City of Appleton, Wisconsin

2004
ADOPTED BUDGET
AND SERVICE PLAN

Developed by:
Mayor Timothy M. Hanna

Produced by:
John Hoft-March, CMA
Budget Manager
Lisa A. Maertz, CPA, CPFO
Finance Director
Anthony D. Saucerman, CPA
Deputy Finance Director

CITY OF APPLETON
2004 BUDGET

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OFFICE OF THE MAYOR
Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
e-mail: mayor@appleton.org

December 17, 2003

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

Dear Appletonians:

I present to you the 2004 Budget and Service Plan, including the five-year Capital Improvement Plan. Several factors have made the development of this 2004 Budget a significant challenge. Some factors are the result of decisions made during the debate on the State of Wisconsin budget as they worked to close a deficit of $3.2 billion, and some factors are a reflection of the state of the economy. The major factors having an impact on the development of this budget include:

- A reduction in state shared revenue and expenditure restraint of $1,237,555;
- A reduction in interest income on City investments of approximately $500,000;
- A decrease in other City revenue, such as federal grants, other intergovernmental transfers and fines and forfeitures of approximately $600,000;
- An increase in health insurance costs of approximately $700,000;
- A mandatory increase in the City's contribution to the Wisconsin Retirement System of $224,994;
- A new fee from the State for the assessment of manufacturing property of $16,194.

This combination of revenue reductions and expenditure increases amounts to a net change of just under $3.2 million. Therefore, this budget contains a significant decrease in expenditures so as to minimize the impact on our tax levy and our property taxpayers.

Development of the 2004 Budget began in February of this year when all departments engaged in a budget contingency planning process which was

designed to help us focus on our priorities as a city and as an organization. That early process, and the resulting discussions, served as a valuable tool in the development of this budget. During the development process, I set several broad parameters within which decisions would be made. Those parameters were:

- Adhere to any existing fund balance or budget policies;
- Maintain our investment in the City's infrastructure;
- Revenue shortfall will not be covered by debt or new fees;
- Develop a budget with no increase in the property tax levy;
- Make decisions based on the mission of the City of Appleton to provide quality services responsive to the needs of the community and enhance the quality of life.

I would like to take this opportunity to thank all of our department heads and their staff for their hard work on this budget. The process of developing this budget has been one of openness and collaboration, and I thank the staff for working hard to keep the best interests of the City in mind, sometimes in spite of their own department's wants and desires. I would also like to thank Budget Manager John Hoft-March, Deputy Director Tony Saucerman and Director Lisa Maertz of the Finance Department for their tireless efforts in preparing this document. The financial condition of our city remains excellent in large part due to the work of this outstanding staff. They deserve a great deal of credit for the jobs they do on a daily basis on behalf of our community.

The major changes of the 2004 Budget are as follows:

PERSONNEL

The 2004 Budget contains reductions in part-time help, temporary help, seasonal help and budgeted overtime, as well as the elimination of funding for, or the outright elimination of, several full-time positions. In analyzing the personnel reductions, the goal was to find ways to reduce the City's overhead, share responsibilities among remaining staff and still strive to meet the mission of the City and the specific goals of our programs. Some of these reductions will result in changes in the way some services are delivered and some will result in changed levels of service. However, the overarching goal is to minimize the impact on our customers, the citizens of Appleton.

The final reductions in personnel are as follows:

Part-time, Temporary and Seasonal positions

DPW	Eliminate funding for 6 of 12 traffic seasonals
Econ. Dev.	Eliminate funding for Intern position
H.R.	Eliminate part-time help

Library	Reduce part-time staff in conjunction with reduced hours
Parks & Rec.	Reduce part-time aquatic staff
Parks & Rec.	Eliminate Basket Attendants at all pools
Parks & Rec.	Reduce Recreation staff and one week of Playground Programs
Parks & Rec.	Reduce part-time staff at Administration Building to summers only
Parks & Rec.	Reduce seasonal staff in Parks, Athletic Field Maintenance and Other City Maintenance
Parking	Eliminate 3 part-time Parking Cashiers
Planning	Eliminate funding for Intern position
Police	Reduce midday hours for Crossing Guards
Sanitation	Reduce part-time seasonal summer clerical help at Municipal Service Building related to Sanitation
Water	Reduce part-time seasonal summer clerical help at Municipal Service Building related to Water

Full-time positions

Assessor	Eliminate the vacant Property Assessor position
DPW/WW/Water	Eliminate the vacant Engineering Tech. Position
DPW	Eliminate one clerical position at the Municipal Service Building
DPW	Eliminate the Purchasing/Inventory Supervisor at the Municipal Service Building
DPW	Reduce a Secretary III position to .5 FTE
Econ. Dev./Planning	Eliminate a clerical position so that Economic Development and Planning Departments share the remaining clerical position
Finance	Eliminate one Clerk Operator II position
Fire	Fund one of three expected vacancies, with the other two to be funded from unexpended 2003 personnel budget
Mayor	Eliminate funding for Executive Assistant position
Parks & Rec.	Eliminate one Mechanic position with remaining Mechanic position moved to CEA
Parks & Rec.	Eliminate one Deputy Director position
Parks & Rec.	Eliminate the vacant Landscape Architect position
Parks & Rec.	Continue to hold open the vacant Park Caretaker position
Parks & Rec.	Eliminate a .3 Greenskeeper
Parking	Eliminate Parking Supervisor position and replace with contracted labor
Planning	Hold open the .75 FTE Planner II position which will become vacant due to a retirement
Planning	Convert the vacant Deputy Director position to a Planner III position
Police	Hold open anticipated vacancies in 2004 (equal to 4 FTE)

Police	Hold open the vacant Resource Development position and transfer hiring process to Human Resources
Police	Convert two part-time Community Engagement positions to one full-time position and reduce one officer
Sanitation	Eliminate the back-up Automated Driver position
Stormwater	Eliminate the Stormwater Program Coordinator position and replace it with a full-time Civil Engineer dedicated to stormwater
Wastewater	Eliminate the vacant Lab Tech position
Wastewater	Eliminate one clerical position
Wastewater	Eliminate one Maintenance Supervisor position
Water	Eliminate vacant Stock Clerk position
Valley Transit	Reduction of 1.4 FTE Operator positions for reduction in services

Other related personnel reductions

- Reduced sanitation Automated Operator incentive pay
- Reduced budgeted overtime in Forestry
- Eliminate weekend overtime in Parks
- Reduced overtime in Water
- Reduced overtime in Wastewater
- Non-represented cost-of-living adjustment budgeted at 1.5%
- Non-represented performance adjustments limited to 1.5% and 1%
- Eliminate all local mileage reimbursement except for Public Health Nursing
- Non-represented tuition reimbursement limited to 50% of the cost of UW system tuition
- Non-represented employees to share 50% of Vision Insurance monthly premiums
- Eliminate Valley Transit discount fare for City employees
- Budgeted amount for Food and Provisions limited to $20 per FTE maximum
- Reduce funding for Health Smart program to include Employee Assistance Program and health screenings only
- Eliminate funding for employee recognition banquet, luncheon and quarterly award and replace with departmental recognition capped at $15 per FTE

Other major changes included in this 2004 Budget are:

Mayor	Applesource to be published semi-annually instead of quarterly
Police	Postpone replacement of vehicles for one year
Valley Transit	Eliminate evening service on Saturdays
Valley Transit	Eliminate two morning Route 20 trips
Valley Transit	No service on July 3 and July 5
Valley Transit	Eliminate rider survey in 2004

Library	Reduce hours to summer hours year-round except Sundays
Info. Services	Eliminate training room and share training facility with Outagamie County
DPW/WW/SW	Reduce funding for the aerial topographic program
DPW	Eliminate funding for arterial sidewalks in 2004
Econ. Dev.	Reduce City contribution to Appleton Downtown Inc.
Econ. Dev.	Reduce membership contribution to Fox Cities Economic Development Partnership
Parks & Rec.	Transfer ownership of Badger Pool to Appleton Area School District as of July 1, 2004
Unclassified	Eliminate funding in 2004 for Historical Society Endowment Fund match
Various	Fee increase for Real Estate Inquiry Form
DPW	Increase building permit fee to 80% of the local average for building permits

There is no doubt that the way in which we deliver service to our citizens in many areas will be affected by these changes. However, in light of the fragile condition of the federal, state and local economy, I feel it is in the best interest of our citizens to find ways to continue delivering quality services at reduced costs so as to minimize the impact on their personal budget. Therefore, the net result of the changes being proposed is as follows:

FISCAL

Taxes – The total tax levy for the year 2003 was $28,004,767. The tax levy adopted by this Budget and Service Plan is $28,111,449, an increase of $106,692 or .4%. The corresponding equalized tax rate in 2003 for City of Appleton services was $8.5018 per thousand. The adopted rate for 2004 is- $8.1788, or a net **decrease** of 3.23%. This proposed budget meets all requirements for the State's Expenditure Restraint Program, as well as the City of Appleton's Tax Levy Ordinance.

Debt – The five-year CIP Plan has a modest amount of debt projected despite two large projects (the Police Station project and the College Avenue Bridge). There is $1.2 million budgeted for the Police Station project in 2004 and $6 million per year in 2005-2007. The $1.2 million in 2004 is for the potential acquisition of the St. Joseph School property should that option be the preferred option for the project. In 2008, $8,650,000 is budgeted for the construction of a new College Avenue Bridge. This budget meets the requirements of our debt policy, keeping outstanding general obligation debt within 40% of the limit prescribed by law in 2004 and in all years of the CIP Plan.

Fund Balances – The fund balance policies that we have put in place will be met by this budget. In 2003, we maintained the City's outstanding bond ratings.

These outstanding bond ratings enable the City to borrow funds at very low interest rates, which in turn save our taxpayers and ratepayers significant dollars. The fund balance policies that we have adopted continue to ensure the City's outstanding bond ratings and financial stability.

Internal Financing – The City has internally refinanced some debt structures to avoid the external costs associated with the external market. An update of the status of these issues follows:

TIF District One will pay back the general fund the amount of $1,755,349.

TIF District Two will have no impact on the general fund in 2004.

TIF District Three will require an advance from the general fund of $974,576 and an advance from the Parking Utility of $913,034 to meet debt service requirements incurred from the Washington Street and East Ramp parking structures. This advance is a continuation of the internal debt refinancing which has been done in previous years.

TIF District Four will have no impact on the general fund in 2004.

TIF District Five will require an advance of $25,374 from the general fund.

TIF District Six will completely pay back the general fund in 2004 in the amount of $76,556.

Reid Golf Course will pay back $60,125 to the general fund.

ECONOMIC DEVELOPMENT

In spite of the slowdown in the economy, the City of Appleton continues to see a steady level of economic development activity. This budget will allow us to continue down the path of economic development by enabling us to prepare land and secure prospects for new development and redevelopment. New development dollars continue to be focused in the northeast corridor between Ballard Road and French Road and north into the new Apple Hill Farms area, and in the southeast corridor in the Eisenhower/441 area. This budget allows for the continued development of the first phase of the Southpoint Commerce Park. The phasing of the additional acreage is critical as we see our inventory of available land diminish in our very successful Northeast Industrial Park. Redevelopment dollars are again focused in the downtown and along the riverfront in the form of our commitment to complete the development of the Vulcan Heritage Park.

CONCLUSION

The City of Appleton is in sound financial condition as evidenced by our continued strong general purpose and revenue bond ratings, as well as our adherence to all external and internal financial policies. This budget has met the challenge of holding the tax levy to a minimal increase in light of extreme negative pressure in both revenues and expenses. I believe the approach to the development of this budget was not the easy approach, but the right approach. The list of changes is quite extensive and quite varied and, with these changes, there is no doubt that the way in which we deliver service to our citizens in many areas will be affected. But now more than ever it is important that all of us remember the mission and vision of the City of Appleton and how the jobs that each of us do, every day, help us move closer to achieving them. Our goal is not to make excuses, but to do the absolute best job we can in delivering services to the citizens of Appleton. I am confident that we are all up to meeting the challenges ahead. Although this 2004 budget contains major changes in a number of areas, they are changes that will continue to keep Appleton in sound financial condition not only in 2004, but well into the future.

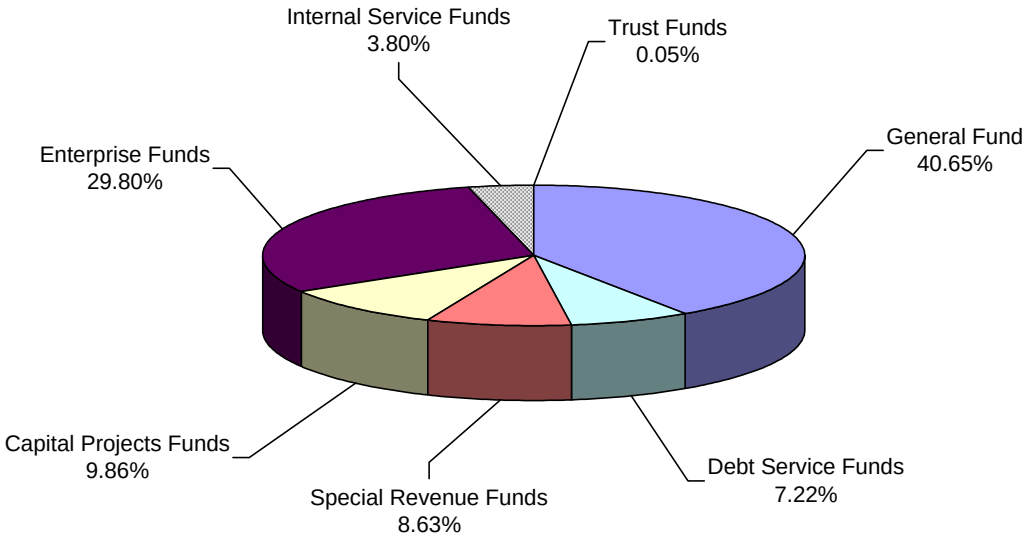
Sincerely,

TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2004 BUDGET

EXPENDITURE BY FUND GROUP

$116,156,686



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, maintenance of parks, and general administration.

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.

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.

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.

Trust and agency funds - Trust and agency funds are used to account for assets held on behalf of outside parties (including other governments) or other funds within the City under the terms of a formal trust agreement.

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

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.

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

BELIEF STATEMENTS

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.

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.

KEY STRATEGIES

1 Early discussion with leadership team to evaluate and determine city-wide priorities, associated service levels, and necessary budget levels, involving the Council at appropriate decision points.

2 Proactively pursue regional cooperation of services to provide value for our citizens, to reduce threats to our security and economy, and promote stronger community partnerships, while supporting the mission and vision of the city.

3 Train, develop, and support our human resources to pursue our vision and apply our values with increasing effectiveness. Increase employees' potential and job satisfaction by celebrating their successes and recognizing progress towards our mission and vision.

4 Be proactive in communication to encourage open and productive working relationships with the Council, staff and community.

5 Proactively work to improve influence over outside funding, statutory and regulatory processes.

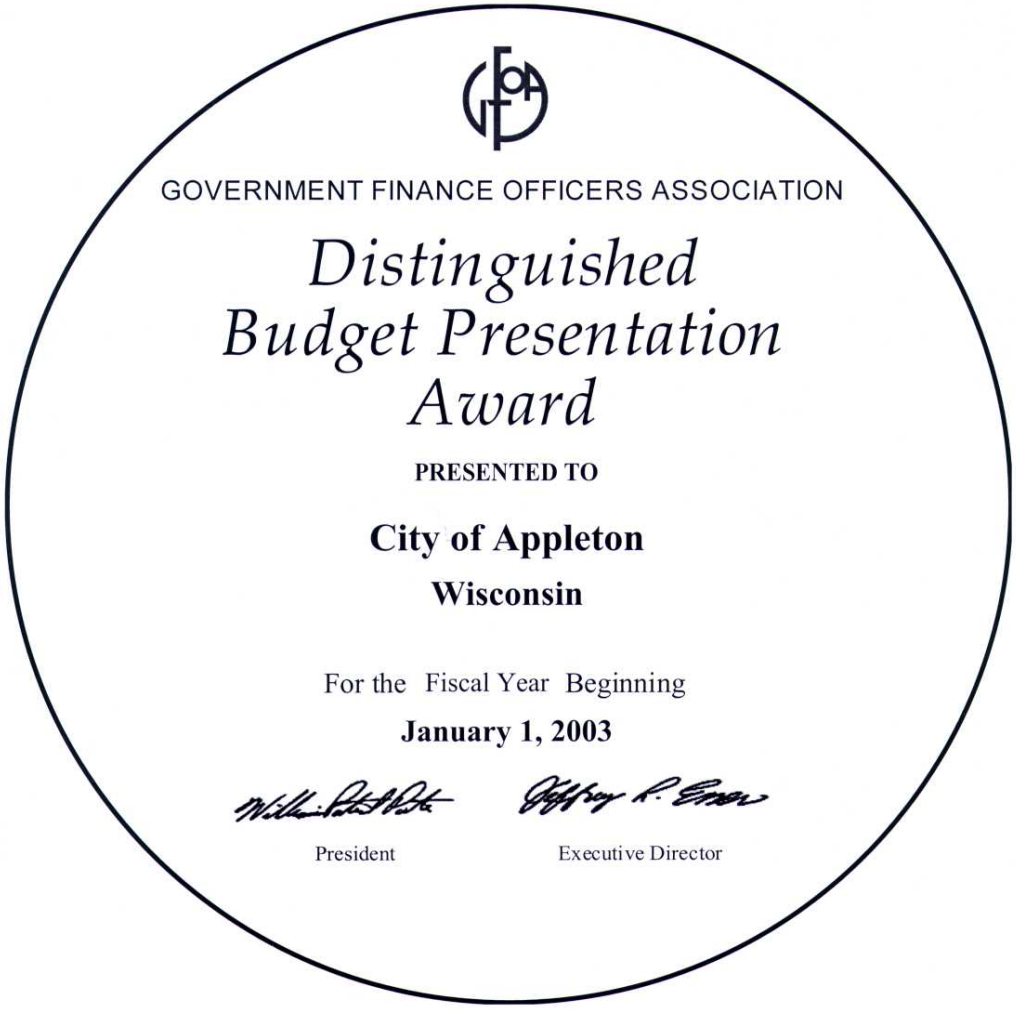
6 Work continuously to improve the efficiency and effectiveness of City services delivered to both internal and external customers, keeping neighborhoods in mind.

CITY OF APPLETON
2004 BUDGET

DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Appleton, Wisconsin for its annual budget for the fiscal year beginning January 1, 2003. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.


GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Appleton

Wisconsin

For the Fiscal Year Beginning

January 1, 2003

President

Executive Director

CITY OF APPLETON
Directory of Officials

MAYOR
Timothy M. Hanna

PRESIDENT OF THE COUNCIL
Earl J. Brooker

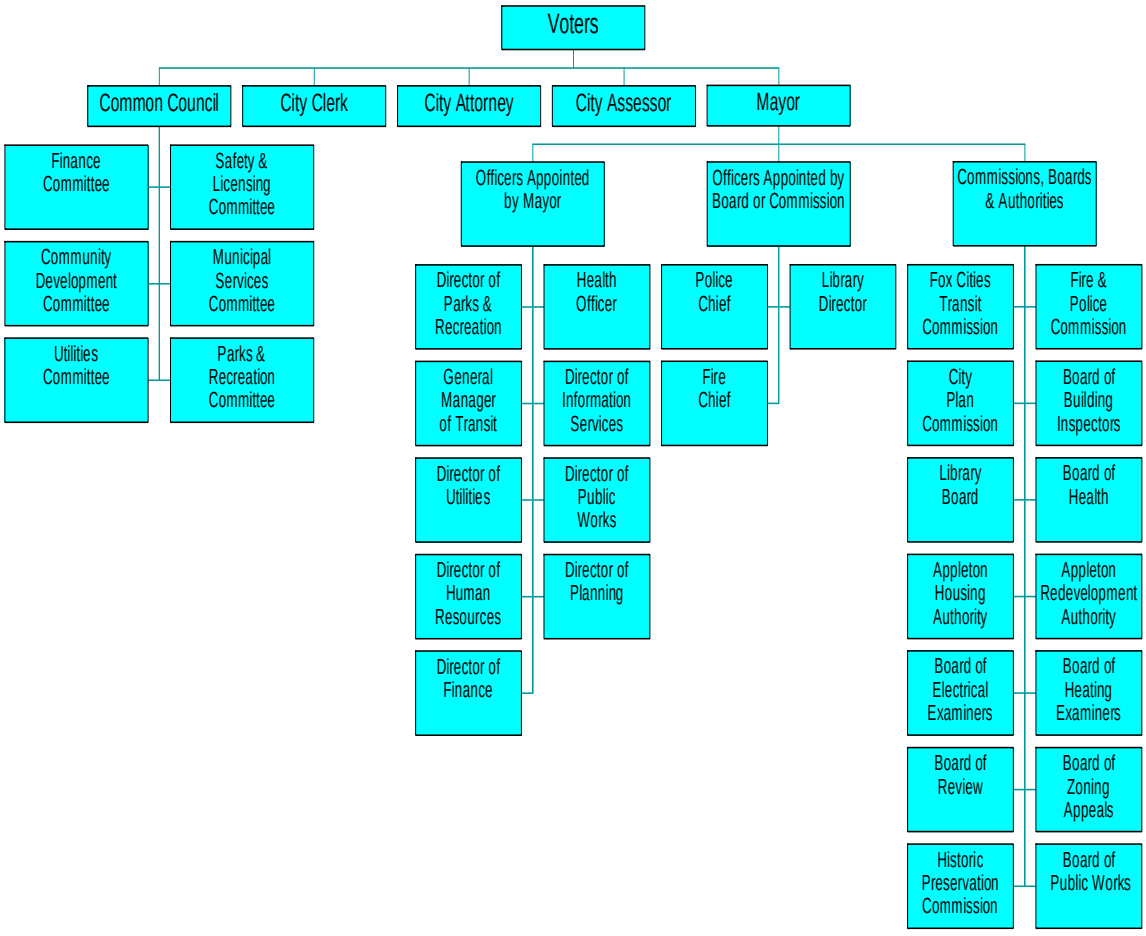
COUNCIL MEMBERS

District 1:	Walter H. Kalata	District 10:	Robert V. Bellin
District 2:	Helen I. Nagler	District 11:	Earl J. Brooker
District 3:	Curt J. Konetzke	District 12:	Erik A. Saucerman
District 4:	Edward L. Spang	District 13:	Edward T. Kranick
District 5:	Edward S. Baranowski	District 14:	Kathy D. Groat
District 6:	Leslie A. Niles	District 15:	Hank Eng
District 7:	James E. Clemons	District 16:	Jerome R. Hiler
District 8:	Richard A. Thompson		
District 9:	Shiloh J. Ramos		

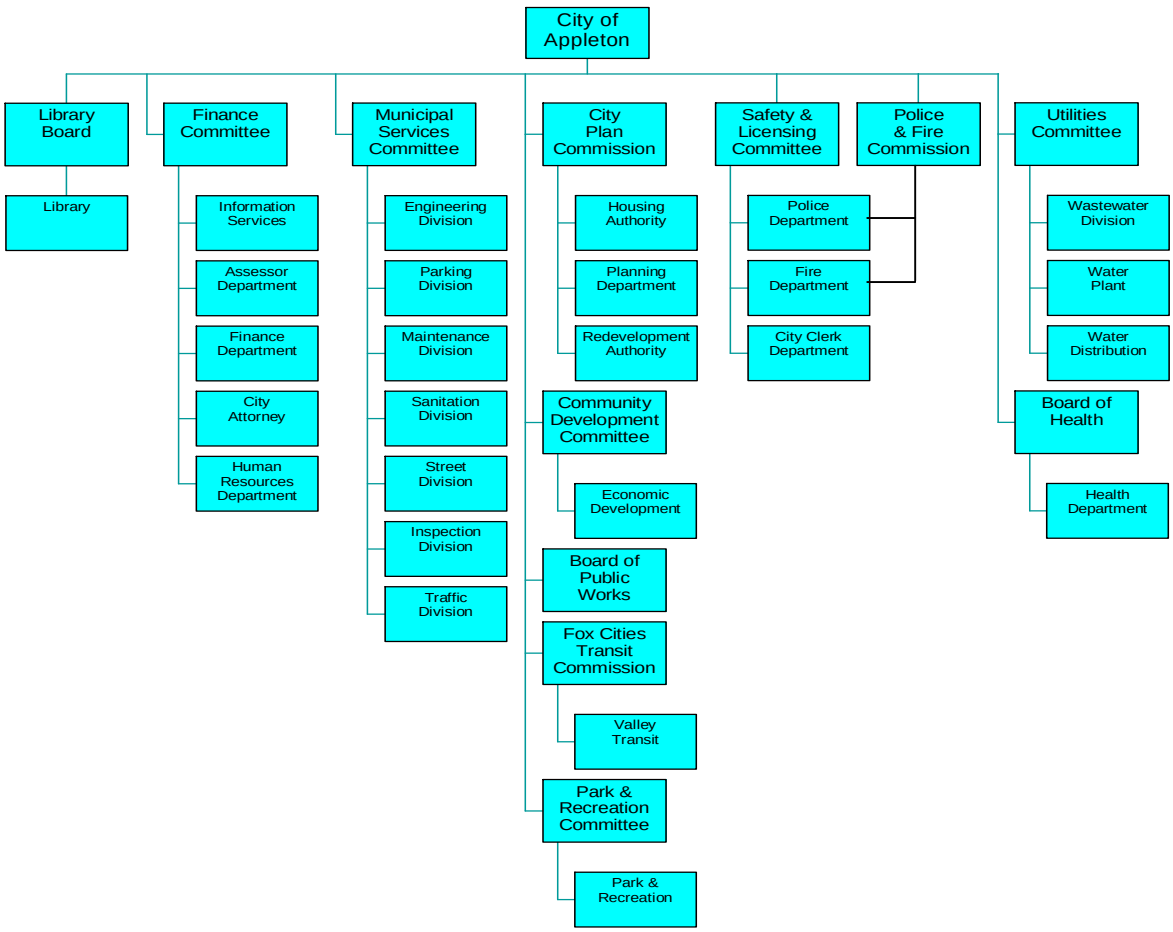
DEPARTMENT/DIVISION HEADS

Director of Human Resources	Sandra A. Neisen
City Attorney	James P. Walsh
Fire Chief	Neil A. Cameron
Director of Library	Terry P. Dawson
Director of Economic Develop.	Peter A. Hensler
Director of Parks & Recreation	William N. Lecker
City Clerk	Cynthia I. Hesse
Valley Transit General Manager	Charles L. Kamp
Director of Utilities	Duane D. Leaf
Director of Information Services	Scott J. Liske
Police Chief	Richard W. Myers
Director of Public Works	Paula A. Vandehey
City Assessor	Dawn C. Washatka
Health Officer	Kurt D. Eggebrecht
Director of Finance	Lisa A. Maertz
Director of Planning	Laura D. Johnston

City of Appleton Structure by Voters



City of Appleton
Organizational Structure by Committee



CITY OF APPLETON
2004 BUDGET
STANDING COMMITTEES

FINANCE
Kathy D. Groat (C)
Helen I. Nagler (VC)
Edward S. Baranowski
Leslie A. Niles
Richard A. Thompson

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

UTILITIES
Edward S. Baranowski (C)
Edward L. Spang (VC)
Robert Bellin
Jerome R. Hiler
Curt J. Konetzke

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

SAFETY AND LICENSING
Earl J. Brooker (C)
Walter H. Kalata (VC)
Edward T. Kranick
Helen I. Nagler
Erik S. Saucerman

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

MUNICIPAL SERVICES
Jerome R. Hiler (C)
Earl J. Brooker (VC)
Robert V. Bellin
Edward T. Kranick
Edward L. Spang

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

COMMUNITY DEVELOPMENT
James E. Clemons (C)
Edward L. Spang (VC)
Hank Eng
Walter Kalata
Curt J. Konetzke

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

PARKS AND RECREATION
Richard A. Thompson (C)
Erik A. Saucerman (VC)
James E. Clemons
Leslie A. Niles
Shiloh J. Ramos

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

CITY OF APPLETON
2004 BUDGET
OTHER COMMITTEES AND BOARDS

APPLETON HOUSING AUTHORITY

Katherine Kamp	2004
Ray Barlow	2006
Judith Stadler	2007
William Hodgkiss	2003
Lisa Maloney	2005

Meets the 3rd TUESDAY of each month at 3:30 P.M. at Oneida Heights, 525 N. Oneida St.

APPLETON REDEVELOPMENT AUTHORITY

Wayne Defferding (C)	2004
Brian Casey	2004
Alderperson Helen Nagler	2004
William Hodgkiss	2006
Anne Higgins	2007
Rick Stack	2003
Patricia Schinabeck	2003

Meets at the call of the Chair

BOARD OF BUILDING INSPECTION

Mayor Timothy Hanna
City Attorney James Walsh
Director of Public Works Paula Vandehey
Inspection Supervisor Jim Dallman
Fire Chief Neil Cameron
Alderperson Edward Kranick

Meets at the call of the Chair

BOARD OF ELECTRICAL EXAMINERS

John Peter Morris	2005
Thomas Seidl	2005
Guy Thompson	2005
Donald Woelz	2005
Robert Stephenson	2005
Alderperson Edward Spang	2004
Inspection Supervisor Jim Dallman	

Meets at the call of the Chair

LIBRARY BOARD

Alderperson Hank Eng	2004
Terry Bergen	2004
Kathleen Schuessler	2005
Pastor Willis Bloedow	2005
Karen DeYoung	2005
Peter Ducklow	2003
Terry Bergman	2003
Dr. William Chandler	2004
Ronald Dunlap, AASD Representative	

Meets the second WEDNESDAY of each month at 12:00 noon at the Appleton Public Library.

BOARD OF PUBLIC WORKS

Mayor Timoth Hanna (C)
Jerome Hiler (VC)
City Clerk Cindi Hesse (S)
Director of Public Works Paula Vandehey
Director of Finance Lisa Maertz
City Attorney James Walsh
Alderperson Edward Baranowski
Alderperson James Clemons
Alderperson Kathy Groat
Alderperson Richard Thompson

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

BOARD OF REVIEW –2003

Mayor Timothy Hanna
City Clerk Cynthia Hesse
Alderperson Robert Bellin
Alderperson Earl Brooker
Alderperson Walter Kalata
Eleanor Maloney
Linda Marx
James Smith

CITY OF APPLETON
2004 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEALTH

Doug Nelson, D.D.S.	2005
John Fenlon, M.D.	2004
Mayor Timothy Hanna	*
Alderperson Shiloh Ramos	2004
Daniel Densow	2004
Lee Marie Vogel, M.D.	2005
Sally Mielke	2004

Meets the 1st WEDNESDAY of each month at 7:00 a.m. in Committee Room "6A"
* Term of office

BOARD OF HEATING EXAMINERS

Earl Christensen	2004
William Christensen	2004
Charles Fisher	2004
Frank Koroch	2004
Alderperson Edward Spang	2004
Inspection Supervisor Jim Dallman	
Fire Chief Neil Cameron	

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Raymond Brock	2006
Richard Schoenbhom	2004
Paul McCann	2004
Ken Joosten	2006
Jack Gillsespie	2006
Eleanor Maloney	2005
Inspection Supervisor Jim Dallman	

Meets the 3rd MONDAY of each month (except December) at 7:30 p.m. in Committee Room "6D"

CITY OF APPLETON
20034 BUDGET
COMMISSIONS

HISTORIC PRESERVATION COMMISION

Mayor Timothy Hanna	
Carol Butts	2003
Mathew Carpenter	2006
Laura Leimer	2004
Alderperson Kathy Groat	2004
George Mattheis	2005
Ann Kloehn	2004
Thomas Werth	2006
Linda Muldoon	2005
Don Harp, Planning Representative	

Meets the 3rd TUESDAY of the month at 4:30 p.m. in Committee Room "6D"

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)	*
Gerald Fisher (VC)	2004
Alderperson Kathy Groat	2004
Dr. Richard Gosse	2006
Dennis Olson	2005
Vacant	2005
Director of Public Works Paula Vandehey	

Meets the MONDAY following Council at 4:00 p.m. in Committee Room "6A"
* Term of office

FOX CITIES TRANSIT COMMISSION

Terry Bergen
George Dearborn
Lynn Erickson
Carol Kasimor
Dr. Richard McCarthy
Alderperson Leslie Niles
Charles Rundquist
Alderperson Erik Saucerman
John Stone Wilms

Meets the Wednesday of the week following Council at 1:00 PM in Committee Room "6A"

POLICE AND FIRE COMMISSION

Dale Schumaker (C)	2004
Harvey Samson (S)	2005
Barbara Luedtke	2006
Ralph Evans	2007
Leota Ester	2008

Meets at the call of the Chair

CITY OF APPLETON 2004 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2003 TAX, COLLECTIBLE IN 2004

District	Outagamie	Calumet	Winnebago	Total
City	$ 23,721,796	$ 3,901,432	$ 488,222	$ 28,111,450
VTAE	5,217,737	858,141	107,387	6,183,265
School - Appleton	25,167,204	4,066,363	100,433	29,334,000
School - Menasha	5,066	-	459,334	464,400
School - Freedom	20,404	-	-	20,404
School - Kimberly	-	85,273	-	85,273
County	13,458,075	2,168,254	316,586	15,942,915
State	612,879	103,266	11,939	728,084
TIF #1,2,3 & 4	3,821,267	950,622	-	4,771,889
TOTAL TAX	$ 72,024,428	$ 12,133,352	$ 1,483,901	$ 85,641,680
Less State Credits	3,641,313	587,237	73,322	4,301,871
NET TAX LEVY	$ 68,383,115	$ 11,546,115	$ 1,410,579	$ 81,339,809

CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax
Outagamie County	2,900,413,200	84.39%	23,721,796
Calumet County	477,019,700	13.88%	3,901,432
Winnebago County	59,693,800	1.74%	488,222
TOTAL	$ 3,437,126,700	100.00%	$ 28,111,450

CITY OF APPLETON 2004 BUDGET
ASSESSED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5695	$ 8.3167	$ (0.2528)	-2.95%
Public Schools	8.6308	8.8317	0.2009	2.33%
Vocational School	1.8900	1.8293	(0.0607)	-3.21%
County	4.8479	4.7183	(0.1296)	-2.67%
State	0.2016	0.2034	0.0018	0.89%
GROSS TAX RATE	24.1398	23.8994	(0.2404)	-1.00%
Less State Credits	1.2920	1.2083	(0.0837)	-6.48%
NET TAX RATE	**$ 22.8478**	**$ 22.6911**	**$ (0.1567)**	-0.69%

Outagamie County/ Menasha School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5695	$ 8.3167	$ (0.2528)	-2.95%
Public Schools	9.5011	9.7045	0.2034	2.14%
Vocational School	1.8900	1.8293	(0.0607)	-3.21%
County	4.8479	4.7183	(0.1296)	-2.67%
State	0.2016	0.2034	0.0018	0.89%
GROSS TAX RATE	25.0101	24.7722	(0.2379)	-0.95%
State Credits	1.2920	1.2083	(0.0837)	-6.48%
NET TAX RATE	**$ 23.7181**	**$ 23.5639**	**$ (0.1542)**	-0.65%

Outagamie County/ Freedom School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ -	$ 8.3167	$ 8.3167	N/A
Public Schools	-	9.4732	9.4732	N/A
Vocational School	-	1.8293	1.8293	N/A
County	-	4.7183	4.7183	N/A
State	-	0.2034	0.2034	N/A
GROSS TAX RATE	-	24.5409	24.5409	N/A
State Credits	-	1.2083	1.2083	N/A
NET TAX RATE	**$ -**	**$ 23.3326**	**$ 23.3326**	N/A

CITY OF APPLETON 2004 BUDGET
ASSESSED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.3854	$ 8.3594	$ (0.0260)	-0.31%
Public Schools	8.4453	8.8770	0.4317	5.11%
Vocational School	1.8494	1.8387	(0.0107)	-0.58%
County	4.6497	4.6458	(0.0039)	-0.08%
State	0.1973	0.2044	0.0071	3.60%
GROSS TAX RATE	23.5271	23.9253	0.3982	1.69%
State Credits	1.2384	1.1624	(0.0760)	-6.14%
NET TAX RATE	**$ 22.2887**	**$ 22.7629**	**$ 0.4742**	2.13%

Calumet County/ Kimberly School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.3854	$ 8.3594	$ (0.0260)	-0.31%
Public Schools	9.9717	9.8724	(0.0993)	-1.00%
Vocational School	1.8494	1.8387	(0.0107)	-0.58%
County	4.6497	4.6458	(0.0039)	-0.08%
State	0.1973	0.2044	0.0071	3.60%
GROSS TAX RATE	25.0535	24.9207	(0.1328)	-0.53%
State Credits	1.2384	1.1624	(0.0760)	-6.14%
NET TAX RATE	**$ 23.8151**	**$ 23.7583**	**$ (0.0568)**	-0.24%

CITY OF APPLETON 2004 BUDGET
ASSESSED TAX RATES

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.7642	$ 8.6284	$ (0.1358)	-1.55%
Public Schools	8.8269	9.1627	0.3358	3.80%
Vocational School	1.9330	1.8979	(0.0351)	-1.82%
County	5.6209	5.5950	(0.0259)	-0.46%
State	0.2062	0.2110	0.0048	2.33%
GROSS TAX RATE	25.3512	25.4950	0.1438	0.57%
State Credits	1.4998	1.2958	(0.2040)	-13.60%
NET TAX RATE	**$ 23.8514**	**$ 24.1992**	**$ 0.3478**	1.46%

Winnebago County/ Menasha School Dist.	Assessed 2002 Tax Rate (2003 Budget)	Assessed 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.7642	$ 8.6284	$ (0.1358)	-1.55%
Public Schools	9.7170	10.0682	0.3512	3.61%
Vocational School	1.9330	1.8979	(0.0351)	-1.82%
County	5.6209	5.5950	(0.0259)	-0.46%
State	0.2062	0.2110	0.0048	2.33%
GROSS TAX RATE	26.2413	26.4005	0.1592	0.61%
State Credits	1.4998	1.2958	(0.2040)	-13.60%
NET TAX RATE	**$ 24.7415**	**$ 25.1047**	**$ 0.3632**	1.47%

CITY OF APPLETON 2004 BUDGET
EQUALIZED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	8.5625	8.6853	0.1228	1.43%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	4.8095	4.6401	(0.1694)	-3.52%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	23.9489	23.5032	(0.4457)	-1.86%
Less State Credits	1.2818	1.1883	(0.0935)	-7.29%
NET TAX RATE	**$ 22.6671**	**$ 22.3149**	**$ (0.3522)**	-1.55%

Outagamie County/ Menasha School Dist.	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	9.4261	9.5436	0.1175	1.25%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	4.8095	4.6401	(0.1694)	-3.52%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	24.8125	24.3615	(0.4510)	-1.82%
State Credits	1.2818	1.1883	(0.0935)	-7.29%
NET TAX RATE	**$ 23.5307**	**$ 23.1732**	**$ (0.3575)**	-1.52%

Outagamie County/ Freedom School Dist.	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ -	$ 8.1788	$ 8.1788	N/A
Public Schools	-	9.3162	9.3162	N/A
Vocational School	-	1.7990	1.7990	N/A
County	-	4.6401	4.6401	N/A
State	-	0.2000	0.2000	N/A
GROSS TAX RATE	-	24.1341	24.1341	N/A
State Credits	-	1.1883	1.1883	N/A
NET TAX RATE	**$ -**	**$ 22.9458**	**$ 22.9458**	N/A

CITY OF APPLETON 2004 BUDGET
EQUALIZED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	8.5625	8.6853	0.1228	1.43%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	4.7142	4.5454	(0.1688)	-3.58%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	23.8536	23.4085	(0.4451)	-1.87%
State Credits	1.2555	1.3730	0.1175	9.36%
NET TAX RATE	**$ 22.5981**	**$ 22.0355**	**$ (0.5626)**	-2.49%

Calumet County/ Kimberly School Dist.	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	$ 10.1101	9.6591	(0.4510)	-4.46%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	4.7142	4.5454	(0.1688)	-3.58%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	25.4012	24.3823	(1.0189)	-4.01%
State Credits	1.2555	1.3730	0.1175	9.36%
NET TAX RATE	**$ 24.1457**	**$ 23.0093**	**$ (1.1364)**	-4.71%

CITY OF APPLETON 2004 BUDGET
EQUALIZED TAX RATES

WINNEBAGO COUNTY

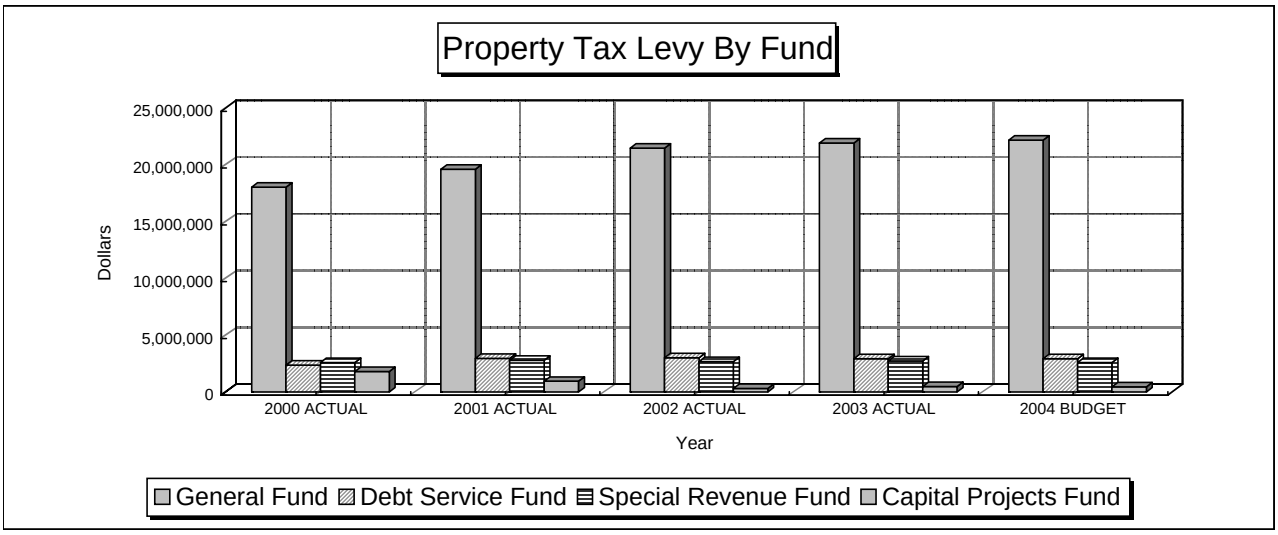
Winnebago County/ Appleton School District	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	8.5625	8.6853	0.1228	1.43%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	5.4526	5.3035	(0.1491)	-2.73%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	24.5920	24.1666	(0.4254)	-1.73%
State Credits	1.4549	1.2283	(0.2266)	-15.57%
NET TAX RATE	**$ 23.1371**	**$ 22.9383**	**$ (0.1988)**	-0.86%

Winnebago County/ Menasha School District	Equalized 2002 Tax Rate (2003 Budget)	Equalized 2003 Tax Rate (2004 Budget)	Increase (Decrease)	Percent Change
City	$ 8.5018	$ 8.1788	$ (0.3230)	-3.80%
Public Schools	9.4261	9.5436	0.1175	1.25%
Vocational School	1.8751	1.7990	(0.0761)	-4.06%
County	5.4526	5.3035	(0.1491)	-2.73%
State	0.2000	0.2000	-	0.00%
GROSS TAX RATE	25.4556	25.0249	(0.4307)	-1.69%
State Credits	1.4549	1.2283	(0.2266)	-15.57%
NET TAX RATE	**$ 24.0007**	**$ 23.7966**	**$ (0.2041)**	-0.85%

CITY OF APPLETON 2004 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES [1]	2000 ACTUAL	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 BUDGET
General Fund	$ 18,018,813	$ 19,607,425	$ 21,463,055	$ 21,900,099	$ 22,173,800
Debt Service Funds	2,365,826	2,937,127	3,000,396	2,922,956	2,917,334
Special Revenue Funds					
Sanitation & Recycling	2,539,837	2,736,915	2,620,894	2,681,342	2,551,044
Forestry Fund	38,000	40,000	40,000	40,000	22,900
City Parades Fund	12,000	3,500	2,700	-	-
Total Special Revenue Funds	2,589,837	2,780,415	2,663,594	2,721,342	2,573,944
Capital Project Funds					
Subdivision Development	-	-	-	460,370	446,371
Parks & Recreation Projects	545,000	536,855	171,146	-	-
Public Works Projects	-	-	-	-	-
Industrial Park Land	428,563	-	-	-	-
CEA Replacement	177,800	171,500	120,000	-	-
Prior Projects	639,216	224,317	-	-	-
Total Capital Project Funds	1,790,579	932,672	291,146	460,370	446,371
TOTAL PROPERTY TAX LEVY:	**$ 24,765,055**	**$ 26,257,639**	**$ 27,418,191**	**$ 28,004,767**	**$ 28,111,449**

[1] Excludes tax increment district revenues.



CITY OF APPLETON 2004 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
General Fund	$ 46,973,504	$ 48,492,108	$ 48,468,733	$ 47,328,733	$ 47,212,421
Debt Service Funds	8,474,030	9,250,632	7,903,408	7,903,408	8,283,085
Special Revenue Funds					
Tax Increment District #1	1,821,854	1,772,940	1,815,770	1,745,631	1,645,374
Tax Increment District #2	-	75,750	76,657	75,345	75,622
Tax Increment District #3	-	-	-	-	858,319
Sanitation & Recycling	3,406,254	3,362,173	3,413,496	3,402,342	3,312,744
Hazardous Materials Level A	87,946	183,674	96,161	96,161	90,651
Health Services Grants	121,455	121,743	111,875	536,684	590,124
Forestry Fund	40,927	85,181	45,100	44,100	28,100
Housing & Community Development Grants	1,026,483	1,143,202	1,160,310	1,296,057	1,253,401
Room Tax Administration	255,940	189,151	168,000	168,000	168,000
Prior Year Funds	12,689	10,974	-	-	-
Total Special Revenue Funds	6,773,548	6,944,788	6,887,369	7,364,320	8,022,335
Capital Projects Funds					
Subdivision Development	1,749,798	2,982,308	1,770,531	1,908,094	1,961,007
Parks & Recreation Projects	564,025	184,074	-	257,259	-
Tax Increment District #3	368,258	377,751	517,425	488,719	-
Tax Increment District #4	1,694,067	1,827,790	2,339,456	2,123,311	2,193,390
Tax Increment District #5	274,816	14,684	77,260	77,350	69,116
Tax Increment District #6	16,784	563,863	729,301	820,551	1,394,470
Technology	317,661	7,183	1,000	5,200	-
Public Works	1,549	-	1,000	310,000	1,000
Industrial Park Land	446,691	180,550	223,500	279,850	223,500
Equipment Replacement	1,699,124	1,635,331	1,514,431	1,529,074	1,481,031
Riverfront Initiatives	-	3,269	1,700	505,700	-
LMI Project	-	-	-	575,000	-
Public Safety	506,589	30,048	-	-	-
Prior Year Projects	661,816	1,634,322	-	-	-
Total Capital Projects Fund	8,301,178	9,441,173	7,175,604	8,880,108	7,323,514
Enterprise Funds					
Water Utility	11,805,432	13,130,897	15,369,680	14,756,604	15,185,073
Wastewater Utility	10,460,393	9,746,238	9,296,900	8,997,900	8,594,400
Stormwater Utility	3,175,899	3,175,759	3,455,664	3,505,664	4,087,713
Parking Utility	1,882,748	1,864,467	2,053,000	1,901,000	2,011,998
Golf Course	684,613	676,838	767,000	770,065	785,849
Valley Transit	5,268,702	5,273,723	6,370,708	5,523,554	6,116,351
Total Enterprise Funds	33,277,787	33,867,922	37,312,952	35,454,787	36,781,384
Internal Service Funds					
Central Building Maintenance	1,790,567	1,783,722	-	-	-
Central Equipment Agency	1,860,246	1,652,878	1,953,971	1,717,621	1,834,942
Insurance	1,033,855	935,215	1,039,998	980,608	929,533
Total Internal Service Funds	4,684,668	4,371,815	2,993,969	2,698,229	2,764,475
Trust Funds					
Union Spring Park	165	161	170	150	160
Tuchscherer Disability Fund	5,627	4,356	4,650	4,650	4,650
Peabody Estate Trust	4,499	3,773	4,110	3,500	3,500
Balliet Locomotive	433	388	410	350	350
Lutz Park Trust	36,961	30,957	33,640	30,000	30,000
Park Open Space	84,986	74,292	32,800	32,000	50,000
Frank P. Young Memorial	2,193	1,227	760	760	780
Total Trust Funds	134,864	115,154	76,540	71,410	89,440
TOTAL REVENUES:	**$ 108,619,579**	**$ 112,483,592**	**$ 110,818,575**	**$ 109,700,995**	**$ 110,476,654**

*Net of proceeds of debt

CITY OF APPLETON 2004 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
General Fund	$ 46,656,694	$ 47,232,258	$ 48,468,733	$ 52,660,544	$ 47,212,421
Debt Service Funds	8,542,516	9,359,561	8,013,408	8,013,408	8,388,085
Special Revenue Funds					
Tax Increment District #1	1,453,368	665,825	568,199	568,199	499,248
Tax Increment District #2	33,891	94,478	121,156	121,156	126,925
Tax Increment District #3	-	-	-	-	3,846,382
Sanitation & Recycling	3,333,922	3,427,055	3,482,273	3,400,000	3,432,994
Hazardous Materials Level A	32,855	157,638	85,351	92,252	79,851
Health Services Grants	121,070	121,743	111,875	536,684	590,124
Forestry Fund	44,907	82,500	45,000	44,000	30,000
Housing & Community Development Grants	1,032,719	1,129,868	1,160,310	1,296,057	1,253,401
Room Tax Administration	265,885	187,991	168,000	168,000	168,000
Prior Year Funds	23,635	19,706	-	25,667	-
Total Special Revenue Funds	6,342,252	5,886,804	5,742,164	6,252,015	10,026,925
Capital Projects Funds					
Subdivision Development	3,010,817	1,819,731	1,770,531	1,808,094	1,961,007
Parks & Recreation Projects	745,869	322,913	685,000	666,300	885,000
Tax Increment District #3	6,815,375	5,105,337	4,700,219	4,506,379	-
Tax Increment District #4	1,848,133	1,413,923	3,347,096	3,677,802	2,726,253
Tax Increment District #5	786,910	40,552	280,935	95,838	281,299
Tax Increment District #6	898,704	2,964,572	1,992,502	6,274,084	1,828,868
Public Works	606,336	5,373,287	150,000	225,783	570,000
Technology	645,149	688,850	365,000	554,182	-
Industrial Park Land	965,960	148,047	500,663	458,672	239,978
Equipment Replacement	1,443,708	1,462,443	1,097,164	1,567,435	1,432,031
Riverfront Initiatives	58,960	16,565	300,000	566,475	-
LMI Project	-	-	1,353,000	575,000	-
Public Safety	1,841,291	281,831	-	419,543	1,525,000
Prior Year Projects	1,169,431	4,069,513	-	-	-
Total Capital Projects Fund	20,836,643	23,707,564	16,542,110	21,395,587	11,449,436
Enterprise Funds					
Water Utility	11,801,853	11,057,044	12,627,439	12,627,439	12,068,880
Wastewater Utility	10,176,073	9,616,577	10,454,997	10,155,997	10,123,748
Stormwater Utility	2,742,123	2,886,756	3,044,501	3,089,501	3,391,184
Parking Utility	1,851,522	1,883,944	1,907,529	1,750,010	1,900,478
Golf Course	680,101	722,978	703,907	698,907	702,798
Valley Transit	5,750,372	5,788,493	6,316,445	5,935,066	6,425,425
Total Enterprise Funds	33,002,044	31,955,792	35,054,818	34,256,920	34,612,513
Internal Service Funds					
Central Building Maintenance	1,939,178	1,960,080	-	-	-
Central Equipment Agency	3,265,088	3,367,672	3,453,755	3,453,755	3,380,232
Insurance	1,032,203	1,133,414	1,039,327	1,055,608	1,029,533
Total Internal Service Funds	6,236,469	6,461,166	4,493,082	4,509,363	4,409,765
Trust Funds					
Union Spring Park	136	-	400	400	400
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Peabody Estate Trust	-	-	-	-	-
Balliet Locomotive	122	-	250	250	250
Lutz Park Trust	-	-	-	-	50,000
Park Open Space	-	-	-	-	-
Frank P. Young Memorial	-	1,000	500	500	500
Total Trust Funds	6,649	7,391	7,541	7,541	57,541
TOTAL EXPENDITURES:	**$ 121,623,267**	**$ 124,610,536**	**$ 118,321,856**	**$ 127,095,378**	**$ 116,156,686**

1. Expenditures/Expenses in excess of revenues are financed by existing fund balances or debt proceeds.

2. Expenditures/Expenses are shown net of residual equity transfers out and, for Enterprise and Internal Service funds, are shown net of capita expenditures and depreciation charged to contributed capital.

CITY OF APPLETON 2004 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	29,565,787	29,882,597	31,142,447	31,142,447	25,790,136
Property Taxes	19,596,190	21,463,222	21,900,099	21,900,099	22,107,117
Other Revenue	27,377,314	27,028,886	26,568,634	25,428,634	25,023,301
Expenditures	46,656,694	47,232,258	48,468,733	52,681,044	47,130,418
FUND BALANCE - Ending (Dec. 31)	29,882,597	31,142,447	31,142,447	25,790,136	25,790,136
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	33,091	50,475	50,202	50,202	30,202
Property Taxes	2,937,127	3,000,396	2,922,956	2,922,956	2,917,334
Other Revenue	5,622,773	6,358,892	5,070,452	5,070,452	5,455,751
Expenditures	8,542,516	9,359,561	8,013,408	8,013,408	8,388,085
FUND BALANCE - Ending (Dec. 31)	50,475	50,202	30,202	30,202	15,202
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(624,921)	(2,083,177)	(5,928,227)	(5,928,227)	(12,020,810)
Property Taxes	2,465,786	2,698,021	3,612,768	3,502,671	3,313,281
Other Revenue	16,912,601	17,164,493	9,099,413	11,800,333	27,996,555
Expenditures	20,836,643	23,707,564	16,542,110	21,395,587	11,449,436
FUND BALANCE - Ending (Dec. 31)	(2,083,177)	(5,928,227)	(9,758,156)	(12,020,810)	7,839,590
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(11,910,394)	(12,818,538)	(11,760,554)	(11,760,554)	(10,648,249)
Property Taxes	4,378,549	4,341,514	4,452,250	4,385,707	5,001,182
Other Revenue	2,394,999	2,603,274	2,435,119	2,978,613	3,021,153
Expenditures	7,681,692	5,886,804	5,742,164	6,252,015	30,421,312
FUND BALANCE - Ending (Dec. 31)	(12,818,538)	(11,760,554)	(10,615,349)	(10,648,249)	(33,047,226)
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	176,586,459	180,380,353	184,991,266	184,991,266	189,052,284
Property Taxes	-	-	-	-	-
Other Revenue	33,277,787	33,924,528	37,312,952	35,454,787	36,781,384
Contributed Capital	1,127,485	131,352	4,575,751	2,863,151	510,166
Expenditures	30,611,378	29,444,967	35,054,818	34,256,920	34,636,513
FUND BALANCE - Ending (Dec. 31)	180,380,353	184,991,266	191,825,151	189,052,284	191,707,321
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	13,441,714	13,514,875	13,030,632	13,030,632	12,367,270
Property Taxes	-	-	-	-	-
Other Revenue	4,684,668	4,371,815	2,993,969	2,698,229	2,764,475
Contributed Capital	1,043,245	848,224	1,158,591	1,158,591	1,505,031
Expenditures	5,654,752	5,704,282	4,503,901	4,520,182	4,409,765
FUND BALANCE - Ending (Dec. 31)	13,514,875	13,030,632	12,679,291	12,367,270	12,227,011
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	937,346	1,065,561	1,173,324	1,173,324	1,237,193
Property Taxes	-	-	-	-	-
Other Revenue	134,864	115,154	76,540	71,410	89,440
Expenditures	6,649	7,391	7,541	7,541	57,541
FUND BALANCE - Ending (Dec. 31)	1,065,561	1,173,324	1,242,323	1,237,193	1,269,092
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	208,029,082	209,992,146	212,699,090	212,699,090	205,808,026
Property Taxes	29,377,652	31,503,153	32,888,073	32,711,433	33,338,914
Other Revenue	92,575,736	92,546,618	89,291,421	87,524,200	103,147,256
Expenditures	119,990,324	121,342,827	118,332,675	127,126,697	136,493,070
FUND BALANCE - Ending (Dec. 31)	209,992,146	212,699,090	216,545,909	205,808,026	205,801,126

CITY OF APPLETON 2004 BUDGET

COMBINED SUMMARY OF REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES *	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
Property Tax	29,276,967	31,371,612	32,888,073	32,711,433	33,405,597
Other Tax	1,464,120	1,539,060	1,407,992	1,407,992	1,403,128
Intergovernmental	23,438,854	23,796,857	24,498,458	24,558,247	23,365,588
Licenses & Permits	800,699	891,914	758,600	751,300	904,550
Special Assessments	935,791	753,729	925,000	927,000	744,998
Charges for Service	3,233,762	3,693,409	2,789,522	2,789,522	3,100,636
Interest Income	5,814,554	4,565,421	3,683,881	2,739,961	3,091,505
Fines & Forfeitures	32,142,318	33,285,850	35,280,347	34,007,712	34,856,977
Other Revenues	3,963,433	4,742,084	2,954,341	2,704,791	3,645,738
Interfund Transfers	7,549,081	7,843,656	5,632,361	7,103,037	5,957,937
TOTAL REVENUES	**$ 108,619,579**	**$ 112,483,592**	**$ 110,818,575**	**$ 109,700,995**	**$ 110,476,654**

* Net of proceeds of debt

COMBINED SUMMARY OF EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
Personnel	43,717,237	44,702,123	46,036,869	45,777,919	45,788,011
Administrative [1]	41,921,326	40,923,699	36,428,292	40,539,554	37,846,500
Supplies & Materials	6,081,585	6,636,141	7,159,383	7,373,317	6,881,469
Purchased Services	6,302,076	7,620,204	8,354,523	12,210,121	6,999,867
Utilities	3,990,414	3,823,922	4,131,241	4,133,241	3,972,025
Repair & Maintenance	6,508,586	6,282,932	5,408,383	5,504,285	4,671,121
Capital Expense [2]	13,102,043	14,621,515	10,803,165	11,556,941	9,997,693
TOTAL EXPENSE	**$ 121,623,267**	**$ 124,610,536**	**$ 118,321,856**	**$ 127,095,378**	**$ 116,156,686**

[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 2004:

05/05/03	The Mayor requests a budget proposal from each department and 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.
6/06/03 - 9/15/03	Each department head submits a proposed budget as outlined above based on the Department's Mission Statement and major objectives, including expenditures and applicable revenue projections. The Mayor and Finance Department staff meet with Departments to review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/15/03 - 10/01/03	The Mayor and staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/25/03	The Council's Finance Committee reviews the Budget and Service Plan in hearing with the Mayor and staff, and recommends a budget to the Council.
11/05/03	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/12/03	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON
POLICIES

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

- The City will prepare an annual budget for all operating funds.
- The City will maintain a budgetary control system to ensure adherence to the budget and will prepare reports comparing actual revenues and expenditures to budgeted amounts.
- The City will use performance measurement and performance objectives with the operating budget.
- A contingency account will be maintained in the annual operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected small increases in service delivery costs. Transfers from the contingency account to the operating programs will require approval (2/3 vote) by the Common Council.
- Budgets are classified as either lapsing (spending authority terminates at year-end) or non-lapsing (spending authority continues through the life of a project; non-lapsing budgets are reviewed annually). All lapsing budgets are prepared for fiscal year operations beginning January 1 and ending December 31. Listed below are all budgeted funds showing the type of appropriation.

Lapsing Appropriations		Non-Lapsing Appropriations
General Fund	Central Bldg. Maintenance	Community Development Block Grant
All Special Revenue Funds (Except Grant Funds)	Parking Utility	Housing and Community Development Grants
	Reid Golf Course	Health Grants
Debt Service Funds	Insurance	
Water Utility	Valley Transit	
Sewer Utility	All Trust Funds	
Stormwater Utility	All Capital Project Funds	
Central Equip Agency		

- Operating budgets are established on a fund/department basis.

BUDGET AMENDMENT POLICIES

- Interfund and interdepartment transfers require the approval of the Finance Committee and two-thirds of the Common Council.

- Transfers over $15,000 between programs within a department require approval of the Finance Committee and two-thirds of the Common Council.

- New appropriations funded by grants, user fees, or other non-tax revenues up to $15,000 require written approval by the Mayor, countersigned by the Finance Director and reported to the Finance Committee as an informational item.

- New appropriations in excess of $15,000 and any appropriations funded by taxes or debt require the approval of the Finance Committee and two-thirds of the Common Council.

- Transfers from the Reserve for Contingencies require the approval of the Finance Committee and two-thirds of the Common Council.

- Excess budgeted personnel dollars due to vacancies can not be transferred to increase the supplies and services budget with the exception to fund temporary employment service assistance.

- Capital budgeted items may only be used for the specific items indicated in the budget document. Alternate uses require the approval of the finance Committee and two-thirds of the Common Council.

OPERATING BUDGET PREPARATION CRITERIA

The following budget criteria were established by the Mayor prior to the preparation of the 2004 budget.

- Limit tax levy growth to the extent possible.

- Maintain current service levels: service increases or reductions should be highlighted; cost implications should be shown.

BASIS OF BUDGETING

The budgets for governmental funds, expendable trust funds and agency funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgements, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

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 – 2003 tax roll:

Lien date and levy date	December, 2003
Tax bills mailed	December, 2003
Payment in full or 1st installment due	February 2, 2004
2nd installment due	March 31, 2004
3rd installment due	May 31, 2004
4th installment due	August 2, 2004

Intergovernmental aids and grants are recognized as revenues in the period in which the related expenditures are incurred, if applicable, or when the city is entitled to the aids. Special assessments are recognized as they are expected to be received. Other general revenues, such as fines and

forfeitures, inspection fees, recreation fees, and miscellaneous revenues, are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary funds and non-expendable trust funds are budgeted on the accrual basis. Revenues such as user fees are recognized in the accounting period in which they are earned; expenses are recognized in the period in which they are incurred. Unbilled receivables are recorded when services are provided.

The Comprehensive Annual Financial Report (CAFR) shows the status of the city's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the city prepares its budget. One exception to note is capital expenditures in the enterprise funds, which are included in the operating budget. In preparation of the CAFR, capital expenditures in excess of $10,000 are capitalized.

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 develop a five-year capital improvement program, which will be reviewed and updated annually.
- The complete five-year capital project funding plan must be balanced each year by matching projected expenditures with proposed revenue sources by fund.
- 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.

- Sewer, Stormwater, and Water Utility funds will be self-supporting through user fees.

  - 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. 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 Sewer Utilities will be submitted to the Common Council for review and approval.

RESERVE POLICIES

- Redemption will be established in the Water, Stormwater and Sewer Utilities in accordance with Revenue Bond Ordinance provisions.

- Funds will be reserved for equipment, major replacement and repairs in the Sewer 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 years 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 3 months operating expenditures) be used for the reduction of Long-Term liabilities. Utilization of the remaining funds be subject to recommendation from the Finance Committee to be used for additional reduction of Long-Term liabilities or General Fund expenditures with final council approval.

New Subdivision Fund

- The unreserved Designated New Subdivision Fund Balance will be no less than three months' operating expenses based on the prior year's audited expenditures and a maximum of 80% of the most recent 5 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 Balance after applying the New Subdivision Fund Balance policy will be transferred to the General Fund.

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 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.

INVESTMENT POLICIES

FOR

General Fund-Core Portion
DNR Replacement Fund
Sewerage Redemption Fund
Water Bond Reserve Fund
Water Tax Escrow Fund
Frank Young Memorial Fund

Investment Objectives

- The overall objective of City of Appleton investment management is to maximize the total return of designated funds and preserve capital within stated parameters.

- The performance objective is to achieve total returns on the portfolios that exceed the total return of the Lehman Brothers Intermediate Government Index over a market cycle.

Investment Guidelines

- Investments will conform to Wisconsin State Statute 66.04.

- Individual corporate bonds will have a 7-year maximum maturity or put (tender at option of holder) limit. Treasury and mortgage securities will have no maturity limit.

- All debt securities, excluding issues of the U.S. Government and its agencies, shall be rated AA or higher.

- No single issuer, with the exception of the U.S. Government and its agencies, shall constitute more than 5% of the value of the fund (at time of purchase).

- No single corporate industry group shall constitute more than 15% of the value of the fund (at time of purchase).

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 Investment 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 5 percent of the equalized valuation of the taxable property in the municipality. Although State Statutes allow five per cent of the equalized valuation, the City has set an internal debt goal, which seeks to remain below 40 per cent 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 billed on all abutting property owners for construction of sidewalk, curb and gutter, paving, sanitary sewer mains and extensions, stormwater facilities and extensions, and some water mains and extensions. All improvements are guaranteed for a set number of years. In the event the improvement does not last the entire estimated period, a prorata credit adjustment will be made for the remaining life of the improvement.

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

- Bills of $500 or less are due by January 31. For bills in excess of $500, a five year payment plan is assumed. Deferred payments will bear an interest on the unpaid balance at the rate of 9% per annum (12% for developers).

Street Construction and Reconstruction

- Assessment based on cost of residential street with a 33' width (curb to curb), a 3" asphalt surface, and a 7" concrete surface.

- Useful Life of Pavements:
  - Curb and Gutter – 20 Years.
  - Asphalt Surfacing – no curb and gutter – 1 Year.
  - Asphalt Partial Reconstruction or Overlay – 15 Years.
  - Asphalt Reconstruction – 20 Years.
  - Portland Cement Concrete – 30 Years.
  - Concrete Driveway Aprons – 1 Year.

Sidewalks

- Assessment Rate for new construction is based on 100% of assessable construction costs, including engineering costs.

- There will be no assessment for sidewalk that meets the "green dot" criteria. Assessments will be levied when sidewalks not meeting "green dot" criteria are replaced at the property owner's request.

- Useful Life-20 years

Sanitary Sewers

- Assessment rate for new sanitary sewers based on actual construction cost up to and including 12" sanitary sewer main and manholes, plus area assessment where applicable. Assessment Rate for reconstruction will be 125% of the assessment rate for new sewer construction, except that credit will be given for the remaining useful life calculated on current cost of construction.

- Useful Life – 75 Years.

Storm Sewers Facilities

- Previously developed or reconstruction are assessed at 100% of the assessment rate for new sewer construction plus area assessment. New subdivisions are at 100% of actual construction costs of facilities required by the subdivision plus area assessment.

- Useful Life-75 Years

Water Mains

- Assessment Rate will be determined on the basis of actual construction cost.

- Useful Life-75 Years

SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED

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

- Assessment based on 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 Policy.

- The methods of source selection are as follows:

  - Public Construction – Competitive Sealed Bidding must be used for purchases of $15,000 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

  - Purchases of $5,000 or more (other than Public Construction) require that a minimum of three written quotations be solicited. Any new contracts or agreements for services with an anticipated cost of $15,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.

- Purchases greater than $500 but less than $5,000 require that at least two formal or informal quotes be solicited. Purchases up to $500 may be made based upon the best judgment of the department making the purchase.

- Sole Source Procurements – Purchases of goods and materials under $15,000 may be made without competition when it is agreed between the department and the Purchasing Manager that there is only one acceptable source available. Reasons for sole source purchases must be documented and will expire on an annual basis. Emergency purchases, as defined in the Procurement Policy, may also be exempted from the competitive bidding process. Such emergency purchases must also be documented and approved by the Mayor.

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 2004 rate requirements for the Wisconsin Retirement System employees are as follows:

	General	Police	Fire	Elected
Employee Contribution	5.6%	4.5%	3.2%	2.6%
City Contribution	4.2%	11.2%	14.2%	8.1%
Total	9.8%	15.7%	17.4%	10.7%

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 became one of thirty-seven municipalities that joined a municipal insurance pool with Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance program, to provide liability insurance services. As part of this self-funded program, the City Insurance Fund provides coverage for $175,000 per general, automobile, police professional or public officials liability claim, to a maximum of $700,000 per year. The mutual insurance is liable for any costs above these limits up to $1 million per event/$10 million aggregate.

Additionally, the insurance fund provides coverage for:

> $350,000 per worker's compensation claim for Police and Fire employees, $300,000 per claim for all other employees, with purchased coverage to $2 million,
> $100 - $20,000 per property damage claim, depending on the property, with purchased replacement value coverage,
> $25,000 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. The City offers the CVMIC "TULIP" program to those interested parties.
- 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 would be set by the Human Resources Director/Risk Manager.

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
2003 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, with 32 instructional, recreational and administrative buildings, has 1200 students drawn from 45 states and 38 foreign countries and a faculty of 114 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 and 13 parochial 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 16 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 70,623) 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 Aid Association for Lutherans, Guardian and Secura insurance companies, Appleton Papers, Miller Electric, and the Appleton Medical Center.

Housing

Number of Housing Units

Unit Information	2002
Total Units	29,016
Single Family	19,697
Multi-Family	9,319

Source: City of Appleton Assessor's Office, June 2002

Employment and Income

Adjusted Gross Income Per Return

Area	AGI
Appleton	$43,159
Outagamie County	$42.803
Wisconsin	$40,570

Source: Wisconsin Department of Revenue, Nov. 2001.

Appleton-Oshkosh-Neenah MSA Employment by Industry

Industry Category	Employed	Percent Employed
Construction & Mining14	14,100	6.8%
Manufacturing	59,200	28.5%
Transportation, Communications	10,200	4.9%
Wholesale & Retail Trade	43,900	21.1%
Finance, Insurance, & Real Estate	9,000	4.3%
Services	47,300	22.8%
Government	24,100	11.6%
TOTAL	207,800	100.0%

*Not Included: Self-employed, unpaid family workers, agricultural workers and private household workers.
Source: Wisconsin Department of Workforce Development, May 2001.

Appleton-Oshkosh-Neenah MSA Civilian Labor Force

Total Labor Force	231,714
Employed Labor Force	218,072
Unemployed Labor	13,642

Source: Bureau of Labor Statistics March 2002.

Appleton-Oshkosh-Neenah MSA Median Hourly Wages for Selected Occupations

Occupation	Median Hourly Wage
Management	$30.02
Business and Financial Operations	$19.74
Computer and Mathematical	$23.79
Architecture and Engineering	$24.33
Legal	$22.44
Sales & Related	$ 9.74
Office and Administrative Support	$11.72
Farming, Fishing and Forestry	$10.83
Construction and Extraction	$17.36
Installation, Maintenance and Repair	$17.40
Production	$13.76
Transportation and Material Moving	$11.94

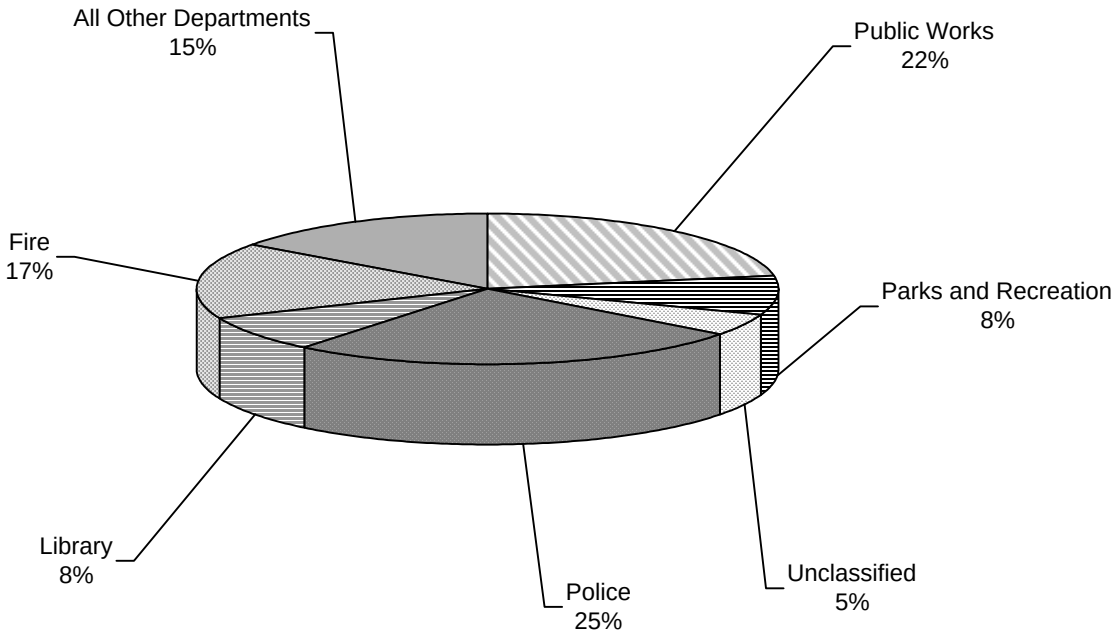
Source: Bureau of Labor Statistics, Dec. 2002

CITY OF APPLETON 2004 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, maintenance of parks, and general administration.

2004 GENERAL FUND

$47,212,421



CITY OF APPLETON 2004 BUDGET

GENERAL FUND

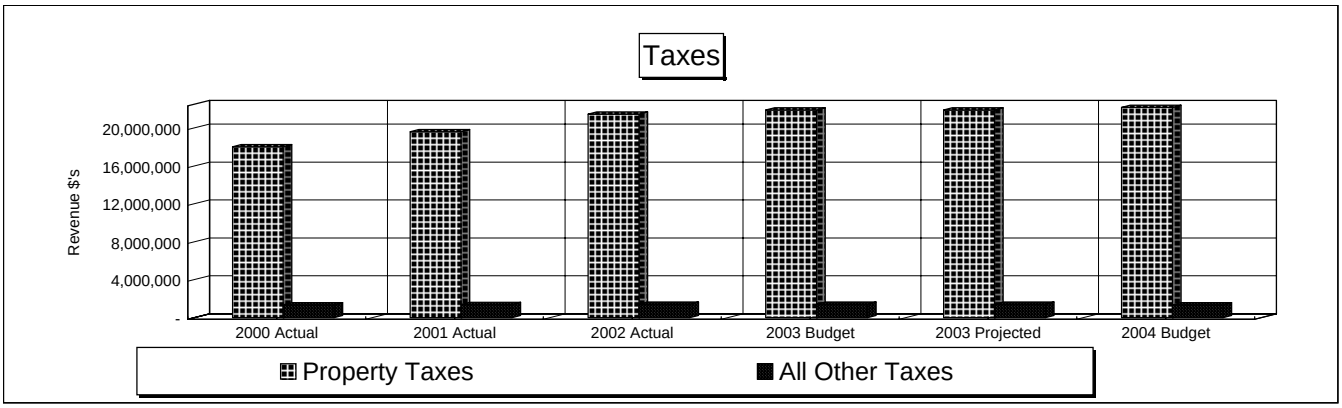
	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET	% Change *
REVENUES						
Taxes	$ 20,959,626	$ 22,868,041	$ 23,308,091	$ 23,308,091	$ 23,522,928	0.92%
Intergovernmental	17,989,613	18,373,064	18,033,934	18,033,934	16,778,005	-6.96%
Licenses and Permits	791,011	884,000	751,300	751,300	872,250	16.10%
Special Assessments	1,711,955	1,599,912	1,479,361	1,479,361	1,611,000	8.90%
Charges for Services	1,629,233	1,550,236	1,515,114	1,515,114	1,470,404	-2.95%
Interest Income	1,895,338	1,627,303	1,890,000	750,000	1,400,000	-25.93%
Fines and Forfeitures	550,333	355,125	525,000	525,000	375,000	-28.57%
All Other Revenue	1,091,984	813,435	713,983	713,983	995,884	39.48%
TOTAL REVENUES	**46,619,093**	**48,071,116**	**48,216,783**	**47,076,783**	**47,025,471**	**-2.47%**
EXPENDITURES						
Common Council	127,628	127,856	124,625	124,625	127,287	2.14%
Mayor	261,622	272,678	293,033	293,033	207,213	-29.29%
City Clerk	525,068	676,868	560,537	560,537	642,521	14.63%
City Assessor	450,248	413,614	405,762	405,762	425,901	4.96%
Finance	790,970	808,801	839,738	839,738	827,012	-1.52%
Information Services	1,392,118	1,666,894	1,627,929	1,627,929	1,570,827	-3.51%
Human Resources	499,309	508,943	543,385	543,385	564,875	3.95%
City Attorney	362,538	383,927	380,804	380,804	399,104	4.81%
Unclassified	1,189,165	1,212,204	2,076,731	2,076,731	2,133,043	2.71%
Planning Department	413,412	438,744	457,133	457,133	386,718	-15.40%
Economic Development	393,915	401,644	436,275	436,275	344,528	-21.03%
Library	3,477,463	3,667,333	3,697,348	3,697,348	3,672,285	-0.68%
Parks & Recreation	4,342,690	4,257,196	4,568,125	4,568,125	3,997,701	-12.49%
Public Works	10,691,028	9,989,650	10,966,466	10,966,466	10,488,718	-4.36%
Health Services	881,878	936,465	945,145	945,145	1,015,785	7.47%
Police	12,096,159	12,198,148	12,239,030	12,239,030	12,074,521	-1.34%
Fire	7,202,145	7,760,326	7,800,338	7,800,338	7,819,783	0.25%
TOTAL EXPENDITURES	**45,097,356**	**45,721,291**	**47,962,404**	**47,962,404**	**46,697,822**	**-2.64%**
REVENUES OVER EXPENDITURES	**1,521,737**	**2,349,825**	**254,379**	**(885,621)**	**327,649**	**28.80%**
OTHER FINANCING						
Other Financing Sources	354,411	420,992	251,950	251,950	186,950	-25.80%
Other Financing Uses	(1,559,338)	(1,510,967)	(506,329)	(4,698,140)	(514,599)	1.63%
TOTAL OTHER FINANCING	**(1,204,927)**	**(1,089,975)**	**(254,379)**	**(4,446,190)**	**(327,649)**	**28.80%**
NET CHANGE IN EQUITY	**316,810**	**1,259,850**	**-**	**(5,331,811)**	**-**	N/A
FUND BALANCE - Beginning	29,565,787	29,882,597	31,142,447	31,142,447	25,810,636	-17.12%
Residual Equity Transfer In (Out)	-		-	-	-	N/A
FUND BALANCE - Ending	**$ 29,882,597**	**$ 31,142,447**	**$ 31,142,447**	**$ 25,810,636**	**$ 25,810,636**	**-17.12%**

CITY OF APPLETON 2004 BUDGET
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance Beginning 12/31/03	38	$ 25,810,636
Less Reserved for:		
Inventories and Prepaid Items		(450,000)
Developer Loans		(610,000)
Advance to other Funds		(10,853,010)
Less Designations:		
Working Capital - 25% of budgeted expenditures (25% * 47,212,421 - includes transfers)	38	(11,803,105)
Debt Service - 25% of ensuing year's debt service requirements (25% * ($8,388,085 Debt Service Obligation - $15,000 Interest Income - $15,000 Reserved Debt Service Fund Balance))	461	(2,089,521)
General Fund Balance in excess of the reserve policy		$ 5,000
75% required to be used for reduction of long-term liabilities		$ 3,750
25% subject to Finance Committee recommendation		$ 1,250

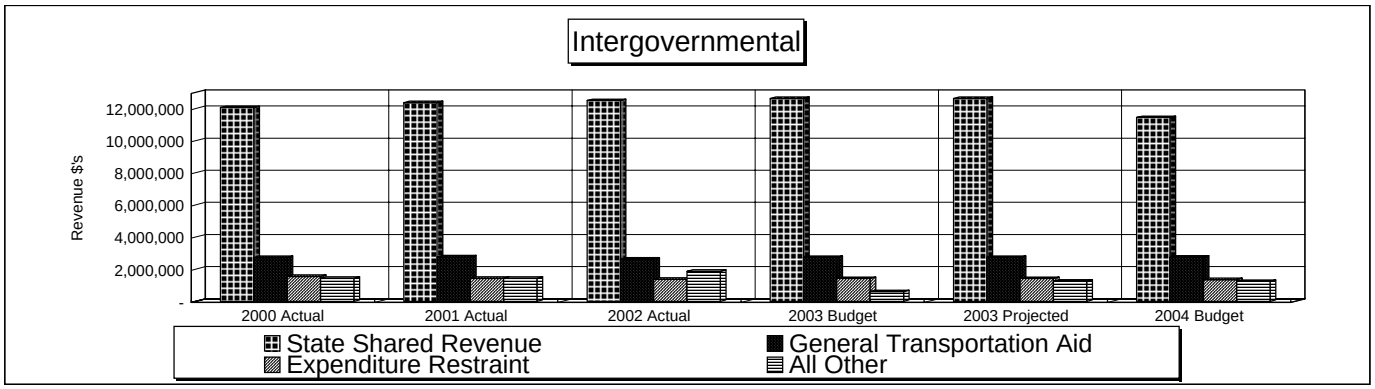
CITY OF APPLETON 2004 BUDGET
GENERAL FUND REVENUES

Taxes	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Property Taxes	18,025,653	19,596,190	21,463,222	21,900,099	21,900,099	22,173,800	1.25%
Tax from Municipal Utility	940,728	940,728	980,192	980,192	980,192	940,728	-4.03%
Payment in Lieu of Taxes	394,611	422,708	424,627	427,800	427,800	408,400	-4.53%
Room Tax	-	-	-	-	-	-	N/A
Total Taxes	**19,360,992**	**20,959,626**	**22,868,041**	**23,308,091**	**23,308,091**	**23,522,928**	**0.92%**



Taxes are derived from several sources. Property taxes provide roughly 48% of our City general fund revenues. The City also collects "in lieu" payments from the water utility, as well as voluntary and contractual payments from other tax exempt entities. Beginning with 2000, the room tax is segregated in a Special Revenue Fund due to the additional 3% tax added to help fund the Performing Arts Center.

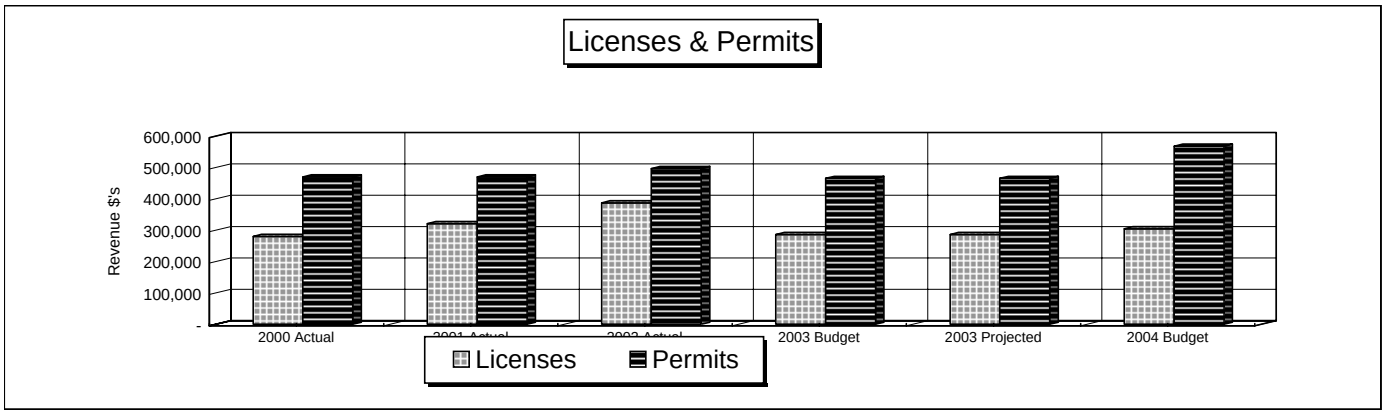
Intergovernmental Revenue	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
State Shared Revenue	12,053,355	12,370,903	12,495,488	12,620,442	12,620,442	11,442,777	-9.33%
General Transportation Aid	2,725,101	2,764,995	2,635,379	2,736,868	2,736,868	2,745,733	0.32%
Expenditure Restraint	1,546,974	1,426,006	1,368,796	1,417,232	1,417,232	1,349,284	-4.79%
Library Grants & Aids	485,615	483,834	559,387	602,311	602,311	602,311	0.00%
Other	942,499	943,875	1,314,014	657,081	657,081	637,900	-2.92%
Total Intergovernmental	**17,753,544**	**17,989,613**	**18,373,064**	**18,033,934**	**18,033,934**	**16,778,005**	**-6.96%**



State shared revenues are state sales and income taxes that are returned to the City based on a complex formula which includes growth and the per capita tax burden. Due to the State of Wisconsin's continuing budget problems, State shared revenues are declining by approximately $1,178,000 for 2004, a reduction of over 9%. Expenditure Restraint is a State program which allocates funds to municipalities which hold to spending limits specified by the program. As with the State Shared Revenue program, the money available for the Expenditure Restraint program is decreasing, resulting in a reduction for Appleton of nearly $68,000. General Transportation Aid and Connecting Highway Aid is a reimbursement provided by the State to defray a portion of the costs incurred with 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 either a share of eligible transportation-related expenditures or a per mile payment. The Library grant is from the County and is derived from a tax levied on areas 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. Other intergovernmental revenues include fire inspection dues, federal innovative community policing grants, school district payments for police liaison officers as well as various other miscellaneous items. Trends have been generally consistent over the years for this source of revenue, with the exception of an increase in 2000 of approximately $354,000 in state aid to offset the removal of computers from the personal property tax levy.

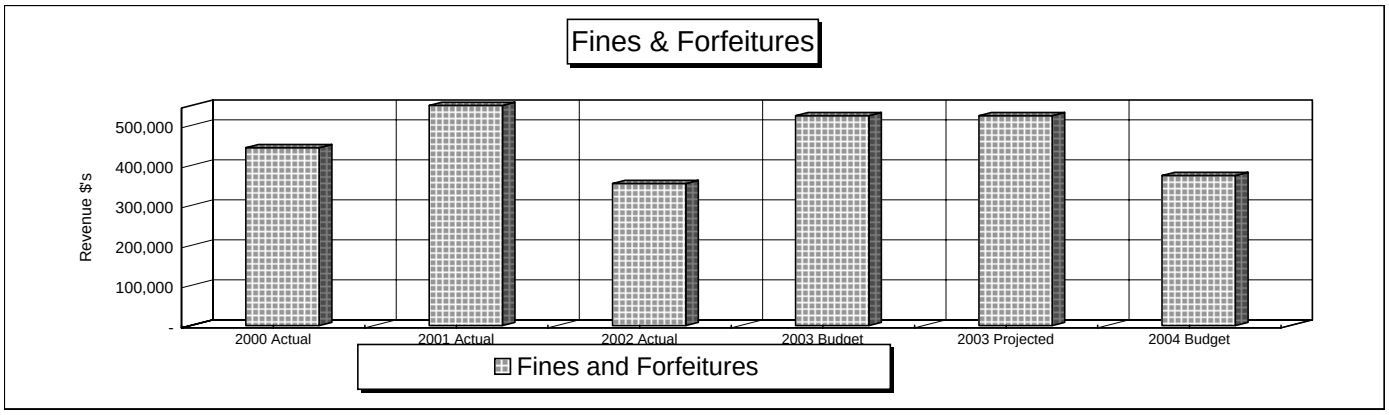
CITY OF APPLETON 2004 BUDGET
GENERAL FUND REVENUES

Licenses and Permits	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Licenses	280,001	320,926	387,590	285,900	285,900	304,350	6.45%
Permits	470,034	470,085	496,410	465,400	465,400	567,900	22.02%
Total Licenses and Permits	**750,035**	**791,011**	**884,000**	**751,300**	**751,300**	**872,250**	**16.10%**



Licenses and permits are required for the privilege to carry on a business or trade within the City which is regulated by ordinance 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.

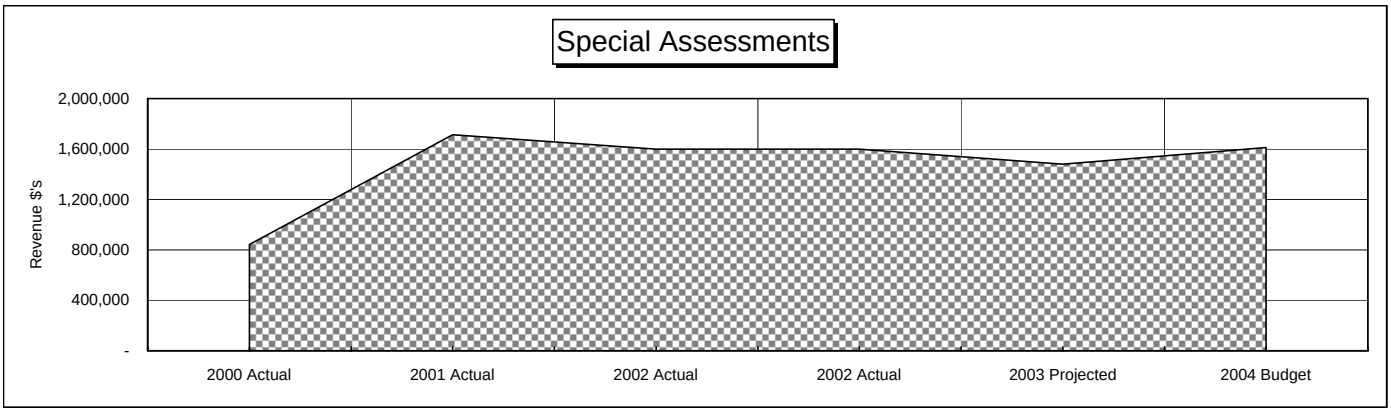
	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Fines and Forfeitures	444,667	550,333	355,125	525,000	525,000	375,000	-28.57%



Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute. Recently there has been a decline in the number of such cases being processed by the county courts, resulting in fewer fines being assessed.

CITY OF APPLETON 2004 BUDGET
GENERAL FUND REVENUES

	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Special Assessments	841,833	1,711,955	1,599,912	1,479,361	1,479,361	1,611,000	8.90%



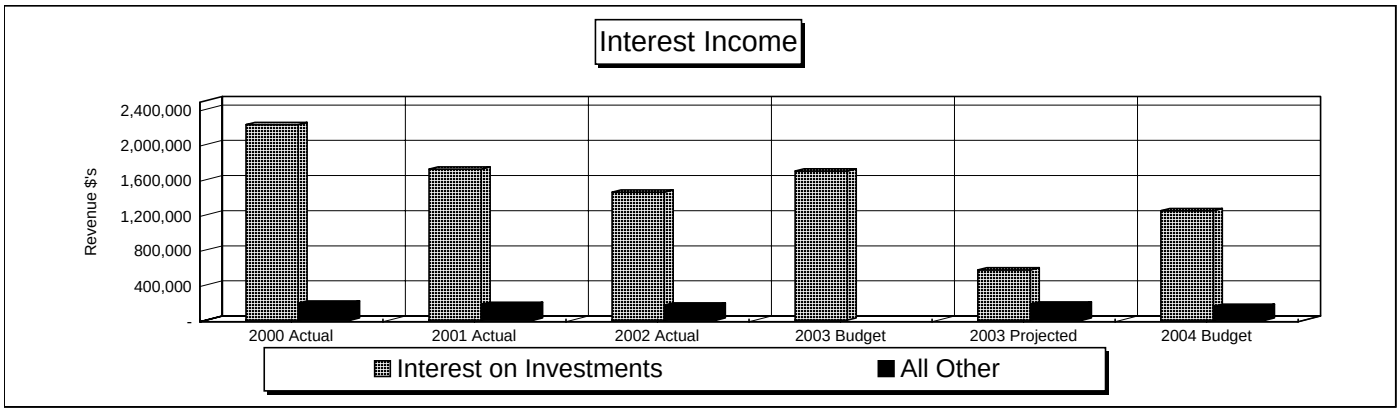
The City can levy and collect special assessments on property benefited by the construction and installation of public improvements. Revenue will vary based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year. There are several options for payment:

If the assessment is $500 or less, it must be paid in one installment.

If the assessment is over $500, it may be paid in one installment or in five equal installments.

Deferred payments bear an interest rate of 9% per year (12% for developers on new subdivision development) on the unpaid balance.

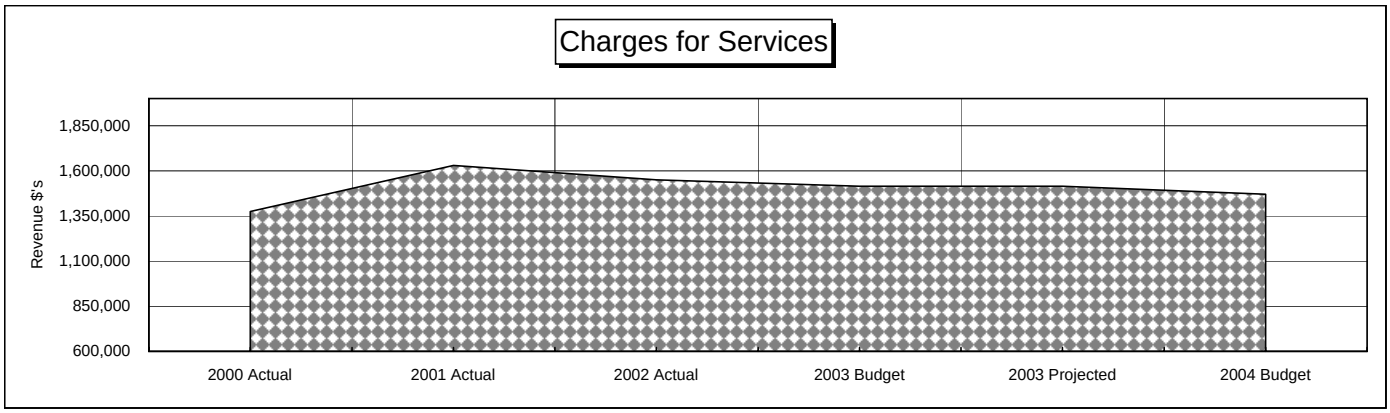
Interest Income	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Interest on Investments	2,226,155	1,716,813	1,456,283	1,695,000	570,000	1,245,000	118.42%
Interest on Delinquent Tax	77,981	78,292	75,362	75,000	90,000	75,000	-16.67%
Interest - Deferred Specials	113,408	100,233	95,658	120,000	90,000	80,000	-11.11%
Total Interest Income	**2,417,544**	**1,895,338**	**1,627,303**	**1,890,000**	**750,000**	**1,400,000**	**86.67%**



This revenue source reflects interest earned on public funds being held until distributed to other taxing authorities as well as funds held until expended by the City. Two factors which determine investment income are interest rates and the cash balances available for investment.

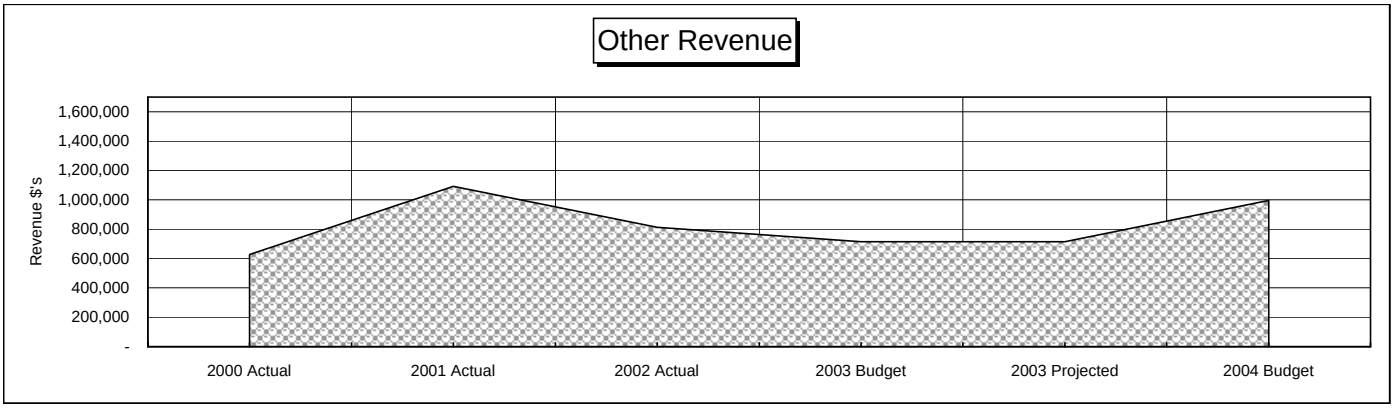
CITY OF APPLETON 2004 BUDGET
GENERAL FUND REVENUES

	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Charges for Services	1,374,275	1,629,233	1,550,236	1,515,114	1,515,114	1,470,404	-2.95%



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.

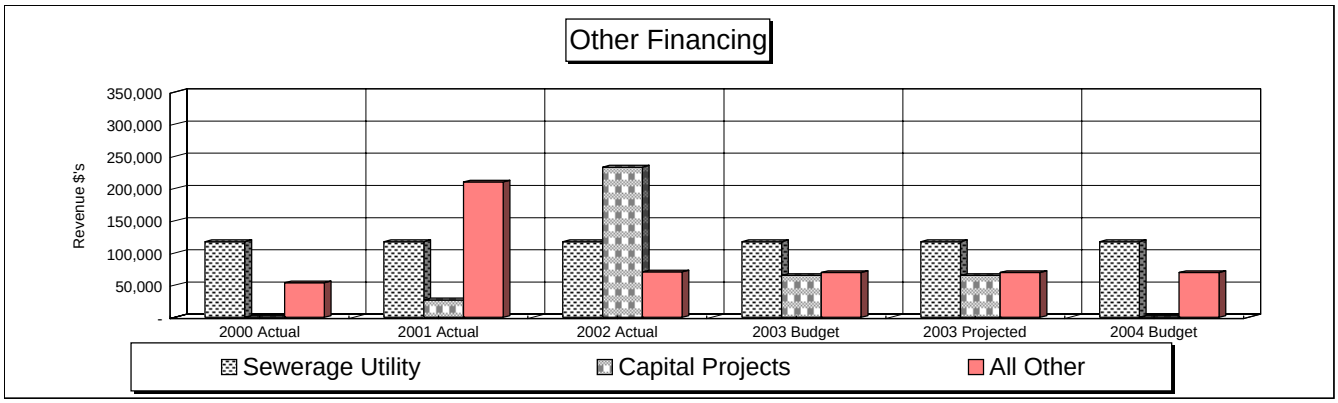
	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Other Revenue	628,710	1,091,984	813,435	713,983	713,983	995,884	39.48%



Other revenue includes fees, commissions, damage to City property and other reimbursements.

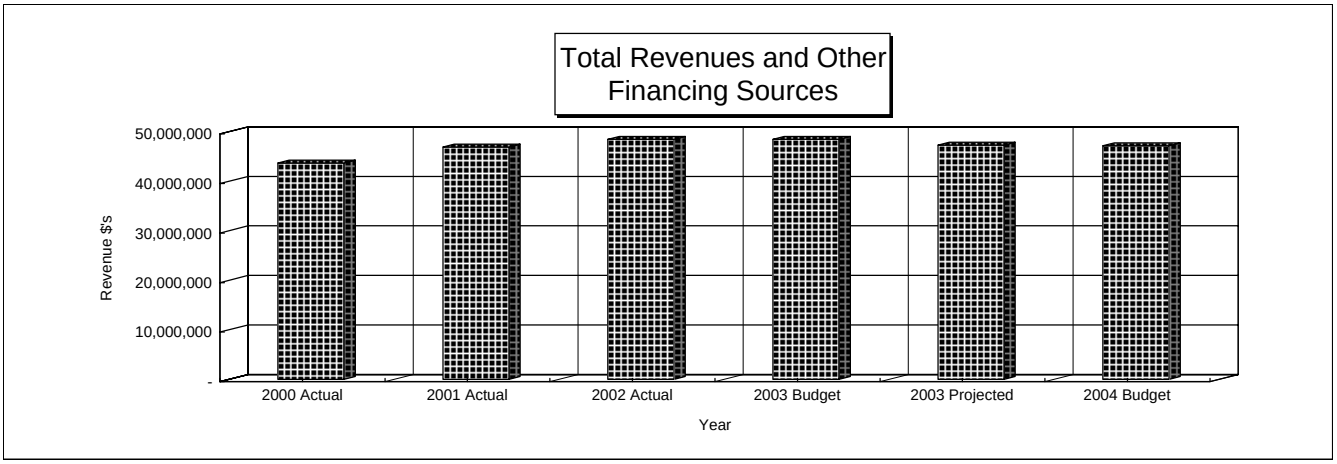
CITY OF APPLETON 2004 BUDGET
GENERAL FUND REVENUES

Other Financing Sources	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Water Utility	13,800	13,800	13,800	13,800	13,800	13,800	0.00%
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	-	156,546	16,842	16,000	16,000	16,000	0.00%
Capital Projects	-	26,915	233,200	65,000	65,000	-	N/A
Total Other Financing Sources	**170,950**	**354,411**	**420,992**	**251,950**	**251,950**	**186,950**	**-25.80%**



Charges for administrative expenditures (centrally budgeted services such as personnel, accounting and information services) incurred by the City on behalf of all funds are recovered by the General Fund through this charge. As we move forward with performance based budgeting, it is our goal to allocate these overhead costs based on actual time. This will require a time management system that can tie in with a payroll system. The current charges are a result of the 1994 David M. Griffith Cost of Services Study.

	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Total Revenues and Other Financing Sources	**43,742,550**	**46,973,504**	**48,492,108**	**48,468,733**	**47,328,733**	**47,212,421**	**-0.25%**



CITY OF APPLETON 2004 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 2003 EVENTS

In 2003, the Mayor represented Appleton's interests in Madison and lobbied for the continuation of shared revenue. It was necessary for the Mayor to work with department heads to develop a budget that includes a $1,237,155 decrease in shared revenue.

Much of Mayor Hanna's time and effort was focused on development within the City of Appleton. Not only was the Mayor involved in the Purdy Annexation and development along the riverfront, but also the redevelopment of the Valley Fair Mall into a youth mall. One major challenge the City of Appleton faced in the redevelopment of old buildings, especially in the downtown district, was enforcing a new State Building Code. As a result, a more proactive approach was taken in assisting developers that redevelop existing buildings.

When the Salvation Army announced their need to move from their present facility on South Morrison Street to their North Morrison Street facility, Mayor Hanna invited representatives of the Salvation Army to meet with staff and alderpersons whose districts would be impacted. This was done because temporary housing facilities, emergency housing shelters, halfway houses and group homes, often meet neighborhood resistance when trying to relocate in a neighborhood. During this meeting a strategy was developed and followed by the Salvation Army. As a result, not one neighbor opposed the relocation.

In an effort to ensure that the City's interests were represented in Calumet County, and to build stronger relations with our supervisors who represent Appleton on the Calumet County Board, the Mayor conducted informational meetings with those representatives. Those meetings have brought a better understanding of the awareness of City government as it pertains to Appleton's Calumet County residents. This awareness includes traffic issues on the south side of Appleton due to the enormous growth in that area.

The Riverfront Implementation Plan was passed by the Common Council and implemented. The Mayor appointed the Riverfront Action Committee, who meet on a monthly basis, to oversee the Plan by assuring collaboration by all stakeholders, both public and private, in riverfront development. The Mayor's Executive Assistant has visited other municipalities with riverfronts in an effort to gather information on their riverfront development.

The Youth Advisory Board, which began in September, 2002, has completed its first year with a great deal of progress. Board positions were appointed and monthly meetings were held. During these meetings, the Board prepared instructions for the area high schools on the appointment process of new members in an effort to keep the Board intact after the graduating members exit. Also, in March, 2003 the Youth Advisory Board conducted an aldermanic candidate forum.

In an effort to maximize communication and information between City departments, the Mayor proposed that a directory of contact sheets be implemented to provide frontline employees with a tool to deliver consistent information to constituents contacting the City. This tool has been implemented and is proving to be very useful.

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

MAJOR 2004 OBJECTIVES

Work with department heads to prepare the Executive Budget and implement the vision outlined by the City's policy makers

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

Continue to meet the needs of a growing diverse population and further awareness and understanding of those needs

Improve the environment in Appleton to promote business and industry and attract investment

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

Present and communicate information on the City of Appleton to attract development and investment

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

Provide professional and reliable service to those seeking to make investments in the City of Appleton

Create developable parcels throughout Appleton, especially in the City's industrial and business parks, redevelopment districts, and tax incremental financing districts

Continue to support and encourage investments in established residential and commercial districts through housing and neighborhood services

DEPARTMENT BUDGET SUMMARY

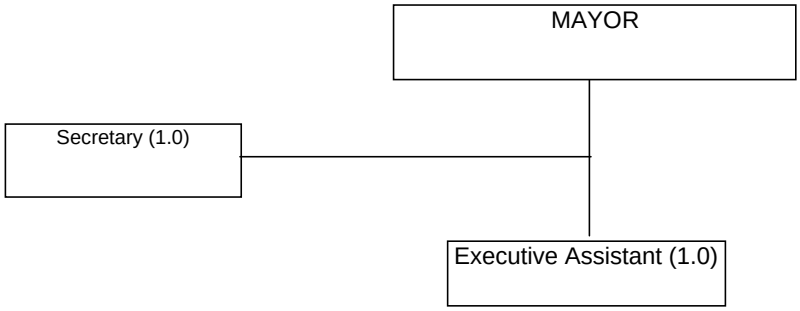
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ -	$ 1,000	$ 7,000	$ 7,000	$ -	-100.00%
10510	Administration	129,314	151,133	114,364	114,364	77,522	-32.21%
10520	Citizen Outreach	106,714	94,788	142,807	142,807	94,654	-33.72%
10530	Intergovernmental	25,594	26,757	35,862	35,862	35,037	-2.30%
TOTAL		$ 261,622	$ 272,678	$ 293,033	$ 293,033	$ 207,213	-29.29%
Expenses Comprised Of:							
Personnel		214,270	223,593	224,456	224,456	159,953	-28.74%
Administrative Expense		30,217	25,765	35,978	35,978	26,013	-27.70%
Supplies & Materials		15,471	12,616	17,299	17,299	10,395	-39.91%
Purchased Services		153	8,899	14,040	14,040	9,100	-35.19%
Utilities		1,406	1,625	1,260	1,260	1,752	39.05%
Repair & Maintenance		105	180	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Personnel

DEPARTMENT ORGANIZATION



The position of Executive Assistant to the Mayor is not funded for 2004.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	3.00	3.00	$ 224,456	$ 159,953	-28.74%
Personnel Allocated to General Fund	**3.00**	**3.00**	**$ 224,456**	**$ 159,953**	**-28.74%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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: "…encourage open and productive working relationships.", # 2: "…recognize and celebrate individuals, teams and departments for their accomplishments….", and # 5: " Encourage an open and collaborative annual budgeting process …".

Objectives:

Prepare the 2005 Executive Budget and Capital Improvement Plan
Promote interdepartmental communication which includes having more staff involvement in "big picture" budget process
Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
Communicate with Council regarding City operations and issues before the Common Council for consideration
Conduct department head team building retreat and quarterly follow-up sessions (i.e. Covey training)
Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations (not line items) to committees early for information
Bring emerging issues and updates to committee of jurisdiction (short informative)
Involve Council President in building Council relationships
Involve Council in any changes to the vision and strategic plan
Schedule team building exercise with Council and staff

Major Program Changes:

This budget reflects not funding the position of Executive Assistant to the Mayor for 2004. 56% of that position was allocated to this business unit ($40,801). The position will be held open in the table of organization.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
All department heads feel part of a team					
Positive survey response	New measure	75%	75%	75%	75%
Strategic Outcomes					
Timely completion of the operating budget	Yes	Yes	Yes	Yes	Yes
There is a clear vision as to the direction in which the City is moving					
Positive survey response	New measure	75%	75%	75%	75%
There is a positive working relationship with the Council					
Positive survey response	New measure	75%	75%	75%	75%
Work Process Outputs					
Informal monthly meetings with alderpersons regarding city operations and issues					
% of Council members Mayor contacts on a monthly basis	75%	75%	75%	75%	75%
Regular staff meetings per month	2	2	2	2	2

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 82,355	$ 88,216	$ 78,195	$ 78,195	$ 51,512
6150 Fringes	32,238	34,625	29,297	29,297	19,445
6201 Training\Conferences	1,906	260	1,900	1,900	2,000
6206 Parking Permits	1,812	-	1,008	1,008	972
6301 Office Supplies	566	601	600	600	700
6302 Subscriptions	309	177	415	415	416
6303 Memberships & Licenses	25	60	-	-	-
6304 Postage\Freight	3,881	13,265	-	-	-
6305 Awards & Recognition	-	-	-	-	30
6307 Food & Provisions	223	-	-	-	-
6316 Miscellaneous Supplies	620	230	450	450	-
6320 Printing & Reproductio	3,868	11,894	699	699	695
6408 Contractor Fees	-	-	540	540	-
6413 Utilities	1,406	1,625	1,260	1,260	1,752
6418 Equipment Repairs/Maint	105	180	-	-	-
Total Expense	$ 129,314	$ 151,133	$ 114,364	$ 114,364	$ 77,522

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM MISSION

In order to develop a sense of community and 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 Strategy # 4: "… a government that informs its citizens and encourages active and positive participation in support of the community."

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
Publish informative and well-written editions of AppleSource, the City's official newsletter
Continue the use of open hours and implement other initiatives to provide easier public access to City government
Conduct student "rap sessions" with high school and middle school students
Work with Youth Advisory Board

Major Program Changes:

This budget reflects decreasing the frequency of the City's official newsletter from quarterly to semi-annually and not funding the position of Executive Assistant to the Mayor for 2004. 42% of that position was allocated to this business unit ($30,601). The position will be held open in the table of organization.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of citizens surveyed who found employees knowledge to be excellent or good	New measure	81%	81%	N/A	N/A
Strategic Outcomes					
Citizens have an enriched sense of community					
% of citizens surveyed who feel that Appleton is an excellent or good place in which to live	New measure	91%	91%	N/A	N/A
Work Process Outputs					
Quarterly or semi-annual City newsletter	4	4	4	4	2
% of phone & e-mail inquiries answered within 48 hours	95%	95%	95%	95%	95%
% of letters replied to within seven working days	95%	87%	90%	90%	90%
% of requests met for community events	70%	70%	70%	70%	70%
# of people who see Mayor during open hours	8/session	7/session	8/session	8/session	8/session
# of meetings with high school and middle school students	6	5	5	5	5

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5020 Donations & Memorials	$ -	$ 1,000	$ 7,000	$ 7,000	$ -
Total Expense	$ -	$ 1,000	$ 7,000	$ 7,000	$ -
Expenses					
6101 Regular Salaries	$ 60,329	$ 60,319	$ 65,081	$ 65,081	$ 45,696
6102 Labor Pool Allocations	-	-	1,100	1,100	600
6104 Call Time	-	-	115	115	-
6105 Overtime	-	-	240	240	-
6150 Fringes	23,777	24,803	26,141	26,141	19,418
6201 Training\Conferences	20	48	-	-	-
6202 Local Auto Expense	-	80	-	-	-
6301 Office Supplies	-	187	100	100	150
6304 Postage/Freight	11,202	-	19,080	19,080	9,700
6305 Awards & Recognition	250	339	400	400	250
6307 Food & Provisions	-	20	300	300	40
6316 Miscellaneous Supplies	-	492	500	500	-
6320 Printing & Reproduction	10,983	-	15,450	15,450	9,700
6325 Construction Materials	-	-	200	200	-
6404 Consulting Services	-	7,500	-	-	-
6412 Advertising/Publication	148	-	-	-	-
6503 Rent	-	-	600	600	-
6599 Other Contracts/Obligat'ns	5	1,000	13,500	13,500	9,100
Total Expense	$ 106,714	$ 94,788	$ 142,807	$ 142,807	$ 94,654

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM MISSION

To maintain and further develop constructive (positive) relationships with other government 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 Strategy # 4: "… pursue regional cooperation of services…".

Objectives:

Monitor and influence state and federal legislative and regulatory processes that could affect the City
Actively participate in the Wisconsin Alliance of Cities, League of Wisconsin Municipalities, 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
Meet with County Executives of Winnebago and Outagamie Counties along with the Supervisors that represent Appleton in the Calumet County Board to identify, discuss and implement joint initiatives
Work with AASD (Appleton Area School District) to re-address the feasibility of the 1997 City/AASD list of initiatives
Continue participation on the Wisconsin Land Council
Develop strategy for regional discussions

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Citizens' views are represented					
% of citizens surveyed who strongly or somewhat approve of the overall direction the City is taking	New measure	62%	70%	N/A	N/A
Strategic Outcomes					
Decisions made to the benefit of Appleton					
# of issues lobbied that have a favorable benefit for the citizens of Appleton	15	15	15	15	15
Work Process Outputs					
# of meetings with other units of government	5/mo.	6/mo.	6/mo.	6/mo.	6/mo.
# of initiatives identified	7	10	12	12	12
# of meetings with Youth Advisory Board	New measure	4	12	12	12

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 11,300	$ 11,272	$ 17,954	$ 17,954	$ 17,192
6150 Fringes	4,272	4,357	6,333	6,333	6,090
6201 Training\Conferences	62	185	470	470	500
6202 Local Auto Expense	-	-	461	461	-
6301 Office Supplies	-	-	100	100	50
6303 Memberships & Licenses	9,960	10,544	10,544	10,544	11,205
6599 Other Contracts/Obligat'ns	-	399	-	-	-
Total Expense	$ 25,594	$ 26,757	$ 35,862	$ 35,862	$ 35,037

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
Wisconsin Alliance of Cities	$ 10,881
Fox Cities Chamber of Commerce	324
	$ 11,205

CITY OF APPLETON 2004 BUDGET
OFFICE OF THE MAYOR

NOTES

CITY OF APPLETON 2004 BUDGET
COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2004 OBJECTIVES

Link to City Goals:

Implements Key Strategies # 2: "….pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

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

Provide constituent services

Communicate with constituents via televised Council proceedings

Participate in exercise(s) to improve Council relations among Council and with staff

Identify and participate in internal and external training opportunities

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	89%	100%	100%	100%	100%
Overall average attendance	89%	93%	95%	96%	95%
Participation in scheduled informal meetings among Council or with staff	New measure	83%	75%	93%	75%
Participation in internal or external training opportunities	New measure	25%	50%	13%	50%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
Program Expenses							
10000	Common Council	127,628	127,856	124,625	124,625	127,287	2.14%
TOTAL		$ 127,628	$ 127,856	$ 124,625	$ 124,625	$ 127,287	2.14%
Expenses Comprised Of:							
Personnel		105,587	100,295	96,112	96,112	98,992	3.00%
Administrative Expense		12,342	12,335	12,913	12,913	12,695	-1.69%
Supplies & Materials		376	871	600	600	600	0.00%
Purchased Services		9,323	14,355	15,000	15,000	15,000	0.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Improvements		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
COMMON COUNCIL

Personnel

DEPARTMENT ORGANIZATION

Council Members
(16)

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	16.00	16.00	$ 96,112	$ 98,992	3.00%
Personnel Allocated to General Fund	**16.00**	**16.00**	**$ 96,112**	**$ 98,992**	**3.00%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
COMMON COUNCIL

Common Council **Business Unit 10000**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 97,797	$ 92,738	$ 89,280	$ 89,280	$ 91,952
6150 Fringes	7,790	7,557	6,832	6,832	7,040
6201 Training\Conferences	989	459	555	555	550
6303 Memberships & Licenses	10,961	11,548	11,858	11,858	11,745
6305 Awards & Recognition	68	85	200	200	100
6307 Food & Provisions	324	243	300	300	300
6316 Miscellaneous Supplies	12	52	-	-	-
6320 Printing & Reproduction	364	819	600	600	600
6599 Other Contracts/Obligat'ns	9,323	14,355	15,000	15,000	15,000
Total Expense	$ 127,628	$ 127,856	$ 124,625	$ 124,625	$ 127,287

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Memberships & licenses

Wisconsin League of Municipalities membership	$ 11,745
	$ 11,745

Other Contracts & Obligations

UW Center Fox Valley taping of Council meetings	$ 15,000
	$ 15,000

CITY OF APPLETON 2004 BUDGET
COMMON COUNCIL

NOTES

CITY OF APPLETON 2004 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 2003 EVENTS

The City has received an unqualified opinion on its 2002 financial audit. We supplied the auditors with two personal computers to gain access to the City's general ledger this year which allowed them to retrieve information independently freeing up staff time and improving the efficiency of the audit. The auditors completed field work in record time (6 ½ days). The audit was distributed at the first Common Council meeting in June. The management letter noted only informational items related to upcoming regulations with no new issues related to improvement of internal controls.

In the purchasing area, we continue to refine the JDEdwards purchasing system that was implemented at the Municipal Services Building in the last quarter of 2002 and are beginning to work with Parks and Recreation, Police and Fire. The equipment maintenance insurance program was implemented which is projected to save about 20% for each piece of equipment covered. Our Purchasing Manager also completed his certification program and earned the designation of a Certified Professional Public Buyer.

The Accounting Manager carried out the final changes to implement the new banking and investment services contract. We now have greater on-line access to our accounts and enhanced fraud protection due to the implementation of positive pay. She gained her Certified Public Accounting certification.

The Budget Manager has performed audits of performance measures. We have implemented changes recommended by the Government Finance Officers Association review of our 2003 Budget and also made some budget page modifications to make the document more user friendly for 2004. He completed the Certified Management Accounting certification.

The Deputy Director completed the transition of Valley Transit's accounting system to the City's JDEdwards general ledger package (with little disruption to both departments normal work processes), implemented new procedures to more accurately pay and report workers comp payments to City employees, and participated on the committee to institute a Citywide asset management system.

The Grants Administrator helped facilitate a new pilot project that will bring over $200,000 of HOME rental assistance to the Appleton community over the next two years. This will be one of only three pilot projects in the State of Wisconsin. Additionally, the Grants Administrator was successful in renewing the Continuum of Care application that will bring over $500,000 to the Appleton community over the next three years.

The support staff continues to implement procedures to streamline their day to day duties including accounts payable, payroll, collection and billing functions. A notable project was the implementation of the Tax Refund Intercept Program and towing of vehicles (for chronic parking offenders) to recover funds due the City.

Finally, the Finance Director has been involved with several special projects for the City including the Purdy annexation, Copper Leaf Hotel, TIF District administration and congeneration analysis requested by alderpersons.

Primary Concentration for Remainder of Year:
The Department's main focus will be preparation for the implementation of GASB 34 for the 2003 Financial Statements and the completion of the 2004 Budget.

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT

MAJOR 2004 OBJECTIVES

Maintain a sound credit rating in the financial community and assure 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 complaints

Finalize analysis and implementation of electronic payment options for City services

Continue development of performance based budgeting and provide education and support for departments

Implementation of Accounts Receivable JDEdwards package with assistance from Information Services regarding any connections to AS 400 systems

Continue implementation of purchasing procedures and policies and identification of areas where cost savings can be achieved

Training of staff and continued focus on technology improvements that will allow the Department to continue to meet the demands of a growing City as efficiently as possible

Emphasis on promoting a department working environment conducive to employee productivity, growth and retention

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

Implementation of GASB 34

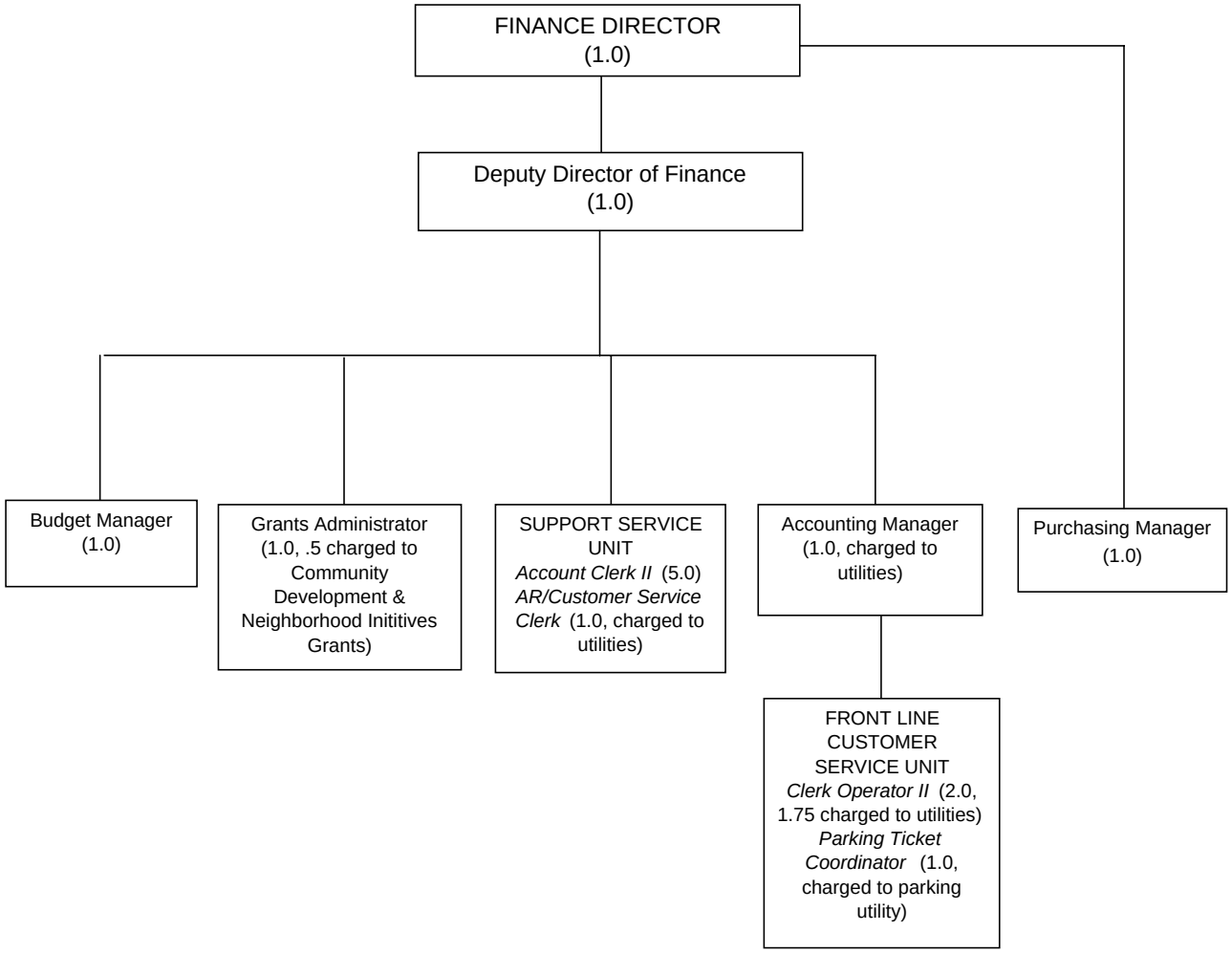
DEPARTMENT BUDGET SUMMARY

		Actual		Budget			%
Unit	**Title**	**2001**	**2002**	**Adopted 2003**	**Amended 2003**	**2004**	**Change ***
Program Revenues		$ 10,123	$ 5,455	$ 9,500	$ 9,500	$ 6,000	-36.84%
Program Expenses							
11510	Administration	176,024	144,206	164,694	164,694	152,761	-7.25%
11520	Billing & Collection Svc	113,278	95,049	120,870	131,173	88,641	-26.66%
11530	Support Services	501,668	569,546	554,174	576,860	585,610	5.67%
TOTAL		$ 790,970	$ 808,801	$ 839,738	$ 872,727	$ 827,012	-1.52%
Expenses Comprised Of:							
Personnel		606,201	636,419	644,782	644,782	647,015	0.35%
Administrative Expense		35,565	36,702	36,560	36,560	30,895	-15.50%
Supplies & Materials		17,056	16,054	16,516	26,819	13,807	-16.40%
Purchased Services		124,137	112,806	132,730	155,416	126,008	-5.06%
Utilities		6,525	5,921	6,850	6,850	5,750	-16.06%
Repair & Maintenance		1,486	899	2,300	2,300	3,537	53.78%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT
Personnel

DEPARTMENT ORGANIZATION



** Approximate FTE of part time/temporary staff; not included in headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total Staff per Organization Chart	16.00	15.00	887,002	894,168	0.81%
Allocations to Other Funds:					
Water Utility	(1.48)	(1.48)	(67,486)	(71,361)	5.74%
Wastewater Utility	(1.48)	(1.48)	(67,486)	(71,361)	5.74%
Stormwater Utility	(0.73)	(0.73)	(29,832)	(32,539)	9.07%
Parking Utility	(1.05)	(1.05)	(38,666)	(40,092)	3.69%
Community Development Grants	(0.50)	(0.38)	(31,250)	(24,168)	-22.66%
Emergency Shelter Grant	(0.10)	(0.10)	(6,250)	(6,360)	1.76%
Continuum of Care Grant	(0.02)	(0.02)	(1,250)	(1,272)	1.76%
Personnel Allocated to General Fund	**10.63**	**9.75**	**644,782**	**647,015**	**0.35%**

* % change from prior year adopted budget.

CITY OF APPLETON 2004 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: "Train, develop, and support our human resources…" and # 4: "…encourage open and productive working relationships."

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 technology needs

Provide support and accountability towards our department vision statement, "The Finance Department will provide excellent service in a helpful, courteous and professional manner. We will do our work and interact with each other in a way that demonstrates a positive attitude, respect, mutual support, enthusiasm, and a sense of fun."

Major Program Changes:

Decrease is due to the reallocation of the Director's salary to the Support Services Program. The reallocation more closely reflects the actual time spent performing these activities as evidenced by the upgraded payroll system. We have eliminated all funds for food & provisions and the Director's cell phone.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	100%	90%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	10	11	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	18	17	20	20	20
Procedures manuals updated					
% of manuals rated current	75%	75%	100%	90%	100%

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT

Administration **Business Unit 11510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ -	$ 107,253	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	10,104	5,528	9,500	9,500	6,000
5010 Misc Revenue - Nontax	30	60	-	-	-
5011 Misc Revenue - Tax	40	80	-	-	-
5085 Cash Short or Over	(51)	(213)	-	-	-
Total Revenues	$ 10,123	$ 112,708	$ 9,500	$ 9,500	$ 6,000
Expenditures					
6101 Regular Salaries	$ 102,352	$ 67,189	$ 91,371	$ 91,371	$ 88,173
6105 Overtime	1,458	279	1,449	1,449	300
6110 Other Compensation	106	2,628	-	-	-
6114 Sick Pay	279	1,137	-	-	-
6115 Vacation Pay	1,305	11,730	-	-	-
6150 Fringes	37,130	33,660	36,136	36,136	36,817
6201 Training\Conferences	9,686	10,075	13,700	13,700	9,200
6202 Local Auto Expense	406	386	100	100	-
6205 Employee Recruitment	66	-	-	-	-
6206 Parking Permits	499	642	772	772	820
6301 Office Supplies	3,356	2,910	3,810	3,810	2,940
6302 Subscriptions	504	226	750	750	250
6303 Memberships & Licenses	1,304	1,405	1,360	1,360	1,490
6304 Postage\Freight	-	500	-	-	-
6305 Awards & Recognition	13	-	-	-	225
6307 Food & Provisions	164	36	200	200	-
6315 Books & Library Material	871	469	475	475	250
6320 Printing & Reproduction	6,974	3,657	6,646	6,646	5,846
6327 Miscellaneous Equipment	1,294	1,149	700	700	700
6404 Consulting Services	1,125	175	375	375	-
6412 Advertising/Publication	607	32	-	-	-
6413 Utilities	6,525	5,921	6,850	6,850	5,750
Total Expenditures	$ 176,024	$ 144,206	$ 164,694	$ 164,694	$ 152,761

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 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 provide 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: "… pursue regional cooperation of services…" and #6: "… work to continuously improve the efficiency and effectiveness of City services...."

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

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 general information guide to direct and inform customers

Provide professional and courteous service

Major Program Changes:

We propose to reduce the collection staff by one FTE due to some technical efficiencies gained, the transfer of the information line to the Library reference desk and utilizing staff from the support services area to assist with busier collection periods. We have eliminated advertising for tax collection dates.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,471	1,116	1,200	1,150	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	68%	67%	75%	65%	67%
Service turnoffs	58	64	50	70	60
Work Process Outputs					
Financial transaction processing					
Receipts posted	197,458	196,297	200,000	200,000	190,000
Information response					
% staff trained in customer svc.	95%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT
Billing & Collection Services **Business Unit 11520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenditures					
6101 Regular Salaries	$ 62,048	$ 48,159	$ 73,097	$ 73,097	$ 45,227
6102 Labor Pool Allocations	-	100	-	-	-
6105 Overtime	1,636	640	1,159	1,159	4,789
6108 Part-Time	807	-	-	-	-
6110 Other Compensation	28	13	-	-	-
6114 Sick Pay	634	4,011	-	-	-
6115 Vacation Pay	1,683	3,991	-	-	-
6150 Fringes	27,993	21,037	28,909	28,909	22,316
6201 Training\Conferences	47	399	-	-	-
6206 Parking Permits	1,234	1,909	1,660	1,660	1,612
6301 Office Supplies	-	111	-	-	-
6304 Postage\Freight	10,477	11,065	10,900	10,900	11,195
6316 Miscellaneous Supplies	68	590	-	-	-
6320 Printing & Reproduction	1,652	1,004	1,995	1,995	975
6327 Miscellaneous Equipment	529	432	650	10,953	650
6411 Temporary Help	3,242	1,151	-	-	-
6412 Advertising	94	9	800	800	-
6418 Equip Repairs & Maint	1,106	428	1,700	1,700	1,877
Total Expenditures	$ 113,278	$ 95,049	$ 120,870	$ 131,173	$ 88,641

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage

Real estate tax bills	$ 11,195
	$ 11,195

CITY OF APPLETON 2004 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: " ...evaluate and determine city-wide priorities…", # 2: "… pursue regional cooperation of services…", # 5: "… work to improve influence over statutory and regulatory processes.", and #6: "… work to continuously improve the efficiency and effectiveness of City services....".

Objectives:

Serve as the collection point for all payroll data and monitor the processing of the City's payroll and related reports to ensure compliance with the City personnel policy and government regulations

Produce timely payments to employees and vendors for contracted obligations to maintain a high level of credibility

Account for real and personal property taxes in a timely and efficient manner at the least possible cost thus accumulating funds for providing maximum services to the public

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

Provide administration of the City's accounts receivable and collection functions (NSF, small claims, special assessments)

Provide accurate service invoices for the City and produce reminder notices for delinquent accounts to sustain an adequate cash flow

Implement continued phases of the performance-based budget process

Provide financial reporting and coordinate the annual City audit

Actively identify and pursue local and regional cooperative purchasing opportunities

Major Program Changes:

Increase is due to the reallocation of the Director's salary from the Administrative Program. The reallocation more closely reflects the actual time spent performing these activities as evidenced by the upgraded payroll system.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	75%	92%	100%	100%	100%
# of items received after cutoff	5	4	4	3	3
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	1	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	217	241	225	225	225
Avg. # of A/P checks issued monthly	1,259	1,143	1,100	1,050	1,050

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT

Support Services **Business Unit 11530**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenditures					
6101 Regular Salaries	$ 254,527	$ 284,330	$ 292,388	$ 292,388	$ 315,565
6105 Overtime	6,954	3,657	4,637	4,637	2,059
6110 Other Compensation	55	39	-	-	-
6113 Shift Differential	6	4	-	-	-
6114 Sick Pay	242	5,462	-	-	-
6115 Vacation Pay	4,146	18,802	-	-	-
6150 Fringes	102,813	129,548	115,636	115,636	131,769
6201 Training\Conferences	3,770	3,166	-	-	-
6202 Local Auto Expense	55	-	-	-	-
6206 Parking Permits	2,700	2,692	2,808	2,808	2,713
6301 Office Supplies	344	46	-	-	-
6302 Subscriptions	289	-	-	-	-
6303 Memberships & Licenses	25	549	-	-	-
6304 Postage\Freight	150	136	-	-	-
6305 Awards & Recognition	450	450	500	500	450
6307 Food & Provisions	25	-	-	-	-
6315 Books & Library Material	56	-	-	-	-
6316 Miscellaneous Supplies	602	866	650	650	650
6320 Printing & Reproduction	4,672	3,499	4,750	4,750	4,086
6327 Miscellaneous Equipment	339	4,389	650	650	650
6401 Accounting/Audit	12,363	19,721	24,655	24,655	24,655
6403 Bank Services	105,277	89,413	105,000	105,000	99,353
6404 Consulting Services	-	-	-	22,686	-
6412 Advertising	1,198	1,971	1,100	1,100	1,500
6418 Equip Repairs & Maint	379	471	600	600	1,660
6599 Other Contracts/Obligat'ns	231	335	800	800	500
Total Expenditures	$ 501,668	$ 569,546	$ 554,174	$ 576,860	$ 585,610

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Accounting/Audit	
Annual financial audit	$ 22,655
Special accounting research	2,000
	$ 24,655
Bank Services	
Banking fees	$ 15,353
Investment fees	84,000
	$ 99,353

CITY OF APPLETON 2004 BUDGET
FINANCE DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

MAJOR 2003 OBJECTIVES

These programs are comprised of a variety of activities not specifically under the jurisdiction of a single department.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 21,476,382	$ 21,150,025	$ 21,333,950	$ 21,333,950	$ 19,527,979	-8.47%
Program Expenses							
12020	Reserves & Conting.	200	-	948,684	1,743,684	1,204,004	26.91%
12030	City Center	574,604	569,736	501,685	501,685	358,251	-28.59%
12050	Miscellaneous	614,361	642,468	626,362	626,362	570,788	-8.87%
12060	Transfers Out	1,559,338	1,510,967	506,329	1,361,589	514,599	1.63%
TOTAL		$ 2,748,503	$ 2,723,171	$ 2,583,060	$ 4,233,320	$ 2,647,642	2.50%
Expenses Comprised Of:							
Personnel		253,196	143,218	1,208,684	1,698,797	1,463,665	21.10%
Administrative Expense		2,084,299	1,981,983	1,005,641	2,090,788	1,025,554	1.98%
Supplies & Materials		771	-	3,000	3,000	3,000	0.00%
Purchased Services		26,464	30,598	25,500	100,500	500	-98.04%
Utilities		2,609	472	500	500	500	0.00%
Repair & Maintenance		381,164	378,085	306,185	306,185	153,851	-49.75%
Capital Expenditures		-	188,815	33,550	33,550	572	-98.30%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 performance increases.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

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

The wage reserve is a reserve for unsettled labor contracts and the non-represented compensation plan performance increases. It is distributed to the various general fund departments as those contractual obligations become known.

The reserve for contingencies is a reserve for unforeseen emergencies or opportunities that occur throughout the year. If approved by the Finance Committee and two-thirds of the Common Council, the funds are transferred to the requesting department's operating budget. The contingency balance is $220,000. No funds have been expended, therefore no additional contingency funds were budgeted from 2000 through 2004.

Major Program Changes:

Salary adjustments to be covered from the wage reserve are General Fund non-represented staff cost of living increases (COLA) and performance adjustments for 2004, and Teamster, Fire, and Police Officers' COLA for 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	0	0	0	0	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	$ 220,000	$ 220,000	$ 220,000	$ 220,000	$ 220,000
Contingency funds expended	$ 0	$ 0	$ 0	$ 0	$ 0

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

Reserves and Contingencies **Business Unit 12020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6599 Other Contracts/Obligat'ns	$ 200	$ -	$ -	$ 75,000	$ -
6640 Reserve for Contingencies	-	-	-	220,000	-
6641 Wage Reserve	-	-	948,684	1,448,684	1,204,004
Total Expense	$ 200	$ -	$ 948,684	$ 1,743,684	$ 1,204,004

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Wage Reserve

Cost of living increases and performance adjustments for non-represented staff and cost of living increases for all represented staff	$ 1,204,004
	$ 1,204,004

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM MISSION

For the benefit of General Fund departments, in order to provide an adequate amount of functional work space, this program will provide for various facilities expenses.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

To provide for the condominium dues, capital replacement needs, maintenance and cleaning of the 1st, 5th and 6th floors of City Center and the area beneath the Avenue Ramp, and for the maintenance and cleaning of the Police Station, Fire Stations, Municipal Services Building, and Parks and Recreation office.

