites in the past, but the lag time between sites made it difficult to manage the data required to initiate preventive maintenance work in a timely manner. Costs were also higher to departments, so they preferred not to use the offsite locations. In addition, many of the retail site roofs are not high enough for our trucks and complaints were received for the large trucks blocking vision to pumps, especially at busy locations.

Discussion of operating cost impact:

No additional operating cost impact at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
CEA	Consulting	10,000	-	-	-	-	\$ 10,000
	Construction	-	160,000	-	-	-	\$ 160,000
Total - CEA Capital Projects		\$ 10,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 170,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	10,000	160,000	-	-	-	\$ 170,000
Other	-	-	-	-	-	\$ -
Total	\$ 10,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 170,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Central Equipment Agency (CEA) Car Wash Replacement

PROJECT DESCRIPTION

Justification:

The existing CEA car wash is located at the Municipal Services Building (MSB) and was installed in 1998. This car wash is used by all CEA and Appleton Area School District (AASD) vehicles, including large trucks and small passenger vehicles. The existing car wash has served well for 20 years, cleaning the CEA Fleet of over 400 pieces of equipment. However, due to its age and outdated technology the CEA car wash is in need of replacement.

Car wash technology has advanced considerably over the last 20 years. The new car washes are able to detect the size of the equipment being washed and automatically adjust all soap and spray bars accordingly, something the existing car wash cannot do. This adjustment provides a much better wash for both large and small pieces of equipment. The quality of the wash is very important in cold climates where salt is used on roads in winter months, especially considering we have been extending the life of our vehicles and expecting them to last much longer than in previous years.

In addition, the new car washes filter and recycle the water so very little water actually goes down the drain. Currently, every gallon of water used goes down the drain and gets treated at the wastewater treatment plant.

Lastly, due to its age, the car wash is regularly out of service due to it needing maintenance and repair. This results in a lack of customer service for our customers and costly repair bills for the CEA.

The project includes removal of the existing car wash and installation of the new car wash, including all plumbing and mechanical components.

Discussion of operating cost impact:

We expect a significant reduction in water usage as a result the water reclamation feature of the new car wash. The cost savings from lower water usage will depend on actual quantities of water saved and water rates in effect in the future and cannot currently be quantified.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
CEA	Consulting	-	-	10,000	-	-	\$ 10,000
	Installation	-	-	-	425,000	-	\$ 425,000
Total - Public Works Capital Projects Fund		\$ -	\$ -	\$ 10,000	\$ 425,000	\$ -	\$ 435,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	10,000	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	425,000	-	\$ 425,000
Total	\$ -	\$ -	\$ 10,000	\$ 425,000	\$ -	\$ 435,000
Operating Cost Impact	\$ -	\$ -	\$ -	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station or GPS Unit

These instruments are replacements for our oldest existing robotic units that will be approximately 10 years old at the proposed time of replacement (2018,2021). Robotic total stations and GPS units both provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchases. Included with these survey instrument replacements is all the necessary software and auxiliary equipment.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
DPW	Robotic Total Station / GPS	40,000	-	-	40,000	-	\$ 80,000
Total - Public Works Capital Projects Fund		\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	40,000	-	-	40,000	-	\$ 80,000
Total	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Mackville Landfill Monitoring Equipment

PROJECT DESCRIPTION

Justification:

The remediation of the closed City landfill occurred in the early to mid 1990's. Although there has been on-going operation, maintenance and monitoring of the site, components installed with the remediation are at or past their expected lift span. These components include gas system control valves, gas blower, and condensate sumps.

The gas system blower has approximately a three year life span and has been replaced before under the yearly consultant contract. The technology of the gas blower changes rapidly and each replacement requires analysis of available models for compatibility with the existing gas telemetry systems.

Several of the gas control system valves are broken and/or not functioning at all, making control of the gas system limited and inefficient.

There are two condensate sumps at the site. Since installation in 1995, they have experienced movement within the refuse layer due to changes in leachate and gas and variable frost depths. The sumps have been taking in significant amounts of non-gas system condensate liquids, suggesting, cracks in the structure and/or pipe connections at the structure. During the spring, Operations Sewer Crew travels to the site to empty the sumps approximately every other day.

Discussion of operating cost impact:

No operating cost impact

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Sanitation	Design, Permit	42,500	-	-	-	-	\$ 42,500
	Construction	16,500	60,000	-	-	-	\$ 76,500
Total - Public Works Capital Projects		<u>\$ 59,000</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 119,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	42,500	-	-	-	-	\$ 42,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	16,500	60,000	-	-	-	\$ 76,500
Other	-	-	-	-	-	\$ -
Total	\$ 59,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 119,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: DPW Equipment - Sweeper Replacement

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade - Changing part of the fleet over from mechanical sweepers to vacuum sweepers at the time of their scheduled replacement will help the City to continue with proper stormwater management practices and make progress in the reduction of nonpoint source pollution. The Citywide Stormwater Management Plan (SWMP), updated in 2014, indicates the City will continue to investigate possible upgrades to its sweeper program for innovations in program practices and technology. A sweeper upgrade from mechanical to high efficiency is shown in 2022, per the Citywide SWMP Implementation Plan.

Discussion of operating cost impact:

Since the purchase price of a vacuum sweeper is higher than that of a conventional mechanical sweeper, the annual amortized replacement cost, charged as an operating expense, will also be somewhat higher. Frequency of repair and efficiency of operation are unknown at this time but will be evaluated prior to replacing the next mechanical sweeper.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Stormwater Sweeper	-	-	-	-	70,000	\$ 70,000
Total - Stormwater Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	70,000	\$ 70,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Valley Transit fuel site upgrade

PROJECT DESCRIPTION

Justification:

Valley Transit has been made aware of regulation changes related to our fueling system. Consequently, \$45,000 was budgeted for A&E consulting services to determine and recommend necessary upgrades. In addition, Valley Transit budgeted \$100,000 to allow for project upgrades to be completed following A&E recommendations..

Discussion of operating cost impact:

None known at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Valley Transit Analysis	45,000	-	-	-	-	\$ 45,000
Construction	100,000	-	-	-	-	\$ 100,000
Total - Valley Transit Capital Projects	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	45,000	-	-	-	-	\$ 45,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	-	-	-	-	\$ 100,000
Other	-	-	-	-	-	\$ -
Total	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = not quantifiable

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bulk Water Dispensing Station

PROJECT DESCRIPTION

Justification:

Wisconsin State Legislature requires water utilities to utilize Reduced Pressure Valve (RPV) devices on fire hydrants to prevent backflow and back siphonage while dispensing water. For this reason, and also to account for all water being used in our system, the City of Appleton requires all contractors and outside agencies to obtain water at our Municipal Services Building or request a portable RPV device be installed near their jobsite.

The City only owns 7 portable RPV devices due to the high cost to purchase, maintain, test and move them. During the typical construction season, all 7 portable RPV's are being used daily and contractors are on a waiting list to use them. To help alleviate the waiting time for these devices and potential unauthorized dispensing of City water, Public Works also has an RPV device on a hydrant in front of the Municipal Service Building (MSB). However, the current RPV device at the MSB is only available during regular office hours since the usage, tracking and billing is a manual process completed by City staff.

With technology advancements, self serve bulk water dispensing systems are now available. The bulk water station would be located near the MSB inside a small, heated building (shed) and would have a built-in RPV device. The system would be all electronic and water would be dispensed similar to fuel at a fuel pump.

Installing a bulk water dispensing station will provide us an opportunity to gain some efficiencies and improve customer service. Improvements that the bulk water dispensing system will create include:

- * 24/7/365 Access - System available during any project schedule, even in cold weather
- * Distribution System Safety - No chance of a backflow or system contamination
- * Provide Security - Only authorized users are issued a PIN
- * Accurate Revenue - Bill for actual water used and reduce unauthorized water dispensing
- * Reduced Administration Time - All data is uploaded to central data base for tracking and billing.

The project includes constructing a heated shed, plumbing, installation, programming and training.

Discussion of operating cost impact:

There is no operating cost impact to the project at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Public Works Installation of Bulk Water Dispensing System	45,000	-	-	-	-	\$ 45,000
Total - Water Distribution Capital Projects	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	20,000	-	-	-	-	\$ 20,000
Other	25,000	-	-	-	-	\$ 25,000
Total	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Operating Cost Impact	-	-	-	-	-	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Computer Control Uninterruptable Power Supply System Replacement

PROJECT DESCRIPTION

Justification:

The Water Utility is looking to replace the current uninterruptable power supply (UPS) system at the water plant. The UPS system was installed during plant construction at the turn of the century and supplies power to the plant computer controls until either generator power is established or grid power is restored. The UPS system is also used to protect the large amount of data needed to provide monthly regulatory reports for drinking water compliance, process control, as well as facility-wide protection of sensitive electronics. The existing system may be under-powered for the plant as processes have been added in the recent years. A separate UPS for the plant lighting was replaced in 2016 by the Facilities Management Department.

Discussion of operating cost impact:

This project entails a replacement of existing equipment and is not expected to have any impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Water Utility Contractor Fees	85,000	-	-	-	-	\$ 85,000
Total - Water Treatment Capital Projects	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	10,000	-	-	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	-	-	-	-	\$ 75,000
Other	-	-	-	-	-	\$ -
Total	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Tower Improvements

PROJECT DESCRIPTION

Justification:

The City of Appleton's one million gallon (1 MG) Matthias Street Water Tower is located in the southeastern portion of the City of Appleton. When the tower was first constructed in 1988, it was near the periphery of the City's distribution system; far from the Water Treatment Facility's high lift Pump Station. Due to the tower's close proximity to the Water Treatment Facility, the energy grade line in the distribution system is almost always above the overflow elevation in the tower. As a result, the tower has very little turnover. To improve system operation and to give greater flexibility to create turnover in the Matthias Street the City will install a booster pump station. The pump is used to intentionally pump water out of the tower and into the distribution system. When the pump is shut-off, the tower refills under normal system pressure. The pump and altitude valve are controllable via radio telemetry from the Water Treatment Facility. The actual capacity of the booster pumps will meet the hydraulic and fire flow needs of the system.

Discussion of operating cost impact:

There could be a reduction in energy costs as the pumps will be controlled with variable frequency drives. The exact energy savings, if any, would not be known until specific pumping information is calculated at the time of the project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Water Matthias Tower	-	-	-	\$ 320,000	-	\$ 320,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ -	\$ 320,000	\$ -	\$ 320,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	45,000	-	\$ 45,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	275,000	-	\$ 275,000
Other	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 320,000	\$ -	\$ 320,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Treatment Instrument Improvements

PROJECT DESCRIPTION

Justification:

Water treatment process control decisions come from operators and a variety of field instruments. The key function for most instruments deployed at the Water Plant is to decrease the time it takes to respond to changing raw water quality characteristics. Over time instrument become less productive or a newer version with improved response and resolution becomes the industry standard. Overall, these systems are essential in maintaining plant operations within State of Wisconsin and Federal regulatory limits. As such, this project is intended replace/upgrade the following instrumentation:

Ten (10) turbidimeters and associated controllers deploying LED technology for each of the GAC Filters and for finished water monitoring.