Major Program Changes:

This budget reflects a change in the way building maintenance expenses are allocated. In prior years janitorial supplies and services have been allocated from Central Building Maintenance (CBM) to this program budget for all General Fund departments. With the 2004 budget, janitorial supplies and service will be charged directly to departments (decrease in this program of $138,434 from 2003).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Adequate products are supplied to facilities					
# of unexpected deliveries	0	0	2	0	0
Strategic Outcomes					
Provision of custodial services with minimal disruption to client services					
# of complaints addressed	1	3	2	3	2
% of clients satisfied with services	88%	100%	90%	100%	100%
Work Process Outputs					
# of inspections	12	12	12	12	12

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6406 Building Maint./Janitorial	$ -	$ -	$ -	$ -	$ 13,900
6413 Utilities	2,609	472	500	500	500
6414 Janitorial Service	-	-	-	-	81,616
6420 CBM charges	381,164	378,085	306,185	306,185	72,235
6502 Leases	187,831	189,679	192,000	192,000	190,000
6503 Rent	3,000	1,500	3,000	3,000	-
Total Expense	$ 574,604	$ 569,736	$ 501,685	$ 501,685	$ 358,251

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Building Maint./Janitorial	
Various supplies for cleaning and maintenance of City Hall	$ 13,900
	$ 13,900
Janitorial Service	
Contracted janitorial service for City Hall	$ 81,616
	$ 81,616
CBM charges	
Misc. projects - City Hall	$ 15,000
Custodial services, all General Fund departments	57,235
	$ 72,235
Leases	
City Hall condominium dues	$ 190,000
	$ 190,000

CITY OF APPLETON 2004 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 # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

The following expenditures are provided for by this program:

	2003	2004
Special Assessments for General Fund Properties	70,430	572
Tax Adjustments	5,000	5,000
Bus Fare Program	750	-
Employee Recognition	7,500	1,150
Historical Society	25,000	-
Retirees	170,000	170,000
Fire and Police Pension (old plan)	90,000	89,661
Insurance	291,062	300,905
Miscellaneous	3,500	3,500
Total	$ 663,242	$ 570,788

Major Program Changes:

More retirees are expected in 2004 than in 2003. There is only one project on which the General Fund will need to pay Utility special assessments for 2004. The Outagamie County Historical Society matching grant ($25,000) is not funded for 2004 (see resolution on page 548).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	15	14	15	14	14
# of retirees	15	4	8	2	11
Average payout	$ 10,869	$ 12,278	$ 21,250	$ 26,938	$ 15,111

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

Miscellaneous **Business Unit 12050**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 19,596,190	$ 21,463,222	$ 21,900,099	$ 21,900,099	$ 22,173,800
4120 Tax From Municipal Utility	940,728	980,192	980,192	980,192	940,728
4130 Pmt in Lieu of Taxes	422,708	424,627	427,800	427,800	408,400
4220 State Shared Revenues	12,370,903	12,495,488	12,620,442	12,620,442	11,442,777
4221 State Tax Disparity Act	1,426,006	1,368,796	1,417,232	1,417,232	1,349,284
4222 Highway Aids - Con. Strts	226,607	225,118	226,607	226,607	225,000
4223 State Aid - Local Streets	2,537,117	2,410,261	2,510,261	2,510,261	2,520,733
4224 Miscellaneous State Aid	85,579	173,569	-	-	-
4227 State Aid - Computers	374,646	407,773	427,773	427,773	290,000
4405 Trailer Parking	16,706	15,325	18,000	18,000	15,000
4411 Sundry Permits	3	-	-	-	-
4614 Miscellaneous Specials	19,567	23,668	18,000	18,000	18,000
4705 General Interest	36,558	55,223	45,000	45,000	50,000
4710 Interest on Investments	1,776,778	1,277,595	1,650,000	1,650,000	1,195,000
4715 Gain on Sale of Investm'ts	133,213	112,580	-	-	-
4716 Unrealized Gains/Losses	(229,736)	10,885	-	-	-
4720 Interest on Delinquent Tax	78,292	75,362	75,000	75,000	75,000
4730 Interest - Deferred Specials	100,233	95,658	120,000	120,000	80,000
5001 Fees & Commissions	387,037	425,388	425,000	425,000	410,000
5002 Zoning & Subdivision Fees	6,560	1,250	4,000	4,000	-
5003 Property Inquiry Fees	74,444	92,773	60,000	60,000	70,000
5004 Sale of City Prop - Nontax	39,924	7,148	34,893	34,893	215,707
5005 Sale of City Prop - Tax	18,313	17,288	15,000	15,000	15,000
5007 Exempt Property Fee	-	830	-	-	-
5010 Misc Revenue - Nontax	12,426	1,851	5,000	5,000	-
5011 Misc Revenue - Tax	-	59	-	-	-
5015 Rental of City Property	1,800	20,433	1,800	1,800	20,400
5035 Other Reimbursements	265,559	9,893	-	-	-
5922 Trans In - Special Revenue	26,915	16,842	16,000	16,000	16,000
5924 Trans In - Capital Projects	156,546	-	65,000	65,000	-
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	13,800	13,800	13,800	13,800	13,800
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	$ 41,072,572	$ 42,380,047	$ 43,234,049	$ 43,234,049	$ 41,701,779
Expenses					
6108 Part-Time	$ 150	$ -	$ -	$ -	$ -
6111 Severance Pay for Retirees	136,300	49,110	140,000	130,113	140,000
6150 Fringes	26,736	3,079	30,000	30,000	30,000
6152 Retirement	90,010	91,061	90,000	90,000	89,661
6305 Awards & Recognition	6,988	5,337	7,500	17,387	1,150
6316 Miscellaneous Supplies	771	-	3,000	3,000	3,000
6501 Insurance	334,710	268,800	291,062	291,062	300,905
6599 Other Contracts/Obligat'ns	26,264	30,598	25,500	25,500	500
6602 Tax Refunds	1,872	3,081	5,000	5,000	5,000
6604 Miscellaneous Expense	524	(48)	-	-	-
6609 Tax Adjustments	(10,642)	847	-	-	-
6610 Bus Token Program	563	791	750	750	-
6623 Uncollectible Accounts	244	1,151	-	-	-
6650 Discounts Available	(129)	(154)	-	-	-
6809 Infrastructure Construct'n	-	188,815	33,550	33,550	572
Total Expense	$ 614,361	$ 642,468	$ 626,362	$ 626,362	$ 570,788

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

Transfers Out **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: "… pursue regional cooperation of services …"

Objectives:

Provide for the City's local share of Valley Transit

Major Program Changes:

The increase from $569,330 to $571,182 in Appleton's local share of Valley Transit's cost reflects general increases in cost of service partially offset by several service reductions, including consolidation of some morning tripper service, reduction of bus service around the July 4th holiday (2004 only) and reduced custodial service levels. Also, Valley Transit is increasing revenues generated by coordinating additional paratransit service with Calumet County for elderly specialized transportation, similar to the coordination with Outagamie and Winnebago Counties. These increases are offset by increased health care costs, Wisconsin Retirement System increases, and fuel cost increases. The 2004 budget will again use projected 2003 to 2004 positive variance from larger aids received than budgeted to offset the 2004 local share.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	$ 429,353	$ 442,689	$ 569,330	$ 509,746	$ 571,182
Safe, reliable, convenient service					
% on-time performance	95%	97%	90%	90%	90%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 3.61	$ 3.66	$ 4.11	$ 4.11	$ 4.30
Work Process Outputs					
Service Provided					
Trips taken	971,692	970,417	897,298	897,298	907,792

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

Transfers Out **Business Unit 12060**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5924 Trans In - Capital Projects	$ -	$ 233,200	$ -	$ -	$ -
Total Revenue	$ -	$ 233,200	$ -	$ -	$ -
Expenses					
7913 Trans Out - Debt Service	$ 425,000	$ 245,278	$ -	$ 792,259	$ -
7914 Trans Out - Capital Project	704,985	823,000	-	-	-
7920 Trans Out - Valley Transit	429,353	442,689	506,329	569,330	514,599
Total Expense	$ 1,559,338	$ 1,510,967	$ 506,329	$ 1,361,589	$ 514,599

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget	$ 571,182
Projected 2003 - 2004 carryover used	(56,583)
	$ 514,599

CITY OF APPLETON 2004 BUDGET
UNCLASSIFIED CITY HALL

Personnel

DEPARTMENT ORGANIZATION

Categories presented below represent additional pay to individuals and not added employees. Therefore no chart of organization is applicable.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	1999-2000 % Change
Wage Reserve					
Estimated Wage Settlements			948,684	1,204,004	26.91%
Fire and Police Pension					
Estimated Pension Payments			90,000	89,661	-0.38%
Retirees					
Estimated Retiree Payments			170,000	170,000	0.00%
Subtotal per Organization Chart	-	-	1,208,684	1,463,665	21.10%
Personnel Allocated to Other Funds					N/A
Personnel Allocated to General Fund	**-**	**-**	**1,208,684**	**1,463,665**	**21.10%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM MISSION

For the benefit of the Fox Cities Convention and Visitors Bureau (FCCVB) and the Fox Cities Performing Arts Center (PAC), in order to provide support for the activities of the convention bureau and the retirement of PAC debt, we will collect and remit the proceeds of the room tax.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "…pursue regional cooperation of services..."

Objectives:

The purpose of this fund is to account for receipt of room tax proceeds and the corresponding transfers to the Performing Arts Center, the Convention and Visitors Bureau, and the General Fund for administrative costs.

Starting in October 2001, the hotels have remitted the room tax related to the Performing Arts Center directly to Associated Trust. This change was made pursuant to the terms of the bond resolution. Associated Trust in turn remits the 5% administrative fee to the City.

Major program changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	4	4	4	4
Strategic Outcomes					
Support of FCCVB					
$ provided by room tax	$ 163,127	$ 171,149	$ 152,000	$ 152,000	$ 152,000
PAC debt retirement					
$ provided by room tax	$ 163,127	$ 171,149	$ 152,000	$ 152,000	$ 152,000
Work Process Outputs					
# of quarterly settlement checks issued	7	4	4	4	4

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4140 Room Tax	$ 255,940	$ 189,151	$ 168,000	$ 168,000	$ 168,000
Total Revenue	$ 255,940	$ 189,151	$ 168,000	$ 168,000	$ 168,000
Expenses					
6606 Room Tax	$ 238,970	$ 171,149	$ 152,000	$ 152,000	$ 152,000
7911 Trans Out - General Fund	26,915	16,842	16,000	16,000	16,000
Total Expense	$ 265,885	$ 187,991	$ 168,000	$ 168,000	$ 168,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	255,940	189,151	168,000	168,000	168,000
Total Revenues	255,940	189,151	168,000	168,000	168,000
Expenses					
Program Costs	238,970	171,149	152,000	152,000	152,000
Administrative Expenses	-	-	-	-	-
Total Expenses	238,970	171,149	152,000	152,000	152,000
Revenues over (under) Expenses	16,970	18,002	16,000	16,000	16,000
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	(26,915)	(16,842)	(16,000)	(16,000)	(16,000)
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	(26,915)	(16,842)	(16,000)	(16,000)	(16,000)
Net Change in Equity	(9,945)	1,160	-	-	-
Fund Balance - Beginning	13,707	3,762	4,922	4,922	4,922
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 3,762	$ 4,922	$ 4,922	$ 4,922	$ 4,922

CITY OF APPLETON 2004 BUDGET
CITY CLERK

MISSION STATEMENT

The Appleton City Clerk's Office maintains and provides accurate information, quality services and assistance to the public, elected officials and city departments relative to the functions of government in a courteous and timely manner.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

A review of all license applications was performed to insure that our applications include the required and necessary information, both for the applicant and for the reviewing departments. This project was completed by the first quarter of 2003.

Two elections were held in 2003, the February Spring Primary Election and the Spring Election.

The 2003 Board of Review held its meeting on May 29, 2003. No objections were filed with the Board this year.

A new copier was installed in the mail copy center to facilitate the processing of water utility bills. This will allow the move of the folder/inserter equipment from the Finance Department to the Mail Copy Center which in turn eliminated the need to purchase a similar piece of equipment in the Mail Copy Center.

The Disaster Recovery Program for records is near completion. All duplicate records are securely stored off site.

Additional areas of concentration for remainder of the year:

The document imaging pilot program was approved by Council in April. A review of our documents was done by the consultant in June. The start of the pilot will be implemented in late summer to early fall.

The State mandated training for Election Officials remains to be scheduled. A confirmed date has not yet been provided by the State Elections Board but the most recent indications are that it will not take place until 2004.

In the fall of 2003, we will purge the records of those voters who have not voted in the last four years allowing us to keep voters files up to date and accurate.

We will continue to work forward with the new web page design and upgrade. Services and forms provided by the Office of the City Clerk, including election and voter information and license application forms will be added to the City Clerk's web page.

CITY OF APPLETON 2004 BUDGET
CITY CLERK

MAJOR 2004 OBJECTIVES

2004 will be a huge year for elections with four elections to be held. The state has legislated a change in the date of the Presidential Primary Election moving it to February 17, 2004. This means a Spring Primary Election will be held, even if there are no local offices on the ballot. In April, the offices of Mayor, Clerk, Assessor and Attorney will be on the ballot along with 8 Aldermanic races. The General Election in November will also have a large turnout to elect the next President of the United States.

The Help America Vote Act (HAVA), passed by our federal legislators, will result in many changes being implemented in the State of Wisconsin voting laws over the next three years. Some of these changes include a state-wide voter registration system, ADA compliant voting equipment and voter identification cards. As of this date, it is unclear if federal grant dollars will be received by our state to offset the expenditures for local municipalities.

We are still seeking ways to upgrade our technology in the license application and issuance process. There are still many license related tasks that are performed manually that could be converted to an electronic process. This goal was established two years ago, but due to staff shortages in Information Services, we have not been able to successfully complete this objective.

We will participate in strategic planning sessions with the members of the Common Council and continue developing positive relationships.

The document management pilot program, which was implemented in the fall of 2003, will continue to be developed and decisions will be made on which records will be indexed or input into the program.

We will continue to work forward with the new web page design and upgrade. Services and forms provided by the Office of the City Clerk, including election and voter information and license application forms will be added to the City Clerk's web page.

DEPARTMENT BUDGET SUMMARY

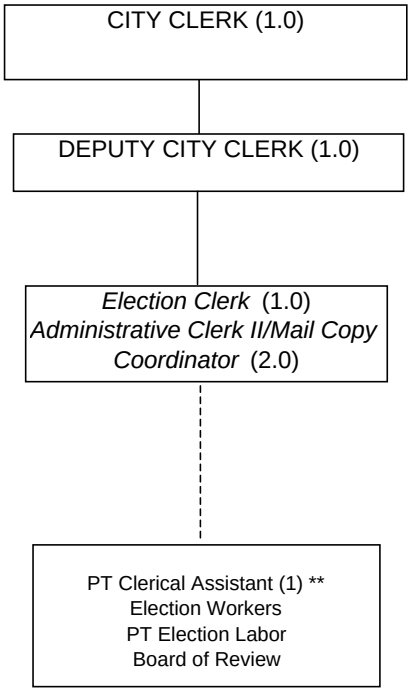
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 205,057	$ 271,204	$ 149,550	$ 149,550	$ 191,150	27.82%
Program Expenses							
11010	Administration	111,976	105,379	100,919	100,919	102,046	1.12%
11020	Recordkeeping	96,128	100,165	101,092	101,092	93,494	-7.52%
11030	Licensing	63,266	117,803	48,102	48,102	47,913	-0.39%
11040	Elections	110,717	195,083	132,801	132,801	223,605	68.38%
11050	Mail/Copy Services	142,981	158,438	177,623	177,623	175,463	-1.22%
TOTAL		$ 525,068	$ 676,868	$ 560,537	$ 560,537	$ 642,521	14.63%
Expenses Comprised Of:							
Personnel		301,022	325,168	323,313	323,313	366,170	13.26%
Administrative Expense		139,504	208,204	149,840	149,840	145,546	-2.87%
Supplies & Materials		69,960	72,393	52,200	52,200	75,150	43.97%
Purchased Services		11,160	41,948	31,520	31,520	35,600	12.94%
Utilities		2,149	2,204	2,200	2,200	2,200	0.00%
Repair & Maintenance		1,273	26,951	1,464	1,464	17,855	1119.60%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Personnel

DEPARTMENT ORGANIZATION



2004 budget reflects four elections, including the presidential election, vs two elections in 2003, which entails an increase in wages paid to election workers, voter registrars and other election staff .

Non-represented
Represented

** Number of Part Time/Temporary staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total Staff per Organization Chart	5.00	5.00	$ 323,313	$ 366,170	13.26%
Personnel Allocated to General Fund	**5.00**	**5.00**	**$ 323,313**	**$ 366,170**	**13.26%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Administration **Business Unit 11010**

PROGRAM MISSION

For the benefit of the citizens of Appleton, we will provide guidance, training and development to the City Clerk's Department employees keeping them well informed while increasing their potential and job satisfaction.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3: "Train, develop, and support our human resources…"

Objectives:

To administer cost effective management of department activities
To encourage employees to attend training in personal and professional development
To continue to review all department functions and strive for maximum efficiency utilizing up to date technologies
To plan, prepare and monitor operational budgets
To review all existing policies and processes and develop and implement new procedures when deemed necessary
To administer the Board of Review
To hold weekly staff meetings with department staff
To continue involvement with state and national organizations associated with the professionalism of the Municipal Clerk
To insure safety and safe working conditions for employees of city clerk office and city hall employees

Major Program Changes:

The Administration Program performance measures have been modified to more accurately reflect training and performance of staff members.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey response	95%	95%	100%	98%	100%
Strategic Outcomes					
Prompt service					
% of customers surveyed rating service acceptable or better	95%	98%	100%	98%	100%
Work Process Outputs					
Staff training					
# of hours of staff training	219	230	185	185	185

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Administration **Business Unit 11010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4411 Sundry Permits	$ -	$ 10	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	12	6	-	-	-
Total Revenue	$ 12	$ 16	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 67,544	$ 65,486	$ 65,229	$ 65,229	$ 68,869
6108 Part-Time	5,044	-	-	-	-
6110 Other Compensation	-	1,025	-	-	-
6150 Fringes	25,000	25,399	23,480	23,480	24,431
6201 Training\Conferences	5,433	3,579	2,820	2,820	1,940
6202 Local Auto Expense	360	450	400	400	-
6204 Tuition Fees	-	756	350	350	350
6206 Parking Permits	1,759	2,252	2,040	2,040	2,040
6301 Office Supplies	977	1,656	1,000	1,000	1,000
6302 Subscriptions	1,081	715	1,000	1,000	200
6303 Memberships & Licenses	695	570	500	500	345
6305 Awards & Recognition	840	-	200	200	75
6316 Miscellaneous Supplies	520	218	500	500	200
6320 Printing & Reproduction	93	-	200	200	200
6328 Signs	62	-	-	-	-
6408 Contractor Fees	-	-	500	500	-
6413 Utilities	2,149	2,204	2,200	2,200	2,200
6418 Equip Repairs & Maint	419	721	500	500	196
6599 Other Contracts/Obligat'ns	-	348	-	-	-
Total Expense	$ 111,976	$ 105,379	$ 100,919	$ 100,919	$ 102,046

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY CLERK

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 Strategy # 1: "…evaluate and determine city-wide priorities.", Key Strategy #4: "…encourage open and productive working relationships", and Key Strategy #6: "Work to continuously improve the efficiency and effectiveness of City services....."

Objectives:

Respond to all document requests in the most reasonable time period possible
Maintain the city web page with up to date and accurate information
Develop new web pages for the City Clerk's office
Maintain the Disaster Recovery Program for records
Perform data entry and coordination of records, utilizing new Document Management Program
Retain all documents as set forth by retention periods set by state law, and extend the retention period for some city projects to maintain a history of the project

Major Program Changes:

Document Imaging was implemented in the fall of 2003. This year we will continue to develop its uses, specifically in facilitating access to official records and in improving the efficiency of records searches by City Clerk staff.

The reduction of Printing & Reproduction expense is the result of lower bids received on printing the City directory.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Retrieval of information					
% same day responses	96%	95%	90%	94%	90%
1 week retrieval for detailed requests	4%	5%	10%	6%	10%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,451	1,460	1,450	1,630	1,450
# of requests for information	111	82	100	250	150
# of publication notices	509	513	500	600	500
# of ordinances	226	261	300	250	250

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Recordkeeping **Business Unit 11020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 33,705	$ 30,968	$ 35,880	$ 35,880	$ 38,251
6105 Overtime	113	-	-	-	-
6110 Other Compensation	-	-	-	-	450
6114 Sick Pay	-	138	-	-	-
6115 Vacation Pay	20	4,948	-	-	-
6150 Fringes	16,396	16,790	16,712	16,712	18,343
6201 Training\Conferences	-	-	200	200	200
6301 Office Supplies	2,326	2,302	2,000	2,000	2,000
6316 Miscellaneous Supplies	514	136	-	-	-
6320 Printing & Reproduction	3,618	6,453	6,000	6,000	3,700
6402 Legal Fees	347	203	200	200	200
6404 Consulting Services	2,551	640	-	-	-
6408 Contractor Fees	-	-	100	100	350
6412 Advertising	36,538	31,690	40,000	40,000	30,000
6418 Equip Repairs & Maint	-	5,897	-	-	-
Total Expense	$ 96,128	$ 100,165	$ 101,092	$ 101,092	$ 93,494

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Advertising

Required legal publications	$ 30,000
	$ 30,000

CITY OF APPLETON 2004 BUDGET
CITY CLERK

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 license and permits in a timely manner to individuals and organizations.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "…evaluate and determine city-wide priorities…", Key Strategy #5: "…work to improve influence over statutory and regulatory processes.", and Key Strategy #6: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

To answer all inquiries, both telephone and in person, related to license issues
To provide prompt turnaround time from the initial application to final Council approval
To maintain accurate data files on all applications and licenses issued
To further enhance the monitoring and maintenance of license data files
To ensure all renewal applications are processed by timelines established by state law or department policies
To generate more communication with applicants on pending license approvals
To work with Information Services to develop software to track, organize, and produce licenses issued by the City Clerk

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	100%	100%	98%	100%
% issued within 90 days of application	98%	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	140	156	150	156	156
# of operator licenses issued	601	839	600	750	800
# of general licenses issued	570	588	550	493	500

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Licensing **Business Unit 11030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4301 Amusements	$ 7,300	$ 8,070	$ 7,300	$ 7,300	$ 8,000
4303 Cigarette	10,500	10,130	10,000	10,000	10,000
4306 Liquor	82,026	142,771	60,000	60,000	60,000
4307 Operators	48,385	54,065	40,000	40,000	50,000
4309 Sundry	4,305	5,005	4,500	4,500	5,000
4313 Special Events	1,250	1,200	1,000	1,000	1,200
4314 Massage Estabishment	2,000	1,935	1,650	1,650	1,900
4316 Second Hand/Pawnbroker	2,160	2,325	2,000	2,000	2,000
4317 Commercial Solicitation	3,945	3,865	3,000	3,000	3,500
4318 Christmas Tree	585	630	500	500	600
4319 Street & Sidewalk Cement	595	555	500	500	500
4320 Taxi Cab/Limousine	755	630	600	600	1,500
4321 Taxi Driver	1,100	1,020	800	800	1,000
4322 Special "B" Beer License	655	450	500	500	500
4323 Escort Service	-	100	-	-	-
4411 Sundry Permits	310	240	200	200	200
5010 Misc. Revenue - Nontax	4,025	3,800	3,500	3,500	3,500
Total Revenue	$ 169,896	$ 236,791	$ 136,050	$ 136,050	$ 149,400
Expenses					
6101 Regular Salaries	$ 27,766	$ 14,709	$ 26,616	$ 26,616	$ 27,759
6105 Overtime	424	455	300	300	1,000
6113 Shift Differential	-	1	-	-	-
6114 Sick Pay	-	640	-	-	-
6115 Vacation Pay	-	2,647	-	-	-
6150 Fringes	8,682	8,719	14,986	14,986	16,454
6201 Training\Conferences	-	338	200	200	200
6301 Office Supplies	327	777	500	500	500
6316 Miscellaneous Supplies	-	1,088	-	-	-
6320 Printing & Reproduction	6,067	2,760	5,500	5,500	2,000
6418 Equip Repairs & Maint	-	5,669	-	-	-
6599 Other Contracts/Obligat'ns	20,000	-	-	-	-
6630 Other Grant Payments	-	80,000	-	-	-
Total Expense	$ 63,266	$ 117,803	$ 48,102	$ 48,102	$ 47,913

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Elections **Business Unit 11040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

This program links to all the key strategies of the 2003-2004 Strategic Plan.

Objectives:

Register all qualified electors
Ensure a sufficient quantity of ballots at each election so every citizen has the opportunity to cast a ballot
Maintain accurate files of all voters who cast a ballot in the city of Appleton
Keep a history of all election information
Keep up to date on all election law changes
Provide training to all election officials prior to every election educating them on the specific regulations and differences associated with each election
Provide information and guidelines on nomination papers and the election process to all local candidates

Major Program Changes:

The Presidential Primary election date has been changed from the first Tuesday in April to the third Tuesday in February.

HAVA will generate substantial changes in the next three years in the State of Wisconsin election process. It is unclear what financial impact this federal legislation will have on local municipalities.

The increase in other compensation is due to wages paid to election workers, voter registrars and other election staff for the four 2004 elections. The increase in temporary help expense is also due the the higher number of elections in 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	9,874	9,026	3,000	2,900	9,000
# of voters purged (biannual)	3,153	0	3,000	800	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	10,188	34,315	10,500	12,593	63,500
# of registered voters	74,335	129,717	70,000	66,928	142,000
# of elections administered	2	4	2	2	4
# of candidates filing nomination papers	14	12	10	19	20
# of ballot styles	47	81	45	51	85
% of staff trained at each election	97%	95%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Elections **Business Unit 11040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 207	$ 427	$ 1,500	$ 1,500	$ 1,750
4802 Charges for Serv. - Tax	14	4	-	-	-
4908 Misc. Intergov. Charges	34,928	33,966	12,000	12,000	40,000
Total Revenue	$ 35,149	$ 34,397	$ 13,500	$ 13,500	$ 41,750
6101 Regular Salaries	$ 31,011	$ 29,533	$ 32,531	$ 32,531	$ 32,531
6105 Overtime	1,047	5,039	350	350	1,150
6108 Part-Time	175	110	-	-	-
6110 Other Compensation	29,330	51,640	47,944	47,944	73,744
6114 Sick Pay	-	137	-	-	-
6115 Vacation Pay	-	2,954	-	-	-
6150 Fringes	17,263	19,428	16,726	16,726	18,793
6201 Training\Conferences	40	-	200	200	50
6202 Local Auto Expense	-	22	50	50	-
6206 Parking Permits	56	13	50	50	50
6301 Office Supplies	655	1,077	1,000	1,000	1,000
6302 Subscriptions	187	187	350	350	187
6316 Miscellaneous Supplies	353	-	-	-	-
6320 Printing & Reproduction	20,411	42,637	20,000	20,000	50,000
6327 Miscellaneous Equipment	10	9	500	500	-
6328 Signs	990	420	500	500	50
6411 Temporary Help	4,203	17,414	9,000	9,000	12,450
6412 Advertising	4,136	9,287	2,500	2,500	15,600
6418 Equip Repairs & Maint	-	13,550	-	-	15,500
6420 CBM charges	50	126	100	100	500
6503 Rent	800	1,500	1,000	1,000	2,000
Total Expense	$ 110,717	$ 195,083	$ 132,801	$ 132,801	$ 223,605

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Printing & reproduction	
Ballot printing - 4 elections	$ 50,000
	$ 50,000
Temporary help	
Temporary help for elections	$ 12,450
	$ 12,450
Advertising	
Election publications - 4 elections	$ 15,600
	$ 15,600
Equip Repairs & Maintenance	
Bi-annual maintenance for election tabulators	$ 15,500
	$ 15,500

CITY OF APPLETON 2004 BUDGET

CITY CLERK

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 Strategy # 1: "…evaluate and determine city-wide priorities….", Key Strategy #3: "Train, develop, and support our human resources…", and Key Strategy #6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Provide two mail deliveries to city hall departments each day
Process all photocopy requests in a timely manner, ensure delivery of photocopied documents to department on or before their requested delivery time, and reduce the percentage of miscopied materials
Identify department coordinators and educate and train departments on mail and copy policies and procedures
Track all postage and UPS pieces and dollar costs

Major Program Changes:

The Mail Copy Services Program performance measures were modified to better capture efficiency in mail processing.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	100%	100%
Accurate photocopy services					
Remake of request	2%	0%	0%	5%	0%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mailed returned for correction from mailing service	N/A *	N/A *	0	75	0
Work Process Outputs					
# of pieces of outgoing mail	451,665	206,197	200,000	202,000	200,000
# of packages handled	663	614	650	680	650
# of copies made in Mail Center	1,713,260	1,610,257	2,000,000	2,000,000	2,050,000

* began using mail handling service late in 2002

CITY OF APPLETON 2004 BUDGET
CITY CLERK

Mail/Copy Services **Business Unit 11050**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 24,007	$ 26,134	$ 27,180	$ 27,180	$ 27,064
6105 Overtime	200	62	300	300	1,000
6114 Sick Pay	-	1,232	-	-	-
6115 Vacation Pay	-	819	-	-	-
6150 Fringes	13,294	16,155	15,079	15,079	16,331
6301 Office Supplies	622	442	500	500	500
6304 Postage\Freight	93,674	82,627	105,000	105,000	100,000
6316 Miscellaneous Supplies	11,436	10,752	19,000	19,000	13,000
6320 Printing & Reproduction	25,887	7,919	-	-	6,000
6327 Miscellaneous Equipment	-	-	-	-	-
6418 Equip Repairs & Maint	804	988	864	864	1,659
6429 Interfund Allocations	(59,253)	(29,455)	(22,080)	(22,080)	(23,000)
6503 Rent	29,672	28,942	30,480	30,480	32,909
6599 Other Contracts/Obligat'ns	2,638	11,821	1,300	1,300	-
Total Expense	$ 142,981	$ 158,438	$ 177,623	$ 177,623	$ 175,463

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage/Freight	
Annual postage	$ 100,000
	$ 100,000
Misc. Supplies	
Paper cost for mail/copy center	$ 13,000
	$ 13,000
Interfund Allocations	
Copies charged to other funds	$ (23,000)
	$ (23,000)
Rent	
Copier charges	$ 24,497
Postage machine	8,412
	$ 32,909

CITY OF APPLETON 2004 BUDGET
CITY CLERK

NOTES

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

MISSION STATEMENT

The Appleton Assessor's Office, as a professional team, exists to maintain equitable market value assessments and to serve as an informational resource to the community. We will accomplish our goals in a timely cost effective manner, continually analyze market trends, maintain accurate records and provide easily accessible information to the community, other City departments and the Common Council.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

The 2003 assessment year was a shortened work cycle due to the late 2002 board of review, held in September, for the residential revaluation. The year following a revaluation is always short so that we can get back on the statutory schedule which states the board of review must meet anytime during the 30-day period beginning on the second Monday in May.

In addition to the standard workload of new construction, building permits and annexations, our office revalued the properties located in the central business district (CBD). When we did the commercial property revaluation in 2002, the properties downtown were in a state of unknown with College Avenue being torn up and the PAC was not officially announced. With the announcement of the PAC and completion of College Avenue, we saw a dramatic appreciation in value and interest in the downtown properties. Tim Smith, Deputy Assessor, worked very close with property owners explaining sales and the assessment process.

The 2003 locally assessed value increased $106,579,509 over the 2002 value. This included approximately $4.5 million in new annexation value, $2.8 million in value that was formerly exempt (this includes the Voster property that was owned by the city and is now platted into residential lots), and $77.6 million in new construction value. We also had approximately $1.8 million in property value come off the assessment roll. A good portion of this value was the transition to tax exempt status of the former Conway Apartments, now owned by the Appleton Housing Authority, plus a few properties now owned by Lawrence University and various churches.

Residential new construction permits were up in 2002 over 2001 totals but to date, new residential construction permits are down for 2003. As of 6/30/03, 76 single family new construction permits were issued compared to 99 for 2002.

We have begun work for the 2004 assessment year cycle. We will be focusing on apartments and other commercial properties, outside the CBD, and the normal new construction.

The 2003 Equalized value changes are the following (TIF included);

	2002 Value	2003 value	Percent Incr./ (Decr.)
Outagamie County	$ 2,947,283,300	$ 3,064,394,800	3.97%
Calumet County	$ 481,919,500	$ 516,330,400	7.14%
Winnebago County	$ 54,987,600	$ 59,693,800	8.56%

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

MAJOR 2004 OBJECTIVES

The 2004 major assessment objectives will be to review commercial properties in the city located outside the Central Business District (CBD). The properties in the CBD were reviewed for the 2003 assessment year cycle. Apartment properties have appreciated substantially in value as investors seem to be pulling money out of the stock market and taking advantage of the low interest rates and investing in income properties such as apartments and other real estate. The assessment to sale ratio of apartment sales is often well below 80%, especially on the older units. This commercial review will be in addition to the normal routine of new construction, permits, annexations and exemption request reviews.

Board of Review will be in early May, 2004. The Assessor's term is over with the completion of Board of Review and filing of the required reports to the Department of Revenue. Therefore the Assessor will organize, document and prepare for the transition of a new Assessor, in hopes of making this transition as smooth as possible for staff, other city departments and property owners.

2004 will also be a busy year training new staff members. The 2004 budget will include requests to filling an appraiser position resulting from a retirement in early 2004.

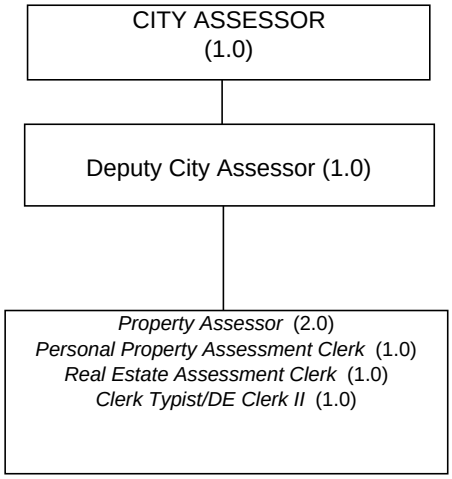
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,818	$ 2,660	$ 1,500	$ 1,500	$ 1,500	0.00%
Program Expenses							
13510	Administration	176,076	179,979	183,543	183,543	180,871	-1.46%
13520	Assessing	274,172	233,635	222,219	222,219	245,030	10.27%
TOTAL		$ 450,248	$ 413,614	$ 405,762	$ 405,762	$ 425,901	4.96%
Expenses Comprised Of:							
Personnel		434,882	400,446	389,776	389,776	399,006	2.37%
Administrative Expense		5,051	5,325	5,750	5,750	4,229	-26.45%
Supplies & Materials		620	2,478	1,550	1,550	600	-61.29%
Purchased Services		5	-	240	240	16,434	6747.50%
Utilities		2,344	2,230	2,600	2,600	2,600	0.00%
Repair & Maintenance		7,346	3,135	5,846	5,846	3,032	-48.14%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR
Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	8.00	7.00	$ 389,776	$ 399,006	2.37%
Personnel Allocated to General Fund	**8.00**	**7.00**	**$ 389,776**	**$ 399,006**	**2.37%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

Administration **Business Unit 13510**

PROGRAM MISSION

The Assessor's Office serves as an informational resource on property assessment issues and procedures for the community, other City Departments and the Common Council.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "…encourage open and productive working relationships." We encourage property owners to be informed consumers on property values.

Objectives:

Maintain an informational page on the City of Appleton's web page
Maintain accurate property records and provide easily accessible information to the community, other departments and the Common Council
Inform and educate the general public on assessment issues and procedures on a continual basis
Through supervision and leadership, accomplish our goals in a timely, cost effective manner by following an organized plan
Develop procedures to measure performance indicators of the assessment process
File reports to Wisconsin Department of Revenue in a timely and accurate manner

Major Program Changes:

The department will be training new appraisal staff and preparing for the transition to a new City Assessor.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate, timely and easily accessible information					
Property data/information updated in City system within 3 working days	95%	97%	95%	95%	98%
Strategic Outcomes					
Well informed general public and property owners on assessment procedures					
Answering questions on telephone or refer to appraiser	80%	85%	80%	75%	85%
Increase public terminal use by general public	15%	25%	10%	15%	15%
Articles in Applesource	3	3	4	3	3
Work Process Outputs					
Property record maintenance					
# deeds processed	2,740	2,526	3,100	3,000	2,500
# lot splits, CSM's, new plats	275	375	250	250	200
# new annexation parcels	18	22	15	30	20
State reports filed timely					
Final Reports	5/15/2001	5/20/2002	by 5/13/03	5/29/2003	5/31/2004
Statement of Assessments	6/1/2001	9/24/2002	by 6/01/03	6/13/2003	5/31/2004
TIF reporting	6/1/2001	6/10/2002	by 6/10/03	6/9/2003	5/31/2004
Board of Review (BOR)	5/31/2001	9/16/2002	5/15/2003	5/29/2003	5/17/2004

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

Administration **Business Unit 13510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 1,778	$ 2,420	$ 1,500	$ 1,500	$ 1,500
5035 Other Reimbursements	40	240	-	-	-
Total Revenue	$ 1,818	$ 2,660	$ 1,500	$ 1,500	$ 1,500
Expenses					
6101 Regular Salaries	$ 117,535	$ 112,503	$ 122,783	$ 122,783	$ 124,692
6102 Labor Pool Allocations	-	4,376	-	-	-
6105 Overtime	-	62	-	-	-
6114 Sick Pay	-	38	-	-	-
6115 Vacation Pay	-	1,360	-	-	-
6150 Fringes	52,304	54,531	54,070	54,070	50,060
6201 Training\Conferences	245	10	250	250	200
6202 Local Auto Expense	360	360	360	360	-
6206 Parking Permits	2,340	2,544	2,340	2,340	2,124
6301 Office Supplies	597	422	500	500	500
6302 Subscriptions	-	60	150	150	150
6305 Awards & Recognition	-	-	-	-	105
6307 Food & Provisions	-	18	100	100	100
6320 Printing & Reproduction	346	1,465	150	150	100
6408 Contractor Fees	-	-	240	240	240
6413 Utilities	2,344	2,230	2,600	2,600	2,600
6599 Other Contracts/Obligat	5	-	-	-	-
Total Expense	$ 176,076	$ 179,979	$ 183,543	$ 183,543	$ 180,871

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM MISSION

For the benefit of Appleton property owners, so that they pay only their fair share of the tax levy, the Appleton Assessor's Office will maintain equitable market value property assessments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: " Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Inspect and value all new construction parcels as of January 1, 2004
Review, value and inspect, as needed, all permit work as of January 1, 2004
Review, value and inspect, as needed, commercial properties for 2004.
Complete all work by mid-April, open book to be in early May and board of review by mid May 2004

Major Program Changes:

The budget for this program includes an increase in benefits resulting from a change from single to family health insurance coverage by one employee ($6,983). We will also replace one property appraiser who will be retiring early in 2004.

The increase in Other Contracts/Obligations ($16,194) is due to a new fee charged by the State for assessing manufacturing property within the City.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy					
Assessment to sale ratios within 5% of each other	75%	99%	98%	97%	96%
Strategic Outcomes					
Assessments to accurately reflect market values					
Residential class level of assessment	93%	101%	98%	97%	96%
Commercial class level of assessment	96%	95%	96%	95%	98%
Overall level of assessment	94%	100%	98%	97%	96%
Work Process Outputs					
Property Inspections - % of properties inspected when permits issued					
Commercial	70%	75%	90%	85%	95%
Residential new construction	99%	98%	100%	95%	100%
Neighborhood districts	12%	20%	15%	10%	8%
Assessment/Sale Ratios					
Neighborhood district ratio	87%	99%	98%	97%	96%
Coefficient of dispersion	9%	5%	5%	7%	7%

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 194,428	$ 163,053	$ 158,787	$ 158,787	$ 157,581
6105 Overtime	-	101	-	-	-
6108 Part-Time	-	269	-	-	-
6114 Sick Pay	-	62	-	-	-
6115 Vacation Pay	-	3,513	-	-	-
6150 Fringes	70,615	60,577	54,136	54,136	66,673
6201 Training\Conferences	966	629	1,500	1,500	700
6301 Office Supplies	3	-	150	150	150
6302 Subscriptions	490	1,233	300	300	100
6303 Memberships & Licenses	50	50	100	100	100
6320 Printing & Reproduction	274	1,013	500	500	500
6327 Miscellaneous Equipment	-	-	900	900	-
6425 CEA Equip. Rental	7,346	3,135	5,846	5,846	3,032
6599 Other Contracts/Obligat'ns	-	-	-	-	16,194
Total Expense	$ 274,172	$ 233,635	$ 222,219	$ 222,219	$ 245,030

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations

State manufacturing assessment fee	$ 16,194
	$ 16,194

CITY OF APPLETON 2004 BUDGET
CITY ASSESSOR

NOTES

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

MISSION STATEMENT

The Information Services Department serves to provide all City departments with reliable, timely and accurate computer applications, hardware and services by using, implementing and/or maximizing current technology that is both cost effective and responsive to departmental needs.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Payroll - With one exception, all City departments are now entering their own payroll time and leave data. This includes activity reporting and allocation capability. This has eliminated redundant entry and adjustments by Finance and Human Resources. Work continues on the rate subsystem and leave reporting integration.

Asset Management System - Development and testing has been completed. Parallel runs by involved departments have been initiated and implementation will be complete by October 3rd.

Permits - A permit hold system has been implemented. It allows City-wide entry, classification and view of properties that should not be issued permits.

Trails Map - A map has been completed for the Tri-county area (helps Parks and Recreation, Health, Fox Valley Greenways, County, others).

PC upgrades – Approximately 70 desktop PC's and 40 laptop systems will be upgraded to newer hardware. Old units will be sold to Appleton Area Schools.

Microsoft Office Upgrade – All City installations of Microsoft Office will be upgraded from version 97 to version 2000.

Intranet – A City-wide intranet has been developed and implemented. This greatly enhances information sharing throughout all departments of the City.

FOXCOMM – This project will require substantial staffing resources to implement for Police and Fire in late summer.

Server Upgrades – As a result of the fiber network, independent servers at Park/Rec, Fire and Municipal Services have been eliminated and consolidated into the main City file server. The main file server at Police will be upgraded allowing the independent servers at Valley Transit and Utilities to be eliminated through consolidation onto this server.

City Map - Development of the Geographic Information System (GIS) has made full In-house production of the City Map possible(with the exception of mass printing). This results in a much faster turnaround for changes to the map, thereby keeping it more current than has been possible in the past.

AutoCAD Upgrade – An upgrade of 31 seats of the main drafting/engineering software used by the City will be completed.

GIS - An online Geographic Information System (GIS) for Intranet is under development.

Document Management System - A pilot Document Management System will be implemented for Clerk and Police.

Policies - Information Services specific policies will be developed for Council approval and City-wide distribution.

Electronic Payment Options - Work with Finance to develop procedures for on-line (Internet) payments to the City has begun, with initial analysis and process development underway.

Electronic Staff Scheduling - Work with Police, Fire and Utilities to develop an electronic staff scheduling solution has begun.

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

MAJOR 2004 OBJECTIVES

Continue in the development and support of additional Client/Server projects on the AS400 with the emphasis being on best utilization of IBM's new Websphere tools to create Graphical User Interfaces (GUI) as well as browser based access to AS400 enterprise systems

Prioritize and continue upgrade of existing internally developed as well as third-party supplied software

Continue to enhance the efficiency at all City locations by providing on-going training and support for all approved software and hardware

Respond in a timely manner to any new system development projects, hardware and software support issues, needed connectivity enhancements, and any other technology items as may be determined or assigned

Continue the development and implementation of the City-wide GIS project and incorporate enhanced Inter/Intranet functionality for analysis of GIS data

Enhance the internal Intranet and external Internet pages to efficiently provide for the timely availability and sharing of information to all City employees as well as citizens

Upgrade designated PC's and laptops to meet 2004 established standards

Continue the analysis of costs and benefits for moving the majority of phone connections in the City to an Internet Protocol (IP) Telephony system that runs over our fiber network, to greatly reduce the number of commercial phone lines needed

DEPARTMENT BUDGET SUMMARY

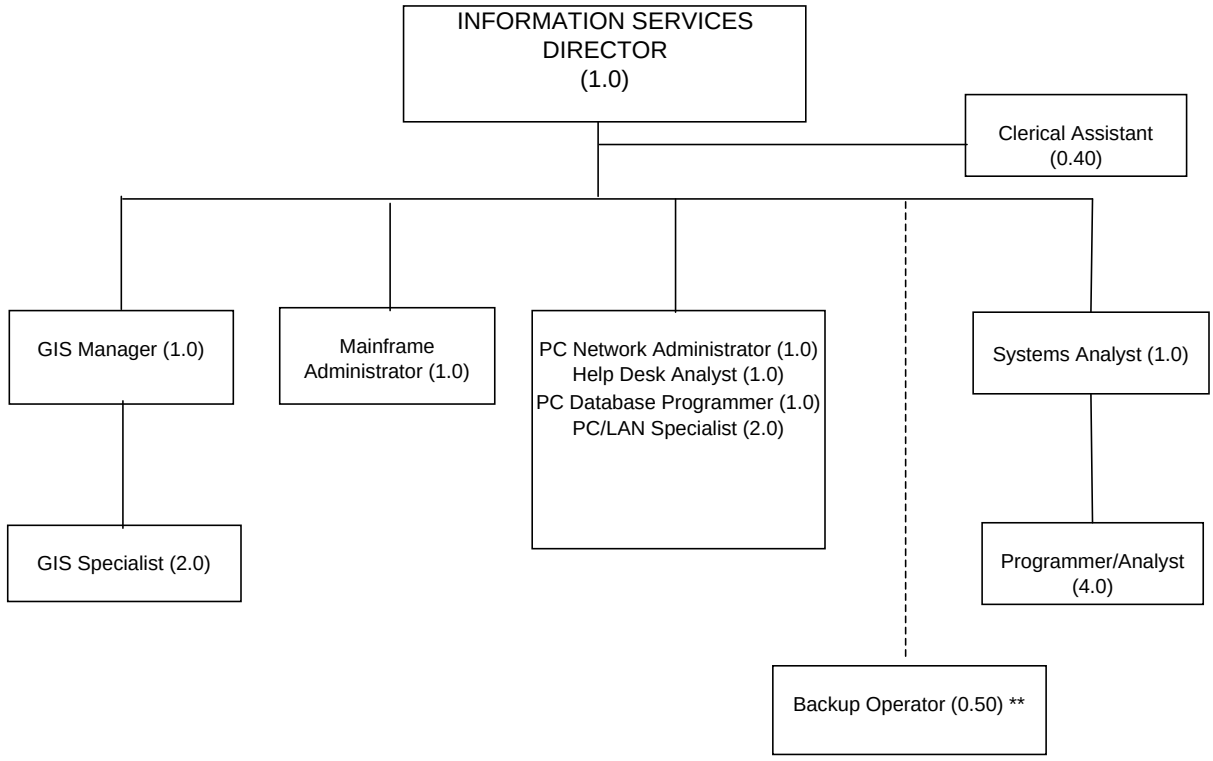
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 8,751	$ 150	$ 15,000	$ 15,000	$ 35,600	137.33%
Program Expenses							
13010	Administration	53,220	252,725	204,848	209,813	186,254	-9.08%
13020	Mainframe	638,139	601,637	574,388	612,350	589,068	2.56%
13030	Network	512,846	616,494	654,056	670,672	595,166	-9.00%
13040	GIS	187,913	196,038	194,637	194,637	200,339	2.93%
TOTAL		$ 1,392,118	$ 1,666,894	$ 1,627,929	$ 1,687,472	$ 1,570,827	-3.51%
Expenses Comprised Of:							
Personnel		903,482	997,371	1,039,270	1,039,270	1,108,837	6.69%
Administrative Expense		51,752	70,926	67,244	77,244	46,750	-30.48%
Supplies & Materials		183,361	349,245	274,311	323,854	209,925	-23.47%
Purchased Services		673	133	-	-	-	N/A
Utilities		62,765	63,123	57,404	57,404	29,773	-48.13%
Repair & Maintenance		190,085	186,096	189,700	189,700	175,542	-7.46%
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

* *Approximate FTE of Part Time/Temporary staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	15.40	15.40	$ 1,039,270	$ 1,108,837	6.69%
Personnel Allocated to General Fund	**15.40**	**15.40**	**$ 1,039,270**	**$ 1,108,837**	**6.69%**

CITY OF APPLETON 2003 BUDGET
INFORMATION SERVICES

Administration **Business Unit 13010**

PROGRAM MISSION

To ensure that staff within the Information Services Department can perform their duties in an effective manner while working in a pleasing and comfortable atmosphere, we will provide necessary tools, equipment 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: "…evaluate and determine city-wide priorities….", # 2: "…pursue regional cooperation of services…", # 3: "Train, develop, and support our human resources…" # 4: "...encourage open and productive working relationships...", and # 6: "…Work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

Provide training resources to maintain, enhance and develop skills for efficient job performance and personal development
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
Provide space for the conduct of City training functions

Major Program Changes:

No major program changes are expected for 2004. The investigation into the benefits of utilizing our own fiber optic system for voice communication to eliminate many leased phone lines will continue in 2004, with possible future implementation.

Increase in the Sale of City Property revenue account is due to the sale of used routers, which are no longer required with the new fiber optic connections, and the sale of used laptop and desktop computers to the School District.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey responses	New measure	97%	98%	98%	99%
Strategic Outcomes					
Employee Awards	New measure	19	8	6	6
Work Process Outputs					
Staff technical training provided	New measure	310 hrs	400 hrs	450 hrs	300 hrs
Staff development training provided	New measure	155 hrs	250 hrs	160 hrs	180 hrs

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

Administration **Business Unit 13010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4230 Miscellaneous Local Aid	$ 7,100	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nont	154	-	-	-	-
4802 Charges for Serv.- Taxa	-	150	-	-	-
5004 Sale of City Prop - Non	-	-	15,000	15,000	35,600
5005 Sale of City Prop - Tax	-	-	-	-	-
5010 Misc Revenue - Nontax	-	-	-	-	-
5082 Insurance Proceeds	1,497	-	-	-	-
Total Revenue	$ 8,751	$ 150	$ 15,000	$ 15,000	$ 35,600
Expenses					
6101 Regular Salaries	$ -	$ 88,221	$ 91,487	$ 91,487	$ 108,154
6104 Call Time	-	1,528	1,392	1,392	1,548
6105 Overtime	-	400	-	-	-
6114 Sick Pay	-	1,778	-	-	-
6115 Vacation Pay	-	7,467	-	-	-
6150 Fringes	-	32,151	28,015	28,015	37,766
6201 Training\Conferences	1,293	17,770	22,500	27,465	7,966
6202 Local Auto Expense	930	2,135	680	680	-
6206 Parking Permits	240	5,388	5,484	5,484	5,304
6301 Office Supplies	-	1,098	1,050	1,050	700
6302 Subscriptions	-	484	700	700	450
6303 Memberships & Licenses	-	672	700	700	700
6305 Awards & Recognition	-	792	500	500	300
6320 Printing & Reproduction	8,332	5,154	4,680	4,680	4,500
6327 Miscellaneous Equipment	28,552	65,365	25,000	25,000	2,000
6413 Utilities	6,165	14,335	14,860	14,860	14,866
6503 Rent	7,708	7,987	7,800	7,800	2,000
Total Expense	$ 53,220	$ 252,725	$ 204,848	$ 209,813	$ 186,254

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

Mainframe **Business Unit 13020**

PROGRAM MISSION

To ensure that all mainframe users within City departments 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: "…evaluate and determine city-wide priorities….", # 2: "… pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Communicate on a regular basis with department liaisons to ascertain information needs
Complete ongoing prioritization of all new and existing mainframe systems 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 to efficiently use newly implemented technology including hardware, software and specialized systems through effective training programs
Maintain availability of reliable and effective computer hardware and software through a cost effective maintenance and upgrade schedule

Major Program Changes:

No major program changes are expected for 2004 and several large projects will continue, including the development of new graphical user interfaces (GUI) for selected applications on the AS400 utilizing IBM's new WebSphere tools.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate and useful information					
Rapid response to information needs					
% requests completed or WIP	New measure	72%	60%	75%	80%
Strategic Outcomes					
AS400 unscheduled downtime	New measure	4 hrs	none	30 min	none
Sustain personnel resource allocation					
% of staff time allocated to new application development	New measure	40%	40%	48%	55%
Work Process Outputs					
Requests to develop new systems					
# requests	New measure	40	30	18	20
Requests to enhance existing systems					
# requests	New measure	105	60	79	75

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

Mainframe **Business Unit 13020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 285,069	$ 282,627	$ 310,323	$ 310,323	$ 327,824
6104 Call Time	5,170	5,897	7,330	7,330	3,188
6105 Overtime	47	539	-	-	-
6108 Part-Time	3,200	10,570	11,606	11,606	12,314
6110 Other Compensation	-	576	-	-	-
6114 Sick Pay	4,891	4,677	-	-	-
6115 Vacation Pay	19,843	23,780	-	-	-
6150 Fringes	108,676	112,375	108,232	108,232	119,352
6201 Training\Conferences	6,295	-	-	-	-
6202 Local Auto Expense	24	-	-	-	-
6206 Parking Permits	1,680	-	-	-	-
6301 Office Supplies	24,436	5,812	7,200	7,200	7,200
6302 Subscriptions	611	-	-	-	-
6303 Memberships & Licenses	470	-	-	-	-
6320 Printing & Reproduction	21,749	23,550	24,915	24,915	22,425
6327 Miscellaneous Equipment	20,387	37,922	15,000	52,962	20,000
6413 Utilities	38,638	-	-	-	-
6418 Equip Repairs & Maint	26,683	52,822	56,972	56,972	42,117
6424 Software Support	70,270	40,490	32,810	32,810	34,648
Total Expense	$ 638,139	$ 601,637	$ 574,388	$ 612,350	$ 589,068

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
Outside printing - forms	$ 22,425
	$ 22,425
Miscellaneous Equipment	
Equipment replacement (printers, peripherals, cables, etc.)	$ 20,000
	$ 20,000
Equipment Repairs & Maint	
Laser printer maintenance contract	$ 20,125
IBM maintenance contract	11,586
Other maintenance	10,406
	$ 42,117
Software Support	
JDEdwards	$ 18,900
IBM	8,300
Other software support	7,448
	$ 34,648

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

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: "…evaluate and determine city-wide priorities….", # 2: "… pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…."

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 and effective computer hardware and software through a cost effective maintenance and upgrade schedule
Maximize the availability and use of the training room and resource center to enhance knowledge of the City's hardware and software systems
Enhance effective information availability through an internal Intranet as well as external Internet site

Major Program Changes:

No major changes are anticipated in 2004 for this program. Continued work toward full utilization of the new fiber optic network will continue to vastly increase the efficiency of network administration as well as the speed at which employees can access and utilize appropriate information that will be much more available to them.

The decrease in utilities expense is due to the decrease in telephone charges incurred as a result of the new fiber optic connections which replace previously leased T-1 data lines.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Quick problem resolution					
Avg. time to resolve problems	New measure	>2 hrs	<30 min	<20 min	<30 min
Ready access to training resources					
% time used and available	New measure	15%	25% used	15% used	30% used
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Network unscheduled downtime	New measure	3 hrs	none	15 min	none
Informed citizens					
# of visitors to web site	New measure	425,000	600,000	800,000	1,000,000
Work Process Outputs					
New systems implemented					
# of new network users	New measure	17	15	33	20
# of web pages maintained	New measure	160	200	175	200
# PC's replaced/upgraded - 3 yr cycle	New measure	115	100	87	153
Help Desk problems resolved					
PC occurrences	New measure	80/week	30/week	60/week	50/week
# personnel trained	New measure	150	250	130	300

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

Network **Business Unit 13030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 202,354	$ 156,991	$ 215,809	$ 215,809	$ 209,125
6104 Call Time	941	809	950	950	3,005
6105 Overtime	1,153	3,008	5,000	5,000	3,000
6114 Sick Pay	5,776	7,075	-	-	-
6115 Vacation Pay	10,904	9,882	-	-	-
6150 Fringes	76,300	66,085	79,489	79,489	90,222
6201 Training\Conferences	4,720	8,415	1,000	6,035	2,500
6202 Local Auto Expense	550	-	-	-	-
6206 Parking Permits	1,140	-	-	-	-
6301 Office Supplies	-	16,099	17,630	17,630	17,630
6326 Equipment Parts	3,337	3,138	2,500	2,500	-
6327 Miscellaneous Equipment	93,903	206,288	194,216	205,797	161,000
6412 Advertising	673	133	-	-	-
6413 Utilities	17,963	48,788	42,544	42,544	14,907
6418 Equip Repairs & Maint	28,219	26,819	33,276	33,276	24,331
6419 Communication Eq. Repai	-	-	8,825	8,825	11,825
6424 Software Support	64,913	62,964	52,817	52,817	57,621
Total Expense	$ 512,846	$ 616,494	$ 654,056	$ 670,672	$ 595,166

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Office Supplies	
Network supplies - toner, ink, tapes	$ 17,630
	$ 17,630
Miscellaneous Equipment	
Upgrade/replace PCs	$ 116,000
Upgrade/replace MDCs	18,000
Upgrade/replace servers	15,000
Other network upgrades	12,000
	$ 161,000
Equip Repairs & Maint	
Core switch maintenance	$ 14,220
MDC maintenance	6,000
Other network maintenance	4,111
	$ 24,331
Communication Equip. Repair	
Pro-rata share of fiber network costs	$ 11,825
	$ 11,825
Software Support	
Novell support	$ 35,467
ISP (Internet) fee	9,300
Other software support	12,854
	$ 57,621

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM MISSION

To ensure that City employees have access to a standardized, coordinate based and positionally accurate geographic information system (GIS) that meets the current and future needs of all City departments, and to provide appropriate public access to the City's geographic and demographic information.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "…evaluate and determine city-wide priorities….", # 2: "… pursue regional cooperation of services…", and # 6: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Communicate and provide updates on a regular basis to the City GIS Steering Committee
Complete ongoing prioritization of all new and existing tasks based on the impact and benefits to the City, available resources, and ensure all departments are regularly kept informed of progress
Enhance knowledge to efficiently use newly implemented technology including hardware, software and specialized systems through effective training programs

Major Program Changes:

No major program changes are anticipated for 2004. The continual development of increased accessibility, functionality and accuracy of the GIS will decrease duplication of efforts while providing greatly enhanced features that were not feasible or possible before.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate and useful information					
# completed map layers	New measure	0	15	27	25
Improve business and work flow					
% positive survey responses	New measure	99%	100%	98%	100%
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to application development	New measure	40%	60%	56%	60%
Informed citizens					
# of visitors to GIS web site	New measure	0 (not ready)	8,000	0 (not ready)	8,000
Work Process Outputs					
New systems implemented					
# of departments utilizing GIS	New measure	8	16	14	16
New applications training provided					
Number of persons trained	New measure	18	50	65	40

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 126,667	$ 126,614	$ 136,739	$ 136,739	$ 145,225
6104 Call Time	70	909	800	800	1,366
6114 Sick Pay	2,339	3,272	-	-	-
6115 Vacation Pay	6,112	7,831	-	-	-
6150 Fringes	43,969	42,309	42,098	42,098	46,748
6201 Training\Conferences	756	-	-	-	-
6206 Parking Permits	900	-	-	-	-
6301 Office Supplies	-	4,274	2,000	2,000	2,000
6327 Miscellaneous Equipment	7,100	7,829	8,000	8,000	-
6418 Equip Repairs & Maint	-	-	500	500	-
6424 Software Support	-	3,000	4,500	4,500	5,000
Total Expense	$ 187,913	$ 196,038	$ 194,637	$ 194,637	$ 200,339

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
INFORMATION SERVICES

NOTES

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

MISSION STATEMENT

The mission of the office of the City Attorney encompasses two general areas: (1) representing the City in civil and quasi-criminal proceedings; and (2) serving as legal advisor to the City, its agencies, officials and, in some instances, its employees. Most specifically, these missions include: prosecuting and defending claims and lawsuits for and against the City, its officials, and its employees according to law; prosecuting ordinance and traffic violations in Outagamie County Circuit Court; providing legal services to City-owned utilities; and in-house counsel for the Police Department.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

In 2003, the City Attorney's Office was involved a variety of different areas and projects. This office was heavily involved in the Apple Hill Farms annexation process and the negotiations with the Town of Freedom. During the process, we were also engaged with the developer to establish a Development Agreement for the Apple Hill Farms property and a reasonable process for the development to proceed and what role the City would play in that process. We were also involved in negotiating a Development Agreement with the Copperleaf Hotel group. That project moved forward the development of a vacant parcel of property, including the demolition of a vacant building, which had been unused for years. The Copperleaf Hotel project continued the revitalization of College Avenue and the downtown area.

The City Attorney's Office worked with the Finance Department to develop a method for collecting amounts owed to the City which had not paid. Some of these amounts went back several years and were items such as unpaid parking tickets and unpaid civil judgments. Through the filing of small claims actions and use of the State's Tax Refund Intercept Program, the City was able to collect a significant amount of those unpaid and previously uncollectable amounts.

This office was involved in a lawsuit against the City by individuals who, as a result of the June 11, 2001 storm, felt the City owed them damages for the loss of their home. This case was kept in-house and the matter was dismissed prior to trial on a Motion for Summary Judgment. The property owners appealed to the Court of Appeals and the City prevailed at the Court of Appeals as well.

The cable television franchise negotiations continue with Time Warner Cable. While outside counsel has been retained to take the lead in these negotiations, this office joined with the City of Neenah and the City of Menasha in presenting a common negotiating strategy with Time Warner Cable. As a result of this regional cooperation effort, the payments made by the City were reduced, through the sharing amongst the three municipalities. The existing contract has been extended for two years while negotiations continue.

We have increased our efforts in regards to our involvement with Human Resources issues. We have retained in-house worker's compensation issues, Americans with Disabilities Act negotiations and the handling internally of mediations and arbitration matters. To date, outside counsel has not been retained to represent the City in these matters.

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

MAJOR 2004 OBJECTIVES

To provide accurate and usable legal advice to the City's officers and employees in a timely fashion

To prosecute traffic and ordinance matters in the Outagamie County Circuit Court. To resolve those citations in a prompt manner fair to the person who has received the citation

To represent the City of Appleton in actions and matters in which a claim is being made that the City is responsible, in some manner, for an injury or loss

To review contracts, real estate forms and other documents relating to the legal business of the City of Appleton

DEPARTMENT BUDGET SUMMARY

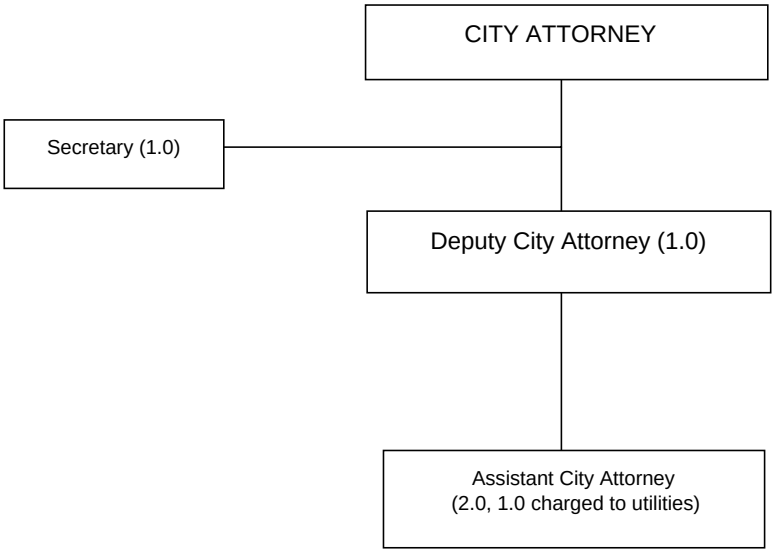
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 4,351	$ 2,615	$ 3,000	$ 3,000	$ 3,000	0.00%
Program Expenses							
14510	Administration	126,802	136,556	136,484	136,484	140,014	2.59%
14521	Litigation	163,964	174,881	171,098	177,312	182,134	6.45%
14522	Real Estate	35,886	36,245	36,611	36,611	38,478	5.10%
14523	Self Insurance	35,886	36,245	36,611	36,611	38,478	5.10%
TOTAL		$ 362,538	$ 383,927	$ 380,804	$ 387,018	$ 399,104	4.81%
Expenses Comprised Of:							
Personnel		301,608	325,444	318,329	318,329	338,169	6.23%
Administrative Expense		33,915	32,406	36,775	36,775	32,735	-10.99%
Supplies & Materials		2,545	2,657	2,000	2,000	2,500	25.00%
Purchased Services		22,357	21,317	21,500	27,714	23,500	9.30%
Utilities		1,913	1,956	2,000	2,000	2,000	0.00%
Repair & Maintenance		200	147	200	200	200	0.00%
Capital Expenditures		-	-	-	-		N/A

* % change from prior year adopted budget

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	5.00	5.00	385,529	409,952	6.33%
Allocations to Other Funds:					
Water Utility	(0.33)	(0.33)	(22,400)	(23,928)	6.82%
Wastewater Utility	(0.33)	(0.33)	(22,400)	(23,928)	6.82%
Stormwater Utility	(0.33)	(0.33)	(22,400)	(23,927)	6.82%
Personnel Allocated to General Fund	**4.00**	**4.00**	**318,329**	**338,169**	**6.23%**

* % change from prior year adopted budget

CITY OF APPLETON 2004 BUDGET

CITY ATTORNEY

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.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "…evaluate and determine city-wide priorities..." and # 4: "...encourage open and productive working relationships..."

Objectives:

Attorneys will prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials

Attorneys will attend all meetings of Common Council's standing committees and provide legal advice, including parliamentary procedure advice, as requested by members and respond to requests for information

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requester	90%	90%	>90%	>90%	>90%
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					
Dispute avoidance					
# of suits filed against City	7	7	0	5 (2 are subrogated)	0
Work Process Outputs					
Written opinions issued	58	60	>25	11	>25
Ordinances reviewed	206	200	100	108	100

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Administration **Business Unit 14510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4802 Charges for Serv. - Tax	$ 2,774	$ 1,283	$ 2,000	$ 2,000	$ 2,000
Total Revenue	$ 2,774	$ 1,283	$ 2,000	$ 2,000	$ 2,000
Expenses					
6101 Regular Salaries	$ 77,673	$ 83,953	$ 82,569	$ 82,569	$ 87,526
6150 Fringes	25,334	27,795	25,983	25,983	28,096
6201 Training\Conferences	7,015	7,594	8,550	8,550	7,500
6202 Local Auto Expense	1,359	495	500	500	-
6206 Parking Permits	1,080	1,344	1,332	1,332	1,332
6301 Office Supplies	559	571	600	600	600
6302 Subscriptions	8,776	7,651	10,000	10,000	7,500
6303 Memberships & Licenses	253	2,205	2,500	2,500	2,500
6304 Postage\Freight	95	160	250	250	200
6305 Awards & Recognition	-	-	-	-	60
6320 Printing & Reproduction	2,545	2,657	2,000	2,000	2,500
6402 Legal Fees	-	28	-	-	-
6413 Utilities	1,913	1,956	2,000	2,000	2,000
6418 Equip Repairs & Maint	200	147	200	200	200
Total Expense	$ 126,802	$ 136,556	$ 136,484	$ 136,484	$ 140,014

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

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 # : " …evaluate and determine city-wide priorities..." and # 6: "Work to continuously improve the efficiency and effectiveness of City services...".

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 processes 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 Program Changes:

The increase in this budget reflects the potential need for outside expert witnesses in several pending actions.

The City is currently involved in litigation over the construction of Fire Station #6. As part of that litigation, it will be necessary for the City to obtain the services of expert witnesses in the area of construction, engineering and construction management. We have included the costs for these expert witnesses in the consulting budget.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	201	60	150	86	150
Strategic Outcomes					
Minimize cost of settlements					
$ value of settlements and judgements	$22,174	$13,000	$13,000	>$10,000	$13,000
Minimize use of outside counsel					
# of cases	2 (VanRooy & Sidewalk)	0	0	0	0
Work Process Outputs					
Most cases handled by this office will be handled by the City Attorney staff.					
% of cases handled by staff	80%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Litigation **Business Unit 14521**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 1,577	$ 765	$ 1,000	$ 1,000	$ 1,000
4802 Charges for Serv. - Tax	-	567	-	-	-
Total Revenue	$ 1,577	$ 1,332	$ 1,000	$ 1,000	$ 1,000
Expenses					
6101 Regular Salaries	$ 92,620	$ 104,696	$ 101,574	$ 101,574	$ 107,252
6150 Fringes	34,208	36,510	34,981	34,981	38,339
6303 Memberships & Licenses	1,078	-	-	-	-
6402 Legal Fees	4,646	2,380	5,500	5,500	3,500
6404 Consulting Services	17,711	18,909	16,000	22,214	20,000
6625 Disability Payments	13,701	12,386	13,043	13,043	13,043
Total Expense	$ 163,964	$ 174,881	$ 171,098	$ 177,312	$ 182,134

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting services

Expert witnesses - Fire Station # 6	$ 15,000
Cable franchise audit fee	5,000
	$ 20,000

Disability payments

Rosemary Stoffel	$ 5,153
Earl Jackson	7,890
	$ 13,043

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Real Estate **Business Unit 14522**

PROGRAM MISSION

We will negotiate land transactions and prepare necessary documents to ensure that City projects are not delayed.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "…encourage open and productive working relationships..." and # 6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

The City of Appleton is continuously involved in real estate acquisitions, sales, and other land transactions. Among these include condemnation proceedings and lease arrangements for City property. This office will continue to be involved 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 clouds on the City's real estate transactions.

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues.					
# projects delayed	0	0	0	0	0
Strategic Outcomes					
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0%	0%	0%	0%	0%
Work Process Outputs					
# of real estate acquisitions	23	10	10	10	10

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Real Estate **Business Unit 14522**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 26,564	$ 26,783	$ 27,622	$ 27,622	$ 29,169
6150 Fringes	9,322	9,462	8,989	8,989	9,309
Total Expense	$ 35,886	$ 36,245	$ 36,611	$ 36,611	$ 38,478

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Self-Insurance **Business Unit 14523**

PROGRAM MISSION

We will be involved on the City's Claims Committee to ensure that the City's interests are represented and to assist in minimizing the City's insurance exposures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 5: "…work to improve influence over statutory and regulatory processes" and # 6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

The City of Appleton has maintained self-insurance for a number of years. This process was initiated in an attempt to save money paid out on insurance claims and to maintain control over any lawsuits filed against the City. In addition, the City Attorney's office is a member of the Claims Committee, assisting in evaluating the validity of claims filed against the City. The objective of the program is to aggressively represent the City's interest in reviewing claims filed against the City.

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Attend all meetings of the City's Claims Committee and provide legal advice to Committee members as requested					
Meet time-frame of requester	95%	95%	100%	100%	100%
Strategic Outcomes					
Payment of claims is kept at a minimum					
% of claims on which City makes payment	25%	36%	<20%	<15%	<20%
The City's expense relating to the retention of outside counsel for claims against the City is kept at a minimum					
Outside counsel fees	$2,079	$3,895	$0	$0	$0
Work Process Outputs					
Most litigation brought to the Claims Committee is retained in house.					
% of cases handled by staff	80%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

Self-Insurance **Business Unit 14523**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 26,564	$ 26,783	$ 27,622	$ 27,622	$ 29,169
6150 Fringes	9,322	9,462	8,989	8,989	9,309
Total Expense	$ 35,886	$ 36,245	$ 36,611	$ 36,611	$ 38,478

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
CITY ATTORNEY

NOTES

CITY OF APPLETON 2004 BUDGET
TRUST 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 program changes:

None

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	5,627	4,356	4,650	4,650	4,650
Total Revenue	5,627	4,356	4,650	4,650	4,650
Expenses					
6625 Disability Payments	6,391	6,391	6,391	6,391	6,391
Total Expense	6,391	6,391	6,391	6,391	6,391

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	5,627	4,356	4,650	4,650	4,650
Miscellaneous	-	-	-	-	-
Total Revenues	5,627	4,356	4,650	4,650	4,650
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(764)	(2,035)	(1,741)	(1,741)	(1,741)
Fund Balance - Beginning	95,546	94,782	92,747	92,747	91,006
Fund Balance - Ending	$ 94,782	$ 92,747	$ 91,006	$ 91,006	$ 89,265

CITY OF APPLETON 2004 BUDGET
TRUST FUNDS

NOTES

CITY OF APPLETON 2004 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 2003 EVENTS

Administration:
Implemented modified medical plans for several units
Developed employee mailing to educate employees on rising costs of health insurance
Distributed Citywide Policy Manual to Common Council, and City departments and put manual on intranet
Developed HIPAA policy and did Citywide mailing to inform employees of regulation
Worked with Appleton Public Library to follow Citywide policies and procedures
Reviewed voluntary benefits currently being offered and looking at adding new options
Updated several policies to keep manual current

Recruitment and Selection:
Designed and implemented a new assessment center for the firefighter process
Worked on taking over the Police hiring process and getting more involved in departmental HR issues
Handled larger volumes of applicants due to labor market
Reviewed psychological process
Refined recruitment process for seasonals

Employee/Labor Relations:
Completed negotiations with Teamsters for 2003-2004 agreements
Opened negotiations with Police, Police Supervisors and AFSCME Units
Resolved several employee/labor issues
Conducted several employee investigations

Staff Development and Training:
Conducted 28 Strategic Plan Citywide training presentations
Developed department Director Team Development feedback tool and Code of Conduct
Provided teambuilding with Park & Recreation supervisory staff, Planning Department, Fire management, Information Services, Health, DPW support staff, Human Resources and department directors
Conducted six seasonal training sessions
Conducted four Supervisory Success Programs
Conducted customer service training for frontline staff
Conducted staff/Council relationship development programs
Performed APD performance evaluation training
Coordinated the Administrative Appreciation Program
Coordinated the Organ Donation Awareness Campaign
Revised the Employee Recognition Program
Completed 10 new employee orientation, 13 general employee training and 4 supervisory training sessions

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

MAJOR 2004 OBJECTIVES

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

Administration
- Classification and compensation
- Performance evaluations and goal setting
- Policy development and administration
- Record retention/administration
- Fringe benefit administration
- Health care cost education and management
- Evaluate health care program

Recruitment and retention
- Job descriptions and task analysis forms

Employee and labor relations
- Contract administration
- Contract negotiations

Staff training and development
- Hmong/Spanish language and culture training
- Employee recognition award program
- Office personnel appreciation event
- Customer service training
- New employee orientation
- Skills assessment/career development program
- Benefits fair
- Departmental teambuilding

Supervisory training and development
- Supervisory orientation
- Supervisory educational programs and conference on management issues
- Supervisory network
- SuperVision quarterly newsletter
- Department director leadership program
- Leadership assessment program
- Staff-Council relations program
- Organizational development (e.g. developing leaders, director teambuilding)

DEPARTMENT BUDGET SUMMARY

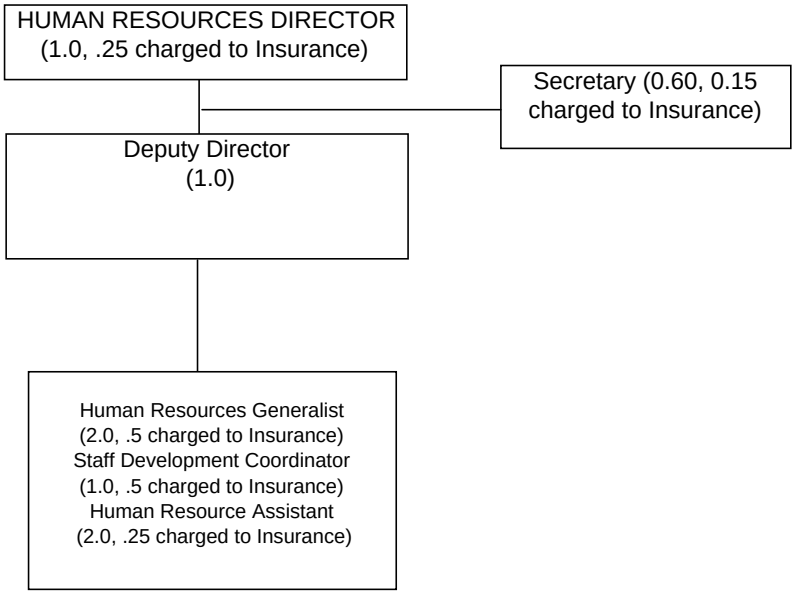
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 653	$ 443	$ -	$ -	$ -	N/A
Program Expenses							
14010	Administration	248,666	187,556	201,058	206,058	209,164	4.03%
14020	Recruitment	94,156	156,661	152,801	152,801	177,679	16.28%
14030	Employee Relations	44,728	92,130	75,709	75,709	78,829	4.12%
14040	Staff Development	111,759	72,596	113,817	113,817	99,203	-12.84%
TOTAL		$ 499,309	$ 508,943	$ 543,385	$ 548,385	$ 564,875	3.95%
Expenses Comprised Of:							
Personnel		382,955	415,434	397,922	397,922	429,732	7.99%
Administrative Expense		56,121	46,682	83,141	83,141	71,243	-14.31%
Supplies & Materials		18,870	7,901	11,850	11,850	8,200	-30.80%
Purchased Services		38,371	35,981	47,000	52,000	52,500	11.70%
Utilities		2,992	2,945	3,472	3,472	3,200	-7.83%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-		N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** Approximate FTE of Part Time/Temporary staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	7.60	7.60	$ 505,181	$ 544,203	7.72%
Allocations to Other Funds:					
Risk Management	(1.65)	(1.65)	(107,259)	(114,471)	6.72%
Personnel Allocated to General Fund	**5.95**	**5.95**	**$ 397,922**	**$ 429,732**	**7.99%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM MISSION

For the benefit of managers and employees, so that City departments can reach program objectives, we will develop and administer policies and procedures, coordinate and administer competitive fringe benefits and maintain employment related records.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3: "Train, develop, and support our human resources…"

Objectives:

Develop, implement, maintain and distribute policies and procedures applicable to City employees
Implement affirmative action and equal employment 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
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

Major Program Changes:

This budget reflects a reduction in part-time hours and a reduction in copying charges to more closely reflect the actual copying expense.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely, resourceful information provided to department managers					
% reported very satisfied	n/a	n/a	30%	30%	33%
% reported somewhat satisfied	n/a	n/a	60%	65%	65%
% reported not at all satisfied	n/a	n/a	10%	5%	2%
Strategic Outcomes					
Consistent, and understandable employment policies and procedures					
# of employment practices claims	0	0	0	1	0
Work Process Outputs					
Policy Implementation					
# of policies developed	10	11	6	6	1
# of policies updated	1	8	6	6	6
# of policy training sessions	37	104	80	82	85
Fringe Benefits					
# of new fringe benefits	2	12	0	2	0
# of modified fringe benefits	0	2	2	13	1
# of fringe benefit training sessions	10	29	20	10	3

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ 40	$ -	$ -	$ -
4802 Charges for Serv. - Tax	453	382	-	-	-
Total Revenue	$ 453	$ 422	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 99,107	$ 98,545	$ 128,287	$ 128,287	$ 138,334
6108 Part-Time	620	11,694	7,928	7,928	3,000
6114 Sick Pay	20,470	2,080	-	-	-
6115 Vacation Pay	24,248	11,700	-	-	-
6150 Fringes	75,962	43,248	45,628	45,628	52,904
6201 Training\Conferences	-	298	-	-	-
6202 Local Auto Expense	1,857	1,675	1,080	1,080	-
6206 Parking Permits	1,391	1,807	2,188	2,188	1,912
6301 Office Supplies	1,817	3,487	2,625	2,625	2,625
6302 Subscriptions	785	63	-	-	400
6305 Award & Recognition	-	-	-	-	89
6307 Food & Provisions	121	-	-	-	-
6320 Printing & Reproduction	6,186	2,494	5,850	5,850	4,700
6327 Miscellaneous Equipment	2,946	2,329	-	-	500
6404 Consulting Services	10,843	6,426	5,500	10,500	3,000
6411 Temporary Help	646	-	-	-	-
6413 Utilities	1,667	1,599	1,972	1,972	1,700
6599 Other Contracts/Obligat'ns	-	111	-	-	-
Total Expense	$ 248,666	$ 187,556	$ 201,058	$ 206,058	$ 209,164

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM MISSION

For the benefit of the community 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 Strategy # 3: "Train, develop, and support our human resources…"

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, assessment centers, medical, psychological and physical agility tests and documenting employment offers
Maintain statistical data on applicant files
Outline and document all hiring processes
Actively promote recruitment opportunities to diverse organizations
Through the Intercultural Relations Coordinator, actively pursue alliances with diverse organizations

Major Program Changes:

This budget reflects taking over the Police hiring process with existing staff. No request for additional staff is included at this time but we will re-evaluate as we get more involved with HR support for APD.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	43.0	30.0	40.0	30.0	35.5
Regular employees on staff 1-5 years	194.5	202.0	200.0	195.0	200.0
Regular employees on staff 6-10 years	128.5	123.5	130.0	120.0	130.0
Regular employees on staff 10+ years	292.0	304.5	300.0	325.0	300.0
Strategic Outcomes					
City operates more efficiently					
# of open positions	108	74	85	96	90
# staff turnover non-union positions	14	12	11	4	9
# staff turnover union positions	62	48	50	28	32
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	55	43	55	20	45
# of positions advertised externally	73	52	52	44	50
# of telephone interviews	15	19	45	8	25
# of face to face interviews	311	279	264	576	350
# of assessment centers	5	2	6	2	4
# of candidates tested	385	469	400	1,032	800

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 35,219	$ 82,862	$ 64,511	$ 64,511	$ 72,919
6108 Part-Time	36	732	2,265	2,265	-
6114 Sick Pay	-	1,622	-	-	-
6115 Vacation Pay	-	4,239	-	-	-
6150 Fringes	12,500	35,171	29,793	29,793	33,628
6205 Employee Recruitment	16,982	7,877	16,422	16,422	23,422
6303 Memberships & Licenses	100	150	310	310	210
6307 Food & Provisions	518	235	500	500	500
6320 Printing & Reproduction	2,652	2,511	2,800	2,800	2,800
6404 Consulting Services	15,484	10,638	20,000	20,000	25,000
6412 Advertising	9,947	9,543	15,000	15,000	18,000
6413 Utilities	1,041	1,081	1,200	1,200	1,200
6429 Interfund Allocations	(323)	-	-	-	-
Total Expense	$ 94,156	$ 156,661	$ 152,801	$ 152,801	$ 177,679

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Employee Recruitment	
Background checks	$ 5,000
Testing materials	9,000
Other recruitment expense	9,422
	$ 23,422
Consulting Services	
Pre-employment physicals	$ 8,000
Pre-employment psychologicals	17,000
	$ 25,000
Advertising	
Candidate recruitment	$ 18,000
	$ 18,000

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM MISSION

For the benefit of the citizens so that the City can maintain a fiscally responsible and motivated workforce that enables managers and supervisors to effectively carry out their missions, we will conduct labor contract negotiations, administer agreements, resolve grievances and assist with employee related issues.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1, "Early discussion with leadership…" and Key Strategy #6, "Work continuously to improve… "

Objectives:

Negotiate and administer City labor agreements
Address employee issues and handle grievances
Investigate complaints and follow through to resolution
Provide intervention and conflict resolution services
Assist employees with issues or concerns
Assist and advise employees on employment related issues
Provide contract interpretation and training
Coordinate and participate in grievance and interest arbitrations
Monitor unemployment compensation

Major Program Changes:

No major program changes.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Grievance resolution					
# of grievances	35	36	20	30	30
# of grievances sent to arbitration	1	3	0	1	0
Strategic Outcomes					
Sick leave frequency					
# sick hours used city wide	30,613	31,264	30,000	39,000	30,000
Avg. sick hours used per employee	38.8	42.5	39.0	40.0	39.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	4	12	11	12	15
# of contracts sent to arbitration	0	0	0	0	0

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4802 Charges for Serv. - Tax	$ -	$ 21	$ -	$ -	$ -
Total Revenue	$ -	$ 21	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 29,381	$ 53,525	$ 48,429	$ 48,429	$ 51,587
6114 Sick Pay	-	1,219	-	-	-
6115 Vacation Pay	-	4,386	-	-	-
6150 Fringes	10,074	22,003	17,264	17,264	18,997
6201 Training\Conferences	35	-	-	-	-
6302 Subscriptions	1,009	634	966	966	970
6303 Memberships & Licenses	450	650	550	550	375
6307 Food & Provisions	79	92	-	-	100
6320 Printing & Reproduction	1,642	93	1,700	1,700	-
6404 Consulting Services	1,775	9,263	6,500	6,500	6,500
6413 Utilities	283	265	300	300	300
Total Expense	$ 44,728	$ 92,130	$ 75,709	$ 75,709	$ 78,829

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 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 satisfaction and productivity.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3, "Train, develop, and support our human resources…" and Key Strategy #4, "Be proactive in communication to encourage…"

Objectives:

Conduct needs assessment to identify training opportunities
Evaluate effectiveness of programs to meet training needs
Recommend and implement training programs (including budgetary implications) to address training needs
Maintain citywide training/tracking database
Market and maintain a training resource library to supplement ongoing employee training needs
Serve as a resource for employees and supervisors for identifying and creating career development and team building plans
Facilitate and assist in the coordination of departmental meetings and retreats Citywide
Create and distribute a quarterly employee newsletter and a quarterly supervisors' newsletter
Research and offer leadership conferences and seminars for directors and supervisors
Facilitate team development, including conflict resolution and setting of communication expectations
Coordinate facilitation and development of strategic plans for department directors
Assist in and support implementation of the Employee Recognition program

Major Program Changes:

This budget reflects the elimination of funds for the language incentive program. This budget also reflects reduced training dollars by eliminating some optional training opportunities and by the use of in-house trainers for programs.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	New measure	63%	50%	55%	58%
% employees reported satisfied	New measure	37%	50%	45%	42%
% employees reported not satisfied	New measure	0%	0%	0%	0%
Strategic Outcomes					
% of employees reporting that training will help improve their:					
Work skills	77%	75%	75%	75%	75%
Work Process Outputs					
Training programs conducted					
# employee training sessions	72	110	70	80	85
Avg. number participants per session	19	23	25	23	23

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

Staff Development & Training **Business Unit 14040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4908 Misc. Intergov. Charges	$ 200	$ -	$ -	$ -	$ -
Total Revenue	$ 200	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 59,085	$ 29,192	$ 40,783	$ 40,783	$ 43,883
6108 Part-Time	-	25	-	-	-
6114 Sick Pay	-	1,735	-	-	-
6115 Vacation Pay	-	1,859	-	-	-
6150 Fringes	16,251	9,596	13,034	13,034	14,480
6201 Training\Conferences	27,448	27,687	49,800	49,800	40,000
6204 Tuition Fees	-	170	7,300	7,300	-
6206 Parking Permits	41	-	-	-	-
6301 Office Supplies	62	-	-	-	-
6303 Memberships & Licenses	-	380	140	140	140
6307 Food & Provisions	3,427	1,478	1,260	1,260	500
6315 Books & Library Material	1,274	474	1,500	1,500	200
6320 Printing & Reproduction	2,001	-	-	-	-
6327 Miscellaneous Equipment	2,170	-	-	-	-
Total Expense	$ 111,759	$ 72,596	$ 113,817	$ 113,817	$ 99,203

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training and Conferences	
HR staff training	$ 6,000
Supervisory training	17,000
General training	17,000
	$ 40,000

CITY OF APPLETON 2004 BUDGET
HUMAN RESOURCES

NOTES

CITY OF APPLETON 2004 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 2003 EVENTS

A risk management section was developed and adopted as part of the city-wide policy manual. Incorporated in the risk policies were modified duty, fall protection, confined space and general safety rules.

An action plan was developed and steps made to assist several departments in achieving higher point levels for the CVMIC bi-annual loss prevention assessment and to assist with mitigating of potential areas of exposure.

The Claims/Loss Control Analyst is being trained in taking over a stronger risk management role to alleviate work load from the Risk Manager.

The Hepatitis B and Spirometry processes were streamlined to gain efficiencies and more effective follow-up with employees.

The City Hall evacuation procedures were updated, addressing areas that weren't working well and radios were acquired to improve communication among city staff during an evacuation of the building.

The Safety Coordinator developed a worker's compensation brochure to educate and communicate with employees who have had an on-the-job injury.

Electronic safety training courses were developed to educate and train employees on varying aspects of safety.

Supervisory training was conducted, educating supervisory staff on risk management areas such as accident investigation, handling worker's compensation claims, contract review and certificates of insurance.

An actuarial study was completed to evaluate the level of the risk management reserve fund.

The number of safety inspections conducted was increased and problem areas addressed.

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

MAJOR 2004 OBJECTIVES

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:

Administration review
Litigation management
Self-insured retention levels
Loss prevention
Uninsured claims
Claims handling
Claims investigation
Policy and procedure development
Review contract service/construction agreements
Special events risk review
Maintain claims database
Review and renew policies (general liability, auto liability, workers compensation, property, employment practices liability, environmental

To educate City departments and employees in the prevention of losses:

Accident investigation training
Central safety program
Risk Management training

DEPARTMENT BUDGET SUMMARY

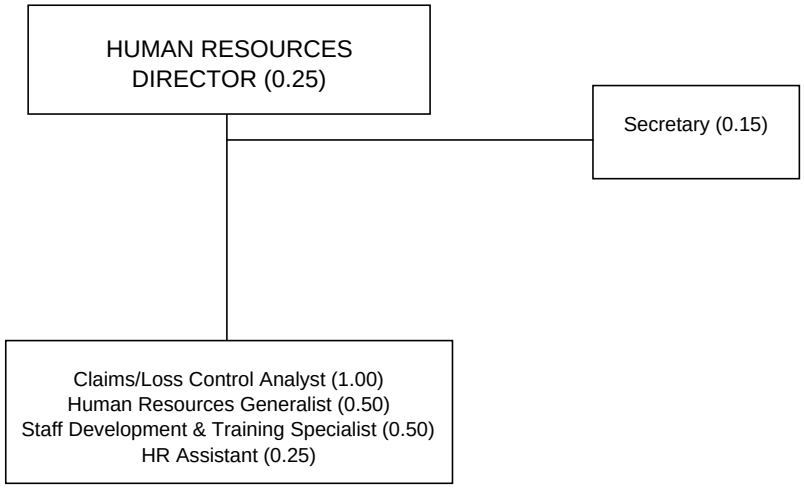
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,033,855	$ 935,215	$ 1,039,998	$ 1,039,998	$ 929,533	-10.62%
Program Expenses							
6210	Administration	910,801	1,035,650	922,174	922,174	912,601	-1.04%
6220	Loss Control	121,404	97,764	117,153	119,080	116,932	-0.19%
Total Program Expenses		$ 1,032,205	$ 1,133,414	$ 1,039,327	$ 1,041,254	$ 1,029,533	-0.94%
Expenses Comprised Of:							
Personnel		184,680	168,287	188,476	188,476	202,507	7.44%
Administrative Expense		809,544	947,328	806,910	808,837	801,483	-0.67%
Supplies & Materials		16,718	6,023	13,341	13,341	8,143	-38.96%
Purchased Services		20,181	11,246	29,400	29,400	16,200	-44.90%
Utilities		1,082	530	1,200	1,200	1,200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** Approximate FTE of PartTime/Temporary staff based on hours scheduled; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	1.00	1.00	$ 77,172	$ 81,070	5.05%
Allocations from Other Funds:					
General Fund Human Resources	1.65	1.65	107,259	114,471	6.72%
Amount for Contracts/Adjustments not Approved	-	-	4,045	6,966	72.21%
Personnel Allocated to Fund	**2.65**	**2.65**	**$ 188,476**	**$ 202,507**	**7.44%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

Administration **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 #2, "Proactively pursue regional cooperation of services…" and Key Strategy #6, "Work continuously to improve the efficiency…"

Objectives:

Administer the risk management program which includes auto, general liability, worker's comp, property, pollution, employment practices liability, project/events insurance, risk transfer and uninsured exposures
Review contracts for appropriate levels of insurance and deductibles and change when advisable
Control and manage the deductibles and losses up to the self-insured retention level for: auto, general liability, worker's compensation, and property
Control and manage uninsured losses
Pursue subrogation recovery from responsible party
Maintain risk management policy manual
Document, investigate and manage claims
Review contracts, programs and events to reduce the City's liability
Analyze exposures and eliminate or reduce the City's risks

Major Program Changes:

Average projected worker's compensation claims increased ($12,000) as a result of two high claim years being included in the seven year average, while the increase in insurance premiums ($11,645) is due to market conditions. Part-time clerical support salaries and fringes have been deleted from this program by eliminating duplication of work.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Insurance Costs					
Average workers compensation costs per claim	$ 1,431	$ 2,973	$ 1,750	$ 4,500	$ 4,500
Average cost per general liability claim	$ 3,137	$ 261	$ 1,500	$ 600	$ 600
Average cost per auto liability claim	$ 517	$ 658	$ 750	$ 600	$ 600
Strategic Outcomes					
Minimize claims expense					
$ value of claims paid	$ 342,968	$ 304,073	$ 280,000	$ 344,000	$ 300,000
$ value of subrogation recovery	$ 7,225	$ 25,258	$ 5,200	$ 5,200	$ 5,200
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	12	10	10	10	10
# of new insurance policies purchased	1	0	0	0	0
Claim processing					
# of claims filed	201	190	175	175	175

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

Administration **Business Unit 6210**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
4710 Interest on Investments	$ 208,097	$ 160,348	$ 202,831	$ 202,831	$ 120,000
4716 Unrealized Gains/Losses	(11,224)	(15,060)	-	-	-
4801 Charges for Serv.- Nont	586,262	533,073	593,743	593,743	562,885
4802 Charges for Serv. - Tax	15	-	-	-	-
5035 Other Reimbursements	248,066	256,854	243,424	243,424	246,648
5045 Reimb from Prior Yr. Exp	1,866	-	-	-	-
5082 Insurance Proceeds	503	-	-	-	-
Total Revenue	$ 1,033,585	$ 935,215	$ 1,039,998	$ 1,039,998	$ 929,533
Expenses					
6101 Regular Salaries	$ 81,798	$ 59,305	$ 84,645	$ 84,645	$ 83,563
6105 Overtime	-	-	-	-	-
6108 Part-Time	8,972	1,498	1,196	1,196	-
6114 Sick Pay	-	751	-	-	-
6115 Vacation Pay	833	6,424	-	-	-
6150 Fringes	19,481	24,195	29,969	29,969	33,097
6201 Training\Conferences	92	95	-	-	-
6202 Local Auto Expense	-	379	720	720	-
6206 Parking Permits	-	1,392	1,116	1,116	1,116
6301 Office Supplies	1,886	2,111	2,500	2,500	2,500
6320 Printing & Reproduction	1,720	903	1,273	1,273	1,243
6327 Miscellaneous Equipment	3,370	-	1,500	1,500	500
6401 Accounting/Audit	1,083	1,132	-	-	1,200
6404 Consulting Services	8,388	38	13,000	13,000	5,000
6501 Insurance	311,500	364,223	415,000	415,000	426,645
6599 Other Contracts/Obligat'ns	-	-	-	-	-
6626 Uninsured Losses	238,546	205,488	135,000	135,000	125,000
6627 Uninsured Losses - WC	130,155	277,332	160,000	160,000	172,000
6720 Interest Payments	102,977	90,384	76,255	76,255	60,737
Total Expense	$ 910,801	$ 1,035,650	$ 922,174	$ 922,174	$ 912,601

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Insurance	
CVMIC Pool Coverage:	
Liability	$ 90,000
Excess liability	10,000
Employment practice	30,000
Automobile	49,000
Package property	195,000
Treasurer's bond	645
Workers compensation	52,000
	$ 426,645
Uninsured Losses	
General liability	$ 63,000
Automobile	29,000
Uninsured liability	33,000
	$ 125,000
Uninsured Losses - WC	
Worker's compensation	$ 172,000
	$ 172,000

CITY OF APPLETON 2004 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 # 3, "Train, develop, and support our human resources ..."

Objectives:

Train and assist city employees and departments in claims investigation and handling
Develop and update policies to comply with State and Federal regulations and to promote a safe and healthy work environment
Provide on-going training to comply with established City policies and state and federal regulations
Recognize and promote employees who practice safe work habits
Coordinate and monitor the work of Central Safety Committee members
Maintain a training resource library for safety and loss prevention topics
Maintain an electronic OSHA 300 log
Monitor workers' compensation statistics and develop programs to reduce injuries
Maintain loss prevention programs

Major Program Changes:

The increase in payroll expense for this program reflects a reallocation of staff time from the Administration program to more accurately reflect actual workload as recorded via the payroll system.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	2,301	1,944	2,450	2,500	2,500
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	16	52	30	72	70
# of safety problems	168	271	100	200	150
# of safety corrections	161	196	100	175	125
Work Process Outputs					
Employees Educated					
# of educational programs given	72	81	75	56	55
Ave employees per session	32	46	32	38	35

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

Safety/Loss Prevention **Business Unit 6220**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv. - Nontax	$ 270	$ -	$ -	$ -	$ -
Total Revenue	$ 270	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 63,498	$ 48,902	$ 54,394	$ 54,394	$ 61,947
6108 Part-Time	37	125	544	544	525
6114 Sick Pay	-	1,295	-	-	-
6115 Vacation Pay	-	6,059	-	-	-
6150 Fringes	10,062	19,734	17,728	17,728	23,375
6201 Training\Conferences	21,906	4,402	12,554	12,554	10,000
6301 Office Supplies	13	356	-	-	-
6302 Subscriptions	137	79	280	280	100
6303 Memberships & Licenses	702	982	1,185	1,185	1,185
6305 Awards & Recognition	-	71	2,100	4,027	2,100
6307 Food & Provisions	1,629	33	200	200	100
6315 Books & Library Material	(250)	6	5,670	5,670	3,100
6320 Printing & Reproduction	2,734	964	2,100	2,100	1,200
6323 Safety Supplies	1,849	4,150	2,450	2,450	2,100
6327 Miscellaneous Equipment	7,295	-	348	348	-
6404 Consulting Services	10,710	10,076	16,400	16,400	10,000
6413 Utilities	1,082	530	1,200	1,200	1,200
Total Expense	$ 121,404	$ 97,764	$ 117,153	$ 119,080	$ 116,932

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
General employee training	$ 4,000
Supervisory training	2,000
Risk management training	4,000
	$ 10,000
Consulting Services	
Hearing tests	$ 2,750
CDL program	2,000
Respirator tests	2,750
Misc. safety consultant	2,500
	$ 10,000

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT FUND
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Charges for Services	$ 586,547	$ 533,073	$ 593,743	$ 593,743	$ 562,885
Other	250,435	256,854	243,424	256,865	246,648
Total Revenues	836,982	789,927	837,167	850,608	809,533
Expenses					
Operating Expenses	929,226	1,043,030	963,072	979,353	968,796
Depreciation	-	-	-	-	-
Other	-	-	-	-	-
Total Expenses	929,226	1,043,030	963,072	979,353	968,796
Operating Income	(92,244)	(253,103)	(125,905)	(128,745)	(159,263)
Non-Operating Revenues (Expenses)					
Property Taxes	-	-	-	-	-
Investment Income	196,873	145,288	202,831	130,000	120,000
Sale of City Property	-	-	-	-	-
Interest Expense	(102,977)	(90,384)	(76,255)	(76,255)	(60,737)
Total Non-Operating	93,896	54,904	126,576	53,745	59,263
Net Income Before Transfers	1,652	(198,199)	671	(75,000)	(100,000)
Transfers In (Out)					
	-	-	-	-	-
Net Income	1,652	(198,199)	671	(75,000)	(100,000)
Capital Contributions	-	-	-	-	-
Fund Balance - Beginning	3,415,032	3,416,684	3,559,536	3,559,536	3,484,536
Contributed Capital - Net	341,051	341,051	-	-	-
Fund Balance - Ending	$ 3,757,735	$ 3,559,536	$ 3,560,207	$ 3,484,536	$ 3,384,536
Sources and Uses of Funds					
Cash - Beginning of Year				$ 2,213,399	$ 1,971,230
+ Net Income (Loss)				(75,000)	(100,000)
+ Depreciation				-	-
- Principal Repayment				(167,169)	(182,088)
- Fixed Assets				-	-
- Residual Equity Transfer Out				-	-
Working Cash - End of Year				$ 1,971,230	$ 1,689,142

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT FUND
LONG TERM DEBT

	CIVMIC G.O. BONDS	
Year	Principal	Interest
2004	182,088	60,737
2005	198,920	43,798
2006	216,899	25,318
2007	236,791	5,150
	$ 834,698	$ 135,003

CITY OF APPLETON 2004 BUDGET
RISK MANAGEMENT

NOTES

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

MISSION STATEMENT

The Appleton Planning Department is dedicated to serving the community with land use planning, development coordination, local zoning regulation administration, promotion of comprehensive and smart growth concepts and special project management in order to enhance the quality of life and economic vitality of Appleton.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

The department continues to implement practices and procedures which encourage multi-department participation and coordination in project review. These changes have resulted in a more thorough and complete project review as well as a more coordinated project recommendation. These changes have also resulted in a department with a continued emphasis on its role as a provider of technical and professional planning information assistance to a variety of users.

During the first half of 2003, the implementation framework for the Focus Fox River: A Master Plan of the VISION 20/20: Comprehensive Plan was approved by the City Plan Commission and Common Council. A comprehensive notification process was completed, and the document was made available on the City's website. This implementation plan includes approximately twenty near term and long range goals that will promote coordination and a comprehensive approach to all developments and improvements along the Riverfront.

Staff is anticipating the Zoning Ordinance rewrite work with the consultant will be completed in 2003 while staff will continue to guide and direct the rewrite into 2004.

The Planning Department began utilizing the electronic time reporting system this year. This allows us the ability to more accurately track where staff time is being spent. Thus, we have made adjustments to time allocation projections in 2004 to more closely reflect actual time.

Per the request of the Department of Public Works, Planning staff completed a windshield survey of all vacant lots in the City in order to update City land use classification records necessary as part of the development of a baseline for stormwater. Planning is working together with Public Works, the Assessor's Office, and Information Services in the development of a revised land use classification system. This system will be coordinated and complementary to the land use classification system employed by East Central Wisconsin Regional Plan Commission and will create the platform for future land use analysis using GIS.

The year 2003 brought some new, ongoing practices of the Department. The status of all open site plans and special use permits (SUP) was reviewed, and staff proactively notified the applicant and/or owner if expiration was pending in order to allow them the option of applying for an extension prior to the lapsing of the SUP or approval. Staff also worked to determine the status of the implementation plan documents for all the planned developments in the City. These plans are currently required to be reviewed and approved by the City and recorded within 365 days of the approval of the planned development zoning. Reminder letters were sent out, where necessary, to property owners or applicants prior to the end of the 365 days to allow the opportunity for recordation as required.

The "permit hold" concept was commenced during the first half of 2003 to encourage better communication among various City departments and the Inspection staff. This system prevents permits from being issued to parcels that have restrictions placed on them that must be satisfied prior to the issuance of any new permits. This will be especially useful to the Planning Department in terms of compliance issues in relation to site plans, special use permits, planned developments, historic designations, etc.

During the first quarter of 2003, the Developer's Planning Handbook was updated, circulated among City staff, and made available to the public on the City's website. This update resulted in a more "user friendly", readily accessible document that provides City contacts, applications, and procedures for the development community.

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

MAJOR 2004 OBJECTIVES

Proactively manage projects after approval to monitor the status and ensure compliance and completion

Continue to guide & direct the Zoning Ordinance rewrite including adoption, education, implementation & administration

Update chapters of the VISION 20/20: Comprehensive Plan to reflect the direction provided through the State of Wisconsin Smart Growth Initiative

Continue to provide department-wide systems improvement among programs, cross-training of staff, and public information coordination and development for timely and improved customer (internal and external) service

Continue to utilize the Customer Satisfaction Survey, analyze responses, and make adjustments as necessary

Coordinate the Development Review Team process and provide the Plan Commission and Common Council with full analysis and information of the various development proposals submitted for their review and approval. These development proposals include rezonings, planned unit developments, special use permits, annexations, subdivision plats, certified survey maps, street issues, text amendments to the Zoning Ordinance and the VISION 20/20: Comprehensive Plan, the Sign Code, and historic preservation initiatives

Encourage and pursue opportunities for riverfront development in accordance with the Focus Fox River: A Master Plan

Work with the development community, elected and appointed officials, neighborhoods, and businesses to formulate development proposals which implement City-wide and neighborhood development plans

Incorporate design and aesthetics review in planned development, special use permit, and site plan applications

Administer the principles of design and development which promote the health, safety, and welfare of the community through a City-wide coordinated site plan review process

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 39,165	$ 48,911	$ 40,300	$ 40,300	$ 40,300	0.00%
Program Expenses							
15010	Administration	231,308	198,758	199,127	199,127	139,104	-30.14%
15020	Current Planning	74,906	94,363	103,376	176,670	132,894	28.55%
15030	Long Range Planning	56,237	90,920	100,216	100,216	60,746	-39.38%
15040	Historic Planning	8,865	9,265	10,049	10,049	6,388	-36.43%
15050	Technical Services	42,096	45,438	44,365	44,365	47,586	7.26%
TOTAL		$ 413,412	$ 438,744	$ 457,133	$ 530,427	$ 386,718	-15.40%
Expenses Comprised Of:							
Personnel		383,609	392,969	421,623	421,623	366,666	-13.03%
Administrative Expense		14,224	16,333	17,180	17,180	11,602	-32.47%
Supplies & Materials		2,706	2,731	10,000	10,000	3,750	-62.50%
Purchased Services		9,720	23,970	4,580	77,874	2,000	-56.33%
Utilities		2,764	2,741	2,750	2,750	2,200	-20.00%
Repair & Maintenance		389	-	1,000	1,000	500	-50.00%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Personnel

DEPARTMENT ORGANIZATION

PLANNING DIRECTOR

Principal Planner III/Senior Planner (1.0)
Principal Planner II (1.75)
Principal Planner I (1.0)
Planning Technician (1.0)
Administrative Secretary (.5)

The .75 FTE Planner II position is currently vacant and is not funded for 2004.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total Staff per Organization Chart	6.50	6.25	$ 421,623	$ 366,666	-13.03%
Personnel Allocated to General Fund	**6.50**	**6.25**	**$ 421,623**	**$ 366,666**	**-13.03%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Administration **Business Unit 15010**

PROGRAM MISSION

The Planning Administration Program provides administrative, budgetary, and clerical support services for the benefit of the Department, the Common Council, City Plan Commission, Community Development Committee, and other City teams as well as the Community to ensure timely and high quality completion of Planning projects.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #2: "... pursue regional cooperation of services...", #3: "Train, develop, and support our human resources...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Work continuously to pursue a regional outreach to the professional and residential community and encourage involvement in the Planning process
Provide department-wide systems improvement among programs, crosstraining of staff, and public information coordination and development for timely and improved customer (internal and external) service
Develop, review, evaluate, and update departmental policies, procedures, and practices as needed and train personnel on new policies to ensure high quality of services
Encourage open and productive working relationships with the Common Council, staff, and Community
Serve as secretary for the Plan Commission and information source for Common Council
Utilize the Customer Satisfaction Survey of the Planning Department
Maintain and adhere to deadlines as set by department policies and City and State codes
Plan, prepare, and monitor the department budget

Major Program Changes:

Staff time allocated to this program has been adjusted to more accurately reflect actual efforts. Also, in prior years, 20% of the Deputy Director position was budgeted to this program. That position has been changed to a Principal Planner III, 65% of which is budgeted in Current Planning and 35% in Long Range . This budget also reflects a permanent reduction of .5 FTE Administrative Secretary ($24,756) for a change to a shared position with Economic Developement.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide pleasant, professional, and timely service to all internal and external customers					
Positive survey response rate	98%	100%	92%	92%	92%
Strategic Outcomes					
Ascertain relevant policies, objectives, and resolutions of Plan Commission are carried out					
Review of staff recommendations	100%	100%	90%	95%	90%
Planning Department reputation reflected as a professional entity					
Positive survey response rate	92%	98%	92%	92%	92%
Department representation professionally in local and state wide issues					
Attend local/state wide conferences	4	3	4	3	3
Work Process Outputs					
Project and time management	100%	100%	100%	100%	100%
Staff all appropriate meetings	100%	100%	90%	95%	90%
Action accurately reported to Council and applicant	98%	100%	100%	100%	100%
Developer/applicant informed					
Provided with calendar of deadlines	100%	100%	100%	100%	100%
Sent agenda, staff review & completion letter	100%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Administration **Business Unit 15010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5010 Misc Revenue - Nontax	$ 166	$ 144	$ 300	$ 300	$ 200
5011 Misc Revenue - Tax	19	56	-	-	100
5035 Other Reimbursements	-	16	-	-	-
Total Revenue	$ 185	$ 216	$ 300	$ 300	$ 300
Expenses					
6101 Regular Salaries	$ 157,619	$ 121,313	$ 124,205	$ 124,205	$ 90,148
6105 Overtime	-	-	877	877	-
6114 Sick Pay	-	825	-	-	-
6115 Vacation Pay	-	1,607	-	-	-
6150 Fringes	55,188	45,239	43,935	43,935	33,484
6201 Training\Conferences	3,368	6,421	2,200	2,200	1,580
6202 Local Auto Expense	666	696	1,100	1,100	-
6204 Tuition Fees	1,171	425	2,400	2,400	133
6206 Parking Permits	1,982	2,400	2,676	2,676	2,676
6301 Office Supplies	2,123	2,745	2,400	2,400	2,200
6302 Subscriptions	563	378	300	300	300
6303 Memberships & Licenses	1,320	1,047	1,500	1,500	1,200
6304 Postage\Freight	-	-	100	100	100
6305 Awards & Recognition	-	50	300	300	83
6307 Food & Provisions	139	270	304	304	50
6320 Printing & Reproduction	2,170	1,796	6,000	6,000	2,750
6327 Miscellaneous Equipment	536	935	4,000	4,000	1,000
6411 Temporary Help	1,060	8,820	2,080	2,080	-
6412 Advertising	251	1,049	1,000	1,000	700
6413 Utilities	2,763	2,742	2,750	2,750	2,200
6418 Equip Repairs & Maint	389	-	1,000	1,000	500
Total Expense	$ 231,308	$ 198,758	$ 199,127	$ 199,127	$ 139,104

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Current Planning **Business Unit 15020**

PROGRAM MISSION

The Current Planning Program provides information, analysis, and coordination of the various development processes to assure citizen knowledge and interaction, while balancing the community's growth needs and compliance with relevant Codes, to ensure an aesthetically compatible and quality built environment.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #2: "... pursue regional cooperation of services...", #3: "Train, develop, and support our human resources...", #4: "... encourage open and productive working relationships...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Adoption, education, implementation, and administration of a new Zoning Ordinance for the City
Coordinate the Development Review Team process and provide the Plan Commission and Common Council with full analysis and information of the various development proposals submitted for their review and approval
Review site plans and be site plan coordinator/liaison between the development community and City staff
Provide follow-up/monitoring to determine all Planning projects are built per approved plans
Work with the development community, elected and appointed officials, other City departments, neighborhoods and businesses to formulate development proposals which implement City-wide and neighborhood development plans
Administer and assist users with the Sign Code and administer the City's Master Sign Program
Provide recommendations on licenses and Zoning Board of Appeals

Major Program Changes:

We have seen a significant submittal decrease post September 11 . Though we are prepared to handle all submittals, we anticipate a continued reduction. Staff will be proactively managing projects after approval. Staff time allocated to this program has been adjusted to more accurately reflect actual efforts.
The .5 FTE intern position budgeted half in this program and half in Long Range Planning has been eliminated for 2004 ($9,570). Also, in prior years, 40% of the Deputy Director position was budgeted to this program. That position has been changed to a Principal Planner III, 65% of which is budgeted in this program ($45,503). This increase is partially offset by holding the .75 FTE Planner II position vacant for 2004, 80% of which was budgeted in this program ($39,204).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Efficient processing of development plans @ 100 PC items & 50 Site Plans					
Timeframe adhered to by Planning	100%	100%	95%	95%	95%
Developer has necessary Planning information					
Positive survey response rate	98%	100%	90%	90%	90%
Coordinate with other departments regarding development proposals					
# of Development Review Team, Plan Commission, and Site Plan Agendas per year	87	88	88	72	90
# of Site Plan letters & DRT notes per year	64	189	73	50	100
Strategic Outcomes					
Development is compatible with the neighborhood and community projection	95%	100%	80%	80%	80%
Planning process is user friendly	95%	98%	87%	90%	87%
Planners provide professional assistance	94%	100%	87%	90%	87%
Work Process Outputs					
Site Plans reviewed in a timely manner					
Review letter sent within two days	97%	95%	90%	92%	90%
Resubmittals distributed within 8 hours	100%	95%	90%	92%	95%

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Current Planning **Business Unit 15020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5002 Zoning & Subdivision Fees	$ 38,980	$ 48,695	$ 40,000	$ 40,000	$ 40,000
Total Revenue	$ 38,980	$ 48,695	$ 40,000	$ 40,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 49,580	$ 66,241	$ 67,978	$ 67,978	$ 91,092
6108 Part-Time	618	-	8,914	8,914	-
6114 Sick Pay	-	789	-	-	-
6115 Vacation Pay	-	1,392	-	-	-
6150 Fringes	14,539	24,595	24,554	24,554	39,402
6201 Training\Conferences	1,876	489	1,330	1,330	1,660
6202 Local Auto Expense	93	12	-	-	-
6404 Consulting Services	7,530	-	-	73,294	-
6412 Advertising	670	845	600	600	740
Total Expense	$ 74,906	$ 94,363	$ 103,376	$ 176,670	$ 132,894

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Long Range Planning **Business Unit 15030**

PROGRAM MISSION

The Long Range Planning Program focuses on enhancing the quality of life for Appleton's residents and enhancing Appleton's place in the regional community by concentrating on the overall development of the City as a community that promotes effective and coordinated land uses by balancing residential, commercial, and industrial needs.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #1: "… evaluate and determine City-wide priorities...", #2: "... pursue regional cooperation of services...", #3: "Train, develop, and support our human resources...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Continue to create drafts of the Transportation and Utilities and Community Facilities chapters of the VISION 20/20: Comprehensive Plan and update the existing plan and future land use maps with current data where applicable
Represent the principles and assure continuity with VISION 20/20: Comprehensive Plan through staff recommendations
Based on changes in State government, stay abreast of issues pertaining to State of Wisconsin mandated Smart Growth initiatives and update chapters of VISION 20/20: Comprehensive Plan to be in compliance with initiatives
Encourage and pursue, where possible, opportunities for riverfront development in accordance with the Focus Fox River: A Master Plan
In concurrence with the Smart Growth initiatives, promote elements of traditional neighborhood subdivision design
Utilize current census information to determine growth projections and analyze past trends
Promote coordinated land use and overall development through design guidelines when reviewing planned developments, special use permits, and site plan applications to provide for an enjoyable aesthetics and quality of life
Participate in education and implementation of a new Stormwater Ordinance

Major Program Changes:

Staff will assist the community with policy and process changes and will proactively manage projects after approval. Staff time allocated to this program has been adjusted to more accurately reflect actual efforts.

The .5 FTE intern position budgeted half in this program and half in Current Planning has been eliminated for 2004 ($9,570 total). Also, in prior years, 40% of the Deputy Director position was budgeted to this program. That position has been changed to a Principal Planner III, 35% of which is budgeted in this program ($24,502). This increase is partially offset by holding the .75 FTE Planner II position vacant for 2004, 20% of which was budgeted in this program ($9,801).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
All Plan Commission items reflect goals of VISION 20/20, where applicable					
Document review	100%	100%	100%	100%	100%
Work on draft of 1 chapter which reflects Smart Growth					
Legislation/Ordinance Amendments	1	1	2	1	1
Strategic Outcomes					
Represented in development initiative meetings					
# of meetings attended	10	3	8	8	8
Continue leadership with Riverfront Initiative					
# projects reviewed	3	2	2	1	2
Proactive management of projects					
# of projects	New measure	→			100
Work Process Outputs					
# of public/professional mtgs. attended	18	5	10	10	10
# of VISION 20/20 elements updated	1	1	1	1	1
# of projects utilizing districts criteria	65	17	50	50	50

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Long Range Planning **Business Unit 15030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 42,319	$ 56,280	$ 65,791	$ 65,791	$ 41,863
6108 Part-Time	-	-	8,914	8,914	-
6114 Sick Pay	-	788	-	-	-
6115 Vacation Pay	-	1,333	-	-	-
6150 Fringes	13,620	19,263	23,651	23,651	17,873
6201 Training\Conferences	110	-	1,280	1,280	700
6404 Consulting Services	-	13,067	-	-	-
6412 Advertising	188	189	580	580	310
Total Expense	$ 56,237	$ 90,920	$ 100,216	$ 100,216	$ 60,746

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Historic Planning **Business Unit 15040**

PROGRAM MISSION

The Historic Planning Program provides planning as well as technical and support services to the Historic Preservation Commission serving under the Community Development Committee. Assistance is provided to those areas within the City deemed to be of historic value.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #1: "... evaluate and determine City-wide priorities...", #2: "... pursue regional cooperation of services...", #3: "Train, develop, and support our human resources...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Provide monthly professional and administrative support, along with technical assistance, to the City's Historic Preservation Commission under the Community Development Committee
Initiate and promote the historic nature, value, and elements within the Fox River Corridor
Integrate all pertinent historic elements and components into all applicable current planning reviews
Provide technical and administrative support to the Historic Preservation Commission in the process of recognizing sites, structures, and districts within the City as being historically significant

Major Program Changes:

Due to state budget cuts, we expect to see a continued reduction in Wisconsin State Historical Society interaction with local governments. The expenses in this program have been reduced to reflect this. Staff time allocated to this program has been adjusted to more accurately reflect actual efforts.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Professional staffing of Historic Preservation Commission meetings					
Attend scheduled HPC meetings	100%	100%	90%	95%	95%
Representation of Department in all City-wide identified Historic Planning issues					
Attend Historic Planning functions	100%	N/A	90%	92%	90%
Timely responses processed to clients					
Positive customer survey response	100%	N/A	90%	90%	90%
Assist with historic recognition					
# sites/structures/districts recognized	N/A	N/A	1	9	4
Strategic Outcomes					
Ascertain relevant policies, objectives, and resolutions of Historic Preservation Commission are carried out					
Review of staff recommendations	N/A	100%	100%	100%	100%
Planning Department reputation reflected as a professional entity					
Positive survey response rate	N/A	N/A	90%	90%	90%
Department represented professionally in local issues					
Attend local conferences	2	2	1	1	1
Work Process Outputs					
Project and time management	100%	100%	100%	100%	100%
Staff all appropriate meetings and accurately report to CDC and Council	100%	100%	90%	95%	90%

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Historic Planning **Business Unit 15040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 6,220	$ 6,200	$ 6,561	$ 6,561	$ 4,062
6114 Sick Pay	-	5	-	-	-
6115 Vacation Pay	-	177	-	-	-
6150 Fringes	2,522	2,729	2,708	2,708	1,876
6201 Training\Conferences	103	154	120	120	60
6305 Awards & Recognition	-	-	600	600	360
6412 Advertising	20	-	60	60	30
Total Expense	$ 8,865	$ 9,265	$ 10,049	$ 10,049	$ 6,388

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Technical Services **Business Unit 15050**

PROGRAM MISSION

The Planning Technical Services Program provides mapping, graphic, statistical, demographic, and other technical services to both internal and external customers of the City of Appleton in support of the planning and development needs of the City.

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #2: "... pursue regional cooperation of services...", #3: "Train, develop, and support our human resources...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Provide all necessary and requested maps and graphic files in support of the Planning Department, internal City requests, and external customer needs

Maintain website for the Planning Department to provide browsers with the most current and useful information possible

Maintain AutoCAD Section Base maps to show the zoning changes

Continue acquiring knowledge of GIS software and increase mapping capabilities

Update and amend VISION 20/20: Comprehensive Plan maps to reflect anticipated growth and available 2000 census data

Continue to maintain Planning history maps, recording all site plans, rezonings, certified survey maps, special use permits, annexations, and lot splits as they occur

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
User receives data within requested time					
Document review	100%	100%	92%	92%	92%
Website browsers have access to current and accurate info					
Positive customer survey response	80%	90%	95%	95%	95%
Computer and mylar zoning maps accurate within 1 week of approval by Council					
Document review	100%	100%	100%	100%	100%
Strategic Outcomes					
Consistent, current, and accurate graphics available to all staff, clients, and citizens					
Positive customer survey response	94%	100%	90%	90%	90%
Work Process Outputs					
State-of-the-art maps for clients					
# maps for Plan Commission	441	358	400	300	300
# of maps for other depts & projects	37	31	50	50	50
Website updated quarterly	100%	100%	100%	100%	100%
Create accurate and easily understood presentations for each Planning Commission meeting	100%	100%	90%	90%	90%

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

Technical Services **Business Unit 15050**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 31,947	$ 33,180	$ 33,696	$ 33,696	$ 35,922
6114 Sick Pay	-	135	-	-	-
6115 Vacation Pay	-	548	-	-	-
6150 Fringes	9,439	10,329	9,839	9,839	10,944
6201 Training\Conferences	710	1,246	570	570	500
6412 Advertising	-	-	260	260	220
Total Expense	$ 42,096	$ 45,438	$ 44,365	$ 44,365	$ 47,586

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PLANNING DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

MISSION STATEMENT

Appleton's Economic Development Department administers programs and provides resources to promote Appleton as a leader in the Fox Cities, enhances and diversifies the tax base, improves the quality of life for Appleton's citizens, and partners with the community in initiatives which promote Appleton as a vital community in which to live and do business.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

The Economic Development Department continues to be busy in 2003 as Appleton maintains a significant market share of the total commercial and industrial development in the Fox Cities.

The Northeast Business Park Phase III (corner of Ballard Road, Hwy 41, and Evergreen Drive) opened in 2003 with lots available for office use.

The Southpoint Commerce Park Phase I (35 acres off Eisenhower Drive and Plank Road) opened in 2003 with the first available lots for this new business/industrial park. This new Park is projected to provide land for industrial development in Appleton for the next twenty years.

Midtown West, the Neighborhood Revitalization Program's (NRP) fifth neighborhood, kicked-off in April of 2003. This NRP area is bounded by Richmond Street, Wisconsin Avenue, Mason and Oklahoma Streets. The Program continues to target improvement to the housing stock using the City's housing rehabilitation programs (owner and rental occupied), M & I Bank's home equity program, and Valley Glass Inc.'s special savings program. The Business Revitalization Program is slated to complete eight (8) projects in 2003.

Appleton's participation in the Northeast Wisconsin Technology Zone allowed the City to assist Wisconsin Fiber Resources, in addition to the City assistance in securing an Industrial Revenue Bond.

The Business Services Program grew in 2003 with the continuation and expansion of the E-Seed, an entrepreneurship training program. The program is managed by the City, Fox Valley Technical College, and University of Wisconsin - Oshkosh Small Business Development Center and sponsored by Virchow Krause & Company, LLP, and the Fox Cities Economic Development Partnership.

The Fox Cities Economic Development Partnership remained strong in 2003 and continued its efforts in evaluating a regional business park.

The Economic Development staff assisted in establishing the Calumet County Economic Development Partnership to reinforce and maintain regional coordination and cooperation.

Staff continues to work on riverfront initiatives for several key properties as the Riverfront Implementation Plan was adopted by the Council in mid-2003. A development agreement has been approved by Council with the Supple Restaurant Group for conversion of the Vulcan hydroelectric building into a restaurant. Work on the building has begun, with an early 2004 opening anticipated.

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

MAJOR 2004 OBJECTIVES

Present and communicate information on the City to attract development and investment

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

Provide professional and reliable service to those seeking to make investments in the City

Create developable parcels throughout the City, especially in the City's industrial and business parks, redevelopment districts, and tax incremental financing districts

Continue to support and encourage investments in established residental and commercial districts through housing and neighborhood services

DEPARTMENT BUDGET SUMMARY

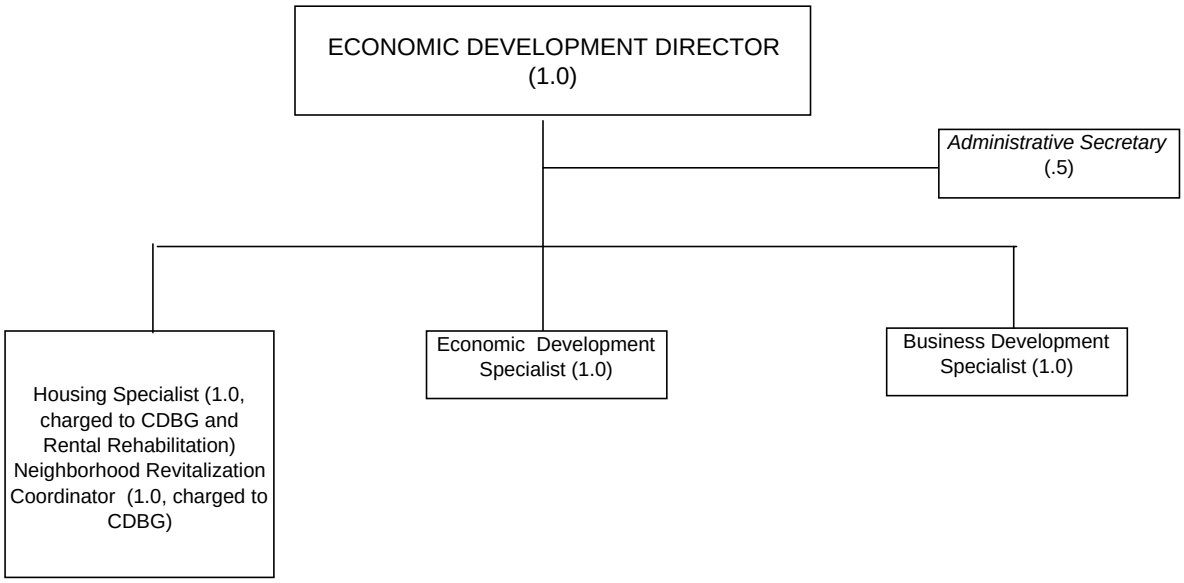
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
Program Expenses							
10550	Econ Dev	119,649	113,567	121,862	121,862	83,519	-31.46%
10551	Marketing	82,371	84,242	96,962	96,962	80,301	-17.18%
10552	Business Retention	37,924	39,586	44,001	44,001	42,880	-2.55%
10553	Projects	73,812	81,376	98,493	98,493	82,061	-16.68%
10554	Business Park	80,159	82,873	74,957	74,957	55,767	-25.60%
TOTAL		$ 393,915	$ 401,644	$ 436,275	$ 436,275	$ 344,528	-21.03%
Expenses Comprised Of:							
Personnel		285,275	289,916	301,615	301,615	272,705	-9.59%
Administrative Expense		57,647	58,141	63,965	63,965	41,593	-34.98%
Supplies & Materials		2,788	832	8,160	8,160	4,930	-39.58%
Purchased Services		42,477	49,991	58,835	58,835	22,000	-62.61%
Utilities		5,728	2,764	3,500	3,500	3,100	-11.43%
Repair & Maintenance		-	-	200	200	200	0.00%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** No funding for 2004.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	6.00	5.50	$ 422,358	$ 404,838	-4.15%
Allocations to Other Funds:					
Housing & Community Development Block Grants	(2.00)	(2.00)	(120,743)	(132,133)	9.43%
Personnel Allocated to General Fund	**4.00**	**3.50**	**$ 301,615**	**$ 272,705**	**-9.59%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM MISSION

For the benefit of Economic Development staff so that productivity, efficiency, product quality and job satisfaction are optimized, we will provide a healthy work environment including appropriate supervision, training, evaluation, coaching, and support services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3: "Train, develop, and support our human resources..."

Objectives:

Prepare and manage budgets responsibly

Complete staff goals and reviews in a complete and timely manner and provide leadership conducive to individual and organizational success

Provide training as appropriate to facilitate an efficient and professional staff

Major Program Changes:

Memberships that were previously charged to other business units have been incorporated into the Administration Business Unit for 2004 (Wisconsin Economic Development Association and the International Economic Development Council).
The budget for this program includes a .5 FTE reduction in the position of Administrative Secretary ($24,756) as this position will be shared with Planning.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
High employee job satisfaction					
% positive responses	100%	100%	90%	90%	90%
Ongoing skill enhancement					
% positive responses	100%	100%	90%	90%	90%
Strategic Outcomes					
Employee retention					
% staff turnover	34%	0%	0%	0%	0%
Calculated risk-taking					
% positive	100%	100%	90%	90%	90%
Compliance with policies					
# violations	0	0	0	0	0
Work Process Outputs					
Annual perf eval completed					
% complete	100%	100%	100%	100%	100%
Annual goals & obj. mutually dev					
% complete	100%	100%	100%	100%	100%
Training courses completed					
% completed	80%	100%	100%	100%	100%
Feedback and supervision delivered					
% positive	100%	100%	90%	90%	90%

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 62,399	$ 60,009	$ 64,877	$ 64,877	$ 49,940
6105 Overtime	348	223	610	610	714
6108 Part-Time	4,397	1,573	367	367	-
6114 Sick Pay	-	554	-	-	-
6115 Vacation Pay	-	4,433	-	-	-
6150 Fringes	27,327	27,563	27,023	27,023	20,567
6201 Training\Conferences	6,894	7,027	10,000	10,000	3,783
6202 Local Auto Expense	780	1,332	2,000	2,000	-
6206 Parking Permits	1,990	1,998	2,300	2,300	1,920
6301 Office Supplies	774	1,121	1,250	1,250	1,250
6302 Subscriptions	138	(27)	300	300	300
6303 Memberships & Licenses	-	-	-	-	1,000
6308 Awards & Recognition	-	-	-	-	60
6307 Food & Provisions	314	118	400	400	80
6315 Books & Library Material	3	77	75	75	75
6320 Printing & Reproduction	591	87	2,600	2,600	1,600
6327 Miscellaneous Equipment	1,088	-	2,460	2,460	1,230
6402 Legal Fees	244	-	-	-	-
6404 Consulting Services	8,796	3,500	3,500	3,500	-
6411 Temporary Help	2,645	3,233	3,000	3,000	-
6413 Utilities	921	746	900	900	800
6418 Equip Repairs & Maint	-	-	200	200	200
Total Expense	$ 119,649	$ 113,567	$ 121,862	$ 121,862	$ 83,519

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Marketing **Business Unit 10551**

PROGRAM MISSION

For the benefit of prospective businesses and developers so that they will select Appleton as the prime location to establish, expand, and make investments, we will promote the advantages of the City of Appleton through several means.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "...pursue regional cooperation of services..." and #6: "…work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

This program is comprised of activities conducted to promote the City of Appleton for private investment and development. Included are advertising, creation and distribution of promotional materials (including but not limited to print media and webpages), and acting as the City's liaison with various development-related organizations. The city continues its membership contributions to Appleton Downtown, Inc. and the Fox Cities Economic Development Partnership, though at a lower level than that included in the 2003 budget.

Promote Appleton to the broader public, especially business and industry
Target businesses to achieve the desired economic profile
Support sustained economic growth within the City by attracting new businesses
Promote the City's interests through active participation on various boards, committees, and organizations
Assist prospective businesses and developers and track results for evaluation of promotional activities

Major Program Changes:

The consulting services account has been reduced to meet budget goals for 2004. Membership contributions to the Fox Cities Economic Development Partnership and Appleton Downtown, Inc. have been reduced by $3,115 and $10,000, respectively.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Information specific to development in Appleton					
# of prospect information deliveries	56	56	50	65	70
Strategic Outcomes					
Expanded and diversified Appleton economy					
# and description of developments	0	0	1	1	2
Work Process Outputs					
Marketing plan prepared					
Plan complete	1	1	1	1	1
Marketing materials produced					
# of pieces developed	1	4	2	2	2
Prospects tracked & follow-up performed					
% prospects tracked	100%	100%	100%	100%	100%
% due diligence conducted	100%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Marketing **Business Unit 10551**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 7,242	$ 12,468	$ 22,142	$ 22,142	$ 23,402
6108 Part-Time	6,373	-	-	-	-
6114 Sick Pay	-	31	-	-	-
6115 Vacation Pay	-	948	-	-	-
6150 Fringes	2,927	4,884	8,120	8,120	8,899
6303 Memberships & Licenses	45,114	45,509	45,115	45,115	32,000
6404 Consulting Services	2,115	4,550	6,000	6,000	4,000
6412 Advertising	16,704	14,314	13,585	13,585	10,000
6413 Utilities	1,896	1,538	2,000	2,000	2,000
Total Expense	$ 82,371	$ 84,242	$ 96,962	$ 96,962	$ 80,301

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
Fox Cities Economic Development Partnership	$ 7,000
Appleton Downtown, Inc.	25,000
	$ 32,000
Advertising	
Development and placement of print and internet advertising	$ 10,000
	$ 10,000

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Business Services **Business Unit 10552**

PROGRAM MISSION

For the benefit of Appleton's current and prospective businesses and their employees so that services of business assistance are identified and conveyed, we will provide information and expertise to address business issues.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #5: "work to improve influence over statutory and regulatory processes…" and # 6: "work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

This program is comprised of activities undertaken to maximize the City's likelihood of retaining and growing its business base. The elements include business retention visits, newsletters, technical assistance, business recognition awards, and database maintenance.

Improve the environment in Appleton to promote business and industry and attract investment. Conduct business retention visits to share information, assist in company plans for expansion, and address issues within local control. Act as ombudsman for Appleton businesses in their efforts to resolve issues with the City. Continue to examine ways in which City government can be improved to be more responsive to business needs. Administer the business recognition award program to acknowledge and demonstrate the City's appreciation of its business and industry. Provide technical assistance for start-up companies.

Major Program Changes:

The addition of a quarterly newsletter to the commercial broker/developer community is planned for 2004. The funding for the intern position was eliminated for 2004 ($1,978). The International Economic Development Council membership was moved from this business unit to the Administration Business Unit.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	27	32	30	30	35
# Start-up businesses assisted	56	80	60	65	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses established	11	7	12	12	15
# Targeted buildings filled	9	5	4	4	5
Work Process Outputs					
Retention visit clients served					
# business retention visits & follow-ups	29	43	40	40	40
Newsletter					
# Annual newsletter completed	1	1	1	1	1
# Annual newsletter recipients	1,810	1,780	2,000	2,000	2,000
# Quarterly broker/dev newsletter	New measure →				4
# Quarterly broker/dev recipients	New measure →				60
Web pages revised or added					
# pages	14	247	15	15	15

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Business Services **Business Unit 10552**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 26,653	$ 26,290	$ 27,630	$ 27,630	$ 29,231
6108 Part-Time	415	395	1,837	1,837	-
6114 Sick Pay	-	60	-	-	-
6115 Vacation Pay	-	1,384	-	-	-
6150 Fringes	9,606	10,449	10,309	10,309	11,149
6303 Memberships & Licenses	325	528	725	725	-
6304 Postage\Freight	596	-	-	-	-
6305 Awards & Recognition	329	480	700	700	700
6320 Printing & Reproduction	-	-	2,800	2,800	1,800
Total Expense	$ 37,924	$ 39,586	$ 44,001	$ 44,001	$ 42,880

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
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 Strategy # 6: "…work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

This program is comprised of activities undertaken to assist the development community in its effort to commence development initiatives in the City of Appleton. Development coordination, prioritization, and direction are among the functions performed within this program. Economic Development serves as the executive director and staff to the Appleton Redevelopment Authority and as the City representative to various development-related organizations.

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, and tax incremental financing districts

Major Program Changes:

The consulting services account has been reduced in this business unit and included in the appropriate TIF or Industrial Park funds. The funding for the intern position was eliminated for 2004 ($17,405). The Wisconsin Economic Development Association membership was moved from this business unit to the Administration Business Unit.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	32	16	20	15	20
# projects assisted in management	8	4	5	5	5
Assist in land assembly, development incentives, or project management					
# dev. generated via direct mgt	2	3	2	2	2
Strategic Outcomes					
Tax base enhanced					
$ increase industrial/commercial	$ 17.1 million	$ 26.1 million	$ 20 million	$ 20 million	$ 20 million
$ increase in target districts	$ 13.85 million	$ 11.1 million	$ 10 million	$ 14 million	$ 10 million
% increase in new equalized value	3.06%	2.49%	2.50%	2.50%	2.50%
Work Process Outputs					
# of real estate transactions completed	11	2	2	1	2
# of development agreements completed	1	2	2	2	1

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

New and Redevelopment Projects **Business Unit 10553**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 48,772	$ 49,285	$ 51,482	$ 51,482	$ 54,004
6108 Part-Time	2,857	3,494	16,168	16,168	-
6114 Sick Pay	-	76	-	-	-
6115 Vacation Pay	-	2,360	-	-	-
6150 Fringes	17,117	18,918	19,393	19,393	19,832
6303 Memberships & Licenses	250	-	275	275	-
6307 Food & Provisions	143	55	400	400	-
6320 Printing & Reproduction	1,105	669	225	225	225
6402 Legal Fees	-	13	250	250	250
6404 Consulting Services	-	4,300	4,500	4,500	2,250
6408 Contractor Fees	895	1,970	5,500	5,500	5,500
6413 Utilities	2,673	236	300	300	-
Total Expense	$ 73,812	$ 81,376	$ 98,493	$ 98,493	$ 82,061

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM MISSION

For the benefit of Appleton's growing business and industrial base so that appropriate building sites are available for industrial growth, we will plan, assemble, prepare, and market industrial/business park land.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

This program is comprised of activities conducted to plan the City's industrial and business parks, market these parks, and maintain the City-owned property comprised of land awaiting sale and berms/signs/plantings.

Provide ample and varied opportunities for the location of industrial and business activities in Appleton
Promote the City's industrial and business parks to those prospects fitting the desired economic profile
Develop the City's 20-year master plan for industrial/business park development
Properly maintain City-owned property in the business and industrial parks and enforce deed restrictions as appropriate
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 Program Changes:

The consulting services and contractor fees accounts (for maintenance of available business park land) have been removed from this Business Unit and included in the appropriate TIF or Industrial Park funds.
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PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	56	61	50	125	110
Size of parcels	1-10 acres	1-10 acres	1-10 acres	1-16 acres	1-16 acres
# vacant buildings filled	3	0	4	4	4
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
$ industrial investment	$ 5.4 million	$ 5.1 million	$ 4.0 million	$ 2.0 million	$ 4.0 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	1	2	1	2	1
Land development					
# acres acquired	1	0	1	0.5	0
# acres optioned & sold	17	3	15	6	15

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 50,768	$ 44,460	$ 38,022	$ 38,022	$ 40,045
6114 Sick Pay	-	135	-	-	-
6115 Vacation Pay	-	2,463	-	-	-
6150 Fringes	18,074	17,459	13,635	13,635	14,922
6402 Legal Fees	168	(79)	-	-	-
6404 Consulting Services	3,725	1,400	4,500	4,500	-
6408 Contractor Fees	7,185	14,643	18,000	18,000	-
6412 Advertising	-	2,148	-	-	-
6413 Utilities	239	244	300	300	300
6501 Insurance	-	-	500	500	500
Total Expense	$ 80,159	$ 82,873	$ 74,957	$ 74,957	$ 55,767

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
ECONOMIC DEVELOPMENT

NOTES

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the development of a viable urban community by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Emergency Shelter Grant (ESG) - The City, in collaboration with the Housing Partnership, Salvation Army, Legal Services and the Emergency Shelter of the Fox Valley was successful in its application for ESG funds for the 2003 program year. These funds are used by the participating agencies to provide case management, mental health counseling, food, and utilities for low and moderate income beneficiaries. The City is the sponsoring agency for the grant application and serves as a neutral conduit for the distribution of State of Wisconsin grant funds to the various agencies. The City receives administrative dollars from this grant to cover its costs in serving as a conduit.