Six (6) reagentless chlorine residual analyzers for the chlorine disinfection process and/or finished water monitoring.

Six (6) pressure data-loggers for selected use throughout water utility facilities. These instruments are battery-operated, stand-alone pressure recorders that can accurately measure pressure transients at a selected location. When used in conjunction with other stationary pressure-monitoring equipment, distribution system dynamics associated with main breaks or other events can be more thoroughly evaluated and mitigated.

Discussion of operating cost impact:

Reagentless analyzers have a lower operating cost due reduction in the cost of reagents which must be continuously replenished.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
Water Equipment	-	-	-	-	100,000	\$ 100,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	100,000	\$ 100,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Aeration Blower #3 Replacement

PROJECT DESCRIPTION	
Justification:	
<p>The wastewater treatment plant utilizes air blowers to deliver oxygen to the plant microlife. The plant has an inventory of 80,000 lbs. of microlife that treat wastewater. There are four blowers in the aeration process that can deliver air to the online aeration. Of the blowers, #3 Blower was placed into service in 1992. This 700 horsepower positive displacement blower is currently not operational because it is in need of repair to the electrical variable speed equipment. Due to advances in aeration blower technology, the unit is not efficient enough to consider repairs and replacement is warranted. This was a similar conclusion to the one reached by Focus on Energy for the replacement of the #2 Blower in 2009.</p> <p>The replacement blower will be capable of introducing enough air into the liquid that it can support microlife in the five million gallon volume aeration tanks. The new blower will be linked to sensors in the tank. Data from the tanks will be read by a programmable logic controller that will drive the process. This control loop would allow motors to run based on biological demand rather than a fixed setting.</p> <p>The 2018 construction project would involve the decommissioning of the existing blower, engineering services to create bidding documents and construction management. The blower and instruments will also need to be incorporated in the facility's Supervisory Control and Data Acquisition (SCADA) system.</p>	
Discussion of operating cost impact:	
<p>Electrical costs have a potential for being reduced. The proposed blower also provides sound redundancy for the aging aeration system.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Wastewater	Contractor	920,000	-	-	-	-	\$ 920,000
Total - Wastewater Utility Capital Projects		<u>\$ 920,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 920,000</u>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	920,000	-	-	-	-	\$ 920,000
Other	-	-	-	-	-	\$ -
Total	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ 920,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wasterwater Belt Filter Press Upgrades

PROJECT DESCRIPTION

Justification:

The AWWTP utilizes three Ashbrook Simon Hartley Winkle presses (Type 84 Size 3 / 2.0 meter) or belt filter presses (BFPs) to dewater anaerobically digested sludge. Each BFP has run times in excess of 4,000 hours per year. BFP solids production rates have increased 25% since 2012 to over 25,000 wet tons annually. This trend follows the increased loadings from local industry and hauled waste customers. The increase in solids production justifies the purchase of additional BFPs including various upgrades to aging existing equipment that has reached its useful life.

Over the past 25 years these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990's and were reconditioned in the late 2000's. The reconditioning work was completed by original equipment manufacturer (OEM) and focused on mechanical and structural component deficiencies which resulted from accumulated wear after nearly 20 years of continuous operation. The reconditioning work completed was not intended to go beyond the priority repairs identified at that time but targeted components which had reached their useful life at that time. Therefore, the original functioning electrical hard wire relays remained untouched and are still in use today. However, these existing relays do not provide the diverse functional capabilities offered with current technologies. This includes the ability to fully integrate BFP unit processes with the existing supervisory control and data acquisition (SCADA) computer operating system. To accomplish this, the existing hard wire relay system will require replacement by a programmable logic controller (PLC) and new relay modules.

Since the original installation of the BFPs, there have been unit processes that have become obsolete (e.g. lime pasteurization process phased out by anaerobic digestion as part of 1994 plant upgrades), including improvements to the solids dewatering polymer batch system. These former treatment processes and ancillary chemical feed systems continue to share common space within existing electrical control panels. This CIP is intended to address unused electrical wiring and components from past improvements and upgrades which remain within the existing BFP control cabinets.

This CIP is segregated into three phases starting in 2018 Phase 1 Preliminary Engineering, followed by Phase 2 Belt Filter Press Additions, and Phase 3 Existing Belt Filter Press Upgrades. Phase 1 services will provide observations, data, alternatives, costs, conclusions, and recommendations that will be used to shape the subsequent two project phases. Phase 2 in 2019 currently includes the estimated costs for the addition of two new BFPs. The addition of two new fully operational BFPs would facilitate Phase 3 work in 2020. This includes existing BFP work to address remnant hard wiring associated from obsolete equipment and processes while simultaneously upgrading the outdated hard wire relays with PLC technology. It is also intended to upgrade antiquated and degraded components outside the electrical hard wire systems which include:

- Replace and relocate existing manual control panels which have degraded internal electrical components;
- Install Human-Machine Interface (HMI) operator touchscreens;
- Upgrades to the existing polymer batch and pump system;
- Replace existing Modicon Quantum Processor with Modicon Unity Processor and convert Concept program to Unity Pro XL

Discussion of operating cost impact:

Facilitating increased solids production and expanded functionality will aid in decreasing associated dewatering operational costs through improvements to reliability, reduced chemical feed use, and reduced equipment maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Wastewater	Engineering	70,000	96,000	112,000	-	-	\$ 278,000
	Contractor Fees	-	283,000	250,000	-	-	\$ 533,000
	Equipment	-	680,000	500,000	-	-	\$ 1,180,000
Total - Wastewater Utility Capital Projects		\$ 70,000	\$ 1,059,000	\$ 862,000	\$ -	\$ -	\$ 1,991,000

COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	70,000	96,000	112,000	-	-	\$ 278,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	963,000	750,000	-	-	\$ 1,713,000
Other	-	-	-	-	-	\$ -
Total	\$ 70,000	\$ 1,059,000	\$ 862,000	\$ -	\$ -	\$ 1,991,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station Improvements

PROJECT DESCRIPTION

Justification:

The Marshall Heights and Briar Cliff Lift Stations are two of 14 sewage pump stations servicing the City of Appleton. The Marshall Heights Lift Station is located adjacent to 4603 North Moss Rose Lane and was originally constructed in 1998. Briar Cliff Lift Station is located within the terrace at 1710 North Briarcliff Drive and was originally constructed in 1969. Escalating occurrences of electrical system failure, sewage pump blockages, and various wetwell and/or drywell component deterioration has increased the potential for sanitary sewer bypasses and basement backups.

Both lift station will be upgraded with new pumps equipped with improved impeller section design to reduce the frequency of clogging. Wholesale change out of instrumentation and electrical systems will restore station reliability and compliance with current electrical codes. The Briar Cliff lift station below grade "can" system design is intended to be replaced with a submersible pump station similar to other recent lift station improvement projects (e.g. 2016 Scarlet Oak Improvements Project). This upgrade will eliminate the need for non-permit confined space entry into an existing drywell to access pumping equipment. The planned Briarcliff upgrades are further intended to improve response during emergency and planned maintenance events. These projects will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

Discussion of operating cost impact:

Installing new pumps with updated electrical system will restore proper function to the station and reduce personnel service time and emergency calls.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Wastewater	Marshall Heights	150,000	-	-	-	-	\$ 150,000
	Briarcliff	-	150,000	-	-	-	\$ 150,000
Total - Wastewater Utility Capital Projects		\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	30,000	25,000	-	-	-	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	120,000	125,000	-	-	-	\$ 245,000
Other	-	-	-	-	-	\$ -
Total	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Programmable Logic Controller (PLC) and SCADA Systems Maintenance

PROJECT DESCRIPTION

Justification:

The Supervisory Control and Data Acquisition (SCADA) system is a plant-wide system that controls and monitors in-plant processes, and external lift stations. The key functions of this integrated system are equipment control, process monitoring, data retrieval, and process and compliance reporting capabilities for the wastewater plant. These functions are essential in maintaining plant operations within State of Wisconsin and Federal regulatory limits. The current various software programs are a mix of obsoleted unsupported and manufacturer supported versions. The updated supportable versions of the software component of this system require the purchase of PLC hardware capable of running current day programs.

An additional component of the project is the communication network from the lower and upper wastewater plant. Increasing the reliability of the network is becoming more important as the network consists of a fragile fiber optic cable. Maintaining software, hardware and network components significantly reduces the risk of malfunction or a "crash". Standardizing hardware and software also reduce program conflicts which can result in loss of data. This project will benefit the wastewater utility by providing an integrated and supportable system.

Discussion of operating cost impact:

The system cannot operate without maintenance to the three components - software, hardware and network. Finding parts to support the system as configured is becoming very expensive as the status is obsoleted. Typical reporting software life-cycles range from seven (7) to ten (10) years.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Wastewater	Software	20,000	-	-	-	-	\$ 20,000
	Network	88,500	-	-	-	-	\$ 88,500
	Hardware	50,000	-	-	-	-	\$ 50,000
Total - Wastewater Utility Capital Projects		\$ 158,500	\$ -	\$ -	\$ -	\$ -	\$ 158,500

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	158,500	-	-	-	-	\$ 158,500
Total	\$ 158,500	\$ -	\$ -	\$ -	\$ -	\$ 158,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Receiving Station Improvements

PROJECT DESCRIPTION	
<p>Justification:</p> <p>The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The current four year average annual revenue generated from this program exceeds \$1.25 million. Since January 1, 2012 authorized haulers are billed by the Utilities based on a tier rate system determined by each waste's strength and volumes discharged. Wastes were formerly charged a flat rate based on volume only. The tier rate structure is designed to more effectively cover the costs of treatment, overhead, repair, and future improvements.</p> <p>Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one (1) of two (2) locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost effectively treated and provide the opportunity for methane gas production and utilization. Nearly all are high strength wastes from food based industries located outside the Appleton sewer service area.</p> <p>The current receiving station program is limited in waste capacity, surveillance, sampling, and provides few options to fully optimize digester gas production from various waste substrates. An engineering study performed in early 2012 developed a preliminary plan that addressed deficiencies and designed a station upgrade that would re-purpose an abandoned 185,000 gallon tank to increase capacity. Upgrading the facility will allow for extended hours of operation and the ability to increase revenues through tipping fees and enhanced biogas utilization. As AWWTP proves out gas utilization, there will be a desire to increase biogas generation to reduce energy expenditures in addition to increasing associated revenues from tipping fees.</p> <p>Discussion of operating cost impact:</p> <p>Project will increase capacity and revenues through tipping fees and expanded biogas utilization.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Wastewater	Engineering	-	200,000	-	-	-	\$ 200,000
	Construction	-	-	2,000,000	-	-	\$ 2,000,000
Total - Wastewater Capital Projects		\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ -	\$ 2,200,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	200,000	-	-	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	2,000,000	-	-	\$ 2,000,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ -	\$ 2,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Renovations

PROJECT DESCRIPTION

Justification:

The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department.

The 2015 master plan included the following recommendations. (Please also refer to the Appleton Memorial Park/Athletic Fields CIP request for recommendations to the ball diamond facilities and amenities).

- 2019 - Design for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.
- 2020 - Construction for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.
- 2021 - Design for Phase 2 and 3 - Parking lot on Northland Ave and Trail system throughout the park.
- 2022 - Construction of Phase 2 - Parking lot and a section of the trail system.
- 2023 - Construction of Phase 3 - Complete rest of the trail system.

Discussion of operating cost impact:

Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's 5-Year Capital Improvement Program.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	Design	-	125,000	-	40,000	-	\$ 165,000
	Phase 1	-	-	1,100,000	-	-	\$ 1,100,000
	Phase 2	-	-	-	-	250,000	\$ 250,000
Total - PRFMD Capital Projects Fund		\$ -	\$ 125,000	\$ 1,100,000	\$ 40,000	\$ 250,000	\$ 1,515,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	-	125,000	-	40,000	-	\$ 165,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	1,100,000	-	250,000	\$ 1,350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 125,000	\$ 1,100,000	\$ 40,000	\$ 250,000	\$ 1,515,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park/Athletic Fields

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the development of USA Youth Sports Complex and other athletic facilities in the community. The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004. Improvements totaling \$500,000 were completed in 2007-2008 and included new field lighting, irrigation, and improved bleacher seating. A \$85,000 grant was secured from the Fox Cities Convention and Visitors Bureau Capital Development Program for the improvements. The Miracle League Field was added in 2009 to provide a fully accessible ball diamond for children with special needs. In 2012, plans were updated to address the current stormwater issues, facility functionality, additional facilities, aging building and building systems and future needs. Funding was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to construct a new restroom building on the west end of the ball diamond complex as identified in early plans and also evaluate the Jones Building to determine options for improved functionality. The new restroom building was completed in June, 2014 and the evaluation of the Jones Building recommended demolition and construction of a new facility that better meets the current and future needs of the facility and addresses the building system concerns. The ball diamond complex is a popular location for youth and adult baseball/softball tournaments and the Department will be submitting a grant application to the Fox Cities Convention and Visitors Bureau to assist with the replacement of the Jones Building. Other improvements to the ball diamond complex are also included based on previous plans, studies and user needs.

This project funding request includes:

- 2019 - Demolition and replacement of the Jones Building including walkways.
- 2019 - Install scoreboards on fields #5, #6, and #7.
- 2020 - Upgrade ball diamond backstop, line fences and outfield fences for diamond #4 / upgrade field lights #7.
- 2021 - Install irrigation on fields #1, #3, #5, #6, and #7.
- 2022 - Upgrade Lighting on fields #5 and #6.

Discussion of operating cost impact:

The demolition and replacement of the Jones Building is not anticipated to increase operational costs since the building will be new with updated components. Some of the operational costs may be recovered from increased revenues from concession sales and facility rental because of its improved functionality.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	Construction	-	1,650,000	-	-	-	\$ 1,650,000
	Irrigation	-	-	-	150,000	-	\$ 150,000
	Scoreboards	-	150,000	-	-	-	\$ 150,000
	Lighting	-	-	150,000	-	150,000	\$ 300,000
	Fence upgrades	-	-	35,000	-	-	\$ 35,000
Total - PRFMD Capital Projects Fund		\$ -	\$ 1,800,000	\$ 185,000	\$ 150,000	\$ 150,000	\$ 2,285,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	-	25,000	20,000	25,000	-	\$ 70,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	1,775,000	165,000	125,000	150,000	\$ 2,215,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 1,800,000	\$ 185,000	\$ 150,000	\$ 150,000	\$ 2,285,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park ADA Improvements

PROJECT DESCRIPTION

Justification:

In 2015, an assessment was completed in adherence with the Americans with Disabilities Act (ADA), originally passed on July 26, 1990 and becoming effective January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities.

The objective of the audit was to assess present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities in the audit area include facilities such as pavilions, trails, playgrounds, aquatics, ballfields, golf courses and shoreline access.

This CIP requests funding to address any deficiencies found in the ADA assessment. The 2018 project will focus on repairs to the sidewalks/hardscapes, picnic tables, playgrounds, and ensuring the restrooms meet all ADA requirements. The exact locations are still to be determined as all parks have the above listed deficiencies.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are not operating cost impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM ADA Improvements	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Total - PRFMD Capital Projects	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Fund						

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Aquatics

PROJECT DESCRIPTION

Justification:

Overall, trends indicate cities installing splash pads in various locations improve quality of life and community enrichment. This plan also seeks to install splash pads at Memorial Park, Derks Park, Telulah Park and Pierce Park in future years while continuing to operate and invest in Mead Pool. Within five years Mead Pool will require upgrades as the facilities and equipment age. An assessment will be done in future years to replace any failing systems to maintain and enhance the features at Mead Pool.

Mead Pool:

Pool Coatings and Painting - (2018) The Coating on Mead Pool needs to be replaced every 5 years. It was last coated in 2012 and is due for replacement. This project will also include painting the waterslide structure.