HOME Investment Partnership Program - Renter Moderate Rehabilitation (HOME)- The purpose of this program is to provide funding for a portion of the cost to make the improvements to rental properties in the City of Appleton which provide housing for low and moderate income households. Due to the high volume of program income received, no new funds were pursued in 2003.

Community Development Block Grant (CDBG) - The City of Appleton received an annual entitlement award of $732,000. These funds were distributed to 13 different community programs. Some of the types of activities funded in 2002 were neighborhood revitalization, homeowner housing rehabilitation, emergency shelter, creation of affordable housing, and first time home ownership.

Continuum of Care Grant (COC) - In 2002, the City of Appleton, in collaboration with the Housing Partnership, Salvation Army, ADVOCAP, and the Emergency Shelter of the Fox Valley was successful in renewing this grant for another three years (2004 - 2006). As with the ESG described above, the City of Appleton is the sponsoring agency for the grant application and serves as a neutral conduit for the distribution of State of Wisconsin grant funds to the participating agencies. These funds will mainly be used to provide intensive case management and support services to homeless persons in the Fox Cities and to provide housing to families enrolled in the transitional housing program by leasing scattered-site units. The City receives administrative dollars from this grant to cover its costs in serving as a conduit.

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2004 OBJECTIVES

The following grant funded programs are intended to benefit low and moderate income households, and eliminate slum and blight.

Below are the specific objectives of each of these programs:

Emergency Shelter Grant (ESG)
(Program Year is from 7/1 - 6/30)
Prevent homelessness
Provide essential services
Provide emergency shelter

HOME Investment Partnership Program - Renter Moderate Rehabilitation (HOME)
(Program Year is a 2 year period, from 7/1 - 6/30)
Improve Appleton's rental housing stock

Community Development Block Grant (CDBG)
(Program Year is from 4/1 - 3/31)
Improve Appleton's housing
Strengthen community services
Revitalize selected target areas
Address health and safety issues
Plan and administer programs effectively

Continuum of Care Grant (CCG)
(Program Year is a 3 year period from 10/1 - 9/30)
Provide support services to chronic homeless

DEPARTMENT BUDGET SUMMARY

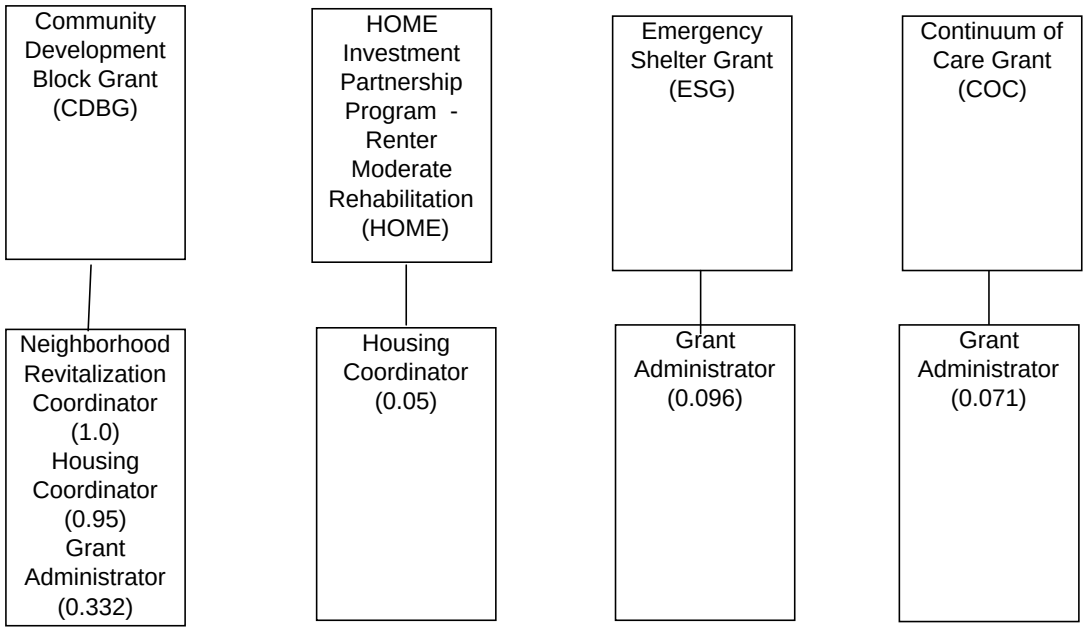
Programs		Actual		Budget			%
Unit	**Title**	**2001**	**2002**	**Adopted 2003**	**Amended 2003**	**2004**	**Change ***
Program Revenues		$ 1,026,469	$ 1,143,201	$ 1,160,310	$ 1,160,663	$ 1,253,401	8.02%
Program Expenses							
2100	Block Grant	796,368	946,950	980,144	980,144	937,000	-4.40%
2130	Rental Rehab.	166,708	51,010	57,960	57,960	78,213	34.94%
2140	Emergency Shelter	69,643	93,357	78,062	78,062	96,500	23.62%
2150	Continuum of Care	-	38,552	44,144	44,497	141,688	220.97%
TOTAL		$ 1,032,719	$ 1,129,869	$ 1,160,310	$ 1,160,663	$ 1,253,401	8.02%
Expenses Comprised Of:							
Personnel		137,764	158,820	166,736	166,736	176,462	5.83%
Administrative Expense		888,758	963,691	987,074	987,427	1,068,469	8.25%
Supplies & Materials		-	(629)	1,200	1,200	2,520	110.00%
Purchased Services		6,197	7,987	5,300	5,300	5,950	12.26%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Personnel

DEPARTMENT ORGANIZATION



The 2004 budget reflects a 0.12 FTE reduction in the allocation of the Grants Manager from the Finance Department. It also reflects a re-classification of the Housing Specialist position to Housing Coordinator, based on a review of duties conducted by Maximus Inc., which resulted in a salary increase.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	0.00	0.00	$ -	$ -	N/A
Allocations from Other Funds:					
General Fund - Economic Development	2.00	2.00	120,743	132,523	9.76%
General Fund - Finance	0.62	0.50	38,750	31,898	-17.68%
Amount for Contracts/Adjustments not Approved			7,243	12,041	66.24%
Personnel Allocated to Fund	**2.62**	**2.50**	**$ 166,736**	**$ 176,462**	**5.83%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM MISSION

For the benefit of projects and programs benefiting persons of low and moderate incomes (LMI), in order to expand economic opportunities and provide decent housing and a suitable living environment, we will administer the receipt and expenditure of federal Community Development Block Grant proceeds for housing rehabilitation and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…"

Objectives:

The development of a viable urban community by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)

Major program changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	$ 745,000	$ 732,000	$ 737,000	$ 737,000	$ 737,000
Program Income Rec'd 1/1 - 12/31	$ 246,338	$ 306,594	$ 260,000	$ 260,000	$ 200,000
# of awards made	14	13	14	13	13
Average award	$ 53,763	$ 56,307	$ 51,000	$ 56,692	$ 56,692
Neighborhood Revitalization Program					
# businesses, park, etc. improvements	9	7	10	8	10
Housing Imrprovements:					
# City Rehab Program	7	9	10	8	10
# other (M&I, private, DOORS, etc)	31	10	20	20	20
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPR findings	0	0	0	0	0
LMI individuals benefitted					
# beneficiaries of programs supported	5,500	7,843	8,000	8,000	8,000
Increased property valuation (NRP)					
Trend vs comparable neighborhoods	20%	10%	10%	10%	10%
Work Process Outputs					
City Housing Program (city-wide)					
# of applications processed	33	43	35	50	35
# home rehabs done	15	32	35	40	35
$ home rehabs done	$ 224,328	$ 486,328	$ 525,000	$ 600,000	$ 525,000

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 543,177	$ 564,595	$ 780,144	$ 780,144	$ 737,000
4224 Miscellaneous State Aid	-	67,088	-	-	-
5050 Rehab Project Repayment	246,338	323,557	200,000	200,000	200,000
Total Revenue	$ 789,515	$ 955,240	$ 980,144	$ 980,144	$ 937,000
Expenses					
6101 Regular Salaries	$ 91,068	$ 95,609	$ 111,109	$ 111,109	$ 111,607
6105 Overtime	27	516	-	-	-
6110 Other Compensation	-	134	-	-	-
6114 Sick Pay	210	1,975	-	-	-
6115 Vacation Pay	173	4,760	-	-	-
6150 Fringes	35,057	40,623	45,079	45,079	49,558
6201 Training\Conferences	897	2,697	7,168	7,168	5,745
6202 Local Auto Expense	-	77	-	-	-
6301 Office Supplies	82	-	500	500	500
6302 Subscriptions	37	562	1,500	1,500	1,500
6304 Postage/Freight	-	-	50	50	100
6307 Food & Provisions	53	96	125	125	125
6320 Printing & Reproduction	-	-	200	200	250
6327 Miscellaneous Equipment	-	-	1,000	1,000	2,000
6401 Accounting/Audit	5,414	5,659	5,200	5,200	5,700
6402 Legal Fees	35	-	-	-	-
6404 Consulting Services	-	26	-	-	-
6412 Advertising	376	-	100	100	250
6599 Other Contracts/Obligat'ns	-	2,202	-	-	-
6608 Block Grant Payments	661,005	723,545	773,113	773,113	759,665
6630 Other Grant Payments	1,934	68,469	35,000	35,000	-
Total Expense	$ 796,368	$ 946,950	$ 980,144	$ 980,144	$ 937,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Block Grant Payments

Awards and loans to community organizations and individulas for the benefit of low to moderate income (LMI) persons	$ 759,665
	$ 759,665

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME **Business Unit 2130**

PROGRAM MISSION

For the benefit of low to moderate income (LMI) residents of Appleton, in order to insure an adequate supply of quality rental housing, we will administer funds and award grants and loans for various housing rehabilitation projects.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…"

Objectives:

The purpose of this fund is to account for receipt of Rental Energy Rehabilitation program income, WI Rental Rehabilitation program income, HOME funds, program income, and the corresponding program expenditures.

Major program changes:

The 2004 budget reflects spending authority for the portion of the 2004 award plus program income that is expected to be allocated in 2004. New grant monies were not pursued in 2002 nor 2003 due to the higher amount of program income received than expected. The target award for 2004 is $90,000 plus $9,000 in admin funds. Since this grant program has a two year performance period, only a portion of the grant awarded in 2004 will be expended in 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Funding for low to moderate income (LMI) rental rehabilitation projects					
New HOME funds award amount	$ 99,000	$ -	$ -	$ -	$ 99,000
Program Income Rec'd 1/1 - 12/31	$ 50,832	$ 11,620	$ 7,533	$ 7,533	$ 52,563
# of loans made	8	4	7	5	5
Average loan amount	$ 18,858	$ 17,605	$ 22,000	$ 15,000	$ 15,000
Strategic Outcomes					
Improved LMI rental property					
# qualified units rehabilitated (city-wide)	14	9	7	10	10
$ rehabs complete (city-wide)	$ 150,864	$ 70,423	$ 100,000	$ 75,000	$ 75,000
# units rehabilitated (NRP)	-	-	1	10	1
$ rehabs complete (NRP)	$ -	$ -	$ 15,000	$ 75,000	$ 15,000
Timely allocation of funds					
% of prior year award committed	32%	75%	100%	0%	0%
% of prior year award expended	20%	31%	100%	0%	0%
Work Process Outputs					
# of applications processed	8	6	7	5	5
# of inspections conducted	14	9	7	10	10

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME **Business Unit 2130**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 114,447	$ 44,086	$ 47,976	$ 47,976	$ 25,650
5035 Other Reimbursements	2,375	-	-	-	-
5050 Rehab Project Repayment	50,834	11,621	9,984	9,984	52,563
Total Revenue	$ 167,656	$ 55,707	$ 57,960	$ 57,960	$ 78,213
Expenses					
6101 Regular Salaries	$ 5,388	$ 6,939	$ 2,087	$ 2,087	$ 2,331
6105 Overtime	376	26	-	-	-
6110 Other Compensation	-	18	-	-	-
6114 Sick Pay	17	99	-	-	-
6115 Vacation Pay	14	295	-	-	-
6150 Fringes	2,253	3,014	889	889	1,065
6201 Training/Conferences	8,535	6,762	-	-	2,491
6307 Food & Provisions	15	-	-	-	-
6316 Miscellaneous Supplies	-	30	-	-	-
6324 Medical/Lab Supplies	-	(659)	-	-	270
6412 Advertising/Publication	373	100	-	-	-
6630 Other Grant Payments	149,737	34,386	54,984	54,984	72,056
Total Expense	$ 166,708	$ 51,010	$ 57,960	$ 57,960	$ 78,213

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

Awards and loans to community organizations and individulas for the benefit of low to moderate income (LMI) persons	$ 72,056
	$ 72,056

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Emergency Shelter Grant (ESG) **Business Unit 2140**

PROGRAM MISSION

To promote the most efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency housing in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…"

Objectives:

The purpose of this fund is to account for a special grant which benefits persons in need of emergency and transitional housing.

Major program changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Grant Award	$ 72,650	$ 143,625	$ 150,000	$ 93,103	$ 100,000
Strategic Outcomes					
Expand the # of homeless persons served					
# of beneficiaries	1,241	2,247	1,000	1,500	1,500
Work Process Outputs					
# grants applications prepared	1	1	1	1	1
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Emergency Shelter Grant (ESG) **Business Unit 2140**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 69,298	$ 93,702	$ 78,062	$ 78,062	$ 96,500
Total Revenue	$ 69,298	$ 93,702	$ 78,062	$ 78,062	$ 96,500
Expenses					
6101 Regular Salaries	$ 2,609	$ 3,596	$ 4,514	$ 4,514	$ 4,743
6114 Sick Pay	-	4	-	-	-
6115 Vacation Pay	-	8	-	-	-
6150 Fringes	571	1,204	1,798	1,798	2,099
6608 Block Grant Payments	22,916	-	-	-	-
6630 Other Grant Payments	43,547	88,545	71,750	71,750	89,658
Total Expense	$ 69,643	$ 93,357	$ 78,062	$ 78,062	$ 96,500

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

Awards and loans to community organizations and individulas for the benefit of low to moderate income (LMI) persons	$ 89,658
	$ 89,658

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Continuum of Care Grant (CCG) **Business Unit 2150**

PROGRAM MISSION

For the benefit of chronically homeless residents of Appleton, in order to provide the necessary case management and support services to families enrolled in transitional housing programming, we will serve as a pass-thru entity and administer funds to pre-determined local non-profit organizations that directly serve the target population.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…"

Objectives:

The purpose of this fund is to account for a special grant which benefits chronically homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable housing environment.

Major program changes:

The increase in the 2004 budgeted revenues and grant payments over the 2002 actual amounts is due to only 3 months of activity being recorded in 2002 (the City took over the grant starting 10/1/02).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Average Award	n/a	$ 143,625	$ 173,217	$ 135,519	$ 140,016
Strategic Outcomes					
Expand the # of homeless persons served					
# of beneficiaries	n/a	671	124	124	300
Work Process Outputs					
# grants applications prepared	n/a	n/a	1	0	1
# of contract period extensions requested	n/a	0	0	0	0

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Continuum of Care Grant (CCG) **Business Unit 2150**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ -	$ 38,552	$ 44,144	$ 44,497	$ 141,688
Total Revenue	$ -	$ 38,552	$ 44,144	$ 44,497	$ 141,688
Expenses					
6101 Regular Salaries	$ -	$ -	$ 895	$ 895	$ 3,507
6150 Fringes	-	-	365	365	1,552
6630 Other Grant Payments	-	38,552	42,884	43,237	136,629
Total Expense	$ -	$ 38,552	$ 44,144	$ 44,497	$ 141,688

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

Awards and loans to community organizations and individulas for the benefit of low to moderate income (LMI) persons	$ 136,629
	$ 136,629

CITY OF APPLETON 2004 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	726,922	808,024	950,326	1,086,073	1,000,838
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	299,561	335,178	209,984	209,984	252,563
Total Revenues	1,026,483	1,143,202	1,160,310	1,296,057	1,253,401
Expenses					
Program Costs	1,032,719	1,129,868	1,160,310	1,296,057	1,253,401
Administrative Expenses	-	-	-	-	-
Total Expenses	1,032,719	1,129,868	1,160,310	1,296,057	1,253,401
Revenues over (under) Expenses	(6,236)	13,334	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(6,236)	13,334	-	-	-
Fund Balance - Beginning	175,752	169,516	182,850	182,850	182,850
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 169,516	$ 182,850	$ 182,850	$ 182,850	$ 182,850

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 1 **Business Unit 2020**

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: "..pursue regional cooperation of services…"

Objectives:

Tax Incremental District #1 includes the general area of downtown College Avenue, Richmond to Drew, and Lawrence to Franklin.

Created in 1980, its primary projects include site preparation for the Paper Valley Hotel, Landmark Square and the Avenue Mall.

	General Fund Advance		General Fund Advance
1982	1,256,602	1994	1,645,935
1983	1,016,301	1995	1,312,775
1984	918,390	1996	1,231,420
1985	466,946	1997	199,139
1986	875,221	1998	(110,170)
1987	814,180	1999	(824,954)
1988	1,134,173	2000	(860,786)
1989	977,679	2001	(321,934)
1990	1,157,510	2002	(2,444,189)
1991	1,072,910	2003	(1,569,475)
1992	1,408,222	2004	(1,257,501)
1993	1,478,738	12/31/03 Balance	$ 9,577,132

Major program changes:

No major program changes.

PERFORMANCE INDICATORS

Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 223,720	$ 167,048	$ 161,184	$ 161,184	$ 144,569	-10.31%
Program Expenses		$ 1,453,368	$ 665,825	$ 568,199	$ 568,199	$ 499,248	-12.14%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		1,452,285	664,693	566,799	566,799	497,848	-12.16%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,083	1,132	1,400	1,400	1,400	0.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Improvements		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental Distric # 1 **Business Unit 2020**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 1,598,134	$ 1,605,892	$ 1,654,586	$ 1,654,586	$ 1,500,805
4227 State Aid - Computers	129,626	121,184	121,184	121,184	89,569
4710 Interest on Investments	94,094	45,864	40,000	40,000	55,000
Total Expense	$ 1,821,854	$ 1,772,940	$ 1,815,770	$ 1,815,770	$ 1,645,374
Expenses					
6401 Accounting/Audit	$ 1,083	$ 1,132	$ 1,400	$ 1,400	$ 1,400
6720 Interest Payments	732,160	664,693	566,799	566,799	497,848
7913 Trans Out - Debt Service	720,125	-	-	-	-
Total Expense	$ 1,453,368	$ 665,825	$ 568,199	$ 568,199	$ 499,248

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT # 1
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Property Taxes	$ 1,598,134	$ 1,605,892	$ 1,654,586	$ 1,591,062	$ 1,500,805
Intergovernmental	129,626	121,184	121,184	89,569	89,569
Interest Income	94,094	45,864	40,000	65,000	55,000
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	1,821,854	1,772,940	1,815,770	1,745,631	1,645,374
Expenses					
Program Costs	-	-	-	-	-
Interest Expense	732,160	664,693	566,799	566,799	497,848
Administrative Expenses	1,083	1,132	1,400	1,400	1,400
Total Expenses	733,243	665,825	568,199	568,199	499,248
Revenues over (under) Expenses	1,088,611	1,107,115	1,247,571	1,177,432	1,146,126
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	(720,125)		-		
Total Other Financing Sources (Uses)	(720,125)	-	-	-	-
Net Change in Equity	368,486	1,107,115	1,247,571	1,177,432	1,146,126
Fund Balance - Beginning	(13,376,291)	(13,007,805)	(11,900,690)	(11,900,690)	(10,723,258)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ (13,007,805)	$ (11,900,690)	$ (10,653,119)	$ (10,723,258)	$ (9,577,132)

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

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CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 2 **Business Unit 2030**

MAJOR 2004 OBJECTIVES

Link to City Goals:

Implements Key Strategy # 2: "..pursue regional cooperation of services…"

Objectives:

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

Tax Incremental District #2 includes most of the area within the "Industrial Flats", Lawe Street to Memorial Drive, South River Street to Water Street.

Primary projects include the Lincoln Mills, Ravine Mills, and shoreline restoration projects.

Year	General Fund Advance
12/31/99 Balance	$ 960,371
Interest due for 2000	48,018
12/31/00 Balance	1,008,389
Interest due for 2001	50,529
2001 Advance	4,413
12/31/01 Balance	$ 1,063,331
Interest due for 2002	53,166
12/31/02 Balance	$ 1,116,497
Interest due for 2003	55,825
12/31/03 Balance	$ 1,172,322
Interest due for 2004	58,616
12/31/04 Balance	$ 1,230,938

Major program changes:

No major program changes

PERFORMANCE INDICATORS

Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ -	$ 75,750	$ 76,657	$ 76,657	$ 75,622	-1.35%
Program Expenses		$ 33,891	$ 94,478	$ 121,156	$ 121,156	$ 126,925	4.76%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		33,891	93,346	119,856	119,856	125,575	4.77%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	1,132	1,300	1,300	1,350	3.85%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 2 **Business Unit 2030**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ -	$ 74,728	$ 76,322	$ 76,322	$ 74,895
4227 State Aid - Computers	-	227	235	235	292
4710 Interest on Investments	-	795	100	100	435
Total Expense	$ -	$ 75,750	$ 76,657	$ 76,657	$ 75,622
Expenses					
6401 Accounting/Audit	$ -	$ 1,132	$ 1,300	$ 1,300	$ 1,350
6720 Interest Payments	33,891	53,166	55,825	55,825	58,616
7913 Trans Out - Debt Service	-	40,180	64,031	64,031	66,959
Total Expense	$ 33,891	$ 94,478	$ 121,156	$ 121,156	$ 126,925

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT # 2
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ 74,728	$ 76,322	$ 73,303	$ 74,895
Intergovernmental	-	227	235	292	292
Interest Income	-	795	100	1,750	435
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	-	75,750	76,657	75,345	75,622
Expenses					
Program Costs	-	-	-	-	-
Interest Expense	33,891	53,166	55,825	55,825	58,616
Administrative Expenses	-	1,132	1,300	1,300	1,350
Total Expenses	33,891	54,298	57,125	57,125	59,966
Revenues over (under) Expenses	(33,891)	21,452	19,532	18,220	15,656
Other Financing Sources (Uses)					
Operating Transfers In					
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	(40,180)	(64,031)	(64,031)	(66,959)
Total Other Financing Sources (Uses)	-	(40,180)	(64,031)	(64,031)	(66,959)
Net Change in Equity	(33,891)	(18,728)	(44,499)	(45,811)	(51,303)
Fund Balance - Beginning **	-	(1,373,331)	(1,392,059)	(1,392,059)	(1,437,870)
Residual Equity Transfers In	(1,339,440)	-	-	-	-
Fund Balance - Ending	$ (1,373,331)	$ (1,392,059)	$ (1,436,558)	$ (1,437,870)	$ (1,489,173)

Discussion of changes in fund balances:

TIF #2 closed for capital expenditures as of May 1, 2001. Thereafter it is classified as a Special Revenue Fund.

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT #2
LONG TERM DEBT

	2000 G.O. Notes		2001 Trust Fund Loan	
Year	Principal	Interest	Principal	Interest
2004	45,000	6,459	-	15,500
2005	55,000	4,022	10,000	15,250
2006	55,000	1,341	20,000	14,500
2007			40,000	13,000
2008			50,000	10,750
2009			50,000	8,250
2010			70,000	5,250
2011			70,000	1,750
	$ 155,000	$ 11,822	$ 310,000	$ 84,250

	TOTAL		
Year	Principal	Interest	Total
2004	45,000	21,959	66,959
2005	65,000	19,272	84,272
2006	75,000	15,841	90,841
2007	40,000	13,000	53,000
2008	50,000	10,750	60,750
2009	50,000	8,250	58,250
2010	70,000	5,250	75,250
2011	70,000	1,750	71,750
	$ 465,000	$ 96,072	$ 561,072

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 3 **Business Unit 2040**

MAJOR 2004 OBJECTIVES

Link to City Goals:

Implements Key Strategy # 2: "..pursue regional cooperation of services…"

Objectives:

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

Tax Incremental District #3 includes the area bounded by Richmond and Superior Streets, from the County Courthouse to the School Administration building.

Primary projects include the Washington and East Parking Ramps, the Paper Valley Hotel expansion, the Evans Title building, Crescent Place, and a redeveloped "Zwicker" site.

Year	General Fund Advance	Parking Utility Advance
12/31/03 Balance	$ 10,180,142	$ 10,371,827
Interest due for 2004	533,371	541,418
2004 Advance	974,576	913,034
12/31/04 Balance	$ 11,688,089	$ 11,826,279

Major program changes:

Prior to closing for further capital investments as of November 4, 2003 , TIF #3 was shown as a Capital Projects Fund.

PERFORMANCE INDICATORS

Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 42,539	$ 45,739	$ 15,699	$ 15,699	$ 6,781	-56.81%
Program Expenses		$ 6,815,375	$ 5,105,337	$ 4,700,219	$ 5,500,219	$ 3,846,382	-18.17%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		6,813,185	5,102,981	3,698,219	3,698,219	3,843,032	3.92%
Supplies & Materials		-	-			-	N/A
Purchased Services		2,190	2,356	1,002,000	1,802,000	3,350	-99.67%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 3 **Business Unit 2040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 355,551	$ 361,793	$ 501,726	$ 501,729	$ 851,538
4130 Payment in Lieu of Taxes	29,832	29,782	-	-	-
4227 State Aid - Computers	12,707	15,199	15,199	15,199	6,581
4710 Interest on Investments	-	758	500	500	200
5910 Proceeds of LT Debt	3,210,000	1,530,000	1,000,000	1,800,000	-
Total Expense	$ 3,608,090	$ 1,937,532	$ 1,517,425	$ 2,317,428	$ 858,319
Expenses					
6401 Accounting/Audit	$ 1,083	$ 1,132	$ 2,000	$ 2,000	$ 3,350
6408 Contractor Fees	400	780	1,000,000	1,000,000	-
6440 Snow Removal Svcs	707	444	-	-	-
6599 Other Contracts/Obliagat'ns	-	-	-	800,000	-
6720 Interest Payments	611,558	760,312	916,718	916,718	1,074,789
7913 Trans Out - Debt Service	2,691,627	2,812,669	2,781,501	2,781,501	2,768,243
7914 Trans Out - Cap Projects	300,000	-	-	-	-
7915 Trans Out - Enterprise Fnds	3,210,000	1,530,000	-	-	-
Total Expense	$ 6,815,375	$ 5,105,337	$ 4,700,219	$ 5,500,219	$ 3,846,382

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT # 3
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 355,551	$ 361,793	$ 501,726	$ 482,138	$ 851,538
Intergovernmental	12,707	15,199	15,199	6,581	6,581
Interest Income	-	759	500	-	200
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	368,258	377,751	517,425	488,719	858,319
Expenses					
Program Costs	1,107	2,356	1,000,000	800,000	-
Interest Expense	611,558	760,312	916,718	920,408	1,074,789
Administrative Expenses	1,083	-	2,000	1,350	3,350
Total Expenses	613,748	762,668	1,918,718	1,721,758	1,078,139
Revenues over (under) Expenses	(245,490)	(384,917)	(1,401,293)	(1,233,039)	(219,820)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of General Obligation Debt	3,210,000	1,530,000	1,000,000	800,000	-
Operating Transfers Out - Other Funds	(3,210,000)	(1,530,000)	-	-	-
Operating Transfers Out - Debt Service	(2,991,627)	(2,812,669)	(2,781,501)	(2,784,621)	(2,768,243)
Total Other Financing Sources (Uses)	(2,991,627)	(2,812,669)	(1,781,501)	(1,984,621)	(2,768,243)
Net Change in Equity	(3,237,117)	(3,197,586)	(3,182,794)	(3,217,660)	(2,988,063)
Fund Balance - Beginning	(10,742,024)	(13,979,141)	(17,176,727)	(17,176,727)	(20,394,387)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ (13,979,141)	$ (17,176,727)	$ (20,359,521)	$ (20,394,387)	$ (23,382,450)

Discussion of changes in fund balances:

TIF #3 closed for capital expenditures as of November 4, 2003. Thereafter it is classified as a Special Revenue Fund.

CITY OF APPLETON 2004 BUDGET

TAX INCREMENTAL DISTRICT #3

LONG TERM DEBT

	Washington Ramp 1993A Revenue Bonds		ARP # 16 Senior Housing 1997 G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	300,000	115,855	95,000	38,503
2005	400,000	97,305	95,000	34,109
2006	125,000	83,393	100,000	29,600
2007	125,000	76,768	590,000	13,644
2008	160,000	69,175		
2009	160,000	60,575		
2010	220,000	50,260		
2011	255,000	37,253		
2012	255,000	23,100		
2013	285,000	7,980		
	$2,285,000	$621,664	$880,000	$115,856

	1998A G.O. Refunding Bonds		1999B G.O. Notes		2000 G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	1,560,000	188,275	105,000	45,418	0	12,278
2005	10,000	154,835	115,000	38,267	0	12,278
2006	285,000	148,421	120,000	30,630	0	12,278
2007	280,000	136,063	125,000	22,605	80,000	10,344
2008	345,000	122,313	135,000	14,025	85,000	6,322
2009	340,000	107,073	145,000	4,785	85,000	2,125
2010	475,000	88,735				
2011	535,000	65,743				
2012	530,000	40,850				
2013	595,000	14,131				
	$4,955,000	$1,066,439	$745,000	$155,730	$250,000	$55,625

	2001B G.O. Notes		2001 State Trust Fund Loan		2002B G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	0	184,200	0	9,038	0	88,813
2005	100,000	181,200	0	9,038	0	88,813
2006	200,000	172,200	0	9,038	0	88,812
2007	300,000	157,200	0	9,038	0	88,813
2008	400,000	136,200	0	9,038	0	88,812
2009	500,000	109,200	0	9,038	0	88,813
2010	600,000	76,200	0	9,038	100,000	86,163
2011	970,000	29,100	180,764	4,519	100,000	80,712
2012					1,355,000	38,956
2013						
	$3,070,000	$1,045,500	$180,764	$67,785	$1,555,000	$738,707

	2003 State Trust Fund Loan		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2004	0	25,863	2,060,000	708,243	2,768,243
2005	0	40,000	720,000	655,845	1,375,845
2006	0	40,000	830,000	614,372	1,444,372
2007	10,000	40,000	1,510,000	554,475	2,064,475
2008	20,000	39,608	1,145,000	485,493	1,630,493
2009	30,000	38,500	1,260,000	420,109	1,680,109
2010	40,000	37,000	1,435,000	347,396	1,782,396
2011	50,000	35,000	2,090,764	252,327	2,343,091
2012	60,000	32,589	2,200,000	135,495	2,335,495
2013	70,000	2,950	950,000	25,061	975,061
2014	80,000	26,000	80,000	26,000	106,000
2015	90,000	22,000	90,000	22,000	112,000
2016	100,000	17,548	100,000	17,548	117,548
2017	120,000	12,500	120,000	12,500	132,500
2018	130,000	6,500	130,000	6,500	136,500
	$800,000	$416,058	$14,200,764	$4,198,816	$18,399,580

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 4 **Business Unit 4070**

MAJOR 2004 OBJECTIVES

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

Tax Incremental District #4 includes the area basically north of Highway 41 - Northeast Industrial Park, an area bounded by French Road (east), Ballard Road (west), Glendale Avenue (south), and Ashbury Drive (north).

Primary projects include land assembly and installation of public utilities on unimproved property that will allow industrial developments to take place.

2004 projects include maintenance and marketing of the remaining 90 acres of land in the City's Northeast Business Park, including soil testing required under the NR 151 Stormwater Regulations.

Eligible expenditures may be made in District until August 16, 2005 per State Statutes.

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

Project	Amount	Page
Northeast Business Park	$ 91,770	Projects, Pg. 571
Grade & Gravel Program	198,362	Projects, Pg. 582
Concrete Paving Program	1,304,815	Projects, Pg. 578
Stormwater Program	26,406	Projects, Pg. 590
Sanitary Sewer Program	26,406	Projects, Pg. 602
Total	$ 1,647,759	

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 673,009	$ 279,152	$ 428,866	$ 428,866	$ 341,105	-20.46%
Program Expenses		$ 1,848,133	$ 1,413,923	$ 3,347,096	$ 3,677,851	$ 2,726,253	-18.55%
Expenses Comprised Of:							
Personnel		96,574	27,938	81,390	81,390	80,625	-0.94%
Administrative Expense		990,413	983,804	1,079,691	1,079,691	1,077,094	-0.24%
Supplies & Materials		294	59,474	131,886	131,886	191,403	45.13%
Purchased Services		5,029	2,196	408,590	408,590	97,670	-76.10%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		3,947	7,721	25,181	25,181	14,200	-43.61%
Capital Expenditures		751,876	332,790	1,620,358	1,951,113	1,265,261	-21.91%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 4 **Business Unit 4070**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 1,021,058	$ 1,548,638	$ 1,910,590	$ 1,910,590	$ 1,852,285
4130 Pmt in Lieu of Taxes	70,852	13,760	-	-	-
4227 State Aid - Computers	49,638	48,866	48,866	48,866	81,105
4710 Interest on Investments	225,228	198,585	130,000	130,000	60,000
5004 Sale of City Prop - Nontax	314,353	17,808	250,000	250,000	200,000
5011 Misc Revenue - Taxable	-	133	-	-	-
5035 Other Reimbursements	12,938	-	-	-	-
Total Expense	$ 1,694,067	$ 1,827,790	$ 2,339,456	$ 2,339,456	$ 2,193,390
Expenses					
6101 Regular Salaries	$ 3,197	$ -	$ -	$ -	$ -
6102 Labor Pool Allocations	53,091	17,409	59,477	59,477	57,449
6103 Unallocated Labor	132	-	-	-	-
6105 Overtime	9,259	1,364	-	-	-
6107 Temp. Full - Time	8,170	530	-	-	-
6110 Other Compensation	4	90	-	-	-
6113 Shift Differential	-	1	-	-	-
6150 Fringes	22,721	8,544	21,913	21,913	23,176
6303 Memberships & Licenses	745	-	-	-	-
6308 Landscape Supplies	275	-	5,610	5,610	12,520
6320 Printing & Reproduction	19	-	-	-	-
6325 Construction Materials	-	59,474	126,276	126,276	178,883
6328 Signs	-	-	-	-	-
6401 Accounting/Audit	1,083	1,132	1,400	1,400	1,350
6402 Legal Fees	686	-	-	-	-
6404 Consulting Services	2,687	-	85,000	85,000	91,770
6408 Contractor Fees	573	1,064	301,131	301,131	4,500
6409 Inspection Fees	-	-	-	-	-
6425 CEA Equip. Rental	3,947	7,721	25,181	25,181	14,200
6599 Other Contracts/Obligat'n	-	-	21,059	21,059	-
6801 Land	15,667	-	-	-	-
6809 Infrastructure Construct'n	736,209	332,790	1,620,358	1,951,113	1,265,261
7913 Trans Out - Debt Service	989,668	983,804	1,079,691	1,079,691	1,077,144
Total Expense	$ 1,848,133	$ 1,413,923	$ 3,347,096	$ 3,677,851	$ 2,726,253

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Plants	$ 12,520
	$ 12,520
Construction Materials	
Asphalt	$ 178,883
	$ 178,883
Consulting	
Marketing & administration	$ 76,000
Soil sampling	15,770
	$ 91,770

Infrastructure Construction	
Stormwater	$ 25,038
Sanitary sewer	25,038
Grade & Gravel	188,084
Concrete	1,027,101
	$ 1,265,261

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT #4
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 1,091,910	$ 1,562,398	$ 1,910,590	$ 1,837,206	$ 1,852,285
Intergovernmental	49,638	48,866	48,866	81,105	81,105
Special Assessments	-	-	-	-	
Interest Income	225,228	198,585	130,000	145,000	60,000
Charges for Services	-	-	-	-	
Other	12,938	133	-	-	
Total Revenues	1,379,714	1,809,982	2,089,456	2,063,311	1,993,390
Expenses					
Program Costs	857,382	428,987	2,266,005	2,596,760	1,647,759
Administrative Expenses	1,083	1,132	1,400	1,350	1,350
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	858,465	430,119	2,267,405	2,598,110	1,649,109
Revenues over (under) Expenses	521,249	1,379,863	(177,949)	(534,799)	344,281
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-		-	-	-
Operating Transfers In	-		-	-	-
Operating Transfers Out	(989,668)	(983,804)	(1,079,691)	(1,079,692)	(1,077,144)
Sale of City Property	314,353	17,808	250,000	60,000	200,000
Total Other Financing Sources (Uses)	(675,315)	(965,996)	(829,691)	(1,019,692)	(877,144)
Net Change in Equity	(154,066)	413,867	(1,007,640)	(1,554,491)	(532,863)
Fund Balance - Beginning	4,125,361	3,971,295	4,385,162	4,385,162	2,830,671
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 3,971,295	$ 4,385,162	$ 3,377,522	$ 2,830,671	$ 2,297,808

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT #4
LONG TERM DEBT

	1996 G.O. Notes		1997 State Trust Fund Loan		1997 G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	100,000	88,678	88,316	22,204	130,000	113,544
2005	860,000	64,677	93,455	17,065	135,000	107,416
2006	855,000	21,589	98,828	11,692	1,120,000	78,394
2007			104,511	6,009	1,135,000	26,247
2008						
	$1,815,000	$174,944	$385,110	$56,970	$2,520,000	$325,601

	1998B G.O. Notes		1999A G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	300,000	106,032	100,000	28,370
2005	315,000	92,806	100,000	23,895
2006	220,000	81,115	105,000	19,230
2007	830,000	57,600	110,000	14,230
2008	865,000	19,462	115,000	8,885
2009			125,000	3,063
	$2,530,000	$357,015	$655,000	$97,673

	TOTAL		
Year	Principal	Interest	Total
2004	718,316	358,828	1,077,144
2005	1,503,455	305,859	1,809,314
2006	2,398,828	212,020	2,610,848
2007	2,179,511	104,086	2,283,597
2008	980,000	28,347	1,008,347
2009	125,000	3,063	128,063
	$7,905,110	$1,012,203	$8,917,313

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 5 **Business Unit 4080**

MAJOR 2004 OBJECTIVES

This fund provides for commercial redevelopment of West Wisconsin Avenue between Gillett Street and Bennett Street.

The 2004 CIP request would cover a portion of the total costs associated with site preparation, infrastructure and general construction assistance for TIF eligible activities for a renovation of an existing commercial/retail development at the corner of Wisconsin Avenue and Bennett Street. Site preparation/infrastructure and general construction assistance for TIF eligible improvements for a multi-family housing development along Mason Street and Kamps Avenue is also included in the 2004 CIP request.

Eligible expenditures may be made in District until March 3, 2006.

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

Project	Amount	Page
TIF #5 - West Wisconsin Avenue Redevelopment	$ 185,000	Projects, Pg. 572

Summary of Advances	General Fund
2002 Advance	$ 8,600
Interest due for 2002	215
12/31/02 Balance	$ 8,815
2003 Advance	13,901
Interest due for 2003	789
12/31/03 Balance	$ 23,505
2004 Advance	25,374
Interest due for 2004	1,809
12/31/04 Balance	$ 50,688

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 15,069	$ 5,211	$ 52,368	$ 52,368	$ 17,555	-66.48%
Program Expenses		$ 786,910	$ 40,552	$ 280,935	$ 470,935	$ 281,299	0.13%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		210,827	39,420	94,735	94,735	94,949	0.23%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,083	1,132	186,200	376,200	186,350	0.08%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		575,000	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 5 **Business Unit 4080**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 4,746	$ 9,473	$ 24,892	$ 24,892	$ 51,561
4130 Pmt in Lieu of Taxes	-	-	51,000	51,000	14,000
4227 State Aid - Computers	345	368	368	368	1,225
4710 Interest on Investments	14,724	4,843	1,000	1,000	2,330
5910 Proceeds of LT Debt	200,000	190,000	185,000	185,000	185,000
5924 Trans In - Capital Projects	255,000	-	-	-	-
Total Expense	$ 474,815	$ 204,684	$ 262,260	$ 262,260	$ 254,116
Expenses					
6401 Accounting/Audit	$ 1,083	$ 1,132	$ 1,200	$ 1,200	$ 1,350
6408 Contractor Fees	-	-	185,000	375,000	185,000
6720 Interest Payments	-	215	886	886	1,809
6801 Land	575,000	-	-	-	-
7913 Trans Out - Debt Service	10,827	39,205	93,849	93,849	93,140
7914 Trans Out - Capital Proj.	200,000	-	-	-	-
Total Expense	$ 786,910	$ 40,552	$ 280,935	$ 470,935	$ 281,299

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Site preparation, infrastrucure, and construction assistance	$ 185,000
	$ 185,000

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT # 5
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 4,746	$ 9,473	$ 24,892	$ 23,920	$ 51,561
Intergovernmental	345	368	368	1,225	1,225
Special Assessments	-	-	-	-	-
Interest Income	14,725	4,843	1,000	5,085	2,330
Charges for Services	-	-	-	-	-
Other	-	-	51,000	47,120	14,000
Total Revenues	19,816	14,684	77,260	77,350	69,116
Expenses					
Program Costs	575,000	-	185,000	-	185,000
Administrative Expenses	1,083	1,347	1,200	1,200	1,350
Depreciation	-	-	-	-	-
Interest Expense	-	-	886	789	1,809
Miscellaneous	-	-	-	-	-
Total Expenses	576,083	1,347	187,086	1,989	188,159
Revenues over (under) Expenses	(556,267)	13,337	(109,826)	75,361	(119,043)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	200,000	190,000	185,000	-	185,000
Operating Transfers In	255,000	-	-	-	-
Operating Transfers Out	(210,827)	(39,205)	(93,849)	(93,849)	(93,140)
Sale of City Property	-	-	-	-	
Total Other Financing Sources (Uses)	244,173	150,795	91,151	(93,849)	91,860
Net Change in Equity	(312,094)	164,132	(18,675)	(18,488)	(27,183)
Fund Balance - Beginning	332,945	20,851	184,983	184,983	166,495
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 20,851	$ 184,983	$ 166,308	$ 166,495	$ 139,312

Discussion of changes in fund balances:

The funds borrowed in 2002 ($190,000) for the corner of Mason Street and Wisconsin Avenue will need to be carried over from 2003 to 2004 due to environmental delays.

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT

	1999B G.O. Notes		2001B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	50,000	20,655	-	12,000
2005	55,000	17,243	-	12,000
2006	55,000	13,668	-	12,000
2007	60,000	9,900	-	12,000
2008	60,000	5,940	20,000	11,400
2009	60,000	1,980	50,000	9,300
2010			50,000	6,300
2011			80,000	2,400
	$ 340,000	$ 69,386	$ 200,000	$ 77,400

	2002B G.O. Notes	
Year	Principal	Interest
2004	-	10,485
2005	-	10,485
2006	-	10,485
2007	-	10,485
2008	20,000	9,985
2009	20,000	8,965
2010	30,000	7,650
2011	30,000	6,015
2012	90,000	2,588
	$ 190,000	$ 77,143

	TOTAL		
Year	Principal	Interest	Total
2004	50,000	43,140	93,140
2005	55,000	39,728	94,728
2006	55,000	36,153	91,153
2007	60,000	32,385	92,385
2008	100,000	27,325	127,325
2009	130,000	20,245	150,245
2010	80,000	13,950	93,950
2011	110,000	8,415	118,415
2012	90,000	2,588	92,588
	$ 730,000	$ 223,929	$ 953,929

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 6 **Business Unit 4090**

MAJOR 2004 OBJECTIVES

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.

Funding in 2004 will be used for engineering and platting of Phase II, which will be constructed in 2005, asphalt maintenance, and the marketing and selling of land in Phase I. The 2004 Budget also provides $19,712 to conduct soil tests on Phases I and II to determine where infiltration practices may be required for future development under the NR 151 of the Storm Water Regulations, which will go into effect in October of 2004, and $10,000 in funding for the installation of a new lighted industrial park sign similar to the one at the entrance of the Northeast Business Park.

Eligible expenditures may be made in District until February 14, 2007.

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

Project	Amount	Page
TIF #6 - 441 Industrial Land Development	$ 123,712	Projects, Pg. 570
Grade & Gravel	161,080	Projects, Pg. 582
Sidewalk Program	63,679	Projects, Pg. 588
Stormwater Program	413,358	Projects, Pg. 590
Total	$ 761,829	

Summary of Advances	General Fund
2000 Advance	$ 62,982
Interest due for 2000	1,575
12/31/00 Balance	64,557
Interest due for 2001	3,228
12/31/01 Balance	67,785
Interest due for 2002	3,389
12/31/02 Balance	71,174
Interest due for 2003	3,559
12/31/03 Balance	74,733
Interest due for 2004	1,823
Payment of advance	(76,556)
12/31/04 Balance	$ -

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 16,784	$ 181,351	$ 14,111	$ 14,111	$ 431,406	2957.23%
Program Expenses		$ 898,705	$ 2,964,574	$ 1,992,502	$ 5,041,914	$ 1,828,868	-8.21%
Expenses Comprised Of:							
Personnel		18,045	86,397	120,146	120,146	122,852	2.25%
Administrative Expense		290,908	319,120	657,906	657,906	1,065,689	61.98%
Supplies & Materials		68,517	55,195	-	-	104,003	N/A
Purchased Services		14,607	1,480,022	41,500	2,654,166	110,062	165.21%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		95	33,901	-	-	26,962	N/A
Other Capital Expenditures		506,533	989,939	1,172,950	1,609,696	399,300	-65.96%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 6 **Business Unit 4090**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ -	$ 382,512	$ 715,190	$ 715,190	$ 963,064
4130 Pmt in Lieu of Taxes	-	90,699	-	-	40,000
4227 State Aid - Computers	-	6,611	6,611	6,611	13,906
4710 Interest on Investments	-	78,191	5,000	5,000	25,000
5004 Sale of City Prop - Nontax	-	-	-	-	350,000
5011 Misc Revenue - Taxable	-	-	-	-	-
5015 Rental of City Property	6,480	5,850	-	-	-
5035 Other Reimbursements	10,304	-	2,500	2,500	2,500
5910 Proceeds of LT Debt	3,187,202	1,726,657	1,333,096	3,333,096	761,829
Total Expense	$ 3,203,986	$ 2,290,520	$ 2,062,397	$ 4,062,397	$ 2,156,299
Expenses					
6101 Regular Salaries	$ 256	$ 375	$ 4,003	$ 4,003	$ 3,853
6102 Labor Pool Allocations	12,021	63,382	84,867	84,867	83,559
6105 Overtime	263	2,932	-	-	-
6107 Temp. Full - Time	992	49		-	-
6150 Fringes	4,513	19,659	31,276	31,276	35,440
6308 Landscape Supplies	12,311	-	-	-	-
6320 Printing & Reproduction	-	25	-	-	-
6325 Construction Materials	56,206	55,170	-	-	104,003
6401 Accounting/Audit	1,083	1,132	1,500	1,500	1,350
6404 Consulting Services	10,640	315	40,000	65,000	98,712
6408 Contractor Fees	-	65,780	-	-	-
6425 CEA Equip. Rental	95	33,901	-	-	26,962
6599 Other Contracts/Obligat'n	2,884	1,412,795	-	2,587,666	10,000
6720 Interest Payments	3,228	3,389	3,559	3,559	1,823
6801 Land	579,409	11,894	-	43,040	-
6809 Infrastructure Construct'n	(72,876)	978,045	1,172,950	1,566,656	399,300
7913 Trans Out - Debt Service	287,680	315,731	654,347	654,347	1,063,866
Total Expense	$ 898,705	$ 2,964,574	$ 1,992,502	$ 5,041,914	$ 1,828,868

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Asphalt	$ 104,003
	$ 104,003
Consulting Services	
Administration	$ 79,000
Soil testing	19,712
	$ 98,712
Other Contrats/Obligations	
Sign installation	$ 10,000
	$ 10,000
Infrastructure Construction	
Sidewalk	$ 51,300
Stormwater	333,000
Other (e.g. cable)	15,000
	$ 399,300

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT # 6
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ 473,211	$ 715,190	$ 699,037	$ 1,003,064
Intergovernmental	-	6,611	6,611	13,906	13,906
Special Assessments	-	-	-	-	-
Interest Income	-	78,191	5,000	38,000	25,000
Charges for Services	-	-	-	-	-
Other	16,784	5,850	2,500	69,608	2,500
Total Revenues	16,784	563,863	729,301	820,551	1,044,470
Expenses					
Program Costs	606,713	2,644,320	1,333,096	5,584,705	761,829
Administrative Expenses	1,083	1,132	1,500	1,350	1,350
Depreciation	-	3,389	-	-	-
Interest Expense	3,228		3,559	3,559	1,823
Miscellaneous	-		-	-	-
Total Expenses	611,024	2,648,841	1,338,155	5,589,614	765,002
Revenues over (under) Expenses	(594,240)	(2,084,978)	(608,854)	(4,769,063)	279,468
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	3,187,202	1,726,657	1,333,096	5,205,000	761,829
Operating Transfers In	-	-	-	-	0
Operating Transfers Out	(287,680)	(315,731)	(654,347)	(684,470)	(1,063,866)
Sale of City Property	-	-	-	-	350,000
Total Other Financing Sources (Uses)	2,899,522	1,410,926	678,749	4,520,530	47,963
Net Change in Equity	2,305,282	(674,052)	69,895	(248,533)	327,431
Fund Balance - Beginning	(1,457,430)	847,852	173,800	173,800	(74,733)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 847,852	$ 173,800	$ 243,695	$ (74,733)	$ 252,698

CITY OF APPLETON 2004 BUDGET
TAX INCREMENTAL DISTRICT #6
LONG TERM DEBT

	1999B G.O. Notes		2000 G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	165,000	71,328	-	172,213
2005	175,000	60,278	50,000	170,994
2006	190,000	48,415	260,000	163,438
2007	200,000	35,640	565,000	143,328
2008	215,000	21,945	755,000	111,153
2009	225,000	7,425	900,000	70,250
2010	-	-	955,000	23,875
2011				
	$ 1,170,000	$ 245,031	$ 3,485,000	$ 855,251

	2001 G.O. Notes		State Trust Fund Loan	
Year	Principal	Interest	Principal	Interest
2004	-	48,645	-	108,962
2005	-	48,645	100,000	106,462
2006	-	48,645	400,000	93,962
2007	-	48,645	200,000	78,962
2008	100,000	46,582	250,000	67,712
2009	200,000	40,320	300,000	53,962
2010	400,000	27,520	400,000	36,462
2011	430,000	9,460	529,236	13,231
	$ 1,130,000	$ 318,462	$ 2,179,236	$ 559,715

	2002A G.O. Notes		2002 State Trust Fund Loan		2003A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	-	70,240	80,024	113,973	-	44,010
2005	-	70,240	97,998	95,999	-	40,625
2006	-	70,240	102,898	91,099	50,000	40,125
2007	-	70,240	108,042	85,954	50,000	39,000
2008	-	70,240	113,224	80,773	50,000	37,700
2009	100,000	68,340	119,106	74,891	100,000	35,525
2010	100,000	64,440	125,061	68,935	100,000	32,400
2011	700,000	48,440	131,314	62,682	100,000	29,075
2012	840,000	17,220	137,726	56,270	280,000	22,475
2013			144,766	49,230	475,000	8,788
2014			152,004	41,992		
2015			159,605	34,392		
2016			167,513	26,484		
2017			175,961	18,036		
2018			184,758	9,238		
	$ 1,740,000	$ 549,640	$ 2,000,000	$ 909,948	$ 1,205,000	$ 329,723

	2003 State Trust Fund Loan		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2004	124,813	64,658	369,837	694,029	1,063,866
2005	95,712	93,759	518,710	687,002	1,205,712
2006	100,497	88,974	1,103,395	644,898	1,748,293
2007	105,522	83,949	1,228,564	585,718	1,814,282
2008	110,583	78,888	1,593,807	514,993	2,108,800
2009	116,327	73,144	2,060,433	423,857	2,484,290
2010	122,144	67,327	2,202,205	320,959	2,523,164
2011	128,251	61,220	2,018,801	224,108	2,242,909
2012	134,513	54,958	1,392,239	150,923	1,543,162
2013	141,389	48,082	761,155	106,100	867,255
2014	148,458	41,012	300,462	83,004	383,466
2015	155,881	33,590	315,486	67,982	383,468
2016	163,605	25,866	331,118	52,350	383,468
2017	171,856	17,615	347,817	35,651	383,468
2018	180,449	9,022	365,207	18,260	383,467
	$ 2,000,000	$ 842,064	$ 14,909,236	$ 4,609,834	$ 19,519,070

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land — Business Unit 4280

MAJOR 2004 OBJECTIVES

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).

The 2004 budget provides funding for marketing and for soil testing to determine where infiltration practices may be required for future development under the NR 1151 of the Stormwater Regulations, which go into effect in October of 2004.

The City will continue to acquire residential properties south of Evergreen Drive as they become available, as the plan is to completely assemble the property south of Evergreen and north of Hwy. 41 between Ballard and French Roads, and that this area will become entirely industrial/business park.

The City's ability to assemble the appropriate land parcels and plan for and install necessary utilities in advance of demand is critical to the long-term success of the City's industrial/business park program. The City cannot afford to allow its inventory of available parcels to dwindle to nothing as happened just a few years ago. The acquisitions outlined in this initiative are an attempt to stay ahead of market demand and maintain the City's competitive stance. Enhancement of the City's industrial and commercial tax base is a high priority.

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

Project	Amount	Page
Northeast Business Park	$ 52,942	Projects, Pg. 571
Total	$ 52,942	

See capital projects pages for years 2004 through 2007.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 446,691	$ 425,550	$ 223,500	$ 223,500	$ 223,500	0.00%
Program Expenses		$ 965,961	$ 148,047	$ 500,663	$ 500,663	$ 239,978	-52.07%
Expenses Comprised Of:							
Personnel		1,817	293	-	-	-	N/A
Administrative Expense		195,866	74,534	200,663	200,663	187,036	-6.79%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,707	2,552	50,000	50,000	52,942	5.88%
Utilities		40	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		766,531	70,668	250,000	250,000	-	-100.00%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land **Business Unit 4280**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 3,537	$ 24,502	$ 20,000	$ 20,000	$ 20,000
5004 Sale of City Prop - Nontax	426,474	139,448	200,000	200,000	200,000
5015 Rental of City Property	16,680	16,600	3,500	3,500	3,500
5910 Proceeds of LT Debt	923,470	245,000	300,000	105,000	-
Total Expense	$ 1,370,161	$ 425,550	$ 523,500	$ 328,500	$ 223,500
Expenses					
6102 Labor Pool Allocations	$ 1,346	$ 218	$ -	$ -	$ -
6150 Fringes	471	75	-	-	-
6402 Legal Fees	1,574	2,552	50,000	50,000	-
6404 Consulting	133	-	-	-	52,942
6408 Contractor Fees	133	-	-	-	-
6413 Utilities	40	-	-	-	-
6801 Land	285,474	-	250,000	300,000	-
6809 Infrastructure Construct'n	481,057	70,668	-	-	-
7911 Trans Out - General Fund	156,546	-	-	-	-
7913 Trans Out - Debt Service	39,320	74,534	200,663	200,663	187,036
Total Expense	$ 966,094	$ 148,047	$ 500,663	$ 550,663	$ 239,978

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting

Administration, marketing, real estate commissions, surveys, etc.	$ 49,000
Soil testing	3,942
	$ 52,942

CITY OF APPLETON 2004 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Special Assessments	-	-	-	-	-
Interest Income	3,537	24,502	20,000	24,000	20,000
Charges for Services	-	-	-	-	-
Other	16,680	16,600	3,500	10,850	3,500
Total Revenues	20,217	41,102	23,500	34,850	23,500
Expenses					
Program Costs	770,094	73,513	300,000	308,702	52,942
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	770,094	73,513	300,000	308,702	52,942
Revenues over (under) Expenses	(749,877)	(32,411)	(276,500)	(273,852)	(29,442)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	923,470	245,000	300,000	18,702	-
Operating Transfers In	-		-	45,000	-
Operating Transfers Out	(195,866)	(74,534)	(200,663)	(149,970)	(187,036)
Sale of City Property	426,474	139,448	200,000	200,000	200,000
Total Other Financing Sources (Uses)	1,154,078	309,914	299,337	113,732	12,964
Net Change in Equity	404,201	277,503	22,837	(160,120)	(16,478)
Fund Balance - Beginning	215,236	619,437	896,940	896,940	736,820
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 619,437	$ 896,940	$ 919,777	$ 736,820	$ 720,342

General Fund Assistance	
1998 Transfer In	461,251
1999 Debt Defeasance - General Fund Balance	180,300
2000 Property Tax Levy for Debt Service	428,563
2000 Debt Defeasance - General Fund Balance	935,000
2000 Debt Defeasance - General Fund Balance	425,000
2001 Transfer Out to General Fund	(156,546)
Total	$ 2,273,568

CITY OF APPLETON 2004 BUDGET
INDUSTRIAL PARK LAND
LONG TERM DEBT

	1998B G.O. Notes		2001A G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	35,000	2,484	-	29,245
2005	40,000	870	-	29,245
2006	-	-	65,000	27,948
2007	-	-	100,000	24,645
2008	-	-	100,000	20,583
2009	-	-	125,000	15,895
2010	-	-	150,000	10,045
2011	-	-	155,000	3,410
	$ 75,000	$ 3,354	$ 695,000	$ 161,016

	2001 State Trust Fund Loan		2002B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2004	100,000	7,542	-	12,765
2005	100,000	6,500	-	12,765
2006	30,000	1,500	45,000	11,640
2007	-	-	50,000	9,265
2008	-	-	50,000	6,765
2009	-	-	50,000	4,215
2010	-	-	55,000	1,458
2011	-	-	-	-
	$ 230,000	$ 15,542	$ 250,000	$ 58,873

	TOTAL		
Year	Principal	Interest	Total
2004	135,000	52,036	187,036
2005	140,000	49,380	189,380
2006	140,000	41,088	181,088
2007	150,000	33,910	183,910
2008	150,000	27,348	177,348
2009	175,000	20,110	195,110
2010	205,000	11,503	216,503
2011	155,000	3,410	158,410
	$ 1,250,000	$ 238,785	$ 1,488,785

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
LIBRARY

MISSION STATEMENT

The Appleton Public Library is a center of community life, offering opportunities for people of all ages to learn, know, gather and grow.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

2003 accomplishments have included:

Continue implementation of long range plan & begin next planning cycle, with emphasis on review of marketing and technology plans
Marketing plan reviewed with Library Board
Technology Plan revised
Email marketing experiments underway

Implement computer lab - Improve management of public access Internet
Computer lab opened in February
Library research workstations reconfigured for improved access to catalog & research databases
Workstation management software under discussion & review

Continued cooperation with schools & other community organizations
Writing seminars in collaboration with UW-Fox Valley Center faculty
Storytime traning & program collaboration with YMCA
Afterschool programs for 4-H
Organized meetings of downtown nonprofit agencies
Work with schools to publicize summer library program
Participation in Appleton Area School District's 21st Century Learning Grant
Prime Time Reading Family Literacy Program
Celebrate New Readers Program for 1st grade students
Java Jive teen program with Harmony Cafe
Summer Library Program extended to three schools

Address building infrastructure & furnishing concerns
Replaced and refurbished upholstered chairs
Replacement of selected computer workstations

Be responsive to needs for electronic services, particularly in areas of local history and community information
Fox Valley Memory cooperative project with Outagamie Historical Society
Veterans Graves Registration database under development

Maintain high quality library services, including circulation, reference & readers' advisory, programs, public meetings, etc.
5% increase in circulation
30% increase in patron assistance
30% more website use

Provide adequate staffing to support growth in demand for services
Added .5 Page Clerk to address circulation increases
Changed one Page Clerk to two .5 Page Clerks for scheduling flexibility
Foundation grant funding for summer outreach to schools

CITY OF APPLETON 2004 BUDGET
LIBRARY

MAJOR 2004 OBJECTIVES

Continue implementation of current long range plan & develop new long range plan

Continue cooperation with schools & other community organizations

Be responsive to needs for electronic services, particularly in areas of local history and community information

Explore ways to utilize volunteers more effectively

Maintain high quality library services, including circulation, collection development, cataloging, reference & readers' advisory, programs, public meetings, etc.

Provide adequate staffing to support demand for services

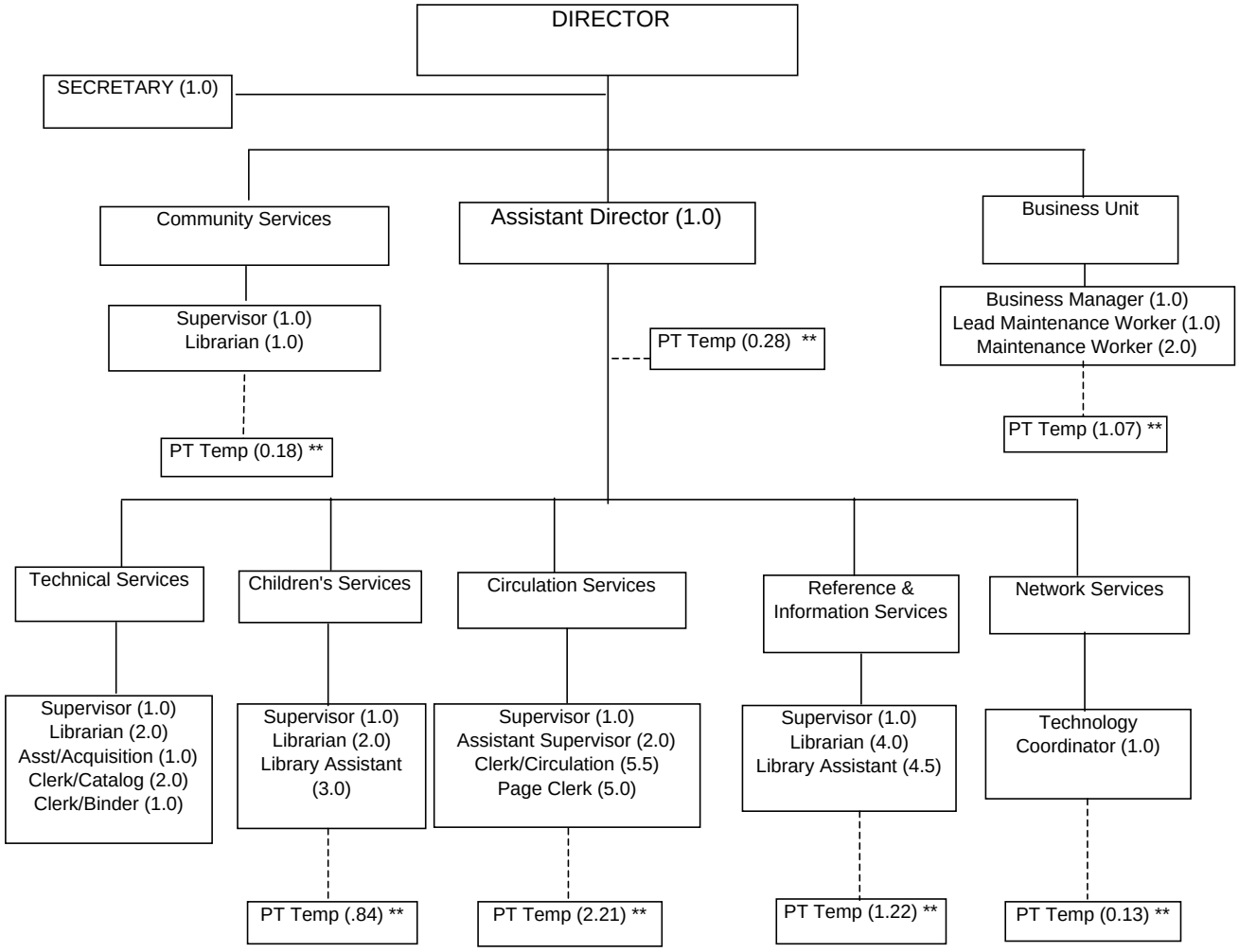
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 580,410	$ 736,229	$ 696,901	$ 698,578	$ 718,211	3.06%
Program Expenses							
16010	Administration	317,069	346,719	357,786	357,786	360,834	0.85%
16021	Children's Services	382,517	402,152	402,637	402,637	415,460	3.18%
16022	Community Programs	145,910	151,602	150,545	152,222	153,877	2.21%
16023	Circulation	689,955	694,605	713,675	713,675	702,508	-1.56%
16024	Reference Services	589,369	616,543	623,687	624,283	622,436	-0.20%
16031	Maintenance	402,835	392,257	413,229	418,386	364,352	-11.83%
16032	Technical Services	863,093	895,515	906,320	909,587	925,208	2.08%
16033	Network Services	86,715	167,940	129,469	134,739	127,610	-1.44%
TOTAL		$ 3,477,463	$ 3,667,333	$ 3,697,348	$ 3,713,315	$ 3,672,285	-0.68%
Expenses Comprised Of:							
Personnel		2,617,743	2,732,020	2,760,234	2,760,234	2,803,442	1.57%
Administrative Expense		131,585	107,163	130,351	132,147	130,691	0.26%
Supplies & Materials		420,676	525,488	488,709	498,809	483,709	-1.02%
Purchased Services		54,110	61,393	58,484	60,161	57,834	-1.11%
Utilities		121,760	116,958	132,460	132,460	129,609	-2.15%
Repair & Maintenance		119,631	111,754	109,010	111,404	60,900	-44.13%
Capital Expenditures		11,958	12,557	18,100	18,100	6,100	-66.30%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
LIBRARY
Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** Approximate FTE of PartTime/Temporary staff based on hours scheduled; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	46.00	46.00	$ 2,760,234	$ 2,803,442	1.57%
Personnel Allocated to General Fund	**46.00**	**46.00**	**$ 2,760,234**	**$ 2,803,442**	**1.57%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM MISSION

To ensure effective and responsible services, Administration facilitates library staff efforts in the delivery of library programs and services to patrons and develops the library's long range goals for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Plan, organize, coordinate, and review library services & policies under authority of the Library Board of Trustees
Work with other City departments for appropriate and efficient use of infrastructure
Ongoing strategic planning, including long range facilities needs
Sustain cooperative agreements with educational institutions for coordination of services and seek opportunities to develop new cooperative activities
Maintain an operating budget meeting patron service needs, including innovative funding and grants
Sustain the library's role as a community gathering place for individuals and families
Sustain the professional development of library staff
Maintain stewardship of library facilities, including appropriate funding for maintenance and repairs
Work with other libraries, state agencies & library organizations for efficient coordination, equity of services and appropriate compensation

Major Program Changes:

Hours of operation will be reduced, resulting in a $70,000 reduction in part-time staff expense, which is allocated to all programs.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
Percentage of library patrons who rate the library as responsive or very responsive on a quick response survey	98%	97%	98%	97%	98%
Percentage of people surveyed who rate the quality of library services as excellent or good (Citizen Survey)	New measure	89%	90%	N/A	N/A
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	5	7	6	6	6
Work Process Outputs					
Grant funds awarded	$ 88,000	$ 95,000	$ 90,000	$ 211,000	$ 85,000
Meetings with community leaders	15	20	20	40	30
State-level meetings attended	23	20	20	20	20
Surveys conducted	1	1	1	1	1

CITY OF APPLETON 2004 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ -	$ 7,385	$ -	$ 677	$ -
4232 Library Grants & Aids	483,834	559,387	602,311	602,311	602,311
4801 Charges for Serv.- Nontax	84,794	102,392	85,000	85,000	106,400
5008 Jury Duty Reimbursement	-	35	-	-	-
5020 Donations & Memorials	6,065	53,860	-	-	-
5035 Other Reimbursements	4,669	6,987	-	1,000	-
5082 Insurance Proceeds	1,048	2,284	-	-	-
5085 Cash Short or Over	-	2	-	-	-
Total Revenue	$ 580,410	$ 732,332	$ 687,311	$ 688,988	$ 708,711
Expenses					
6101 Regular Salaries	$ 178,245	$ 193,811	$ 193,044	$ 193,044	$ 200,845
6107 Temp. Full - Time	30,878	32,382	35,531	35,531	34,352
6108 Part-Time	8,970	10,976	16,086	16,086	9,696
6115 Vacation Pay	-	3,026	-	-	-
6150 Fringes	72,633	83,358	81,935	81,935	89,161
6201 Training\Conferences	4,979	3,626	4,348	4,348	4,348
6202 Local Auto Expense	360	360	-	-	-
6206 Parking Permits	1,140	1,296	1,344	1,344	1,344
6301 Office Supplies	8,331	6,394	6,100	6,100	6,100
6303 Memberships & Licenses	1,543	1,665	1,400	1,400	1,400
6304 Postage\Freight	-	500	500	500	500
6305 Awards & Recognition	-	-	-	-	690
6320 Printing & Reproduction	57	40	1,500	1,500	1,500
6324 Medical\Lab Supplies	86	19	100	100	100
6413 Utilities	9,290	8,008	14,448	14,448	9,448
6418 Equip Repairs & Maint	557	1,258	1,450	1,450	1,350
Total Expense	$ 317,069	$ 346,719	$ 357,786	$ 357,786	$ 360,834

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM MISSION

To enrich the lives of children and help them develop a love of learning, Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop and provide quality programming for children and caregivers
Offer at least five programs in cooperation or collaboration with other agencies serving children in the Fox Cities
Develop and provide a summer reading program for 3,000 children
Develop a quality children's materials collection through selection, collection development and maintenance
Maintain and develop the library's children's web site
Provide quality customer service, including reference, readers advisory and directional assistance to walk-in and telephone patrons
Promote children's services, programming and collections to children and people involved in their lives through pathfinders, media articles and flyers
Manage public access computing procedures and policies in the Children's Services area

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	19,627	23,362	23,000	22,900	23,000
Number of children's programs	905	980	900	1,000	985
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library Program participants	2,961	3,306	3,275	3,380	3,400
Work Process Outputs					
Reference transactions	27,113	28,290	28,000	28,150	28,000
Links on children's web pages added or updated	392	177	50	180	50

CITY OF APPLETON 2004 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 244,461	$ 254,532	$ 253,407	$ 253,407	$ 264,306
6108 Part-Time	29,873	28,231	34,441	34,441	27,474
6150 Fringes	99,093	104,525	102,911	102,911	112,002
6201 Training\Conferences	2,256	1,986	2,535	2,535	2,535
6206 Parking Permits	2,040	2,127	2,208	2,208	2,208
6301 Office Supplies	1,695	3,782	3,585	3,585	3,585
6320 Printing & Reproduction	1,788	1,392	1,500	1,500	1,500
6418 Equip Repairs & Maint	511	-	1,050	1,050	950
6599 Other Contracts/Obligat'ns	800	5,577	1,000	1,000	900
Total Expense	$ 382,517	$ 402,152	$ 402,637	$ 402,637	$ 415,460

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
LIBRARY

Community Programs **Business Unit 16022**

PROGRAM MISSION

To create an awareness of educational, cultural and informational opportunities for the community as a whole and a learning community for adult library users, Community Services works to build a learning climate in the library and a positive image of the library in the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Coordinate adult literary and cultural programming
Coordinate overall library marketing and publicity
Coordinate library exhibits and displays, working with Administration and Children's staff
Provide staff liaison with Friends of Appleton Library and Appleton Library Foundation
Incorporate volunteers into adult program presentation and marketing
Integrate electronic marketing and communication as much as possible for cost-effective and timely information

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
People find programs that stimulate their thinking					
% of attendees evaluating adult or young adult programs as "good" or "excellent"	96%	92%	85%	85%	85%
Strategic Outcomes					
People think of the Appleton Public Library as a focal point of community life that connects and unites people of the entire region.					
Adult program attendance	2,479	2,752	2,450	2,450	2,500
Work Process Outputs					
Walking books clients added	19	30	30	30	32
Library volunteers	180	247	260	240	250
Press releases issued	149	145	140	140	140

CITY OF APPLETON 2004 BUDGET
LIBRARY

Community Programs **Business Unit 16022**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 97,879	$ 103,640	$ 102,107	$ 102,107	$ 106,600
6108 Part-Time	8,019	8,192	8,086	8,086	5,929
6150 Fringes	32,316	32,646	32,719	32,719	35,715
6201 Training\Conferences	2,662	1,634	1,205	1,205	1,205
6206 Parking Permits	600	624	648	648	648
6301 Office Supplies	383	911	530	530	530
6320 Printing & Reproduction	802	1,169	1,500	1,500	1,500
6412 Advertising	2,477	2,162	2,750	2,750	850
6599 Other Contracts/Obligat'ns	772	624	1,000	2,677	900
Total Expense	$ 145,910	$ 151,602	$ 150,545	$ 152,222	$ 153,877

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
LIBRARY

Circulation **Business Unit 16023**

PROGRAM MISSION

To ensure ready access to ideas and information, Circulation makes library materials accessible to users and staff by providing checkout, checkin, registration, reserves, inter-library loans, and by providing organization and shelving of library materials.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Check out over one million items to library patrons
Re-shelve accurately all materials circulated, plus items used at the library
Register new patrons and re-register those expired, maintaining a database of over 80,000 users
Process and check out over 50,000 reserved items
Collect and route approximately 55,000 items to fill reserves at other OWLSnet libraries
Send out overdue, billing and reserve notices, manage collection process for long overdues
Prepare inter-library loans for circulation and maintain records on their receipt and return
Maintain the order of materials in stacks, prepare end signs, shift, pick up materials used in library
Select approximately 2,500 works of fiction to be added to the collection
Contribute to weeding projects and presort all materials donated to the library

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Courteous efficient service % of customers satisfied or very satisfied with Circulation Services on quick response survey.	98%	96%	96%	96%	97%
Strategic Outcomes					
Members of the Appleton community will use the library and encourage others to do so.					
Number of registered patrons	80,415	81,587	90,000	83,000	83,000
Annual door count	523,179	552,005	570,000	575,000	575,000
Work Process Outputs					
Adult materials circulation	589,881	640,768	673,000	679,000	680,000
Children's materials circulation	394,541	434,456	435,000	435,000	437,000
Reserves filled for APL patrons	37,612	48,373	44,000	50,000	50,000

CITY OF APPLETON 2004 BUDGET
LIBRARY

Circulation **Business Unit 16023**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 314,231	$ 315,834	$ 338,575	$ 338,575	$ 316,626
6107 Temp. Full - Time	91,312	90,492	87,714	87,714	116,085
6108 Part-Time	57,231	72,893	57,569	57,569	42,279
6150 Fringes	183,560	185,418	191,245	191,245	189,146
6201 Training\Conferences	3,103	179	2,345	2,345	2,345
6206 Parking Permits	6,440	6,696	6,972	6,972	6,972
6301 Office Supplies	10,563	5,263	6,355	6,355	6,355
6304 Postage\Freight	19,532	16,490	19,000	19,000	19,000
6320 Printing & Reproduction	319	348	1,500	1,500	1,500
6418 Equip Repairs & Maint	3,664	992	2,400	2,400	2,200
Total Expense	$ 689,955	$ 694,605	$ 713,675	$ 713,675	$ 702,508

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage & Freight	
Overdue notices	$ 12,000
Hold notices	7,000
	$ 19,000

CITY OF APPLETON 2004 BUDGET
LIBRARY
Reference and Information Services **Business Unit 16024**

PROGRAM MISSION

In order that people have information they want and need, Reference Service provides library users with answers to questions, instruction in the use of collections, guidance in evaluating information resources, development of electronic and web based services, and organization and preservation of local information for the present and future.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Answer reference, readers advisory and directional questions at public service desks, via phone, email and chat
Manage public access to computers and provide classroom and individual instruction to school groups & adults
Develop and maintain library's main and teen websites
Maintain, develop and preserve the local history collection and provide online access to databases of local information
Plan and implement programming for young adults, give presentations to public groups as requested
Design and produce user information guides, both in print and on the internet
Coordinate and manage inter-library loan services to library users
Select, maintain and preserve materials for the library media, young adult, nonfiction and reference collections

Major Program Changes:

Young adult library assistant postion was upgraded to professional level. Citizen phone requests for information about City services, previously handled by Finance staff, began to be handled by this staff in June 2003. Replacement of one microfilm reader/printer has been delayed.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Patron questions answered	115,447	130,579	110,000	120,000	120,000
Email requests for information	877	1,301	1,200	1,200	1,250
Strategic Outcomes					
People have the information they need to lead productive lives					
% satisfied or very satisfied with library as dependable source of information	99%	97%	95%	95%	95%
People develop skills needed to seek & evaluate information					
Internet & Library Instruction program attendance	4,061	1,785	2,100	2,000	2,100
Young Adult Program Attendance	1,280	1,496	1,500	1,500	1,550
Work Process Outputs					
Reference questions answered	87,050	88,292	87,000	88,000	87,500
Informational handouts produced	42	50	42	45	45
Interloans obtained for APL patrons	28,650	36,060	28,000	37,000	35,000
Web page "hits" (page accesses)	961,170	1,501,405	1,000,000	1,200,000	1,200,000
Total number of locally produced databases available via web	3	4	5	5	6

CITY OF APPLETON 2004 BUDGET
LIBRARY
Reference and Information Services **Business Unit 16024**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5035 Other Reimbursements	$ -	$ 596	$ 4,150	$ 4,150	$ 2,000
Total Revenue	$ -	$ 596	$ 4,150	$ 4,150	$ 2,000
Expenses					
6101 Regular Salaries	$ 368,171	$ 377,332	$ 373,568	$ 373,568	$ 393,057
6107 Temp. Full - Time	20,526	24,289	24,159	24,159	17,797
6108 Part-Time	44,479	43,082	51,823	51,823	39,378
6115 Vacation Pay	-	1,808	-	-	-
6150 Fringes	132,566	137,078	135,629	135,629	148,946
6201 Training\Conferences	4,721	2,908	3,675	3,675	3,675
6206 Parking Permits	3,180	3,315	3,444	3,444	3,444
6301 Office Supplies	5,544	9,186	7,730	8,326	5,580
6320 Printing & Reproduction	1,235	1,895	1,500	1,500	1,500
6327 Miscellaneous Equipment	801	-	609	609	609
6418 Equip Repairs & Maint	7,934	7,867	9,000	9,000	8,000
6599 Other Contracts/Obligat	212	793	550	550	450
6804 Equipment	-	6,990	12,000	12,000	-
Total Expense	$ 589,369	$ 616,543	$ 623,687	$ 624,283	$ 622,436

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
LIBRARY

Maintenance **Business Unit 16031**

PROGRAM MISSION

To create and preserve a clean, safe and welcoming environment for both patrons and staff, Maintenance staff maintains the library's physical facilities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Keep library facilities clean and functioning well by performing routine cleaning and maintenance in a timely manner
Meet special needs and projects by being available, flexible and responsive
Set up meetings as scheduled for staff and patrons

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	99%	93%	85%	90%	90%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	2,443	2,430	2,200	2,200	2,200
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
% of special service requests completed within 48 hours	92%	95%	85%	90%	85%

CITY OF APPLETON 2004 BUDGET
LIBRARY

Maintenance **Business Unit 16031**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5001 Fees & Commissions	$ -	$ 678	$ 1,040	$ 1,040	$ 1,500
Total Revenue	$ -	$ 678	$ 1,040	$ 1,040	$ 1,500
Expenses					
6101 Regular Salaries	$ 90,203	$ 92,938	$ 92,477	$ 92,477	$ 97,053
6108 Part-Time	29,529	31,369	38,610	38,610	25,094
6150 Fringes	42,093	44,459	44,003	44,003	48,027
6201 Training\Conferences	132	-	445	445	445
6206 Parking Permits	903	936	972	972	972
6306 Building Maint./Janitor	16,430	6,749	17,000	17,000	17,100
6308 Landscape Supplies	522	2,521	1,000	1,000	1,000
6309 Shop Supplies & Tools	508	257	500	500	500
6310 Chemicals	915	413	2,000	2,000	2,000
6311 Paint & Supplies	14	515	500	500	500
6323 Safety Supplies	262	-	200	200	200
6325 Construction Materials	511	238	500	500	500
6327 Miscellaneous Equipment	1,456	493	1,200	3,963	1,200
6407 Collection Services	764	782	700	700	1,200
6413 Utilities	112,471	108,950	118,012	118,012	120,161
6416 Build Repairs & Maint.	105,728	94,400	94,710	95,388	48,000
6418 Equip Repairs & Maint	394	7,237	400	2,116	400
Total Expense	$ 402,835	$ 392,257	$ 413,229	$ 418,386	$ 364,352

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Building Maint./Janitorial	
Bathroom supplies	$ 4,000
Cleaning supplies & chemicals	7,100
Waste receptacles & supplies	4,000
Plumbing supplies	2,000
	$ 17,100

Building Repairs & Maint	
Service contracts (HVAC, Elevator)	$ 23,000
Electrical & plumbing repairs	6,000
Security repairs & supplies	2,000
Lamps & ballasts	8,500
Other building repairs	8,500
	$ 48,000

CITY OF APPLETON 2004 BUDGET
LIBRARY

Technical Services **Business Unit 16032**

PROGRAM MISSION

To ensure appropriate, accessible and well-organized materials for library users, Technical Services provides acquisition, cataloging, and processing of library materials, evaluation of collections, and cataloging training services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Coordinate selection activities of 24 selectors and acquisition of materials for library collections within budget
Create catalog entries & database records for approximately 29,000 new titles to provide access through online catalog
Process 30,000 items, including labels, security strips and jacket protectors to provide access and allow sustained patron use with minimal damage
Receive and distribute mail and packages for the library and Outagamie Waupaca Library System (OWLS)
Receive 1100 newspapers, periodicals and standing order subscriptions; process over 6,000 magazine issues for display, storage and circulation
Provide leadership to OWLSnet consortium staff in cataloging processes and item management

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within one week of being placed	70%	74%	75%	75%	75%
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 titles acquired for the APL collection	17,097	19,979	19,000	19,000	19,000
Work Process Outputs					
# volumes processed	24,960	30,385	29,500	30,000	30,000
# titles cataloged	27,662	29,720	28,000	29,800	29,800

CITY OF APPLETON 2004 BUDGET
LIBRARY

Technical Services **Business Unit 16032**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5035 Other Reimbursements	$ -	$ 1,423	$ -	$ -	$ -
Total Revenue	$ -	$ 1,423	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 270,131	$ 281,627	$ 280,362	$ 280,362	$ 292,261
6108 Part-Time	1,575	680	3,921	3,921	-
6150 Fringes	104,149	111,775	109,266	109,266	119,026
6201 Training\Conferences	3,159	844	2,155	2,155	2,155
6206 Parking Permits	2,340	2,436	2,532	2,532	2,532
6301 Office Supplies	27,828	22,620	26,600	26,600	26,700
6315 Books & Library Materia	403,983	424,078	429,000	432,267	429,000
6418 Equip Repairs & Maint	843	-	-	-	-
6599 Other Contracts/Obligat	49,085	51,455	52,484	52,484	53,534
Total Expense	$ 863,093	$ 895,515	$ 906,320	$ 909,587	$ 925,208

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Office Supplies	
General office supplies	$ 2,700
Material processing supplies	24,000
	$ 26,700
Books & Library Materials	
Children's materials	$ 94,845
Adult materials	334,155
	$ 429,000
Other Contracts/Obligations	
OWLSnet contract	$ 53,534
	$ 53,534

CITY OF APPLETON 2004 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM MISSION

To provide access to electronic information for library users and useful technology tools for staff, Network Services plans, implements, develops and maintains the library's internal technological infrastructure, integrates technology into services and supports the development of electronic and web based services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Replace 25% of staff and public computers annually to maintain reasonable levels of usability
Maintain and update the network servers and software to insure responsiveness to patron and staff needs
Maintain and configure public access workstations, including Gates training lab computers
Assist staff in technical aspects of providing electronic services to the public
Provide support, troubleshooting and assistance to library staff computer users
Maintain awareness of technological methods to make the library's web pages and online services accessible to individuals with disabilities, and implement those that are feasible

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% of those surveyed who have used the library website	50%	57%	55%	55%	58%
Strategic Outcomes					
Community enjoys a high level of access to electronic information resources					
# of remote logins to online catalog	127,197	180,858	180,000	190,000	190,000
# of periodical pages accessed	24,045	33,076	30,000	33,000	33,000
Work Process Outputs					
PC workstations upgraded	26	20	28	25	28

CITY OF APPLETON 2004 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5035 Other Reimbursements	$ -	$ 1,200	$ 4,400	$ 4,400	$ 6,000
Total Revenue	$ -	$ 1,200	$ 4,400	$ 4,400	$ 6,000
Expenses					
6101 Regular Salaries	$ 44,413	$ 46,732	$ 46,384	$ 46,384	$ 48,984
6108 Part-Time	3,153	655	5,720	5,720	2,892
6150 Fringes	18,056	18,238	18,942	18,942	20,711
6201 Training\Conferences	707	143	1,205	1,205	1,205
6206 Parking Permits	300	564	588	588	588
6301 Office Supplies	712	3,929	4,930	6,130	6,530
6327 Miscellaneous Equipment	7,416	92,112	45,600	49,670	40,600
6815 Software Acquisition	11,958	5,567	6,100	6,100	6,100
Total Expense	$ 86,715	$ 167,940	$ 129,469	$ 134,739	$ 127,610

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Workstation replacements	$ 29,600
Server replacement	5,000
Network hardware, wiring, etc.	6,000
	$ 40,600

CITY OF APPLETON 2004 BUDGET
LIBRARY

NOTES

CITY OF APPLETON 2004 BUDGET
TRUST FUNDS

Frank P. Young Memorial **Business Unit 7500**

PROGRAM MISSION

To account for assets restricted for purposes of generating interest income and providing for scholarships in Library Science.

PROGRAM NARRATIVE

Objectives:

Award a minimum of one scholarship in Library Science per year

Major program changes:

No major program changes

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 702	$ 677	$ 760	$ 760	$ 780
4716 Unrealized Gains/Losses	491	50	-	-	-
5020 Donations & Memorials	1,000	500	-	-	-
Total Revenue	$ 2,193	$ 1,227	$ 760	$ 760	$ 780
Expenses					
6305 Awards & Recognition	$ -	$ 1,000	$ 500	$ 500	$ 500
Total Expense	$ -	$ 1,000	$ 500	$ 500	$ 500

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	1,000	500	-	-	-
Interest Income	1,193	727	760	760	780
Miscellaneous	-	-	-	-	-
Total Revenues	2,193	1,227	760	760	780
Expenses					
Program Costs	-	1,000	500	500	500
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	-	1,000	500	500	500
Revenues over (under) Expenses	2,193	227	260	260	280
Fund Balance - Beginning	13,230	15,423	15,650	15,650	15,910
Fund Balance - Ending	$ 15,423	$ 15,650	$ 15,910	$ 15,910	$ 16,190

CITY OF APPLETON 2004 BUDGET
TRUST FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

MISSION STATEMENT

The Appleton Parks and Recreation Department is dedicated to providing leisure services, recreational facilities and environmental management to enhance the quality of life for the community.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Administration:
Pursued alternate methods of filling vacant Park Caretaker positions
Completed feasibility studies of Appleton Parks and Recreation Department Office and Operations Facility and incorporated study results into five year Capital Improvement Program
Developed master plan for Telulah Park and Houdini Plaza and utilized information for development of Capital Improvement Program
Completed review of Appleton Memorial Park athletic field complex and developed action plan to facilitate improvements
Attended meetings of USA Youth Sports Board of Directors and served on the Fox Cities Sports & Events Commission and Fox Cities Children's Museum Board of Directors
Continued to explore partnerships with organizations, other governmental agencies, etc. to encourage efficiencies
Developed 2004 Operational Budget and 5 year Capital Improvement Plan

Forestry:
Presented 2003 Street Tree Planting Program for new construction and reconstruction of City streets to Parks and Recreation Committee for adoption
Completed a Strategic and a Master Plan for Urban Forestry Operations
Utilized labor pool staff from the Department of Public Works to address the backlog of removals and pruning requests created by the additional gypsy moth suppression programs implemented in 2000-2002

Parks:
Completed construction of Pavilion/Restroom at Derks Park
Completed pavilion kitchen upgrades at Appleton Memorial Park, Kiwanis, and Erb Parks
Completed CE to Newberry Trail connection from College Avenue to Matthias and Peter Streets
Installed additional sidewalks and lighting at Highview and Derks Parks
Completed restroom upgrade at Erb Park
Installed new playground equipment at Jones Park
Installed accessible internal playground walkways at Derks, Lutz, Summit, and Peabody playgrounds
Partnered with the Universal Playground Project group to generate $300,000 worth of improvements to the playground at Appleton Memorial Park
Partnered with the Kiwanis Club to replace the roof on the Alicia Park Pavilion

Recreation:
Added an additional week to the playground program
Provided skating opportunities at Appleton Family Ice Center to compensate for the lack of quality ice at the outdoor rinks due to unseasonable weather conditions
Conducted Dance Revue at the Performing Arts Center
Continued discussions with the Fox Cities Children's Museum, Appleton Art Center, Attic Theatre, Appleton Area School District and the Parks and Recreation Department to offer cultural programs for children

Aquatics:
Coordinated program changes at pools to address the closing of East Pool during June, July and August
Coordinated use of Erb Pool for YMCA Bird Bath Open in July
Completed filtration study at Mead Pool
Continued discussion with Appleton Area School District for transfer of Badger Pool

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

MAJOR 2004 OBJECTIVES

Provide administrative services and support staff for the management of the recreation, parks, and forestry divisions of the department
Develop framework for comprehensive review of Parks and Recreation 5 Year Master Plan to be completed by 2004
Provide an urban forestry program to create a safe environment, enhancing the natural beauty while striving to promote and preserve the urban forest within the City
Continue coordination with DPW to utilize labor pool to address backlog of forestry activities
Provide quality athletic fields for APRD youth and adult programs, casual/sandlot play, public and/or parochial school teams, and not-for-profit organized youth and adult sport programs
Facilitate coordination of athletic fields throughout the community by the numerous user groups to ensure a reasonable and equitable use of available facilities
Provide safe and high quality maintenance for parks, open spaces, trails, and recreational facilities for use by the community
Prepare long term programs for the continued development, upgrade and maintenance of all parks and facilities
Provide support services for other City departments and community events, and maintain non-park City property for safe use by the public and the beautification of the City
Work closely with all involved parties to ensure the long term management of College Avenue streetscape
Provide year-round recreational opportunities for youth and adults in sports and leisure activities
Continue to actively pursue partnerships with other leisure service providers to meet the needs of the community and maximize resources
Provide swimming pool facilities, recreational swimming opportunities and instructional services on a year-round basis
Implement service adjustments approved in 2004 Budget

DEPARTMENT BUDGET SUMMARY

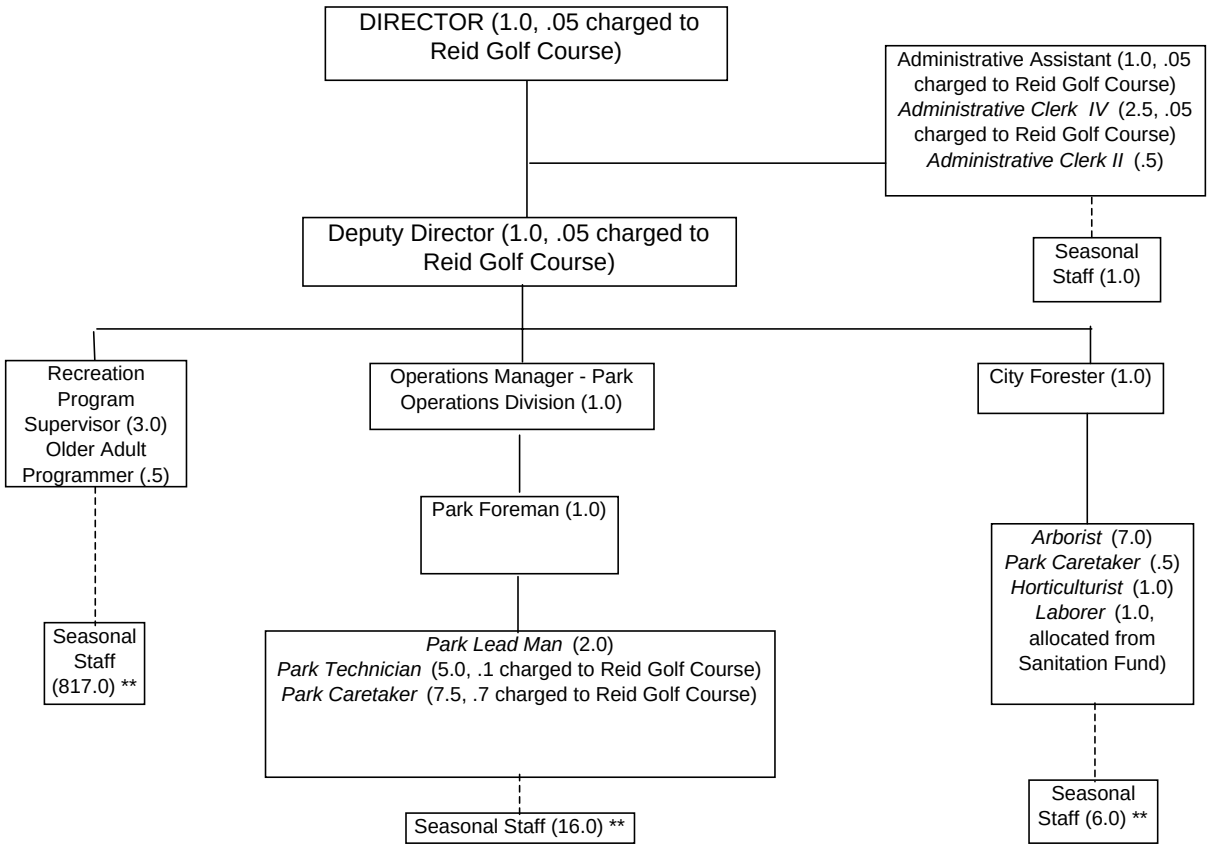
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 719,811	$ 737,064	$ 731,500	$ 731,500	$ 794,700	8.64%
Program Expenses							
16510	Administration	484,418	448,131	471,212	479,912	394,125	-16.36%
16520	Forestry	597,567	609,366	627,209	627,209	687,740	9.65%
16531	Athletic Field Maint'ce	154,334	181,558	222,020	222,020	207,142	-6.70%
16532	Park Maintenance	1,333,146	1,200,959	1,218,099	1,218,099	1,008,863	-17.18%
16533	Other City Maintenance	129,776	146,246	179,277	179,277	143,964	-19.70%
16541	Recreation Programs	927,891	930,355	1,009,668	1,009,668	900,607	-10.80%
16542	Aquatics	715,558	740,581	840,640	840,640	655,260	-22.05%
TOTAL		$ 4,342,690	$ 4,257,196	$ 4,568,125	$ 4,576,825	$ 3,997,701	-12.49%
Expenses Comprised Of:							
Personnel		2,967,377	2,994,918	3,062,056	3,062,056	2,675,064	-12.64%
Administrative Expense		155,839	161,795	190,136	190,136	166,923	-12.21%
Supplies & Materials		431,493	443,314	430,565	430,565	396,015	-8.02%
Purchased Services		158,466	136,759	163,305	172,005	160,303	-1.84%
Utilities		275,676	267,596	291,380	291,380	268,046	-8.01%
Repair & Maintenance		268,839	252,814	295,683	295,683	271,350	-8.23%
Capital Expenditures		85,000	-	135,000	135,000	60,000	-55.56%

* % change from prior year adopted budget

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Personnel

DEPARTMENT ORGANIZATION



The 2004 budget again reflects the allocation of 1 full time equivalent (FTE) laborer from the Sanitation Fund to assist the Forestry program in meeting peak workloads without adding staff. It also reflects the elimination of the Landscape Architect position (held vacant in the 2003 budget), a Deputy Director position, 2 Mechanic positions (1 is eliminated, 1 is transferred to CEA), and the .3 Greenskeeper which had been allocated from the Reid Golf Course. A Caretaker position, also held vacant in the 2003 budget, remains unfunded for 2004.

Non-represented
Represented

* *Number of Part Time/Temporary staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	39.50	35.55	$ 3,065,691	$ 2,679,439	-12.60%
Allocations from Other Funds:					
Reid Municipal Golf Course	0.30	-	15,620	-	-100.00%
Sanitation	1.00	1.00	50,223	52,739	5.01%
Allocations to Other Funds:					
Reid Municipal Golf Course	(1.25)	(1.00)	(69,478)	(57,114)	-17.80%
Personnel Allocated to General Fund	**39.55**	**35.55**	**$ 3,062,056**	**$ 2,675,064**	**-12.64%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Administration **Business Unit 16510**

PROGRAM MISSION

Provide administrative support and leadership to all divisions in the Parks and Recreation Department for the benefit of the citizens and community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Develop and implement methods and procedures to reflect additional administrative needs
Develop and implement long range plans for current park and future open space development
Develop framework for comprehensive review of Parks and Recreation 5 Year Master Plan to be completed by the end of 2004
Provide technology and equipment to facilitate administrative and clerical functions
Maintain and operate the Administration and Operations facilities of the Parks and Recreation Department
Provide administrative support and planning for special City functions
Provide administrative support to process all financial responsibilities, personnel matters, citizen requests and concerns, facility reservations, etc.
Identify and develop partnerships with other agencies, organizations, and governmental units to address current and future program needs to maximize resources and facilities

Major Program Changes:

The Landscape Architect position was vacant in 2002 because of difficulty filling the position and a hold was placed on filling the position in 2003. This program budget reflects the elimination of this position to be partially offset by $27,500 in consulting services. It also reflects the elimination of one Deputy Director position ($88,765).

This budget also reflects a change in allocating maintenance charges from Central Building Maintenance (CBM). Janitorial supplies and services will now be charged directly to individual departments rather than being charged first to CBM and then allocated to the Unclassified City Hall budget (for General Fund Departments) ($14,786 contractor fees, $1,000 supplies).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Functional facility for public access					
Staff to handle public demands	4.25	4.25	4.25	4.25	4.25
Strategic Outcomes					
Positive public response to service	N/A	95%	100%	100%	100%
Registration methods meet public demand	85%	80%	80%	80%	95%
Work Process Outputs					
Respond to personal counter contacts	35/day	45/day	50/day	50/day	40/day
Respond to telephone contacts	75/day	60/day	50/day	45/day	40/day
Administer contracts	18 contracts	25 contracts	25 contracts	30 contracts	30 contracts
Implement current policies	50 policies	60 policies	65 policies	65 policies	70 policies
Develop new policies	4	4	4	4	5

* N/A = data not available

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Administration **Business Unit 16510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 107	$ -	$ -	$ -	$ -
4802 Charges for Serv. - Tax	1,972	1,819	4,500	4,500	-
5030 Damage to City Property	(250)	-	-	-	-
5035 Other Reimbursements	26	50	-	-	200
5085 Cash Short or Over	-	74	-	-	-
Total Revenue	$ 1,855	$ 1,943	$ 4,500	$ 4,500	$ 200
Expenses					
6101 Regular Salaries	$ 239,649	$ 230,154	$ 225,338	$ 225,338	$ 170,117
6105 Overtime	5	18	-	-	-
6108 Part-Time	12,028	6,968	8,892	8,892	4,618
6150 Fringes	85,622	83,320	75,896	75,896	62,769
6201 Training\Conferences	5,427	6,595	4,673	4,673	4,675
6202 Local Auto Expense	1,678	1,769	1,700	1,700	-
6204 Tuition Fees	18	-	500	500	-
6206 Parking Permits	480	720	525	525	720
6301 Office Supplies	2,151	3,071	4,500	4,500	3,100
6302 Subscriptions	-	-	150	150	-
6303 Memberships & Licenses	880	905	900	900	900
6304 Postage\Freight	87	61	-	-	75
6305 Awards & Recognition	26	98	200	200	563
6306 Building Maint./Janitorial	-	-	-	-	1,000
6307 Food & Provisions	432	257	200	200	200
6309 Shop Supplies & Tools	-	47	100	100	50
6311 Paint & Supplies	-	28	200	200	200
6315 Books & Library Material	248	111	200	200	150
6316 Miscellaneous Supplies	249	161	400	400	200
6320 Printing & Reproduction	9,379	6,906	7,500	7,500	7,000
6321 Clothing	210	290	250	250	250
6324 Medical\Lab Supplies	121	33	100	100	50
6325 Construction Materials	89	290	150	150	200
6326 Vehicle & Equipment Parts	91	88	1,050	1,050	300
6327 Miscellaneous Equipment	11,504	6,844	7,500	7,500	6,500
6328 Signs	-	131	-	-	100
6403 Bank Services	675	1,672	675	675	1,100
6404 Consulting Services	16,995	1,840	35,000	43,700	32,500
6405 Engineering Fees	4,350	1,755	7,500	7,500	4,000
6408 Contractor Fees	321	18,114	-	-	2,500
6411 Temporary Help	-	-	1,000	1,000	-
6412 Advertising	1,514	-	1,000	1,000	500
6413 Utilities	52,934	42,284	49,313	49,313	51,769
6414 Janitorial Service	-	-	-	-	14,869
6416 Build Repairs & Maint	7,833	2,220	7,500	7,500	6,000
6418 Equip Repairs & Maint	11,014	10,100	7,500	7,500	7,500
6420 CBM charges	-	1,078	2,000	2,000	1,000
6424 Software Support	150	150	200	200	150
6451 Uniform Services	4,567	3,620	4,500	4,500	4,000
6503 Rent	-	-	100	100	100
6599 Other Contracts/Obligat'ns	13,691	16,433	14,000	14,000	4,400
Total Expense	$ 484,418	$ 448,131	$ 471,212	$ 479,912	$ 394,125

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Project design	$ 10,000
Project management	10,000
5 yr comprehensive plan devel.	12,500
	$ 32,500

Janitorial Services	
Ultimate Cleaning contract	$ 14,869
	$ 14,869

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Forestry Services **Business Unit 16520**

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 Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Replenish and maintain 28,000 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 where final concrete pavement has been installed
Work closely with the Department of Public Works to provide necessary assistance on street reconstruction projects
Coordinate a suppression program with the Department of Natural Resources to address the Gypsy Moth situation
Provide technical assistance to other agencies in site and street design projects
Procure and process grants through the Department of Natural Resources
Coordinate volunteer projects and provide informational sessions for the general public throughout Appleton

Major Program Changes:

In 2003, the Department utilized the Department of Public Works (DPW) shared labor pool staff to assist with the Forestry program. This additional staff allowed the Forestry Division to address a backlog of work, particularly related to tree pruning. Increased productivity is identified in the performance indicators below. This budget reflects a $30,000 decrease to the Interfund Allocations account 6429 to meet current interfund accounting policies.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	27,000	27,250	28,000	28,000	28,000
Strategic Outcomes					
Attractive community					
% of citizens surveyed who rated the overall appearance of Appleton excellent or good	New measure	73%	75%	N/A	N/A
Healthy urban forest					
% of citizens surveyed who rated the appearance/maintenance of parks excellent or good	New measure	89%	90%	N/A	N/A
Work Process Outputs					
Plant trees in new subdivisions	450	500	500	500	500
Plant trees to replace dead/diseased trees	450	1,000	1,000	1,000	1,000
Prune trees (goal 4,000/yr)	1,000	3,500	2,500	2,500	2,500
Treat all City properties with Gypsy Moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Forestry Services **Business Unit 16520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 8,828	$ 12,040	$ -	$ -	$ -
4225 Health Grants & Aids	-	44	-	-	-
4610 Tree Planting	57	1,157	2,000	2,000	2,000
5035 Other Reimbursements	-	28	-	-	-
5082 Insurance Proceeds	4,702	-	-	-	-
Total Revenue	$ 13,587	$ 13,269	$ 2,000	$ 2,000	$ 2,000
Expenses					
6101 Regular Salaries	$ 53,201	$ 67,564	$ 65,790	$ 65,790	$ 68,723
6102 Labor Pool Allocations	252,755	273,729	273,734	273,734	277,868
6103 Unallocated Labor	8,474	-	48,906	48,906	49,036
6104 Call Time	1,408	1,021	-	-	-
6105 Overtime	8,396	921	9,110	9,110	5,265
6108 Part-Time	20,248	16,727	8,367	8,367	17,864
6110 Other Compensation	130	20	-	-	-
6113 Shift Differential	11	4	-	-	-
6114 Sick Pay	5,652	10,408	-	-	-
6115 Vacation Pay	10,770	17,231	-	-	-
6150 Fringes	121,135	140,660	149,030	149,030	178,278
6201 Training\Conferences	7,885	7,953	1,500	1,500	1,500
6204 Tuition Fees	-	-	200	200	-
6301 Office Supplies	41	-	250	250	-
6302 Subscriptions	36	70	100	100	100
6303 Memberships & Licenses	155	140	200	200	150
6308 Landscape Supplies	11,551	6,229	5,000	5,000	2,900
6309 Shop Supplies & Tools	4,729	3,228	3,700	3,700	3,500
6310 Chemicals	-	-	100	100	100
6311 Paint & Supplies	51	32	100	100	100
6315 Books & Library Materia	75	55	50	50	50
6316 Miscellaneous Supplies	1,891	76	100	100	100
6320 Printing & Reproduction	131	86	450	450	150
6321 Clothing	1,825	744	2,100	2,100	1,600
6322 Gas	10,576	3,312	-	-	-
6323 Safety Supplies	3,467	1,782	2,500	2,500	2,000
6324 Medical\Lab Supplies	548	55	250	250	100
6326 Vehicle & Equipment Par	8,848	8,551	10,000	10,000	9,000
6327 Miscellaneous Equipment	2,578	2,677	3,500	3,500	3,000
6328 Signs	-	16	-	-	-
6408 Contractor Fees	39,806	15,470	10,000	10,000	10,000
6411 Temporary Help	-	1,927	-	-	-
6413 Utilities	819	273	261	261	222
6417 Vehicle Repairs & Maint	15,274	19,165	20,000	20,000	20,000
6418 Equip Repairs & Maint	3,000	95	1,000	1,000	500
6425 CEA Equip. Rental	36,420	39,817	54,411	54,411	52,634
6426 Other Interfund Charges	-	-	2,000	2,000	-
6429 Interfund Allocations	(45,578)	(32,630)	(50,000)	(50,000)	(20,000)
6430 Health Services	-	-	-	-	-
6451 Uniform Services	1,204	1,897	3,500	3,500	2,500
6503 Rent	10,055	61	1,000	1,000	500
Total Expense	$ 597,567	$ 609,366	$ 627,209	$ 627,209	$ 687,740

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Gypsy moth control	$ 5,000
Wood disposal	5,000
	$ 10,000

Vehicle Repairs & Maint

Inspection of aerial units	$ 1,000
Repairs to aerial units	16,000
Vehicle repairs	1,000
Chipper, root pruner and stump grinder repairs	2,000
	$ 20,000

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Athletic Field Maintenance **Business Unit 16531**

PROGRAM MISSION

Manage and maintain athletic fields to insure safe and quality facilities for community programs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Maintain on a regular basis for league and casual play by the community: five soccer fields, two baseball and fifteen youth ball diamonds in City parks and eleven youth ball diamonds on school grounds
Game prep all City owned athletic fields and certain Appleton Area School District athletic fields for Little League, Babe Ruth, Appleton Soccer Club, Fox Valley United and other organizations who provide activities for the community
Provide facilities for tournament use that promotes athletic events, community awareness, and positive economic impact to the area
Game prep all City owned athletic fields and certain Appleton Area School District athletic fields for AASD, Fox Valley Lutheran High School and Xavier High School athletic functions

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe and groomed ball diamonds					
# fields available for use	28	28	28	28	28
Safe and groomed soccer fields					
# fields available for use	5	5	5	5	5
Strategic Outcomes					
Recover percentage of labor cost/program					
Appleton Little League	15.5%	18%	18%	18%	18%
Babe Ruth	46.6%	50%	53%	53%	53%
Appleton Youth Soccer	23.8%	35%	37%	37%	37%
Adult Rugby	70%	100%	100%	100%	100%
Work Process Outputs					
Line soccer fields for APRD programs and Appleton Soccer Club at park sites	100%	100%	100%	100%	100%
Line soccer fields at school sites for APRD Programs	90%	90%	90%	90%	90%
Drag all practice diamonds once/week	90%	95%	100%	100%	100%
Game prep all diamonds for outside org. events	90%	85%	95%	95%	95%
Game prep all diamonds for APRD games	95%	95%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT
Athletic Field Maintenance **Business Unit 16531**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 10,325	$ 12,163	$ 12,000	$ 12,000	$ 13,500
4802 Charges for Serv. - Tax	405	1,638	-	-	-
Total Revenue	$ 10,730	$ 13,801	$ 12,000	$ 12,000	$ 13,500
Expenses					
6101 Regular Salaries	$ 90	$ 17,611	$ 17,859	$ 17,859	$ 18,857
6102 Labor Pool Allocations	46,152	32,926	49,153	49,153	52,615
6103 Unallocated Labor	3,743	-	9,274	9,274	9,285
6104 Call Time	-	17	-	-	-
6105 Overtime	1,960	2,296	3,674	3,674	3,674
6108 Part-Time	15,766	24,978	35,905	35,905	13,033
6110 Other Compensation	69	32	-	-	-
6113 Shift Differential	6	-	-	-	-
6114 Sick Pay	669	1,170	-	-	-
6115 Vacation Pay	1,950	2,582	-	-	-
6150 Fringes	21,020	24,468	36,134	36,134	38,864
6201 Training\Conferences	119	220	400	400	250
6204 Tuition Fees	-	-	100	100	50
6303 Memberships & Licenses	-	-	100	100	100
6306 Building Manint./Janitorial	-	-	-	-	500
6308 Landscape Supplies	23,009	33,092	23,600	23,600	24,750
6309 Shop Supplies & Tools	1,245	654	450	450	750
6310 Chemicals	-	-	100	100	-
6311 Paint & Supplies	134	617	500	500	500
6315 Books & Library Material	-	-	50	50	-
6316 Miscellaneous Supplies	602	5,843	5,000	5,000	5,000
6320 Printing & Reproduction	-	-	50	50	-
6321 Clothing	-	55	510	510	150
6323 Safety Supplies	55	-	100	100	100
6325 Construction Materials	1,081	5,189	6,400	6,400	4,900
6326 Vehicle & Equipment Parts	198	543	-	-	500
6327 Miscellaneous Equipment	33	215	200	200	200
6328 Signs	357	10	200	200	200
6404 Consulting Services	2,500	-	-	-	-
6408 Contractor Fees	828	-	3,000	3,000	3,000
6411 Temporary Help	2,100	-	-	-	-
6413 Utilities	137	237	261	261	222
6415 Tipping Fees	32	102	100	100	100
6416 Build Repairs & Maint	2,500	5,670	5,000	5,000	5,000
6418 Equip Repairs & Maint	2,657	300	100	100	100
6420 CBM charges	-	647	1,000	1,000	1,000
6425 CEA Equip. Rental	16,048	12,641	13,200	13,200	14,842
6454 Grounds Repair & Maint.	9,201	9,443	9,500	9,500	8,500
6503 Rent	73	-	100	100	100
Total Expense	$ 154,334	$ 181,558	$ 222,020	$ 222,020	$ 207,142

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape supplies

Infield mix for 28 ball diamonds	$ 12,000
Other material, fertilizer, etc.	12,750
	$ 24,750

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Park Maintenance **Business Unit 16532**

PROGRAM MISSION

Manage and maintain parks and facilities to insure safe, environmentally conscience and quality resources for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Maintain the City's 500-acre park system, which includes park facilities, playgrounds, athletic fields, hard court surfaces, and multi-use trail system
Provide tennis and basketball courts, park pavilions, picnic areas, ice skating rinks, and groomed cross country ski areas on a seasonal basis
Provide long term programs for the continued development, upgrade and maintenance of all parks and facilities
Provide support and assistance for community events held in public parks

Major Program Changes:

The 2003 budget included $135,000 for playground and sidewalk improvements, compared to $60,000 in 2004 for playground equipment (see Projects, page 662). This budget also reflects holding one Park Caretaker position vacant through 2004, a $15,000 reduction in overtime and the elimination of the allocation of 30% of a Greenskeeper's time from Reid Golf Course ($15,995).

Additionally, this budget reflects the elimination of a Mechanic's position and transfer of the remaining Mechanic to the CEA fund ($94,984), and the reallocation of an Administrative Clerk IV position to the Reid Golf Course-Administration budget to reflect actual workloads and job responsibilities.

Finally, this budget reflects a change in allocating maintenance charges from Central Building Maintenance (CBM). Janitorial supplies and services will now be charged directly to individual departments rather than being charged first to CBM and then allocated to the Unclassified City Hall budget (for General Fund Departments) ($7,800).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, clean parks					
# of city parks	29	29	30	30	30
Green space					
acres of green space	425.0	500.0	500.0	500.0	500.0
Strategic Outcomes					
Healthy and productive community					
% of citizens surveyed who rated the appearance/maintenance of parks excellent or good	New measure	90%	90%	N/A	N/A
Work Process Outputs					
# athletic courts maintained	14	13	13	13	13
# pavilions maintained and available	21	21	21	21	22
# tennis courts maintained	29	27	27	27	27
Flower beds planted & maintained, sq. ft.	5,100	5,200	2,600	2,600	2,600
# ice rinks maintained	7	5	5	5	4
# items of equipment maintained	235	238	238	238	238
Turf management plan - percent of completion	60%	65%	65%	65%	68%

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Park Maintenance **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 1,072	$ 148	$ -	$ -	$ -
4802 Charges for Serv. - Tax	24,303	25,584	30,000	30,000	27,500
5008 Jury Duty Reimbursement	42	-	-	-	-
5030 Damage to City Property	-	55	-	-	-
5035 Other Reimbursements	11	35	-	-	70,000
5082 Insurance Proceeds	5,444	-	-	-	-
Total Revenue	$ 30,872	$ 25,822	$ 30,000	$ 30,000	$ 97,500
Expenses					
6101 Regular Salaries	$ 149,501	$ 84,794	$ 78,217	$ 78,217	$ 80,250
6102 Labor Pool Allocations	364,235	369,397	305,759	305,759	235,493
6103 Unallocated Labor	29,964	-	61,920	61,920	58,448
6104 Call Time	1,235	1,124	-	-	-
6105 Overtime	20,991	28,587	20,000	20,000	7,117
6108 Part-Time	33,960	39,523	35,704	35,704	37,324
6110 Other Compensation	880	2,428	-	-	-
6114 Sick Pay	2,724	8,888	-	-	-
6115 Vacation Pay	33,994	42,757	-	-	-
6150 Fringes	257,111	240,278	202,798	202,798	155,137
6201 Training\Conferences	2,145	936	600	600	600
6204 Tuition Fees	-	42	100	100	50
6303 Memberships & Licenses	165	160	100	100	100
6304 Postage\Freight	110	13	-	-	-
6306 Building Maint./Janitorial	-	-	-	-	7,800
6308 Landscape Supplies	13,091	25,629	26,000	26,000	23,000
6309 Shop Supplies & Tools	4,139	4,302	4,500	4,500	4,000
6310 Chemicals	171	246	600	600	200
6311 Paint & Supplies	3,038	3,689	4,000	4,000	3,500
6315 Books & Library Material	-	-	50	50	50
6316 Miscellaneous Supplies	958	299	200	200	200
6320 Printing & Reproduction	676	539	500	500	500
6321 Clothing	1,833	2,313	3,300	3,300	2,500
6322 Gas	22,443	11,547	3,000	3,000	3,000
6323 Safety Supplies	1,698	1,749	2,000	2,000	1,750
6324 Medical\Lab Supplies	983	898	500	500	1,000
6325 Construction Materials	27,803	26,424	27,000	27,000	26,600
6326 Vehicle & Equipment Parts	22,567	26,970	25,000	25,000	27,500
6327 Miscellaneous Equipment	29,746	32,553	25,000	25,000	25,000
6328 Signs	661	2,479	300	300	2,500
6404 Consulting Services	14,413	669	-	-	-
6405 Engineering Fees	6,955	814	8,000	8,000	5,000
6408 Contractor Fees	25,805	43,195	35,000	35,000	35,000
6409 Inspection Fees	385	215	200	200	200
6411 Temporary Help	1,419	3,197	5,000	5,000	3,000
6413 Utilities	80,760	90,184	88,204	88,204	98,676
6415 Tipping Fees	137	1,462	500	500	1,500
6416 Build Repairs & Maint	12,077	2,695	7,500	7,500	7,500
6417 Vehicle Repairs & Maint	2,400	4,533	3,000	3,000	3,000
6418 Equip Repairs & Maint	2,597	1,783	1,500	1,500	1,500
6419 Communication Eq. Repair	3,137	1,145	1,000	1,000	1,000
6420 CBM charges	13,408	15,080	7,000	7,000	7,000
6425 CEA Equip. Rental	59,552	78,686	88,317	88,317	82,868
6426 Other Interfund Charges	-	-	2,000	2,000	-
6429 Interfund Allocations	(5,551)	(6,532)	-	-	(6,500)
6451 Uniform Services	2,732	3,954	7,000	7,000	5,000
6454 Grounds Repair & Maint.	540	17	700	700	-
6502 Leases	-	-	300	300	-
6503 Rent	558	1,087	250	250	250
6599 Other Contracts/Obligat'ns	-	211	480	480	250
6804 Equipment	-	-	60,000	60,000	60,000
6809 Infrastructure Construction	85,000	-	75,000	75,000	-
Total Expense	$ 1,333,146	$ 1,200,959	$ 1,218,099	$ 1,218,099	$ 1,008,863

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape supplies	
Plant material, fertilizer, etc.	$ 23,000
	$ 23,000
Construction materials	
Plumbing fixtures, lumber, etc.	$ 26,600
	$ 26,600
Miscellaneous equipment	
Lawn mowers & weedeaters	$ 5,000
Misc. shop equipment	5,000
Replacement playground equip.	10,000
Replacement picnic tables, etc.	5,000
	$ 25,000

Contractor fees	
Vandalism repairs	$ 20,000
Asphalt repairs/crack filling	5,000
Minor construction projects	5,000
Maintenance projects	5,000
	$ 35,000
Equipment	
Playground Equipment	$ 60,000
	$ 60,000

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Other City Maintenance **Business Unit 16533**

PROGRAM MISSION

Manage and maintain the City of Appleton's trail system, boulevards and triangles and other property to insure safety, functionality, beautification, and environmental quality for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Maintain the turf at over 120 non-park sites (approx. 50 acres) around the City, including boulevards and triangles, parking ramps, Fire Department, Library, Municipal Service Building, business parks, drainage ditches, Community Development property, Valley Transit Center, etc.
Assist other City departments with the holiday decorations
Remove snow and ice from twenty non-park sites
Provide facilities for special events such as Octoberfest, Civic Celebration, etc.
Maintain approximately 7 miles of paved multi-purpose recreational trails
Maintain approximately 25 acres of City-owned/managed trail property

Major Program Changes:

This program budget includes adjustments in labor pool staff to more accurately reflect actual expenditures. Providence Trail and the CE Trail link from East College to Newberry St. will be added to the maintenance schedule in 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, clean facilities					
Positive survey response	New measure	85%	85%	85%	85%
Safe, clean trails					
Positive survey response	New measure	90%	90%	90%	90%
Clean City property					
Positive survey response	New measure	85%	85%	85%	85%
Strategic Outcomes					
Attractive community					
% of citizens surveyed who rated the overall appearance of Appleton excellent or good	New measure	73%	75%	N/A	N/A
Positive image of community for continued growth					
Positive survey response	New measure	90%	90%	90%	90%
Work Process Outputs					
Other City property maintained	18 sites	18 sites	18 sites	18 sites	18 sites
Boulevards and triangles mowed	110 sites	110 sties	110 sites	112 sites	112 sites
Linear feet of trails maintained	32,500 L.F.	36,500 L.F.	36,500 L.F.	38,600 L.F.	39,680 L.F.

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT
Other City Maintenance **Business Unit 16533**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 1,842	$ 18,267	$ 18,630	$ 18,630	$ 19,671
6102 Labor Pool Allocations	54,173	45,711	49,591	49,591	43,106
6103 Unallocated Labor	5,090	-	9,351	9,351	7,607
6104 Call Time	-	142	-	-	-
6105 Overtime	250	1,030	1,813	1,813	1,813
6108 Part-Time	3,303	9,352	24,773	24,773	8,802
6110 Other Compensation	-	64	-	-	-
6113 Shift Differential	6	4	-	-	-
6114 Sick Pay	140	286	-	-	-
6115 Vacation Pay	3,545	4,205	-	-	-
6150 Fringes	25,511	31,936	36,244	36,244	28,373
6308 Landscape Supplies	8,790	9,004	7,700	7,700	6,800
6309 Shop Supplies & Tools	136	52	100	100	-
6310 Chemicals	-	-	200	200	100
6311 Paint & Supplies	190	-	100	100	100
6316 Miscellaneous Supplies	27	156	150	150	150
6321 Clothing	9	-	75	75	-
6325 Construction Materials	371	1,820	700	700	700
6328 Signs	1,034	529	250	250	250
6404 Consulting Services	1,075	-	-	-	-
6408 Contractor Fees	1,648	6,089	5,000	5,000	4,000
6411 Temporary Help	1,587	-	1,500	1,500	-
6415 Tipping Fees	-	15	100	100	50
6420 CBM Charges	231	148	2,500	2,500	2,500
6425 CEA Equip. Rental	13,262	12,083	12,200	12,200	14,842
6426 Other Interfund Charges	-	-	200	200	-
6454 Grounds Repair & Maint.	7,506	5,278	8,000	8,000	5,000
6503 Rent	-	75	100	100	100
6599 Other Contracts/Obligat'ns	50	-	-	-	-
Total Expense	$ 129,776	$ 146,246	$ 179,277	$ 179,277	$ 143,964

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Recreation Programs **Business Unit 16541**

PROGRAM MISSION

Plan and implement recreation program opportunities to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Provide a variety of organized sports programs for youth and adults (pre-school through older adult)
Provide a variety of leisure programs and special events for all ages and families
Cooperate with the Appleton Area School District, other area agencies and City departments to provide adequate facilities for recreational programs
Follow Council directive to encourage participation in the youth sports coaches program
Offer a scholarship program to ensure that all citizens are able to participate in activities
Partner with other leisure service agencies in the area to offer effective programming opportunities and maximize resources

Major Program Changes:

The 2003 budget included additional revenues and expenses associated with the Dance Revue held at the Performing Arts Center. The Dance Revue will not be held in 2004 and the budget reflects that program change.

Finally, other program changes have occurred including the reduction of warming house hours, the reduction of open gym hours, the reduction of the length of the playground program by one week and the elimination of youth sports tournaments. These changes resulted in a savings of $62,345.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Organized recreation programs (sports & instruction #)					
Sports leagues - participants	9,951	8,437	8,500	8,500	8,500
Instructional programs - participants	10,163	9,678	9,800	9,800	9,800
Leisure opportunities (special events & drop-in)					
Drop-in programs - participants	33,613	27,977	28,000	28,000	28,000
Special events - participants	13,179	8,980	13,000	13,000	9,000
Strategic Outcomes					
Healthy lifestyle					
Residents (registered)	17,863	15,965	16,100	16,100	16,100
Non-residents (registered)	2,253	2,150	2,100	2,100	2,100
Work Process Outputs					
# Of programs offered					
Sport leagues/tournaments	16	15	16	16	16
Instructional programs	51	48	48	49	50
Drop in programs	11	12	12	12	12
Special events	9	8	9	9	9
Adult instructional	13	13	13	13	13

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Recreation Programs **Business Unit 16541**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 500	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	60,491	77,196	78,000	78,000	76,000
4802 Charges for Serv. - Tax	201,916	227,933	245,000	245,000	244,000
5001 Fees & Commissions	-	11,919	-	-	-
5010 Misc Revenue - Nontax	1,011	3,781	-	-	-
5011 Misc Revenue - Tax	37,573	-	-	-	-
5020 Donations & Memorials	800	-	-	-	-
5085 Cash Short or Over	-	123	-	-	-
Total Revenue	$ 302,291	$ 320,952	$ 323,000	$ 323,000	$ 320,000
Expenses					
6101 Regular Salaries	$ 162,526	$ 174,807	$ 174,321	$ 174,321	$ 183,435
6102 Labor Pool Allocations	7,394	275	2,968	2,968	2,971
6103 Unallocated Labor	404	-	524	524	524
6104 Call Time	166	-	-	-	-
6105 Overtime	1,905	447	-	-	-
6107 Temp. Full - Time	2,384	4,368	-	-	-
6108 Part-Time	368,381	362,191	395,963	395,963	324,196
6114 Sick Pay	-	119	-	-	-
6115 Vacation Pay	-	4,106	-	-	-
6150 Fringes	90,677	100,824	103,305	103,305	100,581
6201 Training\Conferences	3,650	1,902	3,423	3,423	3,400
6202 Local Auto Expense	1,668	1,884	3,220	3,220	-
6301 Office Supplies	4,879	2,831	6,500	6,500	3,000
6302 Subscriptions	13	25	25	25	25
6303 Memberships & Licenses	2,579	6,289	3,500	3,500	6,500
6304 Postage\Freight	-	-	10,125	10,125	10,125
6305 Awards & Recognition	13,554	10,275	15,000	15,000	5,500
6306 Building Maint./Janitorial	-	55	-	-	2,000
6307 Food & Provisions	731	751	800	800	525
6311 Paint & Supplies	291	-	300	300	-
6314 Concession Supplies	20,620	17,669	24,760	24,760	19,400
6315 Books & Library Material	66	830	75	75	1,000
6316 Miscellaneous Supplies	40,456	34,771	41,780	41,780	34,000
6320 Printing & Reproduction	28,677	38,396	29,125	29,125	29,000
6321 Clothing	5,207	3,763	6,500	6,500	4,500
6323 Safety Supplies	-	-	100	100	-
6324 Medical\Lab Supplies	1,054	1,515	1,500	1,500	1,700
6327 Misc. Equipment	5,654	4,911	5,000	5,000	5,000
6328 Signs	21	323	100	100	100
6404 Consulting Services	4,752	3,715	-	-	-
6408 Contractor Fees	-	-	-	-	-
6411 Temporary Help	17,491	7,403	18,000	18,000	-
6412 Advertising	4,950	621	750	750	150
6413 Utilities	27,834	28,683	29,804	29,804	26,175
6414 Janitorial Service	-	-	-	-	6,417
6416 Building Repairs & Maint.	1,700	343	1,000	1,000	500
6418 Equip Repairs & Maint.	1,609	315	500	500	500
6420 CBM Charges	-	589	-	-	1,000
6424 Software Support	-	-	500	500	-
6425 CEA Equip. Rental	10,993	6,325	7,720	7,720	8,658
6431 Interpreter Services	-	-	100	100	100
6451 Laundry Services	877	686	100	100	700
6503 Rent	89,604	108,348	122,280	122,280	102,925
6599 Other Contracts/Obligat'ns	5,124	-	-	-	16,000
Total Expense	$ 927,891	$ 930,355	$ 1,009,668	$ 1,009,668	$ 900,607

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage	
Activity guide - 3/yr	$ 10,125
	$ 10,125
Concession Supplies	
Food/Candy for resale	$ 19,400
	$ 19,400
Miscellaneous supplies	
Equipment for sports programs	$ 10,000
Playground program supplies	10,000
Instructional program supplies	11,000
Arts & crafts supplies	3,000
	$ 34,000
Printing	
Activity guide - 3/yr	$ 29,000
	$ 29,000
Rent	
Kids' Alley	$ 31,200
Ice Center - open skate	1,400
Thompson Center	3,500
USA Youth soccer	2,000
Appleton Schools	55,825
Reid Golf - winter programs	3,000
Misc. equipment rental	6,000
	$ 102,925
Other Contracts/Obligations	
City band	$ 10,000
Rec program contracted help	6,000
	$ 16,000

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Aquatics **Business Unit 16542**

PROGRAM MISSION

Manage and maintain aquatic facilities and plan and implement aquatic programs to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Provide recreational swimming opportunities and instructional programs on a year round basis utilizing two outdoor and three indoor pools
Provide swim lesson opportunities for ages two years through adult for beginner through advanced level swimmers
Provide certification training for staff and the general public in Lifeguard Training, Water Safety Instruction (WSI), C.P.R. and First Aid
Cooperate with the Appleton Area School District to honor the reciprocal agreement for pool facility use
Provide concession services at the outdoor pools
Provide pool rental time to the general public at Badger, Erb and Mead Pools
Cooperate with area agencies to provide special swimming opportunities and community events
Maintain Erb, Mead and Badger swimming pool facilities

Major Program Changes:

The 2004 budget reflects reductions in part-time staff throughout the Aquatics program ($114,450) and the mid-year transfer of ownership of Badger Pool to the Appleton Area School District ($50,000).

Additionally, other program changes have occurred to reduce costs including pools being closed on Sunday and holiday evenings, the elimination of basket attendants and the reduction of winter and concession hours.

This budget also reflects a change in allocating maintenace charges from Central Building Maintenance (CBM). Janitorial supplies and services will now be charged directly to individual departments rather than being charged first to CBM and then allocated to the Unclassified City Hall budget (for General Fund Departments) ($3,500 supplies, $5,700 janitorial).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Affordable instructional opportunities					
# of classes offered	647	611	650	600	600
Affordable recreational opportunities					
# of recreation programs offered	7	7	10	8	8
Strategic Outcomes					
Healthy lifestyle					
Resident participants	3,641	2,523	4,000	2,700	2,700
Non-resident participants	604	545	500	550	550
General attendance	102,850	97,838	102,000	99,000	99,000
Scholarship participant - lessons	New measure	180	160	180	180
Work Process Outputs					
# of programs offered					
Youth lessons	647	611	650	600	600
Adult lessons	9	8	10	8	8
Certification programs	23	21	22	22	22
Open swim days	529	526	560	525	525
Special needs programs	4	3	4	2	2

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

Aquatics **Business Unit 16542**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 100,147	$ 89,543	$ 125,000	$ 125,000	$ 100,000
4802 Charges for Serv. - Tax	259,443	266,336	235,000	235,000	260,000
4850 Daily Entrance - Nontax	-	4,772	-	-	1,500
5010 Misc Revenue - Nontax	707	315	-	-	-
5085 Cash Short or Over	179	311	-	-	-
Total Revenue	$ 360,476	$ 361,277	$ 360,000	$ 360,000	$ 361,500
Expenses					
6101 Regular Salaries	$ 236	$ 34,469	$ 54,948	$ 54,948	$ 58,126
6102 Labor Pool Allocations	41,317	34,549	37,273	37,273	37,300
6103 Unallocated Labor	1,318	-	6,578	6,578	6,582
6104 Call Time	359	173	-	-	-
6105 Overtime	574	262	1,837	1,837	1,837
6108 Part-Time	342,268	334,204	358,712	358,712	247,124
6113 Shift Differential	6	-	-	-	-
6114 Sick Pay	41	246	-	-	-
6115 Vacation Pay	1,417	2,657	-	-	-
6150 Fringes	46,640	57,626	63,765	63,765	58,381
6201 Training\Conferences	862	225	765	765	765
6202 Local Auto Expense	366	157	250	250	-
6301 Office Supplies	455	387	500	500	400
6303 Memberships & Licenses	3,016	3,086	2,550	2,550	3,100
6304 Postage\Freight	47	126	-	-	-
6305 Awards & Recognition	1,389	1,108	1,700	1,700	1,200
6306 Building Maint/Janitorial	-	-	-	-	3,500
6307 Food & Provisions	32	12	50	50	25
6308 Landscape Supplies	1,562	1,467	2,500	2,500	1,900
6309 Shop Supplies & Tools	555	467	500	500	500
6310 Chemicals	15,718	18,282	17,040	17,040	16,065
6311 Paint & Supplies	1,437	5,802	2,000	2,000	5,600
6314 Concession Supplies	27,821	27,627	33,150	33,150	28,250
6315 Books & Library Material	2,816	1,639	1,500	1,500	1,600
6316 Miscellaneous Supplies	3,282	5,380	5,100	5,100	5,100
6320 Printing & Reproduction	725	1,025	1,200	1,200	1,100
6321 Clothing	3,004	1,368	2,400	2,400	2,000
6323 Safety Supplies	157	86	200	200	200
6324 Medical\Lab Supplies	1,589	2,485	2,650	2,650	2,500
6325 Construction Materials	5,631	2,234	4,050	4,050	3,650
6326 Vehicle & Equipment Parts	20,069	6,247	17,000	17,000	8,000
6327 Miscellaneous Equipment	8,762	27,553	17,850	17,850	20,500
6328 Signs	1,079	285	500	500	300
6404 Consulting Services	1,256	-	15,000	15,000	2,000
6405 Engineering Fees	3,128	-	1,000	1,000	1,000
6408 Contractor Fees	24,452	35,266	24,000	24,000	21,500
6409 Inspection Fees	225	225	500	500	250
6411 Temporary Help	2,513	3,335	3,000	3,000	3,000
6413 Utilities	113,192	105,936	123,537	123,537	90,982
6414 Janitorial Service	-	-	-	-	5,700
6415 Tipping Fees	37	95	100	100	100
6416 Build Repairs & Maint	4,671	4,296	16,000	16,000	4,000
6418 Equip Repairs & Maint	13,628	7,955	6,000	6,000	4,000
6420 CBM charges	15,365	8,205	8,500	8,500	2,000
6425 CEA Equip. Rental	2,067	2,012	2,235	2,235	2,473
6431 Interpreter Services	-	-	100	100	100
6451 Uniform Services	-	459	600	600	500
6454 Grounds Repair & Maint.	-	-	100	100	-
6503 Rent	474	99	600	600	450
6599 Other Contracts/Obligat'ns	-	1,464	2,800	2,800	1,600
Total Expense	$ 715,558	$ 740,581	$ 840,640	$ 840,640	$ 655,260

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Chemicals		Contractor Fees	
Chlorine - Mead/Erb/Badger	$ 11,840	Equipment repairs	$ 5,000
Other chemicals	4,225	HVAC repairs	5,000
	$ 16,065	Building/pool maintenance	11,500
Miscellaneous Equipment			$ 21,500
Diving boards, ladders, etc.	$ 5,000		
Safety equipment	5,000	Concession Supplies	
Other	10,500	Food/Candy for resale	$ 28,250
	$ 20,500		$ 28,250

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Forestry **Business Unit 2060**

PROGRAM MISSION

Provide funding to purchase trees to promote and preserve the urban forest and enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 8: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Provide funding to purchase trees to be planted on:
- streets where trees had been removed due to disease and safety concerns
- streets where trees had been damaged due to accident, vandalism, etc.
- streets where trees have been removed due to storm damage

Provide a funding mechanism to use revenue received from requests, insurance claims, accidents, grants, etc. to purchase trees

Major program changes:

In previous years this fund was used to purchase trees for new subdivisions. In reviewing this practice with the Department of Public Works, it was determined the street assessment policy included funding for street trees. Effective 2004, the purchase of street trees for new subdivisions will be financed through the subdivision fund, resulting in a $15,000 expenditure decrease in the special revenue fund for forestry.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# of trees on City streets	26,500	27,250	28,000	28,000	28,000
Strategic Outcomes					
Attractive community					
Positive survey result	New measure	73%	75%	85%	85%
Stable funding source for tree planting					
Funds for tree planting	$ 44,907	$ 85,181	$ 45,000	$ 45,000	$ 30,000
Work Process Outputs					
Purchase trees for planting requests	75	70	100	75	70
Purchase trees for replacements	450	1,300	1,000	1,000	1,000

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Forestry **Business Unit 2060**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 22,900
4224 Miscellaneous State Aids	-	37,500	-	-	-
4710 Interest on Investment	-	-	100	100	200
4801 Charges for Serv.- Nontax	803	1,115	2,000	2,000	2,000
4802 Charges for Serv. - Tax	-	1,129	2,500	2,500	2,500
5020 Donations & Memorials	125	5,437	500	500	500
Total Revenue	$ 40,928	$ 85,181	$ 45,100	$ 45,100	$ 28,100
Expenses					
6308 Landscape Supplies	$ 44,906	$ 82,500	$ 45,000	$ 45,000	$ 30,000
Total Expense	$ 44,906	$ 82,500	$ 45,000	$ 45,000	$ 30,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees	$ 30,000
	$ 30,000

CITY OF APPLETON 2004 BUDGET
FORESTRY FUND
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Property Taxes	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 22,900
Intergovernmental	-	37,500	-	-	-
Interest Income	-	-	100	600	200
Charges for Services	802	2,244	4,500	3,000	4,500
Other	125	5,437	500	500	500
Total Revenues	40,927	85,181	45,100	44,100	28,100
Expenses					
Program Costs	44,907	82,500	45,000	44,000	30,000
Administrative Expenses	-	-	-	-	-
Total Expenses	44,907	82,500	45,000	44,000	30,000
Revenues over (under) Expenses	(3,980)	2,681	100	100	(1,900)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(3,980)	2,681	100	100	(1,900)
Fund Balance - Beginning	5,205	1,225	3,906	3,906	4,006
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 1,225	$ 3,906	$ 4,006	$ 4,006	$ 2,106

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

MAJOR 2004 OBJECTIVES

This fund provides for a variety of Parks and Recreation capital needs.

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

Project	Amount	Page
Derks Park Development	$ 75,000	Projects, Pg. 649
Jones Park Renovations	10,000	Projects, Pg. 654
Mead Pool - Pool Renovations	100,000	Projects, Pg. 659
North Side Park	25,000	Projects, Pg. 660
Pierce Park Renovation	15,000	Projects, Pg. 666
Providence Trail	50,000	Projects, Pg. 667
Telulah Park Improvements	335,000	Projects, Pg. 671
Vulcan Heritage Park	275,000	Projects, Pg. 674
	$ 885,000	

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 27,170	$ 37,928	$ 1,600	$ 1,600	$ -	-100.00%
Program Expenses		$ 745,869	$ 322,913	$ 685,000	$ 986,300	$ 885,000	29.20%
Expenses Comprised Of:							
Personnel		48	-	-	-	-	N/A
Administrative Expense		-	31,938	65,000	65,000	-	-100.00%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		18,286	37,428	-	30,000	10,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		727,535	253,547	620,000	891,300	875,000	41.13%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 536,855	$ 171,146	$ -	$ -	$ -
4710 Interest on Investments	27,170	12,928	-	-	-
5910 Proceeds of LT Debt	-	25,000	620,000	620,000	851,218
Total Revenue	$ 564,025	$ 209,074	$ 620,000	$ 620,000	$ 851,218
Expenses					
6102 Labor Pool Allocations	$ 37	$ -	$ -	$ -	$ -
6150 Fringes	11	-	-	-	-
6303 Memberships & Licenses	-	200	-	-	-
6404 Consulting Services	18,286	37,428	-	30,000	10,000
6503 Rent	-	170	-	-	-
6802 Land Improvements	-	-	100,000	100,000	300,000
6803 Buildings	374,819	178,244	395,000	415,000	190,000
6804 Equipment	144,969	16,108	-	-	100,000
6809 Infrastructure Construction	83,572	59,195	125,000	376,300	285,000
6899 Other Capital Outlay	124,175	-	-	-	-
7911 Trans Out - General Fund	-	31,568	65,000	65,000	-
Total Expense	$ 745,869	$ 322,913	$ 685,000	$ 986,300	$ 885,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Land Improvements	
North Side Park	$ 25,000
Vulcan Heritage Park	275,000
	$ 300,000
Buildings	
Pierce Park	$ 15,000
Telulah Park	175,000
	$ 190,000
Equipment	
Mead Pool	$ 100,000
	$ 100,000
Infrastructure Construction	
Derks Park	$ 75,000
Providence Trail	50,000
Telulah Park	160,000
	$ 285,000

CITY OF APPLETON 2004 BUDGET
PARKS AND RECREATION PROJECT
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 536,855	$ 171,146	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Special Assessments	-	-	-	-	-
Interest Income	27,170	12,928	-	10,000	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	564,025	184,074	-	10,000	-
Expenses					
Program Costs	745,869	291,345	620,000	601,300	885,000
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	745,869	291,345	620,000	601,300	885,000
Revenues over (under) Expenses	(181,844)	(107,271)	(620,000)	(591,300)	(885,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	25,000	620,000	50,115	851,218
Operating Transfers In	-	-	-	247,259	-
Operating Transfers Out	-	(31,568)	(65,000)	(65,000)	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(6,568)	555,000	232,374	851,218
Net Change in Equity	(181,844)	(113,839)	(65,000)	(358,926)	(33,782)
Fund Balance - Beginning	688,391	506,547	392,708	392,708	33,782
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 506,547	$ 392,708	$ 327,708	$ 33,782	$ -

CITY OF APPLETON 2004 BUDGET
TRUST 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 program changes:

No major program changes

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 165	$ 161	$ 170	$ 150	$ 160
Total Revenue	$ 165	$ 161	$ 170	$ 150	$ 160
Expenses					
6418 Equip Repairs & Maint	$ 136	$ -	$ 400	$ 400	$ 400
Total Expense	$ 136	$ -	$ 400	$ 400	$ 400

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	165	161	170	150	160
Miscellaneous	-	-	-	-	-
Total Revenues	165	161	170	150	160
Expenses					
Program Costs	136	-	400	400	400
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	136	-	400	400	400
Revenues over (under) Expenses	29	161	(230)	(250)	(240)
Fund Balance - Beginning	3,304	3,333	3,494	3,494	3,244
Fund Balance - Ending	$ 3,333	$ 3,494	$ 3,264	$ 3,244	$ 3,004

CITY OF APPLETON 2004 BUDGET
TRUST 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 for Peabody Park

Provide funds for development of Peabody Park

Major program changes:

No major program changes

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 4,499	$ 3,773	$ 4,110	$ 3,500	$ 3,500
Total Revenue	$ 4,499	$ 3,773	$ 4,110	$ 3,500	$ 3,500
Total Expense	$ -	$ -	$ -	$ -	$ -

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	4,499	3,773	4,110	3,500	3,500
Miscellaneous	-	-	-	-	-
Total Revenues	4,499	3,773	4,110	3,500	3,500
Expenses					
Program Costs	-	-	-	-	-
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	-	-	-	-	-
Revenues over (under) Expenses	4,499	3,773	4,110	3,500	3,500
Fund Balance - Beginning	73,629	78,128	81,901	81,901	85,401
Fund Balance - Ending	$ 78,128	$ 81,901	$ 86,011	$ 85,401	$ 88,901

CITY OF APPLETON 2004 BUDGET
TRUST 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 program changes:

No major program changes

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 433	$ 388	$ 410	$ 350	$ 350
Total Revenue	$ 433	$ 388	$ 410	$ 350	$ 350
Expenses					
6311 Paint & Supplies	$ 122	$ -	$ 125	$ 125	$ 250
6418 Equip Repairs & Maint	-	-	125	125	-
Total Expense	$ 122	$ -	$ 250	$ 250	$ 250

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	433	388	410	350	350
Miscellaneous	-	-	-	-	-
Total Revenues	433	388	410	350	350
Expenses					
Program Costs	122	-	250	250	250
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	122	-	250	250	250
Revenues over (under) Expenses	311	388	160	100	100
Fund Balance - Beginning	7,723	8,034	8,422	8,422	8,522
Fund Balance - Ending	$ 8,034	$ 8,422	$ 8,582	$ 8,522	$ 8,622

CITY OF APPLETON 2004 BUDGET
TRUST 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 program changes:

2004 includes funds to develop plans and specifications for a boat launch and shoreline stabilization. It is anticipated these improvements will be coordinated with projected improvements by the adjacent Appleton Yacht Club and in coordination with the development of a trail between Lutz and Vulcan Heritage Parks. Please see Projects, page 658 for a more detailed description.

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 36,961	$ 30,957	$ 33,640	$ 30,000	$ 30,000
Total Revenue	$ 36,961	$ 30,957	$ 33,640	$ 30,000	$ 30,000
Expenses					
6408 Contractor Fees	$ -	$ -	$ -	$ -	$ 50,000
Total Expense	$ -	$ -	$ -	$ -	$ 50,000

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	36,961	30,957	33,640	30,000	30,000
Miscellaneous	-	-	-	-	-
Total Revenues	36,961	30,957	33,640	30,000	30,000
Expenses					
Program Costs	-	-	-	-	50,000
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	-	-	-	-	50,000
Revenues over (under) Expenses	36,961	30,957	33,640	30,000	(20,000)
Fund Balance - Beginning	604,009	640,970	671,927	671,927	701,927
Fund Balance - Ending	$ 640,970	$ 671,927	$ 705,567	$ 701,927	$ 681,927

CITY OF APPLETON 2004 BUDGET
TRUST 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:

Provide funds for acquisition of park land as it becomes available

Provide funds for development of new park land

Provide funding mechanism to account for grant money received for acquisition and/or park development

Major program changes:

No major program changes

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Projected	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 11,053	$ 11,902	$ 12,800	$ 12,000	$ 12,000
5002 Zoning & Subdivision Fe	73,933	62,390	20,000	20,000	38,000
Total Revenue	$ 84,986	$ 74,292	$ 32,800	$ 32,000	$ 50,000
Expenses					
6418 Equip Repairs & Maint	$ 136	$ -	$ 400	$ -	$ -
Total Expense	$ 136	$ -	$ 400	$ -	$ -

SOURCES AND USES OF FUNDS

Revenues					
Charges for Services	$ 73,933	$ 62,390	$ 20,000	$ 20,000	$ 38,000
Donations	-	-	-	-	-
Interest Income	11,053	11,902	12,800	12,000	12,000
Miscellaneous	-	-	-	-	-
Total Revenues	84,986	74,292	32,800	32,000	50,000
Expenses					
Program Costs	-				
Administration	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	-	-	-	-	-
Revenues over (under) Expenses	84,986	74,292	32,800	32,000	50,000
Fund Balance - Beginning	139,905	224,891	299,183	299,183	331,183
Fund Balance - Ending	$ 224,891	$ 299,183	$ 331,983	$ 331,183	$ 381,183

CITY OF APPLETON 2004 BUDGET
TRUST FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be operated as a quality municipal golf course that provides a leisure benefit for the community and its visitors.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Implemented special golf rates to increase play. Special rates were offered Monday - Thursday, 1-3 P.M., June through September. Special golf rates were also offered in October through the end of the season

Planted trees on course

Continued maintenance programs recommended by the United States Golf Association

Increased all levels of maintenance to enhance the quality of golf

Extended a contract with an independent contractor to operate the clubhouse through the 2003 season

Scheduled Golf Advisory Committee to review operations and capital budget programs

Completed irrigation study and utilized information to develop CIP program

Continued customer survey to solicit feedback from golfers

Entered into an agreement with advertising firm to provide scorecards

Continued with a discount rate/advertising program to attract additional users

Advertised in the local newspaper, on Valley Transit buses, and on other promotional items

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

MAJOR 2004 OBJECTIVES

Provide accounting procedures and policies for accurate and complete collection of fees and revenues

Provide course time for the general public to play at their leisure

Provide course time for play by organized leagues

Provide course time and assistance for periodic golf tournaments

Provide group and private lessons to teach the technique, rules and etiquette of golf

Provide food, supplies and entertainment for course patrons

Maintain the golf course including the treatment, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation

Maintain the clubhouse and the maintenance shop

Maintain and repair all golf course equipment

Continue involvement with Golf Advisory Committee to improve operations at Reid Golf Course

Prepare plans, specifications and funding mechanisms for capital projects

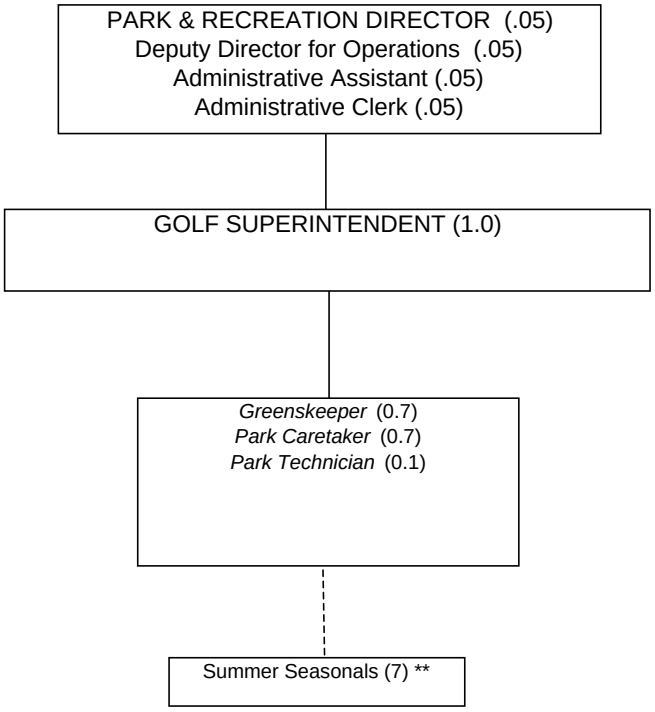
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 684,764	$ 676,840	$ 767,000	$ 767,000	$ 785,849	2.46%
Program Expenses							
5610	Administration	290,103	307,964	293,425	293,425	324,366	10.54%
5620	Customer Service	23,290	21,860	25,434	25,434	26,133	2.75%
5630	Facilities Maintenance	362,683	388,415	420,303	420,303	438,299	4.28%
TOTAL		$ 676,076	$ 718,239	$ 739,162	$ 739,162	$ 788,798	6.72%
Expenses Comprised Of:							
Personnel		215,753	266,880	231,902	231,902	224,452	-3.21%
Administrative Expense		113,130	128,939	115,319	115,319	139,523	20.99%
Supplies & Materials		67,162	68,779	73,705	73,705	74,200	0.67%
Purchased Services		207,257	189,878	211,200	211,200	217,710	3.08%
Utilities		24,720	22,411	23,169	23,169	24,286	4.82%
Repair & Maintenance		48,054	41,352	48,612	48,612	46,627	-4.08%
Capital Expenditures		-	-	35,255	35,255	62,000	75.86%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE
Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** Number of Temporary/Part Time staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	2.00	1.70	176,228	163,202	-7.39%
Allocations from Other Funds:					
General Fund Parks & Recreation	1.25	1.00	69,478	57,114	-17.80%
Amount for Contracts/Adjustments not Approved			2,274	4,136	81.88%
Allocations to Other Funds:					
General Fund Parks & Recreation	(0.30)	-	(15,620)	-	-100.00%
Amount for Contracts/Adjustments not Approved			(458)	-	-100.00%
Personnel Allocated to Fund	**2.95**	**2.70**	**$ 231,902**	**$ 224,452**	**-3.21%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Administration **Business Unit 5610**

PROGRAM MISSION

Reid Golf Course will provide a quality and affordable municipal golf course to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Provide for the payments to the contractor to operate the clubhouse

Provide for interest payments on golf course related debt

Provide for depreciation of the golf course facilities

Provide for administrative services such as payroll, accounts payable, insurance, audit fees, etc.

Major program changes:

5% of an Administrative Clerk IV has been added to this program budget to reflect the time allocated to the golf course operations.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accounting of revenues and expenditures					
Accurate daily entry of information	50%	50%	80%	80%	100%
Strategic Outcomes					
Operation of all enterprise systems					
% of season during which all aspects of operation (course, pro shop, concessions, etc) are in operation	100%	100%	100%	90%	100%
Meet debt retirement schedule					
% of scheduled debt payment reserved	100%	8%	100%	100%	100%
Work Process Outputs					
Monthly revenue reports prepared within 1 week	100%	100%	100%	100%	100%
Monthly expense reports prepared	100%	100%	100%	100%	100%
Amount of debt retired	$ 50,000	$ 50,000	$ 30,000	$ 30,000	$ 35,000
Daily deposits of revenues recorded	60%	100%	100%	80%	100%

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Administration **Business Unit 5610**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 8,635	$ 2,586	$ 2,000	$ 2,000	$ 1,500
5004 Sale of City Prop - Nontax	243	52	-	-	-
5005 Sale of City Prop - Tax	392	2,969	-	-	-
5085 Cash Short or Over	-	19	-	-	-
Total Revenue	$ 9,270	$ 5,626	$ 2,000	$ 2,000	$ 1,500
Expenses					
6101 Regular Salaries	$ -	$ 8,512	$ 8,796	$ 8,796	$ 9,026
6102 Labor Pool Allocations	-	-	-	-	1,530
6150 Fringes	-	3,056	3,089	3,089	4,177
6305 Awards & Recognition	-	-	-	-	45
6401 Accounting/Audit	1,624	1,698	1,600	1,600	1,600
6403 Bank Services	2,810	3,008	1,000	1,000	1,000
6408 Contractor Fees	177,584	167,481	170,000	170,000	175,210
6501 Insurance	2,640	1,920	1,790	1,790	2,253
6601 Depreciation Expense	60,669	63,514	62,500	62,500	62,500
6611 Depr Chargeback to CC	(4,026)	(4,737)	-	-	-
6623 Uncollectible Accounts	15	24	-	-	-
6720 Interest Payments	30,887	28,125	26,750	26,750	25,125
6750 Amortization of Debt Disc	-	1,500	-	-	-
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Internal Svc	-	15,963	-	-	24,000
Total Expense	$ 290,103	$ 307,964	$ 293,425	$ 293,425	$ 324,366

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Payments to course operator	$ 175,210
	$ 175,210

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Customer Service **Business Unit 5620**

PROGRAM MISSION

Manage and provide quality clubhouse customer services, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Operate Clubhouse to serve the needs of a diverse clientele
Provide items for sale customarily found in a clubhouse
Provide food and beverage concessions to meet the desires of the customers
Encourage junior golf
Accurately track golf play and account for revenues and expenses
Provide sufficient rental carts to meet the needs of the customers
Operate safe and efficient driving range
Provide appropriate staff to manage patrons on the course
Organize and schedule golf tournaments and outings for the community
Organize and schedule golf leagues for the community

Major program changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Functional clubhouse					
# of months clubhouse open	8	8	8	8	8
Golf and concession opportunities					
Full service golf operation for year	100%	100%	100%	90%	100%
Strategic Outcomes					
Healthy and productive community					
Positive survey response	New measure	90%	90%	90%	95%
Work Process Outputs					
Golf league revenue	$ 50,511	$ 70,101	$ 65,000	$ 70,100	$ 73,288
Golf fee revenue	$ 457,299	$ 434,158	$ 520,000	$ 519,900	$ 538,510
Power cart rental revenues	$ 55,786	$ 59,966	$ 45,000	$ 60,000	$ 62,423
Golf club & range ball rental revenue	$ 9,687	$ 12,727	$ 21,000	$ 13,100	$ 12,168
Merchandise sales revenue	$ 16,989	$ 15,831	$ 27,000	$ 15,000	$ 17,567
Food concession revenue	$ 79,324	$ 71,675	$ 80,500	$ 82,305	$ 74,305

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Customer Service **Business Unit 5620**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4802 Charges for Serv. - Tax	$ 79,210	$ 71,675	$ 80,500	$ 80,500	$ 74,305
4860 Lessons/Classes	1,467	1,966	3,000	3,000	1,598
5011 Misc Revenue - Tax	147,828	168,729	96,500	96,500	174,707
Total Revenue	$ 228,505	$ 242,370	$ 180,000	$ 180,000	$ 250,610
Expenses					
6102 Labor Pool Allocations	$ -	$ 137	$ -	$ -	$ -
6108 Part-Time	-	582	1,939	1,939	1,708
6150 Fringes	-	104	-	-	131
6301 Office Supplies	441	462	250	250	500
6303 Memberships & Licenses	100	100	100	100	100
6306 Building Maint./Janitor	311	305	1,500	1,500	1,200
6316 Miscellaneous Supplies	327	668	500	500	500
6320 Printing & Reproduction	3,176	2,157	2,350	2,350	2,350
6323 Safety Supplies	76	-	-	-	-
6324 Medical/Lab Supplies	221	29	500	500	500
6327 Miscellaneous Equipment	466	274	-	-	-
6412 Advertising	3,657	3,768	4,000	4,000	4,000
6413 Utilities	13,924	12,538	12,795	12,795	13,644
6418 Equip Repairs & Maint	591	490	1,500	1,500	1,500
6420 CBM Charges	-	84	-	-	-
6599 Other Contracts/Obligat'ns	-	162	-	-	-
Total Expense	$ 23,290	$ 21,860	$ 25,434	$ 25,434	$ 26,133

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Facilities Maintenance **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 #8: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Maintain course in best condition possible with available resources

Work closely with clubhouse manager to coordinate course maintenance with golfers' demands and activities

Plant trees to replace those removed and to enhance the course

Strive to meet the recommendations of the United States Golf Association assessment

Major program changes:

Revenues have been adjusted to more accurately reflect actual use and current trends in the golf industry. This budget also reflects the elimination of .3 FTE for mechanics from Park and Recreation ($17,859) and the inclusion of $25,000 for development of plans and specifications for a new irrigation system (see Projects, page 646), $24,000 for the purchase of a truck and $13,000 for the purchase of a bunker rake.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	95%	95%	100%	95%	100%
Recreational opportunities					
Rounds of golf played annually	46,409	45,576	50,000	46,000	46,000
Customer Service					
Positive public response to customer service					
Golf Comment Card Response	New measure	77%	80%	85%	90%
Facilities Maintenance					
Positive public response to clubhouse and course conditions					
Golf Comment Card Response	New measure	86%	86%	85%	90%
Work Process Outputs					
% of time:					
Greens are mowed daily	100%	100%	100%	100%	100%
Tees and fairways are mowed 3 times per week.(May-Aug.)	100%	100%	100%	100%	100%
Rough is mowed weekly	100%	100%	100%	100%	100%
Bunkers are raked weekly (Summer)	95%	100%	100%	100%	100%
Tees and fairways are mowed 2 times per week.(Spring/Fall)	95%	100%	95%	95%	95%

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

Facilities Maintenance **Business Unit 5630**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nont	$ 6,148	$ 4,662	$ -	$ -	$ 1,400
4802 Charges for Serv. - Tax	436,412	424,132	585,000	585,000	529,339
5010 Misc. Revenue - Nontax	1,384	50	-	-	-
5015 Rental of City Property	150	-	-	-	3,000
5020 Donations & Memorials	150	-	-	-	-
5082 Insurance Proceeds	2,745	-	-	-	-
Total Revenue	$ 446,989	$ 428,844	$ 585,000	$ 585,000	$ 533,739
Expenses					
6101 Regular Salaries	$ 52,237	$ 55,685	$ 57,614	$ 57,614	$ 59,078
6102 Labor Pool Allocations	71,528	64,931	54,746	54,746	42,857
6103 Unallocated Labor	(6,848)	-	9,661	9,661	9,672
6105 Overtime	4,415	5,078	1,130	1,130	1,130
6108 Part-Time	22,895	36,386	41,204	41,204	42,006
6114 Sick Pay	16,628	27,401	-	-	-
6115 Vacation Pay	5,343	7,889	-	-	-
6150 Fringes	49,555	57,121	53,723	53,723	53,137
6201 Training\Conferences	3,022	2,665	2,659	2,659	2,500
6301 Office Supplies	148	178	200	200	200
6302 Subscriptions	-	-	400	400	-
6303 Memberships & Licenses	440	585	450	450	600
6306 Building Maint/Janitori	39	-	-	-	2,000
6307 Food & Provisions	-	-	20	20	-
6308 Landscape Supplies	37,074	40,963	42,175	42,175	46,000
6309 Shop Supplies & Tools	618	401	600	600	600
6311 Paint & Supplies	250	245	500	500	500
6316 Miscellaneous Supplies	1,076	4,100	3,600	3,600	3,600
6321 Clothing	360	315	400	400	400
6322 Gas Purchases	4,551	4,639	3,500	3,500	4,800
6323 Safety Supplies	290	-	150	150	150
6324 Medical/Lab Supplies	133	262	500	500	500
6325 Construction Materials	627	416	1,000	1,000	1,000
6326 Vehicle & Equipment Parts	6,330	6,987	4,500	4,500	5,500
6327 Miscellaneous Equipment	7,414	7,226	13,430	13,430	7,800
6328 Signs	4,173	97	-	-	-
6404 Consulting Services	-	3,052	3,000	3,000	3,000
6408 Contractor Fees	20,608	9,397	30,100	30,100	31,000
6411 Temporary Help	-	-	500	500	500
6413 Utilities	10,795	9,873	10,374	10,374	10,642
6416 Build Repairs & Maint	6,171	4,550	3,000	3,000	3,000
6417 Vehicle Repairs & Maint	843	-	550	550	-
6418 Equip Repairs & Maint	6,921	3,936	9,700	9,700	8,000
6420 CBM charges	11,841	8,143	7,000	7,000	5,000
6425 CEA Equip. Rental	21,687	24,148	26,862	26,862	29,127
6426 Other Interfund Charges	-	-	200	200	200
6451 Uniform Services	975	1,311	800	800	1,200
6503 Rent	544	435	800	800	600
6804 Equipment	-	-	35,255	35,255	62,000
Total Expense	$ 362,683	$ 388,415	$ 420,303	$ 420,303	$ 438,299

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Topsoil, sand & gravel	$ 3,500
Seed & fertilizers	7,500
Plant material	5,000
Pesticides/herbicides	30,000
	$ 46,000

Equipment	
Plans/Specs. for irrigation system	$ 25,000
Truck	24,000
Bunker rake	13,000
	$ 62,000

Contractor Fees	
Clubhouse repairs	$ 5,000
Maintenance shop repairs	5,000
Aeration services	7,000
Course repairs	5,000
Irrigation system repairs	9,000
	$ 31,000

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Greens Fees	$ 507,810	$ 504,258	$ 585,000	$ 590,000	$ 611,788
Merchandise	16,989	15,831	27,000	15,010	17,567
Concessions	79,324	71,675	80,500	82,305	74,305
Pro Shop	9,687	12,727	21,000	13,100	12,168
Cart Rentals	55,786	59,966	45,000	60,000	62,423
Lessons	1,467	1,966	3,000	1,500	1,598
Gift Certificates	-	4,740	3,500	1,500	1,500
Miscellaneous	1,535	69	-	3,000	3,000
Total Revenues	672,598	671,232	765,000	766,415	784,349
Expenses					
Administration					
Payment to Contractor	177,584	167,481	170,000	165,000	175,210
Depreciation	60,669	63,514	62,500	62,500	62,500
Other	7,088	18,220	16,275	16,275	19,631
Customer Service	23,290	21,860	25,434	25,434	26,133
Facilities Maintenance	362,683	388,415	385,048	385,048	376,299
Total Expenses	631,314	659,490	659,257	654,257	659,773
Operating Income (Loss)	41,284	11,742	105,743	112,158	124,576
Nonoperating Revenues/(Expenses)					
Interest Income	8,635	2,586	2,000	1,500	1,500
Gain on Sale of Fixed Assets	-	-	-	-	-
Amortization of Debt Expense	-	(1,500)	-	-	-
Interest Expense	(30,887)	(28,125)	(26,750)	(26,750)	(25,125)
Other	3,380	3,020	-	2,150	-
Total Non-Operating	(18,872)	(24,019)	(24,750)	(23,100)	(23,625)
Net Income Before Transfers	22,412	(12,277)	80,993	89,058	100,951
Transfers In (Out)					
Internal Service	-	(15,963)	-	-	(24,000)
General Fund	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Net Income (Loss)	4,512	(46,140)	63,093	71,158	59,051
Depreciation Charged to Contrib. Capital	4,027	4,737	-	-	-
Fund Balance - Beginning	368,211	376,750	684,494	684,494	755,652
Residual Equity Transfer Out	-	-	-	-	-
Contributed Capital Balance	353,884	349,147	-	-	-
Fund Balance - Ending	$ 730,634	$ 684,494	$ 747,587	$ 755,652	$ 814,703

Sources and Uses of Funds		
Cash - Beginning of Year	40,923	109,326
+ Net Income	71,158	59,051
+ Depreciation	62,500	62,500
+ Long Term Debt	-	-
- Fixed Assets	(35,255)	(62,000)
- Principal Repayment	(30,000)	(35,000)
Working Cash - End of Year	$ 109,326	$ 133,877

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

	General Fund Advance		
Year	Principal	Interest	Total
2004	35,000	25,125	60,125
2005	40,000	23,250	63,250
2006	45,000	21,125	66,125
2007	50,000	18,750	68,750
2008	60,000	16,000	76,000
2009	65,000	12,875	77,875
2010	70,000	9,500	79,500
2011	75,000	5,875	80,875
2012	80,000	2,000	82,000
	$ 520,000	$ 134,500	$ 654,500

CITY OF APPLETON 2004 BUDGET
REID GOLF COURSE

NOTES

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

MISSION STATEMENT

Valley Transit exists to meet community mobility needs and enhance quality of life by providing options for efficient and reliable transportation.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Significant Valley Transit Events:

* Service and fare changes implemented
* New coordination agreement with Calumet County implemented
* Integration of City of Appleton's accounting system begins
* Tobacco-free policy for Transit Center implemented
* Bus procurement planning continues
* Planning for State budget crisis becomes a major focus

In January, Valley Transit implemented several service changes. First, bus routes were renumbered using a methodology designed, to make it easier for new passengers to understand the system. Second a comprehensive program for bus drivers to call out bus stops was implemented so persons with visual impairments could better orient themselves while riding the bus. Finally, the bus and paratransit fares were increased in anticipation of reduced state funding in light of the state budget crisis. Basic cash fare on the bus was raised from $1 to $1.25, and basic paratransit fare was raised from $2 to $2.50. In August, "tripper" service to Madison Middle School was reduced from two trips per day to one.

Also in January, Calumet County and Valley Transit began to coordinate specialized transportation for people with developmental disabilities working at the New Hope Center in Chilton. The service is primarily rural, but does connect the Darboy area portion of the Fox Cities to these services in Chilton. The arrangement is designed to provide a financial benefit to both parties involved.

Valley Transit now uses the City of Appleton accounting system (JD Edwards) starting in 2003. Staff from both the Finance Department and Valley Transit worked on the transition, and Valley Transit staff were trained in how the new system works. The change is designed to have all City of Appleton departments on one accounting system.

After several reviews and modifications, a proposed tobacco-free policy for most of the exterior areas of the downtown Appleton Transit Center was approved by the Fox Cities Transit Commission and Appleton Common Council in April. Valley Transit coordinated with the Appleton Library to implement the policy for both facilities, and the policy went into effect June 2nd. The policy was also coordinated with the police, fire, and attorney's offices, and is designed to provide a cleaner and healthier environment for passengers.

After rescinding the bus procurement "piggyback" proposal with Louisville, KY, Valley Transit began preparation of its own detailed technical specifications for replacing 20 heavy-duty buses. Some of the major recommendations include additional wheelchair securement space beyond the 48" minimum requirement, a mix of smaller and larger heavy-duty buses (30-40 foot), and air conditioning. The specifications have been advertised and proposals are due from vendors October 24th.

Valley Transit and other City of Appleton departments went through an intensive budget exercise in early 2003 to prepare contingencies for reduced state funding that could result from the $3.2 billion state deficit. This consumed a considerable amount of time, as each department was asked to look as far as a 20% cut in all expenses, as well as ways to increase revenues. The process was designed to provide a proactive accounting of priorities in light of potential state budget cuts, rather than reactive response at the last minute.

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

MAJOR 2004 OBJECTIVES

To relate public transportation to travel patterns within the urban and rural areas

To promote public transportation as a basic public service

To provide public transportation in all urban areas and certain rural areas using delivery systems, fixed-route or demand responsive, appropriate to the density of development

To meet the needs of those with mobility limitations, particularly older adults, people with disabilities, students, and people who are unable to drive (for whatever reason)

To meet the service performance, management, and marketing standards determined for the system

To maximize efficiency and avoid overlap and duplication of services through coordination

To base funding and organizational mechanisms for public transportation on principles of equity and to reflect the interconnectivity of jurisdictions within the urbanized area and surrounding rural areas

To promote land use patterns and site design standards which can be efficiently served by public transportation

To provide a safe, reliable, and attractive alternative to exclusive reliance on single occupant automobile transportation for residents in the Fox Cities community

To provide services in a fiscally responsible manner, minimizing the cost to taxpayers, and within the financial constraints of the community

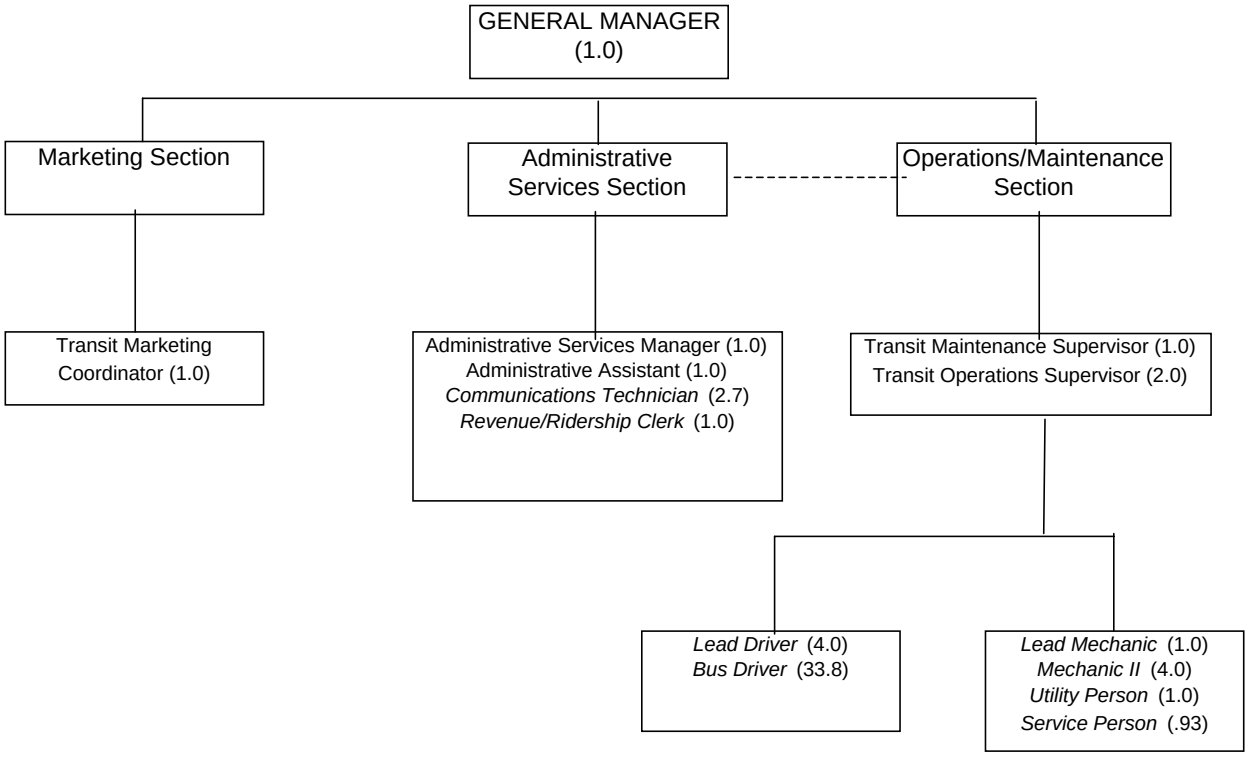
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 4,839,350	$ 4,837,984	$ 8,300,379	$ 8,300,379	$ 5,601,752	-32.51%
Program Expenses							
5810	Administration	956,599	1,050,337	985,152	985,152	1,033,198	4.88%
5820	Vehicle Maint.	585,979	563,106	3,640,412	3,640,412	724,334	-80.10%
5830	Facilities Maint.	100,504	111,165	149,155	149,155	174,514	17.00%
5840	Operations	2,394,576	2,418,619	2,636,805	2,636,805	2,634,835	-0.07%
5850	ADA Paratransit	830,128	778,068	983,691	983,691	964,381	-1.96%
5860	Ancillary Paratransit	882,580	867,199	966,230	966,230	1,094,163	13.24%
TOTAL		$ 5,750,366	$ 5,788,494	$ 9,361,445	$ 9,361,445	$ 6,625,425	-29.23%
Expenses Comprised Of:							
Personnel		2,833,352	2,932,884	3,155,590	3,155,590	3,222,345	2.12%
Administrative Expense		602,827	630,196	630,651	630,651	620,910	-1.54%
Supplies & Materials		405,821	334,702	433,025	433,025	422,416	-2.45%
Purchased Services		1,747,121	1,724,741	1,928,664	1,928,664	2,028,874	5.20%
Utilities		72,190	71,911	70,250	70,250	86,310	22.86%
Repair & Maintenance		89,055	94,060	143,265	143,265	89,570	-37.48%
Capital Expenditures		-	-	3,000,000	3,000,000	155,000	-94.83%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT
Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

* *Number of Part Time/Temporary staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	56.77	55.43	$ 3,155,590	$ 3,222,345	2.12%
Personnel Allocated to Fund	**56.77**	**55.43**	**$ 3,155,590**	**$ 3,222,345**	**2.12%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM MISSION

For the benefit of our employees, passengers, and participating governmental units so that we equitably allocate federal, state, and local resources among a variety of transportation services, we will provide management, oversight, planning, and marketing information for and about our services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "…evaluate and determine city-wide priorities…" , #2: "…pursue regional cooperation of services…", #4: "…encourage open and productive working relationships…", #5: "…work to improve influence over statutory and regulatory processes…", and #6: "Work to continuously improve the efficiency and effectiveness of City services…"

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

Major program changes:

This program includes $20,000 in capital expenditures for a routine computer upgrade, with 80% coming from federal funding and the other 20% coming from Valley Transit's locally funded depreciation reserves.

Liability insurance expense of $63,760, formerly accounted for in the Operations program, has been moved to this program to comply with Federal reporting requirements. The rider survey will not be conducted in 2004 ($2,000).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
# members of Fox Cities Transit Com'n.	8	8	9	9	9
Stable work environment					
# full-time jobs	47	53	53	53	53
Strategic Outcomes					
Regulatory compliance					
Timely reporting	100%	100%	100%	100%	100%
# review/audit findings	1	0	0	1	0
Regional cooperation/equitable funding					
Cost per capita below state average	$2.13	$2.50	$1.25	$2.92	$2.00
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	4	1	4	6	4
Public information					
# public presentations	35	38	45	45	45

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 197,173	$ 204,012	$ 289,481	$ 289,481	$ 145,581
4224 Miscellaneous State Aid	101,093	152,155	-	-	171,047
4230 Miscellaneous Local Aid	10,321	34,439	11,858	11,858	93,685
4877 Advertising/Promotional	51,525	49,975	55,000	55,000	65,000
5921 Trans In - General Fund	429,352	448,688	506,329	506,329	514,899
Total Revenue	$ 789,464	$ 889,269	$ 862,668	$ 862,668	$ 990,212
Expenses					
6101 Regular Salaries	$ 162,376	$ 176,137	$ 186,570	$ 186,570	$ 173,415
6105 Overtime	-	-	-	-	3,986
6110 Other Compensation	-	-	-	-	2,541
6114 Sick Pay	3,206	3,495	3,726	3,726	2,586
6115 Vacation Pay	11,289	11,269	12,321	12,321	19,906
6116 Holiday Pay	6,171	6,742	-	-	10,760
6150 Fringes	90,899	108,415	109,667	109,667	85,403
6201 Training\Conferences	9,640	8,345	8,330	8,330	7,921
6202 Local Auto Expense	66	-	-	-	-
6301 Office Supplies	10,002	9,296	7,503	7,503	7,399
6302 Subscriptions	2,308	1,793	2,155	2,155	265
6303 Memberships & Licenses	-	-	-	-	1,324
6304 Postage & Freight	-	-	2,150	2,150	2,500
6305 Awards & Recognition	1,629	3,140	3,000	3,000	955
6320 Printing & Reproduction	13,932	12,947	17,620	17,620	17,634
6323 Safety Supplies	790	963	1,000	1,000	1,000
6327 Miscellaneous Equipment	-	-	15,000	15,000	20,000
6401 Accounting/Audit	4,714	4,983	4,956	4,956	7,399
6404 Consulting Services	44,205	88,215	431	431	-
6408 Contractor Fees	993	1,565	1,000	1,000	500
6411 Temporary Help	1,740	529	1,755	1,755	-
6412 Advertising	39,520	38,276	38,787	38,787	33,946
6413 Utilities	62,856	63,324	60,551	60,551	70,777
6418 Equip Repairs & Maint	5,296	6,948	6,465	6,465	3,221
6424 Software Support	3,296	2,134	10,428	10,428	2,500
6501 Insurance	-	-	-	-	63,760
6599 Other Contracts/Obligat'ns	-	-	-	-	500
6601 Depreciation Expense	481,671	501,821	491,737	491,737	493,000
Total Expense	$ 956,599	$ 1,050,337	$ 985,152	$ 985,152	$ 1,033,198

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
Public information materials	$ 4,000
Rider's Guide	6,500
Rider's Digest	1,000
General printing	3,000
City copy charges	3,134
	$ 17,634

Advertising	
Print	$ 14,367
Broadcast	16,500
Miscellaneous	3,079
	$ 33,946

Miscellaneous Equipment	
Computer upgrade	$ 20,000
	$ 20,000

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 5820**

PROGRAM MISSION

For the benefit of bus drivers, passengers, and the general public so that the service we provide is safe, reliable and friendly to the environment, we will maintain our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Train, develop, and support our human resources…", #4: "…encourage open and productive working relationships…", and #6: "Work to continuously improve the efficiency and effectiveness of City services…"

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 program changes:

This program includes $10,000 for the purchase of equipment required to repair and maintain the air conditioning units in the new buses, $60,000 for the replacement of the two secondary support vehicles (see Projects, page 633), and $30,000 for the Automated Vehicle Locater System (see Projects, page 630). A federal grant will fund 80% of each of these projects. Valley Transit's depreciation reserve will fund the 20% balance of the air conditioning equipment and support vehicle replacement while the 20% balance of the AVL system will be funded by the municipalities that participate in the service, of which Appleton's share is $3,610.

Additionally, this program now includes the cost of uniforms for the mechanics. Previously it was budgeted in janitorial services in the Facilities Maintenance program (5830).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, reliable service					
# road calls	29	22	25	25	25
# inspections completed	523	475	475	475	475
Clean buses					
# exterior cleanings	6,660	6,400	6,500	6,500	6,500
# interior cleanings	710	703	700	700	700
Strategic Outcomes					
Avg. vehicle age	12.1	12.6	12.8	12.8	13.6
Avg. vehicle mileage	420,452	451,143	475,408	475,408	511,765
Vehicles that meet service obligations					
% of scheduled trips completed	99.0%	99.9%	98.0%	98.0%	98.0%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	25	25	25	25
Miles operated	963,514	922,456	919,338	919,338	908,922
# maintenance staff	7 FT / 3 PT	7 FT / 3 PT	7 FT / 3 PT	7 FT / 3 PT	7 FT / 3 PT
Fleet records management					
# work orders processed	1,608	1,569	1,600	1,600	1,600

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 5820**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 240,697	$ 165,892	$ 2,581,828	$ 2,581,828	$ 238,980
4224 Miscellaneous State Aid	126,168	184,275	198,301	198,301	199,294
4230 Miscellaneous Local Aid	95,527	84,457	710,302	710,302	103,649
Total Revenue	$ 462,392	$ 434,624	$ 3,490,431	$ 3,490,431	$ 541,923
Expenses					
6101 Regular Salaries	$ 279,332	$ 289,007	$ 304,991	$ 304,991	$ 283,812
6104 Call Time	-	-	-	-	143
6105 Overtime	-	-	-	-	11,820
6109 Incentive Pay	602	605	622	622	580
6110 Other Compensation	-	-	-	-	5,864
6114 Sick Pay	6,165	6,722	7,166	7,166	4,331
6115 Vacation Pay	21,711	21,671	23,695	23,695	26,395
6116 Holiday Pay	-	-	-	-	13,663
6150 Fringes	106,945	117,672	131,906	131,906	129,215
6309 Shop Supplies & Tools	25,264	24,733	25,525	25,525	25,800
6321 Clothing	-	-	-	-	8,200
6322 Gas Purchases	2,703	2,377	2,758	2,758	2,786
6326 Vehicle & Equipment Parts	133,930	87,482	126,840	126,840	94,950
6418 Equip Repairs & Maint	313	487	1,000	1,000	1,000
6430 Health Services	1,069	1,363	1,379	1,379	675
6501 Insurance	7,349	9,762	13,230	13,230	14,100
6599 Other Contracts/Obligat'ns	596	1,225	1,300	1,300	1,000
6804 Equipment	-	-	3,000,000	3,000,000	100,000
Total Expense	$ 585,979	$ 563,106	$ 3,640,412	$ 3,640,412	$ 724,334

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Shop Supplies & Tools	
CBM janitorial supplies	$ 9,000
Cleaning supplies & chemicals	4,000
Miscellaneous shop equipment	3,000
Miscellaneous shop supplies	5,000
Non-inventory bus parts	4,800
	$ 25,800
Equipment	
Bus A/C maintenance tools	$ 10,000
Support vehicle replacement	60,000
Automated vehicle locater	30,000
	$ 100,000
Vehicle & Equipment Parts	
Vehicle & equipment parts for bus repairs	$ 94,950
	$ 94,950

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM MISSION

For the benefit of those who work in and access Valley Transit facilities as well as the general public in order to provide a clean, safe shelter and working environment we will purchase, clean, maintain and repair the Operations and Maintenance facility, the Transit Center and the thirty-plus passenger waiting shelters located throughout the Fox Cities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Train, develop and support our human resources…" and #6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

To provide clean, safe shelter for passengers waiting to board the bus

To provide clean, safe working environment for employees

To maintain facilities that enhance the beauty of the community

Major program changes:

Operating costs in this program are down because the cost of mechanic's uniforms was moved to the vehicle maintenance program and cleaning at Valley Transit's operation and maintenance facility was reduced from 6 to 5 days a week.

This program includes $25,000 for asphalt resurfacing of the drive/roadway around and behind our Whitman Street facility. The surface is 20 years old and is breaking up and sagging. Also included is $30,000 for security gates to limit access to the Whitman Avenue facility and $25,000 for a portable floor hoist for use with the new fleet of smaller buses (see Projects, pages 616 and 632, respectively). A federal grant will fund 80% of each of these projects. Valley Transit's depreciation reserve will fund the 20% balance of the asphalt resurfacing and security gates installation projects while the 20% balance of the portable floor hoist will be funded by the municipalities that participate in the service, of which Appleton's share is $3,000.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	4	3	0	1	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	36	38	38	38	38
Maintenance schedule					
# cleanings major facilities	614	312	614	614	564
# cleanings minor facilities	1106	1033	950	950	950
# inspections	10	12	12	12	12

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 37,844	$ 32,371	$ 53,787	$ 53,787	$ 87,928
4224 Miscellaneous State Aid	23,546	36,648	39,323	39,323	31,586
4230 Miscellaneous Local Aid	12,192	11,405	24,340	24,340	13,802
4802 Charges for Serv. - Tax	-	-	3,000	3,000	-
5015 Facility Rent	10,501	13,298	3,000	3,000	6,000
Total Revenue	$ 84,083	$ 93,722	$ 123,450	$ 123,450	$ 139,316
Expenses					
6306 Building Maint./Janitorial	$ 6,885	$ 5,277	$ 8,619	$ 8,619	$ 8,704
6308 Landscape Supplies	864	715	1,724	1,724	1,741
6327 Miscellaneous Equipment	2,247	4,369	1,500	1,500	1,500
6408 Contractor Fees	-	-	-	-	25,000
6414 Janitorial Service	50,704	56,507	58,181	58,181	42,817
6416 Building Repairs & Maint.	13,968	10,720	44,222	44,222	13,056
6440 Snow Removal Services	1,862	4,555	5,172	5,172	5,223
6454 Grounds Repair & Maint.	2,329	5,839	6,034	6,034	6,528
6501 Insurance	21,645	23,183	23,703	23,703	14,945
6804 Equipment	-	-	-	-	55,000
Total Expense	$ 100,504	$ 111,165	$ 149,155	$ 149,155	$ 174,514

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Parking lot paving	$ 25,000
	$ 25,000
Janitorial Service	
Ultimate janitorial (CBM)	$ 39,579
Bus shelter cleaning	2,300
Floor mats (Transit Center)	938
	$ 42,817
Building Repairs & Maintenance	
CBM labor	$ 9,200
Contracted building labor	3,856
	$ 13,056
Equipment	
Security gates	$ 30,000
Portable floor hoist	25,000
	$ 55,000

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

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, we will provide an appropriate level of transit service that balances customer needs with the funding available.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "…pursue regional cooperation of services…", #3: "Train, develop, and support our human resources…", #4: "… encourage open and productive working relationships…", and #6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

To provide safe, reliable, convenient, and friendly bus service to the Fox Cities urbanized area
To meet the needs of the transit dependent population, including outreach efforts to Valley Packaging, Goodwill Industries, Lakeside Packaging Plus, elderly homes and support agencies, W-2 agencies, etc.
To provide cost effective fixed-route service where the density of development indicates that this is the appropriate delivery system

Major program changes:

Liability insurance expense of $63,760, formerly accounted for in the Operations program, has been moved to the Administration program to comply with Federal reporting requirements. This budget reflects a reduction of two morning trips on Route 20 and the elimination of service on July 3rd & July 5th (reduction of 1 FTE bus driver and $59,224).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, reliable, convenient service					
# pay out accidents	4	2	<5	<5	<5
% on-time performance	94.5	96.9	90-95	90-95	90-95
Half-hour peak headways	9	9	9	9	9
Helpful, friendly employees					
# customer complaints	37	31	12	12	12
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$3.61	$3.66	$4.11	$4.11	$4.06
Efficient service delivery					
Trips per hour	14.8	15.3	14.9	14.9	14.7
Work Process Outputs					
Service Provided					
Hours of service	65,666	63,403	63,228	63,228	60,526
Miles of service	963,514	922,456	919,338	919,338	867,930
Trips taken	971,692	970,417	897,298	897,298	887,750

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 902,748	$ 700,660	$ 667,726	$ 667,726	$ 670,307
4224 Miscellaneous State Aid	559,196	799,250	865,031	865,031	868,438
4230 Miscellaneous Local Aid	202,321	191,364	241,086	241,086	241,537
4875 Farebox Revenue	459,081	435,571	526,880	526,880	507,800
Total Revenue	$ 2,123,346	$ 2,126,845	$ 2,300,723	$ 2,300,723	$ 2,288,082
Expenses					
6101 Regular Salaries	$ 1,169,287	$ 1,165,042	$ 1,316,800	$ 1,316,800	$ 1,178,084
6102 Labor Pool Allocations	160,914	171,392	180,829	180,829	169,497
6104 Call Time	-	-	-	-	1,687
6105 Overtime	-	-	-	-	51,911
6109 Incentive Pay	3,079	3,090	3,178	3,178	3,120
6110 Other Compensation	-	-	-	-	23,695
6114 Sick Pay	34,302	35,138	37,459	37,459	40,627
6115 Vacation Pay	120,788	113,285	123,867	123,867	120,921
6116 Holiday Pay	66,022	67,773	-	-	73,545
6150 Fringes	551,761	587,926	662,458	662,458	714,668
6320 Printing & Reproduction	4,444	1,844	4,310	4,310	-
6321 Clothing	9,028	9,165	10,000	10,000	10,000
6322 Gas Purchases	170,236	144,832	176,800	176,800	189,155
6326 Vehicle & Equipment Parts	40,028	43,348	46,760	46,760	45,010
6327 Miscellaneous Equipment	-	-	-	-	1,500
6419 Communication Eq. Repair	1,765	111	1,500	1,500	3,000
6430 Health Services	5,134	6,541	6,619	6,619	5,365
6501 Insurance	55,393	62,135	62,975	62,975	-
6599 Other Contracts/Obligat'ns	2,395	6,997	3,250	3,250	3,050
Total Expense	$ 2,394,576	$ 2,418,619	$ 2,636,805	$ 2,636,805	$ 2,634,835

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Clothing	
Driver uniforms	$ 10,000
	$ 10,000
Gas Purchases	
Diesel fuel, est @ $1.10/gal	$ 189,155
	$ 189,155
Vehicle & Equipment Parts	
Oil & other lubricants	$ 12,520
Tire repairs & retreads	16,990
New tires	15,500
	$ 45,010

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM MISSION

For the benefit of people whose functional ability prevents use of fixed route bus service so that they may contribute to the community and experience an enhanced quality of life, we will provide specialized curb-to-curb advance reservation demand response transportation.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "…pursue regional cooperation of services…", #3: "Train, develop, and support our human resources…", #4: "…encourage open and productive working relationships …", #5: "…work to improve influence over statutory and regulatory processes…" and #6: "Work to continuously improve the efficiency and effectiveness of City services…"

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 like Valley Packaging, Goodwill Industries, Lakeside Packaging Plus, W-2 support agencies, etc.

Major program changes:

Ridership is projected to decrease by 5% from 2002 to 2003, due in part to the fare increase. Based on past experience, ridership is then expected to recover somewhat in 2004 and increase by 3% from the 2003 level.

The method used to allocate administrative and overhead costs to this program was changed for 2004 to more accurately reflect costs. This change resulted in an increase in utilities costs being charged to this program than in prior years. Additionally, the entire cost of the paratransit scheduling and dispatch software maintenance contract is being charged to this program in 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	2	0	0	0
% on-time performance	97.0%	97.2%	90-95%	90-95%	90-95%
Helpful, friendly employees					
# customer complaints	21	147	40	70	48
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$11.61	$12.27	$14.46	$14.46	$15.57
Efficient service delivery					
Trips per hour	2.0	1.9	1.6	1.6	1.7
Work Process Outputs					
Service Provided					
Hours of service	36,750	34,124	42,703	37,894	36,505
Miles of service	532,020	433,455	573,858	509,121	531,837
Trips taken	71,498	63,422	67,923	60,251	62,058

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 302,615	$ 222,432	$ 245,923	$ 245,923	$ 241,095
4224 Miscellaneous State Aid	199,684	259,021	324,618	324,618	318,245
4230 Miscellaneous Local Aid	136,831	103,230	185,433	185,433	186,361
4875 Farebox Revenue	169,721	170,360	200,373	200,373	183,694
Total Revenue	$ 808,851	$ 755,043	$ 956,347	$ 956,347	$ 929,395
Expenses					
6101 Regular Salaries	$ 28,875	$ 31,741	$ 32,870	$ 32,870	$ 52,007
6114 Sick Pay	366	736	786	786	-
6115 Vacation Pay	1,287	2,374	2,597	2,597	-
6150 Fringes	7,984	12,654	14,086	14,086	18,163
6201 Training & Conferences	321	253	345	345	1,179
6301 Office Supplies	1,338	1,087	1,031	1,031	1,101
6302 Subscriptions	343	243	345	345	236
6304 Postage\Freight	-	-	350	350	-
6306 Building Maint./Janitorial	1,023	716	1,381	1,381	1,296
6308 Landscape Supplies	128	97	276	276	259
6316 Miscellaneous Supplies	660	250	690	690	2,000
6320 Printing & Reproduction	1,166	1,257	1,780	1,780	466
6322 Gas Purchases	401	322	442	442	415
6401 Accounting/Audit	700	676	794	794	1,101
6404 Consulting Services	33	-	69	69	-
6408 Contractor Fees	737,837	680,982	872,133	872,133	824,720
6412 Advertising	5,869	5,191	6,213	6,213	5,055
6413 Utilities	9,334	8,587	9,699	9,699	15,533
6414 Janitorial Service	7,530	7,663	9,319	9,319	6,553
6416 Building Repairs & Main.t.	2,074	1,454	2,278	2,278	1,944
6418 Equip Repairs & Maint .	934	1,116	1,201	1,201	479
6424 Software Support	490	289	1,670	1,670	7,500
6440 Snow Removal Services	277	618	828	828	777
6454 Grounds Repair & Maint.	347	792	966	966	972
6501 Insurance	3,214	3,144	3,797	3,797	2,225
6599 Other Contracts/Obligat'ns	17,597	15,826	17,745	17,745	20,400
Total Expense	$ 830,128	$ 778,068	$ 983,691	$ 983,691	$ 964,381

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Purchased transportation:	
Valley Transit II - Disabled, 62,058 trips	$ 824,720
	$ 824,720

Other Contracts/Obligations

ADA certifications, 1,200 total	$ 20,400
	$ 20,400

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM MISSION

For the benefit of older adults, certain people with disabilities and participating local governments so that these people can have more productive and satisfying lives by contributing to the community and so transportation funding is maximized, we will coordinate a broad range of contracted specialized transportation services.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "…pursue regional cooperation of services…", #3: "Train, develop, and support our human resources…", #4: "…encourage open and productive working relationships…", and #6: "Work to continuosly improve the efficiency and effectiveness of City services…"

Objectives:

To provide a transportation alternative to older adults for whom fixed route bus service is difficult
To provide employment transportation, access to mealsites and limited Sunday service to people with disabilities
To coordinate transportation services to maximize the effectiveness of each local dollar spent

Major program changes:

This budget reflects the addition of rural service for the elderly in Calumet County.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Customer rating of reliability (excellent or average)	99%	99%	95%	95%	95%
Affordable mobility					
Average rider fare	$2.13	$2.07	$2.16	$2.73	$2.73
Strategic Outcomes					
Fill transportation gaps					
Specialized older adult transportation	full	full	full	full	full
Supported employment transportation	full	full	full	full	full
Access to mealsites	full	full	full	full	full
Rural to urban transportation	partial	partial	partial	partial	partial
Sunday transportation for people with disabilities	full	full	full	full	full
Maximize non-local funding sources					
Net benefit to participating governments	$203,176	$204,489	$198,424	$198,424	$209,847
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF	4,279	5,392	4,668	5,055	10,017
Outagamie/Calumet elderly	5,144	4,074	5,131	4,200	4,200
Outagamie rural	4,262	4,377	4,219	4,500	4,545
Outagamie support employment	67,298	75,900	76,800	71,400	71,400
Northern Winnebago Dial-A-Ride	17,787	17,099	19,093	13,205	13,600
Lakeside Packaging Plus	21,260	20,912	22,323	19,586	19,586
Winnebago mealsite	2,137	1,603	1,678	1,639	1,688
Calumet New Hope Center	New service →		12,750	12,780	12,800
Calumet rural*	New service →				4,500

* If approved

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 323,419	$ 251,298	$ 241,557	$ 241,557	$ 273,541
4224 Miscellaneous State Aid	210,753	285,844	318,856	318,856	361,074
4230 Miscellaneous Local Aid	396,493	378,506	408,559	408,559	477,942
4875 Farebox Revenue	69,901	71,521	104,117	104,117	115,166
Total Revenue	$ 1,000,566	$ 987,169	$ 1,073,089	$ 1,073,089	$ 1,227,723
Expenses					
6408 Contractor Fees	$ 882,580	$ 867,199	$ 966,230	$ 966,230	$ 1,091,903
6430 Health Services	-	-	-	-	2,260
Total Expense	$ 882,580	$ 867,199	$ 966,230	$ 966,230	$ 1,094,163

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Purchased transportation:

Valley Transit II - Elderly	$ 54,730
Purchased transportation - Optional	7,206
Outagamie County - Developmentally Disabled Transportation	368,439
Outagamie County - Demand response - Rural	114,638
Outagamie County - Temporary Assistance for Needy Families	112,800
Winnebago County - Lakeside Packaging plus	89,957
Town of Menasha - Elderly Service	37,893
Winnebago County - Nutrition	13,541
Neenah - Dial-A-Ride	102,955
Darboy - Call-A-Ride	16,500
Calumet County - New Hope Center	84,601
Calumet County - Rural Service	88,643
	$ 1,091,903

CITY OF APPLETON 2004 BUDGET
VALLEY TRANSIT
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Charges for Services	$ 699,053	$ 676,245	$ 831,370	$ 794,281	$ 806,660
Miscellaneous	61,675	62,923	61,000	46,000	71,000
Total Revenues	760,728	739,168	892,370	840,281	877,660
Expenses					
Operating Expenses	5,268,701	5,286,672	5,824,708	5,429,491	5,932,425
Depreciation	481,671	501,821	491,737	505,575	493,000
Interest Expense	-	-	-	-	-
Miscellaneous (Capital Expenses)	-	-	-	-	-
Total Expenses	5,750,372	5,788,493	6,316,445	5,935,066	6,425,425
Revenues over (under) Expenses	(4,989,644)	(5,049,325)	(5,424,075)	(5,094,785)	(5,547,765)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	-	-	-
Interest Expense	-	-	-	-	-
Amortization of Debt Expense	-	-	-	-	-
Gain on Sale of Fixed Assets	-	-	-	-	-
Operating & Capital Subsidies	4,078,621	4,091,866	4,972,009	4,173,527	4,724,092
Sale of City Property	-	-	-	-	-
Other	-	-	-	-	-
Total Non-Operating	4,078,621	4,091,866	4,972,009	4,173,527	4,724,092
Net Income Before Transfers	(911,023)	(957,459)	(452,066)	(921,258)	(823,673)
Transfers In (Out)					
General Fund	429,353	442,689	506,329	509,746 *	514,599 *
Net Income (Loss)	(481,670)	(514,770)	54,263	(411,512)	(309,074)
Amortization of Federal Contributed Capital	-	-	-	-	-
Excess Expenses over Revenues for the Year	(481,670)	(514,770)	54,263	(411,512)	(309,074)
Depreciation charged to Contributed Capital	388,710	485,342	-	-	-
Capital Contributions	114,995	72,186	2,436,000	36,000	44,000
Retained Earnings - Beginning	(657,712)	(635,677)	3,929,382	3,929,382	3,553,870
Contributed Capital - Net	4,871,135	4,522,301	-	-	-
Fund Balance - Ending	$ 4,235,458	$ 3,929,382	$ 6,419,645	$ 3,553,870	$ 3,288,796
Sources and Uses of Funds					
Working Cash				$ 1,463,730	$ 1,557,793
+ Net Income (Loss)				(411,512)	(309,074)
+ Depreciation				505,575	493,000
+ Long Term Debt				-	-
- Fixed Assets				-	(200,000)
- Principal Repayment				-	-
Cash & Investments - End of Year				$ 1,557,793	$ 1,541,719

Discussion of changes in fund balances:

* The 2003 projected transfer from the General Fund Includes $60,000 carried over from 2002 to 2003 based on receiving more state and federal aid than projected. Based on the aids received in 2003, $56,583 is available to carry over to 2004. This budget assumes the approval of that carryover (local share is $571,182 but funded at $514,599).

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Improved customer service through our customer contact tracking system

Celebrated our successes by holding our annual Employee Appreciation Breakfast during National Public Works Week

Continued to work with Finance and Information Services to implement the new City-wide Purchasing System

Effectively shared Public Works employees with the Park and Recreation Department during periods of no snow and ice events

New salt shed has enabled us to take advantage of pre-season discounts and eliminated spikes in materials purchased for snow and ice control

Eliminated non-essential crosswalk shoveling program

	Actual 2001	Actual 2002	Projected 2003	Targeted 2004
Streets - Total miles by surface type				
Concrete	193.35	195.24	198.10	201.33
Asphalt	89.14	90.16	88.66	89.36
Grade & Gravel	25.22	24.78	27.95	26.49
TOTAL	307.71	310.18	314.71	317.18
Net Change to Street System				
Annexed/Vacated Concrete	0.12	0.00	0.00	0.00
Annexed/Vacated Asphalt	0.00	0.00	0.00	0.00
Grade & Gravel	3.76	0.89	3.50	3.50
TOTAL	3.88	0.89	3.50	3.50
Street Reconstruction - Total miles by surface type				
Concrete to Concrete	0.18	1.50	1.20	0.33
Concrete to Asphalt	0.25	0.49	0.15	0.00
Asphalt to Concrete	1.23	0.88	0.26	0.69
Asphalt over Concrete	0.10	0.00	0.00	0.00
Asphalt to Asphalt	1.60	1.54	1.68	2.07
Asphalt partial reconstruct	1.36	0.10	0.41	0.41
Grade & Gravel to Concrete	2.82	2.24	2.12	3.17
TOTAL	7.54	6.75	5.82	6.67
% of Total Miles Reconstructed				
Concrete	0.53%	0.83%	0.51%	0.35%
Asphalt	1.14%	0.75%	0.78%	0.85%
TOTAL	1.67%	1.58%	1.29%	1.20%
Sidewalks - Miles Reconstructed by Program				
Green Dot	1.80	1.40	2.00	2.00
Asphalt Reconstruct	1.56	1.44	2.60	2.50
Concrete Reconstruct	1.29	3.71	2.20	2.50
Property Owner Request	0.60	0.48	1.00	0.50
TOTAL	5.25	7.03	7.80	7.50

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

MAJOR 2004 OBJECTIVES

Continue to use our new customer input tracking system to improve customer service

Celebrate employee successes

Continue to look for ways to decrease costs and improve efficiencies of Public Works services

Provide assessment information in a timely manner

Continue to develop a new snow dump site at the Whitman Avenue yard waste site

Continue to work with the Parks and Recreation Department to effectively share employees from the Labor Pool Division

The Public Works department, in conjunction with the Central Equipment Agency, evaluated the 2004 equipment purchases and determined that 13 units should be retained for one additional year reflecting replacement reserve savings of $32,600.

DEPARTMENT BUDGET SUMMARY

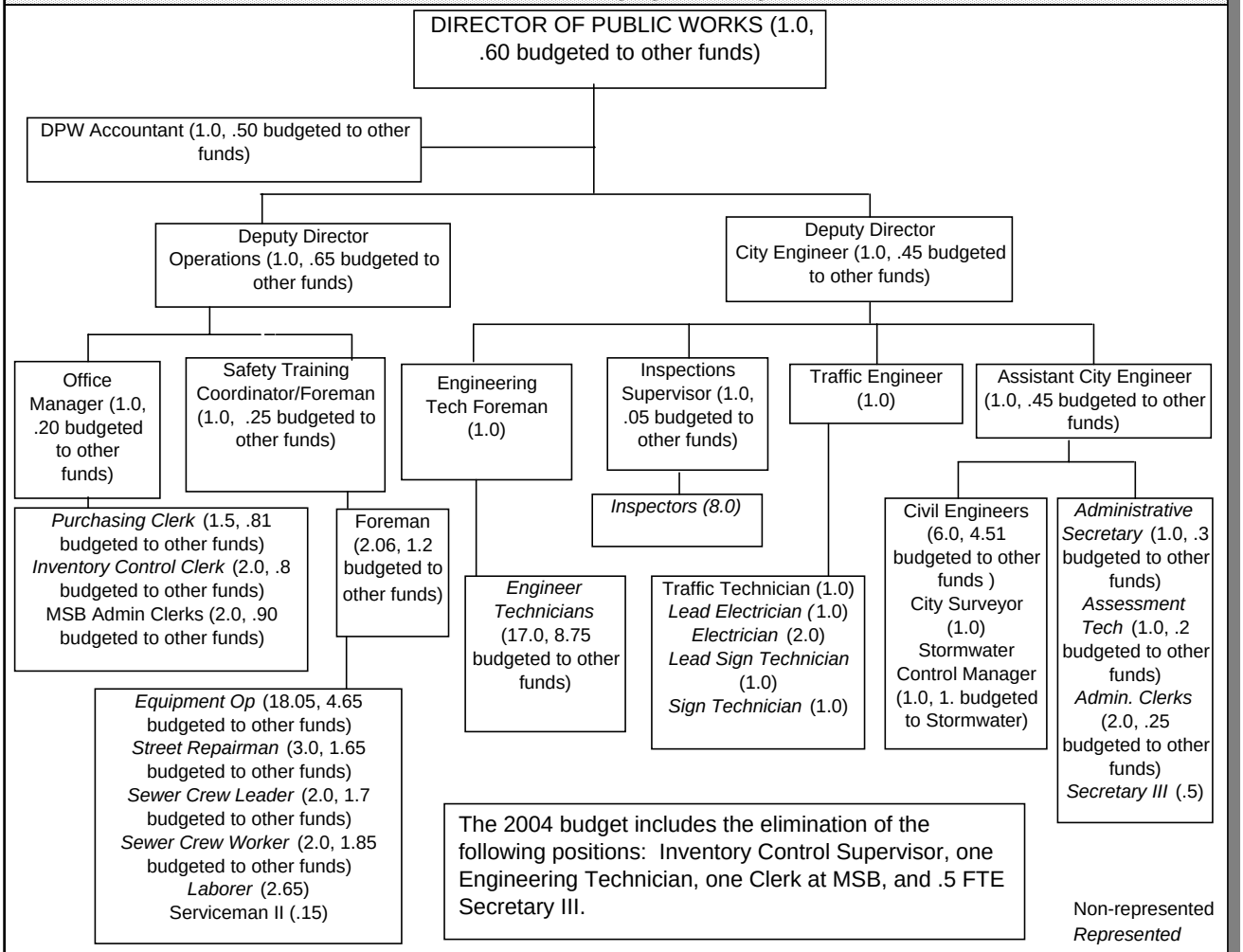
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
	Program Revenues	$ 2,591,368	$ 2,477,206	$ 2,150,991	$ 2,180,391	$ 2,537,450	17.97%
	Program Expenses						
17011	Administrative Service	1,453,780	1,336,469	894,252	925,852	924,279	3.36%
17014	Concrete Reconstruction	1,615,629	1,243,955	2,021,881	2,645,314	1,898,802	-6.09%
17015	Sidewalk Reconstruction	562,643	797,368	782,317	882,882	707,053	-9.62%
17016	Asphalt Reconstruction	1,473,041	1,097,716	1,585,692	1,537,146	1,376,634	-13.18%
17022	Traffic - Control	750,317	805,602	785,071	801,744	856,984	9.16%
17023	Street Lighting	966,133	963,696	1,004,797	1,004,797	939,022	-6.55%
17031	MSB Administration	858,504	834,897	694,644	694,644	837,351	20.54%
17032	Street Repair	1,763,704	1,605,323	1,578,136	1,722,053	1,391,909	-11.80%
17033	Snow & Ice Control	657,990	737,018	1,037,576	1,037,576	969,975	-6.52%
15520	Inspections	589,287	567,606	582,100	582,100	586,709	0.79%
	TOTAL	$ 10,691,028	$ 9,989,650	$ 10,966,466	$ 11,834,108	$ 10,488,718	-4.36%
Expenses Comprised Of:							
Personnel		4,123,017	4,130,924	3,879,758	3,879,758	3,809,277	-1.82%
Administrative Expense		95,932	79,698	99,052	99,052	83,718	-15.48%
Supplies & Materials		1,091,573	846,652	1,128,205	1,141,024	1,282,806	13.70%
Purchased Services		586,937	593,282	678,251	976,372	519,800	-23.36%
Utilities		1,208,730	1,217,174	1,263,220	1,263,220	1,171,954	-7.22%
Repair & Maintenance		909,119	755,538	880,372	880,372	896,971	1.89%
Capital Expenditures		2,675,720	2,366,382	3,037,608	3,594,310	2,724,192	-10.32%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Personnel

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart:	88.50	85.00	$ 5,490,672	$ 5,664,946	3.17%
Allocations from Other Funds:					
Central Equipment Agency	-	0.16	-	9,814	N/A
Sanitation	3.75	3.75	193,098	204,703	6.01%
Allocations to Other Funds:					
Central Equipment Agency	(2.35)	(1.46)	(120,586)	(84,776)	-29.70%
Sanitation	(4.14)	(4.14)	(235,310)	(241,454)	2.61%
Parking	(0.55)	(0.55)	(39,456)	(42,106)	6.72%
Water	(4.43)	(4.18)	(285,179)	(287,825)	0.93%
Wastewater	(5.35)	(5.10)	(318,595)	(317,978)	-0.19%
Stormwater	(7.45)	(8.20)	(488,215)	(563,158)	15.35%
Capital Projects (TIF, Subdivision, etc.)	(5.10)	(8.10)	(316,671)	(532,889)	68.28%
Personnel Allocated to General Fund	**62.89**	**57.19**	**3,879,758**	**3,809,277**	**-1.82%**
Public Works Capital Improvements Labor			(721,499)	(489,663)	-32.13%
Personnel Allocated to Operations	**62.89**	**57.19**	**$ 3,158,259**	**$ 3,319,614**	**5.11%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 # 2, "…pursue regional cooperation of services...", # 3, "Train, develop, and support our human resources…", # 4, "…encourage open and productive working relationships…", # 5, "…work to improve influence over statutory and regulatory processes." and # 6, "Work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

Improve customer service by tracking citizen contacts and making improvements accordingly
Work with the Information Services Department to review and update the official City map to reflect current growth
Review the Assessment Policy and propose changes to reflect areas of concern
Develop and implement a 5-year capital plan to improve City infrastructure
Monitor project completion dates for contract compliance and timely assessment billings
Support staff training and development and provide the necessary tools and equipment for staff use
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
Evaluate the Inspectors' daily work assignments to facilitate the maximum amount of inspections per day
Continue to develop an electronic permit system to increase efficiency and reduce duplicated activities

Major Program Changes:

Business Unit 17012 (Engineering Administration) and 15510 (Inspections Administration) have been combined into this program. A permanent .5 FTE reduction for the Secretary III position, the transfer of the Assistant to the Director position (.8 FTE in general fund, $61,025) to the MSB Administration program and a permanent reduction of one Engineering Technician position (.5 FTE in general fund, $26,192) are presented in this budget.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	694	754	700	700	700
Recovery of project costs					
# of assessment bills prepared	2,346	3,085	2,100	2,100	2,100
Compliance with city regulations					
# of site plans reviewed	61	55	50	50	45
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	93%	95%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	16	10	20	20	20
Work Process Outputs					
Service provided					
# of agenda items prepared	339	344	350	350	350
Improvements/additions to infrastructure					
$ of projects bid	$ 12,647,685	$ 16,537,973	$ 13,000,000	$ 13,000,000	$ 13,000,000

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ -	$ -	$ -	$ 29,400	$ -
4408 Sidewalk	6,846	8,155	7,000	7,000	7,000
4409 Street Occupancy	1,020	1,289	1,000	1,000	1,000
4410 Street Excavation	3,758	4,060	3,500	3,500	3,500
5005 Sale of City Prop - Tax	79	3	-	-	-
5010 Misc Revenue - Nontax	4,890	4,850	4,000	4,000	5,000
5011 Misc Revenue - Tax	170	49	200	200	200
5015 Rental of City Property	900	-	-	-	-
5035 Other Reimbursements	-	283	200	200	200
Total Revenue	$ 17,663	$ 18,689	$ 15,900	$ 45,300	$ 16,900
Expenses					
6101 Regular Salaries	$ 147,983	$ 123,398	$ 116,322	$ 116,322	$ 151,112
6102 Labor Pool Allocations	490,541	468,926	330,142	330,142	334,711
6103 Unallocated Labor	35,784	(4,977)	-	-	-
6104 Call Time	3,725	3,922	3,000	3,000	4,000
6105 Overtime	21,700	19,169	10,000	10,000	9,000
6107 Temp. Full - Time	9,676	7,944	4,500	4,500	3,366
6108 Part-Time	2,177	36	-	-	-
6110 Other Compensation	40	-	-	-	-
6114 Sick Pay	17,394	28,264	-	-	-
6115 Vacation Pay	99,528	124,790	-	-	-
6150 Fringes	320,011	291,333	169,523	169,523	210,765
6201 Training\Conferences	25,153	20,482	26,500	26,500	19,200
6202 Local Auto Expense	3,088	1,771	960	960	-
6206 Parking Permits	12,198	13,012	13,312	13,312	11,052
6301 Office Supplies	9,587	7,693	11,700	11,700	8,200
6302 Subscriptions	1,314	84	850	850	-
6303 Memberships & Licenses	2,972	6,899	3,600	3,600	3,600
6304 Postage\Freight	1,065	943	-	-	1,000
6305 Awards & Recognition	3,501	3,142	3,500	3,500	-
6307 Food & Provisions	231	32	300	300	-
6309 Shop Supplies & Tools	2,573	965	1,350	1,350	5,000
6311 Paint & Supplies	2,297	1,983	-	-	-
6315 Books & Library Materia	1,496	1,030	700	700	1,000
6316 Miscellaneous Supplies	7,421	4,575	4,000	4,000	-
6320 Printing & Reproduction	21,158	23,577	19,000	19,000	19,000
6321 Clothing	1,914	2,037	1,600	1,600	2,040
6322 Gas Purchases	25	-	-	-	-
6323 Safety Supplies	451	743	500	500	300
6324 Medical/Lab Supplies	291	45	50	50	-
6327 Miscellaneous Equipment	21,876	16,149	14,790	14,790	8,000
6402 Legal Fees	382	350	500	500	400
6404 Consulting Services	20,581	26,334	18,000	47,400	2,000
6405 Engineering Fees	2,947	2,760	2,500	2,500	2,500
6408 Contractor Fees	4,661	8,781	8,000	10,200	8,000
6409 Inspection Fees	-	1,347	10,000	10,000	2,000
6411 Temporary Help	4,709	2,721	-	-	-
6412 Advertising/Publication	928	1,967	600	600	900
6413 Utilities	16,479	18,889	15,600	15,600	17,250
6415 Tipping Fees	-	-	1,000	1,000	-
6418 Equip. Repairs & Maint.	9,215	11,080	9,000	9,000	7,600
6424 Software Support	2,475	-	3,000	3,000	500
6425 CEA Equip. Rental	57,839	64,427	72,103	72,103	67,433
6430 Health Services	-	39	-	-	-
6451 Laundry Services	6,083	6,570	6,000	6,000	6,600
6502 Leases	3,309	3,849	-	-	-
6503 Rent	482	-	3,750	3,750	3,750
6599 Other Contracts/Obligat	11,578	14,795	8,000	8,000	14,000
6804 Equipment	44,942	4,593	-	-	-
Total Expense	$ 1,453,780	$ 1,336,469	$ 894,252	$ 925,852	$ 924,279

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
General staff training	$ 8,110
Supervisor training	1,120
Technical training	9,970
	$ 19,200

Printing & Reproduction	
Bid documents & copier chgs	$ 10,500
Inspections forms	8,500
	$ 19,000

Other Contracts/Obligations	
Digger's hotline	$ 14,000
	$ 14,000

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM MISSION

The department will monitor the condition and uses 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Implement the 2004 Concrete Reconstruction Program

Identify streets that are below standards and incorporate them into our five-year plan

Coordinate street reconstruction plans with utilities to identify problem areas and minimize multi-year inconvenience

Prepare bids, monitor costs, and manage contracts to insure the highest possible ride-ability rating of the city streets

Major Program Changes:

There are no major changes to this program. Please see Programs, pages 578 and 582 for further detail on infrastructure construction.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.12	23.43	35.00	35.00	35.00
Miles of street under min. rideability	8.29	14.89	6.50	6.50	6.50
Strategic Outcomes					
Improvement to street system					
Total miles of streets	307.71	310.18	318.00	314.71	317.18
Total miles in concrete	193.35	195.24	196.00	198.10	201.33
% of total miles reconstructed	0.53%	0.83%	0.50%	0.51%	0.35%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.51	2.38	2.00	1.46	1.02
Expansion of street system					
Miles of new grade & gravel streets	0.62	0.75	2.00	3.50	3.50

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 8,162	$ 156,649	$ -	$ -	$ 120,000
4602 Concrete Paving	954,611	876,179	783,541	783,541	875,000
4604 Sewer Mains & Laterals	9,202	4,402	4,015	4,015	-
4615 Grade & Gravel	63,943	124,084	31,172	31,172	75,000
Total Revenue	$ 1,035,918	$ 1,161,314	$ 818,728	$ 818,728	$ 1,070,000
Expenses					
6101 Regular Salaries	$ 806	$ 341	$ -	$ -	$ -
6102 Labor Pool Allocations	78,392	100,930	125,633	125,633	115,500
6103 Unallocated Labor	188	-	-	-	-
6105 Overtime	12,480	6,942	13,000	13,000	10,000
6107 Temp. Full - Time	3,210	3,064	11,250	11,250	6,733
6110 Other Compensation	535	-	-	-	-
6150 Fringes	31,980	40,642	53,280	53,280	51,060
6159 Meal Allowance	4	-	-	-	-
6308 Landscape Supplies	27,953	14,869	9,990	9,990	4,216
6320 Printing & Reproduction	25	-	-	-	-
6325 Construction Materials	99,258	27,708	195,613	195,613	282,002
6402 Legal Fees	45	-	-	-	-
6404 Consulting Services	60,774	48,589	30,000	148,000	47,104
6408 Contractor Fees	6,027	54,579	6,500	6,500	26,800
6425 CEA Equip. Rental	6,755	4,213	38,889	38,889	5,100
6801 Land	43,877	6,255	230,000	319,945	-
6809 Infrastructure Construct'n	1,243,320	935,823	1,307,726	1,723,214	1,350,287
Total Expense	$ 1,615,629	$ 1,243,955	$ 2,021,881	$ 2,645,314	$ 1,898,802

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	Street	From	To	Amount
Labor Pool				$ 183,293
Design	College Ave	Linwood Ave	Richmond St	25,000
	Lynndale Dr	College Ave	700' north	22,104
New Construction	Radio Rd	Kensington Dr	Cul-de-sac	71,463
Reconstruction	Astor La	Valley Rd	Tuckaway La	53,187
	College Ave	Piggly Wiggly	Intersection	199,680
	Division St	Washington St	Franklin St	99,107
	Elm St	Sixth St	Seventh St	44,311
	Kensington Dr	College Ave	Radio Rd	352,707
	Packard St	Linwood Ave	Linwood Ave	74,463
	Superior St	Lawrence St	College Ave	81,592
	Tuckaway La	Astor La	Memorial Dr	50,770
	Washington St	Mason St	Badger Ave	181,333
	Capitol Dr	Richmond St	860' West	253,690
Grade & Gravel	Edgewood Dr	Meade 500' w/o	Meade 500 e/o	72,000
Temporary Service	Edgewood Dr	Meade 500' w/o	Meade 500 e/o	43,107
(following Grade & Gravel)	Plank Rd	Huckleberry Lane	Lake Park 600 e/o	90,995
Total Concrete Paving				$ 1,898,802

CITY OF APPLETON 2004 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Monitor the impact of the sidewalk policy

Improve public awareness of the sidewalk policy

Install sidewalk on at least one arterial or collector street per year

Major Program Changes:

In 2004 College Avenue will be part of Downtown Core annual Green Dot Program. Additional funds are included for repairs of defective sidewalks throughout the City. Please see Projects, page 588 for further detail on the sidewalk program. The arterial sidewalk program is not funded for 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	1	1	3	3	3
Strategic Outcomes					
Policy decision					
% of total contract assessable	1.0%	26.0%	1.0%	1.0%	1.0%
Minimize liability					
# of insurance claims from defective sidewalks	5	6	3	3	3
Work Process Outputs					
Defective sidewalks					
Miles of green dot	1.8	1.4	2.0	2.0	2.0
Request for replacement					
Miles	0.6	0.48	1.0	1.0	0.5
Expansion of pedestrian walkways					
Miles of new sidewalks	0.8	2.4	2.0	2.0	2.0

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4607 Sidewalks	$ 167,894	$ 78,142	$ 104,050	$ 104,050	$ 83,000
4801 Charges for Serv.- Nontax	-	22,626	10,280	10,280	7,500
Total Revenue	$ 167,894	$ 100,768	$ 114,330	$ 114,330	$ 90,500
Expenses					
6101 Regular Salaries	$ 1,349	$ 68	$ -	$ -	$ -
6102 Labor Pool Allocations	40,747	74,549	75,617	75,617	77,886
6103 Unallocated Labor	105	-	-	-	-
6104 Call Time	-	64	-	-	-
6105 Overtime	9,937	10,774	4,500	4,500	4,500
6107 Temp. Full - Time	5,967	7,470	4,500	4,500	6,733
6114 Sick Pay	-	589	-	-	-
6150 Fringes	18,055	33,788	32,670	32,670	36,832
6309 Shop Supplies	14	-	-	-	-
6320 Printing & Reproduction	115	15	-	-	-
6325 Construction Materials	-	126	-	-	-
6408 Contractor Fees	31,784	92,729	50,000	50,000	76,000
6425 CEA Equip. Rental	2,460	279	-	-	-
6429 Interfund Allocations	-	(50,717)	(24,720)	(24,720)	(68,500)
6809 Infrastructure Construct'n	452,110	627,634	639,750	740,315	573,602
Total Expense	$ 562,643	$ 797,368	$ 782,317	$ 882,882	$ 707,053

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	General Fund
Labor Pool	$ 125,951
Sidewalk Construction	
Green Dot	220,000
General	50,000
Patch Contract	76,000
Reconstruction - Concrete	132,503
Reconstruction - Asphalt	163,190
Subtotal	**641,693**
New Sidewalk Construction	
New Concrete	7,909
Subtotal	**7,909**
Total	775,553
Less: Costs Allocated to Utilities	(68,500)
Total Sidewalk Construction	$ 707,053

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM MISSION

The department will monitor the condition and uses 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Implement the 2004 Asphalt Reconstruction Program

Identify streets that are below standard and incorporate into our five-year plan

Coordinate reconstruction plans with utilities to identify problem areas and minimize multi-year inconvenience

Prepare bids, monitor costs, and manage contracts to insure the highest possible ride-ability rating of city streets

Major Program Changes:

There are no major changes to this program. Please see Projects, page 574 for further detail on the asphalt program.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	14.24	15.97	16.00	16.00	16.00
Miles under minimum rideability	10.23	12.35	13.00	13.00	13.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	307.71	310.18	318.00	314.71	317.18
Total miles in asphalt	89.14	90.16	90.00	88.66	89.36
% of total miles reconstructed	1.14%	0.75%	1.00%	0.78%	0.85%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	3.21	2.13	1.00	2.24	2.48

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 1,271	$ -	$ -	$ -	$ -
4601 Asphalt Paving	423,873	377,538	443,832	443,832	465,000
5011 Misc Revenue - Taxable	13,379	501	-	-	-
Total Revenue	$ 438,523	$ 378,039	$ 443,832	$ 443,832	$ 465,000
Expenses					
6101 Regular Salaries	$ 2,491	$ 221	$ -	$ -	$ -
6102 Labor Pool Allocations	130,114	93,385	267,230	267,230	105,500
6103 Unallocated Labor	177	-	-	-	-
6105 Overtime	19,046	6,379	21,000	21,000	19,000
6107 Temp. Full - Time	1,476	3,312	861	861	6,733
6110 Other Compensation	416	150	-	-	-
6113 Shift Differential	12	-	-	-	-
6115 Vacation Pay	-	154	-	-	-
6150 Fringes	56,187	40,805	111,958	111,958	45,536
6308 Landscape Supplies	32,302	22,114	94,880	94,880	98,880
6316 Miscellaneous Supplies	-	22	-	-	-
6320 Printing & Reproduction	25	-	-	-	-
6325 Construction Materials	261,031	114,197	186,309	186,309	261,968
6404 Consulting Services	-	-	-	5,106	-
6408 Contractor Fees	27,594	3,634	5,692	5,692	4,046
6425 CEA Equip. Rental	50,250	21,291	37,630	37,630	34,668
6599 Other Contracts/Obligat'ns	450	-	-	-	-
6809 Infrastructure Construct'n	891,470	792,052	860,132	806,480	800,303
Total Expense	$ 1,473,041	$ 1,097,716	$ 1,585,692	$ 1,537,146	$ 1,376,634

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	Street	From	To	General Fund
Labor Pool				$ 176,769
Partial Reconstruction	Fairview St	Fourth St	Fourth St-260' n/o	13,117
	Mueller St	Prospect Ave	Fifth St-100' n/o	56,275
	Subtotal			**69,393**
Total Reconstruction	Brewster St	Richmond St	Clark St	160,539
	Commercial St	Rankin St	Fox St	35,856
	Elm St	Fifth St	Sixth St	22,264
	Fifth St	Memorial Dr	Elm St	124,288
	Fourth St	Mason St	Story St	129,467
	Fox St	Winnebago St	Commercial St	23,904
	Hawes Ave	Summit St	Bennett St	76,533
	Lawrence St	Badger Ave	Memorial Dr.	100,815
	Mason St	Cedar St	Prospect Ave	277,884
	Seventh St	Memorial Dr	Walnut St	101,120
	Sherman Pl	State St	Franklin St	41,947
	Winnebago St	Rankin St	Fox St	35,856
	Subtotal			**1,130,472**
Total Asphalt Pavement				$ 1,376,634

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance **Business Unit 17022**

PROGRAM MISSION

To maintain and install the appropriate traffic control devices to provide a safe and efficient transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

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

Insure traffic control signing is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

Increase motorist and pedestrian safety by reducing the potential for burned out traffic signal bulbs by replacing one-half of the bulbs annually

Major Program Changes:

This budget includes additional funds towards our sign replacement program and a 50% reduction in seasonal part-time staff ($29,460). Also included is $119,300 for various traffic control capital projects. Please see Projects, page 585 for a further discussion.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	24	24	30	30	35
# of changes to parking restrictions	95	151	105	105	115
% of signs installed or replaced	0.12%	0.08%	0.30%	0.30%	0.98%
Intersections in the City					
# of controlled intersections	1,226*	1,246*	1,271	1,271	1,302
# of uncontrolled intersections	643*	660*	681	681	703
Strategic Outcomes					
Effective traffic control devices					
# of accidents per mile of streets	4.2	3.8	3.7	3.7	3.7
Efficient use of staff					
# of signals maintained for other municipalities	19	20	21	21	24
Work Process Outputs					
Service provided					
# of traffic control signs & signals	56 signals	78 signals	55 signals	55 signals	57 signals
repaired from knockdowns	46 signs	27 signs	50 signs	50 signs	35 signs
Respond to system demands					
# of responses for traffic & parking related changes	182	229	215	215	240

* estimate

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 2,775	$ 2,022	$ -	$ -	$ 1,800
4802 Charges for Serv. - Tax	10	-	-	-	-
4908 Misc. Intergov.Charges	21,288	25,105	35,000	35,000	49,500
5010 Misc Revenue - Nontax	472	440	-	-	-
5011 Misc Revenue - Tax	524	3,996	-	-	-
5030 Damage to City Property	42,356	28,910	38,000	38,000	38,000
5035 Other Reimbursements	18	-	-	-	-
Total Revenue	$ 67,443	$ 60,473	$ 73,000	$ 73,000	$ 89,300
Expenses					
6102 Labor Pool Allocations	$ 176,459	$ 204,374	$ 205,430	$ 205,430	$ 211,593
6103 Unallocated Labor	1,752	-	-	-	-
6104 Call Time	5,927	6,846	5,000	5,000	6,800
6105 Overtime	6,785	10,734	7,200	7,200	7,200
6107 Temp. Full - Time	25,254	42,685	45,864	45,864	19,482
6108 Part-Time	4,806	252	-	-	-
6110 Other Compensation	60	236	-	-	50
6113 Shift Differential	279	29	150	150	100
6114 Sick Pay	21	126	-	-	-
6115 Vacation Pay	1,975	1,899	-	-	-
6150 Fringes	68,873	90,048	85,932	85,932	91,907
6159 Meal Allowance	8	-	-	-	-
6301 Office Supplies	-	3	-	-	-
6304 Postage/Freight	47	21	-	-	-
6308 Landscape Supplies	1,035	-	-	-	-
6309 Shop Supplies & Tools	2,494	6,490	4,800	4,800	4,150
6311 Paint & Supplies	9,885	14,366	15,000	15,000	15,000
6316 Miscellaneous Supplies	553	454	-	-	-
6321 Clothing	88	-	-	-	-
6322 Gas Purchases	27	174	50	50	50
6323 Safety Supplies	674	1,224	800	800	1,000
6324 Medical\Lab Supplies	911	328	-	-	-
6325 Construction Materials	138,515	110,198	131,248	144,067	217,050
6327 Miscellaneous Equipment	18,938	1,583	1,000	1,000	1,000
6328 Signs	38,348	39,506	40,000	40,000	41,000
6402 Legal Fees	50	-	-	-	-
6408 Contractor Fees	26,099	65,340	56,500	56,500	50,100
6413 Utilities	154,484	154,939	132,840	132,840	137,800
6415 Tipping Fees	-	195	-	-	-
6418 Equip Repairs & Maint	11,086	6,660	11,000	11,000	8,150
6425 CEA Equip. Rental	52,538	49,365	44,757	44,757	47,052
6429 Interfund Allocations	(2,635)	(2,559)	(2,500)	(2,500)	(2,500)
6503 Rent	4,981	86	-	-	-
6804 Equipment	-	-	-	3,854	-
Total Expense	$ 750,317	$ 805,602	$ 785,071	$ 801,744	$ 856,984

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Paint & Supplies	
In-house street line painting	$ 15,000
	$ 15,000
Construction Materials	
Knockdowns	$ 41,000
8" - 12" signal replacements	5,000
LED upgrades	24,100
Relamping	4,000
Traffic control capital improvem'ts.	119,300
Traffic control upgrades	23,650
	$ 217,050

Signs	
Sign replacement	$ 17,500
New signs	10,000
School zone upgrades	6,000
Knockdowns	5,000
Vandalism	2,500
	$ 41,000
Contractor Fees	
Street line painting	$ 50,100
	$ 50,100

CITY OF APPLETON 2004 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Maintain consistent street lighting throughout the City by replacing burned out light bulbs and repairing electrical malfunctions when damaged

Install and maintain street lights along all new City streets and in those areas that do not meet our current lighting standard

Major Program Changes:

The decrease in utilities is due to the reduction of $50,000 in electricity costs for a parking ramp which was erroneously charged to this budget in the past. This cost is properly budgeted in the Parking Utility (business unit 5120) in 2004.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	$ 10.48	$ 10.63	$ 10.89	$ 10.89	$ 10.89
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system					
City owned	360	440	440	440	440
Utility owned	6,871	6,919	7,019	7,019	7,184
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	7	37	7	7	10

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4612 Street Lights	$ 292	$ 50,747	$ 24,751	$ 24,751	$ 25,000
Total Revenue	$ 292	$ 50,747	$ 24,751	$ 24,751	$ 25,000
Expenses					
6102 Labor Pool Allocations	$ 13,391	$ 7,135	$ 13,699	$ 13,699	$ 14,110
6104 Call Time	261	324	200	200	250
6105 Overtime	634	221	500	500	500
6107 Temp. Full - Time	162	14	-	-	-
6110 Other Compensation	8	-	-	-	-
6113 Shift Differential	1	1	-	-	-
6150 Fringes	4,655	2,703	4,898	4,898	5,662
6311 Paint & Supplies	61	-	-	-	-
6325 Construction Materials	12,700	6,228	3,500	3,500	3,500
6408 Contractor Fees	10,971	14,189	-	-	25,000
6413 Utilities	922,926	932,687	982,000	982,000	890,000
6418 Equip Repairs & Maint	94	-	-	-	-
6425 CEA Equip. Rental	269	194	-	-	-
Total Expense	$ 966,133	$ 963,696	$ 1,004,797	$ 1,004,797	$ 939,022

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

New, replacement & moving lights	$ 25,000
	$ 25,000

CITY OF APPLETON 2004 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 # 3, "Train, develop and support our human resources…" and # 4, "…encourage open and productive working relationships…" and # 5, "... work to improve influence over outside funding…"

Objectives:

To improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

To improve the training of employees to create a safe workplace and minimize employee and equipment accidents and damage

To improve invoice processing procedures to minimize past due invoices and improve actual expenses to budgeted funds reports

To educate the citizens of the services provided through phone calls, walk-ins, the Applesource Newsletter, new resident mailings and the Department of Public Works Information Line

Major Program Changes:

Business unit 17021 (Traffic Administration) has been combined with this program. This business unit also now includes administrative costs previously budgeted in street repair and snow and ice programs. Additionally, this budget reflects the elimination of the Purchasing/Inventory Supervisor position ($68,143) and the change of the Assistant to the Director position to Office Manager and it's transfer to this program from Administration ($61,025). Finally, this budget reflects the permanent reduction of one clerical position ($52,000) and the permanent addition to the CEA fleet of a used forklift ($1,165).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	26	26	27	27	28
# of equipment/vehicle accidents	22	22	16	16	14
Preventable	11	10	8	6	7
Non-preventable	11	12	8	10	7
# of employee personal injury accidents	16	19	12	12	10
Annual # of violations found during monthly building inspections	213	57	50	72	45
Strategic Outcomes					
Safeguard Assets					
$ value of inventory discrepancies	$ 8,452	$ 7,823	$ 4,000	$ 4,000	$ 3,500
Turnover ratio of inventory	0.93	1.94	2.00	2.00	2.00
# of work days lost due to injuries	15	19	10	40	10
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	310	311	250	250	275
$ value of items issued from inventory	$ 341,228	$ 786,236	$ 310,000	$ 310,000	$ 320,000
# of shipments received	2,999	3,200	2,300	2,300	2,600

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17031**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5010 Misc Revenue - Nontax	$ 60	$ -	$ -	$ -	$ -
5011 Misc Revenue - Tax	738	204	-	-	-
5035 Other Reimbursement	8,742	7,854	-	-	7,900
5082 Insurance Proceeds	2,773	-	-	-	-
Total Revenue	$ 12,313	$ 8,058	$ -	$ -	$ 7,900
Expenses					
6101 Regular Salaries	$ 77,710	$ 39,354	$ 50,718	$ 50,718	$ 68,896
6102 Labor Pool Allocations	294,257	305,986	257,500	257,500	292,383
6103 Unallocated Labor	16,811	(224)	-	-	-
6104 Call Time	638	709	500	500	665
6105 Overtime	10,357	9,082	7,500	7,500	8,000
6107 Temp. Full - Time	10,565	6,310	15,530	15,530	9,370
6108 Part-Time	56	5,136	6,614	6,614	-
6110 Other Compensation	192	4,136	900	900	450
6113 Shift Differential	17	20	50	50	50
6114 Sick Pay	5,661	14,536	-	-	-
6115 Vacation Pay	30,344	46,635	-	-	-
6150 Fringes	162,058	167,010	125,837	125,837	163,747
6201 Training\Conferences	6,932	3,274	8,000	8,000	11,300
6202 Local Auto Expense	137	60	360	360	-
6204 Tuition Fees	1,352	3,596	1,000	1,000	666
6301 Office Supplies	4,226	3,102	3,000	3,000	3,750
6302 Subscriptions	314	143	200	200	1,300
6303 Memberships & Licenses	642	626	920	920	1,250
6304 Postage/Freight	198	209	100	100	250
6305 Awards & Recognition	90	149	-	-	-
6306 Building Maint./Janitor	22	-	-	-	13,400
6307 Food & Provisions	371	1,005	1,600	1,600	-
6308 Landscape Supplies	-	1,893	4,000	4,000	-
6309 Shop Supplies & Tools	210	256	-	-	1,500
6311 Paint & Supplies	-	21	-	-	100
6315 Books & Library Materia	366	218	250	250	250
6316 Miscellaneous Supplies	2,555	2,383	1,000	1,000	-
6320 Printing & Reproduction	2,033	1,547	2,025	2,025	2,950
6321 Clothing	1,285	2,001	1,500	1,500	3,500
6323 Safety Supplies	867	1,941	1,000	1,000	4,100
6324 Medical\Lab Supplies	166	2,095	1,000	1,000	600
6325 Construction Materials	-	11,808	5,000	5,000	6,500
6327 Miscellaneous Equipment	16,013	18,929	9,500	9,500	10,100
6328 Sign Materials	189	-	400	400	200
6404 Consulting Services	12,180	-	-	-	-
6407 Collection Services	1,008	864	1,024	1,024	-
6408 Contractor Fees	13,184	322	-	-	-
6412 Advertising/Publication	84	287	100	100	100
6413 Utilities	106,879	104,116	126,980	126,980	122,654
6414 Janitorial Services	-	-	-	-	54,423
6415 Tipping Fees	-	1,606	-	-	2,000
6416 Build Repairs & Maint	7,158	15,288	10,000	10,000	5,000
6418 Equip Repairs & Maint	377	500	2,000	2,000	400
6420 CBM Charges	59,958	38,242	35,250	35,250	21,359
6425 CEA Equip. Rental	6,252	16,836	6,506	6,506	13,138
6430 Health Services	-	39	80	80	375
6451 Laundry Services	1,684	2,326	3,500	3,500	12,625
6502 Leases	2,691	455	-	-	-
6503 Rent	415	70	3,200	3,200	-
Total Expense	$ 858,504	$ 834,897	$ 694,644	$ 694,644	$ 837,351

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment		Laundry Services	
MSB Administration	$ 7,000	Uniform cleaning	$ 12,625
Traffic Administration	3,100		$ 12,625
	$ 10,100		

CITY OF APPLETON 2004 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Provide temporary traffic control barricades and display street decorations in support of civic events and celebrations in the City

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets

Provide Appleton residents with timely and cost-effective maintenance patches

Major Program Changes:

The increase in Interfund Allocations representes the increase in street surface restoration from street excavation permits issued to Wastewater, Water and Stormwater utilities in prior years.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	20	16	20	20	20
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	309	313	315	315	318
# of hazardous sidewalk locations repaired	N/A	N/A	150	150	150
Miles of asphalt streets resurfaced	0.1	7.38	0.5	0.5	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	200	154	250	250	250
Square yards of concrete used for repair	0	1,150	800	800	800
Pounds of crack filler applied	9,240	20,367	10,000	10,000	10,000

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 202,316	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	78,394	119,381	100,000	100,000	105,000
4903 Street Maintenance Rev.	1,175	-	-	-	-
4908 Misc. Intergov.Charges	11,108	2,430	1,500	1,500	8,500
5011 Misc Revenue - Taxable	-	7,612	-	-	-
5030 Damage to City Property	-	608	-	-	-
Total Revenue	$ 292,993	$ 130,031	$ 101,500	$ 101,500	$ 113,500
Expenses					
6101 Regular Salaries	$ 2,345	$ 23,442	$ 42,928	$ 42,928	$ -
6102 Labor Pool Allocations	458,884	449,547	444,604	444,604	500,359
6103 Unallocated Labor	46,433	-	-	-	-
6104 Call Time	1,126	1,055	1,100	1,100	1,200
6105 Overtime	19,533	14,825	15,000	15,000	15,900
6107 Temp. Full - Time	2,024	145	-	-	-
6108 Part-Time	655	2,833	2,835	2,835	-
6110 Other Compensation	1,846	838	1,200	1,200	300
6113 Shift Differential	198	32	100	100	100
6114 Sick Pay	11,855	28,928	-	-	-
6115 Vacation Pay	71,523	100,724	-	-	-
6150 Fringes	253,114	257,613	203,457	203,457	209,494
6159 Meal Allowance	26	-	-	-	-
6201 Training\Conferences	5,069	3,815	7,800	7,800	-
6204 Tuition Fees	-	-	1,000	1,000	-
6301 Office Supplies	696	158	750	750	-
6302 Subscriptions	-	74	-	-	-
6303 Memberships & Licenses	95	200	400	400	-
6304 Postage/Freight	131	162	100	100	-
6308 Landscape Supplies	382	633	300	300	300
6309 Shop Supplies & Tools	5,951	6,236	6,300	6,300	6,150
6311 Paint & Supplies	502	830	500	500	600
6315 Books & Library Materia	167	-	-	-	-
6316 Miscellaneous Supplies	2,720	3,112	3,150	3,150	-
6320 Printing & Reproduction	972	489	700	700	-
6321 Clothing	1,789	1,773	2,000	2,000	-
6322 Gas Purchases	813	519	800	800	800
6323 Safety Supplies	4,712	4,454	3,100	3,100	-
6324 Medical\Lab Supplies	911	328	-	-	-
6325 Construction Materials	164,599	178,809	149,000	149,000	90,000
6327 Miscellaneous Equipment	2,515	6,016	4,000	4,000	4,000
6328 Signs	67	329	1,500	1,500	500
6404 Consulting Services	41,005	10,648	102,000	105,874	40,800
6408 Contractor Fees	535,332	512,254	448,280	587,821	580,000
6409 Inspection Fees	-	406	-	-	-
6412 Advertising/Publication	84	-	-	-	-
6413 Utilities	5,069	6,417	5,800	5,800	4,250
6415 Tipping Fees	2,338	8,624	1,500	1,500	1,500
6418 Equip Repairs & Maint	1,382	1,489	1,500	1,500	1,500
6420 CBM charges	-	1,466	-	-	-
6425 CEA Equip. Rental	389,769	302,034	292,237	292,237	330,556
6429 Interfund Allocations	(286,635)	(338,277)	(181,280)	(181,280)	(401,400)
6430 Health Services	831	195	325	325	-
6451 Laundry Services	9,683	9,673	10,000	10,000	-
6503 Rent	3,193	2,450	5,150	5,150	5,000
6809 Infrastructure Construct'n	-	25	-	502	-
Total Expense	$ 1,763,704	$ 1,605,323	$ 1,578,136	$ 1,722,053	$ 1,391,909

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Asphalt, concrete, cold patch, & crack sealer	$ 90,000
	$ 90,000
Consulting Services	
Bridge maintenance	$ 40,800
	$ 40,800
Contractor Fees	
Bridge maintenance	$ 33,000
Surface restoration contract - prior year cuts	547,000
	$ 580,000
Interfund Allocations	
Patch program for Utilities	$ (401,400)
	$ (401,400)

CITY OF APPLETON 2004 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Maintain traffic movement on all collector and arterial streets during a storm

Plow all streets within 12 hours of a snowstorm and remove all 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 ensure they are current and equitable

Major Program Changes:

The new salt shed allows us to inventory more material, take advantage of pre-season discount pricing, and stabilize our budget requests.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	4	5	5	5	10
# of other minor plow/salt events	0	1	25	25	25
# of days hauling designated priority snow routes	0	5	25	25	50
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	75	101	110	110	100
# of miles of sidewalks cleared by contractor	0	5.3	5.5	5.5	5.5
$ contracted to clear sidewalks	$ 31,047	$ 77,653	$ 120,000	$ 80,000	$ 75,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	2,194	3,041	6,500	6,500	6,500
# of miles of streets maintained	309	312.90	315	315	318
# of miles of sidewalk maintained	0	11.8	12.3	12.3	12.5

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4608 Snow Removal	$ 55,511	$ 52,058	$ 60,000	$ 60,000	$ 60,000
5004 Sale of City Prop - Nontax	1,877	-	-	-	-
5010 Misc. Revenue - Nontax	5,312	3,840	6,000	6,000	6,000
Total Revenue	$ 62,700	$ 55,898	$ 66,000	$ 66,000	$ 66,000
Expenses					
6101 Regular Salaries	$ -	$ 209	$ -	$ -	$ -
6102 Labor Pool Allocations	108,561	105,976	226,084	226,084	217,867
6104 Call Time	12,802	22,161	35,000	35,000	30,000
6105 Overtime	21,028	34,611	37,131	37,131	38,000
6107 Temp. Full - Time	113	-	-	-	-
6110 Other Compensation	1,600	4,029	3,900	3,900	4,000
6113 Shift Differential	4,095	542	2,000	2,000	2,000
6150 Fringes	69,601	65,158	108,461	108,461	108,316
6159 Meal Allowance	919	-	-	-	-
6301 Office Supplies	8	-	-	-	-
6302 Subscriptions	1,123	1,836	1,000	1,000	-
6308 Landscape Supplies	-	1,056	800	800	-
6316 Miscellaneous Supplies	33	-	-	-	-
6320 Printing & Reproduction	195	-	200	200	-
6325 Construction Materials	175,142	187,694	203,000	203,000	185,000
6326 Vehicle & Equipment Parts	-	504	500	500	500
6327 Miscellaneous Equipment	1,886	12	1,500	1,500	-
6408 Contractor Fees	-	12,358	20,000	20,000	13,000
6418 Equip Repairs & Maint	56	-	-	-	-
6420 CBM Charges	852	-	-	-	-
6425 CEA Equip. Rental	227,379	222,176	316,500	316,500	300,092
6440 Snow Removal Services	31,047	77,654	80,000	80,000	70,000
6450 Repairs to Private Prop.	1,250	742	1,500	1,500	1,200
6503 Rent	300	300	-	-	-
Total Expense	$ 657,990	$ 737,018	$ 1,037,576	$ 1,037,576	$ 969,975

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Salt & other de-icing material	$ 185,000
	$ 185,000
Contractor Fees	
Contracted snow hauling	$ 13,000
	$ 13,000
Snow Removal Services	
Snow Removal Services	$ 70,000
	$ 70,000

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

Inspections/Licensing **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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

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

Continue to 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 examinations to insure compliance with established City codes

Continue to develop an electronic permit system to increase efficiency and reduce duplicated activities

Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public

Major Program Changes:

The Inspections Licensing and Inspections Plan Review programs have been combined. The increase in Building Permit revenue reflects an increase in the building permit fee to 80% of the average for local communities.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,067	884	800	800	800
Effectiveness of plan review					
# of onsite consultants prior to plan submittal	0	0	10	10	10
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	43.6%	42.6%	43.0%	43.0%	43.0%
Consistency of information					
# of policies/ordinances reviewed/updated	6/6	8/10	4/6	4/6	4/4
Work Process Outputs					
Availability of service					
# of inspections performed	10,974	11,935	11,000	11,000	11,000
# of re-inspections performed	1,000	1,000	1,000	1,000	1,000
Total # of notices issued	911	728	700	700	700
# of permits issued	4,442	4,476	4,000	4,000	4,000
# of plans reviewed	519	394	400	400	400

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT
Inspections/Licensing & Plan Review **Business Unit 15520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4304 Electricians	$ 2,915	$ 3,320	$ 1,800	$ 1,800	$ 2,200
4308 Heating	830	215	750	750	750
4401 Building	188,447	198,627	180,000	180,000	280,000
4402 Electrical	107,981	105,302	102,000	102,000	102,000
4403 Heating	52,307	49,391	58,000	58,000	58,000
4404 Plumbing, Sewer	75,424	90,545	75,000	75,000	75,000
4406 State Building	5,160	5,880	6,500	6,500	6,500
4407 Signs	2,800	3,125	2,900	2,900	2,900
4609 Weed Cutting	8,177	(103)	8,000	8,000	8,000
4801 Charges for Serv.- Nontax	48,429	53,547	55,000	55,000	55,000
5001 Fees & Commissions	70	-	-	-	-
5008 Jury Duty Reimbursement	30	-	-	-	-
5011 Misc Revenue - Tax	254	-	-	-	-
5040 Board of Appeals	2,805	3,340	3,000	3,000	3,000
Total Revenue	$ 495,629	$ 513,189	$ 492,950	$ 492,950	$ 593,350
Expenses					
6101 Regular Salaries	$ 26,165	$ 726	$ -	$ -	$ -
6102 Labor Pool Allocations	305,695	359,952	406,488	406,488	416,683
6103 Unallocated Labor	41,042	361	-	-	-
6104 Call Time	560	598	500	500	500
6105 Overtime	5,776	6,250	7,000	7,000	6,000
6110 Other Compensation	528	-	-	-	-
6113 Shift Differential	-	199	-	-	-
6114 Sick Pay	3,610	9,234	-	-	-
6115 Vacation Pay	22,151	32,931	-	-	-
6150 Fringes	147,000	155,251	152,962	152,962	158,376
6309 Shop Supplies & Tools	38	46	-	-	-
6311 Paint & Supplies	3	-	-	-	-
6316 Miscellaneous Supplies	39	15	-	-	-
6402 Legal Fees	45	309	150	150	150
6408 Contractor Fees	10,741	1,608	15,000	15,000	5,000
6412 Advertising	46	-	-	-	-
6413 Utilities	2,893	126	-	-	-
6418 Equip Repairs & Maint.	313	-	-	-	-
6425 CEA Equip. Rental	22,642	-	-	-	-
Total Expense	$ 589,287	$ 567,606	$ 582,100	$ 582,100	$ 586,709

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MISSION STATEMENT

To service 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 2003 EVENTS

Continued to consolidate the pick-up of commercial refuse in the downtown business district in order to eliminate the number of unnecessary containers

Audited all automated routes to ensure accuracy within the automated container system

Consolidated Friday commercial sideload automated route into front load containers to maximize efficiencies

Implemented the use of bilingual stickers to enhance our customer service to the growing Spanish community

Used City geographic information system to identify efficiencies in the commercial front load refuse routes

Renegotiated yard waste site agreement with Grand Chute

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MAJOR 2004 OBJECTIVES

Continue to use our customer input tracking system to monitor the content of customer contacts

Continue to monitor the cost of refuse collection, and when applicable, present service recommendations to the Municipal Services Committee

Investigate alternate methods of leaf collection and disposal

Eliminate one full-time equivalent from the Sanitation Division

The Sanitation Division, in conjunction with the Central Equipment Agency, evaluated the 2004 equipment purchases and determined that two units should be retained for one additional year reflecting replacement reserve savings of $ 16,700.

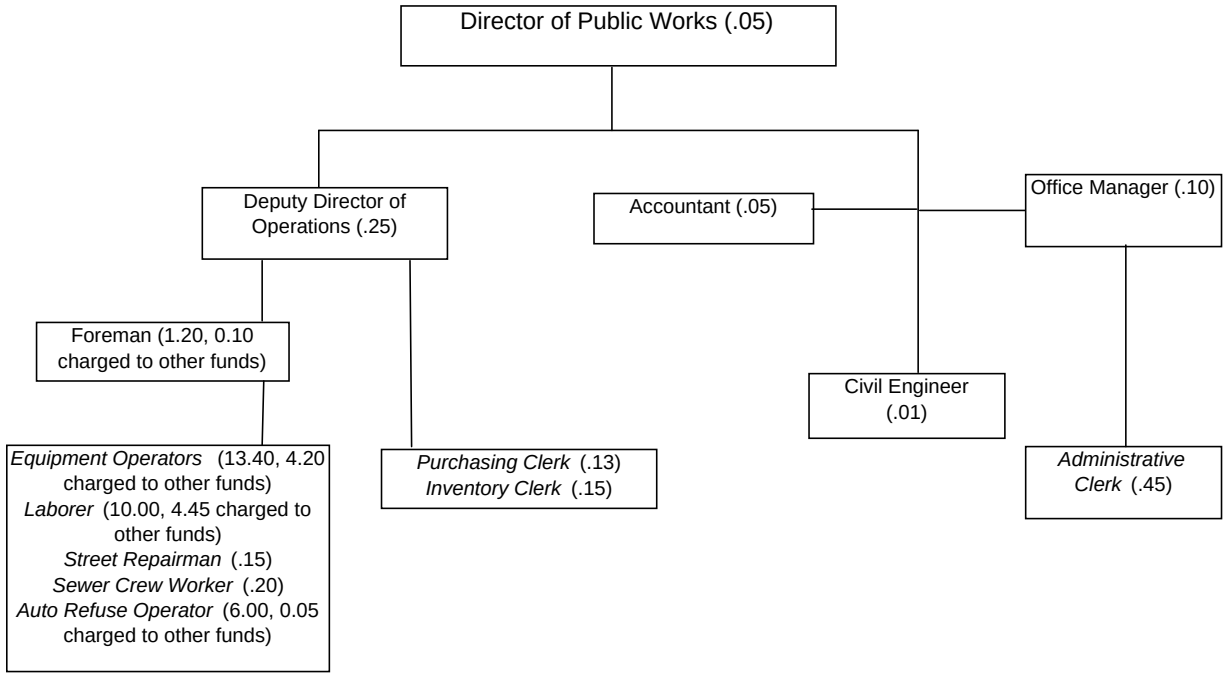
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 669,329	$ 741,281	$ 732,154	$ 732,154	$ 761,700	4.04%
Program Expenses							
2210	Administration	325,698	255,190	225,016	228,016	248,628	10.49%
2221	Recycling	525,133	416,216	555,820	555,820	546,185	-1.73%
2223	Solid Waste	2,062,261	2,350,569	2,264,781	2,264,781	2,198,552	-2.92%
2224	Leaf Collection	337,323	315,506	318,453	318,453	329,238	3.39%
2230	Landfill Maint.	83,508	89,579	118,203	173,216	110,391	-6.61%
TOTAL		$ 3,333,923	$ 3,427,060	$ 3,482,273	$ 3,540,286	$ 3,432,994	-1.42%
Expenses Comprised Of:							
Personnel		1,428,842	1,492,981	1,427,828	1,427,828	1,413,995	-0.97%
Administrative Expense		15,572	17,701	30,079	33,079	35,636	18.47%
Supplies & Materials		55,504	65,126	62,350	62,350	55,475	-11.03%
Purchased Services		964,297	1,054,021	1,043,886	1,043,886	1,076,320	3.11%
Utilities		49,218	48,374	59,310	59,310	54,650	-7.86%
Repair & Maintenance		820,490	748,857	858,820	913,833	796,918	-7.21%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	29.00	28.00	$ 1,651,520	$ 1,664,047	0.76%
Allocated From Other Funds:					
General Fund Public Works	4.14	4.14	235,310	241,454	2.61%
Amount for Contracts/Adjustments not Approved	-	-	8,385	18,019	114.90%
Allocated To Other Funds:					
General Fund Public Works	(3.75)	(3.75)	(193,098)	(204,703)	6.01%
General Fund Parks & Recreation	(1.00)	(1.00)	(50,223)	(52,739)	5.01%
Amount for Contracts/Adjustments not Approved	-	-	(8,710)	(12,309)	41.32%
Central Equipment Agency	(0.10)	(0.20)	(5,493)	(11,704)	113.07%
Wastewater Utility	(0.10)	(0.10)	(5,166)	(5,826)	12.78%
Stormwater Utility	(3.75)	(3.75)	(204,697)	(222,244)	8.57%
Personnel Allocated to Fund	**24.43**	**23.33**	**$ 1,427,828**	**$ 1,413,995**	**-0.97%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 # 3: "Train, develop, and support our human resources…" and # 4, "...encourage open and productive working relationships…" and # 5, "...work to improve influence over statutory and regulatory processes…"

Objectives:

Continue to work with the Park and Recreation Department to develop a unified system utilizing the labor pool manpower

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Major Program Changes:

The increase in the cost of insurance (approximately $10,000) is due to the allocation of automobile liability costs directly to this budget rather than through the CEA charge.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Public Information					
# of information announcements/brochures	24	25	24	24	24
Strategic Outcomes					
Consistency of information					
# of polices reviewed	5	3	3	3	3
Quality of service					
# of contacts received	765	944	900	900	950
# of labor pool hours shared outside of DPW	256	1,167	2,080	2,080	2,000
Work Process Outputs					
Changes in customer service					
# of polices revised	2	2	3	3	3

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 2,736,915	$ 2,620,894	$ 2,681,342	$ 2,681,342	$ 2,551,044
4705 General Interest	215	261	-	-	-
4710 Interest on Investments	-	39,098	21,000	21,000	40,000
4801 Charges for Serv.- Nontax	13,756	21,017	63,054	63,054	40,000
5071 Customer Penalty	434	464	-	-	-
Total Revenue	$ 2,751,320	$ 2,681,734	$ 2,765,396	$ 2,765,396	$ 2,631,044
Expenses					
6101 Regular Salaries	$ 18,486	$ 29,456	$ 31,017	$ 31,017	$ 31,881
6102 Labor Pool Allocations	85,740	62,781	49,217	49,217	58,993
6104 Call Time	296	92	-	-	-
6105 Overtime	708	21	1,000	1,000	500
6107 Temp. Full - Time	943	75	2,500	2,500	-
6108 Part-Time	-	2,886	2,920	2,920	-
6110 Other Compensation	1,258	677	800	800	800
6113 Shift Differential	12	5	-	-	-
6114 Sick Pay	10,539	8,492	-	-	-
6115 Vacation Pay	47,342	17,538	-	-	-
6150 Fringes	74,065	47,772	29,598	29,598	48,247
6201 Training\Conferences	1,707	951	4,000	7,000	3,000
6204 Tuition Fees	-	1,034	-	-	-
6301 Office Supplies	1,055	1,009	785	785	1,000
6302 Subscriptions	118	118	125	125	125
6303 Memberships & Licenses	610	835	1,000	1,000	1,000
6304 Postage\Freight	10,688	12,229	10,000	10,000	10,250
6305 Awards & Recognition	-	825	1,325	1,325	560
6307 Food & Provisions	-	-	350	350	-
6309 Shop Supplies & Tools	78	-	-	-	-
6311 Paint & Supplies	167	158	-	-	-
6316 Miscellaneous Supplies	511	847	500	500	-
6320 Printing & Reproduction	3,301	1,652	2,500	2,500	2,500
6321 Clothing	916	892	1,500	1,500	1,500
6323 Safety Supplies	385	569	500	500	1,700
6324 Medical\Lab Supplies	1,478	1,232	400	400	650
6327 Miscellaneous Equipment	-	1,075	500	500	-
6412 Advertising/Publication	214	127	500	500	300
6413 Utilities	46,145	45,039	56,010	56,010	50,600
6418 Equip Repairs & Maint	548	-	600	600	600
6420 CBM charges	2,048	-	-	-	-
6425 CEA Equip. Rental	4,299	5,083	4,100	4,100	2,461
6430 Health Services	-	99	200	200	100
6450 Repairs to Private Property	-	-	200	200	-
6451 Laundry Services	12,041	11,579	13,000	13,000	13,000
6501 Insurance	-	-	9,869	9,869	18,861
6623 Uncollectible Accounts	-	42	-	-	-
Total Expense	$ 325,698	$ 255,190	$ 225,016	$ 228,016	$ 248,628

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage/Freight		Laundry Services	
Mailing costs	$ 10,250	Uniform cleaning	$ 13,000
	$ 10,250		$ 13,000

CITY OF APPLETON 2003 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

Continue to work with Outagamie County to educate and update the citizens on the proper recycling practices

Monitor compliance of the residential recycling contract and provide customer service at the drop-off sites

Major Program Changes:

Included in this budget is an increase in the curbside recycling contract with Waste Management ($0.02 per stop).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,205	5,205	5,205	5,205	5,205
Cost effective commercial recycling					
Cost/ton - paper	$ 59.60	$ 96.11	$ 58.00	$ 58.00	$ 58.00
Cost/ton - co-mingled	$ 35.00	$ 96.09	$ 35.00	$ 35.00	$ 35.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	339	397	420	420	420
$ of revenue from chipper rental	$ 500	$ 2,400	$ 5,000	$ 5,000	$ 4,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Tons of material collected					
Residential - paper	5,539	5,184	6,000	6,000	6,000
Residential - co-mingled	2,026	2,071	2,110	2,110	2,200
Commercial - total	799	803	900	900	0
Hours chipping material	1,127	625	1,000	1,000	0
Avg # of users of the sites - weekday	150	200	175	175	200
Avg # of users of the sites - weekend	300	450	400	400	475

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 25,440	$ 16,215	$ 20,000	$ 20,000	$ 20,000
4802 Charges for Serv. - Tax	425	1,090	2,000	2,000	4,000
4872 Commercial Recycling	190,984	109,663	100,000	100,000	100,000
4908 Misc. Intergovernmental	-	-	-	-	4,000
4909 Recycling	246,250	337,331	345,000	345,000	358,800
5011 Misc. Revenue - Taxable	1,129	1,412	-	-	-
Total Revenue	$ 464,228	$ 465,711	$ 467,000	$ 467,000	$ 486,800
Expenses					
6101 Regular Salaries	$ 124	$ -	$ -	$ -	$ -
6102 Labor Pool Allocations	57,245	51,082	63,934	63,934	71,018
6104 Call Time	426	297	450	450	-
6105 Overtime	1,292	195	1,500	1,500	-
6107 Temp. Full - Time	602	126	-	-	-
6108 Part-Time	16	-	-	-	-
6110 Other Compensation	49	30	100	100	-
6113 Shift Differential	9	5	-	-	-
6150 Fringes	22,973	22,114	27,561	27,561	33,360
6159 Meal Allowance	34	-	-	-	-
6201 Training/Conferences	210	-	-	-	-
6303 Memberships & Licenses	250	25	500	500	300
6308 Landscape Supplies	2,369	259	2,500	2,500	2,500
6309 Shop Supplies & Tools	1,095	3,283	2,000	2,000	2,000
6316 Miscellaneous Supplies	480	145	-	-	-
6320 Printing & Reproduction	-	164	-	-	-
6322 Gas Purchases	141	-	-	-	-
6323 Safety Supplies	61	244	-	-	-
6325 Construction Materials	560	-	7,500	7,500	-
6327 Miscellaneous Equipment	17,614	5,333	5,000	5,000	-
6328 Signs	7	6	200	200	100
6407 Collection Services	322,637	250,163	338,000	338,000	351,520
6408 Contractor Fees	8,863	-	-	-	-
6413 Utilities	974	1,211	1,100	1,100	1,100
6415 Tipping Fees	3,222	10,728	10,000	10,000	10,000
6418 Equip Repairs & Maint	398	44	1,000	1,000	500
6420 CBM charges	5,000	256	5,000	5,000	3,000
6425 CEA Equip. Rental	78,140	70,506	89,000	89,000	70,247
6503 Rent	342	-	475	475	540
Total Expense	$ 525,133	$ 416,216	$ 555,820	$ 555,820	$ 546,185

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Collection Services

Contracted service for residential collection @ $0.52/stop	$ 351,520
	$ 351,520

CITY OF APPLETON 2004 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 # 2, "... pursue regional cooperation of services..." and # 6, "Work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

Evaluate the operations of the automated collection routes for efficiencies

Assess the needs of the community and maintain a level of equipment necessary to provide customer service

Continue to expand the number of commercial solid waste accounts

Major Program Changes:

This budget reflects the elimination of one automated truck operator position ($56,695) and a reduction in incentive pay ($12,000).

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Service area					
# of automated stops/day	5,098	5,140	5,300	5,300	5,300
Additional services provided					
# special collections					
Storm	2	0	1	1	1
Move outs	265	350	310	310	330
Free overflows	8	4	4	4	4
Strategic Outcomes					
Additional revenue sources					
# of commercial customers	582	640	605	605	605
Cost effective service provided					
Cost/ton of overflow collections	$ 77.69	$ 83.15	$ 100.00	$ 100.00	$ 100.00
Cost/ ton of commercial collections	$ 40.53	$ 37.11	$ 40.00	$ 40.00	$ 40.00
Cost/ton of residential automated pickup	$ 54.39	$ 54.51	$ 55.00	$ 55.00	$ 55.00
Cost/yd of commercial refuse	New measure	→	$ 1.64	$ 1.64	$ 1.85
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	29,058	29,201	30,000	30,000	30,000

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Serv.- Nontax	$ 1,625	$ 2,000	$ 2,500	$ 2,500	$ 2,500
4802 Charges for Serv. - Tax	2,980	4,626	2,000	2,000	-
4870 Commercial Refuse	105,766	108,615	90,000	90,000	100,000
4873 Container Leasing	24,022	23,496	25,000	25,000	25,000
4908 Misc. Intergov.Charges	-	2,791	-	-	-
5015 Rental of City Property	224	-	-	-	-
5055 Appliance Tags	28,766	46,893	35,000	35,000	40,000
5056 Tire Tags	1,620	1,413	1,400	1,400	1,400
5057 Grass Clipping	16,893	14,155	16,000	16,000	16,000
5058 Overflow	8,797	10,827	9,200	9,200	10,000
5085 Cash Short or Over	3	(86)	-	-	-
Total Revenue	$ 190,696	$ 214,730	$ 181,100	$ 181,100	$ 194,900
Expenses					
6101 Regular Salaries	$ 851	$ 87	$ -	$ -	$ -
6102 Labor Pool Allocations	591,294	601,749	665,909	665,909	590,691
6104 Call Time	3,035	3,104	3,750	3,750	3,750
6105 Overtime	15,123	10,294	18,000	18,000	15,000
6107 Temp. Full - Time	21,923	17,499	22,032	22,032	21,588
6108 Part-Time	-	202	-	-	-
6109 Incentive Pay	33,728	34,917	32,000	32,000	23,000
6110 Other Compensation	560	1,700	500	500	500
6113 Shift Differential	353	266	250	250	270
6114 Sick Pay	-	15,436	-	-	-
6115 Vacation Pay	-	52,076	-	-	-
6150 Fringes	250,767	307,316	303,574	303,574	304,448
6159 Meal Allowance	214	-	-	-	-
6301 Office Supplies	34	4	-	-	-
6304 Postage\Freight	269	333	150	150	-
6309 Shop Supplies & Tools	179	498	-	-	500
6311 Paint & Supplies	194	98	250	250	250
6316 Miscellaneous Supplies	350	569	500	500	-
6320 Printing & Reproduction	-	1,168	-	-	-
6321 Clothing	216	623	-	-	-
6322 Gas Purchases	190	228	-	-	250
6323 Safety Supplies	222	842	-	-	-
6324 Medical/Lab Supplies	-	66	-	-	-
6325 Construction Materials	240	8	-	-	-
6326 Equipment Parts	50	-	-	-	-
6327 Miscellaneous Equipment	24,327	45,127	38,000	38,000	42,525
6328 Signs	350	41	-	-	-
6407 Collection Services	846	83,802	515	515	530
6415 Tipping Fees	538,385	622,065	600,101	600,101	630,000
6418 Equip Repairs & Maint	-	653	250	250	250
6425 CEA Equip. Rental	583,878	550,602	579,000	579,000	565,000
6426 Other Interfund Charges	49	-	-	-	-
6429 Interfund Allocations	(5,655)	(1,101)	-	-	-
6503 Rent	289	297	-	-	-
Total Expense	$ 2,062,261	$ 2,350,569	$ 2,264,781	$ 2,264,781	$ 2,198,552

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
New containers	$ 13,675
Replacement containers	5,000
New automated containers	8,600
Replacement automated containers	11,250
Replacement parts	4,000
	$ 42,525

Tipping Fees	
Solid waste disposal @ $21/ton	$ 630,000
	$ 630,000

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Leaf Collection **Business Unit 2224**

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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

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

Major Program Changes:

Tipping fees have been reduced by $10,000 in the expectation that a free site can be found which will accommodate a portion of the debris, as occurred in 2002.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Service provided Number of collection cycles	4	4	3	3	3
Strategic Outcomes					
Cost effective service provided Cost/cubic yard collected	$ 5.43	$ 6.49	$ 7.50	$ 7.50	$ 7.25
Work Process Outputs					
Safer streets and cleaner storm water system Cubic yards of leaves collected	42,080	38,785	35,000	35,000	35,000

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Leaf Collection **Business Unit 2224**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ -	$ 194	$ -	$ -	$ -
6102 Labor Pool Allocations	125,030	129,345	105,848	105,848	130,023
6104 Call Time	135	66	250	250	250
6105 Overtime	6,921	9,937	8,060	8,060	8,060
6109 Incentive Pay	14	-	-	-	-
6110 Other Compensation	308	454	500	500	500
6113 Shift Differential	251	237	250	250	250
6150 Fringes	53,439	58,171	46,445	46,445	64,555
6159 Meal Allowance	4	-	-	-	-
6408 Contractor Fees	816	548	600	600	600
6415 Tipping Fees	8,500	-	15,000	15,000	5,000
6425 CEA Equip. Rental	141,905	116,554	140,000	140,000	120,000
6503 Rent	-	-	1,500	1,500	-
Total Expense	$ 337,323	$ 315,506	$ 318,453	$ 318,453	$ 329,238

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 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 Strategy # 2, "… pursue regional cooperation of services…"

Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Continue to achieve regulatory compliance mandated by the Department of Natural Resources

Evaluate the landfill and the Northeast Asphalt site for re-use options that will benefit the environment and the surrounding residents

Major Program Changes:

Lease with Northeast Asphalt expires in spring 2004. Future uses will be discussed.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
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 surface soil failures (erosion)	0	0	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	New measure →		2	2	2
% of required monitoring readings taken on time					
Biweekly	85%	88%	90%	90%	90%
Quarterly	100%	100%	100%	100%	100%
Corrective actions generated from quarterly inspections	3	1	3	3	3

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ -	$ 32	$ -	$ -	$ -
6102 Labor Pool Allocations	2,052	3,968	6,988	6,988	4,488
6105 Overtime	-	486	-	-	-
6107 Temp. Full - Time	-	119	-	-	-
6150 Fringes	681	1,679	2,875	2,875	1,823
6325 Construction Materials	21	-	500	500	1,000
6404 Consulting Services	74,025	75,873	65,500	65,500	65,000
6413 Utilities	2,100	2,124	2,200	2,200	2,950
6418 Equip Repairs & Maint	-	-	1,000	1,000	500
6420 CBM charges	4,179	3,995	3,600	3,600	4,100
6425 CEA Equip. Rental	6	180	270	270	260
6454 Grounds Repair & Maint.	90	985	35,000	90,013	30,000
6599 Other Contracts/Obligat'ns	354	138	270	270	270
Total Expense	$ 83,508	$ 89,579	$ 118,203	$ 173,216	$ 110,391

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Consultant to perform sampling and reporting	$ 65,000
	$ 65,000

Grounds Repair & Maintenance	
Building repair	$ 5,000
Well repair	5,000
Road repair	10,000
Erosion repair	5,000
Move north fence	2,000
Site grading	3,000
	$ 30,000

CITY OF APPLETON 2004 BUDGET
SANITATION FUND
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 2,736,915	$ 2,620,894	$ 2,681,342	$ 2,681,342	$ 2,551,044
Intergovernmental	-	-	-	-	-
Interest Income	228	39,359	21,000	21,000	40,000
Charges for Services	669,111	701,920	711,154	700,000	721,700
Other	-	-	-	-	-
Total Revenues	3,406,254	3,362,173	3,413,496	3,402,342	3,312,744
Expenses					
Program Costs	3,333,922	3,427,055	3,482,273	3,400,000	3,432,994
Administrative Expenses	-	-	-	-	-
Total Expenses	3,333,922	3,427,055	3,482,273	3,400,000	3,432,994
Revenues over (under) Expenses	72,332	(64,882)	(68,777)	2,342	(120,250)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-		-		
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	72,332	(64,882)	(68,777)	2,342	(120,250)
Fund Balance - Beginning	1,009,676	1,082,008	1,017,126	1,017,126	1,019,468
Residual Equity Transfers In	-	-	-	-	-
Fund Balance - Ending	1,082,008	1,017,126	948,349	1,019,468	899,218

Discussion of changes in fund balances:

In 2000, when the capitalization threshold was raised to $10,000, $774,755 was transferred back to Sanitation from CEA for replacement of trash cans designed for pick-up by automated sanitation trucks because those cans no longer met the capitalization threshold. $20,250 of the net change in equity is due to the purchase of replacement containers and parts while the balance reflects a gradual, intentional lowering of fund balance.

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

MAJOR 2004 OBJECTIVES

This fund will be utilized for new subdivision work only. This will include administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

Effective January 1, 2004, the City will no longer front money for new subdivision development except for the following items which will be charged to the developer to be paid within 30 days of billing date:

Administrative fees	Storm sewer area assessment
Asphalt pavement and maintenance fees	Storm sewer TV
External improvements required for development	Street lights
Regional stormwater facilities	Street name signs
Sanitary sewer area assessment	Traffic control signs and signals
Sanitary sewer TV	Material Testing

The City will include other infrastructure in our public bidding process provided the Developer obtains an irrevocable line of credit from which the City has exclusive control over distribution of funds until final payment has been made to the contractor. Upon completion of the contract and any other outstanding issues, the City would release the line.

See the Capital Improvements Section for further details and specific project identification.

Project	Amount	Page
Asphalt Paving (temporary surface over grade & gravel)	$ 451,944	Projects, Pg. 574
New Concrete Paving	1,259,112	Projects, Pg. 578
Sidewalks	249,951	Projects, Pg. 588
	$ 1,961,007	

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Work Process Outputs					
Purchase trees for new sub-divisions	450	400	500	425	450

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
	Program Revenues	$ 1,749,798	$ 2,982,308	$ 1,310,161	$ 1,310,161	$ -	-100.00%
	Program Expenses	$ 3,010,817	$ 1,819,732	$ 1,770,531	$ 1,808,094	$ 1,961,007	10.76%
Expenses Comprised Of:							
	Personnel	211,837	279,409	332,852	332,852	338,202	1.61%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	121,509	150,117	324,549	324,549	433,000	33.42%
	Purchased Services	6,056	1,978	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	40,770	40,776	60,867	60,867	49,568	-18.56%
	Capital Expenditures	2,630,645	1,347,452	1,052,263	1,089,826	1,140,237	8.36%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ -	$ -	$ 460,370	$ 460,370	$ 446,371
4224 Miscellaneous State Aids	1,271	-	-	-	-
4614 Miscellaneous Specials	1,530,635	2,105,538	1,310,161	1,310,161	1,489,636
4710 Interest on Investments	-	-	-	-	-
4730 Interest-Deferred Specials	61,646	76,054	-	-	25,000
5011 Misc Revenue - Taxable	-	715	-	-	-
5921 Trans In - General Fund	156,246	800,000	-	-	-
Total Revenue	$ 1,749,798	$ 2,982,307	$ 1,770,531	$ 1,770,531	$ 1,961,007
Expenses					
6101 Regular Salaries	$ 19,744	$ 17,632	$ 24,039	$ 24,039	$ 23,794
6102 Labor Pool Allocations	87,882	166,992	212,743	212,743	209,885
6103 Unallocated Labor	1,388	-	-	-	-
6104 Call Time	-	17	-	-	-
6105 Overtime	34,498	12,077	-	-	-
6107 Temp. Full - Time	8,437	6,963	4,500	4,500	6,733
6108 Part-Time	-	-	-	-	-
6110 Other Compensation	49	185	-	-	-
6150 Fringes	59,839	75,543	91,570	91,570	97,790
6308 Landscape Supplies	-	-	11,216	11,216	11,723
6320 Printing & Reproduction	29	-	-	-	-
6325 Construction Materials	121,480	150,117	313,333	313,333	421,277
6328 Signs	-	-	-	-	-
6404 Consulting Services	-	-	-	-	-
6408 Contractor Fees	6,056	1,978	-	-	-
6425 CEA Equip. Rental	40,770	40,776	60,867	60,867	49,568
6809 Infrastructure Construct'n	2,630,645	1,347,452	1,052,263	1,089,826	1,140,237
Total Expense	$ 3,010,817	$ 1,819,732	$ 1,770,531	$ 1,808,094	$ 1,961,007

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees	$ 11,723
	$ 11,723
Construction Materials	
Asphalt	$ 421,277
	$ 421,277
Infrastructure Construction	
Streets	$ 933,394
Sidewalks	206,843
	$ 1,140,237

CITY OF APPLETON 2004 BUDGET
SUBDIVISION DEVELOPMENT FUND
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ -	$ 460,370	$ 460,370	$ 446,371
Intergovernmental	1,271	-	-	-	
Special Assessments	1,530,635	2,105,538	1,310,161	1,310,161	1,489,636
Interest Income	61,646	76,055	-	37,563	25,000
Charges for Services	-	-	-	-	
Other	-	715	-	-	
Total Revenues	1,593,552	2,182,308	1,770,531	1,808,094	1,961,007
Expenses					
Program Costs	3,010,817	1,819,731	1,770,531	1,808,094	1,961,007
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	3,010,817	1,819,731	1,770,531	1,808,094	1,961,007
Revenues over (under) Expenses	(1,417,265)	362,577	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	156,246	800,000	-	100,000 **	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	156,246	800,000	-	100,000	-
Net Change in Equity	(1,261,019)	1,162,577	-	100,000	-
Fund Balance - Beginning	549,703	(711,316)	451,261	451,261	551,261
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ (711,316)	$ 451,261	$ 451,261	$ 551,261	$ 551,261

Unreserved Designated Fund Balance Policy Compliance

Minimum -Three months operating expenditures based on prior year's audited expenditures		454,933
Maximum (80% of the most recent five year average of subdivision development expenditures)		
2004 budgeted	1,960,045	
2003 budgeted plus 100% carryover from 2002	1,808,094	
2002 actual	1,819,732	
2001 actual	1,819,731	
2000 actual	3,010,817	
		1,666,947

** *Actual amount of transfer will be calculated based on 2002 final audited figure to meet the Fund Balance Policy. The funding will be available from Tax Incremental Financing District 1 payment on advance to the General Fund. A budget adjustment will be brought forward in 2003.*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

MAJOR 2004 OBJECTIVES

This fund provides for a variety of Public Works capital needs. The 2004 budget provides for consulting services in the design phase of the College Avenue bridge, scheduled for replacement in 2008, repaving the Oneida Street bridges over Jones Park, and replacing the fuel pump operating system at the Municipal Services Building (MSB).

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

Project	Amount	Page
Bridge Improvements	$ 350,000	Projects, Pg. 586
East College Avenue Bridge Improvements	30,000	Projects, Pg. 587
MSB Grounds & Maintenance Improvements	190,000	Projects, Pg. 613
	$ 570,000	

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,549	$ -	$ 1,000	$ 1,000	$ 1,000	0.00%
Program Expenses		$ 606,336	$ 5,373,286	$ 150,000	$ 225,873	$ 570,000	280.00%
Expenses Comprised Of:							
Personnel		-	3,090	-	-	-	N/A
Administrative Expense		-	564	-	-	-	N/A
Supplies & Materials		-	478,347	-	-	-	N/A
Purchased Services		336,517	380,254	-	10,873	-	N/A
Utilities		-	570	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		269,819	4,510,461	150,000	215,000	570,000	280.00%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
4710 Interest on Investments	1,549	-	1,000	1,000	1,000
5910 Proceeds of LT Debt	543,330	5,438,849	136,522	136,522	268,888
Total Revenue	$ 544,879	$ 5,438,849	$ 137,522	$ 137,522	$ 269,888
Expenses					
6102 Labor Pool Allocations	$ -	$ 2,219	$ -	$ -	$ -
6150 Fringes	-	871	-	-	-
6304 Postage/Freight	-	9	-	-	-
6308 Landscape Supplies	-	13,184	-	-	-
6325 Construction Materials	-	442,335	-	-	-
6327 Misc. Equipment	-	2,909	-	-	-
6328 Signs	-	19,919	-	-	-
6404 Consulting Services	336,517	351,419	-	10,873	-
6408 Contractor Fees	-	28,835	-	-	-
6413 Utilities	-	570	-	-	-
6503 Rent	-	577	-	-	-
6650 Discounts Available	-	(22)	-	-	-
6803 Buildings	259,947	-	150,000	150,000	-
6809 Infrastructure Constructio	9,872	4,510,461	-	65,000	570,000
Total Expense	$ 606,336	$ 5,373,286	$ 150,000	$ 225,873	$ 570,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

CITY OF APPLETON 2004 BUDGET
PUBLIC WORKS PROJECTS
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	300,000	-
Special Assessments	-	-	-	-	-
Interest Income	1,549	-	1,000	10,000	1,000
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	1,549	-	1,000	310,000	1,000
Expenses					
Program Costs	606,336	5,373,287	150,000	225,783	570,000
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	606,336	5,373,287	150,000	225,783	570,000
Revenues over (under) Expenses	(604,787)	(5,373,287)	(149,000)	84,217	(569,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	543,330	5,438,849	136,522	-	268,888
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	543,330	5,438,849	136,522	-	268,888
Net Change in Equity	(61,457)	65,562	(12,478)	84,217	(300,112)
Fund Balance - Beginning	211,790	150,333	215,895	215,895	300,112
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 150,333	$ 215,895	$ 203,417	$ 300,112	$ -

CITY OF APPLETON 2004 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 2003 EVENTS

Parking Supervisor, Wally Potaczek retired after 19+ years with the City. The full-time Parking Supervisor position has been removed from the table of organization and replaced with part-time contracted services.

A parking agreement was implemented with the Fox Cities Performing Arts Center for their exclusive use of the recently restored North Parking Lot, as well as opening the appropriate ramp gates during main stage events.

The steel beams on all levels of the Avenue Ramp were sandblasted and repainted.

The Parking Agreement with North Meadows Investment for the East Ramp has been re-negotiated to meet the needs of City Center East and the Parking Utility.

A new program was initiated which provides for structural inspection of City-owned parking ramps. One ramp will be inspected each year on a rotating basis, beginning with the Midtown Ramp in 2003 followed by the Avenue (2004), East (2005) and Washington (2006) Ramps.

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY

MAJOR 2004 OBJECTIVES

Continue to seek ways to make the City's parking system more customer friendly

Continue to educate potential downtown customers of the convenient parking options available to them

Continue to monitor and adjust to the parking needs of the Fox Cities Performing Arts Center

Conduct structural repairs/maintenance to the Midtown Ramp based upon recommendations from consultant's 2003 inspection

Work with Economic Development department and Appleton Downtown Incorporated (ADI) on an advertising concept for the Parking Utility as revenue making venture

DEPARTMENT BUDGET SUMMARY

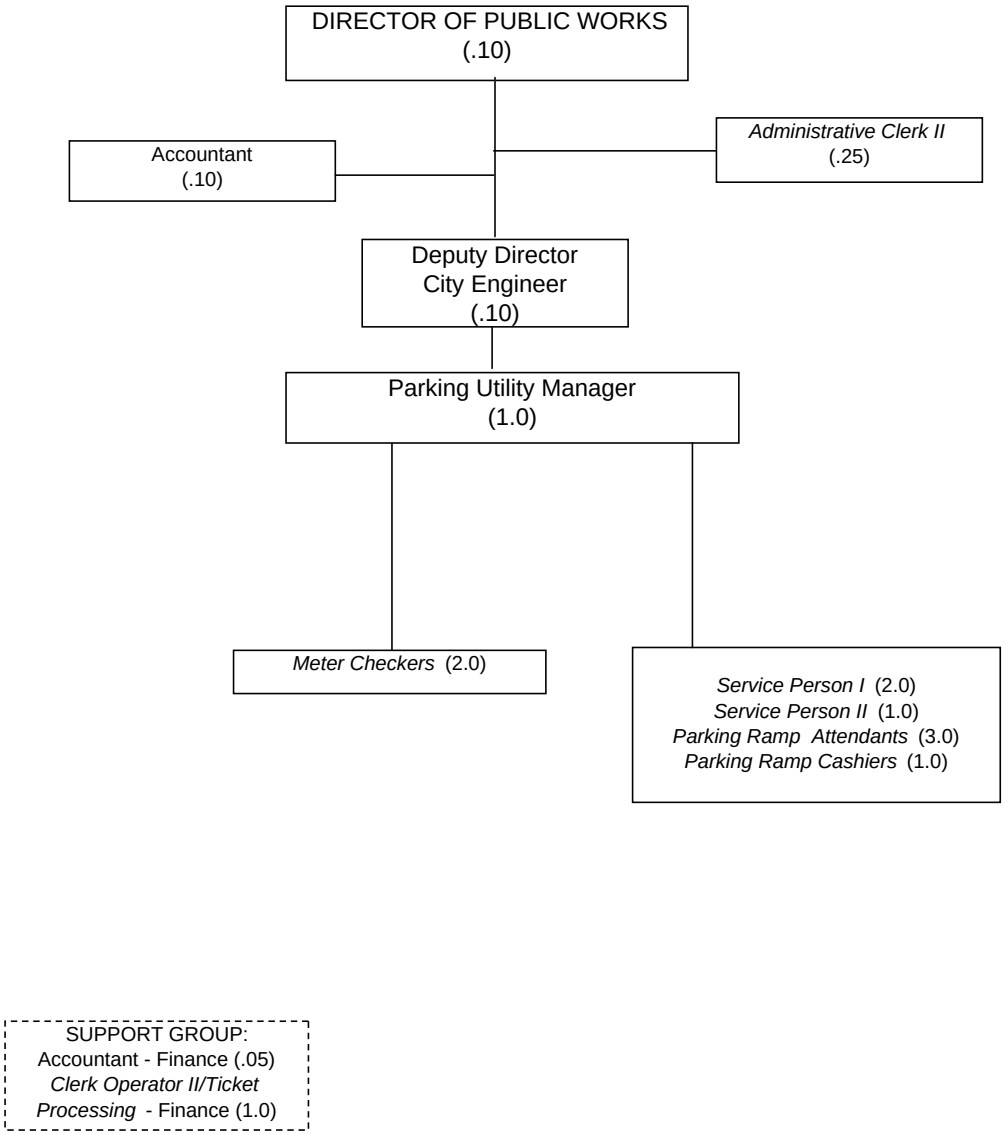
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,882,744	$ 1,864,467	$ 2,053,000	$ 2,053,000	$ 2,011,998	-2.00%
Program Expenses							
5110	Administration	1,043,871	1,150,621	1,094,623	1,094,623	1,131,028	3.33%
5120	Operations & Maint.	661,535	579,390	751,650	803,501	721,699	-3.98%
5130	Enforcement	146,115	153,932	161,256	161,256	152,751	-5.27%
TOTAL		$ 1,851,521	$ 1,883,943	$ 2,007,529	$ 2,059,380	$ 2,005,478	-0.10%
Expenses Comprised Of:							
Personnel		590,461	634,041	651,506	651,506	585,861	-10.08%
Administrative Expense		945,977	943,195	952,816	952,816	951,003	-0.19%
Supplies & Materials		22,177	57,028	58,100	99,951	28,000	-51.81%
Purchased Services		28,935	50,546	65,410	65,410	110,558	69.02%
Utilities		94,675	93,257	103,517	103,517	147,400	42.39%
Repair & Maintenance		169,296	94,039	76,180	76,180	77,656	1.94%
Capital Expenditures		-	11,837	100,000	110,000	105,000	5.00%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	12.50	10.00	$ 651,506	$ 498,243	-23.52%
Allocations from Other Funds:					
General Fund Public Works	0.55	0.55	39,456	42,106	6.72%
General Fund Finance	1.05	1.05	38,666	40,092	3.69%
Amount for Contracts/Adjustments not Approved	-	-	2,025	5,420	167.65%
Personnel Allocated to Fund	**14.10**	**11.60**	**$ 731,653**	**$ 585,861**	**-19.93%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 and independence from city tax levy funding.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 3, "Train, develop and support our human resources…" and # 4, "...encourage open and productive working relationships..." and # 5, "...work to improve influence over statutory and regulatory processes."

Objectives:

Review current 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

Major Program Changes:

The budget for this program includes $ 26,000 for concrete paving assessments for Midtown Ramp (Superior Street) and North Lot (Division Street). It also reflects the consolidation of all general shop supplies into this program.

The full-time Parking Supervisor position has been removed from the table of organization and replaced with part-time contracted services, creating a $42,000 budget decrease.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	0.50%	1.50%	6%	6%	4%
Community events supported	N/A	N/A	6	6	6
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	7%	4.5%	-11%	-11%	-10%
Work Process Outputs					
Expansion of customer base					
# of parking permits sold	1,689	1,650	1,700	1,700	1,600
# of meter bags sold	2,741	3,200 +/-	3,000	3,000	3,000

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 79,064	$ 46,955	$ 50,000	$ 50,000	$ 15,000
5010 Misc Revenue - Nontax	-	8,333	100,000	100,000	100,000
5011 Misc Revenue - Tax	16,614	-	-	-	-
Total Revenue	$ 95,678	$ 55,288	$ 150,000	$ 150,000	$ 115,000
Expenses					
6101 Regular Salaries	$ 24,224	$ 46,692	$ 25,781	$ 25,781	$ 26,340
6102 Labor Pool Allocations	39,170	72,540	68,703	68,703	56,647
6103 Unallocated Labor	28	-	-	-	-
6107 Temp. Full - Time	-	515	-	-	-
6114 Sick Pay	-	21,006	-	-	-
6115 Vacation Pay	260	6,270	-	-	-
6150 Fringes	23,874	46,942	34,746	34,746	33,928
6201 Training\Conferences	70	70	1,000	1,000	600
6301 Office Supplies	1,134	1,234	1,000	1,000	1,000
6303 Memberships & Licenses	525	555	550	550	550
6304 Postage/Freight	-	-	-	-	200
6305 Awards & Recognition	-	-	-	-	168
6309 Shop Supplies & Tools	107	-	-	-	1,500
6316 Miscellaneous Supplies	55	21	100	100	-
6320 Printing & Reproduction	2,020	1,235	1,950	1,950	1,950
6321 Clothing	1,393	804	2,300	2,300	700
6323 Safety Supplies	461	221	500	500	500
6327 Misc. Equipment	3,644	6,546	7,000	7,000	500
6401 Accounting/Audit	1,624	1,698	-	-	-
6403 Bank Services	-	-	-	-	2,700
6407 Collection Services	1,804	1,882	1,860	1,860	1,860
6412 Advertising	-	90	-	-	-
6413 Utilities	4,788	5,636	4,817	4,817	4,900
6414 Janitorial Service	332	-	-	-	-
6418 Equip Repairs & Maint	445	-	1,500	1,500	1,500
6420 CBM charges	88	963	1,000	1,000	1,000
6429 Interfund Allocations	-	(640)	(650)	(650)	-
6430 Health Services	109	-	200	200	200
6451 Laundry Services	1,447	1,626	-	-	1,800
6501 Insurance	22,730	20,400	26,606	26,606	25,671
6599 Other Contracts/Obligat'ns	245	-	-	-	51,000
6601 Depreciation Expense	904,044	905,313	906,360	906,360	906,514
6650 Discounts available	(50)	(298)	-	-	-
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
Total Expense	$ 1,043,871	$ 1,150,621	$ 1,094,623	$ 1,094,623	$ 1,131,028

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Paving Assessment - Midtown Ramp (Superior St)	$ 9,750
Paving assessment - Lot 3 (Division St)	16,250
Contracted labor	25,000
	$ 51,000

CITY OF APPLETON 2004 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 Strategy # 2, "…pursue regional cooperation of services..."

Objectives:

Reduce parking meter mechanical malfunctions

Pressure clean and seal the decks and stairwells in the Washington Ramp

Pressure clean the decks and stairwells in the other parking 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

Replace meter plates, decals etc. to coincide with new rates and enforcement hours

Major Program Changes:

Elimination of three (3) part-time Ramp Cashier positions

Budget includes expansion of meter hours to 9:00 PM, Monday - Saturday, and a $ 0.10/hour meter rate increase

Budget also reflects the consolidation of all general shop supplies in the Administration program ($4,500) and the inclusion of $50,000 for electrical service erroneously billed to street lighting in the past

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	662	470	400	400	400
% fixed within 24 hours	90%	96%	98%	98%	98%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2/1,087	3/988	2/1,100	2/1,100	3/1,100
Maintenance staff size to # of unmetered stalls	2/3,350	3/4,178	2/4,320	2/4,320	3/4,320
Structural inspections performed	0	0	1	1	1
Work Process Outputs					
Customer services provided					
# of meter batteries changed	2,016	1,728	1,728	1,728	1,728
Power Flushes/Ramp	2	1	2	2	2
# of facility property damages reported	N/A	N/A	20	20	20

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4841 Meters - Tax	$ 379,448	$ 320,691	$ 375,000	$ 375,000	$ 475,000
4842 Short-term Parking - Nonta	1,690	1,991	-	-	-
4843 Short-term Parking - Tax	511,022	561,613	600,000	600,000	540,000
4844 Permit Parking - Nontax	71,843	81,905	-	-	-
4845 Permit Parking - Tax	390,554	410,219	521,000	521,000	500,000
4846 Meter Hood - Nontax	13,528	7,671	-	-	-
4847 Meter Hood - Tax	26,666	24,952	4,000	4,000	10,000
5030 Damage to City Property	6,357	17	3,000	3,000	2,000
5082 Insurance Proceeds	-	1,291	-	-	-
5085 Cash Short or Over	500	225	-	-	-
Total Revenue	$ 1,401,608	$ 1,410,575	$ 1,503,000	$ 1,503,000	$ 1,527,000
Expenses					
6101 Regular Salaries	$ 43,771	$ -	$ -	$ -	$ -
6102 Labor Pool Allocations	168,433	194,755	215,371	215,371	197,516
6104 Call Time	-	616	-	-	700
6105 Overtime	1,004	1,527	4,000	4,000	3,000
6108 Part-Time	42,216	38,458	60,594	60,594	25,177
6113 Shift Differential	-	1,099	-	-	1,200
6114 Sick Pay	18,628	(19,289)	-	-	-
6115 Vacation Pay	4,422	606	-	-	-
6150 Fringes	100,633	101,034	109,259	109,259	109,252
6306 Building Maint./Janitorial	8,224	6,621	8,000	8,000	7,000
6309 Shop Supplies & Tools	1,200	1,713	4,500	4,500	-
6311 Paint & Supplies	63	189	6,100	6,100	3,200
6316 Miscellaneous Supplies	3,527	22,915	7,500	7,500	-
6320 Printing & Reproduction	216	825	3,500	3,500	1,500
6323 Safety Supplies	36	13	1,000	1,000	-
6325 Construction Materials	6,800	-	7,000	7,000	5,000
6326 Equipment Parts	-	15	1,800	1,800	8,000
6327 Miscellaneous Equipment	-	16,844	-	41,851	-
6328 Signs	61	2,274	8,100	8,100	2,000
6404 Consulting Services	-	-	10,000	10,000	10,000
6407 Collection Services	-	-	-	-	198
6408 Contractor Fees	-	(17)	-	-	-
6409 Inspection Fees	-	-	1,200	1,200	1,200
6413 Utilities	89,888	87,620	98,700	98,700	142,500
6416 Build Repairs & Maint	110,505	33,741	12,000	12,000	20,000
6418 Equip Repairs & Maint	38,809	40,102	43,000	43,000	40,000
6420 CBM charges	27	1,901	-	-	-
6425 CEA Equip. Rental	13,365	12,084	13,226	13,226	13,656
6440 Snow Removal Services	9,640	24,631	34,000	34,000	25,600
6451 Laundry Services	18	276	2,800	2,800	-
6599 Other Contracts/Obligat'ns	49	-	-	-	-
6803 Buildings	-	-	100,000	100,000	105,000
6804 Equipment	-	5,492	-	-	-
6809 Infrastructure Construction	-	3,345	-	10,000	-
Total Expense	$ 661,535	$ 579,390	$ 751,650	$ 803,501	$ 721,699

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Annual ramp inspection - City Center ramp	$ 10,000
	$ 10,000
Building Repairs & Maintenance	
City Center ramp - deck repairs level 10,11 & 12	$ 8,000
East ramp - Cable for guard rail replac't w/locking brackets and locks	12,000
	$ 20,000

Equipment Repairs & Maintenance	
Elevator repairs - maintenance agreements	$ 20,000
Machines, gates, readers, etc	20,000
	$ 40,000
Buildings	
Midtown Ramp repairs	$ 50,000
Security Cameras	25,000
Meter Mechanism upgrades	30,000
	$ 105,000

CITY OF APPLETON 2004 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:

Implement Key Strategy # 2, "…pursue regional cooperation of services..."

Objectives:

Educate and inform customers on parking policies and assist with directions and questions about the City

Maintain all parking control devices within the City

Provide timely reviews and responses to parking citation review forms

Review Parking Citation Review process

Major Program Changes:

This program budget reflects the elimination of the Parking Utility jeep ($3,254).

PERFORMANCE INDICATORS

	Actual 2000	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts (Parking Enforcement Staff Only)					
Customer service					
Meter stall turnover					
# of citations/meter/month	1.9	1.94	1.8	1.8	1.8
Strategic Outcomes					
Effectiveness as a revenue source *					
$ generated from meter violations	$ 112,657	$ 100,509	$ 115,000	$ 115,000	$ 115,000
$ generated from other violations	$ 21,750	$ 25,435	$ 22,000	$ 22,000	$ 22,000
Work Process Outputs					
Enforcement provided					
# of citations written by Parking staff					
meter	25,646	23,263	25,000	25,000	25,000
other	3,375	3,640	3,500	3,500	3,500
# of citations reviewed by Parking Manager	N/A	N/A	600	600	600

* Excludes late charges and police-issued citations

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4520 Parking Violations	$ 385,458	$ 398,604	$ 400,000	$ 400,000	$ 369,998
Total Revenue	$ 385,458	$ 398,604	$ 400,000	$ 400,000	$ 369,998
Expenses					
6101 Regular Salaries	$ 37,874	$ 25,142	$ 28,287	$ 28,287	$ 42,274
6102 Labor Pool Allocations	43,702	57,936	68,425	68,425	50,701
6105 Overtime	68	153	-	-	50
6114 Sick Pay	4,454	1,127	-	-	-
6115 Vacation Pay	1,636	2,673	-	-	-
6150 Fringes	36,063	34,242	36,340	36,340	39,076
6316 Miscellaneous Supplies	-	410	400	400	-
6320 Printing & Reproduction	2,131	2,592	6,000	6,000	2,500
6321 Clothing	462	409	350	350	450
6326 Equipment Parts	-	-	-	-	200
6418 Equipment Repairs & Maint	1,825	1,825	2,200	2,200	1,500
6425 CEA Equip. Rental	3,900	3,423	3,254	3,254	-
6599 Other Contracts/Obligat'ns	14,000	21,000	16,000	16,000	16,000
6815 Software Acquisition	-	3,000	-	-	-
Total Expense	$ 146,115	$ 153,932	$ 161,256	$ 161,256	$ 152,751

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Other Contracts & Obligations

DMV support services	$ 16,000
	$ 16,000

CITY OF APPLETON 2004 BUDGET
PARKING UTILITY
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Charges for Services	$ 1,411,866	$ 1,417,600	$ 1,500,000	$ 1,361,000	$ 1,525,000
Other	385,461	398,604	400,000	402,000	369,998
Total Revenues	1,797,327	1,816,204	1,900,000	1,763,000	1,894,998
Expenses					
Operating Expenses	938,178	969,330	991,869	834,350	984,664
Depreciation	904,044	905,314	906,360	906,360	906,514
Total Expenses	1,842,222	1,874,644	1,898,229	1,740,710	1,891,178
Operating Income (Loss)	(44,895)	(58,440)	1,771	22,290	3,820
Non-Operating Revenues (Expenses)					
Property Taxes	-	-	-	-	-
Interest Income	79,064	46,956	50,000	37,000	15,000
Gain (Loss) on Sale of Fixed Assets	-	-	-	-	-
Interest Expense	-	-	-	-	-
Other	6,357	1,307	103,000	101,000	102,000
Total Non-Operating	85,421	48,263	153,000	138,000	117,000
Net Income (Loss) Before Transfers	40,526	(10,177)	154,771	160,290	120,820
Transfers In (Out)					
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Net Income	31,226	(19,477)	145,471	150,990	111,520
Fund Balance - Beginning	(1,893,080)	(1,861,854)	23,279,285	23,279,285	23,430,275
Residual Equity Transfers In (Out)	-	-	-	-	-
Contributed Capital Balance	25,104,010	25,160,616	-	-	-
Fund Balance - Ending	$ 23,242,156	$ 23,279,285	$ 23,424,756	$ 23,430,275	$ 23,541,795
Sources and Uses of Funds					
Cash - Beginning of Year				$ 724,262	$ 244,658
+ Net Income (Loss)				150,990	111,520
+ Depreciation				906,360	906,514
+ Long Term Debt				-	-
- Fixed Assets				(104,000)	(105,000)
- Principal Repayment				-	-
- Advance to TIF # 3				(1,432,954)	(913,034)
Working Cash - End of Year				$ 244,658	$ 244,658
Working Capital Reserve Requirement					
Prior Year Audited Expenditures					$ 1,874,644
- Depreciation					(905,314)
+ Transfer to General Fund					9,300
Net Prior Year Cash Expenditures					$ 978,630
25 % Working Capital Reserve Requirement					$ 244,658

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

MISSION STATEMENT

Central Equipment Agency (CEA) exists to maintain the City Fleet and to provide orderly replacement of vehicles as they reach their useful service life.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

Improved tracking of equipment repairs to monitor costs and repair times

Discussed major equipment repairs with end users to explore best repair options

Organized new product demonstrations to obtain users' input on future equipment purchases

Held a training week where mechanics moved to one shift for Team Building, Cummins Training, Refuse Packer Training and San Test Equipment Training

Audited Central Equipment Agency (CEA) for accurate fleet size for each division

Hired new Serviceman II position to bring staff up to full level

Modified preventative maintenance intervals to better suit equipment

Truck wash repairs are now part of CEA budget

Held annual auction for CEA equipment as well as for eight other communities

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

MAJOR 2004 OBJECTIVES

Improve employee training on new equipment received to maintain a consistent standard of service

Hold regular Central Equipment Agency (CEA) meetings with both the mechanics and operators of the vehicles to develop concise specifications for future equipment purchases

Monitor and refine the CEA monthly billing process

Contact personnel involved in the billing process to identify and address areas of concern

Improve customer service by linking vehicle information between all CEA maintenance locations

Audit all fleets to insure the proper equipment charges are being submitted for payment

Resolve any CEA issues identified

Perform physical audit of all fleets to ensure accuracy

Review on-line auction process and modify current process if needed

Review consolidation of mechanic services where applicable

DEPARTMENT BUDGET SUMMARY

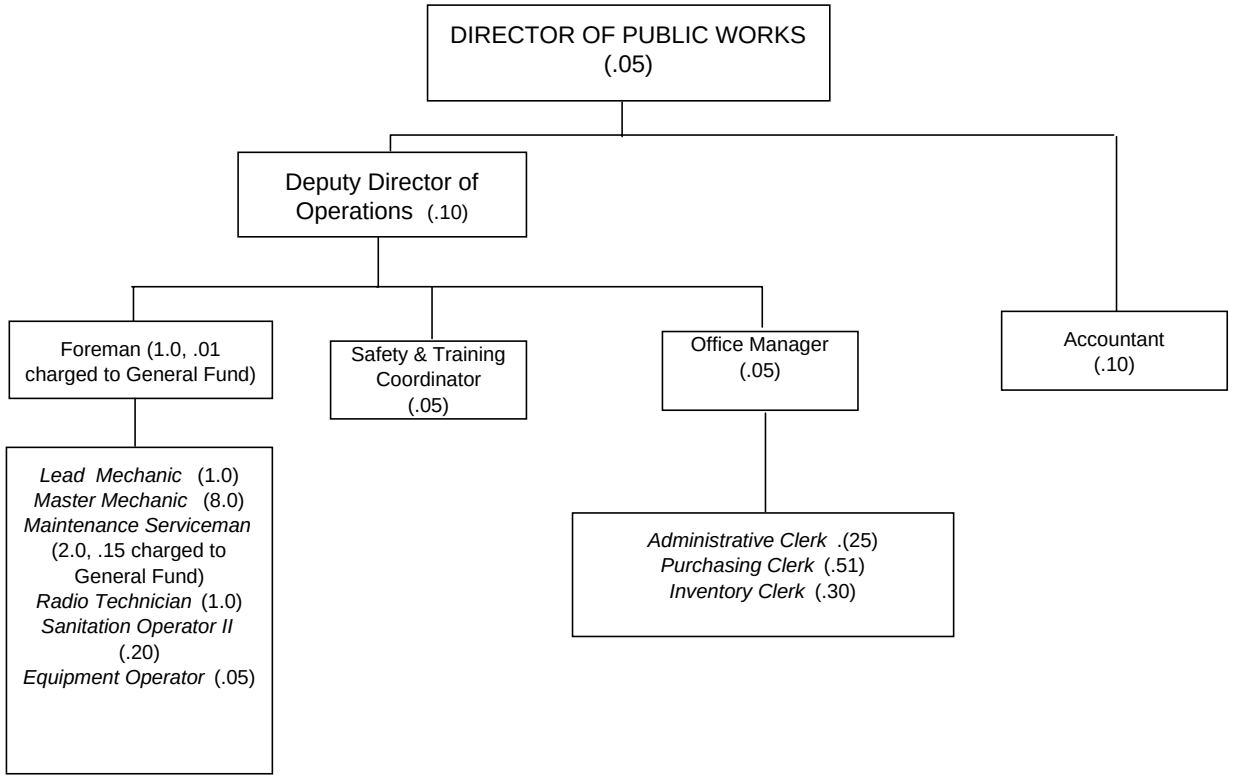
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,860,245	$ 1,652,878	$ 1,952,802	$ 1,953,971	$ 1,834,942	-6.09%
Program Expenses							
6110	Administration	1,208,321	1,154,053	1,899,543	1,899,543	1,788,084	-5.87%
6120	Maintenance	1,475,047	1,456,736	1,554,212	1,554,212	1,592,148	2.44%
Total Program Expenses		$ 2,683,368	$ 2,610,789	$ 3,453,755	$ 3,453,755	$ 3,380,232	-2.13%
Expenses Comprised Of:							
Personnel		784,704	812,220	887,425	887,425	959,221	8.09%
Administrative Expense		979,425	867,430	1,575,518	1,575,518	1,514,762	-3.86%
Supplies & Materials		751,857	739,128	840,950	840,950	729,281	-13.28%
Purchased Services		(6,019)	1,195	2,189	2,189	10,118	362.22%
Utilities		27,118	26,803	31,173	31,173	26,950	-13.55%
Repair & Maintenance		146,283	164,013	116,500	116,500	139,900	20.09%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

Personnel

DEPARTMENT ORGANIZATION



The 2004 budget includes the transfer of a Mechanic position from the Parks and Recreation department and a reduction in the amount of clerical staff time allocated from the General Fund.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	12.00	13.00	$ 761,346	$ 872,727	14.63%
Allocations from Other Funds:					
General Fund Public Works	2.40	1.46	120,586	84,776	-29.70%
Sanitation	0.10	0.20	5,493	11,704	113.07%
Allocations to Other Funds:					
General Fund Public Works	-	(0.16)	-	(9,814)	N/A
Amount for Contracts/Adjustments not Approved			-	(172)	N/A
Personnel Allocated to Fund	**14.50**	**14.50**	**$ 887,425**	**$ 959,221**	**8.09%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 Strategy # 3: "Train, develop and support our human resources…" and # 4: "...encourage open and productive working relationships…" and # 5: "...work to improve influence over statutory and regulatory processes."

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity

Review and revise equipment replacement policies

Continue to provide professional communication with all agencies

Provide accurate billing for CEA equipment

Provide detailed information on replacement equipment and requests for changes in replacement life

Major program changes:

The decrease in expenses is due to a decrease in the amount budgeted for fuel purchases (decreased $32,000) and the direct charging of vehicle insurance to the departments through the Risk Management Fund rather than flowing through CEA ($57,000 reduction). In the past, insurance on all vehicles has been charged to CEA and allocated to user departments as part of the maintenance cost of vehicles. Allocating insurance directly from the Risk Management Fund to the user departments provides a more equitable distribution of insurance cost, since not all City vehicles belong to CEA.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Cost effective service					
Overhead rate	$ 49.74	$ 47.36	$ 44.79	$ 44.79	$ 44.68
Strategic Outcomes					
Operational requirements of users					
Size of fleet	401	409	402	402	402
Consistent and current information					
# Policies reviewed/revised	4	6	2	2	2
Work Process Output					
Customer service					
Requests for additions to fleet	5	8	2	2	2

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4710 Interest on Investments	$ 32,561	$ 22,911	$ 30,000	$ 30,000	$ 12,000
4801 Charges for Serv.- Nontax	176	-	-	-	-
4865 CEA Operational Revenue	1,569,681	1,403,088	1,708,971	1,708,971	1,607,942
4908 Misc. Intergov.Charges	13,886	18,875	20,000	20,000	20,000
5004 Sale of City Prop - Nontax	1,115	7,017	175,000	175,000	175,000
5005 Sale of City Prop - Tax	1,822	1,506	-	-	-
5006 Gain (Loss) on Asset Disp.	201,707	153,798	-	-	-
5010 Misc Revenue - Nontax	2,498	255	-	-	-
5030 Damage to City Property	4,809	825	-	-	-
5035 Other Reimbursements	10	232	-	-	-
5082 Insurance Proceeds	7,365	24,753	5,000	5,000	5,000
Total Revenue	$ 1,835,630	$ 1,633,260	$ 1,938,971	$ 1,938,971	$ 1,819,942
Expenses					
6101 Regular Salaries	$ 16,114	$ 18,587	$ 20,378	$ 20,378	$ 24,293
6102 Labor Pool Allocations	74,334	110,133	135,773	135,773	102,571
6103 Unallocated Labor	(25,295)	-	-	-	-
6105 Overtime	102	21	140	140	100
6107 Temp. Full - Time	4	-	-	-	-
6108 Part-Time	3	2,034	-	-	-
6110 Other Compensation	596	-	19	19	-
6114 Sick Pay	27,796	1,756	-	-	-
6115 Vacation Pay	5,336	8,236	-	-	-
6150 Fringes	36,823	48,625	53,624	53,624	46,529
6159 Meal Allowance	4	-	-	-	-
6201 Training\Conferences	5,782	2,348	4,325	4,325	3,220
6204 Tuition Fees	-	2,068	-	-	-
6301 Office Supplies	1,149	681	1,284	1,284	1,200
6302 Subscriptions	1,746	725	1,750	1,750	1,680
6303 Memberships & Licenses	488	565	790	790	700
6304 Postage\Freight	181	141	-	-	-
6305 Awards & Recognition	-	-	-	-	204
6309 Shop Supplies & Tools	461	44,011	38,500	38,500	27,181
6310 Chemicals	-	-	12,000	12,000	12,000
6311 Paint & Supplies	3	36	200	200	-
6316 Miscellaneous Supplies	87	531	2,000	2,000	500
6320 Printing & Reproduction	1,316	1,743	2,500	2,500	1,900
6321 Clothing	1,217	524	1,200	1,200	800
6322 Gas Purchases	51,032	-	-	-	-
6323 Safety Supplies	727	744	950	950	800
6324 Medical\Lab Supplies	921	532	500	500	500
6326 Equipment Parts	-	33	-	-	-
6327 Miscellaneous Equipment	340	2,945	1,100	1,100	600
6401 Accounting/Audit	1,083	1,132	1,133	1,133	1,133
6407 Collection Services	1,907	3,892	5,200	5,200	4,200
6408 Contractor Fees	(509)	8,671	-	-	8,500
6413 Utilities	27,056	26,428	31,173	31,173	26,950
6418 Equip Repairs & Maint	170	552	4,000	4,000	2,900
6420 CBM charges	1,123	-	5,500	5,500	5,500
6429 Interfund Allocations	(2,092)	(3,329)	(1,000)	(1,000)	(3,000)
6430 Health Services	486	269	-	-	-
6451 Laundry Services	9,812	8,115	9,785	9,785	9,785
6501 Insurance	40,030	63,600	65,919	65,919	7,338
6503 Rent	370	710	800	800	-
6599 Other Contracts/Obligat'ns	-	1,500	-	-	-
6601 Depreciation Expense	1,509,335	1,552,378	1,500,000	1,500,000	1,500,000
6611 Depr Chargeback to CC	(581,717)	(756,884)	-	-	-
Total Revenue	$ 1,208,321	$ 1,154,053	$ 1,899,543	$ 1,899,543	$ 1,788,084

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Shop Supplies & Tools		Chemicals	
Replacement tools & supplies	$ 27,181	Car Wash soap	$ 12,000
	$ 27,181		$ 12,000

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6120**

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 Strategy # 2: "…pursue regional cooperation of services ..."

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 gross vehicle weight to comply with Department of Transportation requirements
Evaluate major repairs and research options to minimize out of service time and costs
Incorporate fleet into the new Asset Management System

Major program changes:

This budget reflects the transfer of one mechanic postiion from Parks and Recreation to CEA ($60,807).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours.	60	36	50	50	50
Equipment available for operational readiness					
# of emergency breakdowns (hours)	273	271	375	375	350
# of service calls	177	176	156	156	150
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	6,548	6,361	7,000	7,000	7,000
Corrective downtime hours	7,150	6,710	6,825	6,825	6,800
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	70	65	70	70	75

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6120**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4908 Misc. Intergov. Charges	$ 24,615	$ 19,618	$ 13,831	$ 15,000	$ 15,000
Total Revenue	$ 24,615	$ 19,618	$ 13,831	$ 15,000	$ 15,000
Expenses					
6102 Labor Pool Allocations	$ 414,263	$ 383,294	$ 470,168	$ 470,168	$ 529,487
6103 Unallocated Labor	13,267	569	-	-	-
6104 Call Time	1,783	2,674	1,800	1,800	850
6105 Overtime	4,383	20,677	11,000	11,000	3,700
6108 Part-Time	8	-	-	-	-
6110 Other Compensation	57	333	167	167	155
6113 Shift Differential	1,716	1,595	2,629	2,629	1,863
6114 Sick Pay	7,826	7,350	-	-	-
6115 Vacation Pay	27,291	27,709	-	-	-
6150 Fringes	178,198	178,626	191,727	191,727	249,673
6159 Meal Allowance	94	-	-	-	-
6304 Postage/Freight	613	624	650	650	420
6309 Shop Supplies & Tools	44,286	2,854	-	-	-
6311 Paint & Supplies	86	7	-	-	-
6316 Miscellaneous Supplies	3,260	948	-	-	-
6321 Clothing	426	-	-	-	-
6322 Gas Purchases	352,420	378,881	412,000	412,000	380,000
6323 Safety Supplies	88	-	-	-	-
6326 Vehicle & Equipment Parts	290,760	305,338	370,000	370,000	305,000
6327 Miscellaneous Equipment	4,426	-	-	-	-
6407 Collection Services	2,744	1,357	-	-	-
6409 Inspection Fees	4,419	5,221	3,500	3,500	4,500
6413 Utilities	64	375	-	-	-
6417 Vehicle Repairs & Maint	139,622	160,433	105,000	105,000	130,000
6418 Equip Repairs & Maint	2,626	1,319	-	-	-
6419 Communication Eq. Repair	2,736	1,708	2,000	2,000	1,500
6425 CEA Equip. Rental	7	-	-	-	-
6429 Interfund Allocations	(24,408)	(26,120)	(16,429)	(16,429)	(15,000)
6451 Laundry Services	539	488	-	-	-
6503 Rent	1,447	476	-	-	-
Total Expense	$ 1,475,047	$ 1,456,736	$ 1,554,212	$ 1,554,212	$ 1,592,148

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Gas Purchases	
Fuel for vehicles & equipment	$ 380,000
	$ 380,000
Vehicle & Equipment Parts	
Replacement parts for vehicle maintenance	$ 305,000
	$ 305,000
Vehicle Repairs & Maint.	
Contracted vehicle repairs	$ 130,000
	$ 130,000

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Charges for Services	$ 1,610,856	$ 1,441,836	$ 1,708,971	$ 1,581,864	$ 1,607,942
Other	12,185	25,809	40,000	40,000	40,000
Total Revenues	1,623,041	1,467,645	1,748,971	1,621,864	1,647,942
Expenses					
Operating Expenses	1,755,753	1,815,294	1,953,755	1,953,755	1,880,232
Depreciation	1,509,335	1,552,378	1,500,000	1,500,000	1,500,000
Other	-	-	-	-	-
Total Expenses	3,265,088	3,367,672	3,453,755	3,453,755	3,380,232
Operating Loss	(1,642,047)	(1,900,027)	(1,704,784)	(1,831,891)	(1,732,290)
Non-Operating Revenues (Expenses)					
Investment Income	32,561	22,911	30,000	30,000	12,000
Gain of Sale of Fixed Assets	-	-	-	-	-
Sale of City Property	204,644	162,322	175,000	65,757	175,000
Total Non-Operating	237,205	185,233	205,000	95,757	187,000
Net Loss Before Transfers	(1,404,842)	(1,714,794)	(1,499,784)	(1,736,134)	(1,545,290)
Transfers In (Out)					
Special Revenue - Sanitation	-	-	-	-	-
Net Loss	(1,404,842)	(1,714,794)	(1,499,784)	(1,736,134)	(1,545,290)
Depreciation Charged to Contributed Capital	581,717	756,884	-	-	-
Capital Contributions	-	-	1,158,591	1,158,591	1,505,031
Fund Balance - Beginning	3,713,715	2,890,590	9,460,277	9,460,277	8,882,734
Residual Equity Transfer In (Out)	-	-	-	-	-
Contributed Capital Balance	6,679,373	7,527,597	-	-	-
Fund Balance - Ending	$ 9,569,963	$ 9,460,277	$ 9,119,084	$ 8,882,734	$ 8,842,475
Sources and Uses of Funds					
Cash - Beginning of Year				$ 486,956	$ 250,822
+ Net Income (Loss)				(1,736,134)	(1,545,290)
+ Depreciation				1,500,000	1,500,000
- Net Change in Current Assets/Liab.				-	-
- Fixed Assets				-	-
- Residual Equity Transfer Out				-	-
Working Cash - End of Year				$ 250,822	$ 205,532

CITY OF APPLETON 2004 BUDGET
CENTRAL EQUIPMENT AGENCY

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

MAJOR 2004 OBJECTIVES

This budget provides for the replacement of the following equipment in the CEA fund:

Equipment	Home Department	Funding Source: CEA	Funding Source: Golf	Funding Source: Water Utility	Total Cost
Mini Van	Engineering	$ 24,000			$ 24,000
Dump Truck	Forestry	56,500			56,500
Greens Mower	Golf	18,200			18,200
Pick-up	Golf	-	24,000		24,000
Prover Trailer	Health	28,000			28,000
Pick-up	MSB	23,900			23,900
Pick-up (2)	Park	44,900			44,900
Riding Mower (3)	Park	76,266			76,266
Dump Truck	Park	37,500			37,500
Police Vans (3)	Police	72,000			72,000
Sewer Cleaner	Sewer	210,000			210,000
Plows (3)	Street	36,000			36,000
Paver	Street	263,765			263,765
Dump Truck (3)	Street	442,500			442,500
Roller	Street	66,500			66,500
Backhoe	Water	32,000		49,000	81,000
		$ 1,432,031	$ 24,000	$ 49,000	$ 1,505,031

Please note that this fund provides for the replacement of equipment that is currently in the CEA Fleet. The initial cost of any addition to the fleet is budgeted in the respective department's budget. The first column above reflects the amount paid into CEA for replacement. The other columns indicate the funding source for the remaining cost of the asset.

Major Program Changes:

The Central Equipment Agency, in conjunction with the user departments, evaluated the 2004 equipment purchases and determined that 32 units with a collective purchase price of $ 1,431,399 should be retained for one additional year.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 1,527,624	$ 1,515,331	$ 1,514,431	$ 1,514,431	$ 1,481,031	-2.21%
Program Expenses		$ 1,443,708	$ 1,462,443	$ 1,097,164	$ 1,097,164	$ 1,432,031	30.52%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		11,818	3,360	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		1,431,890	1,459,083	1,097,164	1,097,164	1,432,031	30.52%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 171,500	$ 120,000	$ -	$ -	$ -
4710 Interest on Investments	184,273	136,614	122,500	122,500	131,900
4866 CEA Depreciation	1,343,351	1,378,717	1,391,931	1,391,931	1,349,131
Total Expense	$ 1,699,124	$ 1,635,331	$ 1,514,431	$ 1,514,431	$ 1,481,031
Expenses					
6327 Miscellaneous Equipment	$ 11,818	$ -	$ -	$ -	$ -
6417 Vehicle Repairs & Maint.	-	3,360	-	-	-
6804 Equipment	1,431,890	1,459,083	1,097,164	1,567,435	1,432,031
Total Expense	$ 1,443,708	$ 1,462,443	$ 1,097,164	$ 1,567,435	$ 1,432,031

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Equipment

Replacement vehicles & equipment (see list, previous page)	$ 1,432,031
	$ 1,432,031

CITY OF APPLETON 2004 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 171,500	$ 120,000	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Special Assessments	-	-	-	-	-
Interest Income	184,273	136,614	122,500	137,143	131,900
Charges for Services	1,343,351	1,378,717	1,391,931	1,391,931	1,349,131
Other	-	-	-	-	-
Total Revenues	1,699,124	1,635,331	1,514,431	1,529,074	1,481,031
Expenses					
Program Costs	1,443,708	1,462,443	1,097,164	1,567,435	1,432,031
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	1,443,708	1,462,443	1,097,164	1,567,435	1,432,031
Revenues over (under) Expenses	255,416	172,888	417,267	(38,361)	49,000
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	255,416	172,888	417,267	(38,361)	49,000
Fund Balance - Beginning	3,392,057	3,647,473	3,820,361	3,820,361	3,782,000
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ 3,647,473	$ 3,820,361	$ 4,237,628	$ 3,782,000	$ 3,831,000

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES 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 2003 EVENTS

Communicable Disease surveillance activities continue to be a priority of the department. One such effort is providing TB skin testing for the staff of both the Emergency Shelter of the Fox Cities and the Salvation Army Emergency Shelter. We have also responded to new emerging pathogens, Severe Acute Respiratory Syndrome (SARS), West Nile Virus, and Human Monkey Pox. These new diseases have resulted in ongoing education of both health care providers and the public alike. Improvement in surveillance efforts have been a priority this year.

Public Health Preparedness continues to demand health department resources. Environmental Supervisor Tim Mirkes and Health Officer Kurt Eggebrecht assisted representatives from Fire and Police Departments in updating the City's Emergency Operations Plan (EOP). Eggebrecht also serves on the States Bioterrorism Fiscal Agents Committee and State CDC/HRSA Grant Advisory Committee and chairs the Fox Valley Public Health Preparedness Consortia. Two new staff members were hired this year to support the consortia's work. Several department staff have participated in bioterrorism related trainings this year. Ann Steele R.N., Kathy Stromberg R.N., Tim Mirkes and Kurt Eggebrecht attended an Incident Command Training (ICS) Course. On March 19th Tim Mirkes and Kurt Eggebrecht attended the Governor's Conference on Emergency Management held in Appleton. Stromberg and Eggebrecht attended a presentation on terrorism and public health preparedness by Dr. Osterholm, from the University of Minnesota. He is one of President Bush's key advisors on bioterrorism.

Appleton Health Department hosted the State's phase I smallpox vaccination clinics March 10th and April 1, 2003. These clinics were limited to first responder teams comprised of public health and hospital personnel throughout the area. Several department staff volunteered for this vaccination and accepted the responsibilities of the role of first responders.

Early in 2003, representatives of the Health Department participated in the planning and implementation of a preschool screening program for Appleton residents. The purpose of the screening was to identify preschool children who may benefit from further assistance before entering school. Early school success can positively alter developmental status and contribute significantly to school achievements. The developmental screening provides an overview of a child's development in four areas: fine-motor skills; eye-hand coordination; language skills; including comprehension and expression; and gross motor skills.

The Health Department has been approached by several surrounding communities requesting that we consider providing weights and measures services on a regional basis. Interest in this partnership has resulted from an increase in fees charged to these municipalities by the State, which currently provides service to these communities. After review and discussion with the various community leaders and City Sealer Jim Richter, it has become apparent that Appleton's level of service is beyond what is currently being provided. The Board of Health and Common Council approved this regional weights and measures initiative in June.

Environmental staff attended several training sessions on West Nile Virus (WNV). These sessions centered on prevention, surveillance and control activities to reduce Culex mosquito populations, the primary WNV carrier species. Educating the public about removal of standing water on their property plays a key role in reducing WNV. In June, traps were strategically placed throughout the City to increase surveillance efforts. Through a partnership with Marshfield Clinic, mosquitoes are sent to the lab for further testing for WNV.

The department continues to provide leadership in the Community Action for Tobacco Free Living Coalition. The goals of the coalition are: prevention of tobacco use among youth; elimination of exposure to environmental tobacco smoke; and promotion of tobacco cessation of young people and adults. Youth tobacco rates have declined.

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

MAJOR 2004 OBJECTIVES

In response to our recently conducted community needs assessment the Appleton Health Department continues to collaborate with representatives from Affinity and Touchpoint Health Plans and Fox Valley Health Departments including Calumet, Outagamie and Winnebago Counties and the cities of Menasha, Neenah and Oshkosh. In 2004, we will continue to focus our efforts on increasing community awareness of healthy lifestyle issues including exercise, diet and proper weight loss.

In an ongoing effort to plan and train for emergency management, all health department professional staff will participate in public health preparedness planning. Issues related to emerging infectious disease epidemiology and follow up and community vaccination and prophylaxis will be included in this plan. In working with other departments and communities, a regional approach will be established. In addition, in an effort to improve the community's Mental Health response capabilities, we anticipate taking a leadership role in establishing a regional Mental Health Coalition specific to Public Health Preparedness.

This will be the first calendar year of providing weights and measures services on a regional basis. Evaluation of the program will be ongoing to assess benefits and costs of providing services.

DEPARTMENT BUDGET SUMMARY

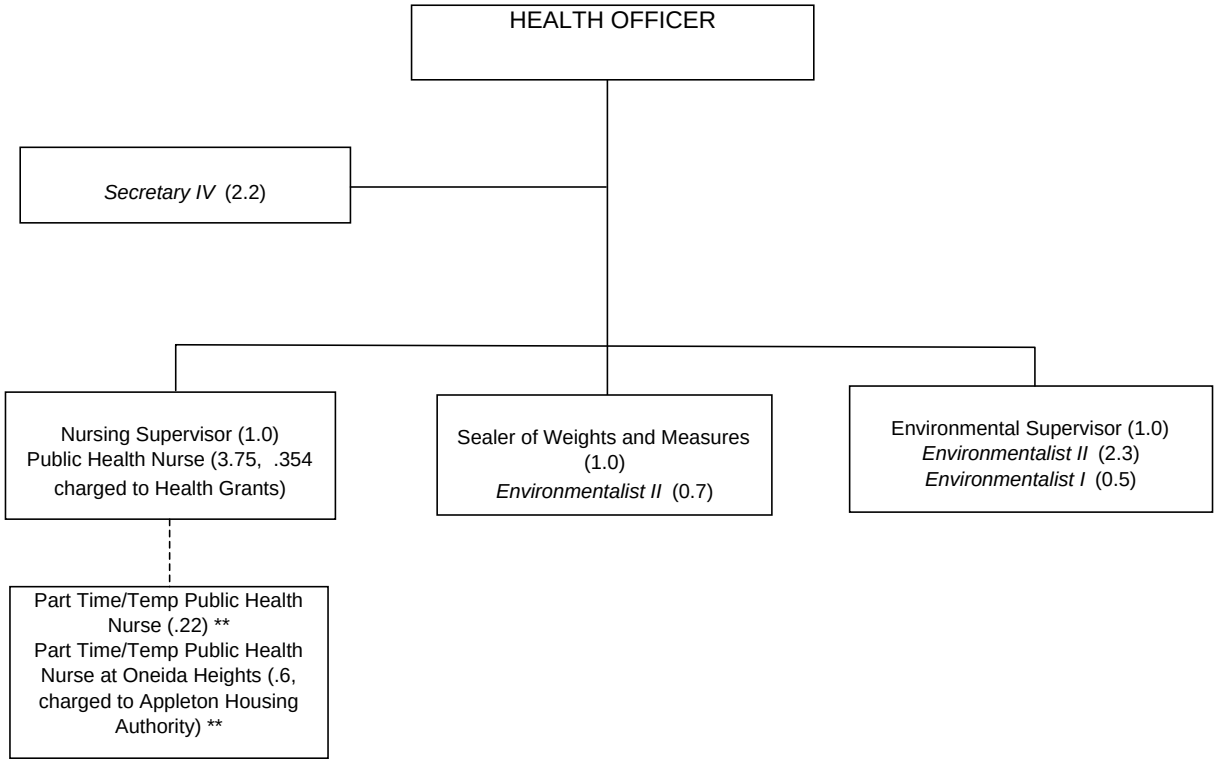
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 151,018	$ 156,346	$ 149,040	$ 166,056	$ 185,414	24.41%
Program Expenses							
12510	Administration	207,576	192,258	161,853	161,853	169,176	4.52%
12520	Nursing	317,511	378,481	385,458	394,575	403,315	4.63%
12530	Environmental Health	263,720	265,236	275,690	275,690	283,033	2.66%
12540	Weights & Measures	93,071	100,490	122,144	136,943	160,261	31.21%
TOTAL		$ 881,878	$ 936,465	$ 945,145	$ 969,061	$ 1,015,785	7.47%
Expenses Comprised Of:							
Personnel		792,939	857,763	853,588	873,484	927,336	8.64%
Administrative Expense		21,000	21,908	25,678	25,678	21,350	-16.85%
Supplies & Materials		24,291	18,468	24,993	28,993	24,900	-0.37%
Purchased Services		22,441	21,549	20,902	20,922	20,771	-0.63%
Utilities		9,504	8,224	8,570	8,570	8,570	0.00%
Repair & Maintenance		11,703	8,553	11,414	11,414	12,858	12.65%
Capital Expenditures		-	-	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

* *Number of Part Time/Temp staff; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	12.95	13.45	$ 871,852	$ 945,598	8.46%
Allocated To Other Funds:					
Health Grants	(0.35)	(0.35)	(18,264)	(18,262)	-0.01%
Personnel Allocated to General Fund	**12.60**	**13.10**	**$ 853,588**	**$ 927,336**	**8.64%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES 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: "… evaluate and determine city-wide priorities…"

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 Program Changes:

General office supplies and City copy charges, previously allocated to each program, are consolidated in this program (+$1,900 and $4,355, respectively).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Trained staff					
% of staff feeling 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
Internal advancement					
% of position vacancies filled from within	NA	NA	100%	100%	100%
Work Process Outputs					
Training					
Hours of training per employee	20	20	20	24	20
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	82	89	92	92	90
Prepare Annual report					
Completed by 120th day of following year	4/28/2002	4/26/2003	4/25/2004	4/25/2004	4/30/2005

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Administration **Business Unit 12510**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4802 Charges for Serv. - Tax	$ -	$ -	$ 40	$ 40	$ 40
5001 Fees & Commissions	100	-	-	-	-
5015 Rental of City Property	700	-	-	-	-
5035 Other Reimbursements	-	25	-	-	-
Total Revenue	$ 800	$ 25	$ 40	$ 40	$ 40
Expenses					
6101 Regular Salaries	$ 133,871	$ 123,127	$ 101,205	$ 101,205	$ 105,776
6105 Overtime	63	-	300	300	300
6108 Part-Time	4,063	2,026	-	-	-
6114 Sick Pay	-	296	-	-	-
6115 Vacation Pay	-	1,095	-	-	-
6150 Fringes	49,981	46,597	38,291	38,291	41,717
6201 Training\Conferences	4,029	2,125	3,785	3,785	2,500
6202 Local Auto Expense	911	360	500	500	-
6206 Parking Permits	1,140	1,246	1,344	1,344	1,296
6301 Office Supplies	1,090	1,766	1,140	1,140	3,040
6302 Subscriptions	27	-	100	100	-
6303 Memberships & Licenses	710	475	750	750	550
6304 Postage\Freight	-	1	-	-	-
6305 Awards & Recognition	-	-	-	-	197
6316 Miscellaneous Supplies	673	229	400	400	400
6320 Printing & Reproduction	2,547	3,778	3,038	3,038	6,500
6327 Miscellaneous Equipment	5,702	6,361	7,900	7,900	3,800
6404 Consulting Services	5	-	-	-	-
6413 Utilities	2,764	2,776	2,400	2,400	2,400
6418 Equip Repairs & Maint	-	-	700	700	700
Total Expense	$ 207,576	$ 192,258	$ 161,853	$ 161,853	$ 169,176

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES 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 # 6: "… work to continuously improve the efficiency and effectiveness of City services…"

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 Program Changes:

The 6th grade Hepatitis B school initiative was completed in May 2003. This was a six year project.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	no cases	no cases	100%	100%	100%
6th grade access to HepB vaccine					
# of school based clinics	54	38	10	10	complete
Occupational health initiatives					
Annual 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 6th grade students vaccinated	98%	98%	98%	99%	complete
City of Appleton meets COM regulations					
% of required participants	100%	100%	100%	100%	100%
Work Process Outputs					
Case management of TB clients					
# of home visits	0	26	10	10	0
TB skin tests: Police, Fire, Health					
# of TB skin tests (2002 Health only)	207	193	185	185	185

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 3,760	$ 14,327	$ -	$ 3,117	$ -
4801 Charges for Serv.- Nontax	4,532	3,537	3,000	3,000	3,000
5035 Other Reimbursements	30,800	24,161	35,000	35,000	38,877
5082 Insurance Proceeds	-	44	-	-	-
Total Revenue	$ 39,092	$ 42,069	$ 38,000	$ 41,117	$ 41,877
Expenses					
6101 Regular Salaries	$ 203,562	$ 227,432	$ 224,842	$ 224,842	$ 235,861
6108 Part-Time	20,026	25,588	38,494	42,841	41,725
6114 Sick Pay	-	1,413	-	-	-
6115 Vacation Pay	-	7,713	-	-	-
6150 Fringes	55,176	77,588	79,765	80,515	86,497
6201 Training\Conferences	847	2,149	2,500	2,500	1,500
6202 Local Auto Expense	3,024	3,420	4,000	4,000	3,700
6206 Parking Permits	1,680	2,570	2,604	2,604	2,600
6301 Office Supplies	716	460	700	700	-
6302 Subscriptions	147	127	150	150	150
6303 Memberships & Licenses	211	641	575	575	175
6304 Postage\Freight	-	34	-	-	-
6320 Printing & Reproduction	1,314	32	1,890	1,890	-
6324 Medical\Lab Supplies	6,494	6,658	6,800	10,800	8,000
6413 Utilities	3,439	2,812	3,060	3,060	3,060
6429 Interfund Allocations	-	-	(180)	(180)	(190)
6430 Health Services	11,847	11,587	11,058	11,078	11,037
6431 Interpreter Services	9,028	8,209	9,000	9,000	9,000
6432 Lab. Services	-	48	200	200	200
Total Expense	$ 317,511	$ 378,481	$ 385,458	$ 394,575	$ 403,315

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Health Services

Community STD health screening, treatment & followup	$ 11,037
	$ 11,037

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES 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 # 5: "… work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities, and massage and tattoo 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 Program Changes:

Triennial surveys will be conducted in 2004

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	99%	N/A	N/A	N/A	90%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	N/A	N/A	500	450	450
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	2	1	2
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	546	472	400	450	450
# follow up inspections	111	114	200	200	200
Response to complaints					
# of complaints/follow ups	267/93	163/83	200/90	150/80	200/90
Initial response within 3 business days	100%	98%	92%	95%	92%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	156	292	150	160	170

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 829	$ 211	$ -	$ -	$ -
4225 Health Grants & Aids	(50)	-	-	-	-
4305 Health	80,795	86,335	81,000	81,000	86,000
Total Revenue	$ 81,574	$ 86,546	$ 81,000	$ 81,000	$ 86,000
Expenses					
6101 Regular Salaries	$ 179,869	$ 177,899	$ 185,175	$ 185,175	$ 188,330
6105 Overtime	2,171	612	4,800	4,800	5,114
6114 Sick Pay	-	1,067	-	-	-
6115 Vacation Pay	-	6,905	-	-	-
6150 Fringes	61,766	65,873	67,710	67,710	73,084
6201 Training\Conferences	1,848	2,698	2,000	2,000	1,500
6202 Local Auto Expense	9	-	100	100	-
6206 Parking Permits	1,200	1,248	1,296	1,296	1,248
6301 Office Supplies	900	136	900	900	-
6302 Subscriptions	238	248	260	260	260
6303 Memberships & Licenses	301	201	330	330	230
6304 Postage\Freight	-	60	100	100	100
6316 Miscellaneous Supplies	1,104	969	1,000	1,000	1,000
6320 Printing & Reproduction	1,600	-	1,665	1,665	-
6324 Medical\Lab Supplies	89	-	150	150	150
6327 Miscellaneous Equipment	1,086	-	800	800	800
6413 Utilities	2,416	2,097	2,260	2,260	2,260
6418 Equip Repairs & Maint	-	132	300	300	300
6425 CEA Equip. Rental	7,562	3,386	5,094	5,094	7,007
6431 Interpreter Services	-	109	100	100	-
6432 Lab. Services	1,561	1,596	1,650	1,650	1,650
Total Expense	$ 263,720	$ 265,236	$ 275,690	$ 275,690	$ 283,033

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM MISSION

The program educates, consults, inspects, and enforces 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: "… pursue regional cooperation of services…"

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product checkweighing 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, and second hand and salvage dealers

Major Program Changes:

Triennial business and consumer surveys will be conducted in 2004. Also, 2004 will be the first full year that regional weights and measures services will be provided to neighboring communities. This impacts the charges for services revenue and salary and fringe benefit expenditures associated with this budget.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	96.2%	96.1%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	100.0%	N/A	N/A	N/A	90.0%
Accurate measuring devices					
% of devices that measure accurately	91.3%	88.1%	93.0%	95.0%	93.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	96.2%	96.1%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	90.7%	96.2%	91.0%	90.0%	91.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	100.0%	N/A	N/A	N/A	90.0%
Work Process Outputs					
Price scanning inspections					
# of annual/# of reinspections	83	80	80	85	80
Commodity inspections					
# of inspections	3,562	4,837	5,000	5,000	5,000
Device inspections					
# of inspections	2,101	2,378	2,000	2,100	2,000

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4312 Weights & Measures	$ 29,552	$ 27,706	$ 30,000	$ 30,000	$ 29,700
4801 Charges for Serv.- Nontax	-	-	-	13,899	27,797
Total Revenue	$ 29,552	$ 27,706	$ 30,000	$ 43,899	$ 57,497
Expenses					
6101 Regular Salaries	$ 60,439	$ 59,876	$ 79,717	$ 89,617	$ 104,168
6105 Overtime	2,385	1,897	3,600	3,600	3,000
6114 Sick Pay	-	907	-	-	-
6115 Vacation Pay	-	4,984	-	-	-
6150 Fringes	19,566	24,868	29,689	34,588	41,764
6201 Training\Conferences	1,273	1,419	1,500	1,500	1,500
6202 Local Auto Expense	-	-	50	50	-
6206 Parking Permits	300	312	324	324	624
6301 Office Supplies	300	92	300	300	-
6302 Subscriptions	-	20	50	50	50
6303 Memberships & Licenses	100	100	320	320	130
6316 Miscellaneous Supplies	280	134	350	350	350
6320 Printing & Reproduction	733	176	800	800	-
6327 Miscellaneous Equipment	2,669	132	200	200	3,900
6413 Utilities	885	538	850	850	850
6418 Equip Repairs & Maint	764	-	700	700	700
6425 CEA Equip. Rental	3,377	5,035	4,620	4,620	4,151
6429 Interfund Allocations	-	-	(926)	(926)	(926)
Total Expense	$ 93,071	$ 100,490	$ 122,144	$ 136,943	$ 160,261

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES DEPARTMENT

NOTES

CITY OF APPLETON 2004 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 2003 EVENTS

Maternal/Child Health (MCH) Grant-
The Appleton Health Department is on target to provide 24 pregnant non-Medical Assistance eligible women prenatal care coordination services and 15 children birth to 1 year will receive child care coordination services. Hiring, training and development of policies, procedures and protocols have been developed. Referral networks have been established through the County Women Infant and Children clinic offices and the Hmong and Hispanic Interagency Partnership meetings.

Prevention Grant-
This grant supports a collaborative initiative between the Health Department and Appleton Public Schools. An interactive health curriculum titled "Science, Tobacco and You" was purchased for 12 schools. Teacher inservice training was also conducted. This curriculum targets 5th graders in the prevention of tobacco use.

Vaccine Improvement Plan Grant-
These grant dollars support our goal of 89% of Appleton children aged 19-35 months will receive age appropriate immunizations. This grant also supports a newly formed regional immunization coalition titled Fox Cities Immunization Coalition which strives to increase immunization rates in the Fox Valley area. In addition, this grant provides for Hepatitis A and B immunizations for all residents (with no insurance) who test positive for Hepatitis C.

Centers for Disease Control (CDC) Lead Poisoning Prevention Grant-
These grant funds provide for 10 high risk Appleton families to learn more about how to identify lead risk and exposure in their homes and strategies to reduce exposure. All children with an elevated blood lead level of 10 or greater receive nursing intervention and follow-up.

Tobacco Grant
This grant supports the work of the newly formed Fox Valley tobacco coalition titled Community Action for Tobacco Free Living. The goals are to reduce tobacco use and encourage smoke free environments. This grant resulted in a regional approach to tobacco control and is now also supported by the Wisconsin Tobacco Control Board funding. In addition, funds in this grant support the objectives found in the Prevention Grant.

Tuberculosis Grant
This grant supports the identification and treatment of individuals with latent (non-active) tuberculosis. Policy and procedures have been established and community networks have been linked (memorandums of understanding completed) with area physicians to provide treatment.

Bioterrorism/Public Health Preparedness Grant
This grant supports training to deal with the effects of bioterrorism. Appleton is the fiscal agent for the newly formed Fox Valley Public Health Preparedness Consortia comprised of the following health departments: Green Lake, Waushara, Winnebago, Calumet, Outagamie, Waupaca, Neenah, Menasha, Oshkosh, and Appleton.

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS

MAJOR 2004 OBJECTIVES

Tobacco Control Grant-
Provide leadership to Community Action for Tobacco Free Living Coalition
Maternal Child Health (MCH) Grant-
Provide maternal and child health program services to Appleton residents
Prevention Grant-
This is to be determined by new consolidated contract guidelines. It is our intent to use these funds for regional planning of health priorities identified by community needs assessment.
CDC Lead Poisoning Prevention Program Grant -
Reduce the incidence of childhood blood lead poisoning through intervention and education
Vaccine Improvement Grant-
Ensure that 86% of all two year olds served by the department will have completed their primary vaccine series

	Actual		Budget		
Discontinued Programs	**2001**	**2002**	**Adopted 2003**	**Amended 2003**	**2004**
Outreach for Medical Assistance					
Revenue	7,957	5,925	-	-	-
Expense	7,573	5,926	-	-	-
TB Grant					
Revenue	28,211	35,007	41,589	49,039	-
Expense	28,211	35,006	41,589	49,039	-

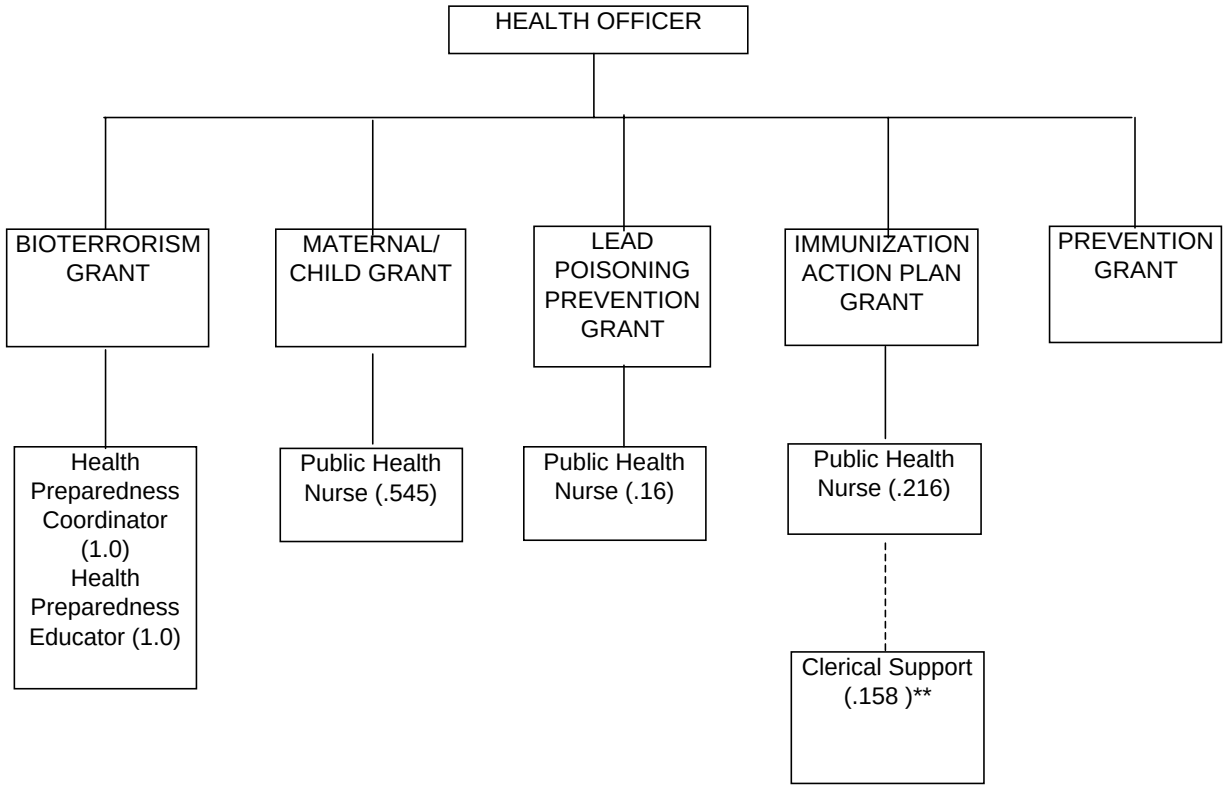
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2001**	**2002**	**Adopted 2003**	**Amended 2003**	**2004**	**Change ***
Program Revenues		$ 121,455	$ 121,743	$ 111,875	$ 536,684	$ 590,124	427.49%
Program Expenses							
2010	Tobacco Grant	1,296	-	2,763	2,794	2,794	1.12%
2011	MCH Grant	61,352	39,269	35,826	35,351	35,309	-1.44%
2013	Prevention Grant	1,373	12,923	10,166	9,634	9,619	-5.38%
2014	CDC Lead Grant	8,305	8,028	8,277	9,584	9,584	15.79%
2015	Immunization Grant	12,960	19,175	13,254	14,092	22,653	70.91%
2018	Bioterrorism Grant	-	1,416	-	416,190	510,165	N/A
	Discontinued Programs	35,784	40,932	41,589	49,039	-	-100.00%
TOTAL		$ 121,070	$ 121,743	$ 111,875	$ 536,684	$ 590,124	427.49%
Expenses Comprised Of:							
Personnel		48,545	90,058	86,854	312,244	216,557	149.33%
Administrative Expense		2,080	16,074	14,311	87,798	195,514	1266.18%
Supplies & Materials		754	1,282	1,000	14,930	15,850	1485.00%
Purchased Services		69,691	13,924	8,994	118,996	159,628	1674.83%
Utilities		-	405	716	2,716	2,575	259.64%
Repair & Maintenance		-	-	-	-		N/A
Capital Expenditures		-	-	-	-		N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Personnel

DEPARTMENT ORGANIZATION



Non-represented
Represented

** Approximate FTE of Part Time/Temporary staff based on hours scheduled; not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	1.54	2.92	$ 67,596	$ 196,152	190.18%
Allocated from Other Funds:					
General Fund - Health	0.35	0.35	18,264	18,262	-0.01%
Amount for Contracts/Adjustments not Approved			994	2,143	115.59%
Personnel Allocated to Fund	**1.89**	**3.27**	**$ 86,854**	**$ 216,557**	**149.33%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Tobacco Control Grant **Business Unit 2010**

PROGRAM MISSION

Provide support to tobacco control and prevention programs through the Community Action for Tobacco Free Living Coalition

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "… pursue regional cooperation of services…"

Objectives:

The Community Action for Tobacco Free Living Coalition works to improve the health status of the community by reducing youth and adult smoking rates and providing non smokers with a tobacco free environment.

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Support for smoking cessation # smoking cessation programs available	3	7	8	8	6
Strategic Outcomes					
Active local coalition # meetings/year	10	11	10	11	10
Work Process Outputs					
% of coalition meetings attended	100%	100%	80%	100%	80%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Tobacco Control Grant **Business Unit 2010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 1,296	$ -	$ 2,763	$ 2,794	$ 2,794
Total Revenue	$ 1,296	$ -	$ 2,763	$ 2,794	$ 2,794
Expenses					
6201 Training/Conferences	$ 1,296	$ -	$ 1,211	$ 1,211	$ 1,211
6430 Health Services	-	-	1,552	1,583	1,583
Total Expense	$ 1,296	$ -	$ 2,763	$ 2,794	$ 2,794

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services 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 # 6: "… work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Healthy Births/Healthy Children will be the two MCH themes these grant dollars will target

Provide comprehensive public health nursing (perinatal care coordination) services to pregnant high risk women

Provide comprehensive public health nursing services (child care coordination) to infants aged from birth to 12 months

Maintain advocacy/education efforts through active participation in community and coalitions

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Access to prenatal care					
# of women served	64	41	20	24	24
Strategic Outcomes					
Increase # of at-risk non-MA eligible women who receive prenatal services during 1st trimester					
# receiving care	23	N/A	8	N/A	N/A
Non-MA eligible women who receive prenatal care coordination services will have positive birth outcomes					
% of births with positive outcomes	New measure	91%	92%	92%	92%
Work Process Outputs					
# client children Birth-12 mo. old who receive child care coordination	73	22	18	18	18
Attend community meetings	100%	100%	90%	95%	95%

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - MCH Grant **Business Unit 2011**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 61,353	$ 39,270	$ 35,826	$ 35,351	$ 35,309
Total Revenue	$ 61,353	$ 39,270	$ 35,826	$ 35,351	$ 35,309
Expenses					
6102 Labor Pool Allocations	$ -	$ 506	$ -	$ -	$ -
6108 Part-Time	-	27,258	26,633	26,227	26,328
6114 Sick Pay	-	247	-	-	-
6115 Vacation Pay	-	556	-	-	-
6150 Fringes	-	3,954	4,543	4,474	4,596
6201 Training/Conferences	-	300	400	400	400
6202 Local Auto Expense	-	665	350	350	400
6206 Parking Permits	-	330	684	684	360
6324 Medical\Lab Supplies	-	197	500	500	250
6413 Utilities	-	405	716	716	275
6430 Health Services	61,352	2,627	-	-	-
6431 Interpreter Services	-	2,224	2,000	2,000	2,700
Total Expense	$ 61,352	$ 39,269	$ 35,826	$ 35,351	$ 35,309

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET

SPECIAL REVENUE FUNDS

Health Services 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: "… evaluate and determine city-wide priorities…"

Objectives:

Building on the Community Needs Assessment (Behavioral Risk Factor Surveillance System In the Fox Cities) establish linkages to the new State Health Plan.

Focus area will be cardiovascular disease reduction through healthy lifestyle, diet and exercise

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Environmental and Nursing data systems developed	In development	ESS complete	Nurse complete	Complete	Environmental
Strategic Outcomes					
Outcome data reports available					
# of reports	New measure	4	4	4	4
Work Process Outputs					
Staff training in new system					
# of training hours	New measure	4	4	4	NA

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Prevention Grant **Business Unit 2013**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 1,373	$ 12,923	$ 10,166	$ 9,634	$ 9,619
Total Revenue	$ 1,373	$ 12,923	$ 10,166	$ 9,634	$ 9,619
Expenses					
6201 Training/Conferences	$ -	$ 12,923	$ 10,166	$ 9,634	$ 9,619
6404 Consulting Services	1,373	-	-	-	-
Total Expense	$ 1,373	$ 12,923	$ 10,166	$ 9,634	$ 9,619

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET

SPECIAL REVENUE FUNDS

Health Services 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 # 6: "… work to continuously improve the efficiency and effectiveness of City services…"

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 Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
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	5	4	6	9	8
# of EBLs 10-19	17	10	18	12	12
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	48	59	35	35	35

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - CDC Lead Grant **Business Unit 2014**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 8,305	$ 8,027	$ 8,277	$ 9,584	$ 9,584
Total Revenue	$ 8,305	$ 8,027	$ 8,277	$ 9,584	$ 9,584
Expenses					
6108 Part-Time	$ 6,060	$ 5,773	$ 4,985	$ 6,102	$ 7,660
6115 Vacation Pay	-	352	-	-	-
6150 Fringes	1,000	1,068	850	1,040	1,339
6413.8 cellular phone	179	-	-	-	240
6404 Consulting Services	91	13	142	142	145
6430 Health Services	844	809	2,200	2,200	-
6431 Interpreter Services	131	13	100	100	200
Total Expense	$ 8,305	$ 8,028	$ 8,277	$ 9,584	$ 9,584

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET

SPECIAL REVENUE FUNDS

Health Services 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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "… work to continuously improve the efficiency and effectiveness of City services…"

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, and hepatitis B.

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Access to immunization					
# of clients served	3,130	2,661	2,200	2,200	2,000
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	3	1	2	3	2
# cases statewide	198	182	170	170	170
Work Process Outputs					
Internal case audit by 12/31	12/13/2002	3/18/2002	12/31/2003	12/31/2003	12/31/2004
Clinic case audit by 12/31	10/24/2002	7/23/2002	12/31/2003	NA	NA
# of tracking contacts	1,231	1,027	900	1,000	900

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Vaccine Improvement Grant **Business Unit 2015**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ 12,960	$ 19,175	$ 13,254	$ 14,092	$ 22,653
Total Revenue	$ 12,960	$ 19,175	$ 13,254	$ 14,092	$ 22,653
Expenses					
6101 Regular Salaries	$ -	$ 213	$ -	$ -	$ -
6108 Part-Time	10,219	14,274	11,338	12,054	14,546
6115 Vacation Pay	-	456	-	-	-
6150 Fringes	1,579	2,473	1,916	2,038	2,507
6307 Food & Provisions	408	-	-	-	-
6324 Medical\Lab Supplies	754	-	-	-	600
6430 Health Services	-	1,703	-	-	-
6431 Iterpreter Services	-	56	-	-	5,000
Total Expense	$ 12,960	$ 19,175	$ 13,254	$ 14,092	$ 22,653

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2003 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM MISSION

Provide regional approach to terrorism preparedness. Appleton serves as fiscal agent for the Fox Valley Public Health Preparedness Consortia comprised of 10 area health departments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "… pursue regional cooperation of services…"

Objectives:

To prepare and train for public health emergencies which may result from terrorist activity

Prepare response plans which integrate and compliment local EOP plans

Provide training opportunities for staff and key community leaders and first responders

Establish 24/7 response capacity

Establish regional response to communicable disease prevention, response and recovery

Major Program Changes:

In 2003 two staff members were hired .

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
# of trainings available	N/A	N/A	2	3	4
Strategic Outcomes					
Active regional coalition # of meetings /year	N/A	N/A	12	12	12
Work Process Outputs					
% of coalition meetings attended	N/A	N/A	90%	100%	90%

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4225 Health Grants & Aids	$ -	$ 1,416	$ -	$ 416,190	$ 510,165
Total Revenue	$ -	$ 1,416	$ -	$ 416,190	$ 510,165
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ 144,575	$ 104,998
6110 Other Compensation	-	-	-	12,219	12,585
6150 Fringes	-	-	-	60,626	41,998
6201 Training\Conferences	-	1,416	-	63,333	178,876
6202 Local Auto Expense	-	-	-	3,600	4,000
6206 Parking Permits	-	-	-	936	648
6301 Office Supplies	-	-	-	5,000	5,000
6327 Miscellaneous Equipment	-	-	-	13,930	10,000
6408 Contractor Fees	-	-	-	109,971	150,000
6413 Utilities	-	-	-	2,000	2,060
Total Expense	$ -	$ 1,416	$ -	$ 416,190	$ 510,165

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training\Conferences

Appleton Health Department training in Bioterrorism response	$ 23,884
Training for consortium members in Bioterrorism response, e.g. conduct a regional mass vaccination exercise, establish & train post-event response teams, etc.	154,992
	$ 178,876

Miscellaneous Equipment

Public health responder equipment, e.g. emergency response kit, reference materials on CD, etc.	$ 10,000
	$ 10,000

Contractor Fees

Contractor services for regional mass vaccination exercise, develop and test response plans, etc.	$ 150,000
	$ 150,000

Note:

The foregoing breakdowns are for illustration only. The specific objectives for the bioterrorism grant, and therefore the specific expenditures, have yet to be finalized in negotiation with the granting agencies.

CITY OF APPLETON 2004 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	121,455	121,743	111,875	536,684	590,124
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	121,455	121,743	111,875	536,684	590,124
Expenses					
Program Costs	121,070	121,743	111,875	536,684	590,124
Administrative Expenses	-	-	-	-	-
Total Expenses	121,070	121,743	111,875	536,684	590,124
Revenues over (under) Expenses	385	-	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	385	-	-	-	-
Fund Balance - Beginning	(385)	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2003 EVENTS

The Appleton Police Department acknowledges the many challenges facing the City's 2004 budget process. Further, we recognize the potential for an increase in police calls for service as a result of economic and fiscal tightening. (A key assumption is the economy cohort that influences crime rates.) Therefore, in order to balance the need to be more fiscally responsible to the anticipated increase in demands for service, the Department is actively researching ways to combine functions within various units so as to provide a more efficient and cost effective deliverable to the community.

The creation of the Community Resource Unit (CRU) in 2002 consolidated the community resource and service function within the Department. This consolidation allows the Department to better meet the expanding role of community involvement and community service expectations. The combined efforts of Community Liaison Officers, Community Intervention Team, Public Information Officer, Lake Winnebago Area Metropolitan Enforcement Group (MEG) Officer, Crime Analyst, and Community Engagement staff will provide better long-range planning with a focus on community policing and crime prevention. As a direct result of this organizational restructuring, the Department has reduced its sworn staff by one and converted two part-time Community Engagement positions to one full-time position.

To ensure the Department is in compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards, a comprehensive on-site audit was conducted in April 2003, by a CALEA inspection team. Accreditation is awarded to agencies meeting or exceeding all requirements of the CALEA professional standards. Our eleven years of continuous accreditation reflects the Department's commitment to professionalism and its dedication to a higher standard of policing many law enforcement agencies aspire to achieve but few have obtained.

The Police Department is currently conducting a municipal court study to determine the feasibility of establishing a municipal court system in the City of Appleton. All City traffic citations and ordinance violations are now handled through the Outagamie County Circuit Court with each judge handling the cases on a rotating basis. A municipal court will provide a better opportunity to process traffic and ordinance violation offenses more expeditiously: moving offenders through the system faster so as to reduce the incidence of repeat violations.

The FoxComm project has been progressing with implementation of the computer-aided dispatch (CAD) system scheduled for August. This regional network allows public safety agencies in Brown, Winnebago, Outagamie, and Calumet Counties to exchange and manage critical information. The second phase of the project is selecting a records management system (RMS). The RMS program should meet the needs of the Department, and also support an essential system for the sharing of information between multi-jurisdictional law enforcement agencies.

The Police Department and Outagamie County continue to study the feasibility of a joint City/County criminal justice center. A consultant has been contacted to assist in facilitating this process. Further, the Police Department is proceeding with the possibility of utilizing the city-owned Mackville quarry site for an outdoor shooting-range project. Fox Valley Technical College has expressed interest in this project as a partner. Finally, the Police Department, Grand Chute Police Department, Outagamie County Sheriff's Office, and Fox Valley Technical College are discussing the feasibility of a local forensic laboratory facility that will process evidence at a more efficient turn-around rate than what is currently available through the state crime facilities.

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

MAJOR 2004 OBJECTIVES

A restructuring of personnel and programs within the Appleton Police Department (APD) will continue in 2004, with the initial focus occurring in the Resource Development Unit (RDU). In cooperation with the Human Resource Department (HR), HR will coordinate the recruitment process for all police employees. This is a significant departure from past practice in our hiring and recruiting as this function was performed exclusively by the RDU for all sworn officer positions. As the personnel field has become highly specialized, HR's expertise in employment policies and practices will enable the Department to stay current of all changes. Through this collaborative effort we are encouraged this change will provide a more effective and efficient recruitment and hiring process. It also allows one sworn officer position to be held vacant.

Another significant change in the 2004 budget is the reduction in overtime due to the change in mental health transport procedures performed by the APD for Outagamie County. Outagamie County is requiring all local jurisdictions within the County to provide their own mental health transports to a mental health treatment facility at their own expense. Essentially, Outagamie County is reducing their costs by passing this responsibility back to the local communities, which is allowed by state law. This change will also result in a reduction in revenue for the Department. Our mental health transport procedures will be reviewed as to provide transports with available on-duty officers when possible, thus controlling overtime increases.

In 2004, we will continue to identify and evaluate other positions and services within the Department that can be restructured in a more cost-effective way. Throughout this analysis we will establish criteria for programs and services to ensure the Department is not only meeting the service needs of its citizens today, but for years to come in the most efficient way possible.

DEPARTMENT BUDGET SUMMARY

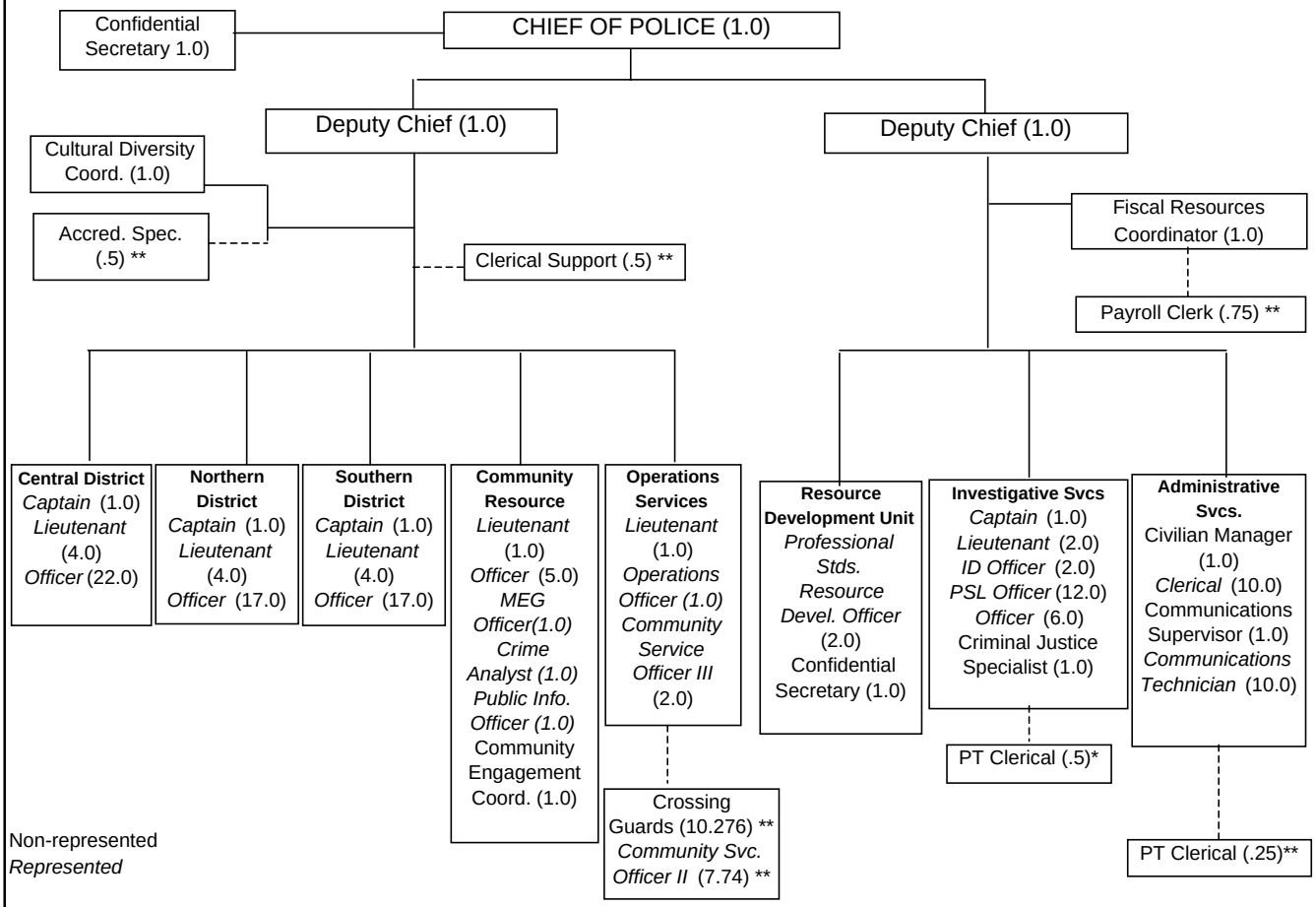
Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
	Program Revenues	$ 1,373,994	$ 1,181,861	$ 1,064,852	$ 1,072,852	$ 773,017	-27.41%
	Program Expenses						
17511	Executive Management	453,827	449,712	457,249	457,249	444,265	-2.84%
17512	Administrative Services	784,000	742,524	760,602	760,602	794,666	4.48%
17513	Resource Development	442,645	460,262	445,409	445,409	283,438	-36.36%
17514	Public Communication	716,058	702,174	710,435	710,435	700,511	-1.40%
17520	Community Resource	-	-	-	-	800,825	N/A
17521	Operational Services	1,249,011	1,417,847	1,268,446	1,323,981	997,972	-21.32%
17522	Crossing Guards	209,782	228,969	229,544	229,544	217,407	-5.29%
17524	Community Services	241,070	272,716	288,583	288,795	286,487	-0.73%
17531	PSL	1,013,208	1,026,794	1,006,529	1,006,529	1,021,329	1.47%
17532	Adult Investigations	971,920	940,747	947,304	1,027,198	804,762	-15.05%
17533	Evidence/Property	176,800	191,725	184,890	184,890	193,547	4.68%
17541	Central District	2,275,082	2,275,981	2,206,304	2,206,304	2,067,101	-6.31%
17542	Southern District	1,828,053	1,798,814	1,811,394	1,811,394	1,774,442	-2.04%
17543	Northern District	1,734,703	1,689,883	1,922,341	1,922,341	1,687,769	-12.20%
	TOTAL	$ 12,096,159	$ 12,198,148	$ 12,239,030	$ 12,374,671	$ 12,074,521	-1.34%
Expenses Comprised Of:							
Personnel		10,738,824	10,765,046	10,756,561	10,764,561	10,888,120	1.22%
Administrative Expense		204,605	189,170	216,119	223,654	147,795	-31.61%
Supplies & Materials		199,390	333,150	314,555	354,767	181,235	-42.38%
Purchased Services		203,940	137,935	160,354	240,248	83,350	-48.02%
Utilities		148,321	147,184	165,300	165,300	153,950	-6.87%
Repair & Maintenance		554,593	580,717	626,141	626,141	620,071	-0.97%
Capital Expenditures		46,486	44,946	-	-	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Personnel

DEPARTMENT ORGANIZATION



The 2004 budget reflects holding three (3) officer positions vacant for the full year and two (2) additional positions, expected to become vacant due to mid-year retirements, vacant for half of the year. Also, due to the recent settlement of labor agreements with the Appleton Professional Police Association (APPA), the 2004 budget reflects a two-year cost of living increase.

** Approximate FTE of Part Time/Temp staff, not included in FTE headcount.

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	140.00	140.00	$ 10,756,561	$ 10,888,120	1.22%
Personnel Allocated to General Fund	**140.00**	**140.00**	**$ 10,756,561**	**$ 10,888,120**	**1.22%**

CITY OF APPLETON 2004 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: "... pursue regional cooperation of services..."

Objectives:

Provide leadership and oversight to the community to support community partnerships

Solicit and encourage employee input and participation in department programs and projects and support employees with necessary resources for development and growth

Coordinate inter/intra departmental activities

Major Program Changes:

A revenue decrease of $132,000 in mental transports is the result of a change in policy by Outagamie County to discontinue reimbursement for this service. In addition, revenue for court fines and fees has been reduced $150,000 based on actual for previous years and estimated revenue for 2003.

The reclassification of the Administrative Assistant position from grade 5 to grade 6 has a projected increase of $3,896 in personnel expenses. Food and provisions previously budgeted within various programs is now combined in the Executive Management budget. This is an increase of $3,380 for the Executive budget, but a decrease of $2,500 for the department overall.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Increase community partnerships					
# of positive correspondence	80	78	80	79	80
# of replies to all correspondence	166	265	175	250	255
Strategic Outcomes					
National compliance recognition					
Meet accreditation standards	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
# of public presentations by Chief	150	117	145	80	100
# of Community outreaches: media, events, meetings, etc.	24	75	24	100	100
Improve internal communications					
# of internal meetings: staff, district, planning, etc.	29	69	40	78	75

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 52,708	$ 84,732	$ 7,200	$ 7,200	$ 7,400
4224 Miscellaneous State Aid	47,354	51,447	45,500	45,500	45,500
4230 Miscellaneous Local Aid	-	5,037	-	-	-
4510 Court Fines & Fees	550,333	355,125	525,000	525,000	375,000
4801 Charges for Serv.- Nontax	17,979	45,922	30,000	30,000	30,000
4802 Charges for Serv. - Tax	2,098	2,285	3,000	3,000	3,000
4806 False Alarm Fees	29,979	25,904	30,000	30,000	30,000
4906 Mental Transports	166,762	166,184	155,000	155,000	23,000
5010 Misc Revenue - Nontax	8,205	4,291	6,000	6,000	6,000
5011 Misc Revenue - Tax	176	243	500	500	500
5020 Donations & Memorials	4,500	-	-	-	-
5030 Damage to City Property	-	502	-	-	-
5035 Other Reimbursements	58	-	-	-	-
5045 Reimb from Prior Yr. Exp.	33,186	-	-	-	-
Total Revenue	$ 913,338	$ 741,672	$ 802,200	$ 802,200	$ 520,400
Expenses					
6101 Regular Salaries	$ 191,858	$ 221,545	$ 246,272	$ 246,272	$ 259,664
6102 Labor Pool Allocations	-	45	-	-	-
6105 Overtime	-	-	1,069	1,069	1,162
6108 Part-time	17,991	34,206	39,084	39,084	40,798
6110 Other Compensation	1,559	4,425	1,180	1,180	1,286
6114 Sick Pay	136	1,591	-	-	-
6115 Vacation Pay	3,377	20,987	-	-	-
6150 Fringes	75,657	97,642	98,521	98,521	107,650
6201 Training\Conferences	28,019	9,115	9,825	9,825	-
6202 Local Auto Expense	339	640	450	450	-
6206 Parking Permits	480	360	648	648	360
6301 Office Supplies	4,678	2,525	-	-	-
6302 Subscriptions	3,258	2,876	4,710	4,710	1,295
6303 Memberships & Licenses	3,084	3,175	4,880	4,880	3,275
6304 Postage/Freight	395	41	25	25	25
6307 Food & Provisions	864	249	1,000	1,000	4,050
6315 Books & Library Material	2,790	1,314	2,580	2,580	750
6316 Miscellaneous Supplies	633	533	1,375	1,375	1,000
6320 Printing & Reproduction	1,322	443	-	-	-
6321 Clothing	19,428	19,652	25,130	25,130	16,650
6327 Miscellaneous Equipment	18,250	11,301	2,000	2,000	1,500
6402 Legal Fees	981	242	1,700	1,700	300
6403 Bank Services	25	-	-	-	-
6404 Consulting Services	22,799	5,998	8,000	8,000	3,000
6411 Temporary Help	2,061	-	-	-	-
6413 Utilities	3,586	3,592	-	-	-
6418 Equip Repairs & Maint	-	-	400	400	200
6424 Software Support	3,535	2,478	2,400	2,400	300
6431 Interpreter Services	950	-	-	-	-
6501 Insurance	268	-	-	-	-
6599 Other Contracts/Obligat'ns	39,468	4,737	6,000	6,000	1,000
6608 Block Grant Payments	2,243	-	-	-	-
6630 Other Grant Payments	3,793	-	-	-	-
Total Expense	$ 453,827	$ 449,712	$ 457,249	$ 457,249	$ 444,265

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Clothing

New officer issue 1 @$1,000	$ 1,000
Honor Guard	200
Badges, patches, bars, etc.	500
Replacement of damaged items	500
Protective vests 26 @ approx. $550	14,450
	$ 16,650

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

To supply accurate and timely information to police officers, City departments, and other external agencies

Major Program Changes:

The Equipment Specialist part-time position was deleted resulting in a $13,619 reduction in personnel expenses. This budget reflects a change in the way building maintenance expenses are allocated. In prior years janitorial supplies and services have been allocated from Central Building Maintenance (CBM) to Unclassified General Fund for all General Fund departments. With the 2004 budget, janitorial supplies and service will be charged directly to departments ($70,063).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	100%	85%	100%	95%	100%
Strategic Outcomes					
Compliance with Uniform Crime Reporting					
Complete monthly reporting requirements to state and FBI	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of open records requests	9,935	11,965	12,000	11,300	11,500
Avg. pages for taped offense reports	3	3	4	3	3
Avg. taped offense reports completed weekly	110	105	115	107	110

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 358,027	$ 308,354	$ 367,366	$ 367,366	$ 373,239
6102 Labor Pool Allocations	8	241	-	-	-
6105 Overtime	13,368	16,832	5,550	5,550	5,618
6108 Part-time	21,242	-	18,976	18,976	6,516
6110 Other Compensation	-	540	530	530	583
6113 Shift Differential	139	1,057	-	-	-
6114 Sick Pay	1,265	7,196	-	-	-
6115 Vacation Pay	8,513	32,017	-	-	-
6150 Fringes	182,173	159,315	160,245	160,245	172,968
6201 Training\Conferences	4,587	1,690	5,000	5,000	-
6202 Local Auto Expense	-	-	50	50	-
6301 Office Supplies	14,361	15,505	18,600	18,600	15,600
6305 Awards & Recognition	413	276	-	-	-
6306 Building Maint./Janitor	-	-	-	-	9,000
6307 Food & Provisions	62	72	100	100	-
6316 Miscellaneous Supplies	1,714	539	1,100	1,100	550
6320 Printing & Reproduction	23,468	22,462	29,000	29,000	19,200
6322 Gas Purchases	-	-	200	200	-
6324 Medical/Lab Supplies	17	-	100	100	-
6325 Construction Materials	3,720	1,413	2,000	2,000	2,000
6327 Miscellaneous Equipment	4,172	22,868	20,000	20,000	9,000
6407 Collection Services	3,207	3,312	4,400	4,400	3,400
6409 Inspection Fees	525	948	800	800	825
6413 Utilities	65,437	65,114	69,100	69,100	69,100
6414 Janitorial Service	-	-	-	-	62,837
6416 Build Repairs & Maint	5,729	4,620	5,000	5,000	5,000
6418 Equip Repairs & Maint	2,633	2,685	6,589	6,589	2,580
6420 CBM Charges	24,598	14,661	22,000	22,000	22,000
6440 Snow Removal Services	496	1,875	10,750	10,750	2,500
6503 Rent	5,814	6,720	5,746	5,746	5,750
6599 Other Contracts/Obligat'ns	1,696	7,266	7,400	7,400	6,400
6803 Buildings	36,616	44,946	-	-	-
Total Expense	$ 784,000	$ 742,524	$ 760,602	$ 760,602	$ 794,666

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Office supplies	
General office supplies	$ 14,175
Victim Crisis Response Program	1,425
	$ 15,600

Janitorial Service	
Building Maintenance Contract	$ 62,837
	$ 62,837

Printing & Reproduction	
City copy charges	$ 200
Annual report	1,000
Citizen contacts	2,800
City summons	1,000
Offense reports	2,000
Parking tickets	2,500
Traffic citations, warrant cards, ledgers, etc.	1,150
Evidence, animal control, investigative, etc.	1,700
Letterhead/envelopes	2,650
Victim Crisis Response Prog.	500
Miscellaneous forms	3,700
	$ 19,200

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Resource Development **Business Unit 17513**

PROGRAM MISSION

The Resource Development Unit in conjunction with the Human Resource Department exists to provide organizational development by seeking out the best practices available within the human resources function.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3: "Train, develop, and support our human resources..."

Objectives:

Continued recruitment of candidates for police officer positions

Provide and coordinate quality training opportunities

Creation and update of Police Department policies

Major Program Changes:

Personnel expenditures are reduced an estimated $172,071 with the assignment of the Lieutenant to the Community Resource Unit and a vacancy budgeted for one full time (1.0 FTE) sworn position. With the change in procedure for recruitment of police employees, $20,000 for recruitment expenses is transferred to the Human Resource Department (HR).

An increase in personnel expenses includes the reclassification of the Administrative Assistant from grade 5 to grade 6 for a projected increase of $3,850. Training expense previously budgeted within various programs is now combined in the Resource Development (RDU) budget. This is a $54,540 increase for the RDU budget, but a decrease of $29,610 for the department overall.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Increase selection of applications for police officers					
% of applicants hired	0.00%	1.40%	3.00%	2.00%	1.50%
Provide adequate training for employees					
Avg. training hours p/sworn employee	116	131	155	135	145
Avg. training hours p/civilian employee	21	27	50	32	30
Strategic Outcomes					
Operate at authorized staffing level					
% of officers re-certified	100%	100%	100%	100%	100%
Work Process Outputs					
Increase opportunities for recruitment of qualified officers					
# of career fairs attended	14	7	10	9	8
# of advertisements placed	99	38	20	28	25
# of candidates entering process	370	347	335	345	335
# of applications received	485	362	500	445	425

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Resource Development **Business Unit 17513**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 1,595	$ 8,770	$ 5,000	$ 5,000	$ 5,000
Total Revenue	$ 1,595	$ 8,770	$ 5,000	$ 5,000	$ 5,000
Expenses					
6101 Regular Salaries	$ 186,796	$ 193,652	$ 196,971	$ 196,971	$ 88,993
6102 Labor Pool Allocations	-	65	-	-	-
6104 Call Time	-	146	-	-	-
6105 Overtime	17,144	9,991	11,456	11,456	6,072
6108 Part-time	2,927	14,789	16,679	16,679	17,696
6110 Other Compensation	1,484	4,833	1,770	1,770	965
6114 Sick Pay	310	619	-	-	-
6115 Vacation Pay	636	2,562	-	-	-
6150 Fringes	78,895	80,393	81,865	81,865	37,857
6201 Training\Conferences	12,584	19,359	24,000	24,000	78,540
6202 Local Auto Expense	18	-	-	-	-
6204 Tuition Fees	37,047	49,936	20,000	20,000	20,000
6205 Employee Recruitment	6,316	8,733	14,500	14,500	1,500
6304 Postage/Freight	510	151	50	50	50
6305 Awards & Recognition	3,511	2,710	8,800	8,800	1,700
6307 Food & Provisions	634	994	800	800	-
6312 Guns & Ammunition	21,451	31,751	29,620	29,620	18,165
6316 Miscellaneous Supplies	1,719	8,326	5,850	5,850	2,000
6327 Miscellaneous Equipment	16,320	5,361	1,500	1,500	-
6404 Consulting Services	27,727	8,107	9,500	9,500	-
6412 Advertising	4,620	4,400	3,000	3,000	-
6418 Equip Repairs & Maint	2,901	209	800	800	500
6430 Health Services	2,544	2,881	4,750	4,750	-
6503 Rent	317	1,558	2,108	2,108	1,600
6599 Other Contracts/Obligat'ns	6,364	8,736	11,390	11,390	7,800
6804 Equipment	9,870	-	-	-	-
Total Expense	$ 442,645	$ 460,262	$ 445,409	$ 445,409	$ 283,438

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
Sworn and civilians	$ 68,890
Victim Crisis Response program	1,650
Special Tactics and Response Team	5,000
Defense and arrest tactics & firearms	3,000
	$ 78,540

Guns & Ammunition	
Ammunition	$ 12,000
Range supplies, paper targets, steel porta targets	2,000
Less lethal supplies, magazine replacement, pepper spray	2,965
Simunitions & protective equipment	1,200
	$ 18,165

Tuition Fees	
Sworn and civilians	$ 20,000
	$ 20,000

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM MISSION

For the benefit of the community and City operating departments, we will answer questions, provide information, refer customers to the appropriate department, maintain records, and provide dependable, consistent communications support, to ensure that City business runs smoothly and effectively.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Provide access to services and information

Improve quality of customer service

Continue Police Communications Technician (PCT) training and certifications

Major Program Changes:

The Communication Technician part-time position was deleted resulting in a $8,781 reduction in personnel expenses.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide quality service					
Average # of calls/week	4,319	N/A	4,330	4,340	4,350
Average # of walk-in customers/week	1,240	N/A	1,250	1,255	1,260
Job satisfaction					
% of positive responses by PCT's	New measure	100%	100%	100%	100%
Strategic Outcomes					
Policy compliance					
% of violations	0%	0%	0%	0%	0%
Employee retention					
% of employee turnover	20%	10%	0%	0%	0%
Work Process Outputs					
Support services provided by staff					
# of call-outs for service	New measure	471	415	410	315
# of Time System transactions	New measure	10,934	9,000	8,750	8,500
Increase staff participation in training & programs offered					
# of training sessions attended	48	74	20	25	20
# of PCT's certified	12	10	10	10	10

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 389,927	$ 350,604	$ 369,570	$ 369,570	$ 374,919
6104 Call Time	182	1,193	1,470	1,470	1,482
6105 Overtime	53,463	54,467	46,620	46,620	47,020
6108 Part-Time	8,794	1,365	7,879	7,879	-
6110 Other Compensation	188	2,210	530	530	583
6113 Shift Differential	598	3,228	-	-	-
6114 Sick Pay	621	6,119	-	-	-
6115 Vacation Pay	3,729	22,373	-	-	-
6150 Fringes	165,170	166,960	160,354	160,354	179,107
6201 Training\Conferences	2,630	2,560	3,800	3,800	-
6202 Local Auto Expense	95	55	200	200	-
6305 Awards & Recognition	456	437	-	-	-
6307 Food & Provisions	99	38	200	200	-
6316 Miscellaneous Supplies	365	181	300	300	200
6321 Clothing	-	2,128	2,800	2,800	2,100
6327 Miscellaneous Equipment	3,814	460	6,500	6,500	1,000
6413 Utilities	77,158	76,199	93,450	93,450	82,100
6418 Equip Repairs & Maint	1,380	661	5,200	5,200	1,500
6419 Communication Eq. Repair	932	1,210	2,300	2,300	1,500
6503 Rent	699	1,978	1,762	1,762	2,000
6599 Other Contracts/Obligat'ns	5,758	7,748	7,500	7,500	7,000
Total Expense	$ 716,058	$ 702,174	$ 710,435	$ 710,435	$ 700,511

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Community Resource **Business Unit 17520**

PROGRAM MISSION

Commitment to promote, preserve and deliver a feeling of security, safety and quality services to members of our community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Respond to incidents where our capabilities and resources can assist in resolving immediate problems
Engage in long-term problem solving practices that focus on crime prevention and intervention
Monitor criminal activities and provide intelligence analysis and information

Major Program Changes:

Various community service positions within the department were reassigned to this program. Personnel changes due to the combined services include a reduction of one sworn staff position and the conversion of two part-time Community Engagement positions to one full-time benefited non-represented position. This change is an estimated reduction of $52,201 in personnel expenditures. Additional positions reassigned to this program include: Lieutenant from Resource Development, Public Information Officer from Operations, Crime Analyst and Lake Winnebago Metropolitan-Enforcement Group Officers from the Investigative Unit, and district Community Liaison Officers and Crisis Intervention Team Officers.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Foster police/community partnerships					
# of active Neighborhood Watch groups	96	116	100	117	117
Increase community education in crime prevention issues					
# of community projects	New measure	→		30	30
Strategic Outcomes					
Provide safe neighborhoods					
% of successful abatements	New measure	→		100%	100%
Work Process Outputs					
Administer volunteer program					
# of volunteers serving the department	12	25	15	22	25
Prepare statistical/intelligence information					
# of crime analysis projects	New measure	→		30	30

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Community Resource **Business Unit 17520**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 532,795
6102 Labor Pool Allocations	-	-	-	-	-
6105 Overtime	-	-	-	-	16,841
6108 Part-Time	-	-	-	-	-
6110 Other Compensation	-	-	-	-	5,787
6113 Shift Differential	-	-	-	-	-
6150 Fringes	-	-	-	-	239,402
6316 Miscellaneous Supplies	-	-	-	-	5,750
6328 Signs	-	-	-	-	250
Total Expense	$ -	$ -	$ -	$ -	$ 800,825

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Operational Services **Business Unit 17521**

PROGRAM MISSION

For the benefit of the sworn personnel of the Police Department we will monitor officer conduct and performance and provide operational support to enable operational units to function effectively and efficiently.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "... pursue regional cooperation of services..."

Objectives:

Provide leadership and oversight to the operational units
Manage and maintain internal resources and technology for employees
Ensure department relations with ethnic communities
Continue to improve and support organizational operations
Provide statistical information to the public, Alderpersons, media, and other departments

Major Program Changes:

The Public Information Officer and Community Engagement position were transferred to the Community Resource Unit. The net effect of these personnel changes is a $116,302 decrease.

In addition, the scheduled replacement of 15 squad cars has been delayed resulting in a $41,876 savings in annual CEA replacement costs.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide oversight, direction and resources for all operations units					
# of staffing additions to districts	7	1	3	5	3
# of commander's meetings	6	8	6	8	8
Foster police/community partnerships					
# of diversity organization affiliations	8	9	9	9	9
# of diversity presentations conducted	6	5	5	2	5
Strategic Outcomes					
Enhance ability to deliver police services					
% of citizens surveyed who found the quality of police services to be excellent or good (Citizen Survey)	New measure	85%	90%	N/A	N/A
Work Process Outputs					
Improve communication with minority communities					
# of minority educational forums	7	4	5	4	5
# of people in attendance at forums	259	130	200	180	200
Review use of force incidents					
# of force incidents reviewed	96	104	75	95	100
Develop/review operational policies					
# of polices reviewed	24	60	25	45	50

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Operational Services **Business Unit 17521**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 15,221	$ 36,467	$ 14,108	$ 22,108	$ -
Total Revenue	$ 15,221	$ 36,467	$ 14,108	$ 22,108	$ -
Expenses					
6101 Regular Salaries	$ 356,591	$ 340,739	$ 273,659	$ 273,659	$ 237,439
6104 Call Time	127	620	-	-	-
6105 Overtime	37,678	33,195	17,414	25,414	13,623
6108 Part-Time	41,536	43,860	46,533	46,533	12,865
6110 Other Compensation	3,108	9,485	2,360	2,360	1,929
6113 Shift Differential	82	416	-	-	-
6114 Sick Pay	258	2,528	-	-	-
6115 Vacation Pay	1,530	9,766	-	-	-
6150 Fringes	172,876	164,470	121,212	121,212	102,187
6201 Training\Conferences	15,591	12,628	14,900	14,900	-
6202 Local Auto Expense	783	458	600	600	-
6305 Awards & Recognition	1,356	1,111	-	-	-
6307 Food & Provisions	313	329	2,550	2,550	-
6312 Guns & Ammunition	5,215	6,048	7,000	7,000	5,500
6316 Miscellaneous Supplies	12,762	14,605	16,650	16,650	7,700
6327 Miscellaneous Equipment	34,656	156,309	129,550	169,550	65,850
6328 Signs	565	462	500	500	-
6404 Consulting Services	-	2,400	2,000	2,000	1,500
6412 Advertising	2,158	-	-	-	-
6418 Equip Repairs & Maint	17,351	21,270	17,250	17,250	15,000
6425 CEA Equip. Rental	491,587	530,000	560,102	560,102	506,554
6430 Health Services	489	-	-	-	-
6431 Interpreter Services	3,254	1,379	2,000	2,000	1,500
6444 Witness Fees	1,392	1,028	1,000	1,000	1,025
6503 Rent	1,424	1,174	1,077	1,077	1,100
6599 Other Contracts/Obligat'ns	46,329	63,567	36,464	36,464	24,200
6630 Other Grant Payments	-	-	15,625	23,160	-
Total Expense	$ 1,249,011	$ 1,417,847	$ 1,268,446	$ 1,323,981	$ 997,972

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous equipment

Operational Services	
EOC/Phone system communication upgrade	$ 40,000
Bike patrol, accident investigation emergency operations	1,000
Tape recorders	1,500
Light bar upgrades for unmarked squads	3,000
Battery isolator system (MVC)	6,000
Miscellaneous equipment	1,500
In-Squad Video	9,250
Special Tactics and Response Team	
Simunitions, throat mikes	1,000
Lights and sights for rifles	1,000
Miscellaneous equipment	1,600
	$ 65,850

Other Contracts & Obligations

OMVWI blood draws, subpoena cancellations	$ 15,000
Incarceration fees	6,000
Telemessaging service, night vision equip (START)	700
Calumet transports, miscellaneous obligations	2,500
	$ 24,200

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM MISSION

For the benefit of elementary school children and their parents, we will provide assistance at busy city intersections, so that elementary school children can travel safely to and from school.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Assist elementary school children in safely crossing designated intersections

Increase motorists' awareness of school zones via Speed Monitoring Awareness Radar Trailer (SMART) unit deployments

Major Program Changes:

A study of noon hour crossings at guarded intersections will be completed when school resumes in the September 2003. Recommendations to the Crossing Guard program will be presented after the study is reviewed. The 2004 budget includes a reduction of $23,158 in personnel expenses based on an estimation of the elimination of noon hour crossings at 15 of the 29 guarded intersections.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations (new)	11	36	25	30	25
Strategic Outcomes					
Safety awareness in school zones					
# of days school zone SMART units deployments	56	22	60	39	45
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	10	13	15	12	17
# of students in attendance	500	730	750	680	760
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	3,053	3,330	3,100	3,200	3,200

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6107 Temp. Full - Time	$ 178,739	$ 191,787	$ 193,468	$ 193,468	$ 179,406
6110 Other Compensation	457	5,439	4,950	4,950	4,950
6150 Fringes	29,515	30,658	29,876	29,876	32,201
6305 Awards & Recognition	182	165	-	-	-
6307 Food & Provisions	-	10	-	-	-
6323 Safety Supplies	889	910	1,250	1,250	850
Total Expense	$ 209,782	$ 228,969	$ 229,544	$ 229,544	$ 217,407

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

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.)

Develop and coordinate existing crime prevention and community relations efforts

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide greater access to police services					
# of offenses - animal	1,841	1,979	2,000	2,075	2,000
# of offenses - parking/bike	1,312	1,486	1,500	1,700	1,600
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer working event	N/A	$ 9,896	$ 8,840	$ 9,350	$ 9,500
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	1,148	539	1,200	1,236	1,200
# of park patrols	4,654	4,192	4,500	4,248	4,500
Provide proactive patrol and activities					
# of abandoned vehicle follow-ups	287	294	250	300	300
# of special events attended	56	47	50	52	52
Community Support					
# of CSOIII hrs. for special events planning	New measure	235	300	265	350
# of traffic hazard complaints handled by CSO's	New measure	1,227	300	1,616	1,650

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4310 Dog Licenses	$ 25,041	$ 23,213	$ 25,000	$ 25,000	$ 27,000
4311 Cat Licenses	16,231	14,049	15,000	15,000	13,000
Total Revenue	$ 41,272	$ 37,262	$ 40,000	$ 40,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 46,141	$ 55,774	$ 61,610	$ 61,610	$ 63,029
6102 Labor Pool Allocations	-	560	-	-	-
6105 Overtime	6,650	15,903	6,666	6,666	6,819
6108 Part-Time	142,404	140,771	162,071	162,071	162,225
6110 Other Compensation	4	23	-	-	-
6113 Shift Differential	-	12	-	-	-
6114 Sick Pay	137	1,863	-	-	-
6115 Vacation Pay	203	3,397	-	-	-
6150 Fringes	35,431	41,253	40,736	40,736	41,744
6307 Food & Provisions	228	140	200	200	-
6316 Miscellaneous Supplies	952	336	500	500	350
6321 Clothing	-	2,139	3,800	4,012	1,800
6323 Safety Supplies	158	383	500	500	350
6327 Miscellaneous Equipment	1,005	2,545	2,800	2,800	770
6412 Advertising	485	-	700	700	400
6599 Other Contracts/Obligat'ns	7,272	7,617	9,000	9,000	9,000
Total Expense	$ 241,070	$ 272,716	$ 288,583	$ 288,795	$ 286,487

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM MISSION

For the benefit of the youth in our community so they may fully develop into productive adult citizens who positively contribute to the high quality of life in our city, we will divert and intervene in juvenile matters in order to encourage constructive growth and development.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "... pursue regional cooperation of services..."

Objectives:

Be proactive in working with youth at-risk of delinquent behavior
Improve programs and services available to youth
Continue to mentor high-risk youth and serve as a positive role model
Investigate sensitive crimes involving juveniles and adults
Continuation of Mentoring Program for at-risk youth

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe schools for positive learning environment					
# of criminal offenses on school grounds	1,099	673	1,200	1,000	670
# of violent offenses	34	53	40	48	50
# of drug offenses/arrests	48	38	50	38	50
Provide youth services					
# of youth-involved committees/projects	106	156	110	223	200
# of youth with PSL mentors	90	141	80	91	100
# of early interventions by PSL's	295	385	300	355	360
Strategic Outcomes					
Increase quality of life for youth					
% of mentored youth that achieve positive outcomes	94%	93%	100%	88%	100%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	807	628	700	708	700
# of sensitive crime investigations	219	159	190	188	190
# of truancy investigations	330	360	320	345	360
Provide law enforcement resources					
# of school committees with PSL's	43	69	45	51	65
# of social service comm. with PSL's	19	21	20	20	20
# of educational presentations to students/parents/school staff	393	285	250	290	290

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ 212,469	$ 169,492	$ -	$ -	$ -
4224 Miscellaneous State Aid	4,566	-	-	-	-
4905 PSL Reimbursement	184,584	187,834	203,544	203,544	207,617
5010 Misc. Revenue - Nontax	330	364	-	-	-
Total Revenue	$ 401,949	$ 357,690	$ 203,544	$ 203,544	$ 207,617
Expenses					
6101 Regular Salaries	$ 649,878	$ 656,573	$ 659,123	$ 659,123	$ 686,573
6102 Labor Pool Allocations	-	1,166	-	-	-
6104 Call Time	393	2,010	-	-	-
6105 Overtime	64,280	45,235	42,852	42,852	42,790
6107 Temp. Full - Time	285	277	300	300	300
6110 Other Compensation	5,650	21,281	7,670	7,670	8,359
6113 Shift Differential	3	215	-	-	-
6150 Fringes	284,146	291,310	284,984	284,984	282,307
6201 Training\Conferences	7,632	7,576	10,000	10,000	-
6305 Awards & Recognition	461	696	-	-	-
6307 Food & Provisions	-	-	600	600	-
6316 Miscellaneous Supplies	480	455	1,000	1,000	1,000
Total Expense	$ 1,013,208	$ 1,026,794	$ 1,006,529	$ 1,006,529	$ 1,021,329

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Adult Investigations **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: "... pursue regional cooperation of services..."

Objectives:

Continue to inform and encourage the districts to participate in combating underage drinking by participating on a voluntary basis to do licensed premise checks
Provide major case investigative support to the districts
Conduct investigations in high tech crimes
Evaluate investigator's case review and reporting procedures

Major Program Changes:

The Crime Analyst and Lake Winnebago Metropolitan-Enforcement Group positions were transferred to the Community Resource Unit. The net effect of these personnel changes is a $160,033 decrease.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide specialized investigative support					
# of arrests resulting in referral to DA's office	700	450	600	575	600
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Part 1 crimes *	2,340	2,046	2,000	2,000	2,000
# of reported Part 2 crimes **	10,722	9,615	10,800	9,600	9,700
Work Process Outputs					
Investigate complex and sophisticated crimes					
# of arrests	748	510	650	600	650
# of cases assigned to investigators	1,232	1,140	1,000	1,150	1,140
Crime Strategy Meetings					
# of meetings attended	140	135	125	133	135
# of active prevention programs	30	20	17	20	20
Provide technical assistance					
# of polygraphs	30	30	40	30	30
# of hours for new technology training	80	60	40	60	65

* Part I - major crimes - homicide, rape, aggravated assault, burglary, larceny, motor vehicle theft and arson
** Part II crimes – misdemeanor assault, vandalism, prostitution, forgery, drug offenses, etc.

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Adult Investigations **Business Unit 17532**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 579,036	$ 575,466	$ 588,753	$ 588,753	$ 509,829
6102 Labor Pool Allocations	-	3,531	-	-	-
6104 Call Time	1,369	4,449	-	-	-
6105 Overtime	79,024	58,336	46,092	46,092	39,576
6108 Part-Time	9,480	1,590	4,017	4,017	4,017
6110 Other Compensation	4,793	16,220	5,900	5,900	5,144
6113 Shift Differential	-	37	-	-	-
6114 Sick Pay	-	42	-	-	-
6115 Vacation Pay	881	5,555	-	-	-
6150 Fringes	261,737	259,120	254,242	254,242	228,496
6201 Training\Conferences	9,191	8,959	9,500	9,500	-
6202 Local Auto Expense	505	-	300	300	-
6304 Postage/Freight	-	-	-	-	200
6305 Awards & Recognition	-	210	-	-	-
6307 Food & Provisions	781	35	500	500	-
6316 Miscellaneous Supplies	1,246	70	500	500	1,000
6327 Miscellaneous Equipment	-	-	-	-	1,000
6404 Consulting Services	-	-	2,000	2,000	1,500
6417 Vehicle Repairs & Maint	50	-	-	-	-
6418 Equip Repairs & Maint	38	1,432	3,500	3,500	1,500
6425 CEA Equip. Rental	2,158	-	-	-	-
6443 Investigative Costs	21,631	5,695	32,000	32,000	7,500
6503 Rent	-	-	-	-	500
6599 Other Contracts/Obligat'ns	-	-	-	79,894	4,500
Total Expense	$ 971,920	$ 940,747	$ 947,304	$ 1,027,198	$ 804,762

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Evidence/Property **Business Unit 17533**

PROGRAM MISSION

For the benefit of officers, investigators and the community, we analyze crime scenes to determine what evidence should be collected, processed and preserved. We work directly with investigators and forensic experts at the State Crime Lab to analyze evidence to support major case investigations. We work hard to ensure the integrity of all evidence and property held for safekeeping.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Support investigations with qualified forensic recovery and analysis

Continue to improve services to other departmental units

Provide efficient secured property storage and retrieval

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide qualified field evidence technicians					
# of crime scenes processed by evidence technicians	New measure	650	600	625	600
Strategic Outcomes					
Integrity of all property and evidence					
# of successful outcomes in court	40	30	40	32	40
Work Process Outputs					
Provide investigative forensic analysis to officers					
# of fingerprint comparisons	175	180	200	177	180
# of crime scenes processed	60	50	50	55	50
# of drug tests performed	900	1,150	1,000	1,025	1,000
# of crime lab submissions	New measure	102	0	80	100

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Evidence/Property **Business Unit 17533**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 94,489	$ 99,623	$ 97,527	$ 97,527	$ 106,766
6105 Overtime	13,035	8,362	10,203	10,203	9,977
6108 Part-Time	2,651	13,505	11,108	11,108	11,751
6110 Other Compensation	893	3,028	1,180	1,180	1,286
6150 Fringes	43,669	46,784	46,047	46,047	50,667
6201 Training\Conferences	2,186	2,543	2,725	2,725	-
6304 Postage\Freight	99	-	-	-	-
6316 Miscellaneous Supplies	1,488	465	500	500	500
6324 Medical\Lab Supplies	16,063	16,590	15,000	15,000	12,000
6404 Consulting Services	1,300	-	-	-	-
6418 Equip Repairs & Maint	865	825	600	600	600
6432 Lab Fees	62	-	-	-	-
Total Expense	$ 176,800	$ 191,725	$ 184,890	$ 184,890	$ 193,547

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Medical/Lab Supplies

Film, processing, camera supplies	$ 7,000
Evidence collection supplies	5,000
	$ 12,000

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Central District **Business Unit 17541**

PROGRAM MISSION

We provide excellence in police services. By working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life of our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Deliver neighborhood-specific police service to the Central District by encouraging officers to identify neighborhood problems, forge partnerships and develop creative solutions to those problems

Facilitate the safe movement of vehicle and pedestrian traffic in the downtown area to ensure a peaceful and safe environment for those living, visiting, and/or conducting business

Develop ownership at the district through precinct policing

Major Program Changes:

The Community Liaison and Crisis Intervention positions were transferred to the Community Resource Unit. The net effect of these personnel changes is a $163,591 decrease. This budget also reflects a reduction of $107,351 from delaying the filling of two vacancies until 2005.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community projects	20	20	20	20	20
Strategic Outcomes					
Improve quality of life in the community					
# of Part I and II Crimes *	5,811	5,438	5,225	5,400	5,500
Work Process Outputs					
Increase police services					
# of licensed premises inspections (4 times/year)	232	280	60	260	280
# of bike patrol contacts					
days/afternoons	75	12	60	67	70
weekend/nights	636	298	400	500	525
# of PSL contacts during summer	430	304	400	425	425
Promote community partnerships					
# of contacts within the precincts	0	30	60	45	60
# of business contacts in district	100	110	105	100	115
# of strategy meetings attended for community needs	75	60	60	62	60

* Please see definitions of Part I/II crimes on page 424.

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Central District **Business Unit 17541**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 1,456,202	$ 1,430,756	$ 1,469,619	$ 1,469,619	$ 1,369,195
6102 Labor Pool Allocations	-	635	-	-	-
6104 Call Time	2,849	11,515	-	-	-
6105 Overtime	135,782	158,443	106,680	106,680	86,361
6110 Other Compensation	11,426	43,512	17,110	17,110	16,396
6113 Shift Differential	654	4,239	-	-	-
6150 Fringes	659,050	617,692	601,065	601,065	594,399
6201 Training\Conferences	8,282	7,915	10,630	10,630	-
6307 Food & Provisions	151	37	200	200	-
6316 Miscellaneous Supplies	686	1,237	1,000	1,000	750
Total Expense	$ 2,275,082	$ 2,275,981	$ 2,206,304	$ 2,206,304	$ 2,067,101

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Southern District **Business Unit 17542**

PROGRAM MISSION

We provide policing services such as crime prevention, traffic control and general law enforcement to the residents, visitors and businesses in the Southern District of Appleton so that the safety, security, and quality of life of our community is enhanced.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Maintain and improve neighborhood safety, security and quality of life through various district programs/projects

Continue working partnership through Neighborhood Watch group functions

Monitor and plan for future growth of the Southern District

Major Program Changes:

The Community Liaison and Crisis Intervention positions were transferred to the Community Resource Unit. The net effect of these personnel changes is a $159,104 decrease.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Identify and minimize crime					
# of problem solving assignments	38	30	30	30	30
Strategic Outcomes					
Improve quality of life in the community					
# of Part I and II crimes *	2,570	2,912	2,500	2,900	2,900
Work Process Outputs					
Promote community partnerships					
# of Neighborhood Watch Groups	42	40	40	40	40
# of forums on safety/crime prevention	7	9	5	4	5
% of abatement processes or other appropriate actions initiated against drug houses or nuisance locations, that meet the criteria for abatement	New measure	100%	100%	100%	100%

* Please see definitions of Part I/II crimes on page 424.

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Southern District **Business Unit 17542**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5035 Other Reimbursements	$ 619	$ -	$ -	$ -	$ -
Total Revenue	$ 619	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 1,186,166	$ 1,163,108	$ 1,214,380	$ 1,214,380	$ 1,189,397
6104 Call Time	987	5,916	-	-	-
6105 Overtime	74,203	88,178	77,902	77,902	69,160
6110 Other Compensation	10,581	41,188	14,160	14,160	14,146
6113 Shift Differential	561	2,947	-	-	-
6150 Fringes	545,686	490,266	493,762	493,762	500,989
6201 Training\Conferences	7,721	5,965	8,690	8,690	-
6305 Awards & Recognition	39	-	-	-	-
6307 Food & Provisions	175	74	200	200	-
6316 Miscellaneous Supplies	1,780	1,172	2,300	2,300	750
6327 Miscellaneous Equipment	154	-	-	-	-
Total Expense	$ 1,828,053	$ 1,798,814	$ 1,811,394	$ 1,811,394	$ 1,774,442

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Northern District **Business Unit 17543**

PROGRAM MISSION

For the benefit of the community we will encourage citizens and police officers in the Northern District to become actively involved in improving the quality of life in the District through community education, crime prevention, and problem solving.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City Services..."

Objectives:

Better inform and educate the community on crime prevention by conducting community meetings and through Neighborhood Watch Groups

Create community participation in crime prevention strategies through department programs to ensure a safe and secure living environment

Major Program Changes:

The Community Liaison and Crisis Intervention positions were transferred to the Community Resource Unit. The net effect of these personnel changes is a $159,104 decrease. This budget also reflects a reduction of $117,050 from delaying the filling of two vacancies until 2005.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Increase community participation in crime					
# of community meetings	5	5	5	4	5
Increase safety awareness in school zones					
# of weeks SMART unit deployed	16	15	8	10	12
Strategic Outcomes					
Improve quality of life in community					
# of Part I and II crimes *	3,048	3,311	3,270	3,300	3,300
Work Process Outputs					
Promote community partnerships					
# of Neighborhood Watch Groups	32	36	32	34	36
Improve safety in school zones					
# of warnings in school zones	294	133	200	156	200

* Please see definitions of Part I/II crimes on page 424.

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

Northern District **Business Unit 17543**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 1,071,461	$ 1,046,630	$ 1,267,052	$ 1,267,052	$ 1,113,328
6104 Call Time	1,618	7,545	-	-	-
6105 Overtime	116,804	118,481	87,360	87,360	68,111
6110 Other Compensation	9,344	33,877	14,160	14,160	13,181
6113 Shift Differential	449	2,170	-	-	-
6150 Fringes	519,666	470,148	538,801	538,801	488,199
6201 Training\Conferences	8,536	5,982	9,080	9,080	-
6305 Awards & Recognition	168	-	-	-	-
6307 Food & Provisions	226	163	200	200	-
6316 Miscellaneous Supplies	1,946	691	1,650	1,650	950
6327 Misc. Equipment	160	-	-	-	-
6412 Advertising	350	-	-	-	-
6413 Utilities	2,140	2,280	2,750	2,750	2,750
6414 Janitorial Service	835	666	-	-	-
6502 Leases	1,000	1,000	1,000	1,000	1,000
6503 Rent	-	250	288	288	250
Total Expense	$ 1,734,703	$ 1,689,883	$ 1,922,341	$ 1,922,341	$ 1,687,769

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

MAJOR 2004 OBJECTIVES

This fund provides for a variety of public safety capital needs.

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

Project	Amount	Page
Police Station	$ 1,200,000	Projects, Pg. 607
Engine Replacement - 1988 Pumper	325,000	Projects, Pg. 624
Total	$ 1,525,000	

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 30,092	$ 7,048	$ -	$ -	$ -	N/A
Program Expenses		$ 1,841,291	$ 281,831	$ -	$ 427,495	$ 1,525,000	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	75,243	-	-	-	N/A
Supplies & Materials		132,530	16,460	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		1,708,761	190,128	-	427,495	1,525,000	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4110 Property Taxes	$ 162,758	$ -	$ -	$ -	$ -
4710 Interest on Investments	30,092	7,048	-	-	-
5910 Proceeds of LT Debt	568,748	455,865	-	-	1,525,000
5921 Trans In - General Fund	68,739	23,000	-	-	-
5924 Trans In - Capital Project	245,000	-	-	-	-
Total Revenue	$ 1,075,337	$ 485,913	$ -	$ -	$ 1,525,000
Expenses					
6327 Miscellaneous Equipment	$ 132,530	$ 16,460	$ -	$ -	$ -
6803 Buildings	1,697,361	163,129	-	123,494	1,200,000
6804 Equipment	11,400	26,999	-	304,001	325,000
7911 Trans Out - General Fund	-	75,243	-	-	-
Total Expense	$ 1,841,291	$ 281,831	$ -	$ 427,495	$ 1,525,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Land

Purchase of downtown site near existing Police station	$ 1,200,000
	$ 1,200,000

Equipment

Fire engine - replace oldest pumper in fleet	$ 325,000
	$ 325,000

CITY OF APPLETON 2004 BUDGET
PUBLIC SAFETY
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ 162,758	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Special Assessments	-	-	-	-	-
Interest Income	30,092	7,048	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	192,850	7,048	-	-	-
Expenses					
Program Costs	1,841,291	206,588	-	419,543	1,525,000
Administrative Expenses	-	-	-	-	-
Depreciation	-	-	-	-	-
Interest Expense	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Expenses	1,841,291	206,588	-	419,543	1,525,000
Revenues over (under) Expenses	(1,648,441)	(199,540)	-	(419,543)	(1,525,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	568,748	455,865	-	-	1,525,000
Operating Transfers In	313,739	23,000	-	-	-
Operating Transfers Out	-	(75,243)	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	882,487	403,622	-	-	1,525,000
Net Change in Equity	(765,954)	204,082	-	(419,543)	-
Fund Balance - Beginning	981,415	215,461	419,543	419,543	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 215,461	$ 419,543	$ 419,543	$ -	$ -

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

MISSION STATEMENT

The Appleton Fire Department is organized to provide a broad range of programs designed to protect the lives and property of those who live, work, or visit the Appleton community from the adverse effects of fires and dangerous conditions created naturally or artificially.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

In conjunction with the Human Resources Department, the Fire Department conducted a recruiting process for the entry-level firefighter position with a recruit class of six firefighters starting in May of 2003. In addition, the department conducted a temporary officer assessment center to qualify department personnel to work in an acting officer capacity.

In collaboration with the Wisconsin Department of Natural Resources, the department participated in wildland fire training to address new hazards in our urban/rural interface areas on the northern and southern parts of the city. Training was hosted at Fire Station # Six and was attended by area fire departments.

The renovation at Fire Station # Two has been completed in 2003 allowing for safer operations with a drive-through apparatus bay and full use of the building. As part of the remodeling plan, the Police Department now has a Southern District office located in the lower level of the station.

The department took delivery of a 2003 Pierce pumper, which provided a second reserve vehicle. In 2003, the Appleton Fire Department received notification of award of the 2002 FEMA Fire Act Grant. In response to this notification, the department formed a team of employees to review the overall apparatus usage for the department and made recommendations on the type of vehicle to purchase. The same group of employees prepared the specification for the vehicle and will see the project through to acquisition of the vehicle.

The department received notification from the Wisconsin Department of Commerce of a change in the UST/AST (underground/aboveground storage tank) program and the revenue currently generated by that program. The department will see an approximate 25% reduction in this revenue source effective with the state's budget cycle beginning in July 2003.

The fire department has worked very closely with the four-county FoxComm partnership in developing computer software for the dispatching of public safety entities. Working with area chief fire officers, a system has been developed to enhance the safety in our communities by providing a means for dispatching the appropriate emergency equipment needed at an emergency scene. In addition, the software enhances our current mobile data system by providing additional features such as building information and hazards to allow tactical decisions to be made en-route to the scene of an emergency. The system should enhance our ability to track response times, available equipment, and personnel needs in the future. The system, with some modification, will allow for seamless integration of mobile data computers, dispatching information, and geographic information to the responding department in the four-county area.

The department has seen an increase in requests from citizens to provide guidance in installing child safety seats. This provides an opportunity to provide fire and life safety education to a group that is otherwise difficult to reach.

The department has seen an increase of approximately twenty-five percent in the number of outdoor burning permits requested.

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

MAJOR 2004 OBJECTIVES

The Appleton Fire Department is responsible for saving lives and protecting property as described in our mission statement. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety. The department continues to be challenged by shrinking resources and increasing diversity of customer needs.

In 2004, the Appleton Fire Department will strive to meet the City of Appleton's goals by:

Improving an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintaining identified levels of service in a cost-effective manner by providing quality programs to our community

Providing a quality work environment which both encourages and enhances employee participation and growth

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.

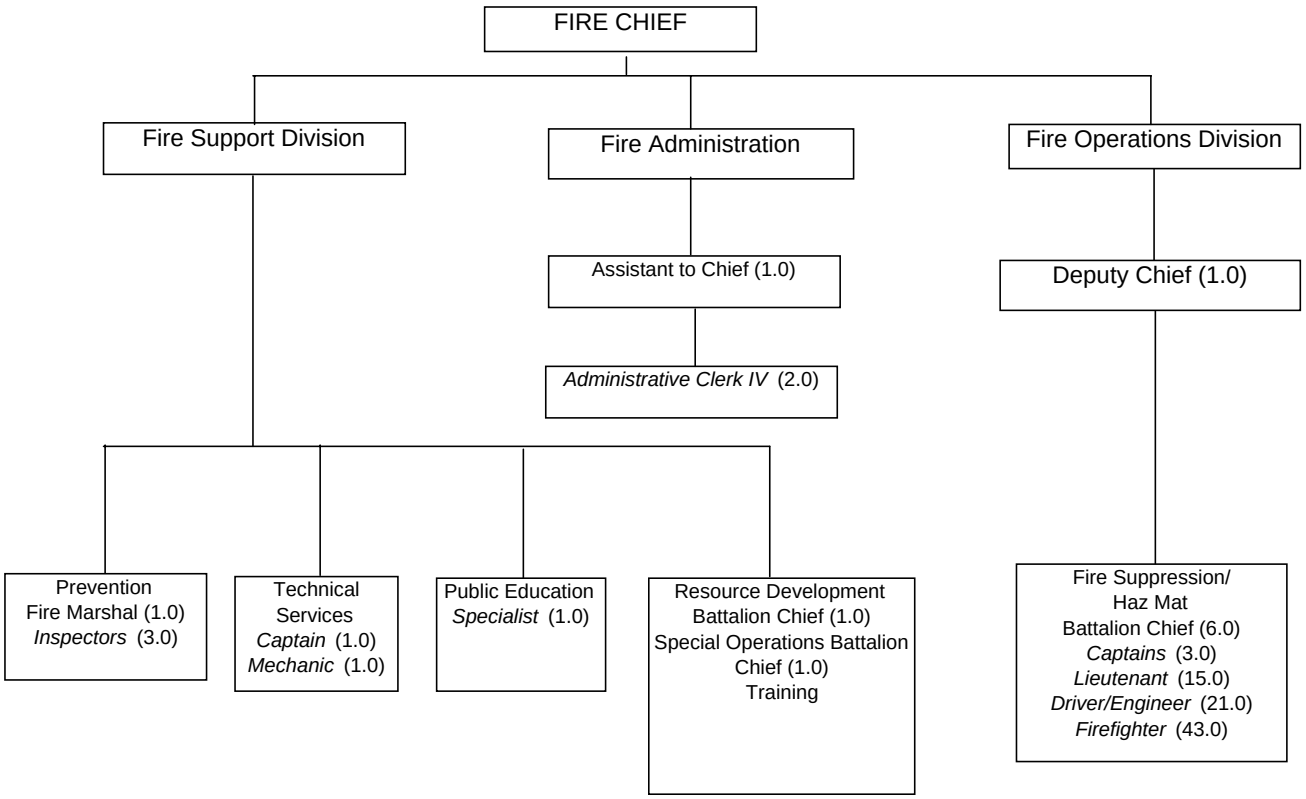
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 214,413	$ 255,762	$ 215,550	$ 343,868	$ 224,300	4.06%
Program Expenses							
18010	Administration	568,562	564,170	580,678	616,928	579,724	-0.16%
18021	Fire Suppression	5,158,184	5,743,587	5,648,079	5,655,357	5,643,596	-0.08%
18022	Hazardous Materials	96,385	126,929	114,032	114,032	112,709	-1.16%
18023	Resource Devel.	183,569	137,757	189,128	478,628	192,816	1.95%
18031	Public Education	144,790	137,388	155,797	157,121	145,296	-6.74%
18032	Fire Prevention	508,015	627,723	595,859	594,463	609,225	2.24%
18033	Technical Services	542,640	422,772	516,765	516,765	536,417	3.80%
TOTAL		$ 7,202,145	$ 7,760,326	$ 7,800,338	$ 8,133,294	$ 7,819,783	0.25%
Expenses Comprised Of:							
Personnel		6,525,184	7,014,071	7,042,970	7,042,970	7,153,308	1.57%
Administrative Expense		57,174	72,851	66,905	65,509	68,643	2.60%
Supplies & Materials		258,119	281,077	285,291	325,643	196,225	-31.22%
Purchased Services		23,423	52,954	54,000	58,500	45,000	-16.67%
Utilities		92,924	102,097	133,000	133,000	131,000	-1.50%
Repair & Maintenance		207,594	216,923	218,172	218,172	225,607	3.41%
Capital Expenditures		37,727	20,353	-	289,500	-	N/A

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT
Personnel

DEPARTMENT ORGANIZATION



This budget does not include money to fill two Firefighter positions expected to become vacant due to retirments during 2004. It is expected that a budget adjustment will be made in 2004 to permit the hiring of replacements using unexpended 2003 personnel budget.

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	102.00	102.00	$ 7,042,970	$ 7,153,308	1.57%
Personnel Allocated to General Fund	**102.00**	**102.00**	**$ 7,042,970**	**$ 7,153,308**	**1.57%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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: "...evaluate and determine city-wide priorities …", # 3: "Train, develop, and support our human resources….", # 4: "…encourage open and productive working relationships...", and # 5: "… work to improve influence over statutory and regulatory processes."

Objectives:

Identifying currently provided service levels and evaluating their effectiveness and customer value
Addressing service needs created by continued city growth north of U.S. Hwy. 41 and south of KK
Planning and preparing operational and capital budgets
Maintaining staffing levels as detailed in the table of organization and approved by the Common Council
Maintaining and nurturing the Quality Improvement Process to continue employee involvement in departmental decision making
Continue the development of joint service opportunities with neighboring fire departments

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Average first-in response time	3.5 min.	3.5 min.	3.4 min.	3.6 min.	3.4 min.
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.6	1.7	0.0	1.7	0.0
% of $ loss in:					
inspected vs	14.00%	77.00%	25.00%	75.00%	25.00%
non-inspected	86.00%	23.00%	75.00%	25.00%	75.00%
Work Process Outputs					
Begin self-assessment process for accreditation					
% complete	100%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4226 Fire Insurance Dues	$ 108,126	$ 116,579	$ 120,000	$ 120,000	$ 135,000
4801 Charges for Serv.- Nontax	(147)	(525)	-	-	-
5035 Other Reimbursements	81	36	-	-	-
5082 Insurance Proceeds	2,690	-	-	-	-
Total Revenue	$ 110,750	$ 116,090	$ 120,000	$ 120,000	$ 135,000
Expenses					
6101 Regular Salaries	$ 250,642	$ 260,578	$ 259,431	$ 259,431	$ 271,245
6105 Overtime	3,026	784	6,358	6,358	6,714
6115 Vacation Pay	-	1,562	-	-	-
6150 Fringes	98,595	101,478	99,510	99,510	106,873
6201 Training\Conferences	7,796	4,689	8,000	8,000	5,000
6204 Tuition Fees	3,483	4,384	4,000	4,000	1,333
6206 Parking Permits	510	722	750	750	750
6301 Office Supplies	6,315	5,009	6,000	6,000	5,000
6302 Subscriptions	369	248	500	500	400
6303 Memberships & Licenses	960	510	750	750	600
6304 Postage\Freight	48	40	50	50	50
6305 Awards & Recognition	59	315	750	750	1,485
6306 Building Maint./Janitorial	102	-	-	-	-
6307 Food & Provisions	1,743	1,240	1,305	1,305	1,200
6315 Books & Library Material	945	1,280	1,500	1,500	1,000
6316 Miscellaneous Supplies	767	1,034	1,500	1,500	1,000
6320 Printing & Reproduction	5,253	5,870	6,750	6,750	6,000
6321 Clothing	57,358	306	1,500	19,200	2,300
6327 Miscellaneous Equipment	15,941	41,852	25,000	39,050	20,000
6404 Consulting Services	1,422	1,628	5,000	5,000	5,000
6407 Collection Services	1,195	1,207	1,500	1,500	1,500
6408 Contractor Fees	2,229	2,467	3,250	3,250	3,000
6411 Temporary Help	-	-	4,000	8,500	-
6412 Advertising	1,352	266	2,500	2,500	1,000
6413 Utilities	92,924	102,097	133,000	133,000	131,000
6418 Equip Repairs & Maint	250	206	500	500	500
6425 CEA Equip. Rental	4,046	4,045	4,274	4,274	4,274
6430 Health Services	6,838	-	3,000	3,000	2,500
6804 Equipment	4,394	20,353	-	-	-
Total Expense	$ 568,562	$ 564,170	$ 580,678	$ 616,928	$ 579,724

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Office furniture & equipment	$ 6,000
Computer hardware & software	8,000
Station furnishings & exercise equipment	6,000
	$ 20,000

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM MISSION

To meet the needs of our community and enhancing the quality of life to 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: "…. pursue regional cooperation of services..."3: "Train, develop, and support our human resources…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services….".

Objectives:

Utilize data gathered through mobile data computers and department records to monitor department 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, evaluation of shared resources, updating of emergency management planning and cooperative training exercises to help reduce the threats to our regional security and economy

Conduct quarterly reviews of the First Responder program to ensure it meets citizens' needs

Major Program Changes:

This program shows an increase in CEA charges due to the grant-funded heavy rescue vehicle which is expected to be acquired mid-year. It also reflects not funding replacements for two retirements which are expected to occur in 2004 ($123,167). It is expected that money to fill those vacancies will come from unexpended 2003 budget.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	78%	80%	90%	80%	90%
Strategic Outcomes					
Enhance community safety					
Reduction in fire loss	$ 656,234	$ 2,095,589	$ 500,000	$ 500,000	$ 500,000
Reduction in number of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	3,166	2,330	2,500	2,540	2,500
# of non-emergency calls	455	610	600	575	600

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ -	$ 24,017	$ -	$ -	$ -
5010 Misc Revenue - Nontax	36	-	-	-	-
5020 Donations & Memorials	2,043	2,016	-	-	-
5035 Other Reimbursements	-	171	-	-	-
5082 Insurance Proceeds	1,692	-	-	-	-
Total Revenue	$ 3,771	$ 26,204	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 3,397,353	$ 3,810,676	$ 3,842,745	$ 3,842,745	$ 3,794,158
6105 Overtime	148,471	179,703	90,071	90,071	90,635
6115 Vacation Pay	-	4,477	-	-	-
6150 Fringes	1,407,310	1,456,040	1,419,414	1,419,414	1,523,805
6201 Training\Conferences	14,242	39,142	20,000	20,000	16,000
6204 Tuition Fees	1,623	2,584	2,000	2,000	1,000
6302 Subscriptions	15	-	100	100	125
6303 Memberships & Licenses	47	50	100	100	100
6306 Building Maint./Janitor	3,862	3,852	4,500	4,500	4,500
6309 Shop Supplies & Tools	44	-	-	-	-
6315 Books & Library Material	504	183	1,000	1,000	500
6316 Miscellaneous Supplies	7,143	6,390	5,000	7,478	4,000
6321 Clothing	40,378	70,613	53,500	58,300	36,500
6324 Medical\Lab Supplies	2,561	2,454	5,000	5,000	3,000
6327 Misc. Equipment	2,032	559	50,000	50,000	-
6425 CEA Equip. Rental	132,144	130,366	134,649	134,649	149,273
6430 Health Services	455	36,498	20,000	20,000	20,000
Total Expense	$ 5,158,184	$ 5,743,587	$ 5,648,079	$ 5,655,357	$ 5,643,596

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
First responder recertification	$ 4,300
Company officer training and development	3,500
Integrated disaster response school	3,000
General training for personnel	5,200
	$ 16,000
Clothing	
Protective clothing (turnout gear, boots, helmets, gloves)	$ 32,000
Dress uniforms, badges, and hardware for new employees	4,500
	$ 36,500
Health Services	
NFPA-compliant physicals	$ 20,000
	$ 20,000

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Hazardous Materials **Business Unit 18022**

PROGRAM MISSION

For the benefit of the Appleton community, contracted jurisdictions, and our environment, to protect life and property from hazardous material substance releases, we will provide county hazardous material response to requesting communities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Providing for local and county hazardous materials response in jurisdictions as defined by the contract

Seeking grant opportunities for equipment and training available through City and State organizations

Maintaining necessary equipment and skill levels for local and county incidents

Participating on the county Local Emergency Planning Committee

Developing partnerships with Winnebago County

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	There were no incidents.	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	14	13	10	10	10
# of assists given	19	14	10	10	10
Program funding					
# of grant applications completed	3	5	2	3	2
# of grants received	3	4	2	3	2

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Hazardous Materials **Business Unit 18022**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ -	$ 38,503	$ 20,000	$ 20,000	$ 20,000
4230 Miscellaneous Local Aid	17,281	7,500	7,500	7,500	7,500
4807 Incineration Fees	30,138	17,144	30,000	30,000	19,000
5082 Insurance Proceeds	320	-	-	-	-
Total Revenue	$ 47,739	$ 63,147	$ 57,500	$ 57,500	$ 46,500
Expenses					
6101 Regular Salaries	$ 52,064	$ 53,947	$ 53,412	$ 53,412	$ 53,412
6105 Overtime	1,183	3,793	4,683	4,683	4,683
6150 Fringes	19,952	21,680	20,937	20,937	22,114
6327 Miscellaneous Equipment	16,078	41,835	25,000	25,000	25,000
6407 Collection Services	7,108	5,674	10,000	10,000	7,500
Total Expense	$ 96,385	$ 126,929	$ 114,032	$ 114,032	$ 112,709

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment

Authorized Equipment through the:	
Outagamie County Grant	$ 12,500
Calumet County Grant	12,500
	$ 25,000

CITY OF APPLETON 2004 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 Strategy # 3: "Train, develop, and support our human resources…"

Objectives:

Providing 100% of federal and state mandatory classes that apply to the Fire Department

Investigating and encouraging attendance at specialized training to expand personal growth and development

Providing recertification for First Responders

Facilitating and coordinating the Safety Committee meetings for the Appleton Fire Department to promote health and safety among the department employees

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

		Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts						
Trained personnel that meet requirements						
% of employees trained	Firefighter:	100%	100%	100%	100%	100%
as required by	Driver:	0%*	100%	100%	100%	100%
classification	Officer:	100%	100%	100%	100%	100%
* Curriculum for course was not completed by the State until January 2002.						
Strategic Outcomes						
Enhanced community safety						
% of fires contained to room/area of origin in residential structures		92%	93%	100%	90%	100%
Work Process Outputs						
Educational programs delivered						
Average # of hours of training per employee		101	130	125	125	125

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ 129,500	$ -
Total Revenue	$ -	$ -	$ -	$ 129,500	$ -
Expenses					
6101 Regular Salaries	$ 110,418	$ 84,326	$ 120,443	$ 120,443	$ 124,199
6105 Overtime	7,860	5,671	3,940	3,940	4,064
6115 Vacation Pay	-	1,126	-	-	-
6150 Fringes	46,304	33,268	44,641	44,641	48,699
6201 Training\Conferences	4,897	2,293	5,000	5,000	4,000
6204 Tuition Fees	583	-	2,500	2,500	1,000
6301 Office Supplies	98	86	50	50	50
6302 Subscriptions	661	-	300	300	200
6303 Memberships & Licenses	173	75	400	400	250
6309 Shop Supplies & Tools	490	127	700	700	-
6315 Books & Library Material	2,735	2,830	2,500	2,500	2,500
6316 Miscellaneous Supplies	1,631	1,870	1,500	1,500	1,500
6320 Printing & Reproduction	985	395	-	-	-
6321 Clothing	-	-	300	300	-
6323 Safety Supplies	1,526	740	1,000	1,000	1,000
6327 Miscellaneous Equipment	2,499	2,334	2,500	2,500	2,500
6418 Equip Repairs & Maint	69	-	500	500	-
6425 CEA Equip. Rental	2,640	2,616	2,854	2,854	2,854
6804 Equipment	-	-	-	289,500	-
Total Expense	$ 183,569	$ 137,757	$ 189,128	$ 478,628	$ 192,816

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM MISSION

For the benefit of the Appleton community, to enhance their quality of life, we will plan, develop, and implement fire and life safety educational programs through partnerships with community public safety agencies.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "… pursue regional cooperation of services…" and # 6: "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Developing, implementing, coordinating, and evaluating life safety programs designed to meet community needs

Coordinating, developing, and maintaining intervention programs for juvenile fire activity

Serving as department liaison/coordinator between schools, community organizations, and Fire Department staff

Directing public education training for department personnel and supervising and maintaining departmental records relating to those activities

Major Program Changes:

Because the Public Education Specialist position was filled in August, 2003, next year (2004) will be a training and orientation time for the new hire.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Educational programs that meet citizen's needs					
Percent of customers surveyed who are satisfied or very satisfied with fire department services	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	28,921	6,699	6,000	6,000	7,500
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program per child set fires	100%	100%	100%	100%	100%

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5020 Donations & Memorials	$ 10	$ 1,291	$ -	$ 214	$ -
Total Revenue	$ 10	$ 1,291	$ -	$ 214	$ -
Expenses					
6101 Regular Salaries	$ 94,105	$ 85,294	$ 101,956	$ 101,956	$ 92,014
6105 Overtime	4,447	5,818	4,236	4,236	3,805
6150 Fringes	36,913	37,668	40,030	40,030	39,902
6201 Training\Conferences	1,538	80	1,600	1,600	1,600
6301 Office Supplies	19	124	50	50	150
6315 Books & Library Material	75	15	-	-	-
6316 Miscellaneous Supplies	7,641	7,098	7,675	7,675	7,825
6320 Printing & Reproduction	-	-	50	50	-
6323 Safety Supplies	-	-	200	200	-
6327 Miscellaneous Equipment	52	1,291	-	1,324	-
Total Expense	$ 144,790	$ 137,388	$ 155,797	$ 157,121	$ 145,296

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM MISSION

For the preservation of lives and property of 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 # 5: "….work to improve influence over statutory and regulatory processes.", and # 6: "Work to continuously improve the efficiency and effectiveness of City sevices…"

Objectives:

Performing all state-mandated fire and life safety inspections in all buildings
Prepare all plan reviews of state and local 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
Continue to train, develop, and support our human resources to pursue our vision and apply our values with increasing effectiveness
Research the potential of providing Wisconsin State Fire Inspector training in-house to all fire department personnel.

Major Program Changes:

A major change is a uniform 25% reduction to the current voluntary Local Program Operator (LPO) payment formula in state-funded underground/aboveground storage tank inspection program.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Enhanced community safety					
% of citizens surveyed receiving fire department services that indicate satisfied or very satisfied	100%	100%	100%	100%	100%
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
$ amount of losses for year	$ 656,234	$ 2,095,589	$ 350,000	$ 350,000	$ 350,000
Losses as % of assets protected	0.022%	0.068%	0.012%	0.012%	0.012%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	234	483	200	450	475
# of licenses processed	136	176	150	150	175
% processed within 7 work days of application and license recommendation to Clerk's office	91%	94%	100%	95%	100%

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aid	$ 10,809	$ 11,512	$ 10,000	$ 8,604	$ 7,500
4412 Tent Permits	840	1,005	750	750	750
4413 Burning Permits	2,730	10,710	9,500	9,500	15,000
4414 Firework Permits	200	900	200	200	200
4415 Tank Installation Permit	420	40	-	-	-
4416 Tank Removal Permits	720	780	250	250	250
4417 Storage/Flammable Liquids	60	160	100	100	100
4418 Plan Review Permit	4,234	562	250	250	250
4419 Tank Upgrade Permit	120	305	250	250	250
4805 Fire Extinguisher Training	1,577	1,238	750	750	500
4806 False Alarm Fees	14,950	9,700	8,500	8,500	9,000
4908 Misc. Intergov.Charges	2,308	10,819	7,500	7,500	9,000
5035 Other Reimbursements	36	-	-	-	-
Total Revenue	$ 39,004	$ 47,731	$ 38,050	$ 36,654	$ 42,800
Expenses					
6101 Regular Salaries	$ 331,457	$ 420,691	$ 403,373	$ 403,373	$ 407,660
6105 Overtime	21,364	22,506	15,467	15,467	15,498
6150 Fringes	135,637	167,412	158,639	158,639	169,537
6201 Training\Conferences	4,735	3,493	4,300	2,904	3,500
6301 Office Supplies	564	377	400	400	500
6302 Subscriptions	749	698	700	700	650
6303 Memberships & Licenses	420	260	500	500	300
6307 Food & Provisions	-	854	-	-	-
6309 Shop Supplies & Tools	89	-	500	500	300
6315 Books & Library Material	601	732	700	700	700
6316 Miscellaneous Supplies	280	248	116	116	200
6320 Printing & Reproduction	1,667	1,439	1,500	1,500	1,000
6321 Clothing	662	-	300	300	-
6327 Miscellaneous Equipment	847	468	1,000	1,000	800
6412 Advertising	295	-	250	250	-
6425 CEA Equip. Rental	8,648	8,545	8,114	8,114	8,580
Total Expense	$ 508,015	$ 627,723	$ 595,859	$ 594,463	$ 609,225

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM MISSION

For the benefit of the fire department and community, we will purchase and maintain vehicles, equipment, and facilities safely meeting the operational needs of the department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 8: "Work to continuously improve the efficiency and effectiveness of City services….".

Objectives:

Providing and tracking all preventive, scheduled, and emergency maintenance on the six fire stations, all apparatus, and other equipment to meet applicable standards

Researching, purchasing, and distributing equipment needed by the Fire Department

Providing 24-hour emergency service for all buildings, equipment, and apparatus

Providing on-going technical training for Technical Services personnel

Implementing a records management system

Develop a quality assurance program for equipment and vehicles

Major Program Changes:

This budget reflects a change in the way building maintenance expenses are allocated. In prior years janitorial supplies and services have been allocated from Central Building Maintenance (CBM) to Unclassified General Fund for all General Fund departments. With the 2004 budget, janitorial supplies and services will be charged directly to departments ($17,500).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Vehicles and equipment that meet customer needs					
% of vehicles passing annual service test the first time	91%	91%	100%	100%	100%
Strategic Outcomes					
Amount of down time on equipment and vehicles					
% of in-service vs. out-of-service	99.8%	99.4%	100%	98%	100%
Work Process Outputs					
Fleet records database management					
Average cost by vehicle type:					
Large vehicles	$ 3,300	$ 4,169	$ 3,500	$ 3,500	$ 3,500
Small vehicles	$ 792	$ 715	$ 650	$ 650	$ 650

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5045 Reimb from Prior Yr. Exp.	$ 2,350	$ -	$ -	$ -	$ -
5082 Insurance Proceeds	10,789	1,299	-	-	-
Total Revenue	$ 13,139	$ 1,299	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 250,625	$ 177,694	$ 254,267	$ 254,267	$ 261,650
6105 Overtime	5,700	5,294	6,683	6,683	6,767
6150 Fringes	101,757	72,579	92,734	92,734	105,874
6201 Training\Conferences	1,330	1,709	1,500	1,500	1,200
6302 Subscriptions	-	-	100	100	-
6303 Memberships & Licenses	190	-	200	200	200
6304 Postage/Freight	-	20	-	-	-
6306 Building Maint./Janitorial	20	-	-	-	17,500
6308 Landscape Supplies	197	373	1,000	1,000	700
6309 Shop Supplies & Tools	6,644	5,722	6,000	6,000	6,000
6310 Chemicals	3,509	3,239	4,200	4,200	4,000
6311 Paint & Supplies	939	721	1,000	1,000	700
6316 Miscellaneous Supplies	4,764	3,850	5,000	5,000	5,000
6321 Clothing	53	-	-	-	-
6322 Gas Purchases	588	853	1,500	1,500	1,200
6325 Construction Materials	4,448	5,867	8,000	8,000	6,000
6326 Vehicle & Equipment Parts	24,456	24,180	25,000	25,000	25,000
6327 Miscellaneous Equipment	41,737	44,311	37,300	37,300	30,000
6409 Inspection Fees	2,528	5,215	4,500	4,500	4,500
6416 Build Repairs & Maint	21,755	30,029	23,000	23,000	18,000
6417 Vehicle Repairs & Maint	13,074	11,691	18,000	18,000	16,000
6418 Equip Repairs & Maint	5,095	14,692	7,000	7,000	8,000
6419 Communication Eq. Repair	7,688	6,170	5,700	5,700	5,700
6420 CBM charges	8,756	5,533	10,000	10,000	8,000
6425 CEA Equip. Rental	3,430	3,030	3,581	3,581	4,426
6503 Rent	23	-	500	500	-
6804 Equipment	33,334	-	-	-	-
Total Expense	$ 542,640	$ 422,772	$ 516,765	$ 516,765	$ 536,417

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Vehicle & Equipment Parts

Vehicle and equipment parts for all fire apparatus and equipment	$ 25,000
	$ 25,000

Vehicle Repairs & Maint

Vehicle repairs completed by outside mechanics	$ 16,000
	$ 16,000

Miscellaneous Equipment

Preemption equipment	$ 5,000
Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	23,000
Miscellaneous station equipment	2,000
	$ 30,000

Build Repairs & Maint

Repairs and maintenance for six fire stations	$ 18,000
	$ 18,000

CITY OF APPLETON 2004 BUDGET
FIRE DEPARTMENT

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS
Hazardous Materials, Level "A"

NOTES

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A" **Business Unit 2090**

PROGRAM MISSION

In order to protect people and the environment, we will provide certain "Level A" 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 # 4: "… pursue regional cooperation of services…"

Objectives:

Hazardous Materials Level A emergency response means activities associated with emergency services to protect life and property from a substance release which occurs from an extremely hazardous substance in a twelve county response region as defined in the state contract. The Cities of Appleton and Oshkosh provide these services under a contract with the State of Wisconsin.

The Hazardous Materials Level A team will strive to meet the provisions of the state contract by:
Providing service to the contract area
Continuing outreach programs with agencies in the response region
Providing equipment as recommended by the State
Providing an adequate number of trained, medically monitored, competent and supervised personnel

Major program changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	New measure →		100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	New measure →		0	0	0
Work Process Outputs					
# of responses	New measure →		0	5	0
# of outreach programs delivered	New measure →		10	10	10
# of sub-grant applications completed	New measure →		2	2	2
# of sub-grants received	New measure →		2	2	2

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 87,944	$ 183,674	$ 96,161	$ 96,161	$ 90,651	-5.73%
Program Expenses		$ 32,856	$ 157,636	$ 85,351	$ 85,351	$ 79,851	-6.44%
Expenses Comprised Of:							
Personnel		-	12,344	-	-	-	N/A
Administrative Expense		3,358	10,794	10,600	10,600	30,600	188.68%
Supplies & Materials		22,443	120,042	45,751	45,751	19,751	-56.83%
Purchased Services		5,267	5,500	21,500	21,500	22,000	2.33%
Utilities		577	852	-	-	1,000	N/A
Repair & Maintenance		1,211	2,510	2,500	2,500	6,500	160.00%
Capital Expenditures		-	5,594	5,000	5,000	-	-100.00%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A" **Business Unit 2090**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ 73,831	$ 150,959	$ 85,351	$ 85,351	$ 79,851
4710 Interest on Investment	14,113	13,910	10,810	10,810	10,800
4801 Charges for Serv.- Nontax	-	2,655	-	-	-
5082 Insurance Proceeds	-	16,150	-	-	-
Total Revenue	$ 87,944	$ 183,674	$ 96,161	$ 96,161	$ 90,651
Expenses					
6105 Overtime	$ -	$ 9,144	$ -	$ -	$ -
6150 Fringes	-	3,200	-	-	-
6201 Training\Conferences	3,065	9,867	10,000	10,000	30,000
6301 Office Supplies	109	414	-	-	500
6302 Subscriptions	-	-	100	100	100
6303 Memberships & Licenses	100	-	-	-	-
6305 Awards & Recognition	-	328	-	-	-
6307 Food & Provisions	84	185	500	500	-
6309 Shop Supplies & Tools	30	6,853	-	-	4,200
6310 Chemicals	1,717	924	500	500	3,250
6315 Books & Library Materials	634	823	1,000	1,000	-
6316 Miscellaneous Supplies	1,394	1,570	-	-	-
6320 Printing & Reproduction	-	530	-	-	-
6321 Clothing	1,303	7,488	10,000	10,000	5,000
6322 Gas Purchases	-	15	-	-	-
6323 Safety Supplies	-	-	5,251	5,251	-
6324 Medical\Lab Supplies	1,178	212	3,500	3,500	1,000
6326 Vehicle & Equipment Parts	2,518	635	2,500	2,500	1,000
6327 Miscellaneous Equipment	13,669	100,992	23,000	23,000	5,301
6404 Consulting Services	5,000	5,500	5,500	5,500	6,000
6413 Utilities	577	852	-	-	1,000
6417 Vehicle Repairs & Maint.	920	1,833	-	-	1,500
6418 Equip Repairs & Maint.	291	677	-	-	-
6419 Communicat'n Eq. Repair	-	-	2,500	2,500	-
6425 CEA Equip. Rental	-	-	-	-	5,000
6430 Health Services	267	-	16,000	16,000	16,000
6804 Equipment	-	5,594	5,000	5,000	-
Total Revenue	$ 32,856	$ 157,636	$ 85,351	$ 85,351	$ 79,851

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training & Conferences

Haz-Mat technician training	$ 3,000
Haz-Mat advanced training	3,000
Weapons of mass destruction training	4,000
Outreach Training	5,000
Regional Training	15,000
	$ 30,000

Health Services

Physicals for team members	$ 16,000
	$ 16,000

CITY OF APPLETON 2004 BUDGET
HAZARDOUS MATERIAL LEVEL A
SOURCES AND USES OF FUNDS

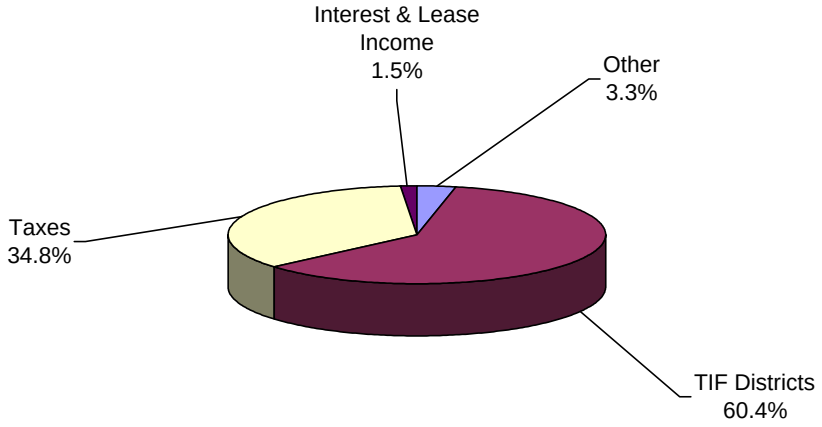
Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	73,832	150,959	85,351	85,351	79,851
Interest Income	14,114	13,910	10,810	10,810	10,800
Charges for Services	-	2,655	-	-	-
Other	-	16,150	-	-	-
Total Revenues	87,946	183,674	96,161	96,161	90,651
Expenses					
Program Costs	32,855	157,638	85,351	92,252	79,851
Administrative Expenses	-	-	-	-	-
Total Expenses	32,855	157,638	85,351	92,252	79,851
Revenues over (under) Expenses	55,091	26,036	10,810	3,909	10,800
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	55,091	26,036	10,810	3,909	10,800
Fund Balance - Beginning	216,597	271,688	297,724	297,724	301,633
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 271,688	$ 297,724	$ 308,534	$ 301,633	$ 312,433

CITY OF APPLETON 2004 BUDGET
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.

Funding Sources for 2004 Debt Service

$8,388,085



CITY OF APPLETON 2004 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Taxes	$ 2,937,127	$ 3,000,396	$ 2,922,956	$ 2,922,956	$ 2,917,334
Other	126,397	93,238	91,370	91,370	94,363
Interest Income	75,173	23	15,000	15,000	15,000
Total Revenues	3,138,697	3,093,657	3,029,326	3,029,326	3,026,697
Expenditures					
Debt Service:					
Principal	6,322,600	7,149,027	5,438,571	5,438,571	5,903,153
Interest and Fees	2,219,916	2,210,534	2,574,837	2,574,837	2,484,932
Total Expenditures	8,542,516	9,359,561	8,013,408	8,013,408	8,388,085
Excess Revenues (Expenditures)	(5,403,819)	(6,265,904)	(4,984,082)	(4,984,082)	(5,361,388)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	85,870	108,656	90,000	90,000	90,000
Operating Transfers In	5,335,333	6,156,975	4,874,082	4,874,082	5,256,388
Total Other Financing Sources	5,421,203	6,265,631	4,964,082	4,964,082	5,346,388
Excess Revenues and Other Financing Sources (Expenditures)	17,384	(273)	(20,000)	(20,000)	(15,000)
Fund Balances (Deficit), Beginning	33,091	50,475	50,202	50,202	30,202
Residual Equity Transfers In	-	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 50,475	$ 50,202	$ 30,202	$ 30,202	$ 15,202

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1993A G.O. Bonds	300,000	115,855	415,855
1996 G.O. Notes	100,000	88,678	188,678
1997 State Trust Fund	88,316	22,204	110,520
1997 G.O. Notes	225,000	152,047	377,047
1998A Refunding Bonds	1,600,000	189,450	1,789,450
1998B G.O. Notes	905,000	187,419	1,092,419
1999A G.O. Notes	125,000	35,996	160,996
1999B G.O. Notes	320,000	137,400	457,400
2000A G.O. Notes	640,000	368,294	1,008,294
2001A G.O. Notes	195,000	146,240	341,240
2001B G.O. Notes	-	196,200	196,200
2001 State Trust Fund	100,000	141,042	241,042
2002A G.O. Notes	890,000	248,840	1,138,840
2002B G.O. Notes	-	112,063	112,063
2002 State Trust Fund	80,024	113,973	193,997
2003A G.O. Notes	210,000	48,710	258,710
2003 State Trust Fund	124,813	90,521	215,334
Debt Issuance Cost	-	90,000	90,000
Total Debt Service Obligation	$ 5,903,153	$ 2,484,932	$ 8,388,085

DEBT SERVICE FUNDING SOURCES

Operating Transfers:	
Capital Project Funds:	
Tax Incremental District #2	66,959
Tax Incremental District #3	2,768,243
Tax Incremental District #4	1,077,144
Tax Incremental District #5	93,140
Tax Incremental District #6	1,063,866
Industrial Park	187,036
Revenue:	
Taxes	2,917,334
Interest Income **	30,000
Lease Revenue	94,363
Borrowing:	
Proceeds of General Obligation Notes	90,000
Total Funding Sources	$ 8,388,085

** Includes $15,000 of fund balance.

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	1993A G. O. Bonds		
Year	4/1 Principal	4/1 & 10/1 Interest	TIF #3
2004	300,000	115,855	415,855
2005	400,000	97,305	497,305
2006	125,000	83,393	208,393
2007	125,000	76,768	201,768
2008	160,000	69,175	229,175
2009	160,000	60,575	220,575
2010	220,000	50,260	270,260
2011	255,000	37,253	292,253
2012	255,000	23,100	278,100
2013	285,000	7,980	292,980
2014			
	2,285,000	621,664	2,906,664

	1996 G.O. Note				
Year	4/1 Principal	4/1 & 10/1 Interest	Water Utility	Stormwater Utility	TIF #4
2004	395,000	127,715	141,695	192,342	188,678
2005	1,165,000	88,715	140,320	188,718	924,677
2006	1,180,000	29,795	143,535	189,671	876,589
2007					
2008					
2009					
2010					
2011					
2012					
2013					
2014					
	2,740,000	246,225	425,550	570,731	1,989,944

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	1997 State Trust Fund Loan		
Year	3/15 Principal	3/15 Interest	TIF #4
2004	88,316	22,204	110,520
2005	93,455	17,065	110,520
2006	98,828	11,692	110,520
2007	104,511	6,009	110,520
2008			
2009			
2010			
2011			
2012			
2013			
2014			
	385,110	56,970	442,080

	1997A G.O. Notes					
Year	4/1 Principal	4/1 & 10/1 Interest	Water Utility	TIF #4	TIF #3	Stormwater Utility
2004	545,000	208,472	176,594	243,544	133,503	199,831
2005	570,000	182,688	179,425	242,416	129,109	201,738
2006	1,570,000	133,200	176,909	1,198,394	129,600	198,297
2007	2,095,000	48,447	179,047	1,161,247	603,644	199,509
2008						
2009						
2010						
2011						
2012						
2013						
2014						
	4,780,000	572,807	711,975	2,845,601	995,856	799,375

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	1998A G.O. Refunding Bonds		
Year	Principal	Interest	TIF #3
2004	1,600,000	189,450	1,748,275
2005	10,000	154,835	164,835
2006	285,000	148,421	433,421
2007	280,000	136,063	416,063
2008	345,000	122,313	467,313
2009	340,000	107,073	447,073
2010	475,000	88,735	563,735
2011	535,000	65,743	600,743
2012	530,000	40,850	570,850
2013	595,000	14,131	609,131
2014			
	4,995,000	1,067,614	6,021,439

	1998B G.O. Notes					
Year	4/1 Principal	4/1 & 10/1 Interest	Stormwater Utility	TIF #4	Industrial Park	Ice Center
2004	1,000,000	235,313	142,894	406,032	37,484	94,363
2005	1,045,000	191,334	143,700	407,806	40,870	92,213
2006	370,000	160,465	139,325	301,115		90,025
2007	990,000	130,050	139,762	887,600		92,687
2008	2,395,000	53,888	736,200	884,462		828,225
2009						
2010						
2011						
2012						
2013						
2014						
	5,800,000	771,050	1,301,881	2,887,015	78,354	1,197,513

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	1999A G.O. Notes		
Year	Principal	Interest	TIF #4
2004	125,000	35,996	128,370
2005	125,000	30,403	123,895
2006	135,000	24,485	124,230
2007	140,000	18,090	124,230
2008	145,000	11,320	123,885
2009	160,000	3,920	128,063
2010			
2011			
2012			
2013			
2014			
	830,000	124,214	752,673

	1999B G.O. Notes				
Year	Principal	Interest	TIF #3	TIF #5	TIF #6
2004	320,000	137,400	150,418	70,655	236,328
2005	345,000	115,788	153,267	72,243	235,278
2006	365,000	92,713	150,630	68,668	238,415
2007	385,000	68,145	147,605	69,900	235,640
2008	410,000	41,910	149,025	65,940	236,945
2009	430,000	14,190	149,785	61,980	232,425
2010					
2011					
2012					
2013					
2014					
	2,255,000	470,146	900,730	409,386	1,415,031

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	2000A G.O. Notes				
Year	Principal	Interest	TIF #2	TIF #3	TIF #6
2004	640,000	368,294	51,459	12,278	172,213
2005	775,000	333,803	59,022	12,278	220,994
2006	1,635,000	275,059	56,341	12,278	423,438
2007	1,995,000	186,578		90,344	708,328
2008	840,000	117,475		91,322	866,153
2009	985,000	72,375		87,125	970,250
2010	955,000	23,875			978,875
2011					
2012					
2013					
2014					
	7,825,000	1,377,459	166,822	305,625	4,340,251

	2001A G.O. Notes			
Year	Principal	Interest	Industrial Park	TIF #6
2004	195,000	146,240	29,245	48,645
2005	205,000	138,240	29,245	48,645
2006	230,000	129,540	92,945	48,645
2007	310,000	118,740	124,645	48,645
2008	1,200,000	87,790	120,583	146,582
2009	325,000	56,215	140,895	240,320
2010	550,000	37,565	160,045	427,520
2011	585,000	12,870	158,410	439,460
2012				
2013				
2014				
	3,600,000	727,200	856,013	1,448,462

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	2001B G.O. Notes			
Year	Principal	Interest	TIF #3	TIF #5
2004	0	196,200	184,200	12,000
2005	100,000	193,200	281,200	12,000
2006	200,000	184,200	372,200	12,000
2007	300,000	169,200	457,200	12,000
2008	420,000	147,600	536,200	31,400
2009	550,000	118,500	609,200	59,300
2010	650,000	82,500	676,200	56,300
2011	1,050,000	31,500	999,100	82,400
2012				
2013				
2014				
	3,270,000	1,122,900	4,115,500	277,400

	2001 State Trust Fund Loan					
Year	Principal	Interest	Industrial Park	TIF #2	TIF #3	TIF #6
2004	100,000	141,042	107,542	15,500	9,038	108,962
2005	210,000	137,250	106,500	25,250	9,038	206,462
2006	450,000	119,000	31,500	34,500	9,038	493,962
2007	240,000	101,000		53,000	9,038	278,962
2008	300,000	87,500		60,750	9,038	317,712
2009	350,000	71,250		58,250	9,038	353,962
2010	470,000	50,750		75,250	9,038	436,462
2011	780,000	19,500		71,750	185,283	542,467
2012						
2013						
2014						
	2,900,000	727,292	245,542	394,250	248,549	2,738,951

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	2002A G.O. Notes		
Year	Principal	Interest	TIF #6
2004	890,000	248,840	70,240
2005	920,000	221,690	70,240
2006	955,000	193,565	70,240
2007	1,000,000	161,740	70,240
2008	1,000,000	126,240	70,240
2009	1,100,000	87,340	168,340
2010	100,000	64,440	164,440
2011	700,000	48,440	748,440
2012	840,000	17,220	857,220
2013			
2014			
	7,505,000	1,169,515	2,289,640

	2002B G.O. Notes				
Year	Principal	Interest	Industrial Park	TIF #3	TIF #5
2004	-	112,063	12,765	88,813	10,485
2005	-	112,063	12,765	88,813	10,485
2006	45,000	110,938	56,640	88,813	10,485
2007	50,000	108,563	59,265	88,813	10,485
2008	70,000	105,563	56,765	88,813	29,985
2009	70,000	101,993	54,215	88,813	28,965
2010	185,000	95,270	56,458	186,163	37,650
2011	130,000	86,728		180,713	36,015
2012	1,445,000	41,544		1,393,956	92,588
2013					
2014					
	1,995,000	874,725	308,873	2,293,710	267,143

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	2002 State Trust Fund Loan			2003A G.O. Notes		
Year	Principal	Interest	TIF #6	Principal	Interest	TIF #6
2004	80,024	113,973	193,997	210,000	48,710	44,010
2005	97,998	95,999	193,997	195,000	42,088	40,625
2006	102,898	91,099	193,997	50,000	40,125	90,125
2007	108,042	85,954	193,996	50,000	39,000	89,000
2008	113,224	80,773	193,997	50,000	37,700	87,700
2009	119,106	74,891	193,997	100,000	35,525	135,525
2010	125,061	68,935	193,996	100,000	32,400	132,400
2011	131,314	62,682	193,996	100,000	29,075	129,075
2012	137,726	56,270	193,996	280,000	22,475	302,475
2013	144,766	49,230	193,996	475,000	8,787	483,788
2014	152,004	41,992	193,996			
2015	159,605	34,392	193,997			
2016	167,513	26,484	193,997			
2017	175,961	18,036	193,997			
2018	184,758	9,238	193,996			
	2,000,000	909,948	2,909,948	1,610,000	335,885	1,534,723

	2003 State Trust Fund Loan			
Year	Principal	Interest	TIF #3	TIF #6
2004	124,813	90,521	25,863	189,471
2005	95,712	133,759	40,000	189,471
2006	100,497	128,974	40,000	189,471
2007	115,522	123,949	50,000	189,471
2008	130,583	118,496	59,608	189,471
2009	146,327	111,644	68,500	189,471
2010	162,144	104,327	77,000	189,471
2011	178,251	96,220	85,000	189,471
2012	194,513	87,547	92,589	189,471
2013	211,389	77,582	99,500	189,471
2014	228,459	67,012	106,000	189,471
2015	245,881	55,590	112,000	189,471
2016	263,605	43,414	117,548	189,471
2017	291,856	30,115	132,500	189,471
2018	310,448	15,522	136,500	189,470
	2,800,000	1,284,672	1,242,608	2,842,064

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

	ALL ISSUES					
Year	Principal	Interest	Total	Less Revenues	Less Interest Income*	Tax Supported Debt
2004	6,613,153	2,538,288	9,151,441	6,204,107	30,000	2,917,334
2005	6,352,165	2,286,225	8,638,390	5,705,365	15,000	2,918,025
2006	7,897,223	1,956,664	9,853,887	7,104,355	15,000	2,734,532
2007	8,288,075	1,578,296	9,866,371	7,102,654	15,000	2,748,717
2008	7,578,807	1,207,743	8,786,550	6,677,489	15,000	2,094,061
2009	4,835,433	915,491	5,750,924	4,696,067	15,000	1,039,857
2010	3,992,205	699,057	4,691,262	4,691,263	0	0
2011	4,444,565	490,011	4,934,576	4,934,576	0	0
2012	3,682,239	289,006	3,971,245	3,971,245	0	0
2013	1,711,155	157,710	1,868,865	1,868,866	0	0
2014	380,463	109,004	489,467	489,467	0	0
2015	405,486	89,982	495,468	495,468	0	0
2016	431,118	69,898	501,016	501,016	0	0
2017	467,817	48,151	515,968	515,968	0	0
2018	495,206	24,760	519,966	519,966	0	0
	57,575,110	12,460,286	70,035,396	55,477,872	105,000	14,452,526

* 2004 includes the use of $15,000 of fund balance available.

CITY OF APPLETON 2004 BUDGET

DEBT SERVICE OBLIGATION

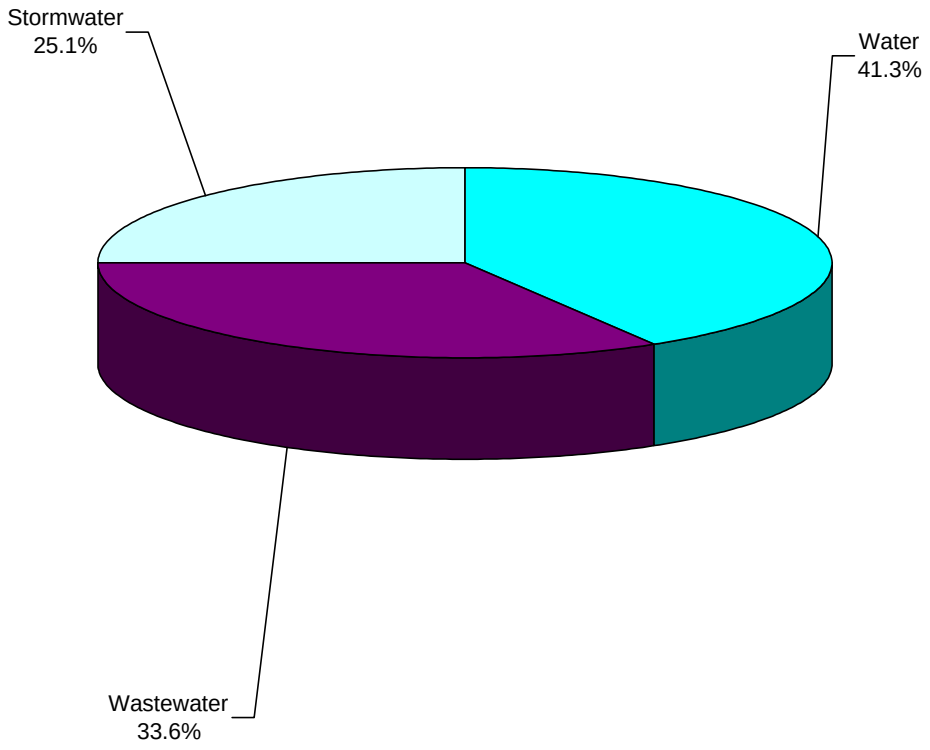
NOTES

CITY OF APPLETON 2004 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.

2004 UTILITIES

$38,752,950



CITY OF APPLETON 2004 BUDGET
ENTERPRISE FUNDS

ACCOUNTING CHANGE FOR 2003

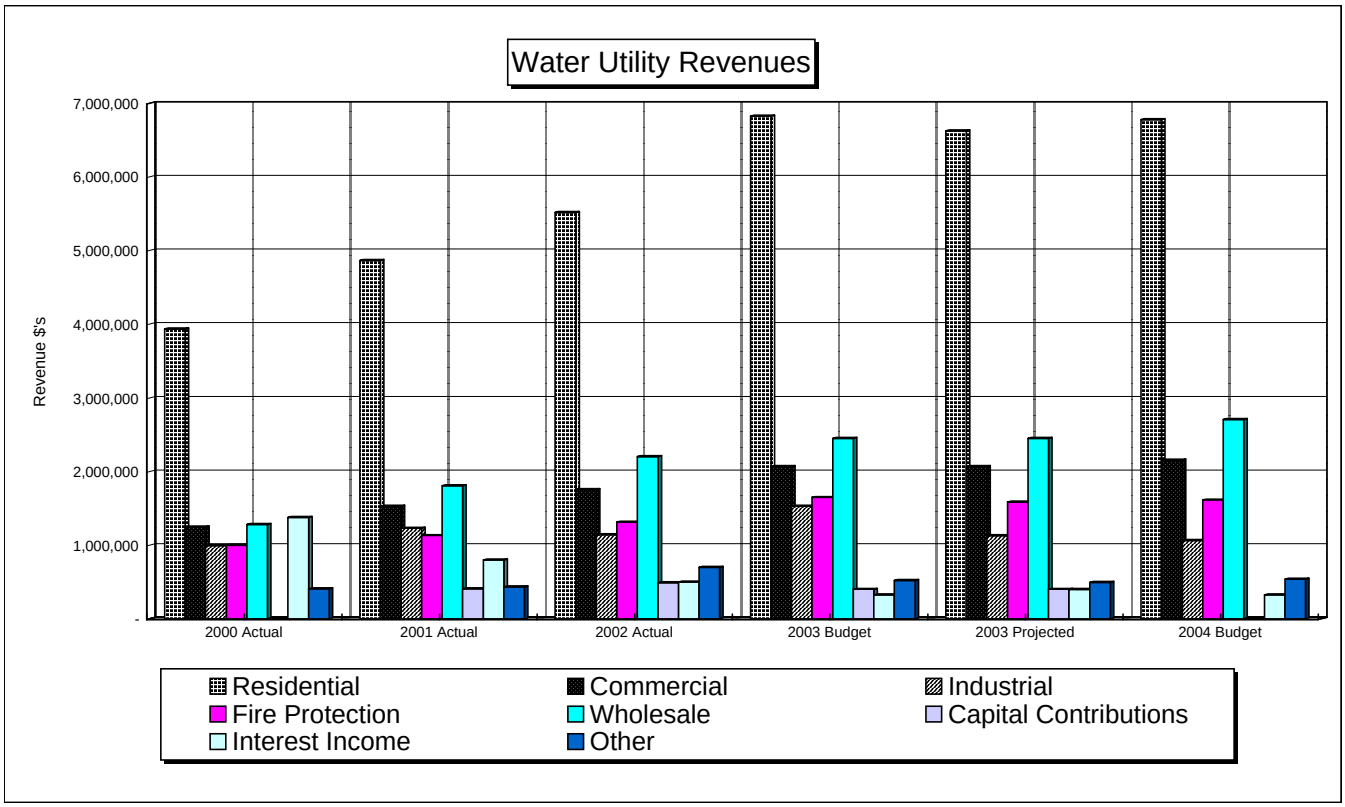
The traditional financial reporting model for state and local government has its roots in the early decades of the twentieth century. A consensus gradually has emerged that additional improvements were needed if public-sector financial reporting was to fully achieve its objective of promoting fiscal and operational accountability. This consensus led the Government Accounting Standards Board (GASB) to undertake a comprehensive reexamination of the traditional financial reporting model that resulted in GASB Statement Number 34 and establishment of a new governmental accounting model. The GASB incorporated many of the most popular features of traditional financial reporting into the new governmental model in hopes of retaining and even better serving current users of state and local government financial reports and attracting new users whose needs were not met by the previous model.

Contributed capital in the enterprise funds is one area which changed with the 2003 budget due to the implementation of GASB 34. Contributions and capital paid in on the balance sheet will be reclassified to retained earnings. Contributed capital is eliminated from the balance sheet and any future contributions (internal or external) will be shown as non-operating revenue. As a result, the City will no longer have to compute depreciation expense separately between contributed and non-contributed assets. Depreciation for all assets will be shown on one line. This appears on the surface like a large increase in the budget; however, in reality it is an accounting change for financial reporting purposes that has no impact on rates or actual cash expenses.

CITY OF APPLETON 2004 BUDGET
UTILITY REVENUES

WATER UTILITY

Sources of Revenue	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Residential Water Service	3,936,473	4,867,281	5,519,698	6,826,797	6,626,797	6,777,150	2.27%
Commercial Water Servi ce	1,246,605	1,528,721	1,756,667	2,067,778	2,067,778	2,156,860	4.31%
Industrial Water Service	992,645	1,231,985	1,143,048	1,531,044	1,131,044	1,063,450	-5.98%
Municipal Water Service	183,363	250,797	278,129	338,045	338,045	319,230	-5.57%
Fire Protection	1,000,720	1,132,431	1,314,663	1,649,540	1,586,840	1,614,160	1.72%
Wholesale Water Service	1,280,881	1,808,397	2,204,611	2,449,496	2,449,496	2,706,850	10.51%
Other Charges for Service	206,204	164,893	228,115	175,776	150,000	214,450	42.97%
Interest Income	1,376,457	801,284	499,183	324,600	400,000	326,500	-18.38%
Contributed Capital	-	406,845	491,246	402,263	402,263	-	N/A
Other	19,719	19,643	193,441	6,604	6,604	6,423	-2.74%
Total Water Utility	**10,243,067**	**12,212,277**	**13,628,801**	**15,771,943**	**15,158,867**	**15,185,073**	**0.17%**

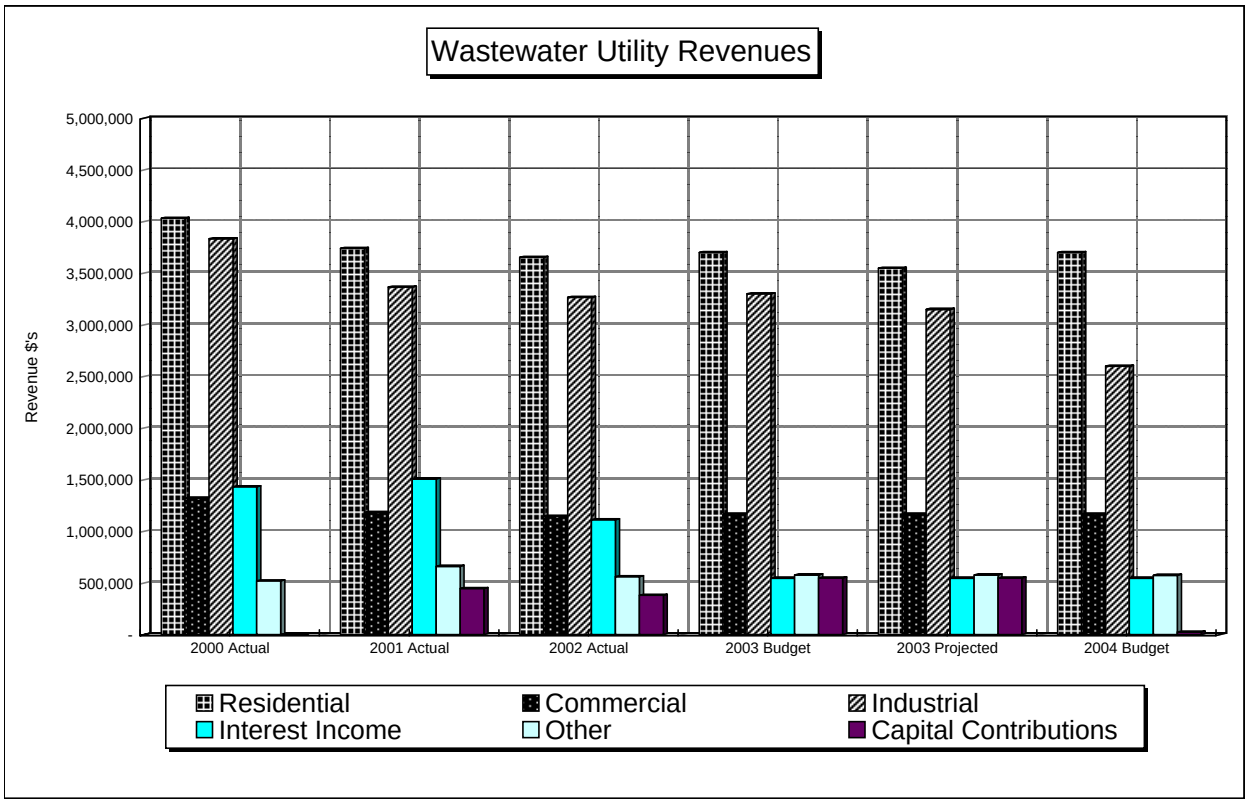


Residential water sales makes up the largest portion of water utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, and Grand Chute fire protection. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. 2004 industrial revenue is projected to decline by $340,000 due to the closing of the Foremost Farms plant. The higher interest income in 1999 resulted from the investment of funds borrowed for construction of the new water plant pending their expenditure on construction. Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to city property, customer penalties, and gains or losses on the sale of fixed assets.

CITY OF APPLETON 2004 BUDGET
UTILITY REVENUES

WASTEWATER UTILITY

Sources of Revenue	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Residential Sewer Service	4,032,905	3,740,011	3,654,100	3,700,000	3,550,000	3,700,000	4.23%
Commercial Sewer Service	1,322,794	1,183,278	1,148,084	1,170,000	1,170,000	1,170,000	0.00%
Industrial Sewer Service	3,834,913	3,366,339	3,267,520	3,300,000	3,151,000	2,600,000	-17.49%
Municipal Sewer Service	186,719	183,759	160,014	163,000	163,000	163,000	0.00%
Lab & Pre-Treatment	50,985	43,825	28,673	39,700	39,700	34,700	-12.59%
Interest Income	1,431,870	1,508,404	1,114,183	548,200	548,200	548,200	0.00%
Fines & Penalties	25,132	21,000	19,911	21,000	21,000	21,000	0.00%
Capital Contributions	-	446,988	381,815	550,000	550,000	26,402	-95.20%
Other	259,156	413,777	353,753	355,000	355,000	357,500	0.70%
Total Wastewater Utility	**11,144,474**	**10,907,381**	**10,128,053**	**9,846,900**	**9,547,900**	**8,620,802**	**-9.71%**

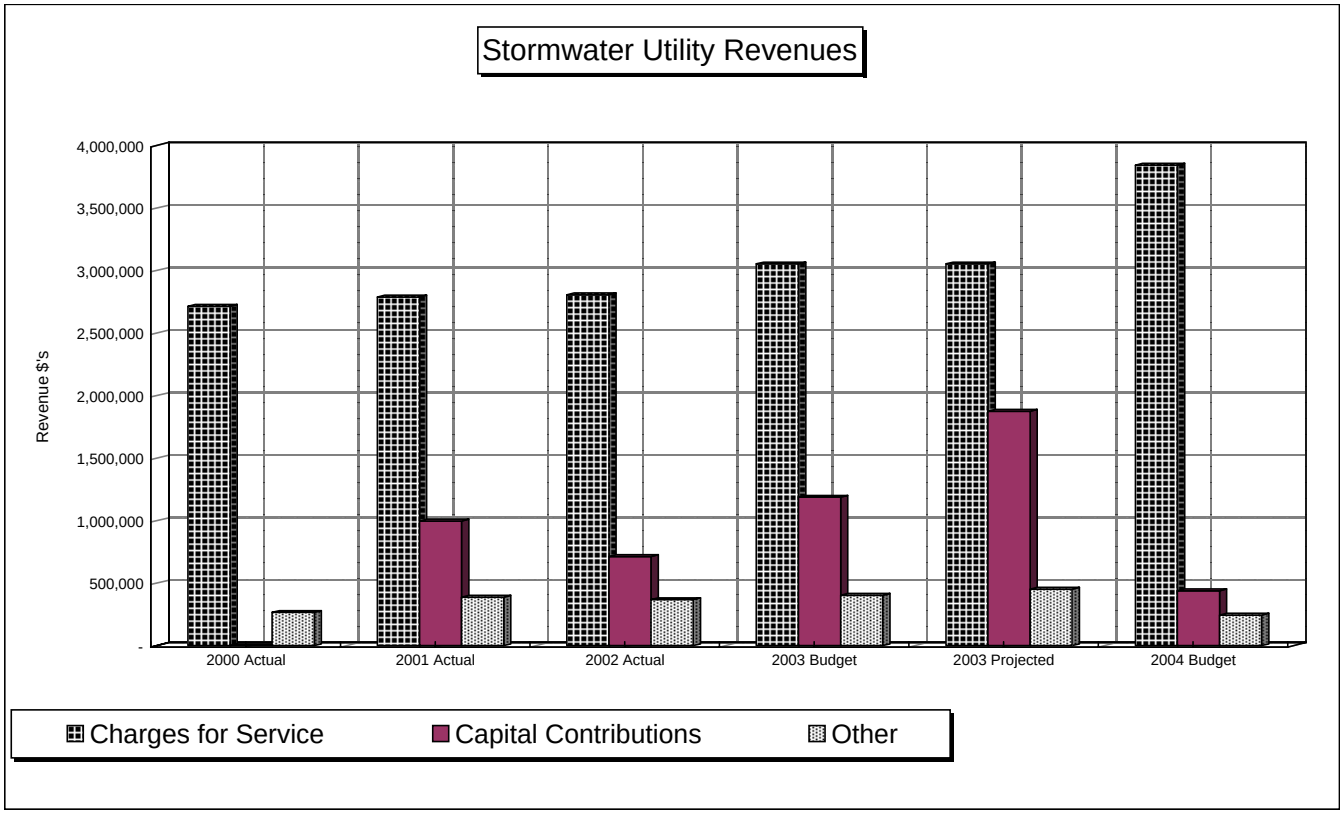


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. 2004 industrial revenue is projected to decline by $700,000 due to the closing of the Foremost Farms plant. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. Other revenues come from ancillary or nonrecurring activities, and include income from sales of city property, customer penalties, insurance proceeds, and special hauled waste charges.

CITY OF APPLETON 2004 BUDGET
UTILITY REVENUES

STORMWATER UTILITY

Sources of Revenue	2000 Actual	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget	% Change
Charges for Service	2,714,208	2,787,268	2,806,780	3,053,164	3,053,164	3,843,213	25.88%
Interest Income	230,665	351,180	345,793	210,000	260,000	230,000	-11.54%
Intergovernmental	21,210	21,112	7,980	150,000	150,000	-	N/A
Capital Contributions	-	996,619	713,429	1,187,488	1,874,888	439,764	-76.54%
Other	14,448	16,339	15,202	42,500	42,500	14,500	-65.88%
Total Stormwater Utility	**2,980,531**	**4,172,518**	**3,889,184**	**4,643,152**	**5,380,552**	**4,527,477**	**-15.85%**



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. Interest income is earnings on available working cash invested in various short-term investments. Other revenues come from ancillary or nonrecurring activities, and include various intergovernmental charges and customer penalties. 2004 revenues reflect a rate increase, from $54/ERU to $71/ERU, which took effect October 1, 2003 Also included is an estimate of $25,000 for development plan review required under the State of Wisconsin NR 216 stormwater regulations.

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
RATE DETAIL

* The rates detailed below are from the Rate Order approved by the Public Service Commission on August 30, 2002, effective September 11, 2002.
* There will be no rate change for 2004.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	$ 14.25	$ 11.25	$ 25.50
3/4	14.25	11.25	25.50
1	25.20	27.75	52.95
1 1/4	34.80	41.40	76.20
1 1/2	45.00	55.50	100.50
2	72.00	90.00	162.00
3	114.00	165.00	279.00
4	177.00	279.00	456.00
6	321.00	558.00	879.00
8	486.00	891.00	1,377.00
10	702.00	1,344.00	2,046.00
12	927.00	1,791.00	2,718.00

Volume Charge *

	Quarterly Use (Ccf)	Quarterly Charge
First	500	$ 3.04
Next	4,500	2.41
Over	5,000	2.02

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	$ 8.25
1 1/4	10.50
1 1/2	13.20
2	16.80
3	31.65
4	52.80
6	105.00
8	168.90
10	228.00
12	318.00

Wholesale Water Rates:

Town of Grand Chute

Meter (Inches)	Quarterly Charge
6	$ 321.00
8	486.00
12	927.00

Volume Charge $2.33 / Ccf

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY
RATE DETAIL

* The rates detailed below are from the 2000 Wastewater Rate Study and Cost of Service Analysis prepared by Virchow, Krause and Company, LLP, effective May 1, 2001.
* There will be no rate change for 2004.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Type	Charge
5/8		$ 11.74
3/4		11.74
1		22.00
1 1/4		30.00
1 1/2		39.00
2		59.00
3		106.00
4		173.00
6		342.00
8		544.00
9	Parshall Flume	679.00
17	V-Notch Weir	544.00

Volume Charge *

Quarterly Use (Ccf)	Charge
All	$ 1.67

Rates for Quantity/Quality Discharge:

Flow	$0.94 / 100 gallons
Biochemical Oxygen Demand (BOD)	$28.05 / 100 pounds
Total Suspended Solids (TSS)	$34.33 / 100 pounds

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	$5.30 / 100 gallons
Holding Tank Waste	$0.61 / 100 gallons
Analytical Charge	$9.00 / load
Customer Charge	$15.00 / Quarter

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

CITY OF APPLETON 2004 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)	Charge
Small	14	68.06
Average	17	77.18
Large	20	86.30

Quarterly Wastewater Charges:

Residential Users	Average Use (Ccf)	Charge
Small	14	35.12
Average	17	40.13
Large	20	45.14

Quarterly Stormwater Charges:

Residential Users	ERU's	Charge
N/A	1	17.75
N/A	1	17.75
N/A	1	17.75

Total:

Residential Users	Average Use (Ccf)	Charge
Small	14	120.93
Average	17	135.06
Large	20	149.19

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

MISSION STATEMENT

The City of Appleton Water Treatment Plant, working as a self-directed team, provides the community with a safe, high quality water in a consistent and cost effective manner to all customers utilizing the full potential of all our highly motivated, technically skilled staff.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

WATER FILTRATION

Soil Remedial Investigation

A work plan for medial soil investigation at the former water treatment plant at 337 W. Water Street was done.

Drain Piping Modification

Drain piping was modified in the membrane room to substantially eliminate water being spilled onto the membrane room floor.

Construction of the North Side Booster Station

The outer building structure and tower were completed.

Matthias Street Tower Radio Telemetry Installed

Matthias Street tower radio telemetry was installed which will send water level indications back to the SCADA system at the water plant.

Oneida Street Tower Painted

The Oneida Street Water Tower was painted in 2003.

Consumer Confidence Report Mailed

The Consumer Confidence Report was mailed to all City of Appleton water customers.

Water Plant Security System Upgraded

The security system at the water plant has been updated.

WATER DISTRIBUTION

Distribution System Maintenance & Upgrade

Replaced 41 lead services

Located 17 service leaks accounting for 27,350,400 gallons of unaccounted water through the Leak Detection Program

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

MAJOR 2004 OBJECTIVES

The Departments of Public Works and Utilities will work effectively with one another for the efficient operation of the Water Utility to:

Provide water that meets all State and Federal water quality standards and regulations

Optimize new water treatment facility to meet water requirements so that customers are provided with a safe, potable, cost-effective high quality water

Optimize short-term and long-term facility operations by working with engineering resources of the new facility to address future water quality issues

Respond promptly to main breaks to minimize water loss and property damage, and disruption of service to our customers

Maintain a meter maintenance schedule that is in compliance with the Public Service Commission (PSC) requirements

Continue to install the trace radio read system - this year will be the sixth year of an eight year project

WATER COMPARISONS	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Total Miles	315.70	318.20	325.50	332.80	340.70
Additional Miles	7.50	2.20	5.60	7.3 *	7.90
Reconstructed	2.60	4.42	3.30	3.10	5.10
% of Total Reconstructed	0.82%	1.39%	1.01%	0.95%	1.53%

* Miles do not include Purdy Subdivision

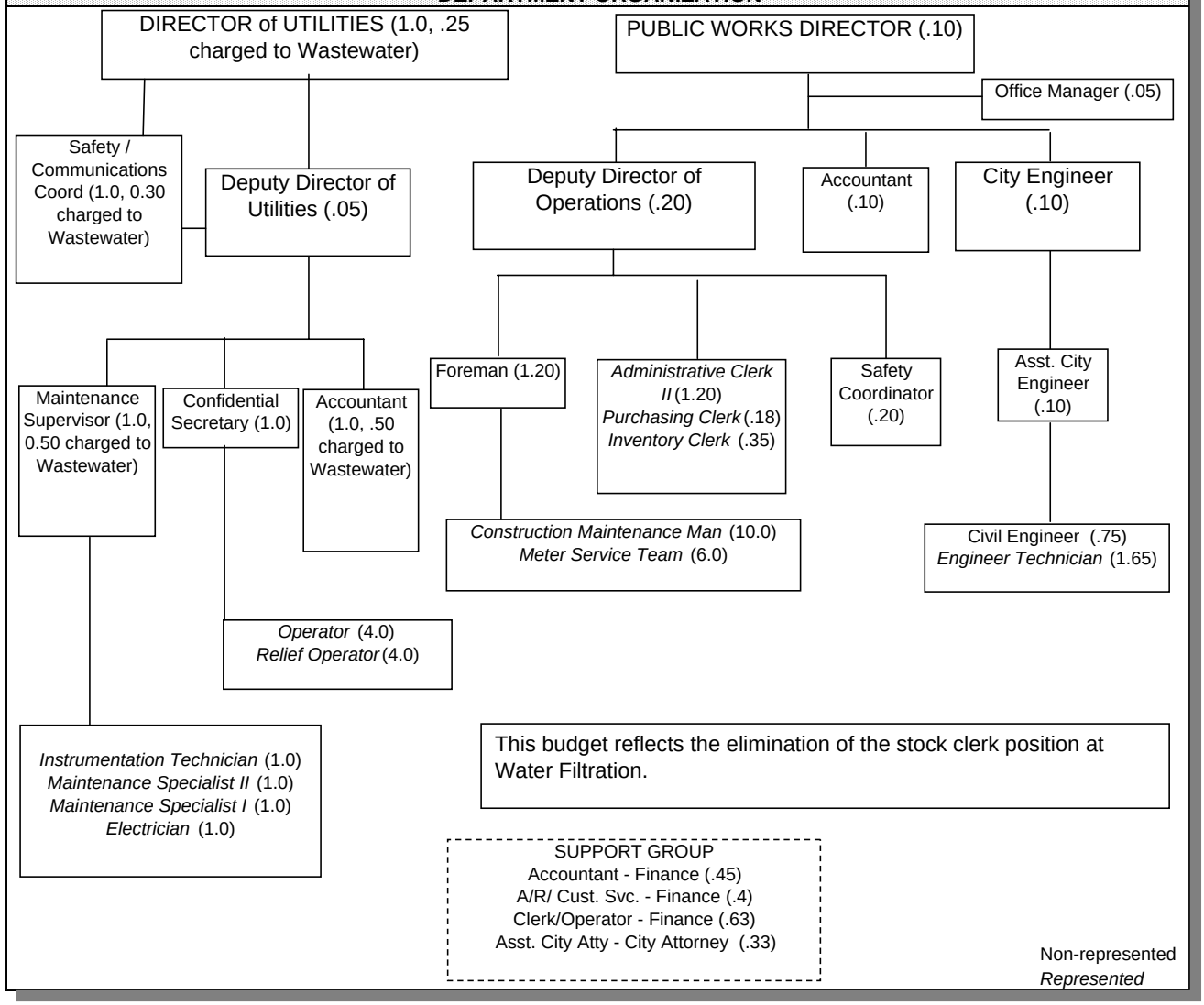
DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 12,194,317	$ 13,623,120	$ 15,771,943	$ 15,771,943	$ 15,185,073	-3.72%
Program Expenses							
5310	Administration	7,808,045	7,117,055	7,548,498	7,548,498	7,039,108	-6.75%
5321	Treatment Admin	285,858	310,797	397,426	408,908	327,975	-17.48%
5323	Treatment Operat'n	2,371,468	2,457,845	2,783,665	2,783,665	2,743,714	-1.44%
5351	Distribution Admin	302,606	291,650	245,745	245,745	280,416	14.11%
5352	Customer Service	186,367	183,683	518,596	524,096	514,553	-0.78%
5353	Distribution Operat'n	781,276	792,624	1,133,509	1,133,509	1,212,114	6.93%
5325	Treatment Capital	213	-	559,000	2,640,272	460,000	-17.71%
5370	Distribution Capital	208,801	32,534	2,661,146	2,965,437	3,432,526	28.99%
TOTAL		$ 11,944,634	$ 11,186,188	$ 15,847,585	$ 18,250,130	$ 16,010,406	1.03%
Expenses Comprised Of:							
Personnel		1,873,423	1,944,635	2,644,725	2,644,725	2,675,607	1.17%
Administrative Expense		7,552,646	6,923,979	7,394,547	7,394,547	6,888,017	-6.85%
Supplies & Materials		1,055,261	980,687	1,404,278	1,409,778	1,384,795	-1.39%
Purchased Services		141,985	134,467	298,611	1,310,705	728,267	143.88%
Utilities		745,500	704,780	879,300	879,300	816,950	-7.09%
Repair & Maintenance		387,236	497,640	233,256	233,256	235,790	1.09%
Capital Expenditures		188,583	-	2,992,868	4,377,819	3,280,980	9.63%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
Personnel

DEPARTMENT ORGANIZATION



PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	36.00	35.00	$ 2,381,099	$ 2,398,172	0.72%
Allocations From Other Funds:					
General Fund Public Works	4.43	4.18	285,179	287,825	0.93%
General Fund Finance	1.49	1.49	67,486	71,361	5.74%
General Fund City Attorney	0.33	0.33	22,400	23,928	6.82%
Amount for Contracts/Adjustments not Approved			18,730	25,963	38.62%
Wastewater Utility	0.05	0.05	4,690	4,946	5.46%
Allocations To Other Funds:					
Wastewater Utility	(1.55)	(1.55)	(134,859)	(136,588)	1.28%
Personnel Allocated to Fund	**40.74**	**39.49**	**2,644,725**	**2,675,607**	**1.17%**
Less Labor Capitalized			(222,450)	(238,964)	7.42%
Personnel Allocated to Operations	**40.74**	**39.49**	**$ 2,422,275**	**$ 2,436,643**	**0.59%**

** % change from prior year adopted budget*

CITY OF APPLETON 2004 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 Strategy # 6, "Work to continuously improve the efficiency and effectiveness of City services..."

Objectives:

Water revenues from various sources and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Major Program Changes:

This budget reflects an estimated reduction of $340,000 in industrial water service revenue resulting from the closure of the Foremost Farms plant.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
# of months posted within 10 days of end of month	50%	92%	100%	100%	100%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	103,064	104,894	104,500	105,720	106,000

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4411 Sundry Permits	$ 840	$ 615	$ 800	$ 800	$ 800
4710 Interest on Investments	945,899	256,182	323,100	323,100	325,000
4715 Gain on Sale of Investmts	8,646	28,528	-	-	-
4716 Unrealized Gains/Losses	(154,685)	213,176	-	-	-
4730 Interest-Deferred Specials	1,424	1,297	1,500	1,500	1,500
4820 Unmetered Water Sales	2,183	22,200	5,000	5,000	5,000
4821 Water Svc-Residential	4,867,281	5,519,698	6,826,797	6,826,797	6,777,150
4822 Water Svc-Commercial	1,528,721	1,756,667	2,067,778	2,067,778	2,156,860
4823 Water Svc-Industrial	1,231,985	1,143,048	1,531,044	1,531,044	1,063,450
4824 Water Svc-Municipal	235,541	255,929	333,045	333,045	314,230
4825 Private Fire Protection	122,149	140,373	185,610	185,610	172,350
4826 Public Fire Protection	991,682	1,147,992	1,445,281	1,445,281	1,409,520
4827 Fire Protection Wholesale	18,600	26,298	18,649	18,649	32,290
4829 Sales for Resale GC	1,808,397	2,204,611	2,449,496	2,449,496	2,706,850
4830 Standby Charge	4,062	-	-	-	-
5004 Sale of City Prop - Nontax	54	313	-	-	-
5006 Gain (Loss) on Asset Disp.	-	180,787	-	-	-
5016 Lease Revenue	54,190	79,143	68,476	68,476	69,350
5021 Capital Contributions	406,845	491,246	402,263	402,263	-
5030 Damage to City Property	10,407	13,555	7,500	7,500	10,500
5070 WTR Other Sales Flushing	9,011	2,339	3,000	3,000	3,000
5071 Customer Penalty	25,205	28,659	28,000	28,000	28,000
5072 Misc Revenue (turn-ons)	4,197	4,523	3,000	3,000	4,000
5073 Other Rev-Sewer Billing	68,979	91,341	65,000	65,000	91,000
5074 Other Rev-Hydrant Test	50	200	-	-	-
5075 Other WTR Rev-Misc-Lab	105	-	-	-	-
5077 Income from Admin Fee	917	7,741	-	-	7,800
5086 Prem. on Debt Issuance	1,632	6,659	6,604	6,604	6,423
Total Revenue	$ 12,194,317	$ 13,623,120	$ 15,771,943	$ 15,771,943	$ 15,185,073
Expenses					
6101 Cust Record & Collection	$ 59,192	$ 59,997	$ 69,239	$ 69,239	$ 70,729
6105 Overtime	342	990	-	-	-
6110 Other Compensation	3	32	-	-	-
6113 Shift Differential	-	2	-	-	-
6114 Sick Pay	53,784	694	-	-	-
6115 Vacation Pay	10,905	2,680	-	-	-
6150 Fringes	30,937	26,104	27,948	27,948	30,074
6318 Cust Record & Collect	11,559	13,600	13,000	13,000	13,000
6320 Outside Printing	1,320	521	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	4,252	-	-	-
6401 Accounting/Audit	7,444	5,954	7,800	7,800	7,800
6402 Legal Fees	-	13,183	-	-	-
6403 Bank Services	16,770	10,614	12,000	12,000	13,175
6404 Special Studies	27,412	31,860	20,000	20,000	-
6413 Utilities	63,470	45,551	47,000	47,000	56,400
6418 Equip Repairs & Maint	548	-	1,000	1,000	-
6429 Interfund Allocations	-	-	-	-	-
6501 Insurance - Property	38,745	36,600	40,000	40,000	80,327
6599 Other Contracts/Obligat'ns	-	8,173	-	-	-
6601 Depreciation Expense	2,716,992	2,598,206	2,907,757	2,907,757	2,602,860
6620 Payment in Lieu of Taxes	950,225	909,171	1,015,000	1,015,000	940,728
6623 Uncollectible Accounts	232	2,125	1,000	1,000	1,000
6650 Discounts Available	(19)	(64)	-	-	-
6720 Interest Payments	102,421	70,514	53,059	53,059	39,992
6721 Bond Interest Payments	3,240,154	3,083,905	3,262,558	3,262,558	3,107,087
6750 Amortization of Debt Disc	126,267	16,514	16,245	16,245	21,044
6751 Gain/Loss on refunding	44,394	39,592	39,592	39,592	39,592
7911 Trans Out - General Fund	13,800	13,800	13,800	13,800	13,800
7914 Trans Out - Capital Proj.	150,000	-	-	-	-
7961 Res Trans Out - Int Svc.	141,148	122,485	-	-	-
Total Expense	$ 7,808,045	$ 7,117,055	$ 7,548,498	$ 7,548,498	$ 7,039,108

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 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 the self-directed work team so that all aspects of water treatment will meet state and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "… pursue regional cooperation of services…"

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

Financial records as applies to treatment plant

Major Program Changes:

The assistant stock clerk position is eliminated.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Accurate reports to government agencies					
% of reports in compliance	100%	100%	100%	100%	100%
Accurate Financial Reporting					
% of annual audit goals completed	100%	100%	100%	100%	100%
Strategic Outcomes					
Integrity of programs maintained					
# of compliance issues raised by auditors that were not raised by staff	0	0	0	0	0
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
PSC Annual Report	1	1	1	1	1
CCR Report	1	1	1	1	1
DNR Reports	14	12	12	12	12
SARA Report	1	1	1	1	1

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salary	$ 105,690	$ 137,217	$ 247,155	$ 247,155	$ 204,962
6102 Labor Pool Allocations	43,447	18,426	-	-	-
6103 Unallocated Labor	2,207	-	-	-	-
6104 Call Time	92	-	-	-	-
6105 Overtime	357	-	5,000	5,000	3,000
6106 Unscheduled Overtime	3,210	3,376	-	-	-
6108 Part-Time	2,053	517	3,000	3,000	3,806
6113 Shift Differential	140	-	-	-	-
6114 Sick Pay	2,428	9,740	-	-	-
6115 Vacation Pay	10,034	23,193	-	-	-
6150 Fringes	55,068	65,753	84,274	84,274	75,102
6201 Training\Conferences	1,951	9,864	13,300	13,300	10,000
6202 Local Auto Expense	83	231	1,000	1,000	-
6301 Office Supplies	11,507	7,423	12,000	12,000	5,000
6302 Subscriptions	845	397	300	300	300
6303 Memberships & Licenses	2,816	3,392	4,000	4,000	3,500
6304 Postage/Freight	7,297	350	500	500	500
6305 Awards & Recognition	-	-	-	-	232
6307 Food & Provisions	2,306	1,434	950	950	340
6318 Materials	10,954	9,804	11,000	11,000	9,800
6321 Clothing	1,336	732	947	947	433
6404 Consulting Services	-	1,430	-	-	-
6408 Contractor Fees	10,023	4,306	14,000	25,482	11,000
6412 Advertising	234	-	-	-	-
6420 CBM Charges	11,692	13,212	-	-	-
6425 CEA Equip. Rental	88	-	-	-	-
Total Expense	$ 285,858	$ 310,797	$ 397,426	$ 408,908	$ 327,975

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training & Conferences

License and/or certification maintenance	$ 10,000
	$ 10,000

Materials

Consumer confidence report	$ 9,800
	$ 9,800

Contractor Fees

Professional Services for Technical Advice	$ 11,000
	$ 11,000

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Comply with all Federal and State standards
Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers
Develop the full potential of all employees through seminars, training programs, team meetings and continuing education credits

Major Program Changes:

Added contractual costs are: Simplex fire alarm contract $4,829; Simplex man-down contract $4,025; Cimplicity software maintenance contract $2,000; and Rockwell instrument maintenance contract $5,000. In addition, there is an anticipated 5% increase in chemical costs due to increased production costs.

Beginning 2004, funds will be budgeted in operations and maintenace for SCADA and instrumentation upgrades which will assist in keeping current with the technical advances (in 2004, $5,000 is budgeted).

Public tours of the water filtration plant have been discontinued.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
Strategic Outcomes					
Employee Training					
# of employees trained in federal standards	12	12	13	13	12
Community Safety					
# of employees participating in safety training for chemicals	8	8	8	8	8
Work Process Outputs					
Plant Operation					
# of gallons pumped per year (000)	3,590,269	3,567,209	4,000,000	3,800,000	3,600,000
# of reservoirs maintaining pressure per year	5	5	6	6	6
Community Education					
# of tours provided per year	42	23	25	5	5

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6102 Labor Pool Allocations	$ 160,290	$ 325,719	$ 577,925	$ 577,925	$ 592,422
6103 Unallocated Labor	10,323	-	-	-	-
6104 Call Time	2,494	-	-	-	-
6105 Overtime	12,982	36,044	82,550	82,550	65,724
6106 Unscheduled Overtime	72,190	47,343	-	-	-
6108 Part-Time	5,902	20,730	15,865	15,865	16,361
6113 Shift Differential	152,478	1,782	-	-	-
6114 Sick Pay	6,843	17,328	-	-	-
6115 Vacation Pay	16,462	34,129	-	-	-
6150 Fringes	135,554	153,536	230,088	230,088	265,096
6306 Building Maint./Janitorial	-	3,366	9,500	9,500	7,000
6309 Shop Supplies & Tools	2,914	2,418	6,000	6,000	4,000
6310 Chemicals	703,061	631,043	650,000	650,000	672,500
6316 Miscellaneous Supplies	83,830	63,073	86,190	86,190	87,000
6318 Materials	75,846	95,897	115,000	115,000	100,000
6321 Clothing	4,313	6,680	7,393	7,393	8,792
6323 Safety Education	7,235	11,272	15,000	15,000	9,000
6324 Medical\Lab Supplies	31,157	35,777	35,000	35,000	35,000
6327 Miscellaneous Equipment	-	-	-	-	5,000
6408 Contractor Fees	-	9,335	86,271	86,271	91,257
6413 Utilities	625,754	597,356	763,300	763,300	700,000
6414 Janitorial Service	-	76,375	63,251	63,251	48,202
6416 Build Repairs & Maint	6,977	3,385	7,000	7,000	7,000
6418 Equip Repairs & Maint	-	-	6,000	6,000	6,000
6420 CBM charges	239,033	266,469	-	-	-
6425 CEA Equip. Rental	15,830	18,788	27,332	27,332	23,360
Total Expense	$ 2,371,468	$ 2,457,845	$ 2,783,665	$ 2,783,665	$ 2,743,714

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Chemicals

Water treatment chemicals	$ 672,500
	$ 672,500

Miscellaneous Supplies

Water's share for hauling costs of bio-solids due to lime transport to Wastewater	$ 87,000
	$ 87,000

Materials

Filtration operational equipment	$ 17,500
Filtration maintenance of water equipment	20,000
Pumping materials	17,500
Pumping equipment maintenance	12,000
Other materials	33,000
	$ 100,000

Medical/Lab Supplies

Supplies for operating lab including testing requirements	$ 35,000
	$ 35,000

Contractor Fees

Filtration portion - SCADA support, lawn service, etc.	$ 31,864
Pumping maintenance contracts - i.e. HVAC, Security system, & SCADA support, etc.	39,609
Other contractor fees	19,784
	$ 91,257

Janitorial Service

Ultimate contract	$ 48,202
	$ 48,202

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Ensure the integrity of Appleton water for all customers
Maintain water towers and reservoirs to provide optimal water storage throughout the city
Maintain staff safety by providing adequate vehicles for business use

The following projects are 2004 CIP's:

Paint Lindbergh Tank (interior)	$	260,000	(see page 617)
+ Membrane Replacement		200,000	(see page 637)
	$	460,000	

Please refer to the "Projects" section for descriptions of the above CIPs.

Major Program Changes:

The budget for this program fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize water rate increases					
% per year	26%	25%	0%	0%	0%
% net impact with sewer decreases	8.80%	25%	0%	0%	0%
Work Process Outputs					
Construction projects					
% of projects on schedule	100%	70%	NA	NA	NA
% of projects within budget	100%	100%	NA	NA	NA
Water towers					
# inspected / painted per year	4 / 0	4 / 0	4 / 1	4 / 1	4 / 1

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
Treatment Capital Improvements **Business Unit 5325**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6408 Contractor Fees	$ 213	$ -	$ -	$ 938,861	$ 260,000
6804 Equipment	-	-	559,000	559,000	-
6899 Other Capital Outlay	-	-	-	1,142,411	200,000
Total Expense	$ 213	$ -	$ 559,000	$ 2,640,272	$ 460,000

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Paint Lindbergh tank interior	$ 260,000
	$ 260,000
Other Capital Outlay	
Membrane Replacement	$ 200,000
	$ 200,000

CITY OF APPLETON 2004 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 # 3, "…Train, develop and support our human resources..." and # 4, "...encourage open and productive working relationships…" and # 5, "...work to improve influences over statutory and regulatory processes…"

Objectives:

Maintain accurate records of repair and maintenance to the system and insure completeness of all information submitted annually for the Public Service Commission Reports

Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs

Implement the proper safety procedures for changing out old lead services

Major Program Changes:

This budget includes the overtime related to water locating services previously budgeted in General Fund. Also, clothing, safety supplies, and laundry services for other water business units have been combined and are budgeted in this administrative business unit to facilitate budgeting and monitoring of expenses.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	298	343	340	340	340
# of telephone requests for service	3,422	3,647	3,200	3,200	3,400
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	3	2	2	2	2
Turnover ratio of inventory	3.20	3.01	3.00	3.00	3.00
Work Process Outputs					
Reporting & recording keeping					
# of reports generated for PSC	1	1	1	1	1

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 68,703	$ 43,485	$ 47,909	$ 47,909	$ 58,445
6102 Labor Pool Allocations	89,115	97,583	64,220	64,220	57,931
6103 Unallocated Labor	569	-	-	-	-
6104 Call Time	-	37	-	-	500
6105 Overtime	388	204	500	500	5,000
6107 Temp. Full - Time	783	18	1,000	1,000	-
6108 Part-Time	3	4,089	2,934	2,934	-
6110 Other Compensation	18	112	1,000	1,000	100
6113 Shift Differential	84	-	-	-	-
6114 Sick Pay	3,400	3,676	-	-	-
6115 Vacation Pay	8,485	12,578	-	-	-
6150 Fringes	59,954	55,999	39,042	39,042	45,123
6201 Training\Conferences	2,911	4,209	5,700	5,700	4,500
6301 Office Supplies	1,575	1,496	1,500	1,500	1,500
6302 Subscriptions	-	41	100	100	-
6303 Memberships & Licenses	1,591	2,557	2,000	2,000	2,500
6304 Postage\Freight	145	167	100	100	150
6305 Awards & Recognition	-	-	800	800	360
6306 Building Supplies/Janitoria	-	-	-	-	6,600
6307 Food & Provisions	-	-	200	200	-
6309 Shop Supplies & Tools	-	-	-	-	200
6315 Books & Library Materials	10	51	200	200	100
6316 Other Misc. Supplies	379	246	150	150	-
6320 City Copy Charges	958	258	1,500	1,500	1,500
6321 Clothing	996	714	375	375	3,130
6323 Safety Supplies	89	43	300	300	750
6324 Medical\Lab Supplies	1,531	1,186	350	350	615
6327 Miscellaneous Equipment	-	875	1,500	1,500	-
6411 Temporary Help	179	-	-	-	-
6412 Advertising/Publication	2,266	1,809	2,705	2,705	2,300
6413 Utilities	55,393	51,171	68,100	68,100	59,900
6414 Janitorial Services	-	-	-	-	22,997
6420 CBM charges	1,531	-	2,000	2,000	1,000
6425 CEA Equip. Rental	1,041	4,363	-	-	-
6430 Health Services	-	36	200	200	100
6435 Other Contract Services	250	-	-	-	-
6451 Laundry Services	-	1,961	-	-	4,635
6503 Rent	259	2,686	1,360	1,360	480
Total Expense	$ 302,606	$ 291,650	$ 245,745	$ 245,745	$ 280,416

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Customer Service **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:

Implement Key Strategies # 2, "… proactively pursue regional cooperation of services…" and # 6, "Work continuously to improve the efficiency and effectiveness of City services…"

Objectives:

Continue to meet the requirements of the Public Service Commission by testing all meters

Annually inspect and calibrate one quarter of the exception meters

Continue to install the trace radio read system, year six of an eight year program

Continue to down size large, inefficient meters with smaller, accurate meters

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reliable, accurate water usage					
# of new trace meters installed	3,212	3,027	3,000	3,000	3,000
# of large meters replaced	81	93	80	80	80
# of meters tested	3,212	2,953	3,000	3,000	3,000
# of defective meters replaced	1,543	1,423	1,800	1,800	1,600
Strategic Outcomes					
Implementation of system upgrade					
% of system installed with trace meters	41%	54%	75%	75%	79%
Work Process Outputs					
Service provided					
# of service calls	1,940	2,082	2,500	2,500	1,500
System growth					
# new services installed	283	361	400	400	350

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

Customer Service **Business Unit 5352**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 9,912	$ -	$ -	$ -	$ -
6102 Labor Pool Allocations	79,525	94,340	138,417	138,417	141,938
6103 Unallocated Labor	2,889	253	-	-	-
6104 Call Time	288	565	250	250	265
6105 Overtime	704	856	750	750	600
6110 Other Compensation	-	12	-	-	-
6113 Shift Differential	51	2	25	25	25
6114 Sick Pay	1,885	3,604	-	-	-
6115 Vacation Pay	10,759	13,970	-	-	-
6150 Fringes	34,381	35,169	51,672	51,672	55,727
6304 Postage/Freight	23	41	25	25	25
6306 Building Maint./Janitorial	57	117	100	100	100
6309 Shop Supplies	6,595	7,531	7,350	7,350	7,050
6311 Paint & Supplies	217	132	150	150	100
6316 Other Misc. Supplies	47	80	300	300	50
6321 Uniforms	779	218	1,300	1,300	1,300
6323 Safety Supplies	-	13	-	-	-
6326 Equipment Parts	6,084	12,282	22,000	22,000	17,500
6327 Misc. Equipment	17,079	418	281,148	286,648	275,000
6408 Contractor Fees	8,843	4,733	5,000	5,000	4,000
6413 Utilities	-	640	900	900	650
6418 Equipment Repairs & Mai	2,642	2,718	3,125	3,125	3,675
6425 CEA Equip. Rental	3,597	5,989	6,084	6,084	6,548
6429 Interfund Allocations	-	-	-	-	-
6503 Rent	10	-	-	-	-
Total Expense	$ 186,367	$ 183,683	$ 518,596	$ 524,096	$ 514,553

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Equipment Parts	
Meter repair parts	$ 35,000
50% joint meter expense allocated to Wastewater	(17,500)
	$ 17,500

Misc. Equipment	
Trace & meters	$ 384,000
New & replacement meters	166,000
50% joint meter expense allocated to Wastewater	(275,000)
	$ 275,000

CITY OF APPLETON 2004 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:

Implement Key Strategies # 2, "… proactively pursue regional cooperation of services…" and # 6, "Work continuously to improve the efficiency and effectiveness of City services…"

Objectives:

Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers

Support the Public Service Commission with a preventative maintenance and general upkeep schedule

Monitor the Cross Connection Program and the Lead Replacement Program

Major Program Changes:

This budget reflects an increase in surface restoration required from 2003 main breaks. It also includes $20,000 for the water laterals records conversion project (see Projects, page 577) and $49,000 for the portion of the cost of replacing a backhoe not covered by the CEA Replacement Fund (Projects, page 635).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	26	26	27	27	25
# of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	11%	9%	10%	10%	10%
Strategic Outcomes					
Reliability of the system					
# water main breaks	109	91	100	100	90
Work Process Outputs					
Preventive maintenance					
# services replaced	55	41	25	25	25
# valves exercised	2,030	2,258	2,100	2,100	2,100
# valves replaced	4	8	6	6	6
# Curb boxes repaired	338	306	300	300	300
# joint leaks fixed	16	8	15	15	12
# of service leaks	27	30	35	35	30

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 27,136	$ 877	$ -	$ -	$ -
6102 Labor Pool Allocations	267,777	314,747	448,102	448,102	463,823
6103 Unallocated Labor	5,588	448	-	-	-
6104 Call Time	17,949	15,598	9,050	9,050	13,300
6105 Overtime	38,080	44,383	33,500	33,500	40,500
6107 Temp. Full - Time	13,681	8,843	20,112	20,112	10,082
6110 Other Compensation	3,199	7,136	2,000	2,000	5,850
6113 Shift Differential	8,518	282	850	850	700
6114 Sick Pay	3,400	7,195	-	-	-
6115 Vacation Pay	20,581	31,782	-	-	-
6150 Fringes	140,106	161,395	217,899	217,899	221,876
6159 Meal Allowance	109	-	-	-	-
6308 Landscape Supplies	896	375	700	700	700
6309 Shop Supplies & Tools	5,880	8,031	13,000	13,000	8,250
6311 Paint & Supplies	998	732	1,900	1,900	1,900
6316 Other Misc. Supplies	1,004	1,024	1,000	1,000	-
6320 Printing & Reproduction	-	323	-	-	-
6321 Protective Clothing	897	1,307	2,000	2,000	-
6322 Gas Purchases	91	-	375	375	375
6323 Safety Supplies	1,621	827	2,000	2,000	1,500
6325 Construction Materials	21,919	29,972	47,400	47,400	32,500
6326 Equipment Parts	21,703	26,307	58,750	58,750	73,750
6327 Miscellaneous Equipment	18,401	3,755	6,000	6,000	6,000
6404 Consulting Services	-	-	-	-	20,000
6408 Contractor Fees	42,284	5,495	110,000	110,000	135,000
6409 Inspection Fees	-	75	-	-	-
6415 Tipping Fees	4,529	11,360	5,000	5,000	5,000
6418 Equip Repairs & Maint	912	1,772	1,500	1,500	1,500
6425 CEA Equip. Rental	103,344	104,568	116,064	116,064	115,508
6426 Other Interfund Charges	-	13	-	-	-
6429 Interfund Allocations	(2,514)	-	-	-	-
6450 Repair to Private Property	163	-	-	-	-
6451 Laundry Services	3,662	1,722	4,635	4,635	-
6503 Rent	9,362	2,280	5,500	5,500	5,000
6804 Equipment	-	-	26,172	26,172	49,000
Total Expense	$ 781,276	$ 792,624	$ 1,133,509	$ 1,133,509	$ 1,212,114

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Gravel & asphalt for main/valve break repair	$ 21,000
Concrete, slurry & gravel for service laterals/curb	10,000
Other materials - hydrant repair	1,500
	$ 32,500
Equipment Parts	
Fittings, clamps, pipe, etc. for main/valve break repair	$ 22,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	25,000
Hydrants	21,400
Hydrant repair parts	5,350
	$ 73,750

Consulting Services	
Consulting services for laterals records project	$ 20,000
	$ 20,000
Contractor Fees	
Contractor services for main/valve break & repair	$ 135,000
	$ 135,000
Equipment	
Replace backhoe	$ 81,000
less CEA funded portion	(32,000)
	$ 49,000

CITY OF APPLETON 2004 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:

Implement Key Strategies # 2, "… proactively pursue regional cooperation of services…" and # 6, "Work continuously to improve the efficiency and effectiveness of City services…"

Objectives:

Implement the 2004 Watermain Program

Continue to coordinate water capital projects with other capital improvement projects

Evaluate the needs of the system and prepare a 5 year plan to reflect those needs (see page 596)

Establish a large diameter transmisison line to convey water to storage facilities for recent and future growth in northeast Appleton

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	48.0%	86.7%	94.0%	94.0%	88.0%
% increase of fire flow capacity	40% - 300%	25% - 200%	5% - 100%	5% - 100%	5% - 100%
# of low flow hydrants eliminated	5	10	5	5	10
Strategic Outcomes					
System size					
Miles of mains	316	318	327	333	340
% of total miles of mains reconstructed	14.0%	14.8%	15.5%	15.5%	15.6%
# of hydrants in the City	2,686	2,724	2,790	2,790	2,900
# of low flow hydrants in the City	231	200	124	124	110
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	2.5	1.5	2.3	2.3	1.9
Miles of existing mains relayed	2.6	4.4	3.3	3.3	5.1

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
Distribution Capital Improvements **Business Unit 5370**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6102 Labor Pool Allocations	$ -	$ -	$ 143,666	$ 143,666	$ 145,052
6105 Overtime	-	-	16,000	16,000	16,000
6107 Temp. Full - Time	-	-	4,500	4,500	-
6150 Fringes	-	65	58,284	58,284	65,494
6303 Memberships & Licenses	1,143	-	-	-	-
6308 Landscape Supplies	480	-	-	-	-
6404 Consulting	-	20,861	-	-	-
6408 Contractor Fees	16,155	1,546	31,000	92,751	174,000
6409 Inspection Fees	1,558	-	-	-	-
6413 Utilities	882	10,062	-	-	-
6809 Infrastructure Constr.	188,583	-	2,407,696	2,650,236	3,031,980
Total Expense	$ 208,801	$ 32,534	$ 2,661,146	$ 2,965,437	$ 3,432,526

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	Street	From	To	Water Utility
Labor Pool				226,546
Miscellaneous Construction	Bellevue Plat (Easement costs)			12,800
	Permit & Misc. Fees (NOI, Railroad, Water Usage, etc.)			7,215
	Surface Restoration - From 2003 Water CIP Excav.			174,000
	Subtotal			**194,015**
New Construction	Apple Creek Rd	Meade St	400' e/o Meade St	30,000
	Bellevue Plat	West plat line	Edgewood Dr	32,400
	Subtotal			**62,400**
Reconstruction	Drew St	College Ave	Wisconsin Ave	468,760
	Ramlen Ct.	Ramlen Ct. (N)	Madison St	31,490
	Eighth St	Story St	Canadian National	18,386
	Franklin St	Drew St	Union St	47,700
	Hancock St	Drew St	Union St	73,100
	Hawes Ave	Summit St	Mason St	63,420
	Kensington Dr	College Ave	Radio Rd	77,220
	Lee Ct	Lee St	Weimar St	23,060
	Maple St	Madison St	Carpenter St	199,325
	Mason St	Wisconsin Ave	Lindbergh St	427,050
	Park Ave	Franklin St	Washington St	30,520
	Ritger St	Goodall St	Fremont St	33,350
	Story St	Intersection	Lawrence St	11,440
	Story St	Prospect Ave	Spencer St	134,164
	Third St	Story St	State St	141,530
	Washington St	Drew St	Rankin	114,240
	Weimar St	Newberry St	John St	279,510
	Subtotal			**2,174,265**
Total Water Main Construction				**2,657,226**
Transmission Line - New	Ballard Rd	Werner Rd	Mackville Rd	184,600
	Edgewood Dr	Meade St	Haymeadow Ave	144,950
	French Rd	Glory La	Edgewood Dr	190,450
	Story St	Third St	Spencer St	123,200
	Third St	Story St	Memorial Dr	132,100
	Subtotal			**775,300**
Total Water Construction				$ 3,432,526

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
SOURCES AND USES OF FUNDS

	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Revenues					
Charges for Services	$ 10,991,396	$ 12,437,191	$ 14,863,500	$ 14,200,000	$ 14,637,700
Miscellaneous	-	-	174,976	150,000	214,450
Total Revenues	10,991,396	12,437,191	15,038,476	14,350,000	14,852,150
Expenses					
Treatment Expenses	2,657,542	2,768,644	3,181,091	3,181,091	3,074,889
Distribution Expenses	1,479,054	1,300,491	1,897,850	1,897,850	1,958,083
Administrative Expenses	1,422,861	1,172,037	1,255,487	1,255,487	1,211,533
Depreciation	2,716,992	2,598,206	2,907,757	2,907,757	2,602,860
Miscellaneous	-	-	-	-	-
Total Expenses	8,276,449	7,839,378	9,242,185	9,242,185	8,847,365
Operating Income (Loss)	2,714,947	4,597,813	5,796,291	5,107,815	6,004,785
Non-Operating Revenues (Expenses)					
Investment Income	801,284	499,183	324,600	400,000	326,500
Interest Expense	(3,342,575)	(3,154,419)	(3,315,617)	(3,315,617)	(3,147,079)
Amortization of Debt Expense	(169,029)	(49,447)	(55,837)	(55,837)	(60,636)
Gain on Sale of Fixed Assets	-	180,787	-	-	-
Sale of City Property	-		-	-	-
Other	12,752	13,736	6,604	6,604	6,423
Total Non-Operating	(2,697,568)	(2,510,160)	(3,040,250)	(2,964,850)	(2,874,792)
Net Income Before Transfers	17,379	2,087,653	2,756,041	2,142,965	3,129,993
Transfers In (Out)					
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Net Income (Loss)	3,579	2,073,853	2,742,241	2,129,165	3,116,193
Capital Contributions	406,845	491,246	402,263	402,263	-
Fund Balance - Beginning	16,971,834	17,241,110	35,322,872	35,322,872	37,854,300
Residual Equity Transfer In (Out)	(141,148)	(122,485)	-	-	-
Contributed Capital Balance	15,299,980	15,639,148		-	-
Fund Balance - Ending	$ 32,541,090	$ 35,322,872	$ 38,467,376	$ 37,854,300	$ 40,970,493
Sources and Uses of Funds					
Working Cash - Beginning of Year				$ (541,512)	$ (180,428)
+ Net Income				2,129,165	3,116,193
+ Depreciation				2,907,757	2,602,860
+ Long Term Debt				4,254,871	3,432,526
- Fixed Assets				(5,605,709)	(3,941,526)
- Principal Repayment				(3,325,000)	(3,410,000)
Working Cash - End of Year				$ (180,428)	$ 1,619,625

CITY OF APPLETON 2004 BUDGET
WATER UTILITY
LONG TERM DEBT

	1996 G.O. Notes		1997 G.O. Notes		1998 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	125,000	15,133	150,000	24,859	285,000	161,455
2005	130,000	8,695	160,000	17,575	295,000	149,508
2006	140,000	1,768	165,000	10,002	305,000	136,850
2007			175,000	2,023	320,000	123,410
2008					335,000	109,005
2009					350,000	93,605
2010					365,000	77,180
2011					380,000	59,890
2012					400,000	41,290
2013					420,000	21,340
2014					440,000	
	$395,000	$25,596	$650,000	$54,459	$3,895,000	$973,533

	2000 Revenue Bonds		2001 Revenue Bonds	
	Principal	Interest	Principal	Interest
2004	115,000	159,950	2,460,000	2,569,338
2005	120,000	153,950	2,550,000	2,476,900
2006	125,000	147,544	2,645,000	2,381,019
2007	130,000	140,881	2,755,000	2,270,819
2008	135,000	133,963	2,875,000	2,155,819
2009	150,000	126,275	2,995,000	2,028,531
2010	160,000	118,075	2,220,000	1,934,181
2011	165,000	109,660	2,320,000	1,832,681
2012	175,000	100,560	2,430,000	1,711,181
2013	185,000	90,755	2,555,000	1,583,431
2014	195,000	80,225	2,690,000	1,448,931
2015	205,000	68,950	2,830,000	1,296,819
2016	220,000	56,850	2,985,000	1,136,375
2017	230,000	44,085	3,155,000	966,794
2018	245,000	30,365	3,325,000	788,075
2019	260,000	15,675	3,515,000	599,164
2020			3,705,000	400,000
2021			3,900,000	205,000
2022			4,100,000	
	$2,815,000	$1,577,763	$56,010,000	$27,785,058

	2002 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2004	275,000	216,344	3,410,000	3,147,079	6,557,079
2005	295,000	207,494	3,550,000	3,014,122	6,564,122
2006	300,000	198,494	3,680,000	2,875,677	6,555,677
2007	310,000	188,419	3,690,000	2,725,552	6,415,552
2008	325,000	176,638	3,670,000	2,575,425	6,245,425
2009	330,000	164,263	3,825,000	2,412,674	6,237,674
2010	345,000	150,463	3,090,000	2,279,899	5,369,899
2011	360,000	135,163	3,225,000	2,137,394	5,362,394
2012	375,000	119,225	3,380,000	1,972,256	5,352,256
2013	395,000	101,450	3,555,000	1,796,976	5,351,976
2014	410,000	83,820	3,735,000	1,612,976	5,347,976
2015	430,000	64,900	3,465,000	1,430,669	4,895,669
2016	450,000	44,650	3,655,000	1,237,875	4,892,875
2017	470,000	23,030	3,855,000	1,033,909	4,888,909
2018	490,000		4,060,000	818,440	4,878,440
2019			3,775,000	614,839	4,389,839
2020			3,705,000	400,000	4,105,000
2021			3,900,000	205,000	4,105,000
2022			4,100,000	0	4,100,000
	$5,560,000	$1,874,353	$69,325,000	$32,290,762	$101,615,762

CITY OF APPLETON 2004 BUDGET
WATER UTILITY

NOTES

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment Plant provides the community with essential wastewater treatment services. Our technically skilled and highly motivated staff strives to maintain maximum standards of community health and safety, while protecting and preserving the environment, and more specifically, water resources. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility, and economically sound practices.

DISCUSSION OF SIGNIFICANT 2003 EVENTS

WASTEWATER TREATMENT

Security System Upgrade

Security measures based upon national models have been implemented at the Wastewater Treatment Facility.

Primary Clarifier Upgrade

Primary Clarifiers 1, 2, 3, and 4 were refurbished. This project will reduce drive failures, which cause long periods out-of-service, and will improve the peak flow capacity of the plant.

Effluent Flowmeter Installed

An effluent flowmeter was installed to meet DNR requirements.

Biosolids Management

Biosolids management program approved an additional 316 acres for biosolids land application.

Decant Tank Upgrade

The decant tanks were rehabilitated to operate as settling basins for the lime slurry wastes.

Receiving Station Heating Upgrade

The receiving station heating system was upgraded to heat the liquid coming into the Receiving Station which then proceeds to the digesters.

WASTEWATER COLLECTION

Wastewater Collection System Maintenance & Upgrade

Clean and inspect remainder of river crossings

Increase number of laterals relayed prior to paving

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

MAJOR 2004 OBJECTIVES

The Departments of Public Works and Utilities will work effectively with one another for the efficient operation of the Wastewater Utility to:

Provide treatment that meets or exceeds state and federal water quality standards which were established to protect the Fox River, Lake Michigan, and the Great Lakes System

Provide the citizens of Appleton with efficient, safe, and cost-effective treatment of its residential, commercial, and industrial wastewater

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 to produce a high quality effluent and a biosolids component that is of beneficial use as an agricultural soil supplement

Clean one third of the sanitary sewer system annually

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation

WASTEWATER COMPARISONS

	Actual 2001	Actual 2002	TARGET 2003	PROJECTED 2003	TARGET 2004
Total Miles (January 1)	292.53	297.30	302.30	302.30	307.30
Additional Miles	4.27	4.77	5.00	5.00	5.00
Reconstructed	0.68	0.57	1.60	1.60	1.50
% of Total Reconstructed	0.22%	0.19%	0.50%	0.50%	0.50%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 10,907,380	$ 10,128,053	$ 9,846,900	$ 9,846,900	$ 8,620,802	-12.45%
Program Expenses							
5411	Utility Administration	818,858	699,002	739,360	752,160	580,217	-21.52%
5412	Finance Administration	3,550,521	3,580,739	5,206,613	5,206,613	5,123,344	-1.60%
5422	Treatment *	2,048,749	1,884,536	2,135,960	2,135,960	2,021,487	-5.36%
5423	Biosolids Management	382,969	405,636	517,418	517,418	484,963	-6.27%
5424	Lab/Pre-Treatment	280,136	195,877	301,316	301,316	276,784	-8.14%
5425	Lift Stations	34,910	34,498	48,740	48,740	45,000	-7.67%
5426	Maintenance *	1,036,705	1,063,439	982,040	982,040	896,059	-8.76%
5427	Collection Systems	386,645	372,717	523,550	523,550	695,894	32.92%
5431	Public Works Capital	339,193	190,438	1,782,709	1,974,354	2,611,518	46.49%
5432	Utility Capital	24,424	35	1,560,033	2,671,218	278,467	-82.15%
Total Program Expenses		$ 8,903,110	$ 8,426,917	$ 13,797,739	$ 15,113,369	$ 13,013,733	-5.68%
Expenses Comprised Of:							
Personnel *		1,997,129	1,856,170	2,669,964	2,669,964	2,527,648	-5.33%
Administrative Expense		3,501,450	3,450,080	5,199,656	5,199,656	5,023,149	-3.39%
Supplies & Materials		371,641	355,475	484,682	484,682	441,055	-9.00%
Purchased Services		702,189	714,122	641,889	654,689	963,090	50.04%
Utilities		1,018,036	895,737	883,390	883,390	892,650	1.05%
Repair & Maintenance		1,029,446	986,953	748,425	748,425	408,331	-45.44%
Capital Expenditures		283,219	168,380	3,169,733	4,472,563	2,757,810	-13.00%

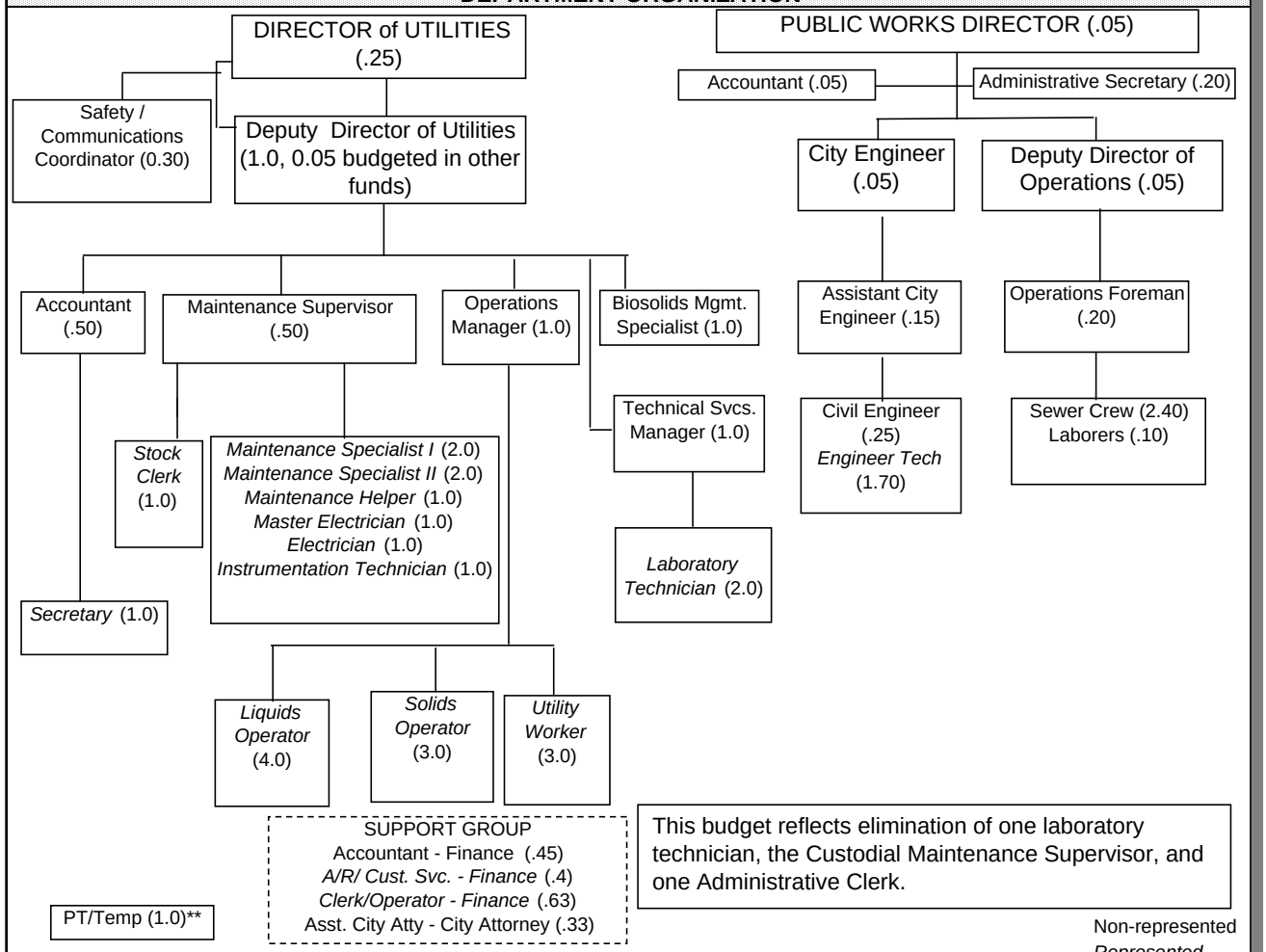
Note: The summary breakdown of expenses for 2001 and 2002 has been restated to reflect the elimination of CBM.

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Personnel

DEPARTMENT ORGANIZATION



This budget reflects elimination of one laboratory technician, the Custodial Maintenance Supervisor, and one Administrative Clerk.

** *Approximate FTE of Part Time/Temp staff, not included in headcount.*

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	29.00	26.00	$ 2,108,756	$ 1,948,689	-7.59%
Allocations From Other Funds:					
General Fund Public Works	5.35	5.10	318,595	317,978	-0.19%
General Fund Finance	1.48	1.48	67,486	71,361	5.74%
General Fund City Attorney	0.33	0.33	22,400	23,928	6.82%
Amount for Contracts/Adjustments not Approved	-	-	17,392	28,224	62.28%
Water Utility	1.55	1.55	134,859	136,588	1.28%
Sanitation	0.10	0.10	5,166	5,826	12.78%
Allocations To Other Funds:					
Water Utility	(0.05)	(0.05)	(4,690)	(4,946)	5.46%
Personnel Allocated to Fund	**37.76**	**34.51**	**2,669,964**	**2,527,648**	**-5.33%**
Less Labor Captitalized			(173,009)	(145,271)	-16.03%
Personnel Allocated to Fund	**37.76**	**34.51**	**$ 2,496,955**	**$ 2,382,377**	**-4.59%**

CITY OF APPLETON 2004 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 Strategy # 5: "… work to improve influence over statutory and regulatory processes…".

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 status 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 Program Changes:

This budget reflects an estimated reduction of $700,000 in industrial sewer service charges resulting from the closure of the Foremost Farms plant. It also reflects the elimination of the Custodial Maintenance Supervisor positions ($86,617), the Administrative Clerk position ($43,292) and call time pay for the Maintenance Supervisor ($3,566).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	3	7	5	5	5
# of accidents per year	17	3	20	15	15
Strategic Outcomes					
Community Outreach					
# of citizen contacts initiated	6	251	10	10	10
Integrity of programs maintained					
# of compliance issues raised by auditors that were not raised by staff	0	0	0	0	0
Work Process Outputs					
Project / team support					
# of teams mentored per year.	10	9	5	5	5
Government reports prepared					
# and names of regular reports:					
Compliance Maint. Annual Report	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Semi and Annual Report	2	2	2	2	2
Dischg. Monitoring (Monthly) Report	12	12	12	12	12

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaeous State Aids	$ 4,808	$ -	$ -	$ -	$ -
4710 Interest on Investments	996,852	1,659,679	548,200	548,200	548,200
4715 Gain on Sale of Investmts	19,498	115,363	-	-	-
4716 Unrealized Gains/Losses	483,408	(667,527)	-	-	-
4730 Int. - Deferred Specials	8,646	6,668	-	-	-
4810 Sewer Svc - Residential	3,740,010	3,654,100	3,700,000	3,700,000	3,700,000
4811 Sewer Svc - Commercial	1,183,278	1,148,084	1,170,000	1,170,000	1,170,000
4812 Sewer Svc - Industrial	3,366,339	3,267,520	3,300,000	3,300,000	2,600,000
4813 Sewer Svc - Municipal	183,759	160,014	163,000	163,000	163,000
5010 Misc Revenue - Nontax	60	-	-	-	-
5011 Misc Revenue - Tax	41	-	-	-	-
5035 Other Reimbursements	1,281	-	-	-	-
5071 Customer Penalty	21,000	19,911	21,000	21,000	21,000
5077 Income from Admin Fee	3,633	1,101	-	-	-
Total Revenue	$ 10,012,613	$ 9,364,913	$ 8,902,200	$ 8,902,200	$ 8,202,200
Expenses					
6101 Regular Salaries	$ 245,711	$ 220,931	$ 229,203	$ 229,203	$ 167,575
6102 Labor Pool Allocations	125,128	107,612	104,065	104,065	81,147
6103 Unallocated Labor	2,527	-	-	-	-
6105 Overtime	663	-	10,000	10,000	10,150
6106 Unscheduled OT	5,016	6,077	-	-	-
6108 Part-Time	-	-	5,000	5,000	3,500
6112 Premium Pay	2,724	-	-	-	-
6114 Sick Pay	4,043	24,337	-	-	-
6115 Vacation Pay	21,195	25,342	-	-	-
6150 Fringes	148,530	145,252	127,394	127,394	104,375
6201 Training\Conferences	22,164	8,016	31,350	31,350	15,000
6202 Local Auto Expense	1,356	960	1,360	1,360	-
6203 Safety Committee	84	-	-	-	-
6301 Office Supplies	10,918	12,307	15,000	15,000	11,000
6302 Subscriptions	1,305	456	2,200	2,200	1,800
6303 Memberships & Licenses	1,830	2,292	2,300	2,300	2,300
6304 Postage\Freight	2,546	2,192	2,500	2,500	2,500
6305 Awards & Recognition	3,419	-	3,000	3,000	412
6307 Food & Provisions	4,236	2,442	4,275	4,275	445
6320 Printing & Reproduction	2,791	4,675	6,200	6,200	4,700
6321 Clothing	2,216	1,866	1,928	1,928	1,299
6323 Safety Supplies	19,766	10,982	30,000	30,000	20,000
6327 Misc. Equipment	5	-	5,000	5,000	5,000
6401 Accounting/Audit	1,083	1,132	1,300	1,300	1,300
6408 Contractor Fees	10,237	15,382	29,300	42,100	20,000
6411 Temporary Help	33	-	-	-	-
6412 Advertising/Publications	939	4,237	1,500	1,500	2,000
6413 Utilities	22,317	25,073	24,500	24,500	25,000
6418 Equip Repairs & Maint	-	898	1,000	1,000	1,000
6425 CEA Equip. Rental	5,424	3,346	9,620	9,620	8,681
6501 Insurance	74,170	73,560	91,365	91,365	91,033
6650 Discounts available	(350)	(365)	-	-	-
6804 Equipment	1832	0	-	-	-
7914 Trans Out - Capital Proj.	75,000	-	-	-	-
Total Expense	$ 818,858	$ 699,002	$ 739,360	$ 752,160	$ 580,217

* 2001 & 2002 restated to match 2003 & 2004 presentation.

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Training & Conferences	
License and/or certification maintenance	$ 10,000
General staff training	5,000
	$ 15,000

Safety Supplies	
Safety supplies	$ 5,400
Safety education	5,700
Repairs to safety equipment	8,900
	$ 20,000

Office Supplies	
General office supplies	$ 11,000
	$ 11,000

Contractor Fees	
Professional services	$ 10,250
State licensing	6,500
Recyclables	3,250
	$ 20,000

CITY OF APPLETON 2004 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 Strategy # 5: "… work to improve influence over statutory and regulatory processes…".

Objectives:

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	50%	92%	100%	100%	100%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of bills processed	104,676	104,894	105,000	105,720	106,000

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
5004 Sale of City Prop - Nontax	$ 173	$ 111	$ -	$ -	$ -
5005 Sale of City Prop - Tax	668	596	-	-	-
5021 Capital Contributions	446,988	381,815	550,000	550,000	26,402
Total Revenue	$ 447,829	$ 382,522	$ 550,000	$ 550,000	$ 26,402
Expenses					
6101 Regular Salaries	$ 59,189	$ 58,560	$ 69,239	$ 69,239	$ 69,991
6102 Labor Pool Allocations	-	(4,293)	-	-	-
6105 Overtime	341	990	-	-	-
6110 Other Compensation	3	31	-	-	-
6113 Shift Differential	-	2	-	-	-
6114 Sick Pay	(14,303)	694	-	-	-
6115 Vacation Pay	5,292	2,680	-	-	-
6150 Fringes	25,300	23,853	27,948	27,948	29,942
6304 Postage\Freight	11,554	12,432	12,000	12,000	13,000
6320 Printing & Reproduction	1,320	1,689	2,000	2,000	2,000
6327 Miscellaneous Equipment	-	4,252	-	-	-
6401 Accounting/Audit	8,329	8,489	8,000	8,000	8,500
6403 Bank Services	12,765	13,828	14,000	14,000	15,580
6418 Equip Repairs & Maint	548	-	750	750	-
6437 Billing Services	84,548	85,964	98,300	98,300	88,300
6599 Other Contracts/Obligat'ns	43,793	24,135	50,000	50,000	25,000
6601 Depreciation Expense	3,625,206	3,697,114	3,725,000	3,725,000	3,708,072
6611 Depr Chargeback to CC	(1,630,565)	(1,633,563)	-	-	-
6623 Uncollectible Accounts	1,467	2,827	2,000	2,000	3,000
6631 Meter Expense	379,960	426,752	450,000	450,000	445,752
6650 Discounts Available	(112)	(56)	-	-	-
6720 Interest Payments	738,530	668,353	572,649	572,649	540,456
6730 Debt Issuance Costs	14,850	20,211	8,519	8,519	8,374
6751 Gain/Loss on Debt Amort.	48,757	48,345	48,758	48,758	47,927
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
7961 Res Trans Out - Int Svc.	16,299	-	-	-	-
Total Expense	$ 3,550,521	$ 3,580,739	$ 5,206,613	$ 5,206,613	$ 5,123,344

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Postage/Freight

Allocation of postage expense for mailing City services invoices	$ 13,000
	$ 13,000

Bank Services

Allocation of banking fees to Wastewater Utility	$ 15,580
	$ 15,580

Billing Services

Sewer charges from other sanitation districts for Appleton residences served	$ 88,300
	$ 88,300

Other Contracts/Obligations

Tax levies from other sanitation districts for Appleton residences served	$ 25,000
	$ 25,000

Meter Expense

Allocation from Water:	
Meter maintenance exp.	$ 192,435
Meter depreciation	126,419
Meter payment in lieu of taxes	33,557
Return on investment in net fixed assests - meters	93,341
	$ 445,752

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

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 Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Non-contamination to environment					
% of WPDES in compliance	100%	96%	100%	100%	100%
Essential services provided					
# of gallons of influent treated annually	5,059,000	5,505,250	5,400,000	5,400,000	5,400,000
Strategic Outcomes					
Improved treatment processes					
# of employees trained annually	9	10	10	10	10
Work Process Outputs					
Efficient plant operation					
# of full time employees	10	9	10	10	10
# of equivalent hours worked per year	26,141	22,260	25,000	25,000	25,000
Community education					
# of tours provided per year	16	12	15	5	5

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ 10,653	$ -	$ -	$ -	$ -
Total Revenue	$ 10,653	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 4,126	$ 52,409	$ 61,023	$ 61,023	$ 62,576
6102 Labor Pool Allocations	186,974	292,717	366,260	366,260	375,720
6103 Unallocated Labor	20,385	-	-	-	-
6104 Call Time	1,639	-	-	-	-
6105 Overtime	8,698	24,608	155,989	155,989	80,000
6106 WW Unscheduled OT	43,283	51,059	-	-	-
6107 Temp. Full - Time	318	-	-	-	-
6108 Part-Time	6,908	8,263	11,527	11,527	11,007
6110 Other Compensation	49	937	-	-	-
6112 Premium Pay	32,081	-	-	-	-
6113 Shift Differential	169,460	2,650	-	-	-
6114 Sick Pay	13,692	12,902	-	-	-
6115 Vacation Pay	27,373	33,253	-	-	-
6150 Fringes	175,655	178,067	195,030	195,030	223,746
6159 Meal Allowance	42	-	-	-	-
6309 Shop Supplies & Tools	5,703	6,505	5,000	5,000	6,000
6310 Chemicals	302,385	280,342	344,000	344,000	300,000
6321 Clothing	5,976	5,836	7,344	7,344	7,944
6327 Miscellaneous Equipment	1,885	-	-	-	-
6402 Legal Fees	21,873	29,441	50,000	50,000	30,000
6404 Consulting Services	100	-	15,000	15,000	15,000
6408 Contractor Fees	37,412	21,319	60,000	60,000	45,000
6413 Utilities	972,577	848,003	825,400	825,400	835,400
6416 Building Repairs & Maint	-	26,787	25,000	25,000	20,000
6425 CEA Equip. Rental	10,155	9,308	14,387	14,387	9,094
6599 Other Contracts/Obligat'ns	-	130	-	-	-
Total Expense	$ 2,048,749	$ 1,884,536	$ 2,135,960	$ 2,135,960	$ 2,021,487

* 2001 & 2002 restated to match 2003 & 2004 presentation.

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Chemicals	
Wastewater Treatment chemicals	$ 300,000
	$ 300,000
Legal Fees	
Environmental fees	$ 30,000
	$ 30,000
Consulting Services	
Treatment operations consulting	$ 15,000
	$ 15,000
Contractor Fees	
Professional services	$ 14,600
Operational licensing/fees	5,400
Technical support	15,000
Waste removal	10,000
	$ 45,000
Building Repairs & Maint	
Receiving Station maintenance	$ 20,000
	$ 20,000

CITY OF APPLETON 2004 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: "… pursue regional cooperation of services…"

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 of biosolids for beneficial use as a soil augmentation.

Major Program Changes:

Biosolids contractual analysis costs have been moved to business unit 5424 (Laboratory & Pretreatment) to more accurately reflect laboratory expenses (2003 budget of $24,000).
Biosolids transportation costs have risen $24,744 due to an increase in hauling charges; each load now has a weighing surcharge; and new sites have been incorporated into the program which entail further travel time.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Affordable biosolids with site delivery					
% of deliveries completed on agreed to day (excluding weather factors)	93.57%	100%	100%	100%	100%
Strategic Outcomes					
Land fill capacity maximized					
Tons/cubic yards of biosolids diverted from landfill	28,181	27,372	29,000	26,000	29,000
Agricultural benefits maximized					
# acres for land application	942	954	992	1,000	1,100
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	28,176	27,268	29,000	28,000	29,000
Program promotion					
$ spent on promotion	$ 900	$ 500	$ 1,000	$ 500	$ 500
# of promotional ventures	6	2	3	3	4

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ -	$ 1,228	$ 2,500	$ 2,500	$ -
5011 Misc Revenue - Tax	-	10,785	2,500	2,500	7,500
Total Revenue	$ -	$ 12,013	$ 5,000	$ 5,000	$ 7,500
Expenses					
6101 Regular Salaries	$ 42,573	$ 47,374	$ 55,950	$ 55,950	$ 57,927
6102 Labor Pool Allocations	3,959	6,342	19,014	19,014	19,490
6103 Unallocated Labor	321	-	-	-	-
6105 Overtime	846	-	5,517	5,517	5,683
6106 Unscheduled OT	5,959	7,777	-	-	-
6108 Part-Time	-	136	-	-	-
6112 Premium Pay	306	-	-	-	-
6113 Shift Differential	63	1	-	-	-
6114 Sick Pay	1,698	3,181	-	-	-
6115 Vacation Pay	6,460	8,431	-	-	-
6150 Fringes	22,661	26,309	29,515	29,515	34,107
6307 Food & Provisions	248	409	2,375	2,375	-
6316 Miscellaneous Supplies	-	-	-	-	10,000
6321 Clothing	885	870	1,242	1,242	1,242
6404 Consulting Services	5,405	5,540	20,000	20,000	7,000
6408 Contractor Fees	281,480	288,382	363,408	363,408	334,816
6425 CEA Equip. Rental	10,105	10,884	20,397	20,397	14,698
Total Expense	$ 382,969	$ 405,636	$ 517,418	$ 517,418	$ 484,963

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Miscellaneous Supplies	
Operational supplies	$ 7,000
Soil analysis	3,000
	$ 10,000

Contractor Fees	
Biosolids landfill	$ 15,000
Farming	10,000
Bio-solids transport	153,569
Bio-solids application	128,547
Soil analysis	4,000
Storage	10,000
Site management	6,200
Bio-solids incorporation	7,500
	$ 334,816

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Maintain all program parameters within federal and state regulatory compliance
Provide process control information to optimize wastewater treatment strategies
Develop analytical criteria for process compatibility with a special waste program
Build a customer base for a special waste revenue program to reduce the community user costs

Major Program Changes:

Biosolids laboratory expenses have been moved to the Laboratory & Pretreatment budget to more accurately reflect expenses (2003 budget was $24,000).

The vacant laboratory tech position will not be filled.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Environmental safety					
# of industrial clients in compliance	16	12	16	13	12
Increase revenue sources					
# of sources outside service area	13	10	10	10	11
$ generated	$ 375,536	$ 340,325	$ 375,000	$ 375,000	$ 375,000
Strategic Outcomes					
High wastewater treatment standards					
# of CMAR points	33	33	25	39	30
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR parameters within permit limits	36	74	30	30	30
% DMR - QA / QC samples accepted	100%	100%	100%	100%	100%
Improve treatment processes					
# process samples analyzed annually	6,720	9,957	6,720	6,720	6,720
Improve industry relationships					
# of industry contacts made annually	208	114	100	100	80

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4814 Industrial Pre-Treatment	$ 13,204	$ 7,742	$ 13,200	$ 13,200	$ 13,200
5001 Fees & Commissions	1,561	1,596	1,500	1,500	1,500
5010 Misc Revenue - Nontax	29,060	19,335	25,000	25,000	20,000
5084 Special Hauled Waste	392,240	339,932	350,000	350,000	350,000
Total Revenue	$ 436,065	$ 368,605	$ 389,700	$ 389,700	$ 384,700
Expenses					
6101 Regular Salaries	$ 51,930	$ 28,774	$ 53,535	$ 53,535	$ 55,986
6102 Labor Pool Allocations	103,898	83,239	115,625	115,625	77,732
6103 Unallocated Labor	3,140	-	-	-	-
6105 Overtime	547	-	11,034	11,034	11,365
6106 Unscheduled OT	5,886	4,554	-	-	-
6110 Other Compensation	-	515	-	-	-
6112 Premium Pay	747	-	-	-	-
6114 Sick Pay	4,077	(6,842)	-	-	-
6115 Vacation Pay	12,089	(680)	-	-	-
6150 Fringes	69,149	51,864	72,214	72,214	64,075
6159 Meal Allowance	20	-	-	-	-
6309 Tools & Instruments	9,782	9,092	20,000	20,000	15,000
6310 Chemicals	5,202	5,242	8,000	8,000	8,000
6321 Clothing	2,251	2,095	2,526	2,526	2,372
6324 Medical\Lab Supplies	1,502	1,827	5,000	5,000	5,000
6408 Contractor Fees	6,912	15,259	8,000	8,000	32,000
6412 Advertising/Publication	-	435	-	-	-
6418 Equip Repairs & Maint	-	-	2,000	2,000	2,000
6425 CEA Equip. Rental	2,158	503	2,382	2,382	2,254
6432 Lab Fees	846	-	1,000	1,000	1,000
Total Expense	$ 280,136	$ 195,877	$ 301,316	$ 301,316	$ 276,784

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Tools & Instruments

Lab supplies	$ 10,000
Equipment replacement/repair	$ 5,000
	$ 15,000

Contractor Fees

Pre-treatment	$ 5,000
Bio-solids testing	17,000
Wastewater testing	10,000
	$ 32,000

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Convey industrial, commercial, and residential waste to the treatment plant

Major Program Changes:

No major program changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Sewage bypasses / backups					
# per year attributed to lift stations	0	1	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained					
# of emergency calls required	19	28	20	20	20
Work Process Outputs					
Response to work orders					
# of corrective work orders	44	44	51	50	50
# of preventive work orders	98	108	104	100	100

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6408 Contractor Fees	$ 7,875	$ 7,023	$ 17,500	$ 17,500	$ 15,000
6413 Utilities	27,035	27,475	31,240	31,240	30,000
Total Expense	$ 34,910	$ 34,498	$ 48,740	$ 48,740	$ 45,000

* 2001 & 2002 restated to match 2003 & 2004 presentation.

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Repairs to 11 lift stations, incl. pumps, generators, Global Data Specialist, etc.	$ 15,000
	$ 15,000

CITY OF APPLETON 2003 BUDGET
WASTEWATER UTILITY

Maintenance **Business Unit 5426**

PROGRAM MISSION

The goal of Central Building Maintenance is to achieve customer satisfaction through high quality, cost-effective, timely, professional services; maintaining and enhancing all City assets through teamwork and cooperation.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Employees will continue to identify inefficiencies in equipment and recommend changes which will produce cost savings

Corrective maintenance will include trouble shooting and addressing emergencies, rebuild and / or replace equipment and repairs to existing facilities and equipment

Preventive maintenance will reduce the need for costly corrective and emergency repairs and reduce reliance on more costly outside contractors

Custodial maintenance will maintain city facility interiors at the optimum level of cleanliness and manage the cleaning supply program

Special project work will be performed by city maintenance employees reducing the need for more costly outside contractors

Major Program Changes:

Cleaning services throughout the city has an overall 3% reduction in services and the 2004 cost of living adjustment has been adjusted to 2003 rates. In addition, with the elimination of the Custodial Maintenance Supervisor position, custodial supplies will be charged directly to departments ($82,737 reduction in this program), as will the janitorial services contract ($281,076). Oversight for the janitorial services contract will rest with the Purchasing Manager.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Provide technical assistance					
# of CBM labor classification hourly rates used to compare to private contractor	New measure	→	5/5	5/5	5/5
Strategic Outcomes					
Maintain Preventive Maintenance service for all city facilities					
Ratio of PM to CM work orders	2.81 / 1	2.50 / 1	3.0 / 1	3.0/1	3.0/1
Annual (savings) between Central Building Maintenance and private contractor rates	New measure	→	(612,000)	(508,851)	(500,000)
Work Process Outputs					
Response to work orders					
# of work orders corrective & preventive	2,372	2,974	2,300	2,300	2,300
# of special project work orders	461	406	200	400	400

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Maintenance **Business Unit 5426**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6102 Labor Pool Allocations	$ 562,192	$ 544,587	$ 377,406	$ 377,406	$ 381,002
6105 Overtime	56,287	45,780	44,242	44,242	45,569
6106 Unscheduled OT	-	-	-	-	-
6108 Part-Time	10,502	18,410	23,292	23,292	23,292
6114 Sick Pay	-	-	-	-	-
6115 Vacation Pay	-	-	-	-	-
6150 Fringes	217,749	227,722	155,798	155,798	178,672
6306 Building Maint./Janitorial	105,321	115,178	106,055	106,055	13,500
6309 Shop Supplies & Tools	14,025	14,111	15,000	15,000	15,000
6321 Clothing	6,346	5,087	5,517	5,517	5,978
6322 Gas Purchases	2,072	3,536	2,500	2,500	12,020
6408 Contractor Fees	73,138	82,619	110,000	110,000	95,000
6414 Janitorial Service	378,981	379,120	377,640	377,640	61,154
6416 Build Repairs & Maint	12,410	6,852	27,000	27,000	22,609
6418 Equip Repairs & Maint	163,615	150,333	168,302	168,302	176,302
6419 Commun. Eq. Repairs	41	19	4,000	4,000	1,000
6425 CEA Equip. Rental	21,274	20,839	38,347	38,347	27,367
6429 Interfund Allocations	(594,722)	(559,127)	(483,059)	(483,059)	(172,406)
6454 Grounds Repair & Maint	7,474	8,373	10,000	10,000	10,000
Total Expense	$ 1,036,705	$ 1,063,439	$ 982,040	$ 982,040	$ 896,059

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Building Maint./ Janitorial	
Special project housekeeping supplies	$ 13,500
	$ 13,500
Shop Supplies & Tools	
Miscellaneous maintenance supplies/tools	$ 15,000
	$ 15,000
Gas Purchases	
Cogen supplies, incl. lubricants, filters, antifreeze, etc.	$ 9,520
General maintenance supplies	2,500
	$ 12,020
Contractor Fees	
Corrective maintenance	$ 40,000
Preventive maintenance	20,000
Special project maintenance	35,000
	$ 95,000
Janitorial Services	
Cleaning contract	$ 61,154
	$ 61,154

Building Repairs & Maintenance	
Corrective repairs & maintenance	$ 5,500
Preventive repairs & maintenance	2,000
Special project repairs & maintenance	15,109
	$ 22,609
Equipment Repairs & Maintenance	
Corrective repairs & maintenance	$ 115,000
Preventive repairs & maintenance	13,000
Special project repairs & maintenance	48,302
	$ 176,302
Interfund Allocations	
General fund custodial	$ 57,325
City Hall special projects	15,000
Police special projects	22,000
DPW special projects	21,359
Parks & Rec special projects	22,500
Valley Transit	11,122
Other special projects	23,100
	$ 172,406
Grounds Repairs & Maintenance	
Lawn mower	$ 5,000
General repairs & maint.	5,000
	$ 10,000

CITY OF APPLETON 2004 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 # 2, "…pursue regional cooperation of services …. " and # 6, "Work to continuously improve the efficiency and effectiveness of City services…."

Objectives:

Complete the annual sewer cleaning program and identify those areas with improper connections and defects

Clean and inspect the river crossings, siphons, and forcemains

Major Program Changes:

Begin tracking cross-connections. Move spot repair budget from capital to this account ($130,000, not capitalized) and administrative budgeted salaries associated with this program.

The increase in contractor fees is caused by an increase in street surface restoration from street excavation permits issued in prior years. This program also includes $15,000 for the sewer lateral records update project (see Projects, page 577).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	30	38	30	30	30
Compliance with regulation					
# of protruding taps identified	10	10	5	6	8
# of cross connections identified	New measure	→	1	1	1
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	115	76	150	150	100
# of system blockages removed	14	6	15	15	10
% of total system televised	11.1%	11.9%	10.0%	10.0%	12.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	54%	55%	53%	53%	53%
# of spot repairs made	3	64	35	3	35
Safeguarding health and safety					
# of protruding taps removed	11	4	6	6	8
Reduction of treatment costs					
# of seals installed (I&I)	82	15	75	75	50

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4801 Charges for Svc-Nontax	$ 107	$ -	$ -	$ -	$ -
4908 Misc. Intergov. Charges	113	-	-	-	-
Total Revenue	$ 220	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 21,046	$ 4,140	$ 7,291	$ 7,291	$ 26,820
6102 Labor Pool Allocations	77,152	79,205	108,803	108,803	127,413
6104 Call Time	3,243	1,777	2,500	2,500	2,500
6105 Overtime	2,820	2,067	3,100	3,100	3,000
6107 Temp. Full - Time	-	524	-	-	-
6110 Other Compensation	4	8	-	-	-
6113 Shift Differential	321	5	100	100	100
6150 Fringes	38,498	36,998	49,341	49,341	61,011
6201 Training\Conferences	-	-	1,500	1,500	1,000
6303 Memberships & Licenses	175	50	-	-	50
6305 Awards & Recognition	-	-	-	-	78
6309 Shop Supplies & Tools	3,586	1,505	3,425	3,425	3,000
6323 Safety Supplies	300	490	-	-	-
6325 Construction Materials	7,495	17,805	20,000	20,000	16,000
6327 Miscellaneous Equipment	-	1,438	-	-	500
6404 Consulting Services	126,497	158,300	180,000	180,000	169,000
6407 Collection Services	634	432	840	840	-
6408 Contractor Fees	56,326	40,146	95,700	95,700	230,000
6413 Utilities	252	1,136	2,250	2,250	2,250
6415 Tipping Fees	2,564	740	1,000	1,000	1,000
6418 Equip Repairs & Maint	45	241	100	100	250
6425 CEA Equip. Rental	46,133	25,710	47,500	47,500	51,922
6429 Interfund Allocations	(446)	-	-	-	-
6430 Health Services	-	-	100	100	-
Total Expense	$ 386,645	$ 372,717	$ 523,550	$ 523,550	$ 695,894

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Castings, concrete, & seals for manhole repair	$ 16,000
	$ 16,000
Consulting Services	
Aerial photography	$ 12,000
Sewer TV & cleaning	142,000
Sewer laterals records update	15,000
	$ 169,000
Contractor Fees	
Surface restoring -prior year repairs	$ 90,000
Protruding taps/mineral deposits	30,000
Spot repair liners	110,000
	$ 230,000

CITY OF APPLETON 2004 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 # 2, "… pursue regional cooperation of services…" and # 6, "Work to continuously improve the efficiency and effectiveness of City services…"

Objectives:

Identify failing or undersized sewers and incorporate them into our five year plan

Identify the need for future system expansions and incorporate them into our five year plan (see page 602)

Design replacement systems or system expansions to meet current and future demands

Reduce the amount of inflow and infiltration into the sanitary system

Major Program Changes:

Move budget for spot repairs to Collection Systems program (5427) since this expense is not capitalized but considered maintenance.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	20	38	30	20	30
I & I rating from CMAR	10	10	15	15	15
# of laterals replaced	15	16	168	164	150
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	292.53	297.30	302.00	302.00	307.00
% of total miles of sanitary sewer reconstructed	0.25%	0.19%	0.50%	0.50%	0.50%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	0.70	0.57	1.60	1.60	1.50
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.50	0.00	1.50	1.50	0.50
Reduction of treatment costs					
# of seals installed (I&I)	125	83	75	81	80

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY
Public Works Capital Improvements **Business Unit 5431**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 1,340	$ 20,545	$ 19,202	$ 19,202	$ -
6102 Labor Pool Allocations	57,700	(10,319)	106,149	106,149	83,928
6105 Overtime	582	1,047	1,300	1,300	1,300
6107 Temp. Full - Time	2,947	1,981	-	-	-
6150 Fringes	15,286	1,741	46,358	46,358	46,947
6325 Construction Materials	-	187	-	-	-
6404 Consulting Services	-	1,736	-	-	-
6408 Contractor Fees	2,176	2,963	-	-	-
6413 Utilities	1,959	2,177	-	-	-
6801 Land	-	-	-	10,000	-
6809 Infrastructure Construct'n	257,203	168,380	1,609,700	1,791,345	2,479,343
Total Expense	$ 339,193	$ 190,438	$ 1,782,709	$ 1,974,354	$ 2,611,518

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	Street	From	To	Amount
Labor Pool				132,175
Miscellaneous Construction	Sanitary Laterals & Manholes Prior Paving			97,413
	Sewer cut repair	Ballard Rd		74,400
	Subtotal			**171,813**
New Construction	Edgewood Dr (CTH JJ) Meade St - 500' w/o Meade St.			92,700
	French Rd	Glory La	Edgewood Dr (CTH JJ) - 500' n/o	390,150
	Subtotal			**482,850**
Reconstruction	Atlantic St	Meade St laterals	Rankin St	36,750
	Drew St	College Ave	Wisconsin Ave	430,500
	Maple St	Madison St	Carpenter St	173,700
	Mason St	Wisconsin Ave	Lindbergh St	403,245
	Ritger St	Goodall St	Fremont St	8,820
	Story St	Prospect Ave	200' N	25,155
	Story St	Spencer St	College Ave	97,200
	Third St	Memorial Dr	State St	43,440
	Third St	Story St	Memorial Dr	189,650
	Ullman St	Glendale Ave	Randall St	105,600
	Weimar St	College Ave	Newberry	148,960
	Weimar St	John St	College Ave	161,660
	Subtotal			**1,824,680**
Total				$ 2,611,518

CITY OF APPLETON 2004 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 Strategy # 6: "Work to continuously improve the efficiency and effectiveness of City services…"

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 projects are 2004 CIP's:

Lawe Street lift station upgrade	$	96,800	(see page 620)
Radioactive density meters replacement		49,484	(see page 643)
Recoating 6 final clarifiers		132,183	(see page 645)
	$	278,467	

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's under budget	3	5	0	0	0
# of CIP's with cost / benefit analysis done for future budget years	12	12	10	16	15
Strategic Outcomes					
Sewer Rate Decreases					
% per year	4.77%	0.00%	0.00%	0.00%	0.00%
% net impact with water increases	8.80%	25.00%	0.00%	0.00%	0.00%
Work Process Outputs					
Process Management					
# of equipment upgrades	11	7	3	3	5
# of process changes	3	4	1	1	1

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6102 Labor Pool Allocations	$ 171	$ 26	$ -	$ -	$ -
6150 Fringes	69	9	-	-	-
6801 Land	-	-	-	340,521	-
6804 Equipment	24,184	-	1,560,033	2,330,697	278,467
Total Expense	$ 24,424	$ 35	$ 1,560,033	$ 2,671,218	$ 278,467

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Equipment	
Lawe Street Lift Station Upgrade	$ 96,800
Radioactive Density Meters replacement	49,484
Recoating 6 final clarifiers	132,183
	$ 278,467

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Charges for Services	$ 8,947,181	$ 7,297,001	$ 8,346,200	$ 8,047,200	$ 7,633,000
Miscellaneous	-	-	402,500	402,500	413,200
Total Revenues	8,947,181	7,297,001	8,748,700	8,449,700	8,046,200
Expenses					
Administration	1,183,558	1,070,899	1,473,472	1,273,472	1,281,282
Operations	3,031,744	2,795,170	2,135,960	2,135,960	2,021,487
BioSolids Management	382,969	405,636	517,543	477,543	484,963
Lab & Pretreatment	280,136	195,877	301,316	251,316	276,784
Lift Stations	27,035	27,475	48,740	39,740	45,000
Maintenance	-	6,892	982,040	982,040	896,059
Collection	725,838	563,155	523,550	523,550	695,894
Depreciation	3,625,206	3,697,114	3,725,000	3,725,000	3,708,072
Total Expenses	9,256,486	8,762,218	9,707,621	9,408,621	9,409,541
Operating Income (Loss)	(309,305)	(1,465,217)	(958,921)	(958,921)	(1,363,341)
Non-Operating Revenues (Expenses)					
Interest Income	1,513,212	2,449,237	548,200	548,200	548,200
Interest Expense	(738,530)	(668,353)	(572,649)	(572,649)	(540,456)
Gain/Loss on Refunding	(48,757)	(48,345)	(48,758)	(48,758)	(47,927)
Amortization of Debt Expense	(14,850)	(20,211)	(8,519)	(8,519)	(8,374)
Total Non-Operating	711,075	1,712,328	(81,726)	(81,726)	(48,557)
Net Income Before Transfers	401,770	247,111	(1,040,647)	(1,040,647)	(1,411,898)
Transfers In (Out)					
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Net Income	284,320	129,661	(1,158,097)	(1,158,097)	(1,529,348)
Depreciation Charged to CC	1,630,565	1,633,563	-	-	-
Capital Contributions	446,988	381,815	550,000	550,000	26,402
Beginning Fund Balance	53,739,791	56,101,664	90,921,215	90,921,215	90,313,118
Contributed Capital Balance	33,682,698	32,674,512	-	-	-
Fund Balance - Ending	$ 89,784,362	$ 90,921,215	$ 90,313,118	$ 90,313,118	$ 88,810,172

Sources and Uses of Funds		
Working Cash - Beginning of Year	7,364,694	4,158,662
+ Net Income	(1,158,097)	(1,529,348)
+ Depreciation	3,725,000	3,708,072
+ Contributed Capital	200,000	200,000
- Fixed Assets	(4,645,572)	(2,889,985)
- Principal Repayment	(794,541)	(1,189,119)
- Transfer to DNR Replacement Fund	(1,116,932)	(1,116,932)
+ Fixed Assets funded by DNR Replacement Fund	584,110	278,467
Working Cash - End of Year	$ 4,158,662	$ 1,619,817

Working Capital Reserve Requirement	
Prior Year Audited Expenditures	$ 8,762,218
- Depreciation	(3,697,114)
+ Transfer to General Fund	117,450
Net Prior Year Cash Expenditures	$ 5,182,554
25 % Working Capital Reserve Requirement	$ 1,295,639

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS

	1993 Clean Water Fund Bond		1995 Refunding Bonds	
Year	Principal	Interest	Principal	Interest
2004				
2005	754,119	245,082	435,000	295,374
2006	779,525	219,105	590,000	273,908
2007	805,788	192,253	620,000	246,268
2008	832,935	164,496	650,000	216,531
2009	860,996	135,804	1,200,000	177,888
2010	890,003	106,146	1,270,000	116,854
2011	919,987	75,488	1,335,000	51,564
2012	950,982	43,797		
2013	983,020	11,039		
	$7,777,355	$1,193,210	$6,100,000	$1,378,387

	TOTAL		
	Principal	Interest	Total
2004	1,189,119	540,456	1,729,575
2005	1,369,525	493,013	1,862,538
2006	1,425,788	438,521	1,864,309
2007	1,482,935	381,027	1,863,962
2008	2,060,996	313,692	2,374,688
2009	2,160,003	223,000	2,383,003
2010	2,254,987	127,052	2,382,039
2011	950,982	43,797	994,779
2012	983,020	11,039	994,059
	$13,877,355	$2,571,597	$16,448,952

CITY OF APPLETON 2004 BUDGET
WASTEWATER UTILITY

NOTES

CITY OF APPLETON 2004 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 2003 EVENTS

Implemented the first phase of the Manitowoc Road Stormwater Study by constructing the Plank Road west detention basin to allow development in a growth area south of Plank Road

Completed phase one of Erosion Mitigation Practices in Red Oak Ravine, and continued to develop its plan to construct a detention basin upstream for additional erosion mitigation and NR 216 permit goals

Began development of a citywide Stormwater Management Plan, for anticipated adoption in 2004, to provide for compliance with NR 216/Environmental Protection Agency (EPA) Phase II Stormwater permit requirements through planned stormwater management practices

Developed a city wide Stormwater Management Ordinance to provide for enforcement of NR 216/EPA Phase II Stormwater permit requirements

Completed the Appleton Papers/Bellaire Ravine Drainage Study to plan for the construction of stormwater management practices in the drainage area to mitigate flooding and water quality concerns

Implemented the second phase of the Coop Road area drainage study by constructing the K2A detention basin near the KK/441 interchange to allow for development in growth areas in portions of the Coop Road Drainage Basin

Completed a cost benefit analysis of stormwater management options in the French Road drainage area north of County Highway JJ as a first step in developing a plan to allow for future development in the drainage basin

CITY OF APPLETON 2004 BUDGET
STORMWATER

MAJOR 2004 OBJECTIVES

Construct the third detention facility in the Coop Road study area to facilitate development in the south side growth area

Continue to construct the Phase II detention basin in the Manitowoc Road study area to facilitate development in the south side growth area

Develop construction plans for a future detention pond upstream of Red Oak Ravine

Continue to establish and maintain shoreline and upland vegetation at the City detention ponds

Adopt the City Stormwater Management Plan to facilitate compliance with the City's anticipated Environmental Protection Agency Phase II permit

Review the viability of Cleanwater Fund loans

Begin implementing the Appleton Papers/Bellaire Ravine Study by constructing the Phase I Project

Complete the County Highway OO area drainage study and begin implementation by purchasing land for and designing the study's Phase I Project

Design the Phase II detention basin in Mud Creek area drainage study to facilitate development in part of the north side growth area

STORMWATER COMPARISONS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Total Miles	238.90	244.00	249.10	249.10	249.42
Additional Miles	6.60	0.55	5.10	5.10	0.32
Reconstructed	1.25	0.27	1.58	1.58	0.75
% of Total reconstructed	0.53%	0.11%	0.63%	0.63%	0.30%
Acre feet of Storage	455.00	458.30	484.80	484.80	531.30
Additional acre feet	17.00	3.30	26.50	26.50	46.50

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2001	2002	Adopted 2003	Amended 2003	2004	Change *
Program Revenues		$ 4,172,518	$ 3,889,184	$ 4,643,152	$ 4,643,152	$ 4,527,477	-2.49%
Program Expenses							
5210	Administration	1,003,118	1,235,146	1,937,418	1,937,418	2,321,130	19.81%
5220	Facility Maintenance	792,721	912,836	1,107,083	1,148,154	1,070,054	-3.34%
5230	Capital Construction	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
TOTAL		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Expenses Comprised Of:		#REF!	#REF!	#REF!	#REF!	#REF!	
Personnel		649,606	572,590	857,098	857,098	930,294	8.54%
Administrative Expense		749,308	1,000,252	1,702,404	1,702,404	1,870,206	9.86%
Supplies & Materials		32,399	66,784	58,400	58,400	68,580	17.43%
Purchased Services		396,320	260,253	1,409,750	2,053,570	1,498,581	6.30%
Utilities		3,041	4,950	1,850	1,850	1,850	0.00%
Repair & Maintenance		279,269	300,660	312,632	323,703	315,022	0.76%
Capital Expenditures		123,666	166,861	4,650,211	7,313,522	5,044,278	8.47%

** % change from prior year adopted budget*

CITY OF APPLETON 2004 BUDGET
STORMWATER

Personnel

DEPARTMENT ORGANIZATION

DIRECTOR OF PUBLIC WORKS
(.15)

OPERATIONS:
City Engineer (.10)
Asst. City Engineer (.10)
Civil Engineer (2.75)
Inspection Supervisor (.05)
Engineer Technician (1.95)
Accountant (.05)
Deputy Director of Operations (.05)
Foreman (.40)
Equipment Operators (3)
Street Repairman (1.50)
Sewer Crew Leader (.50)
Sewer Crew Worker (.45)
Laborer (.70)
Erosion Control Inspector (1.0)
Assessment Technician (.20)

SUPPORT GROUP:
Accountant - Finance (.05)
Billing Clerk - Finance (.2)
Cashier - Finance (.33)
Clerk Operator II - Finance (.15)
Asst. City Attorney - City Attorney (.33)

Non-represented
Represented

PERSONNEL SUMMARY

Category	2003 FTEs	2004 FTEs	Budget 2003	Budget 2004	% Change *
Total per Organization Chart	1.00	1.00	$ 87,682	$ 91,193	4.00%
Allocations from Other Funds:					
Sanitation	3.75	3.75	204,697	222,244	8.57%
General Fund Public Works	7.45	8.20	488,215	535,158	9.62%
General Fund Finance	0.73	0.73	29,832	32,539	9.07%
General Fund City Attorney	0.33	0.33	22,400	23,927	6.82%
Amount for Contracts/Adjustments not Approved	-	-	24,272	25,233	3.96%
Personnel Allocated to Fund	**13.26**	**14.01**	**857,098**	**930,294**	**8.54%**
Less Capitalized Labor	-	-	(202,139)	(232,690)	15.11%
Personnel Allocated to Operations	**13.26**	**14.01**	**$ 654,959**	**$ 697,604**	**6.51%**

CITY OF APPLETON 2004 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater facilities.

PROGRAM NARRATIVE

Link to City Goals:

Implement Key Strategy # 3, "Train, develop and support our human resources ...." and # 4, "…encourage open and productive working relationships…" and # 5, "… work to improve influence over statutory and regulatory processes."

Objectives:

Continue to educate the community on stormwater issues and assessment billing policies

Insure that all construction and repair work to our facilities is in compliance with the Department of Natural Resources regulations

Continue to research other funding sources for stormwater programs and submit applications when applicable

Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed

Major program changes:

The 2004 budget reflects administrative costs associated with NR 216 requirements, including the reallocation of .75 FTE of engineering staff. Interest and depreciation expenses are higher due to the growth in infrastructure. The Stormwater Manager position has been reclassified to an Engineer.

This program includes $ 115,599 for assessments for street construction capital projects (both grade & gravel and concrete) adjacent to stormwater facilities.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Economic development					
Master plans completed	1	0	0	0	0
Acres of land identified for future use	181	0	0	0	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	3	1	2	1	1
Value of grant dollars awarded	$ 150,000	$ 100,000	$ 150,000	$ 150,000	$ 100,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	60.5	0.0	5.0	5.0	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)	89	82	75	75	80

CITY OF APPLETON 2004 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ 449	$ 7,980	$ 150,000	$ 150,000	$ -
4411 Sundry Permits	615	275	-	-	-
4418 Plan Permit Review	-	-	-	-	25,000
4420 Erosion Control	8,235	7,025	6,500	6,500	6,500
4710 Interest on Investment	330,041	339,725	210,000	210,000	230,000
4715 Gain on Sale of Invest	-	(59)	-	-	-
4716 Unrealized Gains/Losses	13,505	(430)	-	-	-
4730 Interest - Deferred Sp	7,634	6,557	-	-	-
4880 Stormwater Revenue	2,787,268	2,806,780	3,053,164	3,053,164	3,818,213
5010 Misc Revenue - Nontax	-	250	-	-	-
5021 Capital Contributions	996,619	713,429	1,187,488	1,187,488	439,764
5071 Customer Penalty	7,489	7,652	8,000	8,000	8,000
Total Revenue	$ 4,151,855	$ 3,889,184	$ 4,615,152	$ 4,615,152	$ 4,527,477
Expenses					
6101 Regular Salaries	$ 59,711	$ 61,308	$ 76,245	$ 76,245	$ 71,725
6102 Labor Pool Allocations	78,093	80,886	80,336	80,336	139,644
6103 Unallocated Labor	1,122	-	-	-	-
6105 Overtime	223	561	-	-	-
6107 Temp. Full - Time	-	58	-	-	-
6110 Other Compensation	2	16	-	-	-
6113 Shift Differential	-	1	-	-	-
6114 Sick Pay	27,592	731	-	-	-
6115 Vacation Pay	3,005	5,670	-	-	-
6150 Fringes	55,351	56,435	57,528	57,528	92,222
6201 Training\Conferences	471	3,475	5,000	5,000	4,000
6206 Parking Permits	1,620	624	650	650	564
6301 Office Supplies	-	43	-	-	-
6303 Memberships & Licenses	1,145	190	200	200	10,220
6304 Postage\Freight	11,514	12,432	10,747	10,747	12,500
6305 Awards & Recognition	-	-	-	-	210
6307 Food & Provisions	-	34	50	50	-
6316 Miscellaneous Supplies	30	-	-	-	-
6320 Printing & Reproduction	1,416	2,036	2,000	2,000	12,000
6321 Clothing	-	190	200	200	180
6323 Safety Supplies	-	4	-	-	-
6327 Miscellaneous Equipment	-	4,252	-	-	-
6401 Accounting/Audit	1,624	1,698	1,850	1,850	1,750
6402 Legal Fees	-	17	-	-	-
6403 Bank Services	-	490	-	-	5,332
6404 Consulting Services	22,205	18,000	18,000	18,000	12,000
6413 Utilities	-	20	-	-	-
6418 Equip Repairs & Maint	548	-	750	750	750
6425 CEA Equip. Rental	1,808	1,664	1,105	1,105	2,222
6426 Other Interfund Charge	49	-	-	-	-
6501 Insurance	8,280	6,600	6,882	6,882	6,284
6599 Other Contracts/Obligat'ns	6,171	1,182	-	-	115,599
6601 Depreciation Expense	704,908	775,828	740,000	740,000	805,000
6611 Depr Chargeback to CC	(508,512)	(514,405)	-	-	-
6623 Uncollectible Accounts	47	1,513	-	-	1,000
6720 Interest Payments	495,070	679,192	898,250	898,250	984,845
6730 Debt Issuance Costs	17,125	21,901	25,125	25,125	30,583
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
Total Expense	$ 1,003,118	$ 1,235,146	$ 1,937,418	$ 1,937,418	$ 2,321,130

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
NR216 Annual Permit Fee	$ 10,000
Professional memberships	220
	$ 10,220
Postage & Freight	
Mailing costs	$ 12,500
	$ 12,500
Printing & Reproductions	
NR216 Information & Education materials	$ 10,000
Other printing	2,000
	$ 12,000
Consulting Services	
Aerial Photography	$ 12,000
	$ 12,000
Other Contracts/Obligations	
Assessment for City capital improvements:	
Grade & Gravel streets	
Mead & JJ pond	$ 11,424
Plank West Pond	59,675
Concrete paving	
Valley Rd Basin	35,500
Crossing Meadows Pond	9,000
	$ 115,599

CITY OF APPLETON 2004 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 Strategy # 2, "…pursue regional cooperation of services ...." and # 6, "Work to continuously improve the efficiency and effectiveness of City services…"

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

Major program changes:

This budget includes funds for the spot repair program, previously budgeted in capital budget but not capitalized, and $15,000 for the lateral records conversion project (see Projects, page 577).

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	12	21	35	35	30
Compliance with regulation					
# of protruding taps identified	19	17	17	9	10
# of cross connections identified	0	1	1	1	1
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	57	65	60	60	60
% of total system televised	9%	11%	11%	11%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	2,290	1,850	3,100	3,100	3,200
% of total system cleaned	9%	11%	11%	11%	12%
Safeguarding health and safety					
# of protruding taps removed	0	56	17	13	9
# of spot repairs made	0	38	21	35	30

CITY OF APPLETON 2004 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Revenues					
4224 Miscellaneous State Aids	$ 20,663	$ -	$ -	$ -	$ -
5011 Misc Revenue - Tax	-	-	28,000	28,000	-
Total Revenue	$ 20,663	$ -	$ 28,000	$ 28,000	$ -
Expenses					
6101 Regular Salaries	$ 15	$ 129	$ -	$ -	$ -
6102 Labor Pool Allocations	208,152	246,550	287,065	287,065	261,987
6104 Call Time	1,590	2,279	1,600	1,600	1,800
6105 Overtime	5,384	3,007	5,300	5,300	3,300
6107 Temp. Full - Time	109	819	-	-	-
6110 Other Compensation	150	34	150	150	50
6113 Shift Differential	753	778	1,050	1,050	1,050
6150 Fringes	83,484	105,656	116,191	116,191	125,167
6159 Meal Allowance	38	-	-	-	-
6303 Memberships & Licenses	500	-	-	-	-
6308 Landscape Supplies	72	-	1,000	1,000	200
6309 Shop Supplies & Tools	1,322	3,700	4,700	4,700	4,700
6316 Miscellaneous Supplies	280	292	-	-	-
6321 Clothing	5	-	-	-	-
6325 Construction Materials	25,960	55,331	50,500	50,500	49,500
6327 Miscellaneous Equipment	-	897	-	-	2,000
6402 Legal Fees	26	-	-	-	-
6404 Consulting Services	82,524	90,338	125,000	125,000	132,000
6408 Contractor Fees	73,151	80,097	165,000	195,000	140,900
6413 Utilities	1,082	3,002	1,850	1,850	1,850
6415 Tipping Fees	30,307	20,930	33,900	33,900	31,000
6418 Equip Repairs & Maint	181	101	250	250	250
6425 CEA Equip. Rental	139,607	150,879	155,527	155,527	140,800
6426 Other Interfund Charges	75	-	-	-	-
6454 Grounds Repair & Maint	135,418	148,017	155,000	166,071	171,000
6503 Rent	2,536	-	3,000	3,000	2,500
Total Expense	$ 792,721	$ 912,836	$ 1,107,083	$ 1,148,154	$ 1,070,054

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Ecologist for prairie & wetlands	$ 20,000
Stormsewer TV & cleaning	95,000
Ecologist for ditches & ravines	2,000
Lateral records conversion	15,000
	$ 132,000

Construction Materials	
System repairs and maintenance:	
Castings, concrete, slurry, gravel, pipe, asphalt & stone	$ 49,500
	$ 49,500

Ground Repair & Maintenance	
Animal control	$ 5,000
Basin mowing	5,000
Pond plantings	58,000
Basin maintenance & repairs	68,000
Outfall, gabion, and erosion repairs	35,000
	$ 171,000

Tipping Fees	
Disposal costs of cleaning:	
Streets	$ 28,000
Stormsewers	3,000
	$ 31,000

Contractor Fees	
Surface restoration	$ 70,900
Protruding tap	30,000
Spot repairs	40,000
	$ 140,900

CITY OF APPLETON 2004 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 Strategy # 2, "... proactively pursue regional cooperation of services ...."

Objectives:

Continue to inform users of future construction in a timely manner

Design projects to meet regulations and provide cost effective solutions of the community and the watershed

Monitor projects to insure compliance with deadlines, specifications, and regulations

Comply with the Environmental Protection Agency Phase II Stormwater permit requirements

Major program changes:

The City anticipates receiving an Environmental Protection Agency Phase II Stormwater permit in 2004, which will set new standards for Stormwater quantity, quality, and infiltration. Anticipated adoption in 2004 of the proposed Stormwater Management Ordinance will facilitate City enforcement of these standards.

PERFORMANCE INDICATORS

	Actual 2001	Actual 2002	Target 2003	Projected 2003	Target 2004
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints:					
Solved	167	133	150	150	150
Outstanding	713	654	600	600	550
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the city	238.9	251.4	249.1	249.1	249.5
% of total miles reconstructed	1%	0.12%	0.63%	0.63%	1.00%
Acres of new land available	54	8	148	148	244
Integrity and growth of the system					
Acre feet of storage developed	15.0	3.5	26.5	26.5	69.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.77	0.31	0.63	0.63	2.50
Expansion of storm sewer system					
Miles of new storm sewer added	1.03	0.68	1.88	1.88	0.39

CITY OF APPLETON 2004 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM BUDGET SUMMARY

Description	2001 Actual	2002 Actual	2003 Adopted Budget	2003 Amended Budget	2004 Requested Budget
Expenses					
6101 Regular Salaries	$ 4,193	$ 534	$ -	$ -	$ -
6102 Labor Pool Allocations	80,264	-	159,160	159,160	156,666
6103 Unallocated Labor	34	-	-	-	-
6105 Overtime	10,659	7,589	8,000	8,000	8,000
6107 Temp. Full - Time	3,907	1,662	4,500	4,500	3,366
6110 Other Compensation	23	-	-	-	-
6150 Fringes	25,752	(2,114)	59,973	59,973	65,317
6301 Office Supplies	12	-	-	-	-
6303 Memberships & Licenses	2,092	325	-	-	-
6320 Printing & Reproduction	-	82	-	-	-
6325 Construction Materials	3,310	-	-	-	-
6327 Miscellaneous Equipment	4	-	-	-	-
6402 Legal Fees	-	700	-	-	-
6404 Consulting Services	133,250	22,360	1,066,000	1,604,820	1,060,000
6408 Contractor Fees	46,938	15,975	-	75,000	-
6409 Inspection Fees	-	13,080	-	-	-
6413 Utilites	1,959	1,928	-	-	-
6425 CEA Equip. Rental	1,707	-	-	-	-
6429 Interfund Allocations	-	(4,614)	-	-	-
6801 Land	-	-	2,065,000	3,025,000	945,000
6809 Infrastructure Construction	123,666	166,861	2,585,211	4,288,522	4,099,278
Total Expense	$ 437,770	$ 224,368	$ 5,947,844	$ 9,224,975	$ 6,337,627

DETAILED SUMMARY OF 2004 PROPOSED EXPENDITURES > $10,000

2004	Street	From	To	Stormwater
Labor Pool				233,349
Design	Appleton Papers Project #1, MSB SWPPP Project #1, Northland Avenue Projects 1, 2, & 3, NR 216 Project #1, Secura Pond, Mud Creek North			
	Subtotal			**395,000**
Studies	Apple Creek Northeast, Seventh Street Washington Street, Master Plan update			
	Subtotal			**225,000**
Consulting Services	K2A pond, Manitowoc area pond, site plans & plat reviews, Southeast basin, NR 216 grant, construction and land acquisition services			
	Subtotal			**440,000**
Land Acquisition	Northland Ave	Project #1		200,000
	Northland Ave	Project #2		100,000
	Open Channel JJ to Apple Creek corridor			400,000
	Southeast Basin retrofit			245,000
	Subtotal			**945,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage P			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			255,813
	Appleton Papers Project #1			50,000
	Ballard Road	Evergreen - 2,700'	Evergreen - 2,700'	15,000
	K2B Pond			667,000
	Manitowoc Rd Ph I North pond			485,000
	Northland Ave	Project #1		240,000
	Subtotal			**1,912,813**
New Construction	Edgewood Dr	Meade St-500' w/o	Meade St-500' e/o	214,910
	Lynch Ave	Gardners Row	Grove Street	32,000
	Mueller St	Fourth St	Fourth St-250' s/o	30,000
	Zolle Street	Mason St	Capitol Dr	30,000
	Subtotal			**306,910**
Reconstruction	Appleton St	Prospect - n/o	with bridge repair	4,200
	Capitol Dr	Richmond St	860' West	11,180
	Drew St	College Ave	Wisconsin Ave	522,000
	Maple St	Madison St	Carpenter St	213,575
	Mason St	Wisconsin Ave	Lindbergh St	490,200
	Ritger St	Goodall St	Fremont St	37,550
	Story St	Spencer St	College Ave	21,000
	Story St	Third St	Fourth St	31,200
	Third St	Memorial Dr	State St	36,000
	Third St	Story St	Memorial Dr	145,750
	Ullman St	Glendale Ave	Pauline St	50,275
	Weimar St	College Ave	John St	141,125
	Weimar St	Newberry St	College Ave	175,500
	Subtotal			**1,879,555**
Total				$ 6,337,627

CITY OF APPLETON 2004 BUDGET
STORMWATER UTILITY
SOURCES AND USES OF FUNDS

Revenues	2001 Actual	2002 Actual	2003 Budget	2003 Projected	2004 Budget
Charges for Services	$ 2,787,268	$ 2,806,784	$ 3,053,164	$ 3,053,164	$ 3,843,213
Miscellaneous	16,339	15,202	42,500	42,500	14,500
Total Revenues	2,803,607	2,821,986	3,095,664	3,095,664	3,857,713
Expenses					
Operating Expenses	1,512,520	1,397,335	1,368,626	1,368,626	1,558,256
Depreciation	704,908	775,828	740,000	785,000	805,000
Total Expenses	2,217,428	2,173,163	2,108,626	2,153,626	2,363,256
Operating Income (Loss)	586,179	648,823	987,038	942,038	1,494,457
Non-Operating Revenues (Expenses)					
Interest Income	351,180	345,793	210,000	260,000	230,000
Intergovernmental	21,112	7,980	150,000	150,000	-
Interest Expense	(495,070)	(679,192)	(898,250)	(898,250)	(984,845)
Amortization of Debt Expense	(17,125)	(21,901)	(25,125)	(25,125)	(30,583)
Miscellaneous	-	-	-	-	-
Total Non-Operating	(139,903)	(347,320)	(563,375)	(513,375)	(785,428)
Net Income Before Transfers	446,276	301,503	423,663	428,663	709,029
Transfers In (Out)					
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Net Income (Loss)	433,776	289,003	411,163	416,163	696,529
Depreciation chg. to contributed capital	508,512	514,405	-	-	-
Capital Contributions	996,619	713,429	1,187,488	1,874,888	439,764
Fund Balance - Beginning	4,170,257	6,109,164	30,854,018	30,854,018	33,145,069
Contributed Capital - Net	23,737,489	23,228,017	-	-	-
Fund Balance - Ending	$ 29,846,653	$ 30,854,018	$ 32,452,669	$ 33,145,069	$ 34,281,362

Sources and Uses of Funds		
Cash - Beginning of the Year	4,679,955	2,976,143
+ Net Income	416,163	696,529
+ Depreciation	785,000	805,000
+ Long Term Debt	3,600,000	5,070,102
+ Contributed Capital	300,000	300,000
- Fixed Assets	(6,239,975)	(6,337,627)
- Principal Repayment	(565,000)	(565,000)
Working Cash - End of Year	$ 2,976,143	$ 2,945,147

CITY OF APPLETON 2004 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2003 Budget	2003 Projected	2004 Budget	2005 Projected	2006 Projected	2007 Projected	2008 Projected
Charges for Services	$ 3,053,164	$ 3,053,164	$ 3,843,213	$ 3,818,213	$ 3,913,668	$ 4,011,510	$ 4,111,798
Miscellaneous	42,500	42,500	14,500	$ 14,863	$ 15,235	$ 15,616	$ 16,006
Total Revenues	3,095,664	3,095,664	3,857,713	3,833,076	3,928,903	4,027,126	4,127,804
Expenses							
Operating Expenses	1,368,626	1,368,626	1,558,256	1,605,004	1,653,154	1,702,749	1,753,831
Depreciation	740,000	785,000	805,000	780,000	820,000	860,000	900,000
Total Expenses	2,108,626	2,153,626	2,363,256	2,385,004	2,473,154	2,562,749	2,653,831
Operating Income	987,038	942,038	1,494,457	1,448,072	1,455,749	1,464,377	1,473,973
Non-Operating Revenues (Expenses)							
Interest Income	210,000	260,000	230,000	150,000	90,000	10,000	-
Intergovernmental	150,000	150,000	-	-	-	-	-
Interest Expense	(898,250)	(898,250)	(984,845)	(1,251,601)	(1,484,188)	(1,738,211)	(1,967,889)
Amortization of Debt Expense	(25,125)	(25,125)	(30,583)	(35,000)	(40,000)	(45,000)	(50,000)
Miscellaneous	-	-	-	-	-	-	-
Total Non-Operating	(563,375)	(513,375)	(785,428)	(1,136,601)	(1,434,188)	(1,773,211)	(2,017,889)
Net Income Before Transfers	423,663	428,663	709,029	311,471	21,561	(308,834)	(543,916)
Transfers In (Out)							
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Net Change in Equity	411,163	416,163	696,529	298,971	9,061	(321,334)	(556,416)
Depreciation for contrib. capital	-	-	-	-	-	-	-
Capital Contributions	1,187,488	1,874,888	439,764	454,208	231,806	-	-
Fund Balance - Beginning	30,854,018	29,846,653	32,137,704	33,273,997	34,027,176	34,268,043	33,946,709
Contributed Capital - Net	-	-	-	-	-	-	-
Fund Balance - Ending	$32,452,669	$32,137,704	$33,273,997	$ 34,027,176	$ 34,268,043	$ 33,946,709	$ 33,390,293

Sources and Uses of Funds						
Cash - Beginning of the Year	4,679,955	2,976,143	2,945,147	2,404,464	1,436,675	(22,822)
+ Net Income	416,163	696,529	298,971	9,061	(321,334)	(556,416)
+ Depreciation	785,000	805,000	780,000	820,000	860,000	900,000
+ Long Term Debt	3,600,000	5,070,102	4,878,215	5,107,402	5,192,654	5,353,716
+Contibuted Capital	300,000	300,000	350,000	350,000	400,000	400,000
- Fixed Assets	(6,239,975)	(6,337,627)	(6,097,769)	(6,384,252)	(6,490,817)	(6,692,145)
- Principal Repayment	(565,000)	(565,000)	(750,100)	(870,000)	(1,100,000)	(1,140,000)
Working Cash - End of Year	$ 2,976,143	$ 2,945,147	$ 2,404,464	$ 1,436,675	$ (22,822)	$ (1,757,667)
25% Working Capital Reserve (prior year's audited expenses)		569,844	638,900	717,276	787,461	863,365
Coverage Ratio	2.67	2.41	1.56	1.34	1.09	0.88

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2004-2008
Interest rate at 5.75%, twenty year term
ERU's to increase at a rate of 2.5% per year after 2004
Operating expenses to increase 3.0% per year after 2004
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

The current annual rate of $54 per ERU will be in effect through September 2003, increasing to $71 per ERU effective 10/1/03. The next increase based on the above assumptions would probably take place sometime later, as targets are not met in 2007. Initial projections would result in a rate increase of approximately $17 per ERU in 2006 as well. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

CITY OF APPLETON 2004 BUDGET
STORMWATER UTILITY
LONG TERM DEBT

	1996 G.O. Notes		1997 G.O. Notes		1998 G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	170,000	20,218	170,000	27,866	95,000	46,884
2005	175,000	11,530	180,000	19,656	100,000	42,613
2006	185,000	2,336	185,000	11,158	100,000	38,225
2007	-	-	195,000	2,255	105,000	33,581
2008	-	-	-	-	720,000	8,100
	$ 530,000	$ 34,084	$ 730,000	$ 60,935	$ 1,120,000	$ 169,403

	1999 Revenue Bonds		2000 Revenue Bonds		2001 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2004	50,000	128,206	100,000	151,985	165,100	216,248
2005	50,000	125,944	100,000	147,348	175,000	209,348
2006	50,000	123,631	100,000	142,660	185,000	202,048
2007	50,000	121,288	130,000	136,854	195,000	194,348
2008	200,000	113,575	135,000	130,450	205,000	186,055
2009	200,000	104,000	145,000	123,556	215,000	177,290
2010	200,000	94,325	155,000	116,043	225,000	167,901
2011	200,000	84,550	160,000	108,065	240,000	157,407
2012	200,000	74,675	175,000	99,286	255,000	146,104
2013	200,000	64,580	185,000	89,748	265,000	134,291
2014	200,000	54,420	190,000	79,696	280,000	121,650
2015	200,000	44,260	200,000	69,055	295,000	108,031
2016	200,000	34,100	210,000	57,693	305,000	93,585
2017	200,000	23,670	225,000	45,271	325,000	78,331
2018	200,000	13,150	240,000	31,923	340,000	61,600
2019	200,000	2,630	250,000	17,939	360,000	43,500
2020			255,000	3,602	380,000	24,750
2021				-	400,000	5,000
	$ 2,600,000	$ 1,207,004	$ 2,955,000	$ 1,551,174	$ 4,810,100	$ 2,327,487

	2002 Revenue Bonds		2003 Revenue Bonds		TOTAL		
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total
2004	-	98,638	-	144,501	750,100	834,546	1,584,646
2005	90,000	96,613	145,000	142,326	1,015,000	795,378	1,810,378
2006	95,000	93,800	150,000	139,351	1,050,000	753,209	1,803,209
2007	95,000	90,772	155,000	135,695	925,000	714,793	1,639,793
2008	100,000	87,375	155,000	131,239	1,515,000	656,794	2,171,794
2009	105,000	83,547	160,000	126,476	825,000	614,869	1,439,869
2010	110,000	79,263	170,000	120,973	860,000	578,505	1,438,505
2011	115,000	74,713	175,000	114,781	890,000	539,516	1,429,516
2012	120,000	69,850	180,000	107,964	930,000	497,879	1,427,879
2013	125,000	64,816	185,000	100,670	960,000	454,105	1,414,105
2014	130,000	59,504	195,000	93,336	995,000	408,606	1,403,606
2015	135,000	53,852	200,000	85,733	1,030,000	360,931	1,390,931
2016	140,000	47,824	210,000	77,665	1,065,000	310,867	1,375,867
2017	145,000	41,453	220,000	69,018	1,115,000	257,743	1,372,743
2018	150,000	34,721	230,000	59,745	1,160,000	201,139	1,361,139
2019	160,000	27,435	240,000	49,828	1,210,000	141,332	1,351,332
2020	165,000	19,697	250,000	39,245	1,050,000	87,294	1,137,294
2021	175,000	11,372	260,000	27,978	835,000	44,350	879,350
2022	185,000	4,625	270,000	16,005	455,000	20,630	475,630
2023	-	-	285,000	3,242	285,000	3,242	288,242
	$ 2,340,000	$ 1,139,870	$ 3,835,000	$ 1,785,771	$18,920,100	$ 8,275,728	$27,195,828

Note: Schedule is based on accrual method of accounting.

CITY OF APPLETON
2004 BUDGET RESOLUTION

Resolved,

The 2004 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 $ 22,173,800 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 $ 2,917,334 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $ 446,371 for Capital Projects Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $ 2,573,944 for Special Revenue Funds;

(continued)

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of $ 3,761,477 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.

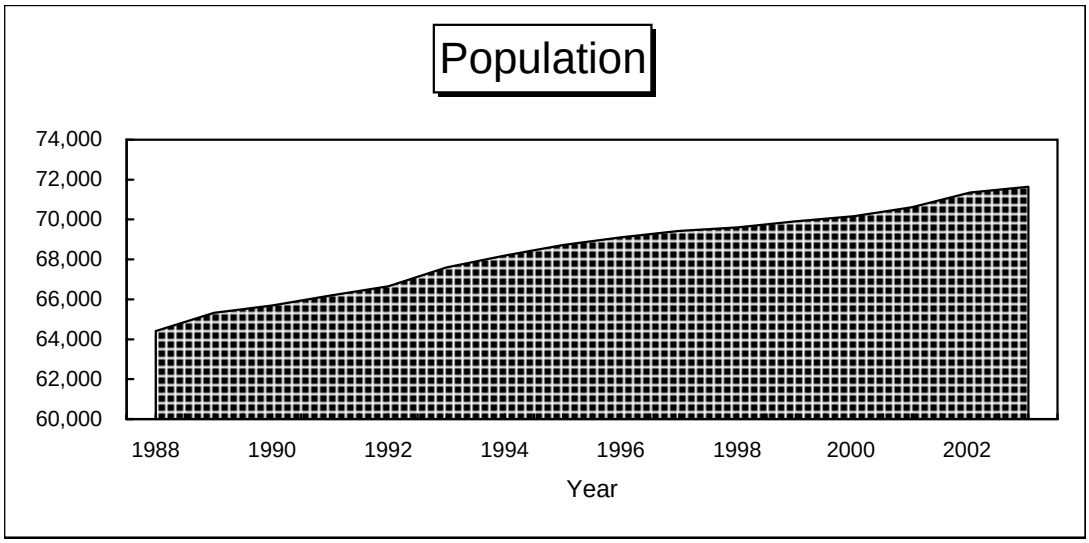
The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of $ 8,502,626 including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance 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
2004 BUDGET
POPULATION ESTIMATES

Year	Outagamie County	Calumet County	Winnebago County	Total
1988	55,700	8,374	337	64,411
1989	56,335	8,616	367	65,318
1990	56,177	9,075	443	65,695
1991	56,482	9,264	443	66,189
1992	56,749	9,466	443	66,658
1993	57,071	10,003	531	67,605
1994	57,406	10,239	542	68,187
1995	57,582	10,598	549	68,729
1996	57,766	10,722	615	69,103
1997	57,967	10,800	657	69,424
1998	58,088	10,852	667	69,607
1999	58,313	10,929	669	69,911
2000	58,537	10,963	667	70,167
2001	58,674	11,133	816	70,623
2002	59,257	11,222	869	71,348
2003	59,522	11,234	893	71,649



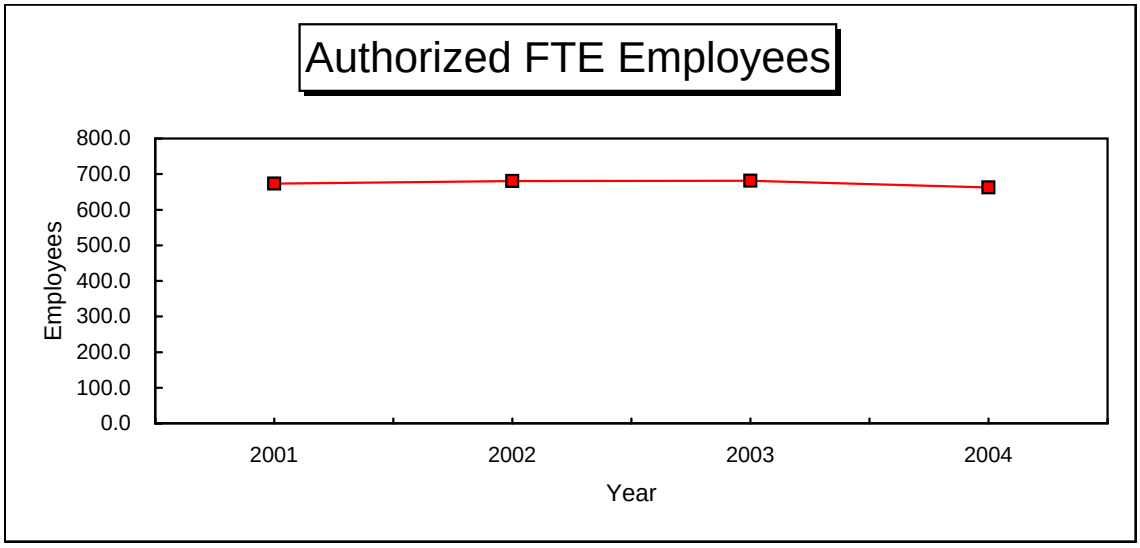
CITY OF APPLETON 2004 BUDGET
PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
FINANCE							
Clerk II		(0.50)	(18,030)	(1.00)	(36,057)	(1.00)	(36,057)
ASSESSOR							
Property Appraiser	1			(1.00)		(1.00)	
ECONOMIC DEVELOPMENT							
Administrative Secretary				(0.50)	(26,342)	(0.50)	(26,342)
PLANNING							
Planner II				0.25	16,334		
Administrative Secretary				(0.50)	(26,342)	(0.50)	(26,342)
PARKS & RECREATION							
Deputy Director						(1.00)	(88,765)
Recreation Program Coordinator				(1.00)	(59,958)		
Landscape Architect	1			(1.00)		(1.00)	
Mechanic				(1.70)	(94,984)	(1.70)	(94,984)
Greenskeeper				(0.30)	(15,995)	(0.30)	(15,995)
PUBLIC WORKS							
Clerk II				(1.00)	(52,000)	(1.00)	(52,000)
Secretary III		(0.50)	(20,115)	(0.50)	(20,115)	(0.50)	(20,115)
Engineering Technician				(0.50)	(26,192)	(0.50)	(26,192)
Purchasing/Inventory Supervisor				(1.00)	(68,143)	(1.00)	(68,143)
POLICE							
Convert 2 PT Community Engagement							
Coordinators to 1 FT		1.00	14,287	1.00	14,287	1.00	14,287
Community Engagement Officer		(1.00)	(66,488)	(1.00)	(66,488)	(1.00)	(66,488)
Total General Fund:		**(1.00)**	**$ (90,346)**	**(9.75)**	**$ (461,995)**	**(10.00)**	**$ (507,136)**
SPECIAL REVENUE FUNDS							
SANITATION							
Equipment Operator		(1.00)	(42,490)	(1.00)	(42,490)		
Automated Operator				(1.00)	(56,695)	(1.00)	(56,695)
Total Enterprise Fund:		**(1.00)**	**$ (42,490)**	**(2.00)**	**$ (99,185)**	**(1.00)**	**$ (56,695)**
ENTERPRISE FUNDS							
WATER							
Assistant Stock Clerk				(1.00)	(62,270)	(1.00)	(62,270)
Engineering Technician				(0.25)	(13,096)	(0.25)	(13,096)
WASTEWATER							
Custodial Supervisor				(1.00)	(80,692)	(1.00)	(80,692)
Laboratory Technician		(1.00)	(58,400)	(1.00)	(58,400)	(1.00)	(58,400)
Administrative Clerk				(1.00)	(43,291)	(1.00)	(43,291)
Engineering Technician				(0.25)	(13,096)	(0.25)	(13,096)
STORMWATER							
Convert Manager to Civil Engineer		0.00	(10,000)	0.00	(10,000)	0.00	(10,000)
PARKING							
Parking Supervisor		(1.00)	(67,808)	(1.00)	(67,808)	(1.00)	(67,808)
Ramp Cashier		(1.50)	(44,231)	(1.50)	(44,231)	(1.50)	(44,231)
Meter Checker		(0.40)	(19,998)	(0.40)	(19,998)	(0.40)	(19,998)
REID GOLF COURSE							
Mechanic				(0.30)	(17,859)	(0.30)	(17,859)
VALLEY TRANSIT							
Operators				(2.40)	(113,216)	(1.40)	(59,491)
CEA							
Mechanic (move from Park & Rec)				1.00	60,807	1.00	60,807
Total Enterprise Fund:		**(3.90)**	**$ (200,437)**	**(9.10)**	**$ (483,150)**	**(8.10)**	**$ (429,425)**
TOTAL CITY:		**(4.90)**	**$ (290,783)**	**(20.85)**	**$ (945,145)**	**(18.10)**	**$ (936,561)**
POSITIONS NOT FUNDED FOR 2004							
GENERAL FUND							
Executive Assistant to the Mayor				(1.00)	(72,859)	(1.00)	(72,859)
Deputy Director - Planner III	2			(1.00)	(69,952)		
Planner II	2					(0.75)	(48,952)
Parks Caretaker	1			(1.00)		(1.00)	
Resource Development Officer				(1.00)	(76,052)	(1.00)	(76,052)
Police Officers				(4.00)	(224,401)	(4.00)	(224,401)
Firefighters				(3.00)	(181,716)	(2.00)	(123,167)
Total Enterprise Fund:		**0.00**	**$ -**	**(11.00)**	**$ (624,980)**	**(9.75)**	**$ (545,431)**
GRAND TOTAL CITY:		**(4.90)**	**$ (290,783)**	**(31.85)**	**$ (1,570,125)**	**(27.85)**	**$ (1,481,992)**

NOTE: All dollar figures are for salaries and benefits
1. Position not funded in 2003
2. Position changed and not funded for 2004

CITY OF APPLETON
2004 BUDGET
Full-Time-Equivalent Personnel Positions *

DEPARTMENT	2001	2002	2003		2004
Assessor's Office	8.0	8.0	8.0		7.0
Attorney's Office	5.0	5.0	5.0		5.0
City Clerk's Office	5.0	5.0	5.0		5.0
Finance Department	16.0	16.0	16.0		15.0
Fire Department	102.0	102.0	102.0		102.0
Health Department	12.8	13.0	13.5	**	13.5
Information Services	14.0	15.4	15.4		15.4
Library	45.5	45.5	46.0		46.0
Mayor's Office	3.0	3.0	3.0		3.0
Parks & Recreation Department	40.5	41.5	41.5		37.2
Human Resources Department	8.0	8.6	8.6		8.6
Planning Department	6.5	6.5	6.5		6.2
Economic Development	6.0	6.0	6.0		5.5
Police Department	140.0	140.0	140.0		140.0
Department of Public Works	159.0	161.0	161.0		154.6
Department of Utilities	46.0	47.0	47.0		43.0
Valley Transit Department	55.8	56.8	56.8		55.4
Total Regular Employees	673.1	680.2	681.2		662.3



* This page includes positions which are included in the table of organization but not funded.

** The 2003 budget shows 12.95 FTE. This presentation includes a .5 FTE Environmentalist I position which was added mid-year and is therefore not shown on the preceeding page.

CITY OF APPLETON 2004 BUDGET
ASSESSED PROPERTY VALUES

	01/01/02	01/01/03	Change in Dollars	Change in Percent
Tax Increment Districts #1- 6	$ 189,290,284	$ 199,724,149	$ 10,433,865	5.51%
Outagamie County				
Real Estate	2,814,527,500	2,907,131,300	92,603,800	3.29%
Personal Property	109,444,991	106,454,000	(2,990,991)	-2.73%
Total With TID:	2,923,972,491	3,013,585,300	89,612,809	3.06%
Total Without TID:	2,762,805,423	2,852,322,613	89,517,190	3.24%
Calumet County				
Real Estate	479,480,600	497,207,600	17,727,000	3.70%
Personal Property	9,126,300	7,968,400	(1,157,900)	-12.69%
Total With TID:	488,606,900	505,176,000	16,569,100	3.39%
Total Without TID:	460,483,684	466,714,538	6,230,854	1.35%
Winnebago County				
Real Estate	48,454,100	52,367,500	3,913,400	8.08%
Personal Property	4,886,900	4,215,700	(671,200)	-13.73%
Total:	53,341,000	56,583,200	3,242,200	6.08%
All Counties With TIDs:	**$ 3,465,920,391**	**$ 3,575,344,500**	**$ 109,424,109**	**3.16%**
All Counties Without TIDs:	**$ 3,276,630,107**	**$ 3,375,620,351**	**$ 98,990,244**	**3.02%**

CITY OF APPLETON 2004 BUDGET
EQUALIZED PROPERTY VALUES

		01/01/02	01/01/03	Change in Dollars	Change in Percent
TID #1	Gross	$ 116,164,400	$ 112,548,100	$ (3,616,300)	-3.11%
	Base (1980)	(49,169,500)	(49,169,500)	-	0.00%
	Increment	66,994,900	63,378,600	(3,616,300)	-5.40%
TID #2	Gross	7,141,200	7,213,700	72,500	1.02%
	Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
	Increment	3,090,300	3,162,800	72,500	2.35%
TID #3	Gross	32,939,000	35,982,100	3,043,100	9.24%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	13,998,200	17,041,300	3,043,100	21.74%
TID #4	Gross	130,142,300	131,003,200	860,900	0.66%
	Base (1995)	(52,781,700)	(52,781,700)	-	0.00%
	Increment	77,360,600	78,221,500	860,900	1.11%
TID #5	Gross	5,677,400	6,846,900	1,169,500	20.60%
	Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
	Increment	1,007,900	2,177,400	1,169,500	116.03%
TID #6	Gross	29,362,500	40,934,900	11,572,400	39.41%
	Base (2000)	(1,624,200)	(1,624,200)	-	0.00%
	Increment	27,738,300	39,310,700	11,572,400	N/A
Total All Increments:		**$ 190,190,200**	**$ 203,292,300**	**$ 13,102,100**	**6.89%**
Outagamie County					
	Real Estate	2,828,523,400	2,966,266,300	137,742,900	4.87%
	Personal Property	118,759,900	98,128,500	(20,631,400)	-17.37%
Total With TID:		2,947,283,300	3,064,394,800	117,111,500	3.97%
Total Without TID:		2,784,831,400	2,900,413,200	115,581,800	4.15%
Calumet County					
	Real Estate	472,814,900	508,362,000	35,547,100	7.52%
	Personal Property	9,104,600	7,968,400	(1,136,200)	-12.48%
Total With TID:		481,919,500	516,330,400	34,410,900	7.14%
Total Without TID:		454,181,200	477,019,700	22,838,500	5.03%
Winnebago County					
	Real Estate	50,104,800	55,478,100	5,373,300	10.72%
	Personal Property	4,882,800	4,215,700	(667,100)	-13.66%
	Total:	54,987,600	59,693,800	4,706,200	8.56%
All Counties With TIDs:		**$ 3,484,190,400**	**$ 3,640,419,000**	**$ 156,228,600**	**4.48%**
All Counties Without TIDs:		**$ 3,294,000,200**	**$ 3,437,126,700**	**$ 143,126,500**	**4.35%**

RESOLUTION #90-R-94
Outagamie County Historical Society

"Whereas much of the history of the City of Appleton is preserved in the collections of the Outagamie County Historical Society, which is headquartered in downtown Appleton, and

Whereas the Outagamie County Historical Society and its Outagamie Museum greatly enhance the quality of life in the City of Appleton, and

Whereas the Outagamie Museum annually hosts numerous programs of interest and benefit to the Citizens of Appleton, and

Whereas the Outagamie Museum annually attracts tens of thousands of visitors to downtown Appleton, and

Whereas the long term financial stability of downtown Appleton is enhanced by the presence of the Outagamie County Historical Society and its Outagamie Museum anchoring the east end of College Avenue, and

Whereas the Outagamie Museum is housed in a building listed on the National Register of Historical Buildings,

Therefore be it resolved in response to the Outagamie County Historical Society's proposal, a highly innovative approach to attract private sector dollars through leveraged public sector dollars, that

a. The Common Council encourage the Mayor to include funds in the Executive Budget to create a 15 year 'all or nothing', 'dollar for dollar' challenge grant, beginning in 1995 and running through 2009 in the following manner:

1995	$5,000	2003	$25,000
1996	$10,000	2004	$25,000* Not funded in 2004 budget
1997	$15,000	2005	$25,000
1998	$20,000	2006	$25,000
1999	$25,000	2007	$25,000
2000	$25,000	2008	$25,000
2001	$25,000	2009	$25,000
2002	$25,000		

The City of Appleton will require the Outagamie County Historical Society to match this challenge grant 'dollar for dollar'. Should OCHS fail to raise the entire amount by December 31 of a given year, it is ineligible for any matching funds that year.

b. The Outagamie County Historical Society will report on fund raising progress through the Mayor of Appleton. The City of Appleton will make its payment to the Outagamie County Historical Society as soon as the Historical Society has certified that matching funds have been raised.

c. The Outagamie County Historical Society will establish a restricted endowment fund for the specific purpose of maintaining its downtown Appleton facilities. This fund is the repository for both the City of Appleton challenge grant funds and the funds raised by the Historical Society to match the challenge grant.

d. The fund will be professionally managed on a total return basis, with OCHS spending a percentage of the portfolio's total value annually.

CITY OF APPLETON
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.

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.

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.

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 BUILDING MAINTENANCE (CBM) CHARGES: The fees charged by the Internal Service Fund for building and equipment maintenance services performed. This fund is 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).

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.

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.

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

CPTED: Crime Prevention Through Environmental Design, an Appleton Police Department analysis program.

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.

DIRECT DEBT: The debt which a governmental unit has incurred in its own name or assumed through the annexation of territory.

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.

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.

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.

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 it 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 funds 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, service charges and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

GAAP: Generally Accepted Accounting Procedures.

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, sewers, 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.

HAVA: Help America Vote Act.

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.

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.

LABOR POOL (ALLOCATION): The group of laborers and professionals comprising the work force who perform the various labor needs of the City. The City utilizes seven different labor pools ... sanitation, streets, signs, maintenance, electrical, parks, and CEA are charging the cost of their services to the beneficiary budgets.

LABOR POOL (UNALLOCATED): The non-chargeable costs of the Labor Pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

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.

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.

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 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 Accumulation 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.

TANF: Temporary Assistance for Needy Families, a federal program passed through to the states.

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.

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.

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.

CITY OF APPLETON
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.

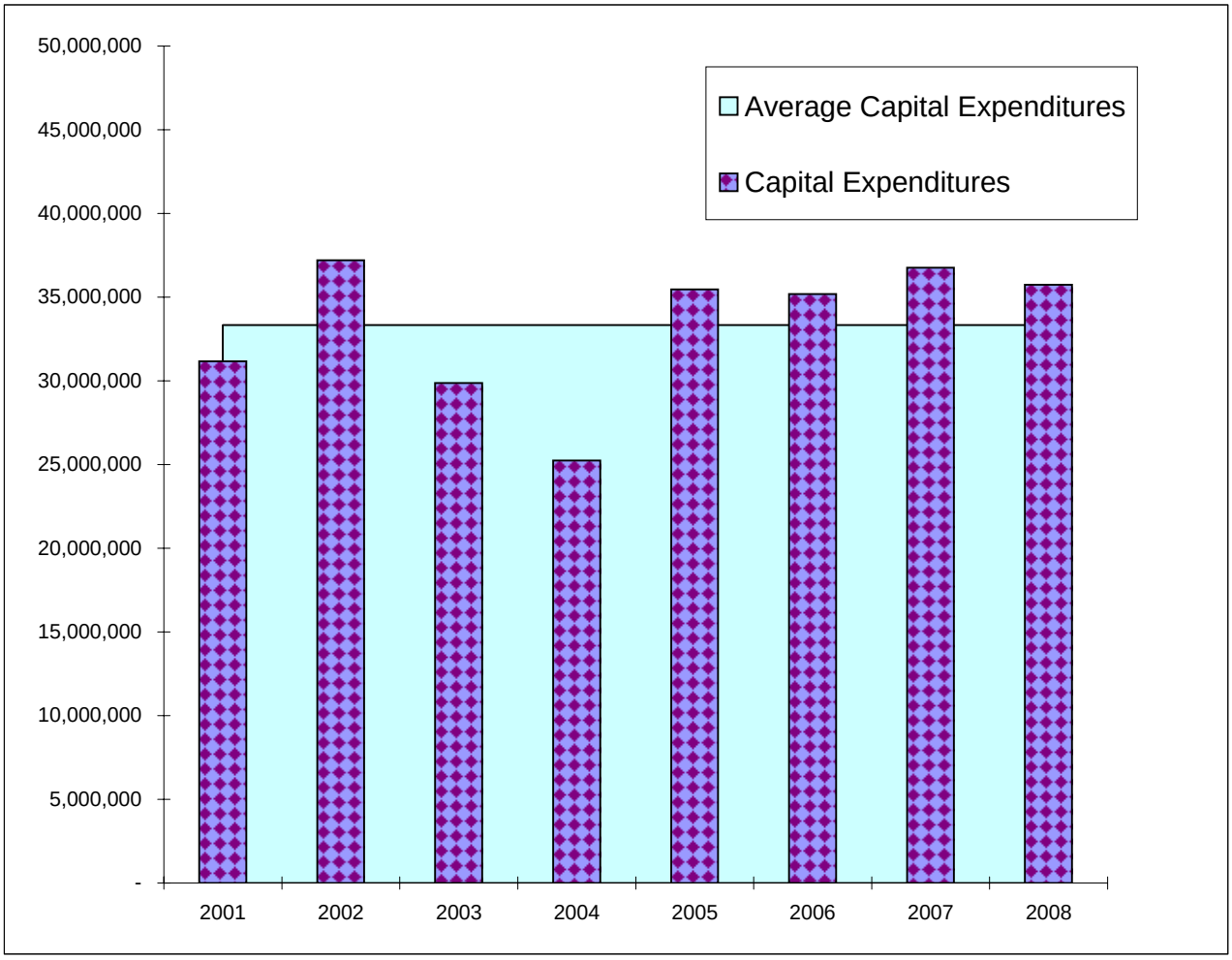
CITY OF APPLETON
PROJECT DEFINITIONS

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.

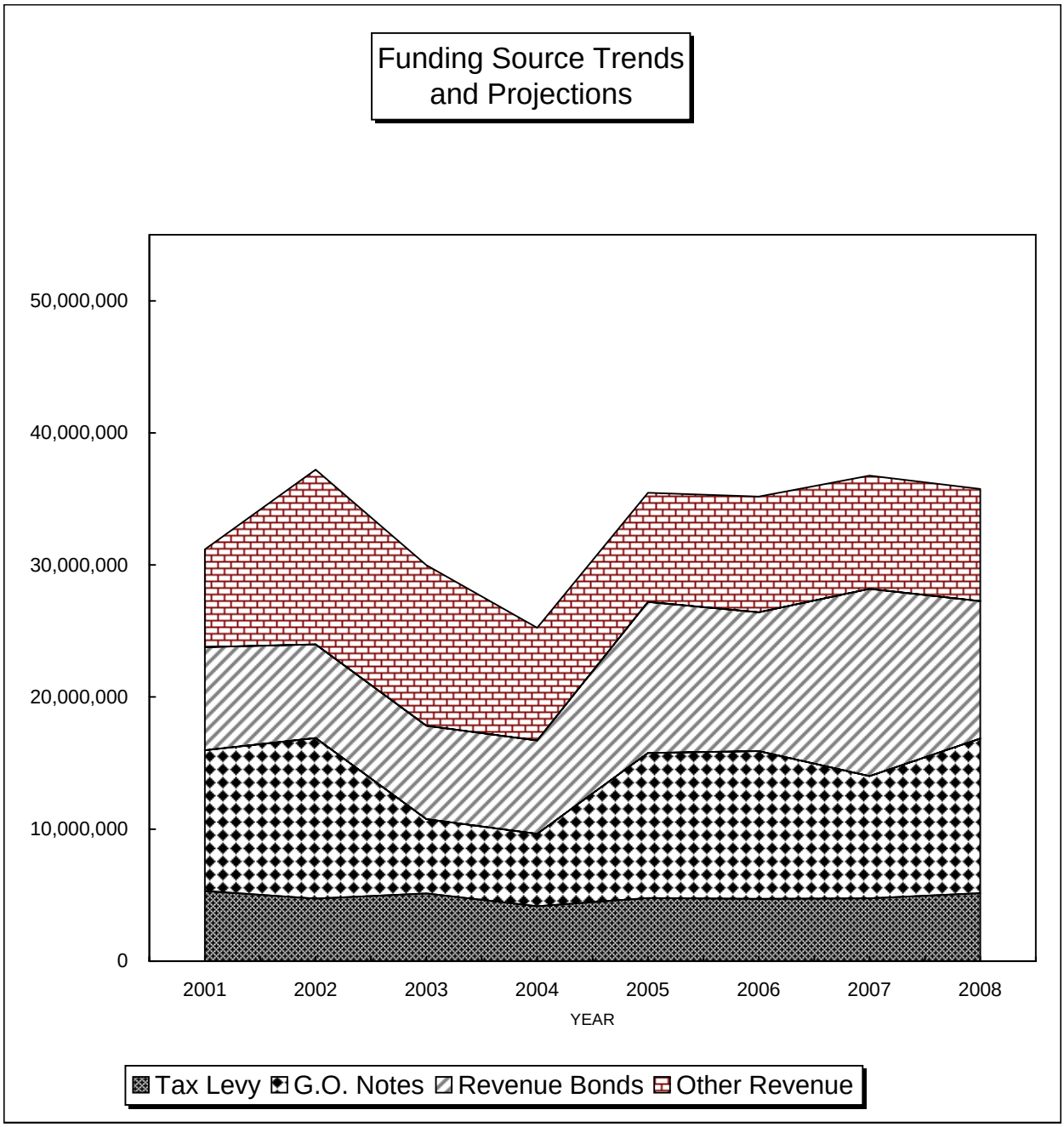
FUNDING
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sewers, sidewalks) and relatively small projects through the levy.
Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells 5-8 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 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2001 - 2008



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2001 - 2008. The total for 2005 - 2007 include projected construction costs for a new Police station. 2008 includes the projected cost of replacement of the College Avenue bridge and repaving of College Avenue east from downtown.

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2004 - 2008



This graph represents how the capital improvements program budget is financed. The total for other revenue in 2002 and 2003 includes $ 3 million of anticipated state and federal funding for the replacement of Valley Transit's primary bus fleet. The total for revenue bonds for 2005 - 2008 includes funding for additional water transmission lines. The total for G.O. notes includes funding for construction of a new Police station in 2005 - 2007 and for replacing the College Avenue bridge and repaving College Avenue east from downtown in 2008.

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST FOR 2004

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
570	Soutpoint Commerce Park (TIF #6)	ED	-	123,712	-		-	123,712
571	NE Business Park	ED	-	53,542	-	o	91,170	144,712
572	West Wisconsin Avenue Redevelopment (TIF # 5)	ED	-	185,000	-		-	185,000
577	Engineering Service and Technology	PW	-	-	-	o	50,000	50,000
574	Asphalt Paving Program	PW	1,376,634	-	-	sd	451,944	1,828,578
578	Concrete Paving Program	PW	1,671,891	-	-	o	2,563,927	4,235,818
582	Grade & Gravel Program	PW	226,911	161,080	-	o	198,362	586,353
585	Traffic Improvements	PW	119,300	-	-		-	119,300
586	Bridge Improvements	PW	-	350,000	-		-	350,000
587	East College Avenue Bridge Improvements	PW	-	30,000	-		-	30,000
588	Sidewalk Program	PW	707,053	37,273	-	o	276,357	1,020,683
590	Stormwater Program	SW	-	439,764	5,070,100	st	1,267,527	6,777,391
596	Water Main Program	WD	-	-	3,432,526	w	-	3,432,526
602	Sanitary Sewer Program	WW	-	-	-	o	2,637,924	2,637,924
	Facilities							
607	Police Station	PD	-	1,200,000	-		-	1,200,000
611	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	105,000	105,000
613	MSB Grounds & Maintenance Improvements	PW	-	190,000	-		-	190,000
616	Security Gates	VT	-	-	-	o	30,000	30,000
617	Paint Lindbergh Tank	WF	-	-	-	w	260,000	260,000
620	Lawe Street Lift Sation Upgrade	WW	-	-	-	s	96,800	96,800
	Equipment							
624	Engine Replacement - 1988 Pumper	FD	-	325,000	-		-	325,000
630	Automated Vehicle Locator System	VT	3,610	-	-	o	26,390	30,000
632	Portable Floor Hoist	VT	3,000	-	-	o	22,000	25,000
633	Support Vehicle Replacement	VT	-	-	-	o	60,000	60,000
635	Water Distribution Vehicle Replacements	WD	-	-	-	w	49,000	49,000
637	Membrane Replacement	WF	-	-	-	w	200,000	200,000
643	Radioactive Density Meters Replacement	WW	-	-	-	s	49,484	49,484
645	Recoating Primary & Final Clarifers	WW	-	-	-	s	132,183	132,183
	Quality of Life							
646	Reid Golf Course - Course Improvements	GOL	-	25,000	-		-	25,000
649	Derks Park Development	PR	-	75,000	-		-	75,000
654	Jones Park Renovations	PR	-	10,000	-		-	10,000
658	Lutz Park Shelter Reconstruction & Shoreline Wal	PR	-	-	-	o	50,000	50,000
659	Mead Pool - Pool Renovations	PR	-	100,000	-		-	100,000
660	North Side Park	PR	-	25,000	-		-	25,000
662	Parks - Playground Equipment	PR	60,000	-	-		-	60,000
666	Pierce Park Renovation	PR	-	15,000	-		-	15,000
667	Providence Trail	PR	-	50,000	-		-	50,000
668	Riverfront Initiatives - Trail Development	PR	-	-	-		-	-
671	Telulah Park Improvements	PR	-	335,000	-		-	335,000
674	Vulcan Heritage Park	PR	-	275,000	-		-	275,000
	Issue Costs/Available Proceeds		-	(243,894)	-		-	(243,894)
			4,168,399	3,761,477	8,502,626		8,618,068	25,050,570

Other Supplemental Information:	
Sewer User Fees (s):	2,904,985
Water User Fees (w):	529,000
Stormwater User Fees (st):	1,282,527
Subdivision (sd):	1,961,007
Other (o):	1,940,549
	8,618,068

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST FOR 2005

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
570	Soutpoint Commerce Park (TIF #6)	ED	-	320,950	-		-	320,950
573	WE Energies Propery - West Water Street	ED	-	107,000	-		-	107,000
574	Asphalt Paving Program	PW	1,454,272	-	-	sd	440,132	1,894,404
577	Engineering Service and Technology	PW	-	-	-	o	40,000	40,000
578	Concrete Paving Program	PW	2,026,094	-	-	sd	1,333,762	3,359,856
582	Grade & Gravel Program	PW	-	509,160	-		-	509,160
585	Traffic Improvements	PW	66,300	-	-		-	66,300
586	Bridge Improvements	PW	-	192,400	-		-	192,400
587	East College Avenue Bridge Improvements	PW	30,000	-	-		-	30,000
588	Sidewalk Program	PW	943,022	-	-	sd	266,534	1,209,556
590	Stormwater Program	SW	-	454,208	5,052,570	st	1,263,148	6,769,926
596	Water Main Program	WD	-	199,617	3,383,125	w	-	3,582,742
602	Sanitary Sewer Program	WW	-	169,714	3,000,000	s	467,700	3,637,414
	Facilities							
607	Police Station	PD	-	6,000,000	-		-	6,000,000
609	Remodelling Station # 1	FD	-	200,000	-		-	200,000
610	Remodeling Station # 4	FD	-	63,328	-		-	63,328
611	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	190,000	190,000
612	APRD Operations Facility Expansion	PR	50,000	-	-		-	50,000
613	MSB Grounds & Maintenance Improvements	PW	-	50,000	-		-	50,000
614	Passenger Shelter Replacement	VT	-	-	-	o	50,000	50,000
615	Roof Replacement, Operations Facility	VT	-	-	-	o	450,000	450,000
619	Paint Ridgeway Tank	WF	-	-	-	w	120,000	120,000
	Equipment							
625	Fire Apparatus - Station # 2	FD	-	325,000	-		-	325,000
628	GPS/GIS	PD/FD	-	387,750	-		-	387,750
630	Automated Vehicle Locator System	VT	-	-	-	o	500,000	500,000
631	Mobile Data Terminals & Swipe Card Technology	VT	-	-	-	o	15,000	15,000
634	Vacuum System Replacement	VT	-	-	-	o	25,000	25,000
635	Water Distribution Vehicle Replacements	WD	-	-	-	w	108,400	108,400
636	Granular Activated Carbon (GAC)	WF	-	-	-	w	200,000	200,000
637	Membrane Replacement	WF	-	-	-	w	380,000	380,000
638	Aeration Tank Drainage Improvements	WW	-	-	-	s	45,000	45,000
639	Additional Belt Filter Press	WW	-	-	-	s	1,284,712	1,284,712
642	Programmable Logic Controller Replacement	WW	-	-	-	s	540,000	540,000
645	Recoating Primary & Final Clarifers	WW	-	-	-	s	266,934	266,934
	Quality of Life							
646	Reid Golf Course - Course Improvements	GOL	-	525,000	-		-	525,000
647	AMP - Athletic Fields Renovations	PR	-	50,000	-		-	50,000
649	Derks Park Development	PR	50,000	-	-		-	50,000
650	Erb Park Renovation	PR	-	50,000	-		-	50,000
654	Jones Park Renovations	PR	-	50,000	-		-	50,000
658	Lutz Park Shelter Reconstruction & Shoreline Wal	PR	-	-	-	o	180,000	180,000
659	Mead Pool Renovations	PR	-	50,000	-		-	50,000
660	North Side Park	PR	-	75,000	-		-	75,000
661	North Side Park/Fire Station #6/School Site	PR	-	50,000	-		-	50,000
662	Parks - Playground Equipment	PR	50,000	-	-		-	50,000
663	Parks - Partnership Fund	PR	60,000	-	-		-	60,000
664	Parks - Skate Park Equipment	PR	50,000	-	-		-	50,000
666	Pierce Park Renovations	PR	-	80,000	-		-	80,000
668	Riverfront Initiatives - Trail Development	PR	-	200,000	-		-	200,000
670	SE Community Park Acquisition	PR	-	300,000	-		-	300,000
672	USA Youth Sports	PR	-	75,000	-		-	75,000
674	Vulcan Heritage Park	PR	-	250,000	-		-	250,000
			4,779,688	10,734,127	11,435,695		8,166,322	35,115,832

Other Supplemental Information:	
Sewer User Fees (s):	2,616,846
Water User Fees (w):	823,400
Stormwater User Fees (st):	1,275,648
Subdivision (sd):	2,040,428
Other (o):	1,410,000
	8,166,322

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST FOR 2006

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
570	Soutpoint Commerce Park (TIF #6)	ED	-	207,186	-		-	207,186
572	West Wisconsin Avenue Redevelopment (TIF # 5)	ED	-	500,000	-		-	500,000
574	Asphalt Paving Program	PW	1,151,760	-	-	sd	471,593	1,623,353
578	Concrete Paving Program	PW	1,869,696	-	-	sd	1,360,011	3,229,707
582	Grade & Gravel Program	PW	548,218	439,686	-		-	987,904
585	Traffic Improvements	PW	67,600	-	-		-	67,600
586	Bridge Improvements	PW	-	132,768	-		-	132,768
587	East College Avenue Bridge Improvements	PW	-	40,000	-		-	40,000
588	Sidewalk Program	PW	877,573	-	-	sd	181,977	1,059,550
590	Stormwater Program	SW	-	231,806	5,051,420	st	1,262,850	6,546,076
596	Water Main Program	WD	-	176,946	3,756,452	w	900,000	4,833,398
602	Sanitary Sewer Program	WW	-	106,920	1,700,000	s	658,863	2,465,783
	Facilities							
607	Police Station	PD	-	6,000,000	-		-	6,000,000
608	Land for Future Fire Stations/Relocations	FD	-	145,202	-		-	145,202
611	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	165,000	165,000
612	APRD Operations Facility Expansion	PR	-	600,000	-		-	600,000
613	MSB Grounds & Maintenance Improvements	PW	100,000	-	-		-	100,000
618	Paint Mathias Tank	W	-	-	-	w	500,000	500,000
621	Upgrade Roadway & Parking Facilities	WW	-	-	-	s	311,190	311,190
	Equipment							
623	Voting Equipment	CLK	-	650,000	-		-	650,000
627	Fire Rapid Response Unit	FD	-	209,475	-		-	209,475
629	Sweeper Upgrade	SW	-	-	-	st	150,000	150,000
630	Automated Vehicle Locator System	VT	-	-	-	o	100,000	100,000
635	Water Vehicle Replacements	WD		-	-	w	102,000	102,000
636	Granular Activated Carbon (GAC)	WF	-	-	-	w	200,000	200,000
637	Membrane Replacement	WF	-	-	-	w	472,500	472,500
641	Lime Sludge Dewatering Press	WW	-	-	-	s	1,151,712	1,151,712
645	Recoating Primary & Final Clarifers	WW	-	-	-	s	266,934	266,934
	Quality of Life							
646	Reid Golf Course - Course Improvements	GOL	-	225,000	-		-	225,000
647	AMP - Athletic Fields Renovations	PR	-	650,000	-		-	650,000
648	AMP - Paving Work	PR	-	25,000	-		-	25,000
650	Erb Park Renovation	PR	-	200,000	-		-	200,000
654	Jones Park Renovations	PR	-	30,000	-		-	30,000
657	Lions Park Renovation	PR	-	25,000	-		-	25,000
658	Lutz Park Shelter Reconstruction & Shoreline Wal	PR	-	-	-	o	200,000	200,000
659	Mead Pool Renovations	PR	-	25,000	-		-	25,000
661	North Side Park/Fire Station#6/School Site	PR	-	70,000	-		-	70,000
662	Parks - Playground Equipment	PR	60,000	-	-		-	60,000
663	Parks - Partnership Fund	PR	50,000	-	-		-	50,000
665	Peabody Park Renovation	PR	-	25,000	-		-	25,000
668	Riverfront Initiatives - Trail Development	PR	-	200,000	-		-	200,000
669	Schaefer Park Renovation	PR	-	25,000	-		-	25,000
670	SE Community Park Acquisition	PR	-	-	-	o	300,000	300,000
674	Vulcan Heritage Park	PR	-	250,000	-		-	250,000
			4,724,847	11,189,989	10,507,872		8,754,630	35,177,338

Other Supplemental Information:	
Sewer User Fees (s):	2,388,699
Water User Fees (w):	2,174,500
Stormwater User Fees (st):	1,412,850
Subdivision (sd):	2,013,581
Other (o):	765,000
	8,754,630

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST FOR 2007

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
574	Asphalt Paving Program	PW	1,053,009	-	-	sd	478,953	1,531,962
578	Concrete Paving Program	PW	2,291,724	-	-	sd	1,415,873	3,707,597
582	Grade & Gravel Program	PW	361,137	-	-		-	361,137
585	Traffic Improvements	PW	-	97,200	-		-	97,200
586	Bridge Improvements	PW	-	114,500	-		-	114,500
587	East College Avenue Bridge Improvements	PW	-	815,000	-		-	815,000
588	Sidewalk Program	PW	859,205	-	-	sd	220,781	1,079,986
590	Stormwater Program	SW	-	-	5,564,250	st	1,391,067	6,955,317
596	Water Main Program	WD	-	-	6,605,142	w	-	6,605,142
602	Sanitary Sewer Program	WW	-	-	2,000,000	s	1,153,361	3,153,361
606	Second Feeder Main to Water Plant	WF	-	-	-	w	1,800,000	1,800,000
	Facilities							
607	Police station	PD	-	6,000,000	-		-	6,000,000
611	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	160,000	160,000
613	MSB Grounds & Maintenance Improvements	PW	-	79,500	-		-	79,500
	Equipment							
637	Membrane Replacement	WF	-	-	-	w	315,000	315,000
640	Bar Screen # 1 Replacement	WW	-	-	-	s	1,300,000	1,300,000
644	Utility Tractor	WW	-	-	-	s	37,008	37,008
	Quality of Life							
647	AMP - Athletic Fields Renovations	PR	-	650,000	-		-	650,000
648	AMP - Paving Work	PR	-	150,000	-		-	150,000
650	Erb Park Renovation	PR	-	50,000	-		-	50,000
651	Erb Pool Remodeling	PR	-	50,000	-		-	50,000
652	Highview Park Renovations	PR	-	100,000	-		-	100,000
654	Jones Park Renovations	PR	-	100,000	-		-	100,000
655	Kiwanis Park Renovation	PR	25,000	-	-		-	25,000
656	Linwood Park Renovation	PR	25,000	-	-		-	25,000
657	Lions Park Renovation	PR	-	100,000	-		-	100,000
662	Parks - Playground Equipment	PR	60,000	-	-		-	60,000
663	Parks - Partnership Fund	PR	75,000	-	-		-	75,000
665	Peabody Park Renovation	PR	-	180,000	-		-	180,000
666	Pierce Park Renovation	PR	-	120,000	-		-	120,000
668	Riverfront Initiatives - Trail Development	PR	-	200,000	-		-	200,000
669	Schaefer Park Renovation	PR	-	180,000	-		-	180,000
670	SE Community Park Acquisition	PR	-	-	-	o	300,000	300,000
671	Telulah Park Renovation	PR	-	200,000	-		-	200,000
673	Voster Property Development	PR	-	75,000	-		-	75,000
			4,750,075	9,261,200	14,169,392		8,572,043	36,752,710

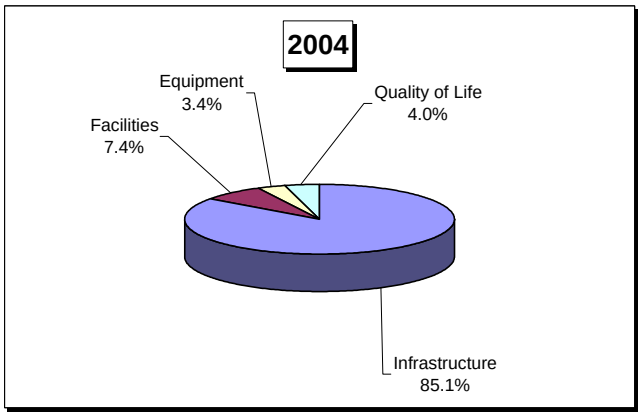
Other Supplemental Information:	
Sewer User Fees (s):	2,490,369
Water User Fees (w):	2,115,000
Stormwater User Fees (st):	1,391,067
Subdivision (sd):	2,115,607
Other (o):	460,000
	8,572,043

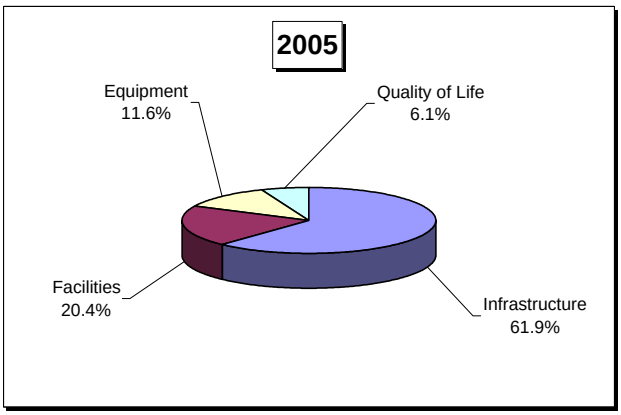
CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST FOR 2008

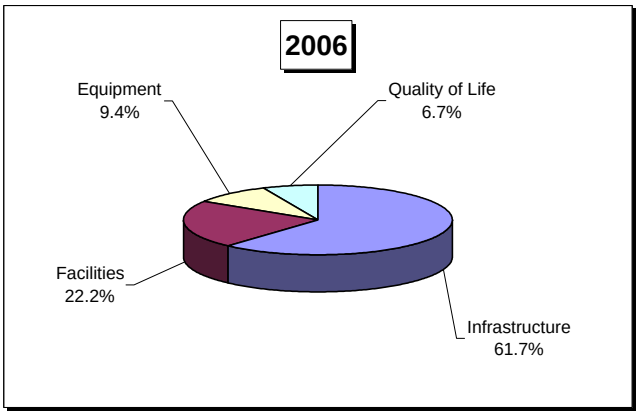
Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
574	Asphalt Paving Program	PW	1,533,731	-	-	sd	510,684	2,044,415
578	Concrete Paving Program	PW	1,994,433	5,650,000	-	sd	1,445,065	9,089,498
582	Grade & Gravel Program	PW	669,058	-	-		-	669,058
585	Traffic Improvements	PW	-	71,000	-		-	71,000
586	East College Avenue Bridge Improvements	PW	-	3,000,000	-		-	3,000,000
588	Sidewalk Program	PW	814,485	-	-	sd	213,524	1,028,009
590	Stormwater Program	SW	-	-	5,405,270	st	1,351,322	6,756,592
596	Water Main Program	WD	-	-	4,000,000	w	2,161,304	6,161,304
602	Sanitary Sewer Program	WW	-	-	1,000,000	s	2,002,515	3,002,515
	Facilities							
611	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	160,000	160,000
613	MSB Grounds & Maintenance Improvements	PW	-	240,000	-		-	240,000
617	Paint Lindbergh Tank	WF	-	-	-	w	86,000	86,000
622	Equipment Storage Building	WW	-	-	-	s	249,483	249,483
	Equipment							
626	Fire Apparatus - Station # 6	FD	-	525,000	-		-	525,000
	Quality of Life							
648	AMP - Paving Work	PR	-	100,000	-		-	100,000
650	Erb Park Renovation	PR	-	150,000	-		-	150,000
651	Erb Pool Remodeling	PR	-	1,600,000	-		-	1,600,000
654	Jones Park Renovations	PR	-	100,000	-		-	100,000
655	Kiwanis Park Renovation	PR	-	100,000	-		-	100,000
662	Parks - Playground Equipment	PR	60,000	-	-		-	60,000
663	Parks - Partnership Fund	PR	75,000	-	-		-	75,000
666	Pierce Park Renovation	PR	-	100,000	-		-	100,000
670	SE Community Park Acquisition	PR	-	-	-	o	300,000	300,000
673	Voster Property Development	PR	-	75,000	-		-	75,000
			5,146,707	11,711,000	10,405,270		8,479,897	35,742,874

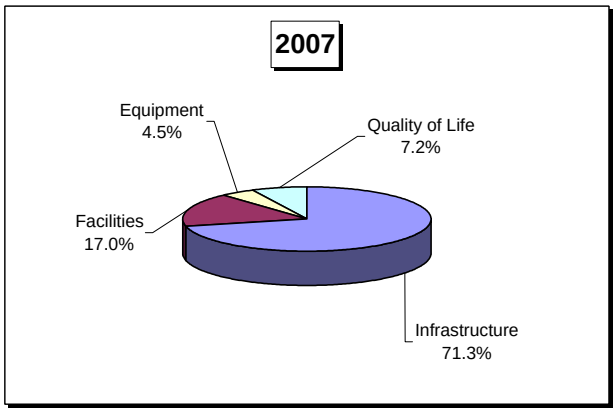
Other Supplemental Information:	
Sewer User Fees (s):	2,251,998
Water User Fees (w):	2,247,304
Stormwater User Fees (st):	1,351,322
Subdivision (sd):	2,169,273
Other (o):	460,000
	8,479,897

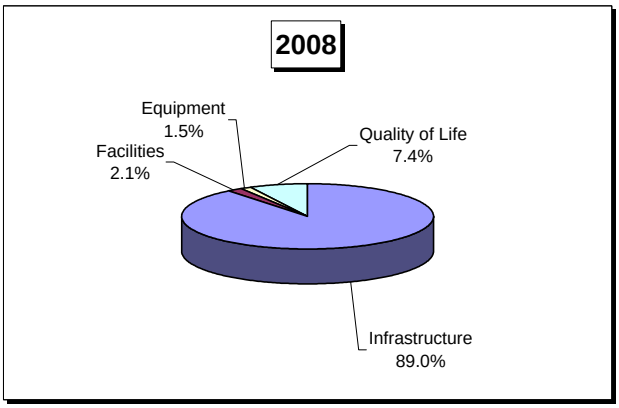
CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2004 - 2008
CAPITAL PROJECTS BY CATEGORY

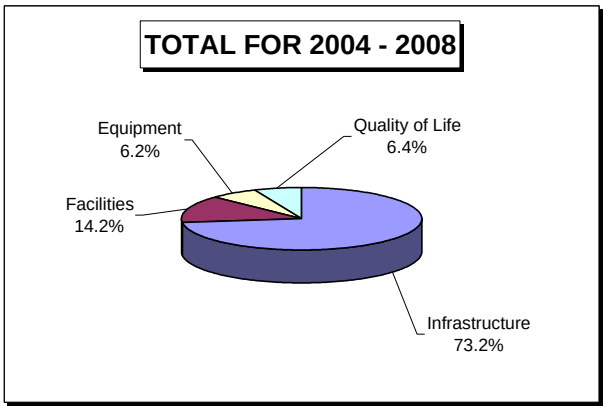








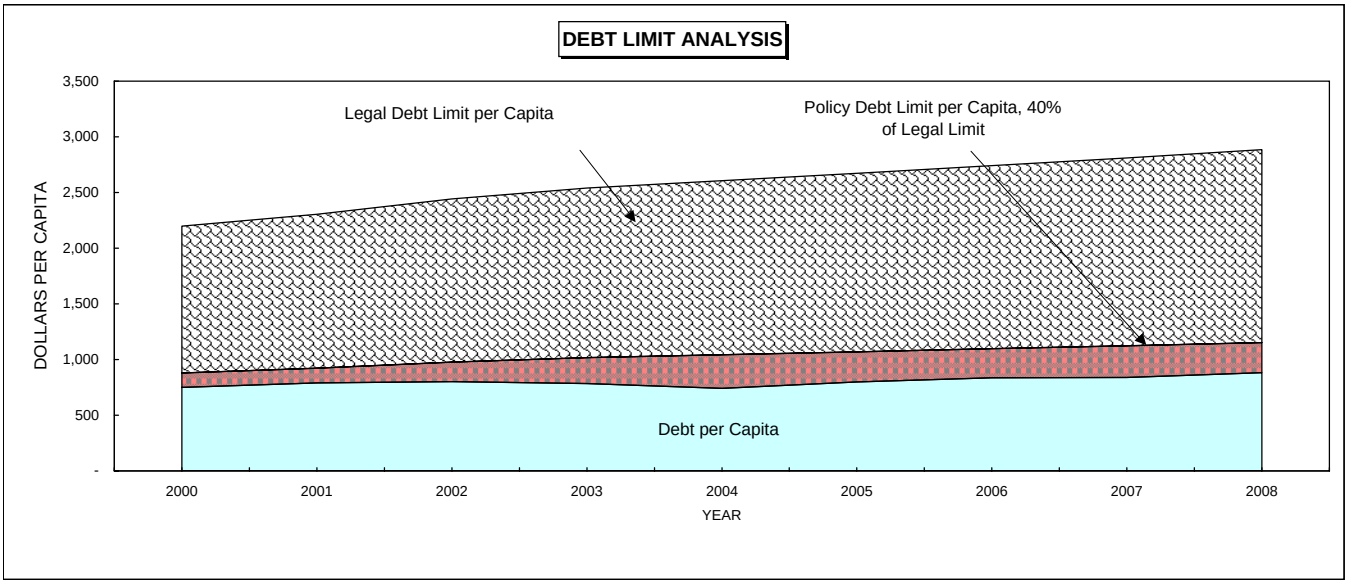




CITY OF APPLETON 2004 BUDGET

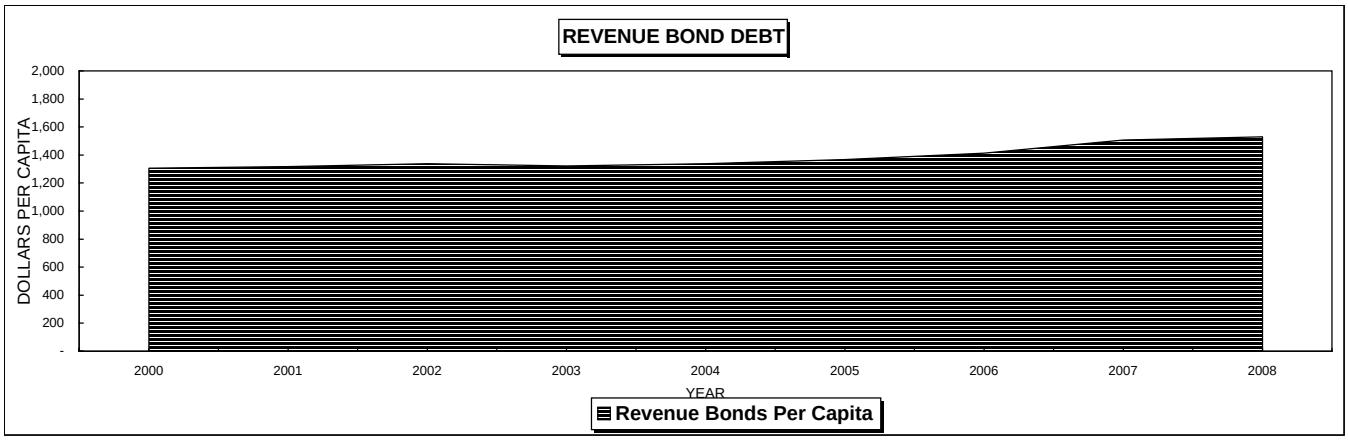
CAPITAL IMPROVEMENTS PROGRAM 2004 - 2008

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Equalized value	3,085,147,000	3,257,173,800	3,484,190,400	3,640,419,000	3,749,631,570	3,862,120,517	3,977,984,133	4,097,323,657	4,220,243,367
Legal Debt Limit	154,257,350	162,858,690	174,209,520	182,020,950	187,481,579	193,106,026	198,899,207	204,866,183	211,012,168
Outstanding Debt	52,524,938	55,707,708	57,283,681	56,175,110	53,323,434	57,700,396	60,643,162	61,066,287	64,448,480
Population	70,167	70,623	71,348	71,649	71,951	72,254	72,558	72,863	73,169
Debt per capita									
Legal Limit	2,198	2,306	2,442	2,540	2,606	2,673	2,741	2,812	2,884
Policy Limit	879	922	977	1,016	1,042	1,069	1,096	1,125	1,154
Actual	749	789	803	784	741	799	836	838	881



The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2004-2008 include estimates for population and equalized valuation figures based on the actual increase experienced from 2000 to 2003.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON
CAPITAL IMPROVEMENTS PROGRAM 2004 - 2008
PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2004 - 2008 Capital Improvements Program are included in this section.

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST

Page	Project	Dept Code	2004	2005	2006	2007	2008
	Infrastructure						
570	Southpoint Commerce Park (TIF #6)	ED	123,712	320,950	207,186	-	-
571	NE Business Park	ED	144,712	-	-	-	-
572	West Wisconsin Avenue Redevelopment (TIF #5)	ED	185,000	-	500,000	-	-
573	WE Energies Property - West Water Street	ED	-	107,000	-	-	-
574	Asphalt Paving Program	PW	1,828,578	1,894,404	1,623,353	1,531,962	2,044,415
577	Engineering Administration	PW	50,000	40,000	-	-	-
578	Concrete Paving Program	PW	4,235,818	3,359,856	3,229,707	3,707,597	9,089,498
582	Grade & Gravel Program	PW	586,353	509,160	987,904	361,137	669,058
585	Traffic Improvements	PW	119,300	66,300	67,600	97,200	71,000
586	Bridge Improvements	PW	350,000	192,400	132,768	114,500	-
587	East College Avenue Bridge Improvements	PW	30,000	30,000	40,000	815,000	3,000,000
588	Sidewalk Program	PW	1,020,683	1,209,556	1,059,550	1,079,986	1,028,009
590	Stormwater Program	SW	6,777,391	6,769,926	6,546,076	6,955,317	6,756,592
596	Water Main Program	WD	3,432,526	3,582,742	4,833,398	6,605,142	6,161,304
602	Sanitary Sewer Program	WW	2,637,924	3,637,414	2,465,783	3,153,361	3,002,515
606	Second Feeder Main to Water Plant	WF	-	-	-	1,800,000	-
	Facilities						
607	Police Station	PD	1,200,000	6,000,000	6,000,000	6,000,000	-
608	Land for Future Fire Stations/Relocations	FD	-	-	145,202	-	-
609	Remodeling Station # 1	FD	-	200,000	-	-	-
610	Remodeling Station # 4	FD	-	63,328	-	-	-
611	Parking Utility - Ramp Maintenance	PAR	105,000	190,000	165,000	160,000	160,000
612	APRD Operations Facility Expansion	PR	-	50,000	600,000	-	-
613	MSB Grounds & Maintenance Improvements	PW	190,000	50,000	100,000	79,500	240,000
614	Passenger Shelter Replacement	VT	-	50,000	-	-	-
615	Roof Replacement, Operations Facility	VT	-	450,000	-	-	-
616	Security Gates	VT	30,000	-	-	-	-
617	Paint Lindbergh Tank	WF	260,000	-	-	-	86,000
618	Paint Mathias Tank	WF	-	-	500,000	-	-
619	Paint Ridgeway Tank	WF	-	120,000	-	-	-
620	Lawe Street Lift Station Upgrade	WW	96,800	-	-	-	-
621	Upgrade Roadway & Parking Facilities	WW	-	-	311,190	-	-
622	Equipment Storage Building	WW	-	-	-	-	249,483
	Equipment						
623	Voting Equipment	CLK	-	-	650,000	-	
624	Engine Replacement - 1988 Pumper	FD	325,000	-	-	-	-
625	Fire Apparatus - Station # 2	FD	-	325,000	-	-	-
626	Fire Apparatus - Station # 6	FD	-	-	-	-	525,000
627	Fire Rapid Response Unit	FD	-	-	209,475	-	-
628	GPS/GIS	FD/PD	-	387,750	-	-	-

CITY OF APPLETON 2004 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2004-2008
PROJECT CATEGORY LIST

Page	Project	Dept Code	2004	2005	2006	2007	2008
	Equipment - Continued						
629	Sweeper Upgrade	SW	-	-	150,000	-	-
630	Automated Vehicle Locator System	VT	30,000	500,000	100,000	-	-
631	Mobile Data Terminals & Swipe Card Technology	VT	-	15,000	-	-	-
632	Portable Floor Hoist	VT	25,000	-	-	-	-
633	Support Vehicle Replacement	VT	60,000	-	-	-	-
634	Vacuum System Replacement	VT	-	25,000	-	-	-
635	Water Distribution Vehicle Replacement	WD	49,000	108,400	102,000	-	-
636	Granular Activated Carbon (GAC) Replacement	WF	-	200,000	200,000	-	-
637	Membrane Replacement	WF	200,000	380,000	472,500	315,000	-
638	Aeration Tank Drainage Improvements	WW	-	45,000	-	-	
639	Additional Belt Filter Press	WW	-	1,284,712	-	-	
640	Bar Screen #1 Replacement	WW	-	-	-	1,300,000	-
641	Lime Sludge Dewatering Press	WW	-	-	1,151,712	-	-
642	Programmable Logic Controller Replacement	WW	-	540,000	-	-	-
643	Radioactive Density Meters Replacement	WW	49,484	-	-	-	-
644	Utility Tractor/Loader	WW	-	-	-	37,008	-
645	Recoating Primary & Final Clarifers	WW	132,183	266,934	266,934	-	-
	Quality of Life						
646	Reid Golf Course - Course Improvements	GOL	25,000	525,000	225,000	-	-
647	AMP - Athletic Fields Renovations	PR	-	50,000	650,000	650,000	-
648	AMP - Paving Work	PR	-	-	25,000	150,000	100,000
649	Derks Park Development	PR	75,000	50,000	-	-	
650	Erb Park Renovations	PR	-	50,000	200,000	50,000	150,000
651	Erb Pool Remodeling	PR	-	-	-	50,000	1,600,000
652	Highview Park Development	PR	-	-	-	100,000	-
654	Jones Park Renovations	PR	10,000	50,000	30,000	100,000	100,000
655	Kiwanis Park	PR	-	-	-	25,000	100,000
656	Linwood Park	PR	-	-	-	25,000	-
657	Lions Park	PR	-	-	25,000	100,000	-
658	Lutz Park Shelter Reconstruction & Shoreline Wa	PR	50,000	180,000	200,000	-	-
659	Mead Pool	PR	100,000	50,000	25,000	-	-
660	North Side Park Development	PR	25,000	75,000	-	-	-
661	North Side Park/Fire Station #6/School Site	PR	-	50,000	70,000	-	-
662	Parks - Playground Equipment	PR	60,000	60,000	60,000	60,000	60,000
663	Parks - Partnership Fund	PR	-	50,000	50,000	75,000	75,000
664	Parks - Skate Park Equipment	PR	-	50,000	-	-	-
665	Peabody Park	PR	-	-	25,000	180,000	-
666	Pierce Park Renovation	PR	15,000	80,000	-	120,000	100,000
667	Providence Trail	PR	50,000	-	-	-	-
668	Riverfront Initiatives-Trail Development	PR	-	200,000	200,000	200,000	-
669	Schaefer Park Renovation	PR	-	-	25,000	180,000	-
670	SE Community Park Acquisition	PR	-	300,000	300,000	300,000	300,000
671	Telulah Park Improvements	PR	335,000	-	-	200,000	-
672	USA Youth Sports Complex	PR	-	75,000	-	-	-
673	Vosters Property Development	PR	-	-	-	75,000	75,000
674	Vulcan Heritage Park	PR	275,000	250,000	250,000	-	-
			$ 25,294,464	$ 35,115,832	$ 35,177,338	$36,752,710	$35,742,874

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: 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 decade or more. The first half of the park will be developed using 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.

In 2003, funds were used to open the first phase of the park, making 40 acres of land available for development. Funding in 2004 will be used for engineering and platting of Phase II, which will be constructed in 2005, asphalt maintenance, and the marketing and selling of land in Phase I.

The year 2004 Budget also provides $19,712 to conduct soil tests on Phases I and II to determine where infiltration practices may be required for future development under the NR 151 of the Storm Water Regulations, which will go into effect in October of 2004, and $10,000 in funding for the installation of a new lighted industrial park sign similar to the one at the entrance of the Northeast Business Park.

Administration (other) costs include environmental engineering, wetland delineation, platting, and other elements associated with engineering of the Park. It also includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with marketing and selling land.

City infrastructure not included in cost summary below for 2004 includes:

		Project Page
Grade & Gravel	$ 161,080	582
Sidewalk Program	63,679	588
Stormwater Program	413,358	590

Discussion of operating cost impact:

As the industrial park develops, it may be necessary to add personnel for snow plowing, police patrols, and fire protection. There are no cost impacts for 2004 or 2005. Any cost impacts for 2006 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Econ Dev	Infrastructure	15,000	187,850	89,100	-	-	$ 291,950
Econ Dev	Soil Testing	19,712	-	8,800	-	-	$ 28,512
Econ Dev	Administration	79,000	97,500	67,500	-	-	$ 244,000
Econ Dev	Industrial Park Sign	10,000	-	-	-	-	$ 10,000
Total - TIF # 6 Capital Projects Fund		$ 123,712	$ 285,350	$ 165,400	$ -	$ -	$ 574,462

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	15,000	187,850	89,100	-	-	$ 291,950
Other	108,712	133,100	118,086	-	-	$ 359,898
Total	$ 123,712	$ 320,950	$ 207,186	$ -	$ -	$ 651,848
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Northeast Business Park

PROJECT DESCRIPTION

Justification:

This project involves maintenance and marketing of the remaining 90 acres of land in the City's Northeast Business Park. The City has approximately 50 acres of land for manufacturing and 40 acres of land for office.

The year 2004 Budget also provides $19,712 to conduct soil tests on these remaining 90 acres of land to determine where infiltration practices may be required for future development under the NR 151 of the Storm Water Regulations which go into effect in October of 2004.

Administration (other) costs include mowing and maintenance of the planting beds on the berms along Capitol Drive, and cutting of weeds on the unsold parcels. It also includes real estate commissions, title insurance, surveys, engineering studies, and other costs associated with marketing and selling land.

City infrastructure not included in cost summary below for 2004 includes:

	TIF #4	Project Page
Grade & Gravel	$ 198,362	582
Concrete Paving Program	1,304,815	578
Stormwater Program	26,406	590
Sanitary Sewer Program	26,406	602

Discussion of operating cost impact:

As the industrial park develops, it may be necessary to add personnel for snow plowing, police patrols, and fire protection. There are no cost impacts for 2004 or 2005. Any cost impacts for 2006 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Econ Dev	Administration	76,000	-	-	-	-	$ 76,000
Econ Dev	Soil Testing	15,770	-	-	-	-	$ 15,770
Subtotal - TIF # 4		91,770	-	-	-	-	$ 91,770
Econ Dev	Administration	49,000	-	-	-	-	$ 49,000
Econ Dev	Soil Testing	3,942	-	-	-	-	$ 3,942
Subotal - Ind. Park Land Fund		52,942	-	-	-	-	$ 52,942
Total - Northeast Business Park Capital Project		$ 144,712	$ -	$ -	$ -	$ -	$ 144,712

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	144,712	-	-	-	-	$ 144,712
Total	$ 144,712	$ -	$ -	$ -	$ -	$ 144,712
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	TIF #5 - West Wisconsin Avenue Redevelopment

PROJECT DESCRIPTION

Justification:

West Wisconsin Avenue between Badger Avenue & Richmond Street was under reconstruction for several years. Targeted City investments have occurred in this corridor through Tax Incremental Financing District #5 (TIF #5), which was established in 1999. The leveraging of funds through TIF #5 provides a means for the City to stimulate and assist redevelopment efforts in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. More significant redevelopment at a more rapid rate is anticipated through the City's efforts in this program.

The Economic Development Department has worked with the Appleton Northside Business Association (ANBA) for six years on this project, beginning with parking issues, including facade improvement, and now TIF-related redevelopment of the corridor.

The 2004 CIP request would cover a portion of the total costs associated with site preparation, infrastructure and general construction assistance for TIF eligible activities for a renovation of an existing commercial/retail development at the corner of Wisconsin Avenue and Bennett Street. Site preparation/infrastructure and general construction assistance for TIF eligible improvements for a multi-family housing development along Mason Street and Kamps Avenue is also included in the 2004 CIP request.

The 2006 CIP request would cover a portion of the total costs associated with site acquisition, site preparation, infrastructure and general construction assistance for TIF eligible activities for a potential second phase of the Bell Heights Development.

These funding commitments will be secured by development agreement when the obligation is made. Recovery of this investment will be through increased property taxes (increment) in TIF #5.

Discussion of operating cost impact:

This project involves an investment into a private redevelopment project, therefore there is no impact on the City's Operating Budget.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Econ Dev	Site Preparation/ Acquisition/Construction						
	Bennett St.	185,000	-	-	-	-	$ 185,000
	Bell Heights	-	-	500,000	-	-	$ 500,000
Total -TIF #5 Capital Projects Fund		$ 185,000	$ -	$ 500,000	$ -	$ -	$ 685,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acq/Site Prep/Constr	185,000	-	500,000	-	-	$ 685,000
Other	-	-	-	-	-	$ -
	-	-	-	-	-	$ -
Total	$ 185,000	$ -	$ 500,000	$ -	$ -	$ 685,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: We Energies Property - West Water Street

PROJECT DESCRIPTION

Justification:

The City of Appleton/Water Utility sold a portion of the former water treatment plant property along West Water Street that was used previously by We Energies (formerly Wisconsin Electric Power Company) as a manufactured gas plant. The sale provided We Energies with complete control of the property to conduct testing/sampling and prepare for the remediation of the property. Remediation of the site will begin in August 2003 and is anticipated to be complete by the end of 2004 or early 2005.

This sale of the property to We Energies was finalized in 1999 and the sale documents included a buy-back provision for the City of Appleton upon completion of the site remediation. This provision stated that the City could buy-back the property at the greater of $107,000 or an appraised value for the property if the City of Appleton demanded a new appraisal.

The 2005 CIP request includes the $107,000 anticipated for the repurchase of this property.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the final use for the property has not been identified. If the property remains in City ownership, then upkeep and maintenance costs would impact the City's operating costs. If the property would be transferred for a redevelopment project, the City would not assume operating costs for the property.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Econ Dev	Site Acquisition	-	107,000	-	-	-	$ 107,000
Total - Riverfront Initiatives Capital Projects Fund		$ -	$ 107,000	$ -	$ -	$ -	$ 107,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	107,000	-	-	-	$ 107,000
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ 107,000	$ -	$ -	$ -	$ 107,000
Operating Cost Impact	$ -	N/Q*	N/Q*	N/Q*	N/Q*	

N/Q = Not Quantifiable

CITY OF APPLETON 2004 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 year's 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 to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system results in no overall reduction in our city-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Public Works - Reconstruction	1,376,634	1,454,272	1,151,760	1,053,009	1,533,731	$ 6,569,406
Subtotal - General Fund	1,376,634	1,454,272	1,151,760	1,053,009	1,533,731	$ 6,569,406
Public Works - Reconstruction	451,944	440,132	471,593	478,953	510,684	$ 2,353,306
Subtotal - Subdivision	451,944	440,132	471,593	478,953	510,684	$ 2,353,306
Total - Asphalt Paving Program	$ 1,828,578	$ 1,894,404	$ 1,623,353	$ 1,531,962	$ 2,044,415	$ 8,922,712

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,573,865	1,640,388	1,397,239	1,317,012	1,763,496	$ 7,692,000
Other	254,713	254,016	226,114	214,950	280,919	$ 1,230,712
Total	$ 1,828,578	$ 1,894,404	$ 1,623,353	$ 1,531,962	$ 2,044,415	$ 8,922,712
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2004	Street	From	To	General Fund	Sub-division	Total Cost
Labor Pool				176,769	77,944	254,713
Following Grade and Gravel	New Subdivision				374,000	374,000
	Subtotal				**374,000**	**374,000**
Partial Reconstruction	Fairview St	Fourth St	Fourth St - 260' n/o	13,117		13,117
	Mueller St	Prospect Ave	Fifth St - 100' n/o	56,275		56,275
	Subtotal			**69,393**		**69,393**
Total Reconstruction	Brewster St	Richmond St (STH 47)	Clark St	160,539		160,539
	Commercial St	Rankin St	Fox St	35,856		35,856
	Elm St	Fifth St	Sixth St	22,264		22,264
	Fifth St	Memorial Dr (STH 47)	Elm St	124,288		124,288
	Fourth St	Mason St	Story St	129,467		129,467
	Fox St	Winnebago St	Commercial St	23,904		23,904
	Hawes Ave	Summit St	Bennett St	76,533		76,533
	Lawrence St	Badger Ave	Memorial (STH 47)	100,815		100,815
	Mason St	Cedar St	Prospect Ave	277,884		277,884
	Seventh St	Memorial Dr	Walnut St	101,120		101,120
	Sherman Pl	State St	Franklin St	41,947		41,947
	Winnebago St	Rankin St	Fox St	35,856		35,856
	Subtotal			**1,130,472**		**1,130,472**
Total Asphalt Pavement				$ 1,376,634	$ 451,944	$ 1,828,578

2005	Street	From	To	General Fund	Sub-division	Total Cost
Labor Pool				178,292	75,724	254,016
Following Grade and Gravel	New Subdivisions				364,408	364,408
	Subtotal				**364,408**	**364,408**
Total Reconstruction	Atlantic St	Meade St	Rankin St	53,034		53,034
	Maple St	Madison St	Carpenter St	220,620		220,620
	Ritger St	Goodall St	Fremont St	59,398		59,398
	Sanders St	Seymour St	Verbrick St	37,838		37,838
	Story St	Prospect Ave	Spencer St	137,887		137,887
	Story St	Spencer St	College Ave	120,917		120,917
	Third St	Story St	State St	155,577		155,577
	Ullman St	Glendale Ave	Pauline St	108,465		108,465
	Ullman St	Pauline St	Randall St	73,186		73,186
	Weimar St	College Ave	John St	193,050		193,050
	Weimar St	Newberry St	College Ave	116,007		116,007
	Subtotal			**1,275,980**		**1,275,980**
Total Asphalt Pavement				$ 1,454,272	$ 440,132	$ 1,894,404

2006	Street	From	To	General Fund	Sub-division	Total Cost
Labor Pool				144,977	81,137	226,114
Following Grade and Gravel	New Subdivisions				390,456	390,456
	Subtotal				**390,456**	**390,456**
Total Reconstruction	Gillett St	Wisconsin Ave	Brewster St	63,006		63,006
	Highland Ave	Linwood Ave	Badger Ave	108,630		108,630
	Ida St	North St	Pacific St	27,361		27,361
	Oakcrest Dr	Mason St	Lehmann La	22,665		22,665
	Oakcrest Dr	Prospect Ave	Mason St	111,994		111,994
	Outagamie Ct	Highland Ave	Packard St	121,588		121,588
	Schneider Pl	Douglas St	Badger Ave	51,840		51,840
	Spring St	Linwood Ave	Richmond (STH 47)	499,699		499,699
	Subtotal			**1,006,783**		**1,006,783**
Total Asphalt Pavement				$ 1,151,760	$ 471,593	$ 1,623,353

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2007	Street	From	To	General Fund	Sub-division	Total Cost
Labor Pool				132,547	82,403	214,950
Following Grade and Gravel	New Subdivisions				396,550	396,550
	Subtotal				**396,550**	**396,550**
Overlay	Alley s/o College Ave	Morrison St	Durkee St	7,377		7,377
	Alley s/o College Ave	State St	Memorial (STH 47)	7,502		7,502
	Alley w/o Perkins St	Charles St	Perkins St	10,211		10,211
	Hickory Ct	Riverdale Dr	Bartell Dr	18,404		18,404
	Lawe St	College Ave	Fox River	26,799		26,799
	Linwood Ave	Glendale Ave	Marquette St	25,867		25,867
	Riverdale Dr	Prospect Ave	Bartell Dr	55,212		55,212
	Subtotal			**151,371**		**151,371**
Partial Reconstruction	Heritage Woods Dr	Valley Rd	1390' north	73,713		73,713
	Madison St	Fremont St - 940' s/o	Calumet St	49,849		49,849
	Outagamie St	Cedar St	Prospect Ave	95,456		95,456
	Subtotal			**219,019**		**219,019**
Total Reconstruction	Appleton St	Wisconsin Ave	Parkway Blvd	199,017		199,017
	Brewster St	Drew St	Meade St	141,480		141,480
	Chain Dr	Memorial Dr	300' south	35,130		35,130
	Maplecrest Dr	Calumet St	Foster St	31,877		31,877
	Summer St	Gillett St	Badger Ave	142,569		142,569
	Subtotal			**550,073**		**550,073**
Total Asphalt Pavement				$ 1,053,009	$ 478,953	$ 1,531,962

2008	Street	From	To	General Fund	Sub-division	Total Cost
Labor Pool				193,057	87,862	280,919
Following Grade and Gravel	New Subdivisions				422,822	422,822
	Subtotal				**422,822**	**422,822**
Overlay	Commercial St	Oneida St	Division St	47,276		47,276
	Foster St	Oneida St	Maplecrest - w/o	109,309		109,309
	Lynndale Dr	Second St	south to RR	185,371		185,371
	Pershing St	Meade St	Ballard Rd	229,676		229,676
	Sixth St	Memorial Dr	Prospect Ave	63,799		63,799
	Taft Ave	Jackson St	Telulah Ave	207,984		207,984
	Subtotal			**843,414**		**843,414**
Total Reconstruction	Coolidge Ave	Oneida St	Jackson St	180,949		180,949
	Gillett St	Brewster St	Taylor St	171,787		171,787
	Kimball St	Morrison St	Oak St	9,926		9,926
	Melvin St	Douglas St	Outagamie St	67,728		67,728
	Oak St	Lawrence St	Kimball St	12,379		12,379
	Pierce Ave	Spencer St	Eighth St	54,492		54,492
	Subtotal			**497,260**		**497,260**
Total Asphalt Pavement				$ 1,533,731	$ 510,684	$ 2,044,416

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Engineering Administration

PROJECT DESCRIPTION

Justification:

Sewer & Water Lateral records conversion (consultant)

The conversion of our existing sewer and water lateral records into a more current and consistent format is in great need. Our current records are a combination of hand-drawn maps and computer-based AutoCAD drawings. Our water records are in a completely different format than sewer records since they were created during a period when the Water Division was separate from the Engineering Division.

The conversion of these maps to a database format will provide for a consistent, searchable, sortable format which will be simpler to use and maintain. The database would also be easily integrated into the City's GIS records. These records are critical to our Utility Locators as part of the Digger's Hotline program and will allow them the option of laptop use versus their current paper/book system . This computer based format would allow for more frequent updates and more current information to users.

The improved records could result in a decrease in claims against the City and would increase available staff time for other tasks.

The cost for this conversion project would be split as follows:

Water	$20,000
Stormwater	$15,000
Waste Water	$15,000

Discussion of operating cost impact:

This project has no impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Lateral records conversion (consultant)	20,000	-	-	-	-	$ 20,000
GPS / Robotic Total Station	-	15,000	-	-	-	$ 15,000
Subtotal - Water Distribution	20,000	15,000	-	-	-	$ 35,000
Lateral records conversion (consultant)	15,000	-	-	-	-	$ 15,000
GPS / Robotic Total Station	-	12,500	-	-	-	$ 12,500
Subtotal - Stormwater	15,000	12,500	-	-	-	$ 27,500
Lateral records conversion (consultant)	15,000	-	-	-	-	$ 15,000
GPS / Robotic Total Station	-	12,500	-	-	-	$ 12,500
Subtotal - Wastewater	15,000	12,500	-	-	-	$ 27,500
Total - Lateral Records Capital Project	$ 50,000	$ 40,000	$ -	$ -	$ -	$ 90,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	50,000	40,000	-	-	-	$ 90,000
Total	$ 50,000	$ 40,000	$ -	$ -	$ -	$ 90,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 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 year's 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 to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system results in no overall reduction in our city-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Public Works - Reconstruction	1,671,891	2,026,094	1,869,696	2,291,724	1,994,433	$ 9,853,838
Subtotal - General Fund	1,671,891	2,026,094	1,869,696	2,291,724	1,994,433	$ 9,853,838
Public Works - Reconstruction	-	-	-	-	5,650,000	$ 5,650,000
Subtotal - College Ave. Bridge	-	-	-	-	5,650,000	$ 5,650,000
Public Works - Reconstruction	1,304,815	-	-	-	-	$ 1,304,815
Subtotal - TIF # 4	1,304,815	-	-	-	-	$ 1,304,815
Public Works - Construction	1,259,112	1,333,762	1,360,011	1,415,873	1,445,065	$ 6,813,823
Subtotal - Subdivision	1,259,112	1,333,762	1,360,011	1,415,873	1,445,065	$ 6,813,823
Total - Concrete Paving Program	$ 4,235,818	$ 3,359,856	$ 3,229,707	$ 3,707,597	$ 9,089,498	$ 23,622,476

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	47,104	60,000	90,000	35,000	100,000	$ 332,104
Land Acquisition	-	285,000	-	-	50,000	$ 335,000
Construction	3,741,469	2,666,973	2,796,379	3,295,012	8,244,394	$ 20,744,227
Other	447,245	347,883	343,328	377,585	695,104	$ 2,211,145
Total	$ 4,235,818	$ 3,359,856	$ 3,229,707	$ 3,707,597	$ 9,089,498	$ 23,622,476
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2004	Street	From	To	General Fund	TIF #4	Sub-division Fund	Total Cost
Labor Pool				162,484	67,611	217,150	447,245
Design	College Ave	Linwood Ave	Richmond St (STH 47)	25,000			25,000
	Lynndale Dr	College Ave	700' north	22,104			22,104
	Subtotal			**47,104**			**47,104**
New Construction	Angela Dr	Guyette Dr	Heidemann Dr			109,140	109,140
	Blackberry Ct	Midway Rd	Cul-de-sac			29,833	29,833
	Clayhill Dr	Old Sleigh La	Crossing Meadows La			85,695	85,695
	Heidemann Dr	Derks Dr	Kensington Dr			90,440	90,440
	Marshall Heights Ave	Crossing Meadows La	Olde Sleigh La			121,500	121,500
	Old Sleigh La	Clayhill Dr	Marshall Heights Ave			52,900	52,900
	Rail Road	Chickadee - 250' E/O	Kensington Dr			78,413	78,413
	Rolling Meadows La	Crossing Meadows La	Clayhill Dr			105,058	105,058
	Schindler Pl	Valley Rd, West	Valley Rd, East			330,355	330,355
	Winrowe Dr	Woodridge Dr	Marshall Heights Ave			38,628	38,628
	Radio Rd	Kensington Dr- 930' W/O	Cul-de-sac	71,463			71,463
	Capitol Dr	Marshall Ave	Zuehlke Dr		255,920		255,920
	Executive Dr	Goodland Ave	Venture Dr		105,107		105,107
	Goodland Ave	Conkey St	Zuehlke Dr		160,970		160,970
	Meade St	Evergreen Dr	Apple Creek Rd		629,652		629,652
	Zuehlke Dr	Capitol Dr	Goodland Ave		85,555		85,555
	Subtotal			**71,463**	**1,237,204**	**1,041,962**	**2,350,629**
Reconstruction	Astor La	Valley Rd	Tuckaway La	53,187			53,187
	College Ave	Piggly Wiggly	Intersection improve.	199,680			199,680
	Division St	Washington St	Franklin St	99,107			99,107
	Elm St	Sixth St	Seventh St	44,311			44,311
	Kensington Dr	College Ave (widening)	Radio Rd	352,707			352,707
	Packard St	Linwood Ave - 440' W/O	Linwood Ave	74,463			74,463
	Superior St	Lawrence St	College Ave	81,592			81,592
	Tuckaway La	Astor La	Memorial Dr (STH 47)	50,770			50,770
	Washington St	Mason St	Badger Ave	181,333			181,333
	Capitol Dr	Richmond St (STH 47)	860' West	253,690			253,690
	Subtotal			**1,390,840**	**-**	**-**	**1,390,840**
Total Concrete Paving				$ 1,671,891	$ 1,304,815	$ 1,259,112	$ 4,235,818

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2005	Street	From	To	General Fund	TIF #4	Sub-division Fund	Total Cost
Labor Pool				118,229		229,654	347,883
Design	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	30,000			30,000
	Kensington Dr	Calumet St	Lake Park Rd	15,000			15,000
	Lake Park Rd	Plank Rd	Kensington Dr	15,000			15,000
	Subtotal			**60,000**			**60,000**
Land	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	50,000			50,000
	Ashbury Dr	Providence Ave	French Rd	30,000			30,000
	Calumet St	Schaefer St - Intersection		10,000			10,000
	Midway Rd	Huckleberry La	Lake Park Rd	40,000			40,000
	Midway Rd	Lake Park Rd	Coop Rd	140,000			140,000
	Misc. (Land aq)			15,000			15,000
	Subtotal			**285,000**			**285,000**
New Construction	Aurora Dr	Forest St	Cul-de-sac			127,222	127,222
	Briarcliff Dr	Lexington Dr	Cul-de-sac			156,452	156,452
	Carrington La	Tanglewood Dr	Waterford Dr			119,250	119,250
	Clayhill Dr	Crossing Meadows La	Crossing Meadows La - 120' n/o			16,944	16,944
	Crossing Meadows La	Haymeadow Ave	Clayhill Dr - w/o			279,583	279,583
	Cutter Ct	Crossing Meadows La	Cul-de-sac			14,943	14,943
	Hastings Ct	Sheffield La	Cul-de-sac			61,368	61,368
	Haymeadow Ave	Crossing Meadows La	Crossing Meadows La - 480' n/o			64,775	64,775
	Marshall Heights Ave	Crossing Meadows La	Crossing Meadows La - 120' n/o			16,944	16,944
	Schaefer St	Sylvan Ave	Roeland Ave			65,097	65,097
	Snowy Owl Ct	Crossing Meadows La	Cul-de-sac			52,124	52,124
	Sylvan Ave	Moon Beam Trail	Cul-de-sac			83,243	83,243
	Tanglewood Dr	Carrington La	Apple Creek Rd			46,163	46,163
	Subtotal					**1,104,108**	**1,104,108**
Reconstruction	College Ave	Lilas St	Intersection improve.	11,098			11,098
	Drew St	College Ave	Wisconsin Ave	448,729			448,729
	Lilas Dr	College Ave	Franklin St	81,784			81,784
	Mason St	Wisconsin Ave	Lindbergh St	788,925			788,925
	Lyndale Dr	College Ave	700' North	232,329			232,329
	Subtotal			**1,562,865**			**1,562,865**
Total Concrete Paving				$ 2,026,094	$ -	$ 1,333,762	$ 3,359,856

2006	Street	From	To	General Fund	TIF #4	Sub-division Fund	Total Cost
Labor Pool				109,154		234,174	343,328
Consulting Services	Calumet St	Schaefer St - Intersection	priv utility relocation	35,000			35,000
	Subtotal			**35,000**			**35,000**
Design	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	45,000			45,000
	Memorial Dr (STH 47)	STH 441	Calumet St - 250' n/o	10,000			10,000
	Subtotal			**55,000**			**55,000**
Miscellaneous Construction	College Ave	Linwood Ave	Richmond St (STH 47)	20,000			20,000
	Subtotal	(Contam. haul)		**20,000**			**20,000**
New Construction	Apple Creek Rd	Brookshire Dr -125' w/o	Knollwood La			140,630	140,630
	Brookshire Dr	Apple Creek Rd	Carrington La			66,330	66,330
	Carrington La	Brookshire Dr	Waterford Dr			159,077	159,077
	Crescent La	Thornbrook La	Apple Creek Rd			31,237	31,237
	Fernwood La	Brookshire Dr	Waterford Dr			157,606	157,606
	Knollwood La	Crossing Meadows La	Apple Creek Rd			211,885	211,885
	Providence Ave	Evergreen Dr	Windingbrook Dr			212,089	212,089
	Thornbrook La	Brookshire Dr	Crescent La			86,115	86,115
	Waterford Dr	Apple Creek Rd	Carrington La			60,868	60,868
	Evergreen Dr	Ballard Rd	French Rd	213,583			213,583
	Kensington Dr	Lourdes Dr	Calumet St	628,072			628,072
	Subtotal			**841,655**		**1,125,837**	**1,967,492**
Reconstruction	Calumet St	Schaefer St - Intersection		106,165			106,165
	College Ave	Badger Ave	Richmond St (STH 47)	471,722			471,722
	College Ave	Linwood Ave - 550' W/O	Badger Ave	231,000			231,000
	Subtotal			**808,887**			**808,887**
Total Concrete Paving				$ 1,869,696	$ -	$ 1,360,011	$ 3,229,707

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2007	Street	From	To	General Fund	TIF #4	Sub-division Fund	Total Cost
Labor Pool				133,792		243,793	377,585
Design	Memorial Dr (STH 47)	STH 441	Calumet St - 250' n/o	25,000			25,000
	Miscellaneous			10,000			10,000
	Subtotal			**35,000**			**35,000**
New Construction	Apple Creek Rd	Knollwood La	Meade St			219,730	219,730
	Bunting Ct	Crossing Meadows La	Cul-de-sac			32,745	32,745
	Crossing Meadows La	Haymeadow Ave	Meade St			382,306	382,306
	Grassmere Ct	Crossing Meadows La	Cul-de-sac			41,907	41,907
	Midfield Ct	Crossing Meadows La	Cul-de-sac			20,047	20,047
	Sheffield La	Hastings Court	Tanglewood Dr			85,856	85,856
	Sheffield La	Knollwood La	Hastings Court			72,958	72,958
	Songbird La	Crossing Meadows La	Windcross Dr			148,505	148,505
	Tanglewood Dr	Apple Creek Rd	Sheffield La			82,461	82,461
	Wayfarer La	Woodridge Dr	Marshall Heights Ave			34,942	34,942
	Windcross Dr	Songbird La	Crossing Meadows La			50,623	50,623
	Eisenhower Dr	Plank Rd	Calumet St	369,790			369,790
	Kensington Dr	Calumet St	Lake Park Rd	104,520			104,520
	Lake Park Rd	Kensington Dr	Calumet St	246,850			246,850
	Lake Park Rd	Plank Rd	Kensington Dr	43,842			43,842
	Plank Rd	Eisenhower Dr	K2A pond	272,778			272,778
	Subtotal			**1,037,780**		**1,172,080**	**2,209,860**
Reconstruction	Spencer St	Mason St	Badger Ave	523,712			523,712
	Spencer St	Whitman Ave	Mason St	561,440			561,440
	Subtotal			**1,085,152**			**1,085,152**
Total Concrete Paving				$ 2,291,724	$ -	$ 1,415,873	$ 3,707,597

2008	Street	From	To	General Fund	College Avenue Bridge Proj.	Sub-division Fund	Total Cost
Labor Pool				446,285		248,819	695,104
Design	Miscellaneous			50,000			50,000
	Valley Road	Chain Dr	Forestview	50,000			50,000
	Subtotal			**100,000**			**100,000**
Land	Miscellaneous			50,000			50,000
	Subtotal			**50,000**			**50,000**
New Construction	Brookshire Dr	Apple Creek Rd	Morning Glory Dr			67,100	67,100
	Farmington Circle	Tallgrass Dr	Cul-de-sac			38,444	38,444
	Greenleaf Dr	Providence Ave	Windingbrook Dr - 330' w/o			166,712	166,712
	Morning Glory Dr	Brookshire Dr	Knollwood La			134,680	134,680
	Providence Ave	Windingbrook Dr	Fallcreek La			180,961	180,961
	Shady Hollow Ct	Windingbrook Dr	Cul-de-sac			34,621	34,621
	Stonebridge Ct	Greenleaf Dr	Cul-de-sac			72,753	72,753
	Sunshine Dr	Lourdes Dr	Forest St			70,788	70,788
	Tallgrass Dr	Knollwood La	Crossing Meadows La			207,679	207,679
	Waterford Dr	Carrington La	Quiet Winds Way			39,920	39,920
	Windingbrook Dr	Greenleaf Dr	Providence Ave			182,588	182,588
	Association Dr	Richmond St (STH 47)	Capitol Dr	253,960			253,960
	Subtotal			**253,960**	**-**	**1,196,246**	**1,450,206**
Reconstruction	Alley n/o College Ave	Durkee St	Drew St	28,354			28,354
	Alley n/o College Ave	State St	State St - w/o	8,719			8,719
	College Ave	bridge			3,000,000		3,000,000
	College Ave	Drew St (with/o bridge)	Mathias St		2,650,000		2,650,000
	John St (CTH KK)	College Ave	E South River St	179,671			179,671
	Packard St	Badger Ave	Richmond St (STH 47)	470,685			470,685
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	114,003			114,003
	Memorial Dr (STH 47)	STH 441	Calumet St - 250' n/o	342,756			342,756
	Subtotal			**1,144,188**	**5,650,000**		**6,794,188**
Total Concrete Paving				$ 1,994,433	$ 5,650,000	$ 1,445,065	$ 9,089,498

CITY OF APPLETON 2004 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, plowing, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Public Works - Grade & Gravel	226,911	-	548,218	361,137	669,058	$ 1,805,324
Subtotal - General Fund	226,911	-	548,218	361,137	669,058	$ 1,805,324
Public Works - Grade & Gravel	198,362	-	-	-	-	$ 198,362
Subtotal - TIF # 4	198,362	-	-	-	-	$ 198,362
Public Works - Grade & Gravel	154,908	509,160	439,686	-	-	$ 1,103,754
Subtotal - TIF # 6	154,908	509,160	439,686	-	-	$ 1,103,754
Total - Grade & Gravel Program	$ 580,181	$ 509,160	$ 987,904	$ 361,137	$ 669,058	$ 3,107,440

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	518,979	410,415	867,924	13,887	25,727	$ 1,836,932
Other	61,202	98,745	119,980	347,250	643,331	$ 1,270,508
Total	$ 580,181	$ 509,160	$ 987,904	$ 361,137	$ 669,058	$ 3,107,440
Operating Cost Impact	N/Q	N/Q	N/Q	N/Q	N/Q	

N/Q = Not Quantifiable

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2004	Street	From	To	General Fund	TIF # 4	TIF # 6	Total Cost
Labor Pool				20,809	10,278	30,115	61,202
Grade & Gravel	Edgewood Dr (CTH JJ)	Meade St - 500' w/o	Meade St - 500' e/o	72,000			72,000
	Subtotal			**72,000**			**72,000**
Temporary Surface Following Grade & Gravel	Edgewood Dr (CTH JJ)	Meade St - 500' w/o	Meade St - 500' e/o	43,107			43,107
	Plank Rd	Huckleberry La (2nd lift)	Lake Park Rd - 600' e/o	90,995			90,995
	Eisenhower Dr	Plank Rd - Relocated	Endeavor Dr			39,931	39,931
	Endeavor Dr	Lakeland Dr	Eisenhower Dr			34,603	34,603
	Enterprise Av	Lightning Dr	Evergreen Dr		78,243		78,243
	Glenhurst Dr	Milestone Dr	Lightning Dr		46,645		46,645
	Lake Park Rd	STH 441 (2nd lift)	Plank Rd - 350' s/o			23,634	23,634
	Lakeland Dr	Plank Rd	Endeavor Dr - 400' s/o			32,797	32,797
	Milestone Dr	Glenhurst Dr	Lightning Dr		63,196		63,196
	Subtotal			**134,102**	**188,084**	**130,965**	**453,151**
Total				$ 226,911	$ 198,362	$ 161,080	$ 586,353

2005	Street	From	To	General Fund	TIF # 4	TIF # 6	Total Cost
Labor Pool						98,745	98,745
Grade & Gravel	Lakeland Dr	Endeavor Dr	Road "C"			53,000	53,000
	Plank Rd	Lake Park Rd	K2A Pond			175,500	175,500
	Road "C"	Lakeland Dr	Road "E"			30,950	30,950
	Road "E"	Plank Rd	Road "C"			68,900	68,900
	Subtotal			**-**		**328,350**	**328,350**
Temporary Surface Following Grade & Gravel	Plank Rd	Lake Park Rd	K2A Pond			82,065	82,065
	Subtotal			**-**		**82,065**	**82,065**
Total				$ -	$ -	$ 509,160	$ 509,160

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2006	Street	From	To	General Fund	TIF # 4	TIF # 6	Total Cost
Labor Pool				34,708		85,272	119,980
Grade & Gravel	Ashbury Dr	Providence Ave	French Rd	68,400			68,400
	Midway Rd	Huckleberry La	Lake Park Rd	266,000			266,000
	Road "E"	Road "C"	Road "F"			58,850	58,850
	Road "F"	Road "E"	Road "I"			41,800	41,800
	Road "I"	Road "C"	Road "F"			58,850	58,850
	Subtotal			**334,400**		**159,500**	**493,900**
Temporary Surface Following Grade & Gravel	Ashbury Dr	Providence Ave	French Rd	36,834			36,834
	Midway Rd	Huckleberry La	Lake Park Rd	142,276			142,276
	Lakeland Dr	Endeavor Dr	Road "C"			30,695	30,695
	Road "C"	Lakeland Dr	Road "E"			35,299	35,299
	Road "E"	Plank Rd	Road "C"			39,904	39,904
	Road "E"	Road "C"	Road "F"			32,844	32,844
	Road "F"	Road "E"	Road "I"			23,328	23,328
	Road "I"	Road "C"	Raod "F"			32,844	32,844
	Subtotal			**179,110**		**194,914**	**374,024**
Total				$ 548,218	$ -	$ 439,686	$ 987,904

2007	Street	From	To	General Fund	TIF # 4	TIF # 6	Total Cost
Labor Pool				13,887			13,887
Grade & Gravel	Apple Creek Rd	Richmond St (STH 47)	BrookshireDr - 150' w/o	165,000			165,000
	Lake Park Rd	Plank Rd	Midway Rd	182,250			182,250
	Subtotal			**347,250**	**-**	**-**	**347,250**
Total				$ 361,137	$ -	$ -	$ 361,137

2008	Street	From	To	General Fund	TIF # 4	TIF # 6	Total Cost
Labor Pool				25,727			25,727
Grade & Gravel	Midway Rd	Lake Park Rd	Coop Rd	473,000			473,000
	Subtotal			**473,000**	**-**	**-**	**473,000**
Temporary Surface Following Grade & Gravel	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	93,891			93,891
	Lake Park Rd	Plank Rd	Midway Rd	76,440			76,440
	Subtotal			**170,331**	**-**		**170,331**
Total				$ 669,058	$ -	$ -	$ 669,058

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Improvements

PROJECT DESCRIPTION

Justification:

Washington/Superior Traffic Signal Reconstruction
The existing underground for the traffic signal at this intersection was partially reconstructed in 1970. Its original date of construction is unknown. The existing conduits have corroded and degraded to the point where new/replacement wires cannot be pulled through. This project would serve to upgrade reliability of this signal by providing new signal bases, underground conduits, and wiring.

Unnamed New Traffic Signals
Based on current and anticipated growth, we anticipate that one additional location will meet traffic signal warrants in each of the next five years. While several intersections are being closely monitored and are nearing the levels which would satisfy warrants, it is not possible to program specific intersections for specific years at this time.

Morrison/Wisconsin Traffic Signal Reconstruction
The existing underground for the traffic signal at this intersection was installed in 1958. The existing conduits have corroded and degraded to the point where new/replacement wires cannot be pulled through. This project would serve to upgrade reliability of this signal by providing new signal bases, underground conduits, and wiring.

Two-Way Conversion of Morrison Street from Harris Street to Washington Street
In December of 2001, the Common Council approved in concept the conversion of several additional roadways in the Central Business District from one-way to two-way traffic. This request would provide funding to complete the planned two-way conversion of Morrison Street from Harris Street to Washington Street.

Discussion of operating cost impact:
A corresponding increase in operating costs (electricity) and future maintenance cost will occur with each new signal added to the system.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Public Works	Washington/ Superior	26,500	-	-	-	-	$ 26,500
	Morrison/ Wisconsin	-	-	-	27,500	-	$ 27,500
	Morrison Conversion	27,800	-	-	-	-	$ 27,800
	New Signal	65,000	-	-	-	-	$ 65,000
	New Signal	-	66,300	-	-	-	$ 66,300
	New Signal	-	-	67,600	-	-	$ 67,600
	New Signal	-	-	-	69,700	-	$ 69,700
	New Signal	-	-	-	-	71,000	$ 71,000
Total - Public Works Traffic Control		$ 119,300	$ 66,300	$ 67,600	$ 97,200	$ 71,000	$ 421,400

+ **COST ANALYSIS**

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	119,300	66,300	67,600	97,200	71,000	$ 421,400
Other	-	-	-	-	-	$ -
Total	$ 119,300	$ 66,300	$ 67,600	$ 97,200	$ 71,000	$ 421,400
Operating Cost Impact	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Oneida Street Bridges over Jones Park ($350,000)
The existing concrete decks are partially delaminated. The decks should be overlaid with new concrete in 2004. If delayed, the delamination will eventually require a more expensive deck replacement. As of the last bridge inspection in 2000, the bridges were not rated low enough to qualify for state bridge grant funding. The inspection scheduled for 2003 may indicate grant eligibility depending on the rate of deterioration. It is anticipated that Outagamie County will reimburse the City for half of the anticipated $350,000 construction cost.

Lawe Street Bridge over the Fox River ($176,000)
The existing concrete decks are partially delaminated. The decks should be overlaid with new concrete in 2005. If delayed, the delamination will eventually require a more expensive deck replacement. The overall sufficiency rating of the bridge will likely remain too high for this bridge to qualify for state bridge grant funds. It is anticipated that Outagamie County will reimburse the City for half of the anticipated $176,000 construction cost.

Olde Oneida Street over the Fox River ($149,168)
The existing concrete deck is partially delaminated and requires replacement. The deck was previously overlaid in 1976, but it is too deteriorated to overlay a second time. Structural steel members are corroded and need painting. It is anticipated that this project will receive 80% cost sharing from the state and 10% cost sharing from Outagamie County. The cost summary reflects the anticipated cost share.

Prospect Avenue over Jackman Street ($54,500)
The existing structure is in a generally degraded condition, and should be replaced. Delay of replacement will result in increased maintenance costs, the likely imposition of weight limitations, and rough ride surfaces. It is anticipated that this project will receive 80% cost sharing from the state and 10% cost sharing from Outagamie County. The cost summary reflects the anticipated cost share.

Lawe Street over the Power Canal ($30,000)
The existing superstructure, deck, and railings are in a generally degraded condition, and need extensive rehabilitation. It is anticipated that this project will receive 80% cost sharing from the state and 10% cost sharing from Outagamie County. The cost summary reflects the anticipated cost share.

South Island Street over Power Canal ($30,000)
The existing superstructure, deck, and railings are in a generally degraded condition, and need extensive rehabilitation. It is anticipated that this project will receive 80% cost sharing from the state and 10% cost sharing from Outagamie County. The cost summary reflects the anticipated cost share.

Discussion of operating cost impact:

There is no anticipated operating cost impact to these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Oneida St over Jones Park	350,000	-	-	-	-	$ 350,000
Lawe St over Fox River	-	176,000	-	-	-	$ 176,000
Olde Oneida St over Fox River	-	16,400	132,768	-	-	$ 149,168
Prospect Ave over Jackman	-	-	-	54,500	-	$ 54,500
S. Island St over Power Canal	-	-	-	30,000	-	$ 30,000
Lawe St over Power Canal	-	-	-	30,000	-	$ 30,000
Total - Bridge Improvements Projects Fund	$ 350,000	$ 192,400	$ 132,768	$ 114,500	$ -	$ 789,668

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	16,400	-	-		$ 16,400
Land Acquisition	-	-	-	-		$ -
Construction	350,000	176,000	132,768	114,500		$ 773,268
Other	-	-	-	-		$ -
Total	$ 350,000	$ 192,400	$ 132,768	$ 114,500	$ -	$ 789,668
Operating Cost Impact	$ -	$ -	$ -	$ -		

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: East College Avenue Improvements

PROJECT DESCRIPTION

Justification:

The reconstruction of the College Avenue Bridge over the Fox River is scheduled as a Wisconsin Department of Transportation project for 2008. In addition to the bridge reconstruction, the City must plan for and complete several related infrastructure improvement projects, which are necessary to meet the short and long term interests of residents, businesses and users of this vital link to Downtown Appleton. A summary of all improvements associated with the reconstruction of the College Avenue Bridge is provided below:

College Avenue Bridge Reconstruction (2008)

Complete reconstruction and expansion of the existing bridge. Estimated local share includes expansion to a 4-lane facility, with sidewalks provided along each side of the bridge.

Property Acquisition (2007)

In order to expand the College Avenue Bridge and connecting roadways to meet future traffic demands, acquisition of additional right-of-way from some adjacent property owners will be necessary.

Consulting Services (2004-2008)

Consulting services will be required for the bridge design process as well as for assistance in right-of-way acquisition.

City infrastructure not included in the cost summary below includes:

		Page
Pavement Reconstruction	$ 2,650,000	578
Sanitary Sewer	227,000	602
Storm Sewer	318,800	590
Water Main	768,624	596
	$ 3,964,424	

Discussion of operating cost impact:

After reconstruction, the maintenance of the College Avenue bridge will become the responsibility of the City of Appleton.

DEPARTMENT COST SUMMARY

DEPARTMEN	PHASE	2004	2005	2006	2007	2008	Total
Public Works	Bridge Reconstruction	-	-	-	-	3,000,000	$ 3,000,000
	Property Acquisition	-	-	-	750,000	-	$ 750,000
	Consulting Services	30,000	30,000	40,000	65,000	-	$ 165,000
Total - Public Works Capital Projects Fund		$ 30,000	$ 30,000	$ 40,000	$ 815,000	$ 3,000,000	$ 3,915,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-		$ -
Land Acquisition	-	-	-	-		$ -
Construction	30,000	30,000	40,000	815,000	3,000,000	$ 3,915,000
Other	-	-	-	-		$ -
Total	$ 30,000	$ 30,000	$ 40,000	$ 815,000	$ 3,000,000	$ 3,915,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Sidewalk Program

PROJECT DESCRIPTION

Justification:

There are two items identified in the program (new construction and reconstruction). 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	2004	2005	2006	2007	2008	Total
Public Works - Sidewalks	707,053	943,022	877,573	859,205	814,485	$ 4,201,338
Subtotal - General Fund	707,053	943,022	877,573	859,205	814,485	$ 4,201,338
Public Works - Sidewalks	249,951	266,534	181,977	220,781	213,524	$ 1,132,767
Subtotal - Subdivisions	249,951	266,534	181,977	220,781	213,524	$ 1,132,767
Public Works - Sidewalks	63,679	-	-	-	-	$ 63,679
Subtotal - TIF #6	63,679	-	-	-	-	$ 63,679
Total - Sidewalk Program	$ 1,020,683	$ 1,209,556	$ 1,059,550	$ 1,079,986	$ 1,028,009	$ 5,397,784

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-		$ -
Land Acquisition	-	-	-	-		$ -
Construction	839,245	1,040,147	918,576	930,178	886,321	$ 4,614,467
Other	181,438	169,409	140,974	149,808	141,688	$ 783,317
Total	$ 1,020,683	$ 1,209,556	$ 1,059,550	$ 1,079,986	$ 1,028,009	$ 5,397,784
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2004	General Fund	Subdiv. Fund	TIF #6	Total Cost
Labor Pool	125,951	43,108	12,379	181,438
Sidewalk Construction				
Green Dot	220,000			220,000
General	50,000			50,000
Patch Contract	76,000			76,000
Reconstruction - Concrete	132,503			132,503
Reconstruction - Asphalt	163,190			163,190
Subtotal	**641,693**		**-**	**641,693**
New Sidewalk Construction				
New Concrete	7,909		51,300	59,209
New Subdivision		86,843		86,843
New Subdivision - 6 Month		120,000		120,000
Allocation to Utilities	(68,500)			(68,500)
Subtotal	**(60,591)**	**206,843**	**51,300**	**197,552**
Total	$707,053	$249,951	$ 63,679	$1,020,683

2007	General Fund	Subdiv. Fund	Total Cost
Labor Pool	111,823	37,985	149,808
Sidewalk Construction			
Green Dot	209,000		209,000
General	70,000		70,000
Patch Contract	101,000		101,000
Reconstruction - Concrete	71,680		71,680
Reconstruction - Asphalt	119,730		119,730
Subtotal	**571,410**		**571,410**
New Sidewalk Construction			
New Concrete	95,972		95,972
New Subdivision		62,796	62,796
New Subdivision - 6 Month		120,000	120,000
Arterial Street	80,000		80,000
Subtotal	**175,972**	**182,796**	**358,768**
Total	$859,205	$220,781	$1,079,986

2005	General Fund	Subdiv. Fund	TIF #6	Total Cost
Labor Pool	123,552	45,857		169,409
Sidewalk Construction				
Green Dot	226,000			226,000
General	75,000			75,000
Patch Contract	94,000			94,000
Reconstruction - Concrete	163,520			163,520
Reconstruction - Asphalt	170,950			170,950
Subtotal	**729,470**			**729,470**
New Sidewalk Construction				
New Concrete				-
New Subdivision		100,677		100,677
New Subdivision - 6 Month		120,000		120,000
Arterial Street	90,000			90,000
Subtotal	**90,000**	**220,677**		**310,677**
Total	$943,022	$266,534	$ -	$1,209,556

2008	General Fund	Subdiv. Fund	Total Cost
Labor Pool	104,952	36,736	141,688
Sidewalk Construction			
Green Dot	212,000		212,000
General	80,000		80,000
Patch Contract	97,000		97,000
Reconstruction - Concrete	149,520		149,520
Reconstruction - Asphalt	60,190		60,190
Subtotal	**598,710**		**598,710**
New Sidewalk Construction			
New Concrete	20,823		20,823
New Subdivision		56,788	56,788
New Subdivision - 6 Month		120,000	120,000
Arterial Street	90,000		90,000
Subtotal	**110,823**	**176,788**	**287,611**
Total	$814,485	$213,524	$1,028,009

2006	General Fund	Subdiv. Fund		Total Cost
Labor Pool	109,665	31,309		140,974
Sidewalk Construction				
Green Dot	213,000			213,000
General	75,000			75,000
Patch Contract	97,000			97,000
Reconstruction - Concrete	60,000			60,000
Reconstruction - Asphalt	128,960			128,960
Subtotal	**573,960**			**573,960**
New Sidewalk Construction				
New Concrete	108,948			108,948
New Subdivision		30,668		30,668
New Subdivision - 6 Month		120,000		120,000
Arterial Street	85,000			85,000
Subtotal	**193,948**	**150,668**		**344,616**
Total	$877,573	$181,977		$1,059,550

CITY OF APPLETON 2004 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 year's 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 stormsewers 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 street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Stormwater	Construction	6,337,627	6,315,718	6,314,270	6,955,317	6,756,592	$ 32,679,524
Subtotal - Stormwater Utility		6,337,627	6,315,718	6,314,270	6,955,317	6,756,592	$ 32,679,524
Stormwater	Construction	26,406	-	-	-	-	$ 26,406
Subtotal - TIF # 4		26,406	-	-	-		$ 26,406
Stormwater	Construction	413,358	454,208	231,806	-	-	$ 1,099,372
Subtotal - TIF # 6		413,358	454,208	231,806	-	-	$ 1,099,372
Total - Stormwater Program		$ 6,777,391	$ 6,769,926	$ 6,546,076	$ 6,955,317	$ 6,756,592	$ 33,805,302

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	1,060,000	940,000	630,000	730,000	435,000	$ 3,795,000
Land Acquisition	945,000	640,000	240,000	-	-	$ 1,825,000
Construction	4,457,316	4,870,041	5,399,376	5,970,046	6,078,569	$ 26,775,348
Other	315,075	319,885	276,700	255,271	243,023	$ 1,409,954
Total	$ 6,777,391	$ 6,769,926	$ 6,546,076	$ 6,955,317	$ 6,756,592	$ 33,805,302
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2004	Street	From	To	Stormwater Utility	TIF #4	TIF #6	Total Cost
Labor Pool				233,349	1,368	80,358	315,075
Design	Appleton Papers Project #1	Design & Permitting					
	MSB SWPPP Project #1	Design & Permitting					
	Northland Ave (CTH OO)	Project #1 design and permitting					
	Northland Ave (CTH OO)	Project #2 prelim design					
	Northland Ave (CTH OO)	Project #3 design and permitting					
	NR 216 Project #1	Design & Permitting					
	Secura Pond	Design & Permitting -final					
	Mud Creek North	Preliminary design					
	Subtotal			**395,000**			**395,000**
Studies	Study (Apple Creek Northeast)						
	Study (Seventh Street)						
	Study (Update MasterPlans)						
	Study (Washington Street Area)						
	Subtotal			**225,000**			**225,000**
Consulting Services	K2A pond plantings bid documents						
	Manitowoc Area private pond review						
	Site Plan & Plat Stormwater Review						
	Southeast Basin retrofit						
	NR 216 grant application assistance						
	Construction Services						
	Land Acquisition Services						
	Subtotal			**440,000**			**440,000**
Land Acquisition	Northland Ave (CTH OO)	Project #1		200,000			200,000
	Northland Ave (CTH OO)	Project #2		100,000			100,000
	Open Channel JJ to Apple Creek corridor			400,000			400,000
	Southeast Basin retrofit			245,000			245,000
	Subtotal			**945,000**			**945,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			255,813	25,038		280,851
	Appleton Papers Project #1			50,000			50,000
	Ballard Road - Relief pipe	Evergreen - 2,700' n/o	Evergreen - 2,700' n/o	15,000			15,000
	K2B Pond			667,000		333,000	1,000,000
	Manitowoc Rd Ph I North pond			485,000			485,000
	Northland Ave (CTH OO)	Project #1		240,000			240,000
	Subtotal			**1,912,813**	**25,038**	**333,000**	**2,270,851**
New Construction	Edgewood Dr (CTH JJ)	Meade St - 500' w/o	Meade St - 500' e/o	214,910			214,910
	Lynch Ave	Gardners Row	Grove Street	32,000			32,000
	Mueller St	Fourth St	Fourth St - 250' s/o	30,000			30,000
	Zolle Street	Mason St	Capitol Dr	30,000			30,000
	Subtotal			**306,910**			**306,910**
Reconstruction	Appleton St	Prospect - n/o	with bridge repair	4,200			4,200
	Capitol Dr	Richmond St (STH 47)	860' West	11,180			11,180
	Drew St	College Ave	Wisconsin Ave	522,000			522,000
	Maple St	Madison St	Carpenter St	213,575			213,575
	Mason St	Wisconsin Ave	Lindbergh St	490,200			490,200
	Ritger St	Goodall St	Fremont St	37,550			37,550
	Story St	Spencer St	College Ave	21,000			21,000
	Story St	Third St	Fourth St	31,200			31,200
	Third St	Memorial Dr (STH 47)	State St	36,000			36,000
	Third St	Story St	Memorial Dr (STH 47)	145,750			145,750
	Ullman St	Glendale Ave	Pauline St	50,275			50,275
	Weimar St	College Ave	John St	141,125			141,125
	Weimar St	Newberry St	College Ave	175,500			175,500
	Subtotal			**1,879,555**			**1,879,555**
Total				$ 6,337,627	$ 26,406	$ 413,358	$ 6,777,391

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2005	Street	From	To	Stormwater Utility	TIF #4	TIF #6	Total Cost
Labor Pool				231,797		88,088	319,885
Design	Appleton Papers Project #2	Design & Permitting					
	CTH OO Project	Design & Permitting					
	Meade Pond North	Design & Permitting					
	MSB SWPPP Project	Design & Permitting					
	Mud Creek North	Design & Permitting - final					
	Northland Ave (CTH OO)	Design & Permitting - Project #2					
	Northland Ave (CTH OO)	Design & Permitting - Project #4					
	Washington Street Area	Design & Permitting					
	Subtotal			**510,000**			**510,000**
Studies	Study (Hillock Ct. BMP Evaluation)						
	Study (Locust Street interceptor)						
	Study (Spencer Street interceptor)						
	Subtotal			**105,000**			**105,000**
Consulting Services	K2B pond plantings bid documents						
	Site Plan & Plat Stormwater Review						
	Construction services						
	Land Acquisition Services						
	Subtotal			**325,000**			**325,000**
Land Acquisition	Mud Creek North	Land Acquisition		300,000			300,000
	Northland Ave (CTH OO)	Project #2		200,000			200,000
	Northland Ave (CTH OO)	Project #3		100,000			100,000
	Northland Ave (CTH OO)	Project #4		40,000			40,000
	Subtotal			**640,000**			**640,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			217,671			217,671
	Appleton Papers Project #2			250,000			250,000
	Ashbury Dr Bridge @	French Rd - w/o		130,000			130,000
	Drake La Bridge @	French Rd - w/o		130,000			130,000
	French Rd Bridge @	Edgewood Dr (CTH JJ)		210,000			210,000
	Glory La Bridge @	French Rd - w/o		130,000			130,000
	MSB SWPPP Project			100,000			100,000
	Northland Ave (CTH OO)	Project #2		500,000			500,000
	Northland Ave (CTH OO)	Project #3		250,000			250,000
	NR 216 Project #1			150,000			150,000
	Open Channel JJ to Corridor			683,000			683,000
	Secura Pond			844,000			844,000
	Southeast Basin retrofit			500,000			500,000
	Subtotal			**4,294,671**			**4,294,671**
New Construction	Briarcliff Dr	Lexington Dr - n/o	STH 441	21,475			21,475
	Easement	Road "C" - 450' N/O	Plank Rd - 400' S/O			30,800	30,800
	Lakeland Dr	Endeavor Dr	Road "C"			61,600	61,600
	Plank Rd	Lake Park Rd - 200' e/o	K2A Pond			116,220	116,220
	Road "C"	Lakeland Dr	Road "E"			49,500	49,500
	Road "E"	K2B Pond	Road "C"			108,000	108,000
	Road "E"	Plank Rd	K2B Pond	117,775			117,775
	Subtotal			**139,250**		**366,120**	**505,370**
Reconstruction	Lynndale Dr	College Ave	700' north	70,000			70,000
	Subtotal			**70,000**			**70,000**
Total				$ 6,315,718	$ -	$ 454,208	$ 6,769,926

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2006	Street	From	To	Stormwater Utility	TIF #4	TIF #6	Total Cost
Labor Pool				231,744		44,956	276,700
Design	Apple Creek Aquatic Habitat	Design & Permitting					
	Appleton Papers Project #3	Design & Permitting					
	Coop Road pond	Design & Permitting					
	Locust St Interceptor	Design & Permitting					
	NR 216 Project #2	Design & Permitting					
	Subtotal			**320,000**			**320,000**
Studies	Study (E.R.U. Rates)						
	Subtotal			**45,000**			**45,000**
Consulting Services	Site Plan & Plat Stormwater Review						
	Construction Services						
	Land Acquisition Services						
	Subtotal			**265,000**			**265,000**
Land Acquisition	Meade Pond North			240,000			240,000
	Subtotal			**240,000**			**240,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			664,286			664,286
	Appleton Papers Project #3			500,000			500,000
	MSB SWPPP Project			100,000			100,000
	Mud Creek North Pond			1,500,000			1,500,000
	Washington Street Area			250,000			250,000
	Subtotal			**3,214,286**			**3,214,286**
New Construction	Ashbury Dr	Providence Ave	French Rd	48,000			48,000
	College Ave	Badger Ave (laterals)	Richmond St (STH 47)	25,000			25,000
	Midway Rd	Huckleberry La	Lake Park Rd	199,500			199,500
	Outagamie St	Cedar St	Pine St	78,600			78,600
	Road "E"	Road "C"	Road "F"			97,200	97,200
	Road "F"	Road "E"	Road "I"			40,700	40,700
	Road "I"	Road "C"	Road "F"			48,950	48,950
	Subtotal			**351,100**		**186,850**	**537,950**
Reconstruction	College Ave	Linwood Ave	Richmond St (STH 47)	352,500			352,500
	Spencer St	Mason St	Badger Ave	513,760			513,760
	Spencer St	Whitman Ave	Mason St	551,200			551,200
	State St	Winnebago St	Wiscosnin Av	229,680			229,680
	Subtotal			**1,647,140**			**1,647,140**
Total				$ 6,314,270	$ -	$ 231,806	$ 6,546,076

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2007	Street	From	To	Stormwater Utility	TIF #4	TIF #6	Total Cost
Labor Pool				255,271			255,271
Design	NR 216 Project #3	Design & Permitting					
	NR 216 Project #4	Design & Permitting					
	NR 216 Project #5	Design & Permitting					
	NR 216 Project #6	Design & Permitting					
	Subtotal			**300,000**			**300,000**
Studies	Study (TBD)						
	Study (Valley Road, Kerry Lane)						
	Subtotal			**165,000**			**165,000**
Consulting Services	Site Plan & Plat Stormwater Review						
	Construction Services						
	Land Acquisition Services						
	Subtotal			**265,000**			**265,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			243,996			243,996
	Apple Creek Acquatic Habitat			500,000			500,000
	Meade Pond North			1,600,000			1,600,000
	Northland Ave (CTH OO)	Project #4		800,000			800,000
	NR 216 Project #2			180,000			180,000
	Subtotal			**3,523,996**			**3,523,996**
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	189,000			189,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000			288,000
	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	513,000			513,000
	Lake Park Rd	Plank Rd	Midway Rd	157,250			157,250
	Locust Street Interceptor			500,000			500,000
	Subtotal			**1,647,250**			**1,647,250**
Reconstruction	Foster St	Oneida St	Foster Ct	80,000			80,000
	Memorial Dr (STH 47)	STH 441	Calumet St - 250' n/o	400,000			400,000
	Subtotal			**480,000**			**480,000**
Reconstruction (College Av Bridge)	College Ave	Schaefer St	Mathias St	200,000			200,000
	College Ave	Telulah Ave	Schaefer St	118,800			118,800
	Subtotal			**318,800**			**318,800**
Total				$ 6,955,317	$ -	$ -	$ 6,955,317

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2008	Street	From	To	Stormwater Utility	TIF #4	TIF #6	Total Cost
Labor Pool				243,023			243,023
Design	Hillock Ct Area retrofit	Design & Permitting					
	Subtotal			**80,000**			**80,000**
Studies	Telulah Flood Study						
	Subtotal			**50,000**			**50,000**
Consulting Services	Site Plan & Plat Stormwater Review						
	Construction Services						
	Land Acquisition Services						
	Subtotal			**305,000**			**305,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Paving			271,797			271,797
	Coop Road Pond			1,000,000			1,000,000
	NR 216 Project #3			1,000,000			1,000,000
	NR 216 Project #4			1,000,000			1,000,000
	NR 216 Project #5			1,000,000			1,000,000
	NR 216 Project #6			900,000			900,000
	Subtotal			**5,371,797**	**-**	**-**	**5,371,797**
New Storm Sewers	Daybreak Dr	Lourdes Dr	Lourdes Dr - 200' n/o	18,900			18,900
	Fourth St	Outagamie St	Mason St	11,960			11,960
	Midway Rd	Lake Park Rd	Coop Rd	660,000			660,000
	Subtotal			**690,860**	**-**	**-**	**690,860**
Reconstruction	Fourth St	Outagamie St	Mason St	15,912			15,912
	Subtotal			**15,912**			**15,912**
Total				$ 6,756,592	$ -	$ -	$ 6,756,592

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Watermain Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future year's projects follows this summary.

Discussion of operating cost impact:

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.

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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Water Dist.	Construction	3,445,622	3,383,125	4,656,452	6,605,142	6,161,304	$ 24,251,645
Subtotal - Water Utility		3,445,622	3,383,125	4,656,452	6,605,142	6,161,304	$ 24,251,645
Water Dist.	Construction	(13,096)	199,617	176,946	-	-	$ 363,467
Subtotal - TIF # 6		(13,096)	199,617	176,946	-	-	$ 363,467
Total - Watermain Program		$ 3,432,526	$ 3,582,742	$ 4,833,398	$ 6,605,142	$ 6,161,304	$ 24,615,112

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	3,205,980	3,396,850	4,652,123	6,221,456	5,823,546	$ 23,299,955
Other	226,546	185,892	181,275	383,686	337,758	$ 1,315,157
Total	$ 3,432,526	$ 3,582,742	$ 4,833,398	$ 6,605,142	$ 6,161,304	$ 24,615,112
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2004	Street	From	To	Water Utility	TIF #6	Total Cost
Labor Pool				226,546		226,546
Miscellaneous Construction	Bellevue Plat (Easement costs)			12,800		12,800
	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		7,215		7,215
	Surface Restoration	From 2003 Water CIP Excav.		174,000		174,000
	Subtotal			**194,015**		**194,015**
New Construction	Apple Creek Rd	Meade St	400' east of Meade St	30,000		30,000
	Bellevue Plat (Easement)	West plat line of Bellevue Pl.	Edgewood Dr (CTH JJ)	32,400		32,400
	Subtotal			**62,400**		**62,400**
Reconstruction	Drew St	College Ave	Wisconsin Ave	468,760		468,760
	Easement (Ramlen Ct.)	Ramlen Ct. (north leg)	Madison St	31,490		31,490
	Eighth St	Story St	Canadian National Rail line	18,386		18,386
	Franklin St	Drew St	Union St	47,700		47,700
	Hancock St	Drew St	Union St	73,100		73,100
	Hawes Ave	Summit St	Mason St	63,420		63,420
	Kensington Dr	College Ave	Radio Rd	77,220		77,220
	Lee Ct	Lee St	Weimar St	23,060		23,060
	Maple St	Madison St	Carpenter St	199,325		199,325
	Mason St	Wisconsin Ave	Lindbergh St	427,050		427,050
	Park Ave	Franklin St	Washington St	30,520		30,520
	Ritger St	Goodall St	Fremont St	33,350		33,350
	Story St	Intersection	Lawrence St	11,440		11,440
	Story St	Prospect Ave	Spencer St	134,164		134,164
	Third St	Story St	State St	141,530		141,530
	Washington St	Drew St	Rankin	114,240		114,240
	Weimar St	Newberry St	John St	279,510		279,510
	Subtotal			**2,174,265**		**2,174,265**
Total Water Main Construction				**2,657,226**		**2,657,226**
Transmission Line - New	Ballard Rd	Werner Rd	Mackville Rd	184,600		184,600
	Edgewood Dr (CTH JJ)	Meade St	Haymeadow Ave	144,950		144,950
	French Rd	Glory La	Edgewood Dr (CTH JJ)-500'	190,450		190,450
	Story St	Third St	Spencer St	123,200		123,200
	Third St	Story St	Memorial Dr (STH 47)	132,100		132,100
	Subtotal			**775,300**		**775,300**
Total Water Construction				$ 3,432,526	$ -	$ 3,432,526

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2005	Street	From	To	Water Utility	TIF #6	Total Cost
Labor Pool				176,025	9,867	185,892
New Construction	Lakeland Dr	Endeavor Dr	Road "C"		55,000	55,000
	Road "C"	Lakeland Dr	Road "E"		63,250	63,250
	Road "E"	Plank Rd	Road "C"		71,500	71,500
	Subtotal				**189,750**	**189,750**
Reconstruction	Ballard Rd	Capitol Dr	Commerce Ct (Easement)	82,000		82,000
	Brewster St	Gillett St	Douglas St	33,600		33,600
	College Ave	Linwood Ave	Richmond St	564,300		564,300
	Gillett St	Wisconsin Ave	Brewster St	43,550		43,550
	Highland Ave	Linwood Ave	Badger Ave	101,150		101,150
	Ida St	North St	Pacific St	37,450		37,450
	Locust St	College Ave	Lawrence St	19,250		19,250
	Oakcrest Dr	Prospect Ave	Mason St	92,400		92,400
	Olde Oneida St	Canal n/o S. Island St	Edison St (Hydrant s/o)	72,500		72,500
	Outagamie Ct	Highland Ave	Packard St	90,300		90,300
	Schneider Pl	Douglas St	Badger Ave	40,600		40,600
	Spring St	Mason St	Linwood Ave	137,200		137,200
	Spring St	Richmond St	Summit St - 300' w/o	141,400		141,400
	Victoria St	Spencer St	Eighth St	35,500		35,500
	Subtotal			**1,491,200**		**1,491,200**
Miscellanous Construction	Consultant Fee	River Crossings (2006)		167,500		167,500
	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		8,000		8,000
	Surface Restoration	From 2004 Water CIP Excav.		124,000		124,000
	Subtotal			**299,500**		**299,500**
Total Water Main Construction				**1,966,725**	**199,617**	**2,166,342**
Transmission Line - New	Apple Creek Rd	Ballard Rd	Broadway Dr	178,500		178,500
	Broadway Dr	French Rd	Apple Creek Rd	245,000		245,000
	Edgewood Dr (CTH JJ)	French Rd	Geenan Ave	189,000		189,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	301,000		301,000
	French Rd	Edgewood Dr (CTH JJ) - 500' n	Broadway Dr	288,400		288,400
	Guardian easement	Capitol Dr	Ballard - 1950' e/o	214,500		214,500
	Subtotal			**1,416,400**		**1,416,400**
Total Water Construction				$ 3,383,125	$ 199,617	$ 3,582,742

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2006	Street	From	To	Water Utility	TIF #6	Total Cost
Labor Pool				172,529	8,746	181,275
New Construction	Road "E"	Road "C"	Road "F"		62,060	62,060
	Road "F"	Road "E"	Road "I"		44,080	44,080
	Road "I"	Road "C"	Road "F"		62,060	62,060
	Whitman Ave	Spencer St	Second St	147,250		147,250
	Subtotal			**147,250**	**168,200**	**315,450**
Reconstruction	Appleton St	Wisconsin Ave	Parkway Blvd	122,830		122,830
	Brewster St	Drew St	Meade St	88,760		88,760
	Hickory Ct	Riverdale Dr	Bartell Dr	36,210		36,210
	Lawe St	Harding St	Hoover St	58,930		58,930
	Linwood Ave	Glendale Ave	Marquette St	64,610		64,610
	Lutz Dr	Mason St	Mason St - 500' e/o	35,500		35,500
	Madison St	Fremont St	Calumet St	193,475		193,475
	Maplecrest Dr	Calumet St	Foster St	33,015		33,015
	Outagamie St	Prospect Ave	Reid Dr	162,750		162,750
	Riverdale Dr	Prospect Ave	Bartell Dr	97,980		97,980
	Spencer St	Story St	Badger Ave	104,520		104,520
	Spencer St	Story St	Linwood Ave	266,250		266,250
	Summer St	Linwood Ave	Gillett St (300' e/o)	98,548		98,548
	Subtotal			**1,363,378**		**1,363,378**
Miscellanous Construction	Consultant Fee	River Crossings (2007)		115,000		115,000
	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500		12,500
	Surface Restoration	Due to 2005 Water CIP Excav.		117,000		117,000
	Subtotal			**244,500**		**244,500**
Total Water Main Construction				**1,927,657**	**176,946**	**2,104,603**
Transmission Lines	Cedar St	Douglas St	Mason St	143,000		143,000
New	Douglas St	Prospect Ave	Reid Dr	73,645		73,645
	French Rd	Broadway Dr	Apple Creek Rd	238,000		238,000
	Lawe St	College	Fox River (Lawe St Bridge)	160,750		160,750
	Lutz Dr	Mason St	Fox River	70,400		70,400
	Memorial to Prospect River Crossing	Memorial Dr @ Veteran's Pk.	Lutz Dr	1,190,000		1,190,000
	Midway Rd	Kernan Ave	Lake Park Rd	413,000		413,000
	Spencer St	Story St	Whitman Ave	440,000		440,000
	Subtotal			**2,728,795**		**2,728,795**
Total Water Construction				$ 4,656,452	$ 176,946	$ 4,833,398

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2007	Street	From	To	Water Utility	TIF #6	Total Cost
Labor Pool				383,686		383,686
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	189,750		189,750
	Lake Park Rd	Midway Rd - 950' n/o	Midway Rd	65,280		65,280
	Moss Rose La	Crossing Meadows La.	Edgewood Dr (CTH JJ)	190,400		190,400
	Subtotal			**445,430**		**445,430**
Reconstruction	Commercial St	Fair St	Morrison St	239,040		239,040
	Coolidge Ave	Oneida St	Jackson St	109,440		109,440
	Eighth St	Pierce Ave	Badger Ave	29,520		29,520
	Foster St	Adams St	Oneida St	196,560		196,560
	Gillett St	Brewster St	Taylor St	88,105		88,105
	Jackman St (Hill)	Water St	Prospect St	15,000		15,000
	John St	Newberry Trail	E South River St	143,500		143,500
	Lynndale Dr	Fourth St	Carriage La. (Easement)	353,804		353,804
	Melvin St	Douglas St	Outagamie St	51,120		51,120
	Morrison St	Atlantic St	Wisconsin Ave	171,000		171,000
	Packard St	Badger Ave	Richmond St (STH 47)	217,800		217,800
	Pershing St	Meade St	Ballard Rd	485,208		485,208
	Pierce Ave	Eighth St	Spencer St	29,880		29,880
	Prospect Ave	Jackman St (Hill)	State St	35,500		35,500
	Sixth St	Memorial Dr	Elm St	126,690		126,690
	Taft Ave	Jackson St	Telulah Ave	396,000		396,000
	Wilke St	Verbrick St	Foster St	18,000		18,000
	Subtotal			**2,706,167**		**2,706,167**
Reconstruction (College Ave Bridge)	College Ave	John St	Matthias St - 600' e/o	495,600		495,600
	College Ave	Union St	Green Bay Rd	171,024		171,024
	Subtotal			**666,624**		**666,624**
Miscellanous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	From 2006 Water CIP Excav.		75,000		75,000
	Subtotal			**85,000**		**85,000**
Total Water Main Construction				**4,286,907**		**4,286,907**
Transmission Line - New	Broadway Dr	Ballard Rd (HPZ)	Meade St	429,000		429,000
	East Water Trans Line (Esmt)	Newberry Trail	East St	68,875		68,875
	East Water Trans Line (Reid GC)	Maple St	Calumet St	184,000		184,000
	East WaterTrans Line (River Crossing)	Lawe St (Bridge)	Newberry Trail	750,780		750,780
	Edgewood Dr (CTH JJ)	Apple Creek Rd - Inters. w/	pressure reducer vault	40,000		40,000
	Edgewood Dr (CTH JJ)	Apple Creek Rd (MPZ)	Ballard Rd - 700' w/o	175,500		175,500
	Edgewood Dr (CTH JJ)	Haymeadow Ave	Richmond St (STH 47)	195,840		195,840
	Edgewood Dr (CTH JJ)	Meade St - 840' e/o (HPZ)	Apple Creek Rd	138,840		138,840
	Meade St	Edgewood Dr (CTH JJ) - 1000'	Broadway Dr (HPZ)	335,400		335,400
	Subtotal			**2,318,235**		**2,318,235**
Total Water Construction				$ 6,605,142	$ -	$ 6,605,142

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2008	Street	From	To	Water Utility	TIF #6	Total Cost
Labor Pool				337,758		337,758
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 310' n/o	16,775		16,775
	Harding St	Greenview St	Clover La	22,320		22,320
	Lourdes Dr	Kensington Dr	Aurora Dr	65,450		65,450
	Sunshine Dr	Lourdes Dr - 150' n/o (fut.)	Lourdes Dr (future)	8,250		8,250
	Subtotal			**112,795**		**112,795**
Reconstruction	Allen St	Morrison St	Kimball St	24,090		24,090
	Bartell Dr	Prospect Ave	Pine St	94,300		94,300
	Berry Dr	Calumet St	Taft Ave	118,260		118,260
	Carpenter St	Calumet St	Hoover St	135,050		135,050
	Clover La	Berry Dr	Taft Ave	93,440		93,440
	Douglas St	Civic St	Pine St	77,700		77,700
	Durkee St	North St	Washington St	92,944		92,944
	Fourth St	Lynndale Dr	Lynndale Dr - 550' e/o	45,864		45,864
	Fourth St	Outagamie St	Mason St	60,450		60,450
	Fremont St	Oneida St	Jackson St	135,050		135,050
	Gillett St	Wisconsin Ave	Winnebago St	89,060		89,060
	Gladys St	Calumet St	Harding St	60,225		60,225
	Grant St	Outagamie St	Birchwood Ave	189,800		189,800
	Greenview St	Taft Ave	Sylvan Ave	124,100		124,100
	Hanson Dr	Berry St	Gladys St	29,930		29,930
	Herbert Ave	Pine St	Haskell St	38,690		38,690
	Hoover St	Oneida St	Carpenter St	204,765		204,765
	Jefferson St	Calumet St	Hoover St	148,190		148,190
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	89,300		89,300
	Kimball St	Allen St	Morrison St	24,090		24,090
	Kimball St	Morrison St	Oak St	20,294		20,294
	Lehmann La	Pine St	Oakcrest Ct. (S) - 155' s/o	83,950		83,950
	Madison St	Calumet St	Hoover St	161,330		161,330
	Matthias St	College Ave	Lourdes Dr	169,652		169,652
	Matthias St	Lourdes Dr	Calumet St (incl 129' on Calu	288,880		288,880
	Minor St	Meade St	Rankin St	40,880		40,880
	Morrison St	Greenfield St	Lindbergh St	64,313		64,313
	Oak St	Lawrence St	Kimball St	22,046		22,046
	Pine St	Mason St	Lehmann La.	22,630		22,630
	Randall St	Viola St	Ballard Rd	359,525		359,525
	Rogers Ave	Outagamie St	Herbert St (500' w/o)	127,750		127,750
	Washington St	Division St	Durkee St	151,200		151,200
	Washington St	Durkee St	Drew St	48,253		48,253
	Subtotal			**3,436,001**		**3,436,001**
Reconstruction (College Ave Bridge)	College Ave	Green Bay rd	East end of College Av Bridg	102,000		102,000
				102,000		**102,000**
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	From 2007 Water CIP Excav.		105,000		105,000
	Subtotal			**115,000**		**115,000**
Total Water Main Construction				**4,103,554**		**4,103,554**
Transmission - New	Apple Creek Rd	Broadway Dr (MPZ)	French Rd	427,500		427,500
	East Water Trans Line (East St)	E. South River St	Maple St	278,750		278,750
	Lawe St	Lawe St (n/side Fox River)	N. Island St (w/o Vulcan St)	405,000		405,000
	Lawe St	S. Navigation Canal	S. Island St	90,750		90,750
	Midway Rd	Lake Park Rd	Coop Rd	409,500		409,500
	Railroad Ave	Olde Oneida St	S. Island St/ Vulcan St	218,750		218,750
	South Island St	Lawe St	Vulcan St (inc. Canal crossi	227,500		227,500
	Subtotal			**2,057,750**		**2,057,750**
Total Water Main Constructio				$ 6,161,304	$ -	$ 6,161,304

CITY OF APPLETON 2004 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 year's 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	2004	2005	2006	2007	2008	Total
Wastewater	Construction	2,611,518	3,467,700	2,358,863	3,153,361	3,002,515	$14,593,957
Subtotal - Wastewater Utility		2,611,518	3,467,700	2,358,863	3,153,361	3,002,515	$14,593,957
Wastewater	Construction	26,406	-	-	-	-	$ 26,406
Subtotal - TIF # 4		26,406	-	-	-	-	$ 26,406
Wastewater	Construction	-	169,714	106,920	-	-	$ 276,634
Subtotal - TIF # 6		-	169,714	106,920	-	-	$ 276,634
Total - Sanitary Sewer Program Projects Fund		$ 2,637,924	$ 3,637,414	$ 2,465,783	$ 3,153,361	$ 3,002,515	$14,896,997

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-		$ -
Land Acquisition	-	-	-	-		$ -
Construction	2,504,381	3,436,711	2,329,727	2,979,366	2,836,844	$14,087,029
Other	133,543	200,703	136,056	173,995	165,671	$ 809,968
Total	$ 2,637,924	$ 3,637,414	$ 2,465,783	$ 3,153,361	$ 3,002,515	$14,896,997
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2004	Street	From	To	Waste-water Utility	TIF #4	TIF #6	Total Cost
Labor Pool				132,175	1,368	-	133,543
Miscellaneous Construction	Sanitary Laterals & Manholes Prior Paving			97,413	25,038		122,451
	Sewer cut repair	Ballard Rd		74,400			74,400
	Subtotal			**171,813**	**25,038**		**196,851**
New Construction	Edgewood Dr (CTH JJ)	Meade St - 500' w/o	Meade St	92,700			92,700
	French Rd	Glory La	Edgewood Dr (CTH JJ) - 500' n/o	390,150			390,150
							-
	Subtotal			**482,850**			**482,850**
Reconstruction	Atlantic St	Meade St (laterals only)	Rankin St	36,750			36,750
	Drew St	College Ave	Wisconsin Ave	430,500			430,500
	Maple St	Madison St	Carpenter St	173,700			173,700
	Mason St	Wisconsin Ave	Lindbergh St	403,245			403,245
	Ritger St	Goodall St	Fremont St	8,820			8,820
	Story St	Prospect Ave	Prospect Ave - 200' N/O	25,155			25,155
	Story St	Spencer St	College Ave	97,200			97,200
	Third St	Memorial Dr (STH 47)	State St	43,440			43,440
	Third St	Story St	Memorial Dr (STH 47)	189,650			189,650
	Ullman St	Glendale Ave	Randall St	105,600			105,600
	Weimar St	College Ave	Newberry	148,960			148,960
	Weimar St	John St	College Ave	161,660			161,660
	Subtotal			**1,824,680**			**1,824,680**
Total				$ 2,611,518	$ 26,406	$ -	$ 2,637,924

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2005	Street	From	To	Waste-water Utility	TIF #4	TIF #6	Total Cost
Labor Pool				191,339		9,364	200,703
Consulting	Fox River Interceptor - Design			154,000			154,000
	Subtotal			**154,000**			**154,000**
Miscellaneous Construction	Sanitary Laterals & Manholes Prior to Paving			192,671			192,671
	Subtotal			**192,671**			**192,671**
New Construction	Ashbury Dr	Providence Ave	French Rd	44,400			44,400
	Broadway Dr	French Rd	Apple Creek Rd	200,000			200,000
	Edgewood Dr (CTH JJ)	2400' West	Meade St - 500' w/o	133,000			133,000
	French Rd	Edgewood Dr (CTH JJ) - 5	Broadway Dr	595,000			595,000
	Lakeland Dr	Endeavor Dr	Road "C"			33,000	33,000
	Moss Rose La	Apple Creek Rd	Lift Station	154,000			154,000
	Plank Rd	Lake Park Rd	Road "E"			53,200	53,200
	Road "C"	Lakeland Dr	Road "E"			24,750	24,750
	Road "E"	Plank Rd	Road "C"			49,400	49,400
	Subtotal			**1,126,400**		**160,350**	**1,286,750**
Reconstruction	College Ave	Badger Ave	Richmond St (STH 47) (laterals only)	50,000			50,000
	College Ave	Badger Ave	Linwood Ave	412,275			412,275
	Eighth Street	Story St	Pierce Ave	17,650			17,650
	Gillett St	Wisconsin Ave	Kamps Ave	36,915			36,915
	Harrison St	East St	Harmon St	15,000			15,000
	Highland Ave	Linwood Ave	Badger Ave	103,500			103,500
	Ida St	North St	Pacific St	60,000			60,000
	Oakcrest Dr	Prospect Ave	Lehmann La	108,000			108,000
	Outagamie Ct	Highland Ave	Packard St	144,000			144,000
	Paper Valley Easement	College Ave	Superior St	325,000			325,000
	Sanders St	Seymour St	Verbrick St.	2,100			2,100
	Schneider Pl	Douglas St	Badger Ave	36,600			36,600
	Spring St	Douglas St	Richmond St (STH 47)	480,000			480,000
	Winnebago St	Meade St	Rankin - 275' w/o	12,250			12,250
	Subtotal			**1,803,290**			**1,803,290**
Total				$ 3,467,700	$ -	$ 169,714	$ 3,637,414

2006	Street	From	To	Waste-water Utility	TIF #4	TIF #6	Total Cost
Labor Pool				130,156		5,900	136,056
New Construction	French Rd	Broadway Dr - easement	Apple Creek Rd	210,800			210,800
	Midway Rd	Huckleberry La	Lake Park Rd	147,200			147,200
	Road "E"	Road "C"	Road "F"			49,220	49,220
	Road "F"	Road "E"	Road "I"			24,850	24,850
	Road "I"	Road "C"	Road "F"			26,950	26,950
	Subtotal			**358,000**		**101,020**	**459,020**
Reconstruction	Appleton St	Brewster St	Parkway Blvd	148,473			148,473
	Brewster St	Drew St	Meade St	155,980			155,980
	Easement	South of	Edison St	34,608			34,608
	Maplecrest Dr	Calumet St	Foster St	35,200			35,200
	Newberry Street Easement	Newberry St	1240' North	492,300			492,300
	Outagamie St	Cedar St	Prospect Ave	341,000			341,000
	Spencer St	Mason St	Badger Ave (laterals only	150,000			150,000
	Spencer St	Whitman Ave	Mason St (laterals only)	156,000			156,000
	Summer St	Gillett St	Badger Ave	144,100			144,100
	Subtotal			**1,657,661**			**1,657,661**
Miscellaneous Construction	Sanitary Laterals & Manholes Prior Paving			213,046			213,046
	Subtotal			**213,046**			**213,046**
Total				$ 2,358,863	$ -	$ 106,920	$ 2,465,783

CITY OF APPLETON 2004 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2007	Street	From	To	Waste-water Utility	TIF #4	TIF #6	Total Cost
Labor Pool				173,995			173,995
Miscellaneous Construction	Sanitary Laterals & Manholes Prior Paving			218,996			218,996
	Subtotal			**218,996**			**218,996**
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	135,000			135,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o (Lats Only)	700			700
	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	712,500			712,500
	Edgewood Dr (CTH JJ)	Lift Station	Richmond St (STH 47)	275,000			275,000
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	2800 ' east	299,600			299,600
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	2800 ' east (force main)	112,000			112,000
	Lake Park Rd	Plank Rd	Midway Rd	140,400			140,400
	Subtotal			**1,675,200**			**1,675,200**
Reconstruction	Commercial St	Fair St	Appleton St	253,200			253,200
	Foster St	Oneida St	Maplecrest - w/o	334,100			334,100
	John St (CTH KK)	College Ave	E South River St	56,250			56,250
	Melvin St	Douglas St	Outagamie St	86,450			86,450
	Memorial Dr (STH 47)	Cherry Court - s/o	Cherry Court - n/o	42,250			42,250
	Morrison St	Atlantic St	Hancock	36,120			36,120
	Pierce Ave	Eighth St	Spencer St	49,800			49,800
	Subtotal			**858,170**			**858,170**
Reconstruction (College Av Bridge)	College Ave	Fox River	Telulah Ave	125,000			125,000
	College Ave	Rankin st	Fox River	102,000			102,000
	Subtotal			**227,000**			**227,000**
Total				$ 2,979,366	$ -	$ -	$ 3,153,361

2008	Street	From	To	Waste-water Utility	TIF #4	TIF #6	Total Cost
Labor Pool				165,671			165,671
Miscellaneous Construction	Sanitary Laterals & Manholes Prior to Paving			246,797			246,797
	Subtotal			**246,797**			**246,797**
New Construction	Midway Rd	Lake Park	Coop Rd	330,000			330,000
	Midway Rd	Lake Park (force main)	Coop Rd	50,000			50,000
	Midway Rd	Lake Park (lift station)	Coop Rd	200,000			200,000
	Subtotal			**580,000**			**580,000**
Reconstruction	Easement-Miller Electric	Melvin St	Second St	40,672			40,672
	Fourth St	Outagamie St - ease.	Mason St	63,365			63,365
	Fourth St	Outagamie St - ease.	Mason St	7,500			7,500
	Harris St	Appleton St	Oneida St	42,000			42,000
	Washington St	Appleton St	Oneida St	42,000			42,000
	Washington St	Appleton St	Superior St	27,810			27,810
	Subtotal			**223,347**			**223,347**
Interceptor	Fox River Interceptor	Reid Ct	Hilcrest Dr	662,500			662,500
	Oneida St.	Oneida St - w/o	Oneida - e/o	424,000			424,000
	Post Office/Division St	Packard St - 46' n/o	College Ave	700,200			700,200
	Subtotal			**1,786,700**			**1,786,700**
Total	**Subtotal**			$ 3,002,515	$ -	$ -	$ 3,002,515

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Second Feeder Main from the Lake to the new Water Plant

PROJECT DESCRIPTION

Justification:

There is no secondary source of water to the new Water Plant in case of failure or damage to the primary source. At the old Water Plant the Fox River served as a secondary source.

By installing a new 42" pipe from Lake Winnebago to the new Water Plant, there would be a second feeder pipe to rely on for water should the existing main be down and / or in need of repair.

Discussion of operating cost impact:

There is no direct impact on the operating budget. The indirect cost of losing the ability to pump water to the filtration plant would involve liability claims against the city, and all costs associated with failure to produce water.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	-	-	-	1,800,000	-	$ 1,800,000
Total -Water Capital Projects Fund		$ -	$ -	$ -	$ 1,800,000	$ -	$ 1,800,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	1,800,000	-	$ 1,800,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,800,000	$ -	$ 1,800,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	New Police Station Project

PROJECT DESCRIPTION

Justification:

The Appleton Police Department and Outagamie County Sheriff's Office has formed a study committee for the purpose of exploring the feasibility of a combined city/county criminal justice center. Through July and August 2003, the committee will work with the Zimmerman Design Group, an architect firm from Milwaukee, to identify and evaluate a number of options for consideration.

Options to be explored by the committee are:

1. A joint, equal ownership arrangement of a city/county criminal justice facilities.

2. City purchases land and builds facilities with a long-term lease agreement with Outagamie County. (A condo-lease arrangement.)

3. City purchase St. Joe's independently and sell/lease existing police facilities at 222 S. Walnut Street to Outagamie County.

4. Remodel existing police facilities and construct a new wing for Sheriff's Office.

Potentially, the St. Joe's School site is available and could be purchased for about $1.2 million.

Discussion of operating cost impact:

Not available until a decision is made to expand or replace the existing Police Station.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Police Station	Land Acquisition	1,200,000					
	Construction	-	6,000,000	6,000,000	6,000,000	-	$ 18,000,000
Total - Public Safety - Capital Projects Fund		$1,200,000	$ 6,000,000	$ 6,000,000	$ 6,000,000	$ -	$ 19,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	$1,200,000	-	-	-	-	$ 1,200,000
Construction	-	6,000,000	6,000,000	6,000,000	-	$ 18,000,000
Other	-	-	-	-	-	$ -
Total	$ 1,200,000	$ 6,000,000	$ 6,000,000	$ 6,000,000	$ -	$ 19,200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Land for Future Stations or Potential Station Relocations

PROJECT DESCRIPTION

Justification:

Station relocations:
The department's current station configuration places fire stations in areas of the City that result in inefficient response and resource allocation. The locations are at the extreme boundary of the City and there is little reason to believe service will ever be provided beyond the boundaries. Review of response times continues to suggest that relocation will result in reduced response times and better utilization of staffing resources. Both current and potential City growth indicate that the citizens of the City of Appleton may be better served if some of our stations were relocated, eliminated altogether, or replaced. This project request provides the funding necessary for land acquisition for two sites.

Station # 7:
It is anticipated that the City will continue to grow to the north of the City. The growth will eventually require an additional fire station to serve the area. The land acquisition is expected to precede construction by two to three years.

Discussion of operating cost impact:

There is no cost impact until the development of the facilities.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Land - relocations	-	-	105,000	-	-	$ 105,000
	Land - Station # 7	-	-	40,202	-	-	$ 40,202
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 145,202	$ -	$ -	$ 145,202

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	145,202	-	-	$ 145,202
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 145,202	$ -	$ -	$ 145,202
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Remodeling of Station One

PROJECT DESCRIPTION

Justification:

In 1999, the Fire Department utilized 70/30 funds to hire an architect to work with a team of Fire Department employees to review the space needs at Station One. Recommendations were developed that would address concerns at Station One including workflow, customer service, lack of meeting spaces, and storage issues. The long-term recommendations include relocating the front entrance off of Atlantic Street, adding restroom facilities which comply with the accessibility requirements of the Americans with Disabilities Act (ADA), adding first floor conference/meeting areas, and addressing several other related issues.

The recommendations should address workflow and space needs for several years. This budget request includes the costs of demolition work; new construction; heating, ventilation, and air conditioning (HVAC), plumbing, and electrical systems; architectural and engineering fees; and a contingency.

Discussion of operating cost impact:

There are no on-going costs associated with this request.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Construction	-	200,000	-	-	-	$ 200,000
Total - Public Safety Capital Projects Fund		$ -	$ 200,000	$ -	$ -	$ -	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	200,000	-	-	-	$ 200,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Conversion of Station Four to Provide a Second Exit from the Basement

PROJECT DESCRIPTION

Justification:

When this station was constructed, the basement area was identified as a storage area only. Under the requirements of the Wisconsin Commercial Building Code, a storage area of this type only required one exit. To utilize the basement as an occupied space, a second, approved exit would have to be installed.

In May of 1990, a new, mandatory physical fitness program was instituted to better prepare our employees for the rigorous activities of firefighting and to reduce on-the-job injuries. This program provides an incentive for current and new employees to maintain set physical fitness standards. The department provides employees equipment and space for exercise in order to meet required levels. This commitment also helps ensure that the potential worker's compensation disability exposure for the City is minimal. An area of the basement was set aside to provide an exercise room for employees to maintain the mandated physical fitness standards.

In 1997, a review of this area identified that the basement could not be utilized as an occupied space due to the lack of a second exit. The equipment had to be removed and the use of that area discontinued. This request provides for a second, approved exit to allow for the use of the basement area.

Discussion of operating cost impact:

There is no operating cost impact to provide a second, approved exit for this station.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Construction	-	-	63,328	-	-	$ 63,328
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 63,328	$ -	$ -	$ 63,328

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	63,328	-	-	-	$ 63,328
Other	-	-	-	-	-	$ -
Total	$ -	$ 63,328	$ -	$ -	$ -	$ 63,328
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Ramp Maintenance

PROJECT DESCRIPTION

Justification:

Midtown Ramp Repairs

The Midtown Ramp will be inspected by a Structural Engineering consultant in 2003. We anticipate that some structural and/or maintenance repairs will be needed based upon their findings. The repairs and maintenance will ensure a safe parking environment for our customers and prolong the useful life of the ramp.

Ramp Security Cameras

Installation of cameras at the entrances and exits of our parking ramps will provide added safety for City ramp personnel as well as ramp users. These cameras would also provide a means to monitor ramp activities in the event that no ramp personnel are available. The cameras would be installed in one ramp per year. Installation of cameras in all City ramps would be spread over several years.

Meter Mechanism Upgrades

Upgrading the meter mechanisms will improve the efficiency and accountability of the Parking Utility. The upgrade includes audit capabilities and a maintenance program. The upgrade will also allow the meters to accept dollar coins. Meter mechanism upgrades are planned to occur over a 5-year period.

Discussion of operating cost impact:

There are no operating cost impacts from these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Midtown Ramp Repairs	50,000	-	-	-	50,000	$ 100,000
Avenue Ramp Repairs	-	100,000	-	-	-	$ 100,000
East Ramp Repairs	-	-	25,000	-	-	$ 25,000
Wash. Ramp Repairs	-	-	-	25,000	-	$ 25,000
Midtown Ramp Lighting - Lvls. 2 & 3	-	-	40,000	-	-	$ 40,000
Ramp Security Cameras	25,000	-	25,000	-	25,000	$ 75,000
Parking signage/software (on-street)	-	-	-	30,000	-	$ 30,000
Spray Painting Booth	-	-	-	-	40,000	$ 40,000
Meter Mechanism Upgrades	30,000	30,000	45,000	45,000	45,000	$ 195,000
Construction Joints - East Ramp	-	-	30,000	-	-	$ 30,000
Stair Repairs-East/Wash. Ramps	-	60,000	-	60,000	-	$ 120,000
Total - Parking Utility Capital Projects	$ 105,000	$ 190,000	$ 165,000	$ 160,000	$ 160,000	$ 780,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	105,000	190,000	165,000	160,000	160,000	$ 780,000
Other	-	-	-	-	-	$ -
Total	$ 105,000	$ 190,000	$ 165,000	$ 160,000	$ 160,000	$ 780,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: APRD Operations Facility Expansion

PROJECT DESCRIPTION

Justification:

The Appleton Parks and Recreation Department (APRD) moved into its existing office and operations facility in 1982. The facility was designed to accommodate the staff, equipment, and programs of the Parks and Recreation Department at that time. It did not allow for any expansion of programs, staff or storage of equipment. Since 1982, the Parks and Recreation Department has grown both in responsibilities and programs. Changes in technology needs and systems have also created issues the current facility is unable to address. The restrooms and locker rooms are poorly located and inadequate for use by both the staff and public. The mechanical systems were undersized when installed and have reached the end of their useful life expectancy. The heating, ventilation, and air conditioning (HVAC) system and roof structure are in need of upgrades because of age and deterioration. Storage is limited, requiring equipment to be stored outside on a year-round basis. Additional responsibilities have required the purchase of additional equipment, but the current facility does not facilitate proper storage.

A feasibility study was completed in 2003 to determine the issues that need to be addressed in the future. This project includes development of plans and specifications in 2005 for expansion of a cold storage area to the west of the current garage structure and to address equipment storage concerns with construction scheduled for 2006. It is anticipated additional office expansion, parking lot and access improvements and shop remodeling will be scheduled beyond this five year program.

Discussion of operating cost impact:

Additional operating costs will include building and asphalt maintenance for cold storage area.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2004	2005	2006	2007	2008	Total
Parks & Rec.	Cold Storage	-	50,000	600,000	-	-	$ 650,000
Total - APRD Expansion Capital Project		$ -	$ 50,000	$ 600,000	$ -	$ -	$ 650,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	50,000	-	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	600,000	-	-	$ 600,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ 600,000	$ -	$ -	$ 650,000
Operating Cost Impact	$ -	$ -	$ 1,000	$ 1,000	$ 1,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Municipal Service Building Grounds and Maintenance Improvements

PROJECT DESCRIPTION

Justification:

Projects Planned for 2004:
Replacement of the fuel pump operating system:
The current electronic fuel dispensing and recording system is obsolete, does not meet standards, and lacks compatibility with other operating systems. Repairs to a reader this year were not completed because of unavailable replacement parts reducing operating availability. There is a need to have a compatible recording system to track fuel distribution and create accurate billing information that interacts with other vehicle history and charges. This information is used to recover the cost of fuel purchased and in scheduling preventative maintenance. The project also includes upgrades to the fuel site to comply with new stormwater standards and enhanced security features.

Projects Planned for 2005:
Replacement of the Truck Scale:

The platform of the scale is old and rusted. This deterioration along with other worn parts leads to inaccurate readings of products hauled. Weights of materials hauled are necessary to ensure compliance with vehicle capacities and street load restrictions. Proper monitoring of salt distribution is based on volume (weight) distributed per miles driven.

Discussion of operating cost impact:

Because this project consists of replacements and upgrades of existing equipment and infrastructure, there is no operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Public Works	Perimeter Road	-	-	100,000	-	-	$ 100,000
	Bldg Security	-	-	-	40,000	-	$ 40,000
	Fuel System	190,000	-	-	-	-	$ 190,000
	Yard Site Fencing	-	-	-	39,500	-	$ 39,500
	Replacement Hoist	-	-	-	-	90,000	$ 90,000
	Replace Infrareds	-	-	-	-	150,000	$ 150,000
	Replace Truck Scale	-	50,000	-	-	-	$ 50,000
Total - Public Works Capital Projects Fund		$ 190,000	$ 50,000	$ 100,000	$ 79,500	$ 240,000	$ 659,500

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	190,000	50,000	100,000	79,500	240,000	$ 659,500
Other	-	-	-	-	-	$ -
Total	$ 190,000	$ 50,000	$ 100,000	$ 79,500	$ 240,000	$ 659,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Passenger Shelter Replacement

PROJECT DESCRIPTION

Justification:

Valley Transit has thirty-eight passenger waiting shelters located throughout its service area. These shelters are an invaluable passenger amenity given the extreme weather conditions in this area. The majority of these shelters were purchased in 1986 and will be twenty years old. They have outlived their useful life and are ready for replacement. This project request should fund approximately ten to fifteen replacements.

Federal funding will provide 80% of the costs and the local share will be provided through Valley Transit's depreciation reserve.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Purchase & Install.	-	50,000	-	-	-	$ 50,000
Total - Valley Transit Capital Projects		$ -	$ 50,000	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	50,000	-	-	-	$ 50,000
Total	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Roof Replacement at Valley Transit's Operations and Maintenance Facility

PROJECT DESCRIPTION

Justification:

The roof at the Operations & Maintenance Facility is the original installation from 1983. It is a flat, rubberized surface with gravel covering it. State of the art in its day, the technology has been found to be not conducive to Wisconsin winters and has required numerous, costly repairs. One recent repair, in late 1999, cost $15,000 and was expected to extend the roof's life for five or six years. The June 2001 storm tore the flashing away, allowing water to pour into the office area. The roof covering the office area of the building was replaced in 2002.

Given the federal grant funding cycle, funds applied for in 2005 are typically awarded in the third quarter of the year. At that point, the procurement process can begin. Award to a provider could take place as early as the first or second quarter of 2006 with installation not likely until late 2006 or early 2007. This is the point that the first local funds would be expended.

Federal funding will provide 80% of the $450,000 cost and the local share will be provided through Valley Transit's depreciation reserve. There will be no current year tax levy impact.

Discussion of operating cost impact:

Repair and maintenance costs should be eliminated for many years to come as warranty should cover any needed repairs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Roof	-	450,000	-	-	-	$ 450,000
Total - Valley Transit Capital Projects		$ -	$ 450,000	$ -	$ -	$ -	$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	450,000	-	-	-	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 450,000	$ -	$ -	$ -	$ 450,000
Operating Cost Impact	$ -	$ (500)	$ (500)	$ (500)	$ (500)	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Security Gates

PROJECT DESCRIPTION

Justification:

Valley Transit is requesting to purchase security gates for its Operations & Maintenance Facility located at 801 Whitman Avenue. The gates would remain closed all hours of the day and night and could only be opened with an access card or remote operation.

Currently, the facility is mostly surrounded by cyclone fencing that is locked overnight but remains wide open during the hours that the facility is staffed. On several occasions wayward cars and trucks have made there way onto the property and into the facility before being observed and redirected.

This project was recommended in a 2001 CPTED (Crime Prevention Through Environmental Design) study conducted by the Fox Valley Technical College and the Appleton Police Department. The project will be eligible for 80% federal funding and the local share will come from Valley Transit's depreciation reserve.

Discussion of operating cost impact:

The gates will require routine repair and maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Equipment purchase	30,000	-	-	-	-	$ 30,000
Total - Valley Transit Capital Projects		$ 30,000	$ -	$ -	$ -	$ -	$ 30,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	30,000	-	-	-	-	$ 30,000
Total	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000
Operating Cost Impact	$ -	$ 100	$ 100	$ 100	$ 100	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Paint Lindbergh Tank

PROJECT DESCRIPTION

Justification:

The Department of Utilities insures preservation of City assets through a consistent and cost effective maintenance program. Painting the Lindbergh Tank insures that this goal is met.

In recent years, regulatory requirements have been implemented for more periodic inspection of sediment accumulation, cathodic protection, and paint systems. More periodic inspections of the interior and exterior coatings have provided data needed for effective scheduling of repainting. Protection of these coatings extends the life of the structure and insures that all regulatory requirements are met.

Plans are to sandblast and paint the interior of Lindbergh tank in 2004 and to wash and top-coat the exterior in 2008.

Discussion of operating cost impact:

There is no direct operating cost impact, however, failure to meet Public Service Commission regulatory requirements could result in fines, along with the increased public liability if the tanks do not meet health standards.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	260,000	-	-	-	86,000	$ 346,000
Total - Water Capital Projects Fund		$ 260,000	$ -	$ -	$ -	$ 86,000	$ 346,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	260,000	-	-	-	86,000	$ 346,000
Total	$ 260,000	$ -	$ -	$ -	$ 86,000	$ 346,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Paint Matthias Tank

PROJECT DESCRIPTION

Justification:

The Department of Utilities insures preservation of City assets through a consistent and cost effective maintenance program. Painting Matthias Tank insures that this goal is met, eliminating more costly repairs due to rusting in the future.

In recent years, regulatory requirements have been implemented for more periodic inspection of sediment accumulations, cathodic protection, and paint systems. More periodic inspections of the interior and exterior coatings have provided data needed for effective scheduling of repainting. Protection of these coatings extends the life of the structure and insures that all regulatory requirements are met.

The Matthias Tank was built in 1987. In 2006, the interior and exterior of the tank will be sand-blasted and painted.

Discussion of operating cost impact:

There is no direct operating cost impact, however, failure to meet Public Service Commission regulatory requirements could result in fines, along with the increased public liability if the tanks do not meet health standards.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	-	-	500,000	-	-	$ 500,000
Total - Water Capital Projects Fund		$ -	$ -	$ 500,000	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	500,000	-	-	$ 500,000
Total	$ -	$ -	$ 500,000	$ -	$ -	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Paint Ridgeway Tank

PROJECT DESCRIPTION

Justification:

The Department of Utilities insures preservation of City assets through a consistent and cost effective maintenance program. Painting Ridgeway Tank insures that this goal is met, eliminating more costly repairs due to rusting in the future.

In recent years, regulatory requirements have been implemented for more periodic inspection of sediment accumulations, cathodic protection, and paint systems. More periodic inspections of the interior and exterior coatings have provided data needed for effective scheduling of repainting. Protection of these coatings extends the life of the structure and insures that all regulatory requirements are met.

The Ridgeway Tank was built in 1986. The tank was retouched in 1999 after inspections indicated scraping on the sidewalls and several outside areas. In 2005, the interior of the tank will be sand-blasted and painted, and the exterior of the tank will be pressure washed and top coated.

Discussion of operating cost impact:

There is no direct operating cost impact, however, failure to meet Public Service Commission regulatory requirements could result in fines, along with the increased public liability if the tanks do not meet health standards.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	-	120,000	-	-	-	$ 120,000
Total - Water Capital Projects Fund		$ -	$ 120,000	$ -	$ -	$ -	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	120,000	-	-	-	$ 120,000
Total	$ -	$ 120,000	$ -	$ -	$ -	$ 120,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lawe Street Lift Station Upgrade

PROJECT DESCRIPTION

Justification:

Replace wet well controls, pump motors, and variable speed drives.

Improvements to the level controls should keep pumps from getting air bound. Air bound pumps tend to self-destruct and cause high level alarms, so we should reduce call-ins for high level alarms and reduce corrective maintenance costs (over $82,000 since 1995). The new motors and variable speed drives are more efficient and will reduce operating costs.

Discussion of operating cost impact:

Pump failures at this lift station can be expensive in terms of repair costs and call-ins. Pump failures can also cause bypassing through manholes into the Fox River and expose the city to fines of up to $10,000 per event, per day. Improvements to this lift station will help minimize potential problems.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	96,800	-	-	-	-	$ 96,800
Total - DNR Replacement Fund	$ 96,800	$ -	$ -	$ -	$ -	$ 96,800

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	96,800	-	-	-	-	$ 96,800
Total	$ 96,800	$ -	$ -	$ -	$ -	$ 96,800
Operating Cost Impact	$ (1,000)	$ (1,000)	$ (1,000)	$ (1,000)	$ (1,000)	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Upgrade Roadway and Parking Facilities

PROJECT DESCRIPTION

Justification:

This upgrade would include changing the asphalt road to concrete and creating 25 additional parking spaces at the Wastewater Facility.

The current asphalt road was not designed for the increased truck traffic created by the new receiving station and the growing biosolids production. The asphalt road is deteriorating and will need significant repairs. The parking stalls are needed to accommodate contractor, vendor, seasonal staff parking, as well as the use of Wastewater facilities for City safety training and supervisory management classes.

The asphalt road will continue to deteriorate and costly repairs will be necessary if an upgrade is not done.

Discussion of operating cost impact:

The replacement of an asphalt road with a concrete road will have no effect on routine maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	-	311,190	-	-	$ 311,190
Total - Wastewater Capital Projects Fund	$ -	$ -	$ 311,190	$ -	$ -	$ 311,190

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	311,190	-	-	$ 311,190
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 311,190	$ -	$ -	$ 311,190
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Equipment Storage Building

PROJECT DESCRIPTION

Justification:

The new storage building would be 40' x 80' and would be constructed in the south east corner of the Wastewater Facility. The building would be used to house pumps, trailers, aerial manlifts, biosolids loader and associated equipment, portable emergency generator and other materials now stored in multiple areas throughout the plant.

With a new storage building, Wastewater and Central Building Maintenance would have one central location for all materials and equipment. The new storage building would eliminate the need to store materials and equipment outside and in areas which were not designed for equipment and material storage.

The storage facility would eliminate wasted time looking for materials and equipment stored in multiple locations throughout the plant.

Discussion of operating cost impact:

Increased operating expenses would include electrical costs, plus insurance. These costs are not quantifiable at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Wastewater	Construction	-	-	-	-	249,483	$ 249,483
Total - Wastewater Capital Projects Fund		$ -	$ -	$ -	$ -	$ 249,483	$ 249,483

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	249,483	$ 249,483
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 249,483	$ 249,483
Operating Cost Impact	$ -	$ -	$ -	$ -	N/Q*	

* N/Q = Not Quantifiable

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Voting Equipment

PROJECT DESCRIPTION

Justification:

The existing optical scanning (Marksense) voting equipment was purchased in 1992 and has a normal useful life of approximately 12-15 years from the date of purchase.

The trend in new voting technology is strongly leaning toward touch screen voting systems. Under Wisconsin law, a separate unit for each 200 voters is required. A federal mandate requires an ADA compliant system be placed in each voting location by January 1, 2006. At present, the accepted ADA system is a voice modified touch screen system. The City of Appleton would need to purchase 154 touch screen and 16 ADA compliant touch screen units.

The absentee laws in the State of Wisconsin also require that absentee votes be counted at the polling sites. This would require the placement of one Marksense Tabulator at each polling location in addition to the touch screen system.

With all required software and training, a complete touch screen system, including the ADA compliant units, if purchased today, would cost approximately $650,000.

Discussion of operating cost impact:

At this point, there is no discernable operating cost impact to the purchase of this equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
City Clerk	Equipment	-	-	650,000	-	-	$ 650,000
Total - Technology Capital Project Fund		$ -	$ -	$ 650,000	$ -	$ -	$ 650,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	650,000	-	-	$ 650,000
Total	$ -	$ -	$ 650,000	$ -	$ -	$ 650,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Engine Replacement - 1988 Pumper

PROJECT DESCRIPTION

Justification:

This will replace the 1988 pumper which will be sold.

Discussion of operating cost impact:

Typically, the sale of existing engines have brought approximately $3,000 - $5,000 at the city auction which would offset some of the operating costs in the first year. The operating cost includes the fuel, maintenance and repair costs, and replacement cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Equipment	325,000	-	-	-	-	$ 325,000
Total - Public Safety Capital Projects Fund		$ 325,000	$ -	$ -	$ -	$ -	$ 325,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	325,000		-	-	-	$ 325,000
Total	$ 325,000	$ -	$ -	$ -	$ -	$ 325,000
Operating Cost Impact	$ -	$ 19,187	$ 19,187	$ 19,187	$ 19,187	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Additional Vehicle and Staff for Station Two

PROJECT DESCRIPTION

Justification:

Fire District Two is positioned in the center of a high growth area of the City. Due to the physical layout of the community, additional staffing is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, eight additional full-time equivalent positions (FTE's) and a response vehicle are required.

Performance indicators for this station consistently show four-minute response less than 60% of the time with the goal being 90%. The addition of the industrial park will result in increased inspection workload for this district which will impact the general emergency response coverage capacity with the district's primary and secondary areas.

Discussion of operating cost impact:

The operating costs include the repair and maintenance costs of the vehicle and the replacement costs. The operating costs also include salary, fringe benefits, and protective clothing for eight additional employees.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Equipment	-	325,000	-	-	-	$ 325,000
Total - Public Safety Capital Projects Fund		$ -	$ 325,000	$ -	$ -	$ -	$ 325,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other		325,000	-	-	-	$ 325,000
Total	$ -	$ 325,000	$ -	$ -	$ -	$ 325,000
Operating Cost Impact	$ -	$ 570,000	$ 555,000	$ 555,000	$ 555,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle and Staff for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a high growth area of the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, eight additional full-time equivalent positions (FTE's) and a response vehicle are required.

It is anticipated that this unit could potentially be a quint style apparatus providing aerial capability on the far north side of the community.

Discussion of operating cost impact:

The operating costs include the repair and maintenance costs of the vehicle and the replacement costs. The operating costs also include salary, fringe benefits, and protective clothing for eight additional employees.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Equipment	-	-	-	-	525,000	$ 525,000
Total - Public Safety Capital Projects Fund		$ -	$ -	$ -	$ -	$ 525,000	$ 525,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	525,000	$ 525,000
Total	$ -	$ -	$ -	$ -	$ 525,000	$ 525,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 575,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Rapid Response Unit

PROJECT DESCRIPTION

Justification:

The department continues to be stretched in service capability at the outer areas of the City. We are frequently sending large, full service vehicles to provide supplemental staffing at incidents. This proposal will provide a vehicle which would be cross staffed and would respond as supplemental staffing at car fires and non-fire emergencies and would allow the department to maintain suppression coverage within districts. Often a pumper is pulled from the southeast side to assist another unit, which leaves a large, unprotected area. The unit envisioned would have minimal suppression capacity but would be equipped to provide the mandated firefighter rescue team when staffing is available. It is anticipated that many minor incidents could be dealt with by such a unit while still maintaining coverage for more major incidents throughout the City.

Discussion of operating cost impact:

The operating costs include repairs and maintenance, fuel, and replacement costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Equipment	-	-	209,475	-	-	$ 209,475
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 209,475	$ -	$ -	$ 209,475

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	209,475	-	-	$ 209,475
Total	$ -	$ -	$ 209,475	$ -	$ -	$ 209,475
Operating Cost Impact	$ -	$ -	$ 13,975	$ 13,975	$ 13,975	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: GPS/GIS (Joint Public Safety Report)

PROJECT DESCRIPTION

Justification:

As the City continues its growth, it is becoming increasingly important to be able to identify the closest emergency response vehicle for any given call for service. Currently, the dispatchers rely on individual fire units and police officers to "volunteer" for an assignment when they are closer. At times this causes confusion and excess radio communication, leading to response delays. The ability to effectively utilize our existing resources to provide the greatest impact for our citizens should always be our goal.

The City has begun the transition to increased use of technology by the implementation of mobile data computers--the natural extension is to seek the integration of global positioning satellite (GPS) and geographical information systems (GIS). The initial request is to include GPS/GIS capability for ten fire response units and sixty police response units at an anticipated cost of $5,500 per vehicle.

This program has the potential to be expedited even more effectively with the efforts associated with automatic vehicle location (AVL) through the transit system.

Discussion of operating cost impact:

Operating costs associated with this request will include hardware and software support and related service contracts but these costs are not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Fire	Equipment	-	57,750	-	-	-	$ 57,750
Police	Equipment	-	330,000	-	-	-	$ 330,000
Total - Public Safety Capital Projects Fund		$ -	$ 387,750	$ -	$ -	$ -	$ 387,750

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	387,750	-	-	-	$ 387,750
Total	$ -	$ 387,750	$ -	$ -	$ -	$ 387,750
Operating Cost Impact	$ -	N/Q*	N/Q*	N/Q*	N/Q*	

N/Q = Not Quantifiable

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sweeper Upgrade - Stormwater

PROJECT DESCRIPTION

Justification:

A street sweeper replacement is currently programmed for 2006. Based on the current (NR 151) and pending (NR 216) stormwater regulations, the Department of Public Works anticipates the need to upgrade the existing mechanical sweeper to a high efficiency sweeper. The high efficiency sweeper is designed to pick up smaller particles than the mechanical sweeper. A consultant has been hired by DPW to develop a city – wide stormwater management plan. This plan will confirm whether or not the sweeper needs to be upgraded.

Discussion of operating cost impact:

Because this is a replacement/upgrade of an existing piece of equipment, there is no effect on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Street Sweeper Upgrade	-	-	150,000	-	-	$ 150,000
Total - Stormwater Capital Projects	$ -	$ -	$ 150,000	$ -	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	150,000	-	-	$ 150,000
Total	$ -	$ -	$ 150,000	$ -	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Automated Vehicle Locator System

PROJECT DESCRIPTION

Justification:

Valley Transit, City staff, East Central Wisconsin Regional Planning Commission as well as representatives from Oshkosh and Green Bay Have completed an implementation plan that was developed through a consultant contract with HNTB Corporation. The plan recommends a $1.9 million investment in the four county area for advanced technologies to improve the efficiency and effectiveness of public safety, public transportation, and other local services. The funding in 2005 and 2006 below is an estimate to help provide our share of this project if the project receives the backing of several approving entities, starting with FOXCOMM, a four county area committee that is implementing regional public safety communications systems. It is envisioned, if these approvals are forthcoming, that the AVL equipment would be installed on both fixed-route and paratransit vehicles.

For the immediate timeframe, Valley Transit is looking at a $30,000 investment to meet basic safety and performance monitoring needs using advanced technology. Valley Transit has successfully tested a system called "Fleetboss" that allows for next-day review of key performance data using GPS such as bus speed and on-time performance. Two units are currently installed on buses, and the request for 2004 would allow for implementation of the remaining fleet.

Discussion of operating cost impact:

The HNTB study estimated annual benefits of $238,000 if the full $1.9 million system is implemented, primarily in paratransit efficiencies. It is hard to measure these benefits, even for the existing implementation of paratransit scheduling technology. The current paratransit provider for Valley Transit recently offered a $.50 per trip savings on a 15,000 ride/year contract for the Northern Winnebago Dial-A-Ride, or about $7,500 annually. The recent competitive bid process for our ADA paratransit services resulted in our paratransit provider biding $3 per trip less than the competitor who is familiar with our services and actually provided them from 1992-1997, and who is not familiar with Trapeze paratransit scheduling software. The $3 per trip savings represents about $200,000 per year, of which we believe 10 - 30% can be attibuted to Trapeze. Given the number of other variables involved, however, it is not possible to more accurately quantify the savings.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Valley Transit Equipment	30,000	500,000	100,000	-	-	$ 630,000
Total -Valley Transit Capital Projects	$ 30,000	$ 500,000	$ 100,000	$ -	$ -	$ 630,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	30,000	500,000	100,000	-	-	$ 630,000
Total	$ 30,000	$ 500,000	$ 100,000	$ -	$ -	$ 630,000
Operating Cost Impact	$ -	N/Q*	N/Q*	N/Q*	N/Q*	

N/Q = Not Quantifiable

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Mobile Data Terminals and Swipe Card Technology

PROJECT DESCRIPTION

Justification:

Mobile data terminals are a technology enhancement recommended in the Paratransit Coordination Plan that was approved by the Common Council. $97,000 was approved in the 2002 budget for installation of the terminals. These terminals will be located in Paratransit vehicles and will allow drivers to input data about each passenger trip as it is occurring. Examples of the type of data to be recorded include rider identification number, beginning and ending odometer readings, beginning and ending trip time, and type of trip, *i.e.* Valley Transit II, Outagamie County Rural, etc. The information can either be transmitted immediately to the dispatch center or can be downloaded at the end of the day. This information is necessary to comply with outside funding requirements and is currently being collected manually on a survey basis.

Swipe card technology refers to a fare payment system recommended in the Paratransit Coordination Plan. The primary advantages of electronic fare payment methods include: improved flexibility in terms of the range of fare options that can be offered and the ability to modify the fare structure, improved revenue accountability and security, improved ridership data by fare payment class, and improved convenience for the riders. The estimated additional cost for swipe card technology is $15,000.

These projects are being phased over a three year period to allow for smoother implementation. Both projects are eligible for 80% federal funding with the local share being funded by the sponsors of those services receiving the benefits.

Discussion of operating cost impact:

Maintenance costs for the data terminals is expected to be small and will be greatly exceeded by labor savings due to the reduction of the data collection burden. The overall reduction should be reflected in the cost per trip from the paratransit provider but, at this time, those savings are not quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Transit	Equipment	-	15,000	-	-	-	$ 15,000
Total - Valley Transit Capital Projects		$ -	$ 15,000	$ -	$ -	$ -	$ 15,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	15,000	-	-	-	$ 15,000
Total	$ -	$ 15,000	$ -	$ -	$ -	$ 15,000
Operating Cost Impact		NQ*	NQ*	NQ*	NQ*	

N/Q = Not Quantifiable

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Portable Floor Hoist

PROJECT DESCRIPTION

Justification:

This project request is related to Valley Transit's bus replacement project. It is very likely that at least a portion of the new primary fleet will be thirty-foot heavy-duty buses. One of the two permanent floor hoists currently installed in the maintenance department can accommodate the shorter wheel base of a thirty-foot bus. A portable hoist will be purchased for use in the flat repair bay. It will be able to accommodate both large and small vehicles.

A federal capital grant will fund 80% of the purchase with the local portion provided by the municipalities who participate in the service.

Discussion of operating cost impact:

This new equipment should have at least a one year warranty, after which time it will require routine maintenance to change the hydraulic fluid and seals, estimated annual cost of $200.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Purchase	25,000	-	-	-	-	$ 25,000
Total - Valley Transit Capital Projects		$ 25,000	$ -	$ -	$ -	$ -	$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	25,000	-	-	-	-	$ 25,000
Total	$ 25,000	$ -	$ -	$ -	$ -	$ 25,000
Operating Cost Impact	$ -	$ -	$ 200	$ 200	$ 200	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Support Vehicle Replacement

PROJECT DESCRIPTION

Justification:

Like the bus fleet, Valley Transit has two primary and two secondary support vehicles. We propose replacing the two secondary vehicles with mini-van style vehicles. The primary support vehicles are 1997 Chevrolet Venture vans and the secondary support vehicles are 1990 Plymouth Caravans. The primary support vehicles are used daily by supervisory staff for on street supervision and in town and out of town travel. The secondary support vehicles are also used daily by office personnel to run errands and by drivers to get to and from the relief point. The secondary vehicles will have outlived their useful life and the primary vehicles will be ready for less taxing use.

These items have a planned replacement cycle to ensure that the equipment will operate safely and effectively.

Given the federal grant funding cycle funds applied for in 2004 are typically awarded in the third quarter of the year. At that point the procurement process can begin. Award to a provider could take place as early as the first or second quarter of 2005 with delivery not likely until late 2005. This is the point that the first local funds would be expended.

This project will be eligible for 80% federal funding and the local share will come from Valley Transit's depreciation reserve.

Discussion of operating cost impact:

The new vehicles will be under warranty for approximately three years, eliminating most if not all repair costs for that period.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Purchase	60,000	-	-	-	-	$ 60,000
Total -Valley Transit Capital Projects		$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	60,000	-	-	-	-	$ 60,000
Total	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Operating Cost Impact	$ -	$ -	$ (1,000)	$ (1,000)	$ (1,000)	$ (3,000)

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Vacuum System Replacement

PROJECT DESCRIPTION

Justification:

The vacuum system in Valley Transit's bus wash rack was installed when the facility was constructed in 1983. It is used six days a week, three hundred and seven days a year to vacuum twenty buses. It has exceeded its useful life and replacement parts are no longer available for the equipment because of its age.

Federal funding will provide 80% of the $25,000 cost and the local share will be provided through Valley Transit's depreciation reserve. There will be no current year tax levy impact.

Discussion of operating cost impact:

This is a replacement for the existing vacuum system and is expected to require similar routine maintenance. Therefore there is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Valley Transit	Equipment Purchase	-	25,000	-	-	-	$ 25,000
Total - Valley Transit Capital Projects		$ -	$ 25,000	$ -	$ -	$ -	$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	25,000	-	-	-	$ 25,000
Total	$ -	$ 25,000	$ -	$ -	$ -	$ 25,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Water Distribution Vehicle Replacements

PROJECT DESCRIPTION

Justification:

Backhoe Replacement

The Water Division Backhoe (unit # 675) is 11 years old and due to be replaced in 2004. Vehicles utilized by the Water Division became part of the Central Equipment Agency in the year 2000, therefore the replacement reserve will not cover the entire cost of replacing this unit. Water Division will contribute $ 49,000 and the Central Equipment Agency (CEA) replacement reserve will contribute $ 32,000 for a total of $ 81,000.

The other pieces of equipment listed below are scheduled for replacement at the expected end of their useful lives and will also receive a partial contribution from the CEA replacement reserve.

Discussion of operating cost impact:

Since this equipment will be replacing existing equipment, there will be no impact on operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Water Distr.	Pick-up\ Utility Truck	-	52,000	22,000	-	-	$ 74,000
Water Distr.	Backhoe	49,000	56,400	-	-	-	$ 105,400
Water Distr.	Service Truck	-	-	80,000	-	-	$ 80,000
Total - Water Distribution Capital Projects		$ 49,000	$ 108,400	$ 102,000	$ -	$ -	$ 259,400

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	49,000	108,400	102,000	-	-	$ 259,400
Total	$ 49,000	$ 108,400	$ 102,000	$ -	$ -	$ 259,400
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Granular Activated Carbon (GAC)

PROJECT DESCRIPTION

Justification:

Granular Activated Carbon (GAC) has high adsorptive power for the impurities that cause taste and odor problems in potable water, as well as protecting the membranes from organic fouling. Activated carbon that is used to remove organic compounds gradually become saturated due to the concentration of contaminants on the surface of the carbon.

Favorable quotations in 2003 allowed the Utility to fill all GAC contactors to the design level of eight feet. Funds are budgeted in 2004 to replenish GAC that historically is lost through backwashing the contactors. Funding is anticipated in 2005 and 2006 to replace the oldest GAC in two contactors in each of those years if product testing indicates it is needed. If replacement of GAC is not needed in 2005 and 2006 the funding request will be moved to an appropriate time.

Benefits are: Department of Natural Resource regulations will be met and water quality will be maintained at a high level. GAC will be replaced on a schedule rather than at one time.

Discussion of operating cost impact:

The Public Service Commission (PSC) requires that GAC replacement be expensed, not capitalized, therefore, the cost of the GAC will become an operating expense for the year of replacement.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	-	200,000	200,000	-	-	$ 400,000
Total - Water Operating Fund		$ -	$ 200,000	$ 200,000	$ -	$ -	$ 400,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	200,000	200,000	-	-	$ 400,000
Total	$ -	$ 200,000	$ 200,000	$ -	$ -	$ 400,000
Operating Cost Impact	$ -	$ 200,000	$ 200,000	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Membrane Replacement

PROJECT DESCRIPTION

Justification:

The membrane replacement schedule is as follows:

2004 (100 modules)
2005 (150 modules)
2006 (150 modules if needed)
2007 (100 modules if needed)

Discussion of operating cost impact:

The Public Service Commission (PSC) requires that membrane replacement be expensed, not capitalized, therefore, the cost of the membrane replacement will become an operating expense for the year of replacement.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Utilities	Water	200,000	380,000	472,500	315,000	-	$ 1,367,500
Total - Water Operating Fund		$ 200,000	$ 380,000	$ 472,500	$ 315,000	$ -	$ 1,367,500

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	200,000	380,000	472,500	315,000	-	$ 1,367,500
Total	$ 200,000	$ 380,000	$ 472,500	$ 315,000	$ -	$ 1,367,500
Operating Cost Impact	$ 200,000	$ 380,000	$ 472,500	$ 315,000	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Tank Drainage Improvements

PROJECT DESCRIPTION

Justification:

The aeration system is the "backbone" of the Wastewater Treatment Plant processes. This system consists of three tanks with a total volume of 7.6 million gallons. Each of these three tanks is further composed of four sections for a total of twelve aeration sections. For proper corrective and preventative maintenance to occur, each section must be taken off-line at a minimum of one time per year. The current tank drainage system is inadequately designed to allow for drainage while maintaining sufficient treatment process levels. Six of the twelve aeration sections cannot be drained completely due to engineering designs that do not allow for sump collection pits and pumping options. These aeration sections are also piped together. This means that when any maintenance is required, not only the section, but the whole tank must come off-line. If any section is not drained the micro life in it would die. This produces an immediate negative impact to our process systems, loss of adequate treatment capacity, and a significant loss in aeration volume.

The modification of the existing tank structure with the addition of sump pits in each channel would enable the operators to isolate, drain and perform maintenance on each section as needed without disruption to the complete tank volumes and treatment processes. Improvements to this system will also eliminate significant safety concerns and greatly reduce the time and labor needed to do both routine preventative and corrective maintenance activities.

Discussion of operating cost impact:

This project will allow manpower to be reallocated to improve maintenance efficiencies by directly reducing the scale and complexity of manual tasks associated with system maintenance. Risks and indirect liability expenses can also be reduced by eliminating a range of unsafe work conditions associated with the current maintenance requirements of the system. The potential for discharge permit violations and state imposed fines will also be reduced with greater flexibility to maintain adequate treatment processes during maintenance functions.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	45,000	-	-	-	$ 45,000
Total - DNR Replacement Fund	$ -	$ 45,000	$ -	$ -	$ -	$ 45,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-		$ -
Land Acquisition	-	-	-	-		$ -
Construction	-	45,000	-	-		$ 45,000
Other	-	-	-	-		$ -
Total	$ -	$ 45,000	$ -	$ -	$ -	$ 45,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Additional Belt Filter Press

PROJECT DESCRIPTION

Justification:

At the Wastewater Treatment Plant, the belt filter presses extract water from anaerobically digested sludge by combining mechanical processes with chemical conditioning. Polymer is added to chemically condition the sludge and then gravity dewatering and pressure dewatering are physically employed. Dewatering occurs as material moves through a series of rollers that squeezes the sludge between two porous belts.

The treatment plant was originally designed to have five presses. During the reconstruction in the early 1990's the design was reviewed and it was determined that three belt filter presses could dewater the volume of primary digested sludge. With current chemical conditioning the belt filter presses have reached their full operating capacity. For the past five years, all three presses have been run throughout the course of a week. Currently, the dewatering section has lost all process redundancy. All three presses are run five days a week producing over 25,000 tons of biosolids per year.

This project would add an additional belt filter press to the facility. Having a fourth press would allow the facility to run at something less than full sludge capacity. Corrective and preventive maintenance could be performed without the loss of biosolids production. The additional belt filter press would also increase overall capacity so that a belt filter press could have extended maintenance.

Discussion of operating cost impact:

Belt Filter Press operation continues to age and more corrective and preventive maintenance is required. To meet production needs and continue operation as a non-overtime process, the fourth press is required. If a prolonged maintenance project is needed the plant will have to haul seven times the liquid sludge that has not been dewatered (seven times the volume of biosolids.) The plant's current WPDES permit does not have liquid hauling identified as a disposal option. Operation and maintenance costs are minimal because preventive maintenance can be performed and through-put can be maintained. Electrical costs to run one belt filter press are negligible.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	1,284,712	-	-	-	$ 1,284,712
Total - Wastewater Capital Projects Fund	$ -	$ 1,284,712	$ -	$ -	$ -	$ 1,284,712

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	1,284,712		-	-	$ 1,284,712
Total	$ -	$ 1,284,712	$ -	$ -	$ -	$ 1,284,712
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Bar Screen #1 Replacement

PROJECT DESCRIPTION

Justification:

The Wastewater Treatment Plant #1 influent bar screen chamber is located in the grit and screen building and can receive raw wastewater from two 4' wide influent conduits. The bar screen chamber consists of two 3' wide channels. One channel has a mechanically cleaned rack, while the other has a manually cleaned rack. The bars on the rack are spaced 2" apart which will allow a 2" x 4" piece of lumber to pass through the rack. Both racks are over 25 years old and have exceeded their useful life. This project would include the removal of the existing equipment and the installation of two fine mesh screens. Current treatment technology would include screening washers and compactors. Also included would be conveying equipment from screens to compactors and from compactors to a roll off box.

The replacement bar screen will decrease the amount of undesirable material that finds its way into the biosolids product by providing proper screening at the headworks. The bar screen will automate a manual process and reduce manpower requirements during high flow conditions when operators are needed for other tasks.

Discussion of operating cost impact:

No direct impact on operating expenses. Enhances operational reliability at critical headworks of the plant.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	-	-	1,300,000	-	$ 1,300,000
Total - DNR Replacement Fund Projects Fund	$ -	$ -	$ -	$ 1,300,000	$ -	$ 1,300,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	1,300,000	-	$ 1,300,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,300,000	$ -	$ 1,300,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Lime Sludge Dewatering Operation

PROJECT DESCRIPTION

Justification:

The intent of this project is to provide equipment specifically to dewater the lime sludge coming from the City of Appleton Water Treatment Plant. Currently this water treatment residual is discharged to the Wastewater Plant's headworks where it combines with all of the wastes treated at the facility. The major portion of this lime slurry is calcium. This is an inorganic material that cannot be reduced by the Wastewater Plant's biological treatment systems. As a result, the lime contributes a high proportion of inert matter to our Biosolids. There are distinct advantages to handling the lime slurry as a separate "waste stream". The addition of a dedicated lime sludge dewatering press would provide the following:

1. Reduce abrasive and corrosive wear and tear now distributed over three biosolids filter presses and allow for dedicated lime dewatering on a press engineered for this type of material,.
2. Provide for reuse of dewatered lime as amendment for acid soils outside of our region with revenue potential.
3. Reduce storage needs by reducing bulk of current biosolids produced and allowing for separate lime product storage on-site with year-round hauling opportunities not appropriate for biosolids at this time.
4. Allow full range of alternatives for production of Class A biosolids product without incurring costs to handle the inert bulking and pH problems associated with current product.

Discussion of operating cost impact:

Use of a dewatering press designed to handle the abrasive and corrosive lime sludge will reduce maintenance of the existing biosolids filter presses, offsetting the maintenance needs of the additional press. As noted above, there is also a potential revenue from sales of dewatered lime for soil applications.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	-	1,151,712	-	-	$ 1,151,712
Total -Wastewater Capital Projects Fund	$ -	$ -	$ 1,151,712	$ -	$ -	$ 1,151,712

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	1,151,712	-	-	$ 1,151,712
Total	$ -	$ -	$ 1,151,712	$ -	$ -	$ 1,151,712
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Programmable Logic Controller (PLC) Replacement and SCADA Upgrade

PROJECT DESCRIPTION

Justification:

Square "D" PLC's are no longer being recommended for new installations. Square "D" Company had been purchased by Modicon, and Square "D" PLC replacement parts will no longer be available. When Modicon decides to stop producing and supporting Square "D" equipment, the costs and the ability to find Square "D" parts will cause problems.

The Supervisory Control and Data Acquisition (SCADA) system runs concurrent with the PLC equipment and was installed in 1999. This vital system is one of the elements in data retrieval and process monitoring essential in maintaining plant operations. Replacement of the equipment and software at set intervals, significantly reduces the risk of a hardware or software crash causing loss of data and / or monitoring capabilities.

Discussion of operating cost impact:

The system cannot be operated without parts. Also, the system network, Synet, is comprised of 1980's technology and the fiber optic runs were developed using a cable that was an experimental combination of glass and plastic. Finding parts to support this configuration is very expensive.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	540,000	-	-	-	$ 540,000
Total - DNR Replacement Fund	$ -	$ 540,000	$ -	$ -	$ -	$ 540,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	540,000	-	-	-	$ 540,000
Total	$ -	$ 540,000	$ -	$ -	$ -	$ 540,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Radioactive Density Meters Replacement

PROJECT DESCRIPTION

Justification:

The Wastewater Treatment Plant currently has nuclear density meters. These radioactive meters require a great deal of monitoring due to the safety hazard involved with radiation. This project would replace the two raw sludge density meters and bio-solids density meter with non-radioactive meters.

Tangible benefits that will be realized are the elimination of the following: Permit fees, bi-annual employee training costs for the Radiation Safety Officer and his backup, leak test costs, required audits and facility wide employee training required annually for radiation hazard awareness. In addition, the City's liability resulting from exposure to radiation would be eliminated.

Discussion of operating cost impact:

Cost savings of $4,000 per year would be realized due to the elimination of license fees, state certification fees, employee training costs, and audits.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	49,484	-	-	-	-	$ 49,484
Total - DNR Replacement Fund	$ 49,484	$ -	$ -	$ -	$ -	$ 49,484

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	49,484	-	-	-	-	$ 49,484
Other	-	-	-	-	-	$ -
Total	$ 49,484	$ -	$ -	$ -	$ -	$ 49,484
Operating Cost Impact	$ (4,000)	$ (4,000)	$ (4,000)	$ (4,000)	$ (4,000)	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Utility Tractor / Loader

PROJECT DESCRIPTION

Justification:

This project is to provide the Wastewater Facility with a smaller tractor / loader unit that can be used for a number of activities: cleaning roads with a brush, particularly during and after load out operations in the biosolids storage building; general road cleaning around the plant; snow removal in the winter; moving heavy pumps or equipment into areas that the big loader cannot get to and clean up in the storage buildings which will help prevent tracking of material out of the buildings.

Discussion of operating cost impact:

Increase in CEA replacement costs and operational expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	-	-	-	37,008	-	$ 37,008
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ 37,008	$ -	$ 37,008

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other - Equipment	-	-	-	37,008	-	$ 37,008
Total	$ -	$ -	$ -	$ 37,008	$ -	$ 37,008
Operating Cost Impact	$ -	$ -	$ -	$ 2,960	$ 2,960	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Recoating 6 Final Clarifiers & #5 and #6 Primary Clarifiers

PROJECT DESCRIPTION

Justification:

Due to the age and normal wear and tear on the equipment the six final clarifiers and #5 and #6 primary clarifiers have experienced surface deterioration. To preserve the life of these structures, maintenance of the deteriorating clarifiers would include sandblasting and painting of six secondary clarifiers and two primary clarifiers at the Appleton Wastewater Treatment Plant. The scum troughs, rake system, weirs, cat walk and effluent trough would all be recoated.

Phased approach:

2004 - Two primary clarifiers
2005 - Three secondary clarifiers
2006 - Three secondary clarifiers

Discussion of operating cost impact:

Maintenance of the clarifiers will be reduced, increasing labor efficiency. Most importantly, this project will reduce continuing deterioration which causes leaks and weakening of the metal structure which could cause the units to fail.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Wastewater	132,183	266,934	266,934	-	-	$ 666,051
Total - DNR Replacement fund	$ 132,183	$ 266,934	$ 266,934	$ -	$ -	$ 666,051

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	132,183	266,934	266,934	-	-	$ 666,051
Other	-	-	-	-	-	$ -
Total	$ 132,183	$ 266,934	$ 266,934	$ -	$ -	$ 666,051
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course - Course Improvements

PROJECT DESCRIPTION

Justification:

In 1988, a master plan was developed for Reid Golf Course. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. Since that time, the maintenance facilities have been significantly upgraded and the clubhouse was remodeled in the mid-1990's. In 2002, a Golf Advisory Committee was formed to provide user input. The Golf Advisory Committee focused initially on capital improvements needed at the golf course. The major improvement recommended by the Golf Advisory Committee was the upgrade of the irrigation system. A study was commissioned in 2002 and completed in 2003 by a certified irrigation specialist who reviewed the current system and provided several options for improvements to the system. Based on the recommendations of the consultant, the following program has been submitted for inclusion in the CIP Program:

2004	$	25,000	Develop plans and specifications for irrigation system upgrades.
2005	$	525,000	Installation of new irrigation lines, control boxes, satellite stations, etc.
2006	$	225,000	Upgrade of pumphouse and water source infrastructure

It is anticipated this renovation plan will provide the best system for the long term operation of the golf course.

Discussion of operating cost impact:

A new irrigation system will reduce the amount water used and reduce the amount of labor resources currently spent maintaining a system that is rapidly nearing the end of its useful life. Allowing the system to deteriorate would jeopardize turf quality, and ultimately have a negative impact on revenues.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Irrigation Upgrades:						
	Plans and Specs.	25,000	-	-	-	-	$ 25,000
	Controllers/Lines	-	525,000	-	-	-	$ 525,000
	Pumphouse	-	-	225,000	-	-	$ 225,000
							$ -
Total - Reid Municipal Golf Course Capital Projects		$ 25,000	$ 525,000	$ 225,000	$ -	$ -	$ 775,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	25,000	25,000	15,000	-	-	$ 65,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	500,000	210,000	-	-	$ 710,000
Other	-	-	-	-	-	$ -
Total	$ 25,000	$ 525,000	$ 225,000	$ -	$ -	$ 775,000
Operating Cost Impact		$ (2,000)	$ (3,000)	$ (3,000)	$ (3,000)	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: AMP - Athletic Field Renovations

PROJECT DESCRIPTION

Justification:

In 2001, the Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park. The study became necessary because of the aging condition of the softball complex and the development of diamonds 4-6 and the Optimist Soccer Field that created a demand for additional rest room facilities, concession opportunities, press boxes, utility areas and possible irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the current development of USA Youth Sports Complex and other athletic facilities.

The original development of the ball diamond complex at Appleton Memorial Park was completed in the late 1960's. Since this initial development, there have been very limited upgrades to this facility. Issues that need to be addressed include: drainage, irrigation, lighting levels, security, safety, pedestrian access, adequate restroom and concession facilities, etc. The study provided an action plan to address the issues identified earlier and also considered additional facilities in the area.

This project involves the development of plans and specifications for the facility upgrades in 2005. The upgrades scheduled for 2006 and 2007 include: construction of a support facility for the athletic facilities on the west end of the complex, increase field size to meet current design standards; new field lighting; improved pedestrian access; relocation of playground equipment; additional parking and irrigation.

Discussion of operating cost impact:

The upgrade of the facilities will impact operational costs because of increased use. There would be additional costs for irrigation if installed as part of the project. Some of the increased costs will be recovered from increased revenues from concession sales and rental of the facilities to outside agencies and groups.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Building	-	50,000	650,000	650,000	-	$ 1,350,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 50,000	$ 650,000	$ 650,000	$ -	$ 1,350,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	50,000	25,000	25,000	-	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	625,000	625,000	-	$ 1,250,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ 650,000	$ 650,000	$ -	$ 1,350,000
Operating Cost Impact	$ -	$ -	$ 2,500	$ 5,000	$ 5,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: AMP - Paving Renovations

PROJECT DESCRIPTION

Justification:

The parking lots and roadways in Appleton Memorial Park are reaching their anticipated useful life. This request identifies the need to systematically address these deteriorating parking lots and roadways and improve access to the amphitheater and pavilion.

The projects identified in this request include the following:

2006 Evaluation and development of plans and specifications for parking lots and roadways.
2007 Reconstruction of entrance road and parking on west end of park. (Arboretum parking area.)
2008 Improve access to amphitheater and pavilion to meet Americans with Disabilities Act (ADA) requirements.

Discussion of operating cost impact:

Since these projects primarily involve the replacement of existing paved surfaces, no operating cost impact is expected.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Street, Parking Lots, Walkways						
	Plans and specs.	-	-	25,000	-	-	$ 25,000
	West lot and road	-	-	-	150,000	-	$ 150,000
	ADA accessibility	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 25,000	$ 150,000	$ 100,000	$ 275,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	25,000	-	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	150,000	100,000	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 25,000	$ 150,000	$ 100,000	$ 275,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Derks Park Development

PROJECT DESCRIPTION

Justification:

The acquisition and development of Derks Park began in 1988 with the initial donation of approximately 4.5 acres of land to the City of Appleton by Mr. John Derks. The final land acquisition needed to complete Derks Park was executed in 1999. A master plan for Derks Park was approved by the City Council in 2000 and initial development began in late 2000 with some general site preparation and landscaping. The park was seeded and some trees planted in the spring of 2001. The 2001 Parks and Recreation Department Capital Budget included $120,000 for playgrounds, walkways, lighting, and some additional landscaping. Additional landscaping, playground installation, and phase one of the walkway system, (around the playground) were completed in 2001. Additional accessible hard surfaces within the playground were installed, and a main entrance sign was installed in 2002. Phase two of the walkway, connecting the sidewalk on Derks to the playground walkway, was completed in the fall of 2002. The construction of the park pavilion and some interior park lighting is scheduled for completion by the end of 2003.

The final phases of the Derks Park development include the remainder of the sidewalks and lighting. Funds have been requested in 2004 for sidewalks and lighting that will tie the pavilion and playground equipment with the sidewalks that are proposed to run along Rail Road and Kensington Avenue. The final funding request in 2005 will complete sidewalks around the exterior of the park.

Discussion of operating cost impact:

Minimal operational costs will include snow removal and routine cleaning and sweeping during summer months.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pavilion and Landscaping	-	-	-	-	-	$ -
	Walkway and Lighting	75,000	50,000	-	-	-	$ 125,000
Total - Parks & Recreation Department		$ 75,000	$ 50,000	$ -	$ -	$ -	$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	75,000	50,000	-	-	-	$ 125,000
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ 50,000	$ -	$ -	$ -	$ 125,000
Operating Cost Impact	$ 500	$ 500	$ 500	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Park Renovation

PROJECT DESCRIPTION

Justification:

A master plan for the renovation of Erb Park was adopted by the Common Council in 1998. The master plan identifies the relocation of the main parking lot closer to the center of the park for improved access to the main pavilion, swimming pool and playground equipment. The plan also identified the construction of walkways which lead through the park to improve pedestrian access from the surrounding neighborhoods into the park.

The restrooms in the pavilion are small and do not meet accessibility requirements under the Americans with Disabilities Act (ADA) and contain fixtures which are rusted, obsolete, and difficult to maintain. The electrical system in the pavilion is old and needs to be upgraded.

Funds requested in 2004 would revisit the master plan for Erb Park to ensure the focus of the plan developed in 1998 is still consistent with the needs of the community. Since Erb Pool is nearing 25 years of age, the future of that facility and its continued location also need to be addressed as part of this master planning process. It is anticipated that a separate restroom facility would be constructed to replace the current restrooms housed in the pavilion. This restroom facility is scheduled for 2005. Renovations to the pavilion would follow in 2006. Construction of the parking lot and walkways throughout the park are scheduled for 2007.

Discussion of operating cost impact:

The proposed changes to the park, including new restroom facility, pavilion upgrade and development of parking lots and walkways would have minimal impact on the budget. The Department is currently spending money on the maintenance of an old pavilion which is basically a band-aid. Renovation of the pavilion will reduce maintenance costs. The parking lot will involve some additional costs, as will the walkways. Costs such as daily inspections, sweeping, lighting costs and maintenance will be incurred. Additional costs will arise from the additional use of the park as a result of the improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Master plan, restroom/ shelter study	-	50,000	-	-	-	$ 50,000
	Restroom Upgrades	-	-	200,000	-	-	$ 200,000
	Pavilion upgrades	-	-	-	50,000	-	$ 50,000
	Construct Parking lot & walkways	-	-	-	-	150,000	$ 150,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 50,000	$ 200,000	$ 50,000	$ 150,000	$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	50,000	10,000	5,000	7,500	$ 72,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	190,000	45,000	142,500	$ 377,500
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ 200,000	$ 50,000	$ 150,000	$ 450,000
Operating Cost Impact	$ -	$ -	$ 500	$ 500	$ 1,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Pool Remodeling

PROJECT DESCRIPTION

Justification:

Erb Pool was constructed in 1979. The mechanical components of the pool are now almost 25 years old and will need to be addressed soon. The pool was originally constructed to serve as a competitive pool, but the public currently enjoys and uses a more family-oriented aquatic center like Mead Pool. Some changes and upgrades have already been made to the pool over the last few years to keep the pool functional, but other changes are needed to maintain operations.

Upgrades to the chemical feeder systems to maintain water quality were completed in 2002. These upgrades will hopefully buy enough time to allow the proposed facility renovation to be completed as scheduled. A master plan for Erb Park is scheduled for 2004 to determine the appropriate direction to pursue for Erb Park. This master plan will help determine the future needs and direction of the pool and park and provide additional details and specific project and funding needs for Erb Pool. The remodeling of Erb Pool has been tentatively scheduled in 2008 and it is anticipated the remodeling would provide similar facilities and experiences as Mead Pool. Funding scheduled for 2007 would provide design services for remodeling in 2008.

Discussion of operating cost impact:

The changes proposed would increase operational costs of the pool, but the changes would also increase attendance and revenues. It is difficult at this time to project operating costs when it is unknown exactly what changes will be incorporated in the final design. The new chemical feeder systems will reduce current maintenance costs on a 20 year old system and keep the pool functioning until the renovations are completed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pool Re-constructio	-	-	-	50,000	1,600,000	$ 1,650,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 50,000	$ 1,600,000	$ 1,650,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	50,000	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	1,600,000	$ 1,600,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 50,000	$ 1,600,000	$ 1,650,000
Operating Cost Impact	$ -	$ -	$ -	$ 5,000	$ 5,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Highview Park Development

PROJECT DESCRIPTION

Justification:

The development of Highview Park began in 1997. The grading and seeding of the final portion of the park was completed in 1999. Construction of a park pavilion with restrooms was a capital project in 2000 and completed in the spring of 2001. Walkways and lighting were completed in 2002 and 2003.

This project request includes completion of the proposed development at Highview Park by providing final walkways, central plaza and scenic overlook shelter in 2007.

Discussion of operating cost impact:

The walkways and lighting will have a minimal impact on the operating budget. Additional costs will include snow removal, general maintenance, and lighting costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Walkway, central plaza, and overlook	-	-	-	100,000	-	$ 100,000
Total - Parks & Recreation Department		$ -	$ -	$ -	$ 100,000	$ -	$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	5,000	-	$ 5,000
Land Acquisition	-	-	-	95,000	-	$ 95,000
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 100,000	$ -	$ 100,000
Operating Cost Impact				$ 1,000	$ 1,000	

CITY OF APPLETON 2004 BUDGET
PROJECT REQUEST

NOTES

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Jones Park Renovations

PROJECT DESCRIPTION

Justification:

The Focus Fox River- A Master Plan identified access to the Fox River as a major need and desire of the community. The plan also addressed the need to provide access from the College Avenue corridor to the riverfront. The corridor identified in the Focus Fox River-A Master Plan was Jones Park.

With the completion of the College Avenue reconstruction in 2002 and the continued development of the riverfront, this project identifies the development of a master plan for Jones Park to address the connection between downtown and the riverfront. Funds have been requested in 2006 to complete a master plan of Jones Park. The master plan will identify the type of connection appropriate for the park and the impact of that connection on the remaining activities and facilities in the park. Funding requests have been submitted for 2007 and 2008 as placeholders for future development in Jones Park, contingent upon the final master plan.

The June 11, 2001, storm resulted in severe deterioration of the hillside near the stairs leading to the Justice Center. Funds are being requested in 2004 to provide engineering services to prepare plans and specifications to address this problem with remedial action planned for 2005.

Discussion of operating cost impact:

Until a master plan is developed for Jones Park, it is difficult to determine the operating cost impact of the improvements. However, it is anticipated the basic components of the park will reflect the ideas presented in the Focus Fox River - A Master Plan, resulting in a minimal impact on operational costs. The remedial action on the hillside will not impact operational costs, but may result in future long term costs if this issue is not addressed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Hillside Stabilization	10,000	50,000	-	-	-	$ 60,000
	Master Plan		-	30,000	-	-	$ 30,000
	Development	-	-	-	100,000	100,000	$ 200,000
Total - Parks & Recreation Projects Fund		$ 10,000	$ 50,000	$ 30,000	$ 100,000	$ 100,000	$ 290,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	10,000	-	30,000	-	-	$ 40,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	50,000	-	100,000	100,000	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ 10,000	$ 50,000	$ 30,000	$ 100,000	$ 100,000	$ 290,000
Operating Cost Impact	$ -	$ 750	$ 1,000	$ 1,000	$ 1,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Kiwanis Park

PROJECT DESCRIPTION

Justification:

The property was originally purchased in 1959, with the Pavilion/Lift Station being constructed in 1964. In 1999, the roof was replaced with the Kiwanis Club providing the labor and financial backing. Some of the doors and door jambs were also replaced in 2000 to meet accessibility requirements of the Americans with Disabilities Act (ADA). New restroom partitions were also installed in 2000 to meet ADA codes. This facility may be reaching the end of its intended useful life. This project will examine the feasibility of extending the useful life of this facility or provide direction for new construction in 2007, with construction work to be completed in 2008.

Discussion of operating cost impact:

Net impact on operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pavilion upgrade study	-	-	-	25,000	-	$ 25,000
	Pavilion work	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 25,000	$ 100,000	$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	25,000	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	100,000	$ 100,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ 100,000	$ 125,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Linwood Park

PROJECT DESCRIPTION

Justification:

Linwood Park was officially dedicated as parkland in 1950. Over the years, many individual facilities and amenities have been added to the Park. This project in 2007 would examine community desires and take a comprehensive look at the overall park design. Evaluating park activities, vehicular and pedestrian traffic patterns would also be included. The end product would be a master plan that would identify future redevelopment of park space and amenities. These redevelopment opportunities would be noted in future C.I.P. programs.

Discussion of operating cost impact:

There is no operating cost impact to development of a master plan for the park. Measurable operation impacts would be projected when this phase of the project is complete.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Master plan	-	-	-	25,000	-	$ 25,000
Total - Parks & Recreation Department		$ -	$ -	$ -	$ 25,000	$ -	$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	25,000	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ -	$ 25,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lions Park

PROJECT DESCRIPTION

Justification:

Lions Park pavilion was constructed in 1971. This project would determine if the existing structure could be renovated to extend its useful life and bring it up to appropriate accessibility requirements of the Americans with Disabilities Act (ADA) and building codes. The project would also determine if new construction would be more cost beneficial. This project would include a feasibility study, design and building specifications, and appropriate bid documents in 2006. Renovation and/or construction would take place in 2007.

Discussion of operating cost impact:

Net impact on operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Design	-	-	25,000	-	-	$ 25,000
	Construction	-	-	-	100,000	-	$ 100,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 25,000	$ 100,000	$ -	$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	25,000	-	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	100,000	-	$ 100,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 25,000	$ 100,000	$ -	$ 125,000
Operating Cost Impact	$ -	$ -	$ -	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Lutz Park Shelter Reconstruction and Shoreline Restoration

PROJECT DESCRIPTION

Justification:

This project involves the reconstruction of the park pavilion and restrooms at Lutz Park. The shelter is used regularly for picnic reservations. The restrooms are deteriorating and do not meet accessibility requirements of the Americans with Disabilities Act (ADA).

Additional work scheduled includes the restoration of the shoreline and reconstruction of the boat launch. A major portion of the shoreline has been stabilized, but about 150' has never been stabilized and is eroding away. The boat launch facility also is in need of reconstruction with new ramps and piers. Boat owners regularly report damage to their boats.

Wisconsin Department of Natural Resources (DNR) Urban Waters Grants are available to fund 50% of the cost for the shoreline restoration and boat launch work. A sizeable contribution to the Lutz Park Trust Fund is available to assist with the funding of these projects.

This project had been scheduled for initial development in 2002, however, the project has been rescheduled to begin in 2004 to allow additional time for the City of Appleton to coordinate development ideas at Lutz Park with proposed development at the Yacht Club and the trail system along the riverfront. The design of the pavilion, boat landing and shoreline stabilization has been scheduled for 2004, with re-construction of the boat launch and shoreline stabilization scheduled in 2005 and pavilion upgrades in 2006.

Discussion of operating cost impact:

The pavilion is old and in need of major work. Maintenance costs would be reduced with a new pavilion and appropriate design features to reduce vandalism. The boat launch currently requires regular attention to reduce the City's liability from damaged boats and trailers due to a poorly designed facility. The shoreline needs to be stabilized before it begins to erode the walkway and additional park land. Additional operational costs will be incurred because of increased use of updated facilities and increased utilization of the riverfront.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Design services	50,000	-	-	-	-	$ 50,000
	Boat launch upgrade		80,000	-	-	-	$ 80,000
	Shoreline restoration	-	100,000	-	-	-	$ 100,000
	Pavilion upgrade	-	-	200,000	-	-	$ 200,000
Total - Lutz Park Trust Fund		$ 50,000	$ 180,000	$ 200,000	$ -	$ -	$ 430,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	50,000		-	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	180,000	200,000	-	-	$ 380,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ 180,000	$ 200,000	$ -	$ -	$ 430,000
Operating Cost Impact	$ -	$ 2,500	$ 3,000	$ 3,000	$ 3,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Mead Pool

PROJECT DESCRIPTION

Justification:

Mead Pool was renovated in 1993. The renovation included new pool tanks, new filtration system and building, water slide, sand play areas, concession stand and grass areas within the pool fencing. The popularity of the pool and a poorly designed filtration system have made it difficult to maintain the appropriate water quality. A study was commissioned in 2003 to review the filtration and heating systems to determine the exact deficiencies and provide options for improvements.

The funding request for 2004 would allow for modifying the existing filtration system to meet the demands of the pool. The current system requires backwashing several times each day during peak bather loads. Upgrades to the current system will reduce backwashing requirements to once every 10-14 days. This will provide some cost savings by significantly reducing the amount of treated water that currently needs to be discharged each day during backwash cycles.

The funding request in 2005 provides for an update to the pool heater. The heater currently sits outside the filter building and the design and location require replacement of heater components more often than usual under an appropriately designed system.

The request for 2006 would upgrade the water source to the filter room, provide improvements to the chemical feeder system, and improve access to the surge tank for removal of sand and debris.

Discussion of operating cost impact:

The upgraded filtration system will reduce or eliminate the need for excessive backwashing, saving thousands of gallons of treated water annually. The upgraded system will provide better water quality during peak loads. The pool heater upgrades will reduce maintenance and the need for replacement of heater components. The improvements in 2006 will improve the overall efficiency of the system.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pool filtration system	100,000	-	-	-	-	$ 100,000
	Heater replacements	-	50,000	-	-	-	$ 50,000
	Water source, controllers	-	-	25,000	-	-	$ 25,000
Total - Parks & Recreation Capital Projects Fund		$ 100,000	$ 50,000	$ 25,000	$ -	$ -	$ 175,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	5,000	-	-	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	95,000	50,000	25,000	-	-	$ 170,000
Other	-	-	-	-	-	$ -
Total	$ 100,000	$ 50,000	$ 25,000	$ -	$ -	$ 175,000
Operating Cost Impact	$ (3,000)	$ (4,000)	$ (4,000)	$ (4,000)	$ (4,000)	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	North Side Park Development

PROJECT DESCRIPTION

Justification:

In 2000, a small 2.64 acre park was dedicated to the City of Appleton through the Park Land Dedication Ordinance with the development of the Providence Trails III and IV subdivisions. This park is located east of Providence Avenue and just across the Apple Creek drainage corridor from the USA Sports Complex. The park will serve the neighborhood as well as users of the Apple Creek Trail and the USA Sports Complex when a bridge is constructed to link the south side of the drainage corridor with the north side. Immediately adjacent to the park is a gas line easement that will provide an opportunity for a trail corridor from the Apple Creek Trail to the new park/fire station/school site northwest of the park. The gas line corridor was dedicated to the City of Appleton in 2002. Development of both this park and the park adjacent to Fire Station #6 is necessary to meet the needs of the neighborhood, which is growing rapidly.

This project includes initial development in 2004 that will consist of grading and landscaping of the site. Additional landscaping and the installation of playground equipment will follow in 2005 and will complete the development of this neighborhood park through 2008.

Discussion of operating cost impact:

The park will be scheduled for regular maintenance, including mowing, plant care, playground equipment inspections and maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Initial Development	25,000	-	-	-	-	$ 25,000
	Playground equipment & landscaping	-	75,000	-	-	-	$ 75,000
Total - Parks & Recreation Capital Projects Fund		$ 25,000	$ 75,000	$ -	$ -	$ -	$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	5,000	-	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	25,000	-	-	-	-	$ 25,000
Other	-	70,000	-	-	-	$ 70,000
Total	$ 25,000	$ 75,000	$ -	$ -	$ -	$ 100,000
Operating Cost Impact	$ 1,500	$ 2,000	$ 2,000	$ 2,500	$ 2,500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	North Side Park/Fire Station/School Site Development

PROJECT DESCRIPTION

Justification:

The Appleton Area School District (AASD), the Fire Department, and the Parks and Recreation Department jointly purchased land just east of North High School in 1999. Fire Station #6 was completed in 2001 and a neighborhood park and a possible elementary school were scheduled for the future. It is anticipated the park will develop in concert with the construction of the elementary school. Development of both this park and the neighborhood park on the southeast end of the Providence Trail is necessary to meet the needs of the neighborhood, which is growing rapidly.

This project includes initial development of the park in 2005 that will consist of grading and landscaping of the site. Additional landscaping and the installation of playground equipment and other park amenities will follow in 2006 and complete the park development. The development of this park may need to be adjusted, depending on the construction of the school and/or the demands of the neighborhood.

Discussion of operating cost impact:

The park will be scheduled for regular maintenance, including mowing, plant care, playground equipment inspections and maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Initial development	-	50,000	-	-	-	$ 50,000
	Playground equipment	-	-	70,000	-	-	$ 70,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 50,000	$ 70,000	$ -	$ -	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	5,000	-	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	45,000	70,000	-	-	$ 115,000
Total	$ -	$ 50,000	$ 70,000	$ -	$ -	$ 120,000
Operating Cost Impact	$ -	$ 2,000	$ 3,000	$ 3,000	$ 3,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Parks - Playground Equipment

PROJECT DESCRIPTION

Justification:

Playgrounds - This project will continue to improve accessibility by the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. Upgrading fall zone materials to poured-in-place resilient surfacing would allow for easier wheelchair access.

Discussion of operating cost impact:

There is no significant operating cost impact from the purchase and installation of playground equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Playground equip.	60,000	60,000	60,000	60,000	60,000	$ 300,000
Total - Parks & Recreation Department		$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 300,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	60,000	60,000	60,000	60,000	60,000	$ 300,000
Other	-	-	-	-	-	$ -
Total	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 300,000
Operating Cost Impact	$ 500	$ 500	$ 500	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parks-Partnership Fund

PROJECT DESCRIPTION

Justification:

The Partnership Fund would provide matching dollars for revenue generated from other sources. The fund would provide an incentive for outside groups to provide funding for park projects that could be matched at some level by the City. Examples of potential partnerships may include renovations to the athletic complex at Appleton Memorial Park, with the matching funding coming from player impact fees and/or a visitor and convention bureau grant or playground renovations like the Universal Playground Project. Specific projects would be approved by the Parks and Recreation Committee and Council, consistent with the goals and objectives of the Parks and Recreation Department Five Year Comprehensive Plan.

Discussion of operating cost impact:

The Partnership Fund will leverage dollars from other sources, and provide capital improvements for 50 cents on the dollar. Operational costs are difficult to determine until a specific project has been identified and approved.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Partnership Fund	50,000	50,000	50,000	75,000	75,000	$ 300,000
Total - Parks & Recreation Department		$ 50,000	$ 50,000	$ 50,000	$ 75,000	$ 75,000	$ 300,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	50,000	50,000	50,000	75,000	75,000	$ 300,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ 50,000	$ 50,000	$ 75,000	$ 75,000	$ 300,000
Operating Cost Impact	$ 500	$ 500	$ 500	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parks - Skate Park Equipment

PROJECT DESCRIPTION

Justification:

Skate Park Equipment - This project would provide funding for portable skate park amenities. The intent would allow the flexibility to reconfigure, upgrade, and move equipment to various locations on an annual basis. It is hopeful the plans for the Valley Fair Mall will be realized and the indoor/outdoor skate park area will meet a growing demand in the community. This portable equipment will provide an entry and beginner level experience that would complement the proposed larger facility at the Valley Fair Mall.

Discussion of operating cost impact:

Skate Park equipment will require a rigorous inspection and repair program.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Skate Park equip.	-	50,000	-	-	-	$ 50,000
Total - Parks & Recreation Department		$ -	$ 50,000	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	50,000	-	-	-	$ 50,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 50,000	$ -	$ -	$ -	$ 100,000
Operating Cost Impact	$ -	$ 500	$ 500	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Peabody Park

PROJECT DESCRIPTION

Justification:

The pavilion in Peabody Park was constructed over three decades ago. There are accessibility requirements of the Americans with Disabilities Act (ADA) that need addressing, as well as the overall condition of the building, which has deteriorated beyond modern day expectations. This facility may be reaching the end of its intended useful life. This project would include a feasibility study, design and building specifications, and appropriate bid documents in 2006. Renovation and/or construction would take place in 2007.

Discussion of operating cost impact:

Net impact on operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational cost will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pavilion upgrades	-	-	25,000	180,000	-	$ 205,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 25,000	$ 180,000	$ -	$ 205,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	25,000	-	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	180,000	-	$ 180,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 25,000	$ 180,000	$ -	$ 205,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Pierce Park Renovation

PROJECT DESCRIPTION

Justification:

A master plan for the renovation of the grounds at Pierce Park was adopted by the Common Council in 1999. The major components of this master plan included renovation of the park pavilion, re-construction of the tennis courts and replacement of the lights on the courts, the construction of a parking lot and walkways, and construction of a pedestrian bridge over the railroad tracks. A study of the pavilion was completed in 1999. The study recommended improvements to include: updated utilities, new restrooms and kitchen, and upgrading the pavilion's exterior appearance. To date, a new restroom facility has been constructed, utilities upgraded and most renovations completed on the pavilion. Remaining renovations to the pavilion include a new roof and adjustments to the outside stage area. Other projects include the development and/or enhancement of a plaza near the pavilion and a pedestrian bridge over the railroad tracks to access the southern portion of the park.

The projects identified in this request include the following:

- 2004 Develop plans and specifications for roof and removal of old stage.
- 2005 Pavilion roof replacement and improved roof structure over stage.
- 2007 Pavilion plaza development and/or enhancement.
- 2008 Pedestrian bridge over railroad tracks.

The master plan completed in 1999 included upgrades to the tennis and basketball courts. Those projects have been removed from this capital improvement request to allow for additional discussion and review of the need and/or feasibility of providing tennis and basketball courts in Pierce Park when these facilities may be available elsewhere and still serve the community.

Discussion of operating cost impact:

Proposed improvements will have minimal impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec.	Stage & roof upgrade	15,000	80,000	-	-	-	$ 95,000
	Plaza enhancemen	-	-	-	120,000	-	$ 120,000
	R/R bridge	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Capital Projects Fund		$ 15,000	$ 80,000	$ -	$ 120,000	$ 100,000	$ 315,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	15,000	80,000	-	10,000	5,000	$ 110,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	110,000	95,000	$ 205,000
Other	-	-	-	-	-	$ -
Total	$ 15,000	$ 80,000	$ -	$ 120,000	$ 100,000	$ 315,000
Operating Cost Impact	$ -	$ -	$ -	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Providence Trail

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department, in cooperation with the Trail Advisory Committee, has developed a trail program that has been slowly implemented since its inception in the mid-1990's. In that time, the Newberry, North Island, Apple Creek, and Highview Trails have been constructed. The CE to Newberry Trail connection is currently being developed. The next segment is the Providence Trail segment.

Acquisition of the Providence Trail corridor was completed in 2002. This request identifies funding for the completion of development of the Providence Trail between the USA Youth Sports Complex and the new neighborhood park adjacent to Fire Station #6. Construction on the first phase of the trail was completed in 2003 to correspond with the continued residential development along the trail corridor. The final phase of construction is scheduled for 2004 to complete the trail from Providence Avenue to Ashbury Drive and correspond with Phase VI of the Providence Trail Subdivision.

Discussion of operating cost impact:

Operational costs will include regular inspections, litter pick up, mowing, sign repair, snow removal, etc. Daily maintenance will not be required, but regular inspections are needed to ensure a clean and safe trail.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks and Rec	Complete CE to Newberry Trail connection	-	-	-	-	-	$ -
	Providence Trail	50,000	-	-	-	-	$ 50,000
Total - Parks & Recreation Capital Projects Fund		$ 50,000	$ -	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	5,000	-	-	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	45,000	-	-	-	-	$ 45,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Operating Cost Impact	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Riverfront Initiatives-Trail Development

PROJECT DESCRIPTION

Justification:

This project request includes funding for trail development along the Fox River to address the strategies and objectives of the Riverfront Master Plan.

The riverfront master plan, Focus Fox River- A Master Plan, was approved in February of 2001. A multi-modal analysis of transportation and parking was completed and adopted by the City Council in the spring of 2002. An inter-departmental team was convened in early 2002 to develop a conceptual plan of the pedestrian connections along the riverfront. The interdepartmental team referenced the Riverfront Master Plan, transportation study, and other trail network plans in developing the walkway connection plan. The conceptual plan of the pedestrian connections was approved by the Council in July 2002. An engineering study was completed in 2003 to analyze these connection points and determine the most appropriate type of pedestrian connection (e.g., asphalt trail, boardwalk, riverwalk, etc.) between them. The trail construction costs shown below are a preliminary estimate, to be refined on the basis of the engineering study, outside funding sources and other development opportunities.

The projects identified in the request include the following:

2005 Trail Development - Development of riverfront trail from Vulcan Heritage Park to Lutz Park.
2006 Trail Development - Development of riverfront trail from Vulcan Heritage Park to Valmet site.
2007 Trail Development - Development of riverfront trail from Vulcan Heritage Park to Jones Park.

The development of the individual segments may need to be re-prioritized depending on other riverfront development opportunities, funding sources, etc.

Discussion of operating cost impact:

Additional trail development will incur additional operational costs such as regular inspections, mowing, lighting, waste collection, maintenance, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Park & Rec	Trail construction	-	200,000	200,000	200,000	-	$ 600,000
							$ -
							$ -
Total - Riverfront Initiatives Capital Project		$ -	$ 200,000	$ 200,000	$ 200,000	$ -	$ 600,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	15,000	15,000	15,000	-	$ 45,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	185,000	185,000	185,000	-	$ 555,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 200,000	$ 200,000	$ 200,000	$ -	$ 600,000
Operating Cost Impact		$ 2,500	$ 5,000	$ 7,500	$ 7,500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Schaefer Park

PROJECT DESCRIPTION

Justification:

The pavilion in Schaefer Park was constructed over three decades ago. There are accessibility requirements of the Americans with Disabilities Act (ADA) that need addressing, as well as the overall condition of the building, which has deteriorated beyond modern day expectations. This facility may be reaching the end of its intended useful life. This project would include a feasibility study, design and building specifications, and appropriate bid documents in 2006. Renovation and/or construction would take place in 2007.

Discussion of operating cost impact:

Net impact on operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling, or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pavilion upgrades	-	-	-	-	-	$ -
	Design services	-	-	25,000	-	-	$ 25,000
	Construction	-	-	-	180,000	-	$ 180,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 25,000	$ 180,000	$ -	$ 205,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	25,000	-	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	180,000	-	$ 180,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 25,000	$ 180,000	$ -	$ 205,000
Operating Cost Impact	$ -	$ -	$ -	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Community Park

PROJECT DESCRIPTION

Justification:

In the late 1980's, the City officially mapped a 53 acre community park in the southeast area of Appleton. This land was designated to meet the growing demands for park space in Appleton, and particularly for the southeast quadrant of the City.

Negotiations for the acquisition of this parcel have been unsuccessful. Discussions have been held with City staff and land developers about the possibility of exploring other community park sites in SE Appleton that would meet the needs of the City and also continue to promote development and growth.

This project proposes to fund the purchase of park land over several years to address the need for additional park land in SE Appleton. Efforts will also continue to partner with other governmental agencies that will benefit from this park land acquisition.

Discussion of operating cost impact:

It is difficult to determine operating costs until a final design of the park has been developed. In the meantime, minimal maintenance costs will be incurred for weed control on acquired land.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Parks and Rec. Land Acquisition	-	300,000	300,000	300,000	300,000	$ 1,200,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	300,000	300,000	300,000	300,000	$ 1,200,000
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,200,000
Operating Cost Impact	$ -	$ -	$ 500	$ 500	$ 500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

In 2002, the Parks and Recreation Department commissioned a study of the large pavilion at Telulah Park. The results of that study are included in this request. A master plan for Telulah Park was also developed in 2003. This master plan involved an in-depth review of existing facilities, community input on the long range plan for the park, and preparation and adoption of a master plan to be used for future capital and development. Development components of the master plan are identified in this project request.

The pavilion study reaffirmed that the large pavilion is in very poor condition. The roof has many shingles missing and the roof deck is decayed and in poor condition. The surfacing under the pavilion is an old asphalt mat with cracks and holes. The patio on the west end of the pavilion has a deteriorating stone wall around it with a poor asphalt surface. Several of the stone piers supporting the pavilion are in need of immediate repair. The adjacent Quonset hut, currently used as a kitchen area for larger picnics, lacks adequate electrical outlets and serving area and should be eliminated. Funding was originally approved in 2003 to address the pavilion renovations, however a delay in approving the master plan prevented the completion of the renovations in 2003. Funding for the renovations were not part of the borrowing package in 2003 and therefore the project has been submitted again 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 the river level acquired in 1991.

This project requests the following projects:

- 2004 Reconstruction of the large pavilion to meet the needs of the master plan.
- 2004 Upgrade utilities, entrance road and pavilion parking lot.
- 2007 River level development. (Access, picnic areas, trails, etc.)

Discussion of operating cost impact:

Upgrading the pavilion will initially reduce the cost of maintenance. Additional operational costs will be incurred when the lower level is developed and additional useable park space is realized as a result of the park upgrades.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Pavilion reconstruction	175,000	-	-	-	-	$ 175,000
	Utilities & roadways	160,000	-	-	-	-	$ 160,000
	River level development	-		-	200,000	-	$ 200,000
Total - Parks & Recreation Capital Projects Fund		$ 335,000	$ -	$ -	$ 200,000	$ -	$ 535,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	35,000	-	-	15,000	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	300,000	-	-	185,000	-	$ 485,000
Other	-	-	-	-	-	$ -
Total	$ 335,000	$ -	$ -	$ 200,000	$ -	$ 535,000
Operating Cost Impact	$ 1,000	$ 1,000	$ 1,000	$ 2,500	$ 2,500	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: USA Youth Sports

PROJECT DESCRIPTION

Justification:

The intent of this project is to provide additional recreational facilities and opportunities for youth. This project would be consistent with the initiative of providing services through alternate providers. USA Youth Sports foundation would be a solid vehicle to deliver services to future generations of youth in our community.

The timing of the project would follow potential redevelopment plans of Appleton Memorial Park Athletic Complex, and the redevelopment of Telulah Park. Both of these projects have the potential to reduce certain types of areas that are currently being used for athletic events.

Discussion of operating cost impact:

Partnering with USA Youth on capital development would reduce up front costs of land acquisition and development to meet community demands. Perhaps more importantly, it would provide relief from long-term operational maintenance cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Site Development	-	75,000	-	-	-	$ 75,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 75,000	$ -	$ -	$ -	$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	75,000	-	-	-	$ 75,000
Total	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Voster Property

PROJECT DESCRIPTION

Justification:

This involves the development of a neighborhood park in a new development area located south of Highway JJ and East of French Road.

This project provides for initial development in 2007 to include general landscaping, utilities, etc. Funding in 2008 will allow for additional development, in accordance with the approved Master Plan, to include the installation of playground equipment.

Discussion of operating cost impact:

Will require additional resources from Park and Forestry Operations.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2004	2005	2006	2007	2008	Total
Parks & Rec	Development & master planning	-	-	-	75,000	-	$ 75,000
	Additional development	-	-	-	-	75,000	$ 75,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 75,000	$ 75,000	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	-	-	5,000	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	70,000	75,000	$ 145,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 75,000	$ 75,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ 4,000	$ 4,000	

CITY OF APPLETON 2004 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Vulcan Heritage Park

PROJECT DESCRIPTION

Justification:

Initial development of Vulcan Heritage Park began in 2001 with the construction of the parking lot and some landscaping around the perimeter of the parking lot. This project was the first component of the master plan developed for Vulcan Heritage Park in 2000. The master plan was a joint effort between various City departments, the International Paper Hall of Fame, Trolley '86, Wisconsin Electric Power Company (WEPCO, now WE Energies), the Old Third Ward, and other river front interested parties. In 2002, an architectural/engineering study was completed of the Vulcan Building. Results of the study identified remedial action required to maintain the structural integrity of the building. In 2003, the Supple Restaurant Group received ownership of the Vulcan Building to develop a restaurant. This development opportunity by the Supple Restaurant group has allowed the City to relinquish its responsibilities for the short and long term care and operation of the Vulcan Building and concentrate its efforts on the remainder of the park development.

The remainder of the park development as outlined in the master plan has been scheduled as noted below. The development will include boardwalks through the ruins area west of the building, additional landscaping around the parking lot, lighting, and the development of an open area on the west side of the park.

The projects identified in the request include the following:

2004 Park Development - Development of walkway, lighting and boardwalk west of Vulcan Building.
2005 Park Development - Complete boardwalk, lighting, interpretative signs, etc.
2006 Park Development - West End-Landscaping, walkways, gazebo, lighting, etc.

Discussion of operating cost impact:

The development of the Vulcan Heritage Park will result in additional maintenance and operational costs. The park will be a rather high-end maintenance facility because of its design and development. Those costs are reflected below.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2004	2005	2006	2007	2008	Total
Parks and Rec.						
Park development	275,000	250,000	250,000	-	-	$ 775,000
Total - Parks & Recreation Capital Projects Fund	$ 275,000	$ 250,000	$ 250,000	$ -	$ -	$ 775,000

COST ANALYSIS

Estimated Cash Flows

Components	2004	2005	2006	2007	2008	Total
Planning	-	25,000	25,000	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	275,000	225,000	225,000	-	-	$ 725,000
Other	-	-	-	-	-	$ -
Total	$ 275,000	$ 250,000	$ 250,000	$ -	$ -	$ 775,000
Operating Cost Impact	$ -	$ 5,000	$ 10,000	$ 10,000	$ 10,000	