Upgrade Sand Play Area - (2020) This project will also include upgrades to the sand play area. The current area is underutilized and will be upgraded to provide additional amenities for non-swimmers. The upgrades will include removal of unused equipment and replace with: ping pong tables, shuffleboard table, foosball tables, seating and shade structures.

Aquatics Upgrade - (2021) Perform a condition analysis of the aquatics and facilities. Results of this study may result in a future CIP request for recommended upgrades to extend the useful life of these assets. (2022) Design for the aquatic upgrades.

Splash Pads:

Memorial Park - (2020-2021) Design for splash pad will be in 2020 and construction will take place in 2021. Approximately 5,000 sf.

Pierce Park - (2021-2022) Design for splash pad will be in 2021 and construction will take place in 2022. Approximately 5,000 sf.

Discussion of operating cost impact:

We expect that a greater operating cost will occur because of the new splash pads. The full cost of this won't be known until engineering is completed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	AMP	-	-	30,000	360,000	-	\$ 390,000
	Mead	145,000	-	40,000	115,000	75,000	\$ 375,000
	Pierce	-	-	-	30,000	360,000	\$ 390,000
Total - PRFMD Capital Projects Fund		\$ 145,000	\$ -	\$ 70,000	\$ 505,000	\$ 435,000	\$ 1,155,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2018	2019	2020	2021	2022	
Planning	10,000	-	70,000	145,000	75,000	\$ 300,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	135,000	-	-	360,000	360,000	\$ 855,000
Other	-	-	-	-	-	\$ -
Total	\$ 145,000	\$ -	\$ 70,000	\$ 505,000	\$ 435,000	\$ 1,155,000
Operating Cost Impact						\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of several park properties that were acquired in previous years but have not been completed because funding was not available, or the Parks, Recreation and Facilities Management Department was coordinating the park development with adjacent property development, other department/City projects, etc. Some of the park development projects listed below may change if coordinating projects/developments are realigned.

Alicia Park:

Design for Riverfront Access - (2022) Design for the development of a riverfront trail with access to the river at Alicia Park- \$35,000

Ellen Kort Park:

Design Services - (2018) Design for the development of the former water treatment plant - \$100,000

Park Construction Phase I - (2019) Site development - \$800,000

Park Construction Phase II - (2020) Construction of the park and amenities - estimated at \$1,000,000 pending final design

Fire Station #6:

Master Planning - (2020) Park Master Planning for the Fire Station 6 Park site- \$30,000

Design Services - (2021) Design for the development of the Fire Station 6 Park site - \$30,000

Construction - (2022) - Construction for the development of the Fire Station 6 site - \$400,000

Jones Park: (timing of this project will occur upon completion of the Exhibition Center)

Park Construction - (2018) Construction of Jones Park - \$1,995,000

Discussion of operating cost impact:

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Alicia Park	-	-	-	-	35,000	\$ 35,000
	Ellen Kort Park	100,000	800,000	1,000,000	-	-	\$ 1,900,000
	FS #6 Site	-	-	30,000	30,000	400,000	\$ 460,000
	Jones Park	1,995,000	-	-	-	-	\$ 1,995,000
Total - PRFMD Capital Projects Fund		\$ 2,095,000	\$ 800,000	\$ 1,030,000	\$ 30,000	\$ 435,000	\$ 4,390,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	125,000	-	30,000	30,000	65,000	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,970,000	800,000	1,000,000	-	370,000	\$ 4,140,000
Other	-	-	-	-	-	\$ -
Total	\$ 2,095,000	\$ 800,000	\$ 1,030,000	\$ 30,000	\$ 435,000	\$ 4,390,000
Operating Cost Impact	\$ -	\$ 12,000	\$ 14,500	\$ 14,500	\$ 14,500	\$ 55,500

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Playground Areas

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, etc., benches, safety surfacing and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$1.8 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. The request also includes the addition of resilient rubberized/synthetic turf playground surfacing to address a growing need to provide a fully accessible playground in multiple locations throughout the City. The current fully-accessible playgrounds at Appleton Memorial Park, City Park and Derks Parks are extremely popular and requests are regularly received for additional playgrounds with poured-in resilient rubberized surfacing.

Appleton Memorial Park:

Upgrade Playground - (2020) Playground upgrades and rubberized/synthetic surfacing. - \$300,000

Jaycee Park:

Upgrade Playground - (2022) New 2-5 year old playground equipment. - \$30,000

Linwood Park:

Upgrade Playground - (2021) New 5-12 year old playground equipment. - \$75,000

Pierce Park:

Upgrade Playground - (2019) Playground upgrades and rubberized/synthetic surfacing. - \$300,000.

Discussion of operating cost impact:

The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies/services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	AMP	-	-	300,000	-	-	\$ 300,000
	Jaycee Park	-	-	-	-	30,000	\$ 30,000
	Linwood Park	-	-	-	75,000	-	\$ 75,000
	Pierce Park	-	300,000	-	-	-	\$ 300,000
Total - PRFMD Capital Projects		\$ -	\$ 300,000	\$ 300,000	\$ 75,000	\$ 30,000	\$ 705,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	15,000	-	15,000	-	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	285,000	300,000	60,000	30,000	\$ 675,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 300,000	\$ 300,000	\$ 75,000	\$ 30,000	\$ 705,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements:

- 2019 - Parking lot reconstruction - \$50,000
- 2019 - Course master planning - \$15,000
- 2019 - Restroom upgrades - \$20,000
- 2019 - Sand storage for maintenance shop - \$20,000
- 2019 - Card access system for maintenance shop - \$10,000
- 2020 - Pave cart paths - Phase 1 - \$25,000
- 2020 - Concession equipment upgrades - \$12,500
- 2020 - Exterior signage - \$10,000
- 2021 - Paved cart paths - Phase 2 - \$35,000
- 2021 - Course updates (bunker repairs, drainage, etc.) - \$12,500
- 2021 - Concession equipment upgrades - \$10,000
- 2022 - Pave cart paths - Phase 3 - \$25,000

** Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM Paved Paths	-	-	25,000	35,000	25,000	\$ 85,000
Parking Lot	-	50,000	-	-	-	\$ 50,000
Master Planning**	-	15,000	-	-	-	\$ 15,000
Bathroom Upgrades**	-	20,000	-	-	-	\$ 20,000
Course Renovations**	-	-	-	12,500	-	\$ 12,500
Sand Storage**	-	20,000	-	-	-	\$ 20,000
Card Access System**	-	10,000	-	-	-	\$ 10,000
Concession Equip.**	-	-	12,500	10,000	-	\$ 22,500
Exterior Sign**	-	-	10,000	-	-	\$ 10,000
Total - Reid Municipal Golf Course	\$ -	\$ 115,000	\$ 47,500	\$ 57,500	\$ 25,000	\$ 245,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	10,000	5,000	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	105,000	42,500	57,500	25,000	\$ 230,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 115,000	\$ 47,500	\$ 57,500	\$ 25,000	\$ 245,000
Operating Cost Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Scheig Center

PROJECT DESCRIPTION

Justification:

This funding request includes repairs and/or improvements to areas of the existing grounds at the Scheig Center and Memorial Park Gardens. In 2014, the Gardens of the Fox Cities ceased operations and the responsibilities for the operational and capital upkeep of the property were transferred to the City of Appleton.

There are several areas in need of improvement that are currently in poor condition. These areas include the plaza paver areas, outdoor lighting and the memorial. These features are failing and in need of removal, repair or replacement to ensure safety and meet ADA accessibility requirements.

The cost to repair/replace is significant and the long-term operational costs are significant. Second, this plan recommends removal of the unutilized areas around the perimeter and return those areas back to grass. Much of the outdoor lighting is not operational and in need of replacement. Last, the memorial is constructed of a stone base which has developed into an ongoing maintenance expense. A long-term solution needs to be developed.

This plan recommends the following (Phase 1 was completed in 2016 and Phase 2 was completed in 2017):

Phase 3 - (2018 / 2019 - north side of building) Removal of the brick pavers, existing lighting and existing gardens. Re-construction will consist of installing new gardens, stamped concrete walkways, new access road, new pedestrian entrance, and new lighting.

Repairs to Monument Base - (2019) Repair of memorial and monument.

Discussion of operating cost impact:

Since these projects are renovations or replacements of existing features, there is no operating cost impact to them.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Phase 3	100,000	100,000	-	-	-	\$ 200,000
	Memorial	-	65,000	-	-	-	\$ 65,000
Total - Facilities Capital Projects		\$ 100,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 265,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	7,500	12,500	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	92,500	152,500	-	-	-	\$ 245,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 265,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Community Park

PROJECT DESCRIPTION

Justification:

The City of Appleton, City of Menasha and Town of Harrison began discussions in the late 2000's on the joint purchase of a regional community park in the southeast area of Appleton. Since those initial meetings, both entities have decided to move in another direction. In addition, in 2016, the growth area for Appleton was limited, thus reducing future options for a southside park in the City of Appleton, thus we continue to seek opportunities for available properties that would serve a park well. A southside park would consider increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; and recreation facilities (playgrounds, tennis courts, etc.). A Master Plan in 2019 would identify the greatest needs and best opportunities for the park and residents.

Southeast Community Park:

Acquisition - (2018) Seek property that could meet the needs for a SE Community Park.

Master Plan - (2019) Plan the property accordingly to meet recreational demands and service needs for that area.

Site Development - (2020) Construction documents and site development.

Construction - (2021) Construction of park to be defined by the master planning process.

Discussion of operating cost impact:

Additional operational costs would be incurred to address maintenance and operation costs for a large community park.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Acquisition	500,000	-	-	-	-	\$ 500,000
	Master Plan	-	80,000	-	-	-	\$ 80,000
	Site Development	-	-	400,000	-	-	\$ 400,000
	Construction	-	-	-	1,500,000	-	\$ 1,500,000
Total - PRFMD Capital Projects		\$ 500,000	\$ 80,000	\$ 400,000	\$ 1,500,000	\$ -	\$ 2,480,000

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	80,000	200,000	150,000	-	\$ 430,000
Land Acquisition	500,000	-	-	-	-	\$ 500,000
Construction	-	-	200,000	1,350,000	-	\$ 1,550,000
Other	-	-	-	-	-	\$ -
Total	\$ 500,000	\$ 80,000	\$ 400,000	\$ 1,500,000	\$ -	\$ 2,480,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Statue and Monument Restoration

PROJECT DESCRIPTION

Justification:

The City of Appleton owns several statues and monuments throughout the City. Because of their various locations, no one department has been responsible for their upkeep. In 2014, the Parks, Recreation and Facilities Management department collaborated with Sculpture Valley, a non-profit group interested in preserving and enhancing public art. Since 2014, Sculpture Valley has provided an inventory and general condition assessment of the various statues and monuments. These assets are in need of various levels of restoration. This Capital Improvement Plan seeks to preserve and extend the life of the statues and monuments. The monuments and estimated cost of repairs include, but are not limited to the following:

- Civil War Memorial (Soldier Square).
- Spanish American War Memorial (Pierce Park).
- Gettysburg Address Monument (Pierce Park).
- Native American Commemoration Memorial (Pierce Park).
- Fox River Oracle - Hadzi (Oneida Street).
- River War Memorial (Scheig Center and Memorial Park Gardens).
- Metamorphosis (Storage).
- Houdini Walking Tour Plaques (Throughout City).

Sculpture Valley seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.

Discussion of operating cost impact:

No operating cost impact is expected from these renovations.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM Various	15,000	45,000	30,000	30,000	30,000	\$ 150,000
Total - PRFMD Capital Projects	\$ 15,000	\$ 45,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	15,000	45,000	30,000	30,000	30,000	\$ 150,000
Other	-	-	-	-	-	\$ -
Total	\$ 15,000	\$ 45,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long-range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007. The extension of Newberry Street through Telulah Park to serve the RiverHeath development was completed in late 2015/2016.

The master plan was revisited in 2011 as the Parks, Recreation and Facilities Management Department worked with the Friends of Appleton Skate Park to identify a location for a skate park facility, address the repurposing of the park with the addition of a skate park facility and potential impacts of a southeast Appleton community park on the ball diamond, soccer fields and disc golf course and confirm the development of the river level of the park and the connection to RiverHeath based on the most current development and mitigation plans.

Riverfront Development:

Phase 1 Riverfront - (2018) Phase 1 construction will include the following development: trail construction, riverfront lighting, and trailhead parking.

Phase 2 Riverfront - (2019) Construction will include the following amenities: Canoe/kayak launch, fishing piers, mooring docks, benches, and small shelter.

Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Riverfront (ph 1)	765,000	-	-	-	-	\$ 765,000
	Riverfront (ph 2)	-	500,000	-	-	-	\$ 500,000
Total - PRFMD Capital Projects		\$ 765,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,265,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	765,000	500,000	-	-	-	\$ 1,265,000
Other	-	-	-	-	-	\$ -
Total	\$ 765,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,265,000
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tennis Courts

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the conditions of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance was performed between that time and another assessment was performed in 2012, which found the courts ranged from poor to good condition. Some courts had reached the end of their useful life, were no longer playable and projected a poor image on their respective parks and neighborhoods. In 2012, the Parks, Recreation and Facilities Management Department developed a plan to address the addition/renovations/removal of tennis courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional tennis courts, renovations and removals to provide tennis opportunities within each "service area."

This budget includes funding to finish implementation of the tennis court plan and includes the following projects over the next 5 years:

Linwood Park:

Courts Upgrade- (2019) - Upgrade the tennis courts and lighting.

Pickle Ball Complex:

Create New Pickle Ball Complex- (2020) Create Pickle Ball complex.

Discussion of operating cost impact:

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs., but new tennis courts will require some additional supplies and services for maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	Linwood Park	-	250,000	-	-	-	\$ 250,000
	Pickle Ball	-	-	300,000	-	-	\$ 300,000
Total - PRFMD Capital Projects		\$ -	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ 550,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	25,000	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	250,000	275,000	-	-	\$ 525,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ 550,000
Operating Cost Impact	\$ 1,000	\$ 3,000	\$ 3,000	\$ 5,000	\$ 7,000	\$ 19,000

CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Trails and Trail Connections

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. This funding request will address the trails and/or trail connections listed below:

Foremost Trestle Trail: The Foremost Trestle Trail will be a river crossing connecting Lawe St. to the Foremost Site. Development of Foremost Trestle Trail- (2019) Design services for the Foremost Trail will include: design, permitting approvals, and grant applications. (2020) Construction of Foremost Trail.

Lutz/Vulcan Trail: The Lutz/Vulcan trail will run along the river connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park. Development of Lutz/Vulcan Trail- (2020) Design for Lutz to Cedar St Connection. (2021) Construction for Lutz to Cedar St Connection; Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications. (2022) Construction of the Lutz/Vulcan Trail.

Riverview Gardens Trail: Will connect Veterans Park to the Newberry Trail while traveling along the riverfront. Development of Riverview Gardens Trail- (2021) Design services for the Riverview Gardens Trail will include: design, permitting approvals, and grant applications. (2022) Construction of the Riverview Gardens Trail.

Trolley Square Trestle Trail: Will be a river crossing that connects Ellen Kort Park to Old Oneida St. Development of Trolley Square Trestle Trail- (2019 / 2020) Construction of Trolley Square Trestle Trail.

WE Energies Trail: The WE Energies Trail will connect South Oneida St. to Hoover Park and Woodland Park. Development of WE Energies Trail- (2021) Design services for the WE Energies Trail will include: design, permitting approvals, and grant applications. (2022) Construction of WE Energies Trail.

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Foremost Trail	-	50,000	900,000	-	-	\$ 950,000
	Lutz/Vulcan Trail	-	-	35,000	700,000	2,000,000	\$ 2,735,000
	Riverview Gardens	-	-	-	50,000	850,000	\$ 900,000
	Trolley Sq. Trestle	-	600,000	700,000	-	-	\$ 1,300,000
	WE Energies Trail	-	-	-	25,000	250,000	\$ 275,000
Total - PRFMD Capital Projects		\$ -	\$ 650,000	\$ 1,635,000	\$ 775,000	\$ 3,100,000	\$ 6,160,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	75,000	350,000	75,000	10,000	\$ 510,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	575,000	1,285,000	700,000	3,090,000	\$ 5,650,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 650,000	\$ 1,635,000	\$ 775,000	\$ 3,100,000	\$ 6,160,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